



**THE COMMONWEALTH OF MASSACHUSETTS**  
**The State Reclamation and Mosquito Control Board**  
**NORFOLK COUNTY MOSQUITO CONTROL DISTRICT**

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**ROBIN L. CHAPPELL** **NORMAN P. JACQUES** **MAUREEN P. MACEachern** **LINDA R. SHEA** **RICHARD J. POLLACK, PhD**  
Commissioners

**DAVID A. LAWSON**  
Director

**CAROLINE E. HAVILAND**  
Field Operations Manager

## **Narrative Memo**

### **September, 2013**

#### **Justification for FY 2014 Spending:**

The balance forward from FY 2013 was more than we had projected due to a couple significant orders from FY2013 that were unpredictably delayed until FY 2014. It is projected at this date to be \$166,686, a 10.9% rollover.

There have been no changes in projected spending at this point that differ from what was projected when the budget was certified in May.

At this time there are no projected new hires for the fiscal year.

The District is in the process of purchasing 2 trucks to replace aging trucks in the fleet. These are the only major capital purchases that are projected, though we may evaluate the fleet later in the year and consider another replacement.

#### **Justification for the FY 2015 Proposed Budget:**

The Norfolk County Mosquito Control District is proposing a 2.5% budget increase over FY2014, to \$1,628,967. [Approved at August 15<sup>th</sup> Commission Meeting.]

Primary factors in this proposed budget increase are as follows.

Our fleet has aged and has been prone to breakdowns. Some of the spray trucks are 11-15 years old. We have replaced 2 of our aging ULV spray trucks this fiscal year (2013), have 2 replacements planned for FY 2014, but need to continue replacing trucks over the coming years. This is particularly important for the ULV spray trucks, as any breakdowns during the season can cause back-ups in fulfilling requests from residents and from being able to respond effectively to disease outbreaks. We propose replacing another 2 trucks in FY 2015.

No new hires are projected at this time.

**FY2014 SPENDING PLAN & FY2015 MAINTENANCE ESTIMATE & BUDGET REQUEST**

**DISTRICT N NORFOLK COUNTY MOSQUITO CONTROL PROJECT**

Date: 9/6/2013

Updated:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
<b>Supplemental Budget</b>		\$14,476.00		
<b>Prior Year Rollover:</b>	\$24,430.00	\$261,945.00	\$166,686.00	\$154,619.00
<b>Certified Budget Amt / Request:</b>	<u>\$1,480,292.00</u>	<u>\$1,524,700.00</u>	<u>\$1,589,314.00</u>	<u>\$1,628,967.00</u>
<b>Total Funds:</b>	\$1,504,722.00	\$1,801,121.00	\$1,756,000.00	\$1,783,586.00

<b>Object Code</b>	<b>Description</b>	<u>FY12</u>	<u>FY13</u>	<u>FY14 Est</u>	<u>FY15 Est</u>	<u>NOTES:</u>
	<b>FTE Count:</b>					
<b>AA</b>	<b><u>Payroll Actuals Summary:</u></b>	<b><u>\$672,522.00</u></b>	<b><u>\$647,237.00</u></b>	<b><u>\$665,928.00</u></b>	<b><u>\$694,597.00</u></b>	
A01	Salaries: Inclusive	\$672,522.00	\$637,740.00	\$655,928.00	\$684,597.00	
A07	Shift Differential Pay					
A08	Overtime Pay		\$9,497.00	\$10,000.00	\$10,000.00	
A13	Vacation-In-Lieu					
	Salary Increases / COLA					
	New Hires:					
AXX	Other					
<b>BB</b>	<b><u>Travel Summary:</u></b>	<b><u>\$3,876.00</u></b>	<b><u>\$6,015.00</u></b>	<b><u>\$7,900.00</u></b>	<b><u>\$7,400.00</u></b>	
B01	Out of State Travel	\$0.00	\$2,526.00	\$2,000.00	\$3,000.00	
B02	In-State Travel	\$2,672.00	\$384.00	\$2,000.00	\$1,000.00	
B05	Conf Train Registration Memb	\$270.00	\$332.00	\$2,000.00	\$500.00	
B08	Industrial Clothing & Uniforms	\$153.00	\$789.00	\$900.00	\$900.00	
B10	Exigent Job Related Expenses	\$781.00	\$1,984.00	\$1,000.00	\$2,000.00	
BXX	Other					
<b>CC</b>	<b><u>Seasonal Employees Summary:</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	
C04	Contracted Seasonal Employees					Chk w/ Dave Seasonals? \$7,092 spent in FY14 to-date? According to MBA.
CXX	Other					
<b>DD</b>	<b><u>Fringe / Pension Actuals / Summary</u></b>	<b><u>\$270,300.00</u></b>	<b><u>\$239,383.00</u></b>	<b><u>\$242,553.00</u></b>	<b><u>\$257,200.00</u></b>	
D09	Fringe & Payroll Tax	\$153,066.00	\$121,704.00	\$120,683.00	\$130,000.00	
D15	Workers Comp	\$74.00	\$140.00	\$800.00	\$200.00	
D20	County Pension / Retirement	\$103,977.00	\$109,114.00	\$112,313.00	\$117,000.00	
DXX	Other	\$13,183.00	\$8,425.00	\$8,757.00	\$10,000.00	
<b>EE</b>	<b><u>Admin Costs Actuals / Summary</u></b>	<b><u>\$7,797.00</u></b>	<b><u>\$22,824.00</u></b>	<b><u>\$18,400.00</u></b>	<b><u>\$19,720.00</u></b>	
E01	Office & Admin Supplies	\$1,840.00	\$4,920.00	\$2,000.00	\$2,500.00	
E02	Printing Expenses & Supplies		\$723.00			
E04	Central Reprographic Chgbk	\$192.00		\$0.00	\$0.00	
E06	Postage	\$236.00	\$300.00	\$300.00	\$300.00	
E12	Subscriptions & Licensing Fees	\$195.00	\$100.00	\$120.00	\$120.00	
E13	Advertising Expenses	\$640.00	\$449.00	\$450.00	\$500.00	
E14	Exhibits/Displays	\$926.00	\$498.00	\$0.00	\$500.00	
E15	Bottled Water	\$218.00	\$302.00	\$230.00	\$300.00	
E19	Fees, Licenses, Permits & Chrgbks	\$1,250.00	\$12,227.00	\$12,500.00	\$12,500.00	Morril Insurance
E32	Tort Claims Liab Mgnt Reduc Fd					
EE2	Conf, Training & Registration	\$2,300.00	\$3,305.00	\$2,800.00	\$3,000.00	
E42	In-State Travel					
E43	Job Related Tuition					
EXX	Other					
<b>FF</b>	<b><u>Lab/Materials/Vehicle - Summary:</u></b>	<b><u>\$2,014.00</u></b>	<b><u>\$11,032.00</u></b>	<b><u>\$9,850.00</u></b>	<b><u>\$7,400.00</u></b>	
F05	Laboratory Supplies	\$659.00	\$3,650.00	\$2,000.00	\$2,000.00	
F06	Medical & Surgical Supplies		\$195.00		\$0.00	
F09	Clothing & Footwear	\$347.00	\$3,801.00	\$2,500.00	\$2,000.00	
F11	Laundry & Cleaning Supplies	\$472.00	\$412.00	\$350.00	\$400.00	

F13	Farm & Garden Supplies				
F19	ManufactreSupply &Raw Materials				
F24	Vehicle Maint & Repair Parts	\$536.00	\$2,974.00	\$5,000.00	\$3,000.00
FXX	OTHER				
<b>GG</b>	<b><u>Lease / Utilies / Fuel - Summary:</u></b>	<b><u>\$94,413.00</u></b>	<b><u>\$100,090.00</u></b>	<b><u>\$99,300.00</u></b>	<b><u>\$102,300.00</u></b>
G01	Space Rental	\$71,200.00	\$69,300.00	\$69,300.00	\$69,300.00
G03	Electricity	\$7,191.00	\$9,819.00	\$10,000.00	\$10,000.00
G05	Fuel For Vehicles	\$16,022.00	\$20,971.00	\$20,000.00	\$23,000.00
G06	Fuel for Buildings / Heat Oil				
G11	Natural Gas				
GXX	Other				
<b>JJ</b>	<b><u>Program Operational Summary:</u></b>	<b><u>\$15,659.00</u></b>	<b><u>\$15,284.00</u></b>	<b><u>\$19,000.00</u></b>	<b><u>\$19,800.00</u></b>
J25	<b>DPH Testing</b>	\$11,100.00	\$11,250.00	\$12,000.00	\$15,000.00
J27	Laundry Services				
J62	Board Memb Exps	\$4,400.00	\$3,822.00	\$6,000.00	\$4,500.00
JJ2	Auxiliary Services	\$159.00	\$212.00	\$1,000.00	\$300.00
JJ3	Security Costs				
<b>KK</b>	<b><u>Programmatic Equipment - Summary:</u></b>	<b><u>\$1,402.00</u></b>	<b><u>\$193,744.00</u></b>	<b><u>\$47,000.00</u></b>	<b><u>\$43,000.00</u></b>
K04	Vehicle Equipment	\$0.00	\$2,130.00	\$45,000.00	\$40,000.00 Trucks
K07	Office Furnishings	\$0.00	\$1,050.00	\$1,000.00	\$1,000.00
K11	Heavy Equip, Trucks, Spray Equip	\$0.00	\$190,564.00	\$1,000.00	\$2,000.00
KXX	OTHER	\$1,402.00			
<b>LL</b>	<b><u>Program Rentals /Heavy Equip Maint</u></b>	<b><u>\$19,806.00</u></b>	<b><u>\$45,127.00</u></b>	<b><u>\$22,950.00</u></b>	<b><u>\$24,550.00</u></b>
L24	Vehicle Rental		\$580.00		
L25	Office Equipment Rental or Lease				
L26	Printing / Copy Equip Rent/Lease	\$1,237.00	\$1,237.00	\$1,250.00	\$1,300.00
L44	Vehicle Equipment Maint/Repair	\$18,569.00	\$13,937.00	\$15,000.00	\$16,000.00
L46	Print/Copy Equip Maint/Repair				
L51	Heavy Equipment Maint/Repair	\$0.00	\$29,373.00	\$6,000.00	\$6,000.00
L63	Program Equip Maint & Repair	\$0.00	\$0.00	\$700.00	\$1,250.00
LXX	OTHER				
<b>NN</b>	<b><u>Facility / Tools / Pesticide Summary:</u></b>	<b><u>\$146,069.00</u></b>	<b><u>\$311,594.00</u></b>	<b><u>\$459,600.00</u></b>	<b><u>\$443,500.00</u></b>
N14	Haz Waste Removal	\$1,587.00	\$0.00	\$400.00	\$0.00
N50	Facility Maint/Repair	\$0.00	\$1,017.00	\$1,200.00	\$1,200.00
N52	Facility Maint & Repair Tools	\$2,320.00	\$8,177.00	\$5,000.00	\$5,000.00
N60	Garden Expenses, Maint \$ Repair	\$0.00	\$0.00	\$1,500.00	\$1,500.00
N64	Pesticides, Garden Tools&Supplies	\$126,233.00	\$200,370.00	\$300,000.00	\$295,000.00
N70	Cleaners/Janitors				
N72	Exterminator / Aerial Spray	\$15,120.00	\$100,328.00	\$150,000.00	\$140,000.00
N73	Waste Removal Serv Non-Hazard	\$809.00	\$1,702.00	\$1,500.00	\$2,000.00
NXX					
<b>UU</b>	<b><u>IT / Phone Costs - Summary:</u></b>	<b><u>\$8,853.00</u></b>	<b><u>\$42,506.00</u></b>	<b><u>\$8,900.00</u></b>	<b><u>\$9,500.00</u></b>
U01	Telecommunication Serv - Data		\$402.00	\$2,700.00	\$1,000.00
U02	Tele Voice Services	\$8,773.00	\$4,951.00	\$3,000.00	\$5,000.00
U03	Software & IT Licenses		\$22,645.00	\$700.00	\$1,000.00
U05	Info Tech Professionals				
U06	Info Tech Cabling				
U07	Info Tech Equipment	\$80.00	\$14,508.00	\$2,500.00	\$2,500.00
U09	Info Tech Equip Rental /Lease				
UXX	OTHER				
<b>ZZ</b>	<b><u>OTHER</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
	Misc Spending Credits				
	Credits Insurance / Discounts				
	Supp Funds Credit Pesticides				
	Supp Funds Spending Pesticides				
	<b>Total:</b>	<b>\$1,242,711.00</b>	<b>\$1,634,836.00</b>	<b>\$1,601,381.00</b>	<b>\$1,628,967.00</b>

<i>Actual spent</i>	<i>Actual spent</i>	<i>Estimate of spending</i>	<i>Estimate of certified budget</i>
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Budgeted cost of living adjustments and step increases for employees account for another significant part of the request. These numbers may change due to the fact that the District is going to conduct a pay rate and job description review this year, which may change payroll estimates.

Other than minor adjustments up or down, most other expense categories will remain basically level or contain only minor estimated increases due to normal inflationary cost increases.

David Lawson, Director  
The Norfolk County Mosquito Control District