



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
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Norfolk County Mosquito Control District: Narrative Memo Highlighting Justification of the FY 2024 Proposed Budget Request April, 2023 update

FY 2023: The Norfolk County Mosquito Control District is proposing an FY 2024 2.5% budget increase over FY2022, to \$2,166,051.

Primary factors contributing to this proposed budget increase are as follows:

- 1) The District continues fulfilling an ongoing Fleet Management Plan that involves replacing older and high mileage vehicles each fiscal year. The Fleet Management Plan has seen the planned ongoing replacement of aging vehicles from FY 2013 through FY2022. FY 2024 may see a budgeted vehicle replacement as we plan for replacement of our Sterling transport truck. A new truck, with trade in of the Sterling, will likely cost over \$128,000. We have attempted to maintain higher than 'normal' rollover funds to apply to this 'one time' larger than normal capital expense budget item. The Commonwealth's new mandated EV First policy will likely see us purchasing electric vehicles in the coming years to replace older ICE vehicles, and these EV vehicles currently are significantly more expensive than ICE vehicles. A possible EV vehicle purchase could happen in FY2024.
- 2) Employee COLA and pay increases, with the accompanying fringe costs, remain a continuing year to year cost increase. The District is currently short one FTE field technician in FY 2023, and NCMCD is attempting to fill this position before FY 2024 begins. Prospects are not looking good at this time. We may just have to keep the open position posted until it is filled. All that aside, there are no additional hires projected for FY 2024.
- 3) Retirement costs:
The unfunded liability of the Norfolk County Retirement System (NCRS) grew substantially since 2010, principally due to the 2008/2009 financial crisis. For the NCRS to maintain the 2031 funding schedule, The NCMCD has absorbed 10% direct cost increases that continued into FY 2019. The FY 2020 retirement increase, decreased to around 6%. FY 2021 rates were a 6.6% increase over FY2020 and FY2022 is a 7% increase. FY 2023 rates are increasing by 7.26%. FY2024 Appropriation will be \$232,145 which is actually a reduction from FY 2023. We

are concerned that fallout from the Covid-19 pandemic and the current economic downturn may push these rates higher yet again in the near future. The current direct retirement cost to the District in FY2023 is \$259,457.

- 4) The District attempts to keep a significant rollover amount each year in anticipation of potential floodplain aerial larvicide applications and other unexpected situations. The rollover into FY2024 is currently projected to be about \$160,000.
- 5) We have been told to expect product costs to rise in response to inflationary cost increases at all levels of the supply chain.

David Lawson, Director
The Norfolk County Mosquito Control District

FY2024 BUDGET REQUEST

DISTRICT NAME / ACCOUNT #: **NORFOLK MOSQUITO CONTROL / 2520-1200**

SECTION I	FY2022	FY2023	FY2024	NOTES:
Prior Year Rollover:	\$134,998.58	\$202,006.90	\$164,725.90	
FY23 Certified Budget / FY24 Request:	\$2,061,678.00	\$2,113,220.00	<u>\$2,166,051.00</u>	FY24 2.5%
Other:				
Total Funds:	<u>\$2,196,676.58</u>	<u>\$2,315,226.90</u>	<u>\$2,330,776.90</u>	

Object Code	Description	FY2022 (9/13/22)	FY2023 (est)	FY2024 (est)	NOTES:
A01	Salaries: Inclusive	\$815,679.96	\$939,349.00	\$957,608.00	
A07	Shift Differential Pay	\$13,845.90	\$13,820.00	\$13,820.00	
A08	Overtime Pay	\$8,167.13	\$5,000.00	\$5,000.00	
A10	Holiday Pay				
A13	Vacation-In-Lieu	\$9,457.27			
A14	Stipends	\$688.89			
AA1	Salaries: Supplemental	\$8,400.00	\$8,200.00	\$8,600.00	
AXX	Other				
AA	Payroll Actuals Summary:	<u>\$856,239.15</u>	<u>\$966,369.00</u>	<u>\$985,028.00</u>	
B01	Out of State Travel	\$248.37	\$5,000.00	\$2,000.00	
B02	In-State Travel	\$181.21	\$1,800.00	\$1,500.00	
B05	Conf Train Registration Memb	\$426.00	\$400.00	\$500.00	
B08	Industrial Clothing & Uniforms	\$1,091.47	\$1,500.00	\$1,500.00	
B10	Exigent Job Related Expenses	\$3,500.88	\$1,500.00	\$2,500.00	
B91	Empl Reimb Accounts Payable Non-Tax	\$199.99			
BXX	Other				
BB	Travel Summary:	<u>\$5,647.92</u>	<u>\$10,200.00</u>	<u>\$8,000.00</u>	-
C04	Contracted Seasonal Employees	\$11,267.91	\$20,560.00	\$25,840	
C98	Travel - Contracted Employees	\$279.37			
CXX	Other				
CC	Seasonal Employees Summary:	<u>\$11,547.28</u>	<u>\$20,560.00</u>	<u>\$25,840.00</u>	

D09	Fringe & Payroll Tax	\$195,987.03	\$225,925.00	\$242,809.00	
D15	Workers Comp	\$37,901.97			
D20	County Pension / Retirement	\$241,892.00	\$260,000.00	\$275,000.00	
DXX	Other				
DD	<u>Fringe / Pension Actuals / Summary</u>	<u>\$475,781.00</u>	<u>\$485,925.00</u>	<u>\$517,809.00</u>	
E01	Office & Admin Supplies	\$1,731.72	\$1,000.00	\$1,500.00	
E02	Printing Expenses & Supplies	\$1,120.92	\$1,500.00	\$1,500.00	
E04	Central Reprographic Chargeback				
E06	Postage	\$48.50	\$200.00	\$200.00	
E12	Subscriptions & Licensing Fees	\$310.00	\$500.00	\$500.00	
E13	Advertising Expenses	\$474.88	\$500.00	\$500.00	
E14	Exhibits/Displays	\$207.75	\$0.00	\$0.00	
E15	Bottled Water	\$483.05	\$600.00	\$600.00	
E19	Fees, Licenses, Permits & Chrgbks	\$1,100.00	\$2,000.00	\$2,000.00	
E20	Motor Vehicle Chargeback	\$36,332.88	\$30,000.00	\$25,000.00	
E32	Tort Claims Liab Mgmt Reduc Fd				
E53	Non-Employee Settlements & Judgments				
E42	In-State Travel				
EE2	Conf, Training & Registration	\$2,230.00	\$3,500.00	\$3,000.00	
EXX	Other				
EE	<u>Admin Costs Actuals / Summary</u>	<u>\$44,039.70</u>	<u>\$39,800.00</u>	<u>\$34,800.00</u>	
F05	Laboratory Supplies	\$8,176.24	\$5,000.00	\$5,000.00	
F06	Medical & Surgical Supplies				
F09	Clothing & Footwear	\$3,477.64	\$2,000.00	\$1,500.00	
F10	Facility Furnishings				
F11	Laundry & Cleaning Supplies				
F19	ManufactureSupply &Raw Materials				
F24	Vehicle Maint & Repair Parts	\$1,972.96	\$2,000.00	\$3,000.00	
FXX	OTHER				
FF	<u>Lab/Materials/Vehicle - Summary:</u>	<u>\$13,626.84</u>	<u>\$9,000.00</u>	<u>\$9,500.00</u>	-
G01	Space Rental	\$185,809.00	\$190,454.00	\$195,215.64	
G03	Electricity	\$4,751.93	\$4,000.00	\$4,000.00	
G05	Fuel For Vehicles	\$19,867.86	\$18,000.00	\$20,000.00	
G06	Fuel for Buildings / Heat Oil				
G08	Sewage Disposal And Water		\$300.00	\$300.00	
G11	Natural Gas	\$4,893.19	\$5,000.00	\$6,000.00	
GXX	Other				
GG	<u>Lease / Utilies / Fuel - Summary:</u>	<u>\$215,321.98</u>	<u>\$217,754.00</u>	<u>\$225,515.64</u>	-
H09	Attorneys/Legal Services	\$26.63			-
HH2	Engineering, Research & Scientific Services	\$3,162.57			-
HH	<u>Consultant Service Contracts</u>	<u>\$3,189.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	-
J25	DPH Testing	\$0.00	\$10,000.00	\$10,000.00	
J27	Laundry Services				
J62	Board Memb Exps				
JJ2	Auxiliary Services	\$65.72			
JJ3	Security Costs				
JJ	<u>Program Operational Summary:</u>	<u>\$65.72</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	-
K04	Vehicle Equipment	\$201.40	\$25,000.00	\$130,000.00	
K05	Office Equipment	\$3,062.07	\$1,000.00	\$1,000.00	
K06	Printing, Photocopying Equip				
K07	Office Furnishings		\$500.00	\$500.00	
K11	Heavy Equip, Trucks, Spray Equip		\$15,000.00	\$0.00	
K12	Television Broadcasting Equipment				
KXX	OTHER				
KK	<u>Programmatic Equipment - Summary:</u>	<u>\$3,263.47</u>	<u>\$41,500.00</u>	<u>\$131,500.00</u>	-
L24	Motorized Vehicle Equip Rental				

L26	Printing / Copy Equip Rent/Lease		\$1,243.00	\$1,234.00
L44	Vehicle Equipment Maint/Repair	\$15,978.34	\$10,000.00	\$10,000.00
L46	Print/Copy Equip Maint/Repair			
L51	Heavy Equipment Maint/Repair	\$8,415.87	\$10,000.00	\$5,000.00
L63	Program Equip Maint & Repair			
LXX	OTHER			
<u>LL</u>	<u>Program Rentals /Heavy Equip Maint</u>	<u>\$24,394.21</u>	<u>\$21,243.00</u>	<u>\$16,234.00</u>
N50	Facility Maint/Repair			
N52	Facility Maint & Repair Tools	\$5,131.14	\$5,000.00	\$5,000.00
N60	Lawn&Grounds Equipment Maint & Repair			
N61	Lawns & Grounds Equipment			
N64	Pesticides, Garden Tools&Supplies	\$211,400.51	\$200,000.00	\$200,000.00
N70	Cleaners/Janitors	\$5,340.99	\$5,400.00	\$5,500.00
N71	Exterminators/Pest Mgmt	\$86,903.04	\$100,000.00	\$100,000.00
N72	Hazardous Waste Removal Services			
N73	Waste Removal Serv Non-Hazard	\$4,531.66	\$5,000.00	\$5,000.00
NXX				
<u>NN</u>	<u>Facility / Tools / Pesticide Summary:</u>	<u>\$313,307.34</u>	<u>\$315,400.00</u>	<u>\$315,500.00</u>
U01	Telecommunication Serv - Data	\$1,938.70	\$2,500.00	\$2,500.00
U02	Tele Voice Services	\$2,255.09	\$2,000.00	\$2,000.00
U03	Software & IT Licenses	\$1,281.00	\$1,500.00	\$1,500.00
U05	Info Tech Professionals			
U06	Info Tech Cabling			
U07	Info Tech Equipment	\$11,241.16	\$1,000.00	\$1,000.00
U09	Information Technology (IT) Equipment Rental Or Lease			
U10	IT Equip. Maint. & Repair	\$11,529.92	\$5,750.00	\$6,000.00
UXX	OTHER			
<u>UU</u>	<u>IT / Phone Costs - Summary:</u>	<u>\$28,245.87</u>	<u>\$12,750.00</u>	<u>\$13,000.00</u>
	Total:	\$1,994,669.68	\$2,150,501.00	\$2,292,726.64
Projected Balance Forward:		\$202,006.90	\$164,725.90	\$38,050.26

SECTION II

FTE Tracker

Current FTE

Count: **10.8**

Backfills: Position # Bi-weekly Pay of New Hire

Total Backfills: \$
1 1,801.73

New Positions: Position Title
0

Total New
Positions:

Anticipated
Vacancies: Position #
0

Total
Anticipated
Vacancies:

0

Total FTE Count:

11.8

FTE count (as of 9/10/22)