

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources State Reclamation and Mosquito Control Board

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Updated: January 30, 2014

Original: November 19, 2013

REVISED

FY2015 BUDGET REQUEST

ADMINISTRATION

Mark S. Buffone
Executive Director

Alisha Bouchard
Project Administrator

#2520-0000..... \$349,062

MOSQUITO CONTROL PROJECTS & DISTRICTS

Berkshire County Mosquito
Control Project

Bristol County Mosquito
Control Project

Central Massachusetts
Mosquito Control Project

Cape Cod Mosquito
Control Project

East Middlesex Mosquito
Control Project

Norfolk County Mosquito
Control District

Northeast Massachusetts
Mosquito & Wetland
Management District

Plymouth County Mosquito
Control Project

Suffolk County Mosquito
Control Project

The SRB Finance Unit is responsible for oversight and execution of all financial, human resources and administrative activities related to the nine (9) regional Mosquito Control Projects and Districts (Districts) and the Board. In addition, MDAR Legal provides legal services to the Board and its Districts. Operations include but are not limited to; budgeting, accounting, facility leases, procurement, contracts, problem solving, department reporting and coordination of certain programmatic operations on behalf of the Board and; coordination and execution of emergency aerial spray / EEE response related activities and; other departmental functions.

The revised FY15 preliminary budget request amount for the SRB administration account is \$ 349,062 (a -\$11,076 reduction from the original request submitted in September 2013); this revised amount represents a \$45,203 or 16.8% increase over the certified FY14 budget amount.

In FY14, the SRB Finance Unit is managing over \$11 million in budgeted mosquito control funds plus an additional \$1.6 million in rollover funds and direct bill accounts for greenhead fly and salt marsh activities for a total of approximately \$12.8 million dollars. As funds for mosquito control grow it is necessary to ensure the financial and administrative operations are managed as efficiently and as effectively as possible in order to ensure and maintain the SRB and the Districts compliance with state finance law and Comptroller's policies and regulations.

When managing increased funding and multiple, complex issues meeting these challenges are difficult with limited resources and staffing. Some of the more complex matters facing the department and the Districts in the last several months include; an increase in the number of public records requests, internal audit findings, facility lease delays and property issues which include concerns for some District's employees safety and the safety of the public because of dilapidated facilities. With less than ideal facilities security of the District's property, equipment and pesticides are also at risk of loss and vandalism; which has occurred.

To confront these particular challenges it is necessary that Districts are provided ongoing assistance and support to mitigate risks. Training and education are essential and involves both required, compliance trainings and site visits to review and to improve upon internal controls to develop risk assessments and recommendations for improvements; as required of state departments by the State Comptroller.

As part of the requirements of Executive Order 504 the Protection of Personal Information the information technology component of EO504 requires SRB report on the security of personal information held at the Districts and to identify what type of information is held at the SRB / Districts and how through IT that information is secured. This leads into the needs of some Districts for IT and GIS support and services that Finance needs to help provide support through internal controls, statewide contracts or contracts specific to the needs of those Districts.

Finally, the Commonwealth is embarking upon a new procurement system called CommBuys; in March 2014 the old procurement system CommPASS will be shutdown to allow for the system transition which will take a few weeks and the new system is scheduled to come up in April. With the implementation of the new system training and assistance from Finance will be required.

All of these issues require attention, work, education and monitoring. Therefore, the SRB Finance Unit has been undergoing an evaluation to identify all of its business functions and resources in order to improve upon its management practices and efficiencies while maintaining solid fiscal management, internal controls and to meet growing, complex demands both on behalf of the mosquito control districts and as required, of a state department.

Given the aforementioned issues and evaluation process please note that the SRB's FY15 budget request is primarily an increase to support the hiring of 1 new FTE, Accountant II position as indicated on the attached budget worksheet. At a salary estimate \$40,615 plus fringe and payroll tax the total cost estimate of this new position is \$51,893; with this new hire the Board's adjusted FTE count would be 3.5 FTEs. This new position is specifically designed with duties to help with the day-to-day operations in Finance and to assist in Human Resources and administrative tasks.

This change along with realignment of other staff's duties will allow the Projects Administrator more time to focus on the challenges indicated above and further support the District's needs. In addition, the budget worksheet details other cost categories and allots for some minor spending to assist with the Executive Director's retirement and backfill with training and travel for education opportunities, conferences and reference materials such as subscriptions, as needed.

Funding for Board's budget supports the following responsibilities and requirements; as a state department within the Executive Branch.

Finance, Human Resources and Administrative Service Operations Include:

1. Provides coordination, technical assistance and administers District's budgets and spending plans for reporting to SRMCB, the Executive Office of Energy and Environmental Affairs (EOEEA), the Executive Office of Administration and Finance (ANF) and the Division of Local Services in the Department of Revenue (DOR).
2. Manages all trust fund accounts including greenhead fly, salt marsh and supplemental funds.
3. Legal services
4. Provides oversight and technical assistance for the procurement of goods and services; executes contracts, facility leases and inter-agency service agreements.
5. Issues all purchase orders, processes all encumbrance requests, vendor payments, chargebacks and revenue collections; maintains all accounting records subject to state audit.
6. Coordinates information and generates reports to state oversight agencies including the ANF, State Comptroller's Office, Operational Services Dept, Office of Vehicle Management and the State Auditor's Office; reports on various subject matters such as; the supplier diversity program / affirmative marketing, fixed assets, GAAP, internal controls and quality assurance audit requests.
7. As required, acts as the Office of Vehicle Management (OVM) fleet manager in conjunction with and on behalf of Districts vehicle and related needs and reporting.
8. Executive Order 504 Protection of Personal Information; responsible for SRMCB Information Security Program that includes the mosquito control districts and; required assessment of risks, internal controls, training, self-audits and reporting, etc.
9. Processes salary adjustments and personnel transactions.
10. Administers employee benefits, workers compensation claims and processes unemployment claims.
11. Executes job postings for open positions, appointment paperwork for new hires and seasonal employees.
12. Organizes mandatory state trainings.
13. Provides legal guidance, support and dispute resolution on various issues as needed including contracts and vehicle accidents.
14. Responds and provides information related to public records requests.
15. Administers policy directives and develops procedures; as needed.

FY2014 Spend Plan & FY2015 Budget Request
SRMCB Administration / #2520-0000

Date: 8/10/2013

Updte: 1/30/2014

	<u>FY12</u>	<u>FY13</u>	<u>FY14 Est</u>	<u>FY15 Est</u>	
Prior Year Rollover:	3,310	-	20,373	9,522	FY14 BF Est @ 3%/\$9,522; FY13 BF @ 7.5%/\$20.3k
Certified Budget Amt / Reques	<u>249,266</u>	<u>269,547</u>	<u>303,859</u>	<u>349,062</u>	FY15 Est 16.8% /\$45,203 Inc vs FY14
Total Funds:	<u>252,576</u>	<u>269,547</u>	<u>324,232</u>	<u>358,584</u>	

<u>Obj</u>	<u>Description</u>	<u>FY12</u>	<u>FY13 Est</u>	<u>FY14 Est</u>	<u>FY15 Est</u>	<u>Notes:</u>
	FTE Count:	2.5	2.5	2.5	3.5	
AA	Payroll Summary:	<u>176,698</u>	<u>187,493</u>	<u>204,133</u>	<u>248,349</u>	Based 26.1 Biwly Ppds
A01	Salaries, Incentives	138,709	145,537	151,339	197,245	
	New Hire Adjustment II			-	40,615	1 New FTE / Accountant II
	Step Increase Acct II			400	-	
	NAGE ACOLA I			1,477		FY14 1.5% Jan 2014 PCIII \$547.89 & Acct II \$376.31; July COLA 1.5% prev in salaries; Acct I 3% COLA \$553.20; No NAGE Contract for FY15.
	Recallation Est, FTY			3,967		
	Recallation Est, Acct II			-	2,745	
A10	MDARSA Payroll Costs / LCM	37,989	41,956	46,950	48,359	% of Fiscal, Procurement, HR, Legal Services from MDAR.
A75	Unempl Cash Emergency Reserve	-	3,000	5,000	5,000	Mass HR Project Risk Mgmt
	Other		(3,000)	(5,000)	(5,000)	Mass HR Project Risk Mgmt
BB	Travel Summary:	<u>223</u>	<u>290</u>	<u>400</u>	<u>1,800</u>	
B01	Out of State Travel	223	290	-	800	New ED
B02	In State Travel			400	400	MCD Site Visits, Audits, Reporting
	Multi Year ISA Chair / IR Travel					ISA \$1k Annual Reserve
B03	Conf. Training Memberships				600	
B04	Insurance, Cleaning & Uniforms					
CC	Seasonal Employees Summary:	<u>-</u>	<u>-</u>	<u>10,154</u>	<u>-</u>	
C04	Contract Employees			10,154		TS to FTE in FY15
						FY14 Fringe Rates: / FY15 Est 27.76%
						Fringe Rte 26.26%: GIC 17.5% Retire 7.93% Term Lv 0.83%; A01, A07. MCD Fringe Rte: 18.32% Payroll Tx 1.42%: Unemploy 0.31% Univ Hlth 0.09%
DD	Fringe / Pension Actuals / Sum	<u>61,503</u>	<u>51,299</u>	<u>61,384</u>	<u>74,505</u>	Medicare Tx 1.02%. Est @ 30%
D01	Fringe SB Admin Payroll	46,062	38,101	47,155	59,997	
D02	Fringe SB DD4 Payroll			144	-	
D03	Fringe MDAR ISA Payroll	13,181	11,442	14,085	14,508	
D04	Unemployment Comp Insurance					
D05	Medicare					
D06	Workers Comp					
D07	Unempl Health Ins Pynt					
D08	County Pension / Retirement					
D09	Other					
EE	Admin Costs Actuals / Summary	<u>1,958</u>	<u>1,478</u>	<u>12,860</u>	<u>12,920</u>	
E01	Office & Admin Supplies	28	17	1,083	500	File Cabinets
E02	Printing Expenses & Supplies					

E04	Central Geographic Chgbk					
E05	Postage					
E12	Subscriptions & Licensing Fees				304	
E12	HRD PACE Chgbk	274	261	262	266	HRD PACE chgbk for HRCMS Admin & req'd online trainings.
E13	Advertising Expenses					
E14	Commodities/Supplies					
E19	Fees, Licenses, Permits & Charities					
E19	HR/CMS Maint Chargeback	1,071	1,070	1,200	1,400	FY14 HRCMS Maintenance Chargeback is estimated at \$1,200 but will be based actual number of checks issued for payroll.
E19	SSTA Est. Chargeback			10,000	10,000	SSTA Chargeback \$9,278 at current staffing levels; with estimated new hires at the districts level amount could increase to approximately \$10,000 for FY14.
E22	Temp. Used Space	-				
E22	Cont. Training & Registration	585	130	315	450	3 NMCA Regs & 2 AMCA Webinars
E23	Cell Charge / Supply / In-Std. Costs	-				
U	Program Operations / Supplies	-	-	7,500	-	
U1	Real Testing					
U7	Language Services					
U1	Temp Services			7,500	-	Jan-March; TS to C04 April 1st, 2014
U1	VEHICLE REPAIR	-	229	250	250	
U1	IT / Plane Costs - Actuals / Sup	12,194	14,626	20,635	20,760	
U10	Telecommunication Serv. / Data					
U10	Verizon Cell / Wireless / Data	576	576	1,123	1,530	FY14 Final Sprint ts Verizon 2 Cells Est \$127.48/mon.
U10	Verizon IT / Network / Service			106	106	\$8.86/mon
U10	ITD / BCS Chargeback	9,645	10,914	13,000	13,923	ITD BCS chargeback
U10	MMARS Chargeback	1,973	2,236	2,500	2,575	MMARS chargebk costs based on actual usage based on transaction lines posted to the general ledger.
U10	SSTA State Email Boxes		900	-	-	U04 SSTA State Email Boxes for MCDs est \$5 per bx per month x # of boxes = \$ TBD
U10	ITD TEL Equipment			3,156	1,426	3 PCs \$1,730 & 3 Printers \$374
U10	ITD TEL Equipment			750	1,200	Toner, supplies, lap top software upgrd
U10	OTHER	-				
U10	OTHER	-	(6,241)	(2,606)	-	
U10	Plan Credits / Spending		(6,241)	(2,606)		AA, BB, DD Expend TS EEE Supp \$
U10	Credits Inv. / Pym Discounts					
U10	Reserve					
U10	OTHER					
	Total:	252,576	249,174	314,710	358,584	
	Balance / Forward Est:	-	20,373	9,522		