

ADMINISTRATION

The Administration Program supervises and directs the operations of CSWD and provides oversight and management of administrative functions including human resources, information systems, and general support services.

Significant Changes from Previous Fiscal Year

- 1) In FY 22 an IT Specialist was budgeted to provide additional support for future information and communication infrastructure changes. Instead, this support is provided through our IT Vendor and the position is removed from FY 23.
- 2) Information System changes include extended on-site services provided by SimpleRoute as well as an enhanced Disaster and Recovery plan. Microsoft increased cost of O365 licensing effective this spring.
- 3) The FY 23 Budget includes the assumption that new Administrative Building is complete and that CSWD Staff occupies that space in March 2023. Eight months are budgeted in the current location and four months in the new space. \$10,000 is budgeted for moving costs.

Key Performance Indicators

Objective: Increase staff uptime related to IT usage. Increase employee engagement and development.

- 1) Increase rate of resolution with enhanced IT support services resulting in staff efficiencies
- 2) Employee Satisfaction Index:
 - a. Conduct Annual Benefits survey and increase respondent participation from 66% to 80% (increased from 40 to 48 employee responses) with the goal to better understand employee benefit concerns
 - b. Conduct Satisfaction survey to gauge positive versus negative responses. Use data to improve employee satisfaction and engagement.
- 3) Implement standardized Education and Training process. Track training hours and results to improve performance. 95% (57 out of 60) employee participation in staff development opportunities.
- 4) Keep employee retention rate above 90%. (Less than 6 employee turnovers per year)
- 5) Maintain server and network uptime at 99% or better.
- 6) Deliver IT services at or below budgeted costs. Maintain current IT costs versus revenue at current ratio or at a modest increase (dependent on staffing and service requirements).

3-Year Budget Outlook

New Administration Building Complete.

Administration
Proposed Budget Detail FY23

	Budget FY23	Budget FY22	\$ Change FY22 to FY23	% Change FY22 to FY23	Actuals FY21	Actuals CY21
INCOME						
47000 - Grant Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	<u>41,233</u>	<u>-</u>
Total Income	0	0	0	0.0%	41,233	-
EXPENSES						
60210 - Salaries	385,133	443,010	57,877	-13.1%	338,199	385,618
60230 - Seasonal/Temporary Employees	0	5,000	5,000	-100.0%	-	-
60220 - Hourly Wages	50,767	43,139	7,628	17.7%	29,933	24,949
60240 - Overtime Wages	<u>0</u>	<u>622</u>	<u>622</u>	<u>-100.0%</u>	<u>56</u>	<u>125</u>
Total 60200 - SALARIES AND WAGES	435,900	491,771	(55,871)	-11.4%	368,188	410,692
60311 - Federal Insurance Contribution (FICA)	34,623	35,727	1,104	-3.1%	25,136	25,030
60312 - Workers' Compensation	2,492	1,832	660	36.0%	516	130
60313 - Unemployment	<u>373</u>	<u>493</u>	<u>120</u>	<u>-24.3%</u>	<u>373</u>	<u>1,529</u>
Total 60310 - MANDATED BENEFITS	37,488	38,052	(564)	-1.5%	26,025	26,689
60321 - Health Insurance Premiums	12,444	56,293	43,849	-77.9%	10,482	7,672
60322 - Health Savings Account	1,950	0	1,950		3,894	3,894
60323 - Health Reimbursement Arrangement (HRA)	2,355	0	2,355		8,025	4,934
60324 - Health Insurance Opt Out - Taxable	<u>11,904</u>	<u>11,904</u>	<u>0</u>	<u>0.0%</u>	<u>12,304</u>	<u>11,910</u>
Total 60320 - MEDICAL BENEFITS	28,653	68,197	(39,544)	-58.0%	34,705	28,410
60331 - Retirement	25,848	20,283	5,565	27.4%	21,931	20,221
60332 - Life/Disability Insurance	5,161	4,350	811	18.7%	3,896	3,487
60333 - Dental Insurance	<u>4,118</u>	<u>6,394</u>	<u>2,276</u>	<u>-35.6%</u>	<u>3,403</u>	<u>3,563</u>
Total 60330 - OPTIONAL BENEFITS	35,127	31,027	4,100	13.2%	29,229	27,272
60341 - Achievement Awards	30,000	16,000	14,000	87.5%	34,296	2,604
60342 - Wellness Benefits	6,000	6,000	0	0.0%	2,913	3,040
60343 - Mileage Allotment	<u>3,250</u>	<u>3,250</u>	<u>0</u>	<u>0.0%</u>	<u>3,250</u>	<u>2,500</u>
Total 60340 - OTHER BENEFITS	39,250	25,250	14,000	55.4%	40,459	8,143
Total 60300 - BENEFITS	140,519	162,526	(22,007)	-13.5%	130,419	90,514
Total 60100 - PAYROLL EXPENSES	576,419	654,297	(77,878)	-11.9%	498,608	501,206
61100 - Conferences	6,000	8,800	2,800	-31.8%	(1,195)	(1,195)
61200 - Staff Training & Education	12,000	13,000	1,000	-7.7%	5,242	11,192
61300 - Membership Dues	15,575	16,075	500	-3.1%	15,879	15,077
61400 - Subscriptions	<u>500</u>	<u>500</u>	<u>0</u>	<u>0.0%</u>	<u>(57)</u>	<u>-</u>
Total 61000 - TRAVEL & TRAINING	34,075	38,375	(4,300)	-11.2%	19,869	25,073
62100 - Business Travel	4,650	5,500	850	-15.5%	6,993	2,760
62200 - Legal Notices	300	250	50	20.0%	300	300
62300 - Board Meetings	4,000	5,716	1,716	-30.0%	5,831	5,208
62410 - Employment Ads	4,000	4,000	0	0.0%	2,388	2,008
62420 - Team Motivation	12,000	9,500	2,500	26.3%	5,673	6,805
62900 - General Managers Discretion	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0.0%</u>	<u>352</u>	<u>797</u>
Total 62000 - ADMINISTRATIVE COSTS	26,950	26,966	(16)	-0.1%	21,535	17,878
63310 - Legal Services	19,300	18,950	350	1.8%	29,791	26,610
63510 - Consulting	7,500	10,000	2,500	-25.0%	7,050	10,338
63900 - Other Professional Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	<u>-</u>	<u>263</u>
Total 63000 - PROFESSIONAL FEES	26,800	28,950	(2,150)	-7.4%	36,841	37,211

Administration
Proposed Budget Detail FY23

	Budget FY23	Budget FY22	\$ Change FY22 to FY23	% Change FY22 to FY23	Actuals FY21	Actuals CY21
64130 - Large Equipment Service Contracts	0	0	0	0.0%	1,704	1,016
Total 64100 - Large Equipment	0	0	0	0.0%	1,704	1,016
64220 - Office Equipment	6,200	6,367	167	-2.6%	798	1,168
64240 - Small Equipment Leases	575	0	575		-	277
Total 64200 - GENERAL EQUIPMENT	6,775	6,367	408	6.4%	798	1,445
64310 - Purchase, Lease, Licenses	27,740	26,775	965	3.6%	16,138	17,605
64320 - Hardware and Equipment	24,200	13,000	11,200	86.2%	13,469	8,725
64340 - Systems Maintenance	98,300	49,600	48,700	98.2%	45,022	57,745
64350 - Telecommunications	11,520	10,500	1,020	9.7%	10,250	12,008
Total 64300 - INFORMATION TECHNOLOGY	161,760	99,875	61,885	62.0%	84,879	96,082
Total 64000 - EQUIPMENT AND FLEET	168,535	106,242	62,293	58.6%	87,382	98,544
66110 - Materials & Supplies	0	0	0	0.0%	8	308
66120 - Facility Signage	150	100	50	50.0%	100	100
66130 - Safety Supplies	250	400	150	-37.5%	17	69
Total 66100 - GENERAL MATERIALS AND SUPPLIES	400	500	(100)	-20.0%	125	477
66210 - Office Supplies	5,000	5,500	500	-9.1%	3,525	2,508
66230 - Postage	300	300	0	0.0%	-	42
Total 66200 - GENERAL OFFICE SUPPLIES	5,300	5,800	(500)	-8.6%	3,525	2,550
Total 66000 - SUPPLIES	5,700	6,300	(600)	-9.5%	3,649	3,028
67210 - Trash Disposal	300	254	46	18.1%	152	135
Total 67200 - DISPOSAL FEES	300	254	46	18.1%	152	135
Total 67000 - MATERIALS MANAGEMENT	300	254	46	18.1%	152	135
68120 - Mowing	1,850	960	890	92.7%	972	1,063
68140 - Building Maintenance	9,000	10,180	1,180	-11.6%	4,168	5,123
68150 - Skilled Labor	13,000	1,500	11,500	766.7%	803	443
68160 - Safety Monitor & Inspection	0	0	0	0.0%	165	207
Total 68100 - BUILDING & LAND	23,850	12,640	11,210	88.7%	6,109	6,837
68210 - Electricity	4,800	3,500	1,300	37.1%	2,971	3,237
68220 - Heating Fuel	4,000	3,300	700	21.2%	2,690	3,324
68230 - Water/Sewer	245	250	5	-2.0%	204	204
Total 68200 - UTILITIES	9,045	7,050	1,995	28.3%	5,865	6,765
68310 - Commercial Insurance Premium	8,350	8,438	88	-1.0%	8,327	(571)
68320 - Commercial Insurance Reserve	3,000	3,000	0	0.0%	-	-
Total 68300 - COMMERCIAL INSURANCE	11,350	11,438	(88)	-0.8%	8,327	(571)
Total 68000 - PROPERTY MANAGEMENT	44,245	31,128	13,117	42.1%	20,301	13,030
80000 - MAINTENANCE & ROLL OFF CHARGES	41,892	6,811	35,081	515.1%	-	-
Total Expense	924,915	899,323	25,592	2.8%	688,337	696,105
Net Income	(924,915)	(899,323)	(25,592)	2.8%	(647,104)	(696,105)
SWMF SUBSIDY	924,915	899,323	25,592	2.8%		

Chittenden Solid Waste District
Administration
FY23 Proposed Budget

60210 - Salaries	385,133.20
60220 - Hourly Wages	50,766.50
Total 60200 - SALARIES AND WAGES	435,899.70
60311 - Federal Insurance Contribution (FICA)	34,623.08
60312 - Workers' Compensation	2,491.68
60313 - Unemployment	373.14
Total 60310 - MANDATED BENEFITS	37,487.90
60321 - Health Insurance Premiums	12,444.31
60322 - Health Savings Account	1,950.00
60323 - Health Reimbursement Arrangement (HRA)	2,355.00
60324 - Health Insurance Opt Out - Taxable	11,904.00
Total 60320 - MEDICAL BENEFITS	28,653.31
60331 - Retirement (ICMA)	25,847.98
60332 - Life/Disability Insurance	5,161.42
60333 - Dental Insurance	4,118.04
Total 60330 - OPTIONAL BENEFITS	35,127.44
60341 - Achievement Awards	30,000.00
60342 - Wellness Benefits	6,000.00
60343 - Mileage Allotment	3,250.00
Total 60340 - OTHER BENEFITS	39,250.00
Total 60300 - BENEFITS	140,518.65
Total 60100 - PAYROLL EXPENSES	576,418.35
61100 - Conferences	6,000.00
61200 - Staff Training & Education	12,000.00
61300 - Membership Dues	15,575.00
61400 - Subscriptions	500.00
Total 61000 - TRAVEL & TRAINING	34,075.00
62100 - Business Travel	4,650.00
62200 - Legal Notices	300.00
62300 - Board Meetings	4,000.00
62410 - Employment Ads	4,000.00
62420 - Team Motivation	12,000.00
62900 - General Managers Discretion	2,000.00
Total 62000 - ADMINISTRATIVE COSTS	26,950.00
63310 - Legal Services	19,300.00
63510 - Consulting	7,500.00
Total 63000 - PROFESSIONAL FEES	26,800.00
64220 - Office Equipment	6,200.00
64240 - Small Equipment Leases	575.00
Total 64200 - GENERAL EQUIPMENT	6,775.00
64310 - Purchase, Lease, Licenses	27,740.00
64320 - Hardware and Equipment	24,200.00
64340 - Systems Maintenance	98,300.00
64350 - Telecommunications	11,520.00
Total 64300 - INFORMATION TECHNOLOGY	161,760.00
Total 64000 - EQUIPMENT AND FLEET	168,535.00

Chittenden Solid Waste District
Administration
FY23 Proposed Budget

66120 - Facility Signage	150.00
66130 - Safety Supplies	250.00
Total 66100 - GENERAL MATERIALS AND SUPPLIES	400.00
66210 - Office Supplies	5,000.00
66230 - Postage	300.00
Total 66200 - GENERAL OFFICE SUPPLIES	5,300.00
Total 66000 - SUPPLIES	5,700.00
67210 - Trash Disposal	300.00
Total 67200 - DISPOSAL FEES	300.00
Total 67000 - MATERIALS MANAGEMENT	300.00
68120 - Mowing	1,850.00
68140 - Building Maintenance	9,000.00
68150 - Skilled Labor	13,000.00
Total 68100 - BUILDING & LAND	23,850.00
68210 - Electricity	4,800.00
68220 - Heating Fuel	4,000.00
68230 - Water/Sewer	245.00
Total 68200 - UTILITIES	9,045.00
68310 - Commercial Insurance Premium	8,350.00
68320 - Commercial Insurance Reserve	3,000.00
Total 68300 - COMMERCIAL INSURANCE	11,350.00
Total 68000 - PROPERTY MANAGEMENT	44,245.00
80000 - MAINTENANCE & ROLL OFF DISTRIBUTION	41,891.73
Total Expense	924,915.08
Net Income	924,915.08
Administrative Subsidy	(924,915.08)
Net Department	-