

## ADMINISTRATION

### Significant Changes from Previous Fiscal Year

- 1) Added IT Specialist to provide additional support for future information and communication infrastructure changes.
- 2) Website costs moved from Outreach & Communications Budget to Administration Budget and includes Phase II of overhaul. Phase I was budgeted in FY 20.
- 3) RFP Pay Classification Study results in place to cover possible recommended changes.

### Key Performance Indicators

Objective: Provide oversight and management for administrative functions including human resources, risk management coordination, management of information and communications infrastructure, and general support services.

- 1) Building a resilient network between all branch offices to enhance customer service and operations by September 2020. This will allow for the use of credit cards at all CSWD facilities.
- 2) Improve website functions, including ADA compliance, cleanup of outdated structure, and improving user functionality and allowing for special projects requested by other departments. Completion anticipated by January 2021.
- 3) Implement results of Classification & Compensation Study & Analysis including new evaluation process and employee training of that process by September 2020.
- 4) Establish consistent training recommendations for all CSWD employees by December 2020.

Narrative: Building resilient networks between all branch offices and improving website functions will improve the customer experience and will allow for CSWD to be able accept credit cards for payment at DOC's. CSWD's value to "Encourage Innovation" and "Deliver Results" are demonstrated by these improvements.

In addition, implementing recommended changes to the Pay Classification Plan and Evaluation System will ensure consistency and fairness with wages and the process to receive pay increases. Identifying a standard protocol for training in various positions will improve operations and "Support & Inspire".

### 3-Year Budget Outlook

Possible relocation of Administrative Office

**CHITTENDEN SOLID WASTE DISTRICT  
FY 21 BUDGET WORKSHEET  
ADMINISTRATION**

	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 BUDGET	CY 19 ACTUAL	FY 21 BUDGET	CHANGE FROM FY 20 BUDGET	
						\$	%
<b>REVENUE</b>							
4501 - MISCELLANEOUS	\$ 707	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
4590 - FINANCE CHARGES - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>OTHER REVEUE TOTAL</b>	<b>\$ 707</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Revenue</b>	<b>\$ 707</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$ 707</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>EXPENSES</b>							
<b>SALARIES AND WAGES</b>							
6011 - SALARIES	\$ 280,604	\$ 341,492	\$ 311,605	\$ -	\$ 319,857	\$ 8,252	2.42%
6012 - WAGES-HOURLY	\$ 40,383	\$ 26,373	\$ 47,029	\$ -	\$ 20,571	\$ (26,458)	-100.32%
6013 - SEASONAL/TEMP EMPLOYEES		\$ 2,150	\$ 5,000	\$ -	\$ 5,000	\$ -	New
6014 - OVERTIME	\$ 118	\$ 1,982	\$ 678	\$ -	\$ 297	\$ (381)	-19.24%
<b>SALARIES AND WAGES TOTAL</b>	<b>\$ 321,106</b>	<b>\$ 371,997</b>	<b>\$ 364,312</b>	<b>\$ -</b>	<b>\$ 345,725</b>	<b>\$ (18,587)</b>	<b>-5.10%</b>
<b>SALARIES AND WAGES</b>							
<b>BENEFITS</b>							
6016 - ACHIEVEMENT AWARD	\$ 15,640	\$ 15,732	\$ 16,000	\$ -	\$ 10,000	\$ (6,000)	Moved
6017 - WELLNESS BENEFIT	\$ -	\$ 1,326	\$ 6,000	\$ -	\$ 6,000	\$ -	Moved
6018 - MILEAGE ALLOCATION	\$ -	\$ -	\$ 3,250	\$ -	\$ -	\$ (3,250)	Moved
6021 - FICA	\$ 27,499	\$ 33,750	\$ 30,073	\$ -	\$ 28,560	\$ (1,513)	-5.50%
6022 - UNEMPLOYMENT		\$ (6)	\$ 335	\$ -	\$ 296	\$ (39)	N/C
6023 - RETIREMENT BENEFITS	\$ 19,693	\$ 22,742	\$ 21,518	\$ -	\$ 19,500	\$ (2,018)	-10.25%
6024 - LIFE/DISABILITY INSURANCE	\$ 3,979	\$ 4,637	\$ 4,547	\$ -	\$ 3,768	\$ (779)	-19.57%
6025 - WORKERS COMPENSATION	\$ 871	\$ 1,015	\$ 1,112	\$ -	\$ 1,059	\$ (53)	-6.10%
6026 - DENTAL INSURANCE	\$ 4,468	\$ 5,104	\$ 4,786	\$ -	\$ 4,172	\$ (614)	-13.75%
6027 - HEALTH INSURANCE - Premiums	\$ 32,965	\$ 36,042	\$ 34,905	\$ -	\$ 20,132	\$ (14,773)	-44.81%
6028 - HSA CSWD EXP	\$ 8,525	\$ 8,532	\$ -	\$ -	\$ -	\$ -	0.00%
6031 - HEALTH INSURANCE - OPT OUT	\$ 8,184	\$ 10,082	\$ 11,904	\$ -	\$ 11,904	\$ -	0.00%
6033 - HRA CONTRIB EXP	\$ 6,349	\$ 7,040	\$ -	\$ -	\$ -	\$ -	0.00%
<b>BENEFITS TOTAL</b>	<b>\$ 128,173</b>	<b>\$ 145,996</b>	<b>\$ 134,430</b>	<b>\$ -</b>	<b>\$ 105,391</b>	<b>\$ (29,039)</b>	<b>-21.60%</b>
<b>TRAINING AND TRAVEL</b>							
6111 - CONFERENCES	\$ -	\$ 19	\$ 6,300	\$ -	\$ 7,250	\$ 950	Moved
6121 - STAFF TRAINING & EDUCATION	\$ 1,949	\$ 6,865	\$ 18,300	\$ -	\$ 14,800	\$ (3,500)	-50.99%
6131 - MEMBERSHIP DUES	\$ 14,100	\$ 16,739	\$ 16,435	\$ -	\$ 14,996	\$ (1,439)	-8.60%
6141 - SUBSCRIPTIONS	\$ 505	\$ 458	\$ 730	\$ -	\$ 635	\$ (95)	-20.75%
<b>TRAVEL &amp; TRAINING TOTAL</b>	<b>\$ 16,554</b>	<b>\$ 24,081</b>	<b>\$ 41,765</b>	<b>\$ -</b>	<b>\$ 37,681</b>	<b>\$ (4,084)</b>	<b>-9.78%</b>
<b>ADMINISTRATIVE</b>							
6210 - BUSINESS TRAVEL	\$ 7,841	\$ 7,732	\$ 3,308	\$ -	\$ 7,766	\$ 4,458	134.75%
6221 - LEGAL NOTICES	\$ 2,194	\$ 2,072	\$ 350	\$ -	\$ 400	\$ 50	14.29%
6222 - EMPLOYMENT ADS		\$ 3,435	\$ 2,500	\$ -	\$ 3,500	\$ 1,000	MOVED
6241 - BOARD MEETINGS	\$ 8,758	\$ 9,669	\$ 12,101	\$ -	\$ 11,950	\$ (151)	-1.25%
6271 - GENERAL MANAGERS DISCRETION	\$ 1,373	\$ 2,830	\$ 2,500	\$ -	\$ 1,000	\$ (1,500)	-60.00%
6280 - TEAM MOTIVATION	\$ 14,878	\$ 8,159	\$ 10,100	\$ -	\$ 9,375	\$ (725)	-7.18%
<b>ADMINISTRATIVE COSTS TOTAL</b>	<b>\$ 35,043</b>	<b>\$ 33,898</b>	<b>\$ 30,859</b>	<b>\$ -</b>	<b>\$ 33,991</b>	<b>\$ 3,132</b>	<b>10.15%</b>

	FY 18	FY 19	FY 20	CY 19	FY 21	CHANGE FROM	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	FY 20 BUDGET	
						\$	%
<b>PROFESSIONAL FEES</b>							
6341 · LEGAL SERVICES	\$ 9,637	\$ 16,174	\$ 11,250		\$ 22,500	\$ 11,250	100.00%
6361 · CONSULTING			\$ 52,500		\$ 35,000	\$ (17,500)	NEW
6399 · OTHER PROF SERVICES	\$ 1,008	\$ 1,395			\$ -	\$ -	ELIMINATED
<b>PROFESSIONAL FEES TOTAL</b>	<b>\$ 10,645</b>	<b>\$ 17,569</b>	<b>\$ 63,750</b>	<b>\$ -</b>	<b>\$ 57,500</b>	<b>\$ (6,250)</b>	<b>-9.80%</b>
<b>EQUIPMENT AND FLEET</b>							
6410 · LARGE EQUIPMENT							
6411 · LARGE EQUIPMENT LEASES	\$ 806	\$ 684			\$ -	\$ -	#DIV/0!
6413 · LARGE EQ - SERVICE CONTRACT	\$ 1,751	\$ 1,707			\$ -	\$ -	#DIV/0!
<b>LARGE EQUIPMENT SUB TOTAL</b>	<b>\$ 2,557</b>	<b>\$ 2,391</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
6420 · GENERAL EQUIPMENT							
6421 · SMALL EQUIPMENT					\$ -	\$ -	#DIV/0!
6422 · OFFICE EQUIPMENT	\$ 2,353	\$ 1,487	\$ 6,751		\$ 5,607	\$ (1,144)	-16.95%
6424 · SAFETY EQUIPMENT							
<b>GENERAL EQUIPMENT SUB TOTAL</b>	<b>\$ 2,353</b>	<b>\$ 1,487</b>	<b>\$ 6,751</b>	<b>\$ -</b>	<b>\$ 5,607</b>	<b>\$ (1,144)</b>	<b>-16.95%</b>
6440 · INFORMATION TECHNOLOGY							
6441 · PURCHASE, LEASE, OR LICENSE	\$ -	\$ 723	\$ -	\$ -	\$ 13,700	\$ 13,700	#DIV/0!
6442 · HARDWARE AND EQUIPMENT	\$ 23,929	\$ 25,424	\$ 23,220		\$ 9,000	\$ (14,220)	-61.24%
6443 · SYSTEMS MAINTENANCE	\$ 34,658	\$ 38,775	\$ 42,100		\$ 63,200	\$ 21,100	50.12%
6445 · TELECOMMUNICATIONS	\$ 11,214	\$ 12,464	\$ 12,730		\$ 17,120	\$ 4,390	34.49%
<b>INFORMATION TECHNOLOGY SUB TOTAL</b>	<b>\$ 69,801</b>	<b>\$ 77,386</b>	<b>\$ 78,050</b>	<b>\$ -</b>	<b>\$ 103,020</b>	<b>\$ 24,970</b>	<b>31.99%</b>
<b>EQUIPMENT AND FLEET TOTAL</b>	<b>\$ 74,711</b>	<b>\$ 81,263</b>	<b>\$ 84,801</b>	<b>\$ -</b>	<b>\$ 108,627</b>	<b>\$ 23,826</b>	<b>28.10%</b>
<b>SUPPLIES</b>							
6510 · GENERAL MATERIALS AND SUPPLIES							
6511 · MATERIALS & SUPPLIES	\$ 307	\$ 34			\$ -	\$ -	#DIV/0!
6512 · FACILITY SIGNAGE	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	#DIV/0!
6513 · SAFETY SUPPLIES			\$ 450		\$ 650	\$ 200	44.44%
<b>GENERAL MATERIALS AND SUPPLIES SUB</b>	<b>\$ 307</b>	<b>\$ 134</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>\$ 650</b>		
6520 · GENERAL OFFICE SUPPLIES							
6521 · OFFICE SUPPLIES	\$ 7,261	\$ 7,731	\$ 7,500		\$ 6,000	\$ (1,500)	-20.00%
6523 · POSTAGE	\$ 473	\$ 670	\$ 700		\$ -	\$ (700)	-100.00%
<b>GENERAL OFFICE SUPPLIES SUB TOTAL</b>	<b>\$ 7,734</b>	<b>\$ 8,401</b>	<b>\$ 8,200</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ (2,200)</b>	<b>-26.83%</b>
<b>SUPPLIES TOTAL</b>	<b>\$ 8,041</b>	<b>\$ 8,535</b>	<b>\$ 8,650</b>	<b>\$ -</b>	<b>\$ 6,650</b>		
6620 · DISPOSAL FEES							
6621 · TRASH DISPOSAL	\$ 317	\$ 261	\$ 350		\$ 350	\$ -	0.00%
<b>DISPOSAL FEES SUB TOTAL</b>	<b>\$ 317</b>	<b>\$ 261</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>0.00%</b>
<b>MATERIALS MANAGEMENT TOTAL</b>	<b>\$ 317</b>	<b>\$ 261</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>0.00%</b>
<b>PROPERTY MANAGEMENT</b>							
6710 · BUILDING & LAND							
6712 · MOWING		\$ 380	\$ 800		\$ 1,000	\$ 200	25.00%

	FY 18	FY 19	FY 20	CY 19	FY 21	CHANGE FROM	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	FY 20 BUDGET	%
	\$	\$	\$	\$	\$	\$	%
6714 · BUILDING MAINTENANCE	\$ 16,576	\$ 8,836	\$ 2,750		\$ 10,180	\$ 7,430	270.18%
6715 · SKILLED LABOR			\$ 7,930		\$ 750	\$ (7,180)	-90.54%
<b>BUILDING &amp; LAND SUB TOTAL</b>	<b>\$ 16,576</b>	<b>\$ 9,215</b>	<b>\$ 11,480</b>	<b>\$ -</b>	<b>\$ 11,930</b>	<b>\$ 450</b>	<b>3.92%</b>
6720 · UTILITIES							
6721 · ELECTRICITY	\$ 3,176	\$ 3,415	\$ 3,780		\$ 4,080	\$ 300	7.94%
6722 · HEATING FUEL	\$ 3,591	\$ 3,170	\$ 4,063		\$ 3,850	\$ (213)	-5.24%
6724 · WATER/SEWER	\$ 204	\$ 153	\$ 250		\$ 250	\$ -	0.00%
<b>UTILITIES SUB TOTAL</b>	<b>\$ 6,971</b>	<b>\$ 6,738</b>	<b>\$ 8,093</b>	<b>\$ -</b>	<b>\$ 8,180</b>	<b>\$ 87</b>	<b>1.08%</b>
6730 · COMMERCIAL INSURANCE							
6731 · COMMERCIAL INSURANCE PREMI	\$ 11,728	\$ 10,181	\$ 10,117		\$ 10,231	\$ 114	1.12%
6732 · COMM INSURANCE RESERVE	\$ 1,837	\$ 511	\$ 3,000		\$ 3,000	\$ -	0.00%
<b>COMMERCIAL INSURANCE SUB TOTAL</b>	<b>\$ 13,565</b>	<b>\$ 10,692</b>	<b>\$ 13,117</b>	<b>\$ -</b>	<b>\$ 13,231</b>	<b>\$ 114</b>	<b>0.87%</b>
<b>PROPERTY MANAGEMENT TOTAL</b>	<b>\$ 37,112</b>	<b>\$ 26,646</b>	<b>\$ 32,690</b>	<b>\$ -</b>	<b>\$ 33,341</b>	<b>\$ 651</b>	<b>1.99%</b>
PROMOTION & EDUCATION							
6812 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
6813 · PRINTING	\$ -	\$ 275	\$ -		\$ -	\$ -	N/A
6814 · EDUCATION	\$ -	\$ -	\$ -		\$ -	\$ -	#DIV/0!
6815 · WORKSHOPS	\$ -	\$ -	\$ -		\$ -	\$ -	N/A
6821 · DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>PROMOTION &amp; EDUCATION TOTAL</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
INTERDEPARTMENTAL CHARGES							
6901 · MAINTENANCE & ROLL OFF CHARGE	\$ 2,085		\$ -		\$ -	\$ -	ELIMINATED
<b>INTERDEPARTMENTAL CHARGES TOTAL</b>	<b>\$ 2,085</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>ELIMINATED</b>
<b>TOTAL EXPENSES</b>	<b>\$ 641,460</b>	<b>\$ 710,521</b>	<b>\$ 761,607</b>	<b>\$ -</b>	<b>\$ 729,255</b>		
<b>NET PROFIT FROM OPERATIONS</b>	<b>\$ (641,460)</b>	<b>\$ (710,521)</b>	<b>\$ (761,607)</b>	<b>\$ -</b>	<b>\$ (729,255)</b>	<b>\$ 32,352</b>	<b>-4.25%</b>
CONTRIBUTION TO CAPITAL							
SUPPORT PROGRAMS ALLOCATION	\$ 456,134		\$ 761,607		\$ 729,255	\$ (32,352)	-4.25%
<b>NET AFTER ALLOCATIONS</b>	<b>\$ (185,326)</b>	<b>\$ (710,521)</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>-100.00%</b>
DOC RA STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
SWMF SUBSIDY	\$ 214,075				\$ -	\$ -	ELIMINATED
TFR TO UNDESIG FUND BALANCE	\$ (36,792)						
<b>NET AFTER ALLOCATIONS</b>	<b>\$ (8,043)</b>	<b>\$ (710,521)</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>-100.00%</b>

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category: Salaries Wages, & Benefits

PROGRAMMATIC NEED OR MANDATE:

These accounts track costs related to staffing the district.

	ACTUAL FY18	BUDGET FY 19	BUDGET FY 20	BUDGET FY 21
Executive Director	1.00	1.00	1.00	1.00
Director of Administration	1.00	1.00	1.00	1.00
IT Director	1.00	1.00	1.00	1.00
IT Specialist				
IT Assistant		0.05	0.05	0.05
Administrative Assistant	0.75	1.00	1.00	0.50
	3.75	4.05	4.05	3.55

BREAKDOWN OF COSTS:

	Line Item	Program Subtotal
Salaries and Wages	Total Salaries and Wages	\$ 345,725

Benefits

6016 · ACHIEVEMENT AWARD	\$ 10,000
6017 · WELLNESS BENEFIT	\$ 6,000
6018 · MILEAGE ALLOCATION	\$ -
6019 · OTHER COMPENSATED TIME	
6021 · FICA	\$ 28,560
6022 · UNEMPLOYMENT	\$ 296
6023 · RETIREMENT BENEFITS	\$ 19,500
6024 · LIFE/DISABILITY INSURANCE	\$ 3,768
6025 · WORKERS COMP	\$ 1,059
6026 · DENTAL INSURANCE	\$ 4,172
6027 · HEALTH INS - Premiums	\$ 20,132
6028 · HSA CSWD EXP	\$ -
6031 · HEALTH INS - OPT OUT	\$ 11,904
6033 · HRA CONTRIB EXP	\$ -
	\$ 105,391

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
Salaries	\$ 328,303	\$ 371,997	\$ 364,312	\$ -	\$ 345,725
Benefits	\$ 128,173	\$ 134,430	\$ 134,430	\$ -	\$ 105,391
<b>Total Personnel Cost</b>	<b>\$ 456,476</b>	<b>\$ 506,427</b>	<b>\$ 498,742</b>	<b>\$ -</b>	<b>\$ 451,116</b>

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Reduced Achievement Award amount by \$1,000. Removed Exec Director mileage allocation.  
Admin & Accounting Assistant - 50% of time moved to Finance budget.  
Added IT Specialist position.

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category TRAVEL & TRAINING

PROGRAMMATIC NEED OR MANDATE:

These accounts track all needed for training and education of staff including memberships and subscriptions

BREAKDOWN OF COSTS:

		Line Item	Program Subtotal
Conferences (include travel, lodging, and meals):			
Conferences:	CONFERENCE NAME:		
	MWMA, 1 NERC	\$ 1,700	
	VLCT, SHRM, VTSHRM	\$ 3,800	
	IT Conference	\$ 1,750	
			<u>\$ 7,250</u>
Staff Training & Education			
Training/ Classes:	Admin Asst /IT/ Admin Director	\$ 2,300	
	Exec Director	\$ 1,000	
	General Staff Training	\$ 11,500	<u>\$ 14,800</u>
Membership Dues			
Groups:	SWANA, NERC, MWMA, VTSWMA	\$ 12,996	
	SHRM, VTHRA, VLCT	\$ 1,450	
	VBSR, LCRCC	\$ 550	<u>\$ 14,996</u>
Subscriptions			
Publications:	BFP, Seven Days,	\$ 535	
	Misc -	\$ 100	
			<u>\$ 635</u>
Travel and Training Total			<u>\$ 37,681</u>

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
<b>6100 · TRAVEL &amp; TRAINING</b>					
6111 · CONFERENCES	\$ -	\$ 19	\$ 6,300	\$ -	\$ 7,250
6121 · STAFF TRAINING & EDUCATION	\$ 1,949	\$ 6,865	\$ 18,300	\$ -	\$ 14,800
6131 · MEMBERSHIP DUES	\$ 14,100	\$ 16,739	\$ 16,435	\$ -	\$ 14,996
6141 · SUBSCRIPTIONS	\$ 505	\$ 458	\$ 730	\$ -	\$ 635
<b>Total 6100 · TRAVEL &amp; TRAINING</b>	<b>\$ 16,554</b>	<b>\$ 24,081</b>	<b>\$ 41,765</b>	<b>\$ -</b>	<b>\$ 37,681</b>

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Increased overall CSWD Staff Training to include ongoing District wide training for Non-discrimination/Sexual Harrassment. Other District wide trainings include improved communications, Emotional Intelligence, time management, and leadership training.

BUDGET FORM FISCAL 2021  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category Administrative Costs

PROGRAMMATIC NEED OR MANDATE:

These accounts track activities that are needed to support the regular business activities of the District.

BREAKDOWN OF COSTS:

			Line Item	Program Subtotal
<b>BUSINESS TRAVEL (Mileage Reimbursement, Meals,</b>				
Mileage (# miles)	3475	0.58		
Meals			\$ 1,000	
Lodging			\$ 1,500	
Transportation - 5,200 miles x .58			\$ 5,266	\$ 7,766
<b>Legal Notices</b>				
	budget notice, RFP		\$ 400	\$ 400
<b>Employment Ads</b>				
	print ads		\$ 3,500	\$ 3,500
<b>Board Meetings:</b>				
	12 meetings			
	CCTV filming - Mtg Minutes		\$ 10,080	
	board/exec board meals/finance		\$ 1,580	
	travel/misc		\$ 290	\$ 11,950
<b>GM Discretion</b>				
	unanticipated events		\$ 1,000	
				\$ 1,000
<b>Team Motivation</b>				
	wellness activities		\$ 9,375	
	team meetings, workshops			\$ 9,375
<b>Administrative Costs Total</b>				<b>\$ 33,991</b>

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6210 · BUSINESS TRAVEL	\$ 7,841	\$ 7,732	\$ 3,308	\$ -	\$ 7,766
6221 · LEGAL NOTICES	\$ 2,194	\$ 2,072	\$ 350	\$ -	\$ 400
6222 · EMPLOYMENT ADS	\$ -	\$ 3,435	\$ 2,500	\$ -	\$ 3,500
6241 · BOARD MEETINGS	\$ 8,758	\$ 9,669	\$ 12,101	\$ -	\$ 11,950
6271 · GENERAL MANAGERS DI	\$ 1,373	\$ 2,830	\$ 2,500	\$ -	\$ 1,000
6280 · TEAM MOTIVATION	\$ 14,878	\$ 8,159	\$ 10,100	\$ -	\$ 9,375
	\$ 35,043	\$ 33,898	\$ 30,859	\$ -	\$ 33,991

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Increased fees for CCTV, minutes, and increased fees for more frequent finance committee meetings.  
Exec Director - mileage stipend removed, and paid mileage included under mileage.

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category Professional Fees

PROGRAMMATIC NEED OR MANDATE:

These accounts capture the cost of the outside expertise needed to support staff in the district.

BREAKDOWN OF COSTS:

		Line Item	Program Subtotal				
Legal Services	Attorney hours: 100	225	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">22500</td> <td></td> </tr> <tr> <td style="text-align: right;">0</td> <td style="text-align: right;">\$ 22,500</td> </tr> </table>	22500		0	\$ 22,500
22500							
0	\$ 22,500						
Consulting	other - unexpected services Consulting placeholder		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">5000</td> <td></td> </tr> <tr> <td style="text-align: right;">30000</td> <td style="text-align: right;">\$ 35,000</td> </tr> </table>	5000		30000	\$ 35,000
5000							
30000	\$ 35,000						
<b>Professional Fees Total</b>			<b>\$ 57,500</b>				

		ACTUAL FY18		ACTUAL FY19		BUDGET FY 20		ACTUAL CY 19		BUDGET FY 21
6341 · LEGAL SERVICES	\$	9,637	\$	16,174	\$	11,250	\$	-	\$	22,500
6361 · CONSULTING	\$	-	\$	-	\$	52,500	\$	-	\$	35,000
6399 · OTHER PROF SERVICES	\$	1,008	\$	1,395	\$		\$	-	\$	-
<b>Total 6300 · PROFESSIONAL FEES</b>	<b>\$</b>	<b>10,645</b>	<b>\$</b>	<b>17,569</b>	<b>\$</b>	<b>63,750</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>57,500</b>

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Anticipated increase in hours for legal.



CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category Equipment and Fleet

PROGRAMMATIC NEED OR MANDATE:  
These accounts record activities for the purchase of or maintenance of equipment including the fleet.

BREAKDOWN OF COSTS:

		Line Item	Program Subtotal
6422 · OFFICE EQUIPMENT	Office Furniture	\$ 2,000	
	phone replacement	\$ 1,000	
	copier maint service/ postage ink	\$ 2,607	\$ 5,607
6441 - IT purchase, lease, license	O365 license, Advanced Threat protection	\$ 8,450	
	PDF, router- license, backup software	\$ 1,300	
	webhosting & plugins, adobe license	\$ 3,950	\$ 13,700
6442 · HARDWARE AND EQUIPMENT	replacement laptops/monitors/server	\$ 9,000	
	licensing, printer		\$ 9,000
6443 · SYSTEMS MAINTENANCE	IT service agreement, online support	\$ 42,200	
	ATP set up costs	\$ 1,000	
	website overhaul - phase II	\$ 20,000	\$ 63,200
6445 · TELECOMMUNICATIONS	Phone, Internet, and Cell Phone	\$ 17,120	
	website		\$ 17,120
<b>EQUIPMENT AND FLEET TOTAL</b>			<b>\$ 108,627</b>

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6410 · LARGE EQUIPMENT					
6411 · LARGE EQUIPMENT LEASES	\$ 806	\$ 684		\$ -	\$ -
6413 · LARGE EQ - SERVICE CONTRACT	\$ 1,751	\$ 1,707		\$ -	\$ -
LARGE EQUIPMENT SUB TOTAL	\$ 2,557	\$ 2,391		\$ -	\$ -
6420 - GENERAL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
6422 · OFFICE EQUIPMENT	\$ 2,353	\$ 1,487	\$ 6,751	\$ -	\$ 5,607
6424 · SAFETY EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL EQUIPMENT SUB TOTAL	\$ 2,353	\$ 1,487	\$ 6,751	\$ -	\$ 5,607
6440 · INFORMATION TECHNOLOGY					
6442 · HARDWARE AND EQUIPMENT	\$ 23,929	\$ 25,424	\$ 23,220	\$ -	\$ 9,000
6443 · SYSTEMS MAINTENANCE	\$ 34,658	\$ 38,775	\$ 42,100	\$ -	\$ 63,200
6445 · TELECOMMUNICATIONS	\$ 11,214	\$ 12,464	\$ 12,730	\$ -	\$ 17,120
INFORMATION TECHNOLOGY SUB TOT	\$ 69,801	\$ 77,386	\$ 78,050	\$ -	\$ 103,020
EQUIPMENT AND FLEET TOTAL	\$ 74,711	\$ 81,263	\$ 84,801	\$ -	\$ 108,627

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Upgrade to internet to improve service to Redmond Road, to accept credit cards. Website costs initially in O&C moved to Admin. \$20,000 in website and intranet work is for the second half of website overhaul begun in FY20. This will complete stabilization, cleanup of outdated structure, and ADA-compliance work begun in FY20 and will address improvements in user functionality and addition of special projects requested by other departments.

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell  
Category: Supplies

PROGRAMMATIC NEED OR MANDATE:  
These accounts are part of the Equipment and Supplies section and relate for any item needed for operations.

BREAKDOWN OF COSTS:

		Line Item	Program Subtotal
<b>6510 - GENERAL MATERIALS AND SUPPLIES</b>			
6513 · SAFETY SUPPLIES	fire ext refills, medical supplies,	250	
	hepatitis B shots	400	
			<u>650</u>
6514 · BINS - NOT SOLD			
			<u>0</u>
<b>6520 · GENERAL OFFICE SUPPLIES</b>			
6521 · OFFICE SUPPLIES	paper, letterhead, calendars,	6000	
	pens, pencils, kitchen supplies,		
	binders, folders, paper towels		<u>6000</u>
6522 · BOTTLED WATER			<u>0</u>
6523 · POSTAGE			
			<u>0</u>
			<u>\$ 6,650</u>

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
<b>6510 - GENERAL MATERIALS AND SUPPLIES</b>					
6511 · MATERIALS & SUPPLIES	\$ 307	\$ 34		\$ -	\$ -
6513 · SAFETY SUPPLIES	\$ -	\$ -	\$ 450	\$ -	\$ 650
GENERAL MATERIALS AND SUPPLIES SUB TOTAL	\$ 307	\$ 134	\$ 450	\$ -	\$ 650
<b>6520 · GENERAL OFFICE SUPPLIES</b>					
6521 · OFFICE SUPPLIES	\$ 7,261	\$ 7,731	\$ 7,500	\$ -	\$ 6,000
6523 · POSTAGE	\$ 473	\$ 670	\$ 700	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL OFFICE SUPPLIES SUB TOTAL	\$ 7,734	\$ 8,401	\$ 8,200	\$ -	\$ 6,000
SUPPLIES TOTAL	\$ 8,041	\$ 8,535	\$ 8,650	\$ -	\$ 6,650

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Removed postage to show in finance budget.

Administration Detail

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category Materials Management

PROGRAMMATIC NEED OR MANDATE:  
These accounts support all activities related to handling or disposal of material accepted by the district.

BREAKDOWN OF COSTS:

	Line Item	Program Subtotal
6520 · DISPOSAL FEES	6521 · TRASH DISPOSAL	350
		\$ 350
		\$ 350

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6621 · TRASH DISPOSAL	\$ 317	\$ 261	\$ 350	\$ -	\$ 350
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total 6520 · DISPOSAL FEES</b>	<b>\$ 317</b>	<b>\$ 261</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ 350</b>
MATERIALS MANAGEMENT TOTAL	\$ 317	\$ 261	\$ 350	\$ -	\$ 350

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: ADMINISTRATION  
PREPARED BY: Amy Jewell

Category Property Management

PROGRAMMATIC NEED OR MANDATE:

These accounts support the Administrative Office building and property.

BREAKDOWN OF COSTS:

	Line Item	Program Subtotal
6610 · BUILDING & LAND	6612 · MOWING	\$ 1,000
	6614 · BUILDING MAINTENANCE	\$ 10,180
	6615 · SKILLED LABOR	\$ 750
		<u>\$ 11,930</u>
6620 · UTILITIES	6621 · ELECTRICITY	\$ 4,080
	6622 · HEATING FUEL	\$ 3,850
	6624 · WATER/SEWER	\$ 250
		<u>\$ 8,180</u>
6630 · COMMERCIAL INSURANCE	6631 · COMMERCIAL INSURANCE PREMIUM	\$ 10,231
	6632 · RESERVE	\$ 3,000
		<u>\$ 13,231</u>
		<u>\$ 33,341</u>

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6710 · BUILDING & LAND					
6712 · MOWING	\$ -	\$ 380	\$ 800	\$ -	\$ 1,000
6714 · BUILDING MAINTENANCE	\$ 16,576	\$ 8,836	\$ 2,750	\$ -	\$ 10,180
6715 · SKILLED LABOR	\$ -	\$ -	\$ 7,930	\$ -	\$ 750
BUILDING & LAND SUB TOTAL	\$ 16,576	\$ 9,215	\$ 11,480	\$ -	\$ 11,930
6720 · UTILITIES					
6721 · ELECTRICITY	\$ 3,176	\$ 3,415	\$ 3,780	\$ -	\$ 4,080
6722 · HEATING FUEL	\$ 3,591	\$ 3,170	\$ 4,063	\$ -	\$ 3,850
6724 · WATER/SEWER	\$ 204	\$ 153	\$ 250	\$ -	\$ 250
UTILITIES SUB TOTAL	\$ 6,971	\$ 6,738	\$ 8,093	\$ -	\$ 8,180
6730 · COMMERCIAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
6731 · COMMERCIAL INSURANCE PREMIUM	\$ 11,728	\$ 10,181	\$ 10,117	\$ -	\$ 10,231
6732 · COMM INSURANCE RESERVE	\$ 1,837	\$ 511	\$ 3,000	\$ -	\$ 3,000
COMMERCIAL INSURANCE SUB TOTAL	\$ 13,565	\$ 10,692	\$ 13,117	\$ -	\$ 13,231
PROPERTY MANAGEMENT TOTAL	\$ 37,112	\$ 26,646	\$ 32,690	\$ -	\$ 33,341

SIGNIFICANT CHANGES FROM PREVIOUS YEAR: