

ADMINISTRATION

The Administration department 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

The Administration Budget increase is a result two main changes:

1. CSWD's lease of a new Administration Building that will now adequately provide space for all Administrative Staff and provide a space for meetings, trainings, and Board meetings
2. The inclusion of an IT Specialist. This position will pick up data related work that was previously in the O&C Department and assist with additional IT needs across departments.

Key Performance Indicators

1. Reduce turnover rate from 10% (5-year average) to 5% to lessen lost productivity, recruitment costs, and decreased morale.
2. Employee Satisfaction Survey – Review results obtained from survey to detect problems and make improvements and increase employee satisfaction results by 10%.
3. Increase training participation to include department specific training for 100% of staff and to include Justice, Equity, Diversity & Inclusion Training for all staff. Monitor results to include productivity, performance, and improved customer service.
4. Increase rate of resolution with the Managed Service Provider support services resulting in staff efficiencies.
5. Maintain server and network uptime at 99.9% 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).
7. Institute rational system of SKU's for of income producing services. Outcomes to include simplified future development/maintenance of point of sales software, integration with financial software and improved reporting.
8. Publish accurate Diversion Report in a timely manner. Deliverable provides a snapshot of District's state of waste management and diversion from landfill.

3-Year Budget Outlook

No forecasted changes to the department within the next 3 fiscal years.

Chittenden Solid Waste District
Administration
FY24 Proposed Budget Detail

	Actual FY22	Budget FY23	Forecast FY24	Change from FY23 to FY24		
				\$	%	
60210 - Salaries	360,910	385,133	417,802	32,669	8.5%	
60220 - Hourly Wages	37,759	50,767	118,309	67,543	133.0%	
60240 - Overtime Wages	914	-	1,913	1,913	100.0%	
Total 60200 - SALARIES AND WAGES	399,583	435,900	538,024	102,124	23.4%	
60311 - Federal Insurance Contribution (FICA)	31,335	34,623	40,317	5,694	16.4%	
60312 - Workers' Compensation	1,060	2,492	2,475	(17)	-0.7%	
60313 - Unemployment	386	373	461	88	23.5%	
Total 60310 - MANDATED BENEFITS	32,781	37,488	43,253	5,765	15.4%	
60321 - Health Insurance Premiums	11,469	12,444	34,654	22,210	178.5%	
60322 - Health Savings Account	1,850	1,950	7,500	5,550	284.6%	
60323 - Health Reimbursement Arrangement (HRA)	7,795	2,355	13,300	10,945	464.8%	
60324 - Health Insurance Opt Out - Taxable	12,096	11,904	11,904	-	0.0%	
Total 60320 - MEDICAL BENEFITS	33,210	28,653	67,358	38,705	135.1%	
60331 - Retirement (ICMA)	21,201	25,848	30,048	4,200	16.3%	
60332 - Life/Disability Insurance	3,626	5,161	8,168	3,007	58.3%	
60333 - Dental Insurance	3,804	4,118	5,833	1,715	41.6%	
Total 60330 - OPTIONAL BENEFITS	28,631	35,127	44,049	8,922	25.4%	
60341 - Achievement Awards	15,861	30,000	30,000	-	0.0%	
60342 - Wellness Benefits	7,984	6,000	6,000	-	0.0%	
60343 - Mileage Allotment	3,500	3,250	3,250	-	0.0%	
Total 60340 - OTHER BENEFITS	27,344	39,250	39,250	-	0.0%	
Total 60300 - BENEFITS	121,966	140,519	193,911	53,392	38.0%	
Total 60100 - PAYROLL EXPENSES	521,549	576,418	731,935	155,517	27.0%	
61100 - Conferences	127	6,000	6,150	150	2.5%	
61200 - Staff Training & Education	9,696	12,000	16,850	4,850	40.4%	
61300 - Membership Dues	16,173	15,575	15,850	275	1.8%	
61400 - Subscriptions	-	500	250	(250)	-50.0%	
Total 61000 - TRAVEL & TRAINING	25,996	34,075	39,100	5,025	14.7%	
62100 - Business Travel	1,219	4,650	4,600	(50)	-1.1%	
62200 - Legal Notices	273	300	300	-	0.0%	
62300 - Board Meetings	4,732	4,000	6,265	2,265	56.6%	
62410 - Employment Ads	3,653	4,000	5,000	1,000	25.0%	
62420 - Team Motivation	5,605	12,000	12,000	-	0.0%	
62900 - General Managers Discretion	882	2,000	2,000	-	0.0%	
Total 62000 - ADMINISTRATIVE COSTS	16,364	26,950	30,165	3,215	11.9%	
63310 - Legal Services	20,354	19,300	19,760	460	2.4%	
63410 - IT Development	10,853	-	-	-	0.0%	
63510 - Consulting	17,095	7,500	10,000	2,500	33.3%	
63610 - Medical Exams	292	-	500	500	100.0%	

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63900 - Other Professional Services	263	-	9,300	9,300	100.0%
Total 63000 - PROFESSIONAL FEES	48,856	26,800	39,560	12,760	47.6%
64130 - Large Equipment Service Contracts	163	-	-	-	0.0%
Total 64100 - LARGE EQUIPMENT	163	-	-	-	0.0%
64220 - Office Equipment	2,007	6,200	6,500	300	4.8%
64240 - Small Equipment Leases	416	575	4,200	3,625	630.4%
Total 64200 - GENERAL EQUIPMENT	2,423	6,775	10,700	3,925	57.9%
64310 - Purchase, Lease, Licenses	19,238	27,740	28,326	586	2.1%
64320 - Hardware and Equipment	8,462	24,200	24,600	400	1.7%
64340 - Systems Maintenance	136,990	98,300	98,300	-	0.0%
64350 - Telecommunications	12,770	11,520	17,000	5,480	47.6%
Total 64300 - INFORMATION TECHNOLOGY	177,461	161,760	168,226	6,466	4.0%
Total 64000 - EQUIPMENT AND FLEET	180,047	168,535	178,926	10,391	6.2%
66120 - Facility Signage	100	150	250	100	66.7%
66130 - Safety Supplies	140	250	250	-	0.0%
Total 66100 - GENERAL MATERIALS AND SUPPLIES	240	400	500	100	25.0%
66210 - Office Supplies	2,979	5,000	4,500	(500)	-10.0%
66230 - Postage	42	300	300	-	0.0%
Total 66200 - GENERAL OFFICE SUPPLIES	3,021	5,300	4,800	(500)	-9.4%
Total 66000 - SUPPLIES	3,261	5,700	5,300	(400)	-7.0%
67210 - Trash Disposal	139	300	-	(300)	-100.0%
Total 67200 - DISPOSAL FEES	139	300	-	(300)	-100.0%
Total 67000 - MATERIALS MANAGEMENT	139	300	-	(300)	-100.0%
68110 - Building Lease	-	-	101,460	101,460	100.0%
68120 - Mowing	873	1,850	-	(1,850)	-100.0%
68140 - Building Maintenance	5,064	9,000	6,500	(2,500)	-27.8%
68150 - Skilled Labor	-	13,000	2,000	(11,000)	-84.6%
68160 - Safety Monitor & Inspection	407	-	-	-	0.0%
Total 68100 - BUILDING & LAND	6,345	23,850	109,960	86,110	361.0%
68210 - Electricity	3,652	4,800	6,000	1,200	25.0%
68220 - Heating Fuel	4,588	4,000	6,000	2,000	50.0%
68230 - Water/Sewer	204	245	-	(245)	-100.0%
Total 68200 - UTILITIES	8,444	9,045	12,000	2,955	32.7%
68310 - Commerical Insurance Premium	7,768	8,350	6,000	(2,350)	-28.1%
68320 - Commercial Insurance Reserve	3,573	3,000	3,000	-	0.0%
Total 68300 - COMMERCIAL INSURANCE	11,340	11,350	9,000	(2,350)	-20.7%
Total 68000 - PROPERTY MANAGEMENT	26,129	44,245	130,960	86,715	196.0%
80000 - MAINTENANCE & ROLL OFF DISTRIBUTION	2,984	41,892	-	(41,892)	-100.0%
Total 60000 - EXPENSES	825,324	924,915	1,155,946	231,031	25.0%
Total Expense	825,324	924,915	1,155,946	231,031	25.0%
Ordinary Income/Expense	(825,324)	(924,915)	(1,155,946)	(231,031)	25.0%
Net Ordinary Income	(825,324)	(924,915)	(1,155,946)	(231,031)	25.0%

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91100 - Solid Waste Management Fee Subsidy	825,324	924,915	1,155,946	231,031	25.0%
Total 91000 - SUBSIDIES & TRANSFERS	825,324	924,915	1,155,946	231,031	25.0%
Other Income	825,324	924,915	1,155,946	231,031	25.0%
Other Income and Expenses	825,324	924,915	1,155,946	231,031	25.0%
Net Other Income	825,324	924,915	1,155,946	231,031	25.0%
Net Income	-	-	(0)	(0)	0.0%
Income Statement	-	-	(0)	(0)	0.0%