

COMPLIANCE

Significant Changes from Previous Fiscal Year

- 1) Proposed Compliance budget shows an increase in revenue of \$770 or 6% as compared to FY19.
- 2) Proposed Compliance budget shows a decrease in expenses of \$2,624 or 2% as compared to FY19.
- 3) Moving 25% of wages and benefits for the Director to Hazardous Waste. Addition of four hours per week for Compliance Specialist to compensate for increased responsibilities as a result of Director taking over the Hazardous Waste program.
- 4) Placeholder of \$5,000 in IT Development for potential compliance database project.
- 5) Adding a placeholder of \$1,500 for a yet to be booked compliance conference.

3-Year Budget Outlook

No major budget increases anticipated in the next three years.

**CHITTENDEN SOLID WASTE DISTRICT
FY 20 BUDGET WORKSHEET
COMPLIANCE**

	FY 17		FY 18		FY 19		CY 18		FY 20		CHANGE FROM FY 19 BUDGET		CHANGE FROM CY 18 ACTUAL			
	ACTUAL		ACTUAL		BUDGET		ACTUAL		BUDGET		\$	%	\$	%		
REVENUE																
4311 · LICENSE FEES	\$	12,795	\$	12,510	\$	12,460	\$	5,670	\$	12,430	\$	(30)	-0.24%	\$	6,760	119.22%
4312 · BANNED MATERIAL	\$	4,843	\$	3,481	\$	1,200	\$	2,497	\$	2,000	\$	800	66.67%	\$	(497)	-19.90%
LICENSE FEES, FINES & PENALTIES TOTAL	\$	17,638	\$	15,991	\$	13,660	\$	8,167	\$	14,430	\$	770	5.64%	\$	6,263	76.69%
TOTAL REVENUE	\$	17,638	\$	15,991	\$	13,660	\$	8,167	\$	14,430	\$	770	5.64%	\$	6,263	0.00%
EXPENSE																
SALARIES AND WAGES TOTAL	\$	59,674	\$	107,742	\$	116,139	\$	115,569	\$	108,520	\$	(7,619)	-6.56%	\$	(7,049)	-6.10%
BENEFITS TOTAL	\$	12,498	\$	22,825	\$	28,902	\$	25,018	\$	30,528	\$	1,627	5.63%	\$	5,511	22.03%
TRAINING AND TRAVEL																
6111 · CONFERENCES	\$	-	\$	-	\$	-	\$	-	\$	1,500	\$	1,500	Moved	\$	1,500	Moved
6121 · STAFF TRAINING & EDUCATION	\$	1,845	\$	2,717	\$	6,000	\$	2,163	\$	5,000	\$	(1,000)	-16.67%	\$	2,837	131.16%
6131 · MEMBERSHIP DUES	\$	287	\$	260	\$	260	\$	455	\$	455	\$	195	75.00%	\$	-	0.00%
6141 · SUBSCRIPTIONS	\$	324							\$	-	\$	-		\$	-	
TRAVEL & TRAINING TOTAL	\$	2,456	\$	2,977	\$	6,260	\$	2,618	\$	6,955	\$	695	11.10%	\$	4,337	165.66%
ADMINISTRATIVE COSTS																
6211 · BUSINESS TRAVEL	\$	1,623	\$	1,858	\$	4,334	\$	2,348	\$	2,395	\$	(1,939)	-44.74%	\$	47	2.00%
6221 · LEGAL NOTICES					\$	300			\$	300	\$	-		\$	300	
6262 · QUALITY AND TESTING									\$	200			Moved			
ADMINISTRATIVE COSTS TOTAL	\$	1,623	\$	1,858	\$	4,634	\$	2,348	\$	2,895	\$	(1,739)	-37.53%	\$	547	23.30%
PROFESSIONAL FEES																
6341 · LEGAL SERVICES	\$	1,951			\$	1,200			\$	1,125	\$	(75)	-6.25%	\$	1,125	
6351 · IT DEVELOPMENT									\$	5,000	\$	5,000	NEW	\$	5,000	New
6399 · OTHER PROF SERVICES			\$	156	\$	168	\$	156	\$	-	\$	(168)	Moved to Qual & Test	\$	(156)	-100.00%
PROFESSIONAL FEES TOTAL	\$	1,951	\$	156	\$	1,368	\$	156	\$	6,125	\$	4,757	347.73%	\$	5,969	3833.09%

	FY 17 ACTUAL	FY 18 ACTUAL	FY 19 BUDGET	CY 18 ACTUAL	FY 20 BUDGET	FY 19 BUDGET		CY 18 ACTUAL	
						\$	%	\$	%
EQUIPMENT AND FLEET									
6430 · INFORMATION TECHNOLOGY									
6431 · PURCHASE, LEASE, OR LICENSE	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600	\$ -	0.00%	\$ 3,600	
6433 · SYSTEMS MAINTENANCE				\$ 3,600	\$ -	\$ -	0.00%	\$ (3,600)	-100.00%
6435 · TELECOMMUNICATIONS	\$ 434	\$ 1,228	\$ 1,248	\$ 1,433	\$ 1,248	\$ -	0.00%	\$ (185)	-12.93%
<i>Total INFORMATION TECHNOLOGY</i>	\$ 434	\$ 1,228	\$ 4,848	\$ 5,033	\$ 4,848	\$ -	0.00%	\$ (185)	-3.68%
EQUIPMENT AND FLEET TOTAL	\$ 434	\$ 1,228	\$ 4,848	\$ 5,033	\$ 4,848	\$ -	0.00%	\$ (185)	-3.68%
SUPPLIES									
6441 · MATERIALS & SUPPLIES									
6453 · POSTAGE	\$ 489	\$ 124	\$ 375		\$ -	\$ (375)	-100.00%	\$ (131)	-100.00%
6471 · UNIFORMS	\$ 68	\$ 126	\$ 254	\$ 131	\$ 150	\$ (104)	-40.94%	\$ 150	114.94%
6472 · PERSONAL PROTECTIVE EQUIPMENT*	\$ 208	\$ 291	\$ 276	\$ 226	\$ 250	\$ (26)	-9.42%	\$ 25	10.86%
SUPPLIES TOTAL	\$ 765	\$ 701	\$ 1,105	\$ 496	\$ 750	\$ (355)	-32.13%	\$ 124	24.90%
PROMOTION & EDUCATION									
6712 · PRINTING									
PROMOTION & EDUCATION TOTAL	\$ 522	\$ 474	\$ 490	\$ 474	\$ 500	\$ 10	2.04%	\$ 26	5.48%
TOTAL EXPENSES	\$ 79,924	\$ 137,960	\$ 163,745	\$ 151,711	\$ 161,121	\$ (2,624)	-1.60%	\$ 9,410	6.20%
NET PROFIT FROM OPERATIONS	\$ (62,286)	\$ (121,969)	\$ (150,085)	\$ (143,544)	\$ (146,691)	\$ 3,394	-2.26%	\$ (3,147)	2.19%
SUPPORT PROGRAMS ALLOCATION (NET)	\$ 1,011	\$ 26,495	\$ 150,085	\$ 78,173	\$ 146,691	\$ (3,394)	-2.26%	\$ 68,518	87.65%
NET AFTER ALLOCATIONS	\$ (61,275)	\$ (95,474)	\$ (0)	\$ (65,372)	\$ -	\$ 0	-100.00%	\$ 65,372	-100.00%
SWMF SUBSIDY	\$ 67,188	\$ 139,560			\$ -	\$ -	ELIMINATED		
TFR TO UNDESIG FUND BALANCE	\$ (5,913)	\$ (44,086)							
PROGRAM NET	\$ (0)	\$ -	\$ (0)	\$ 12,801	\$ -				

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
 PREPARED BY: Josh Estey
 Category FEES AND FINES

PROGRAMMATIC NEED OR MANDATE:

These accounts track revenue from License fees and fines for ordinance violatons

BREAKDOWN OF COSTS:

			Line Item	Program Subtotal
Licenses	Vehicles Registered	320	\$ 15.00 \$ 4,800	
	Processor's Registered	13	\$ 10.00 \$ 130	
	Scale's Registered	3	\$ 500.00 \$ 1,500	
	Transfer Stations	3	\$ 2,000.00 \$ 6,000	
				<u>\$ 12,430</u>
Fines Levied	Banned Material Fees		\$ 2,000	
				<u>\$ 2,000</u>
FEES AND FINES REVENUE TOTAL				\$ 14,430

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	ACTUAL CY 19	BUDGET FY 20
4300 - Fees and Fines					
4311 · LICENSE FEES	\$ 12,795	\$ 12,510	\$ 12,460	\$ 5,670	\$ 12,430
4312 · BANNED MATERIAL	\$ 4,843	\$ 3,481	\$ 1,200	\$ 2,497	\$ 2,000
Total 6100 · TRAVEL & TRAINING	\$ 17,638	\$ 15,991	\$ 13,660	\$ 8,167	\$ 14,430

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
PREPARED BY: Josh Estey
Category: Salaries Wages, & Benefits

PROGRAMMATIC NEED OR MANDATE:
These accounts track costs related to staffing the district.

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	BUDGET FY 20
Director of Compliance	0.16	1.00	1.00	0.75
Compliance Specialist	0.73	0.70	0.80	0.90
	0.89	1.70	1.80	1.65

BREAKDOWN OF COSTS:

	Line Item	Program Subtotal
Salaries and Wages	Total Salaries and Wages	\$ 108,520
		\$ 108,520

Benefits

6021 · FICA	\$ 8,965	
6022 · UNEMPLOYMENT	\$ 137	
6023 · RETIREMENT BENEFITS	\$ 6,511	
6024 · LIFE/DISABILITY INSURANCE	\$ 1,182	
6025 · WORKERS COMP	\$ 331	
6026 · DENTAL INSURANCE	\$ 793	
6027 · HEALTH INS - Premiums	\$ 9,415	
6028 · HSA CSWD EXP		
6031 · HEALTH INS - OPT OUT	\$ 3,195	
6033 · HRA CONTRIB EXP	\$ -	\$ 30,528

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	ACTUAL CY 19	BUDGET FY 20
Salaries	\$ 59,674	\$ 107,742	\$ 116,139	\$ 115,569	\$ 108,520
Benefits - Mandatory	\$ 12,498	\$ 22,825	\$ 28,902	\$ 25,018	\$ 30,528
Total Personnel Cost	\$ 72,172	\$ 130,567	\$ 145,040	\$ 140,587	\$ 139,048

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Moving 25% of Director of Compliance's salary out of Compliance to Hazardous Waste. Adding four hours per week for Compliance Specialist due to increasing responsibilities with Director taking on Hazardous Waste Program.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
 PREPARED BY: Josh Estey
 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:	
	Compliance Conference	\$ 1,500
		\$ 1,500
Staff Training & Education		
Training/ Classes:	OSHA Training Towards Certification	\$ 2,500
	All-Staff Safety Training	\$ 2,500
		\$ 5,000
Membership Dues		
Groups:	SWANA	\$ 195
	Vermont Safety and Health Council	\$ 100
	IHMM	\$ 160
		\$ 455
Travel and Training Total		\$ 6,955

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	ACTUAL CY 19	BUDGET FY 20
6100 · TRAVEL & TRAINING					
6111 · CONFERENCES	\$ -	\$ -	\$ -	\$ -	\$ 1,500
6121 · STAFF TRAINING & EDUCATION	\$ 1,845	\$ 2,717	\$ 6,000	\$ 2,163	\$ 5,000
6131 · MEMBERSHIP DUES	\$ 287	\$ 260	\$ 260	\$ 455	\$ 455
6141 · SUBSCRIPTIONS	\$ 324	\$ -	\$ -	\$ -	\$ -
Total 6100 · TRAVEL & TRAINING	\$ 2,456	\$ 2,977	\$ 6,260	\$ 2,618	\$ 6,955

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Adding a placeholder line item for a compliance conference yet to be booked. Adding line item for Director of Compliance's IHMM certification.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
PREPARED BY: Josh Estey

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
BUSINESS TRAVEL (Mileage Reimbursement, Meals,					
Mileage (# miles)	2750		0.58	\$ 1,595.00	
Meals - Including Safety Committee				\$ 200	
Lodging					
Transportation				\$ 600	\$ 2,395
Legal Notices					
Ordinance Changes				\$ 300	\$ 300
Quality Control and Testing					
DOC Load QA/QC				200	
					\$ 200
Administrative Costs Total					\$ 2,895

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	ACTUAL CY 19	BUDGET FY 20
6211 · BUSINESS TRAVEL	\$ 1,623	\$ 1,858	\$ 4,334	\$ 2,348	\$ 2,395
6221 · LEGAL NOTICES	\$ -	\$ -	\$ 300	\$ -	\$ 300
6262 · QUALITY AND TESTING	\$ -	\$ -	\$ -	\$ -	\$ 200
	\$ 1,623	\$ 1,858	\$ 4,634	\$ 2,348	\$ 2,895

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Decreasing number of miles budget for both Compliance Specialist and Director of Compliance based on pervious two years' usage.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
PREPARED BY: Josh Estey

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	Ordinance Changes Review	Hours Needed 5	Per Hour 225	\$ 1,125
				\$ 1,125
IT Development	Compliance Database Development			\$ 5,000
				\$ -
Professional Fees Total				\$ 6,125

	ACTUAL FY17		ACTUAL FY18		BUDGET FY 19		ACTUAL CY 19		BUDGET FY 20
6341 · LEGAL SERVICES	\$ 1,951	\$	-	\$	1,200	\$	-	\$	1,125
6399 · OTHER PROF SERVICES	-	\$	156	\$	168	\$	156	\$	-
Total 6300 · PROFESSIONAL FEES	\$ 1,951	\$	156	\$	1,368	\$	156	\$	6,125

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Database development line item is a placeholder in the event we will need to hire a contractor to develop all or part of a compliance task database. The goal will be to develop this program in-house as much as possible with the understanding that there may be a need for outside help.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
PREPARED BY: Josh Estey

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
6430 · INFORMATION TECHNOLOGY			
6431 · PURCHASE, LEASE, OR LICENSE	EH&S Compliance Software	\$ 3,600	
			\$ 3,600
6432 · HARDWARE AND EQUIPMENT			
			\$ -
6433 · SYSTEMS MAINTENANCE			
			\$ -
6435 · TELLECOMMUNICATIONS			
	CELL PHONES	\$ 1,248	
			\$ 1,248
EQUIPMENT AND FLEET TOTAL			\$ 4,848

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	ACTUAL CY 19	BUDGET FY 20
6430 · INFORMATION TECHNOLOGY	\$ -	\$ -	\$ -	\$ -	\$ -
6431 · PURCHASE, LEASE, OR LICENSE	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600
6433 · SYSTEMS MAINTENANCE	\$ -	\$ -	\$ -	\$ 3,600	\$ -
6435 · TELECOMMUNICATIONS	\$ 434	\$ 1,228	\$ 1,248	\$ 1,433	\$ 1,248
				\$	\$ 4,848

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
PREPARED BY: Josh Estey

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
6441 · OFFICE SUPPLIES	Dept. Specific Office Supplies	\$ 150.00	
			<u>150</u>
6443 · POSTAGE	Licensing and Compliance Notices	\$ 150.00	
			<u>150</u>
6461 · UNIFORMS	High-Vis Jackets, T-Shirts	\$ 250.00	
			<u>250</u>
6462 · PERSONAL PROTECTIVE EQUIPMENT	Boots, Safety Glasses, Hearing Pro.	\$ 200.00	
			<u>200</u>
			<u>\$ 750</u>

	ACTUAL FY17	ACTUAL FY18	BUDGET FY 19	ACTUAL CY 19	BUDGET FY 20
6451 · OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 150
6453 · POSTAGE	\$ 68	\$ 126	\$ 254	\$ 131	\$ 150
Total 6440 · OFFICE SUPPLIES	\$ 68	\$ 126	\$ 254	\$ 131	\$ 300
6444 · BINS - NOT SOLD	\$ -	\$ -	\$ -	\$ -	\$ -
6445 · FACILITY SIGNAGE	\$ -	\$ -	\$ -	\$ -	\$ -
6461 · UNIFORMS	\$ 208	\$ 291	\$ 276	\$ 226	\$ 250
6462 · PERSONAL PROTECTIVE EQUIPMENT	\$ -	\$ 160	\$ 200	\$ 140	\$ 200
Total 6400 · SUPPLIES	\$ 558	\$ 250	\$ 629	\$ 261	\$ 750

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Moving office supplies out of general supplies and decreasing budgeted postage based on previous two years' usage.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2020

PROGRAM: COMPLIANCE
 PREPARED BY: Josh Estey
 Category PROMOTION AND EDUCATION

PROGRAMMATIC NEED OR MANDATE:
 This account supports the general promotional activities of the District.

BREAKDOWN OF COSTS:

			Line Item	Program Subtotal
6712 · PRINTING	License Decal Printing		\$ 500	
				\$ 500
				\$ 500
	ACTUAL	ACTUAL	BUDGET	ACTUAL
	FY17	FY18	FY 19	CY 19
6700 · PROMOTION & EDUCATION				
6712 · PRINTING	\$ 522	\$ 474	\$ 490	\$ 474
Total 6700 · PROMOTION & EDUCATION			\$ 490	\$ 474

SIGNIFICANT CHANGES FROM PREVIOUS YEAR: