



ADMINISTRATIVE OFFICE

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TO: Finance Committee
FROM: Nola Ricci, Director of Finance
DATE: Friday, January 13, 2023
RE: **FINANCE COMMITTEE MEETING**

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DATE:	Wednesday, January 18, 2023
TIME:	5:00 P.M.
PLACE:	Zoom Meeting/ CSWD Administrative Office – 1021 Redmond Road Williston

MEETING AGENDA

1. Agenda
2. Public Comment Period
3. (E) Consent Agenda – Draft Minutes January 10, 2023
4. (E) FY24 Operations Budgets
5. Other Business
6. Adjourn

CHITTENDEN SOLID WASTE DISTRICT
Finance Committee Meeting
MEETING INSTRUCTIONS
FOR THE PUBLIC- remote access

Date: Wednesday, January 18, 2023
Time: 5:00 P.M.
Place: ZOOM MEETING/ADMINISTRATIVE OFFICE – 1021 REDMOND ROAD WILLISTON VT

IMPORTANT:

CSWD will hold a virtual meeting accessible by computer or phone, or in person at 1021 Redmond Road Williston VT.

Members of the public, joining the meeting remotely, are asked to preregister online using the link below and attend remotely by computer or telephone. Following the meeting a recording will be available upon request.

Register in advance for this webinar:

Hi there,

You are invited to a Zoom webinar.

When: Jan 18, 2023 05:00 PM Eastern Time (US and Canada)

Topic: Finance Committee Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_2t14MY2AQqKiEbGXIEImvw

After registering, you will receive a confirmation email containing information about joining the webinar.

For those without internet access, call 802-872-8100 ext. 213 and leave a message to register for the meeting. A call- in number will be provided to you prior to the meeting.

Participants will be in listen only mode. Call in controls include: *6 – toggle mute/unmute and *9 to raise your hand.

DRAFT
CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
Zoom Meeting
Tuesday, January 10, 2023 – 5:00 p.m.

FINANCE COMMITTEE PRESENT:

Leslie Nulty, Paul Stabler

Other Board members present:

Paul Ruess,

CSWD STAFF PRESENT:

Nola Ricci, Sarah Reeves, Amy Jewell, Josh Tyler,
Brian Mital, Jeannine McCrumb

AGENDA ITEM:

1. Agenda
2. Public Comment Period
3. Consent Agenda Draft Minutes – January 4, 2023
4. Capital Budget Review
5. Self-Funded Budgets
 - a. Biosolids
 - b. Maintenance/Roll-Off
 - c. Closed Landfill
6. Other Business
7. Adjourn

Paul Ruess called the meeting to order at 5:00 p.m.

Agenda # 1. No changes to the Agenda

Agenda #2. Public Comment Period – No public in attendance

Agenda #3. Consent Agenda - Change date on minutes from Jan 6 to Jan 4. Minutes accepted with noted change .

Agenda #4. Capital Budget Review S. Reeves reviewed the memo, which included 3 years of capital budget and a timeline. She noted that the new MRF will be presented separately. She noted that CSWD has invested in significant infrastructure over the last three years and the current proposed three-year capital is a significant decrease from previous capital budgets. J. Tyler highlighted the FY 24 capital projects including ODF, Roll-off/Maintenance, DOC, Haz Waste, Administrative infrastructure, the MRF, and Capital Contingency, for a total of \$1,880,000. J. Tyler said that we now have the equipment and rolling stock necessary to operate efficiently, with an adequate replacement schedule, including using loaders with heavy use to the DOC's to eliminate the need to transport them to sites, resulted in efficiency and savings.

Capital Budget Discussion:

- J. Tyler noted that he will include \$350,000 in the FY 26 capital budget for the potential rehab of the existing MRF.
- Discussion on alternative budget needs if Casella was not operating the MRF. S. Reeves noted that the only capital costs for the existing MRF are upgrading restrooms at the facilities and those need to be done regardless of the operator.
- Request to correct operating/capital language to capital
- Discuss on the analysis used when determining whether to purchase new or used equipment.
- Discussion on the GMC equipment cost of \$750,000 with a seven-year life and looking at the entire program to determine if it's sustainable and should continue to be operated by CSWD. J. Tyler noted the correction that the useful life is 10-15 years. S. Reeves noted that it is expensive to run a compost business, especially one that accepts food waste versus just taking in leaf/yard waste. The question of whether to remain in the compost business was proposed to the board a number of years ago and the response was that it was an integral piece of our mission and infrastructure and improvements were made since 2018 to get the facility to its' current status. It was noted that staff has done great work in decreasing the subsidy. It was requested that when we review operating budgets, we might further this discussion. A request for a P&L on ODF is needed for the committee to determine if our volumes and pricing align. J. Tyler said that we could likely extend the life of the screener.
- Discussion on the \$60,000 DOC bag analysis charge. CSWD charges per bag fees and pays by weight. The study will be done to assist with determining actual bag costs related to volume and weight to improve the pricing structure.
- Request to tie the contingency for capital to a percentage (maybe 10%) rather than a flat \$50,000 on a \$2 million budget is too small, use 10%.
- Note to provide information for each program on what reserves are available to help inform the board. N. Ricci noted that we do have just over \$10 million in reserves.

Agenda #5. Self-Funded Budgets

Biosolids – J. Tyler explained that the program assists participating member communities with residuals management for biosolids waste and is self-funded, meaning participating communities pay directly for services and expenses are paid out of a restricted fund. The current agreement expires on January 31, 2024. He noted the \$45,500 going into the reserve is in the event there are contract negotiations.

Closed Landfill - J. Tyler noted that the purpose of the closed landfill program is to oversee the post-closure care of the landfill on Redmond Road. The program is moving the landfill from post-closure care to custodial care in a timely and cost-effective manner.

Discussion held:

- S. Reeves noted that as we near the end of the 30- year post-closure period we are in a five-year planning phase to get to custodial care. The remaining amounts in the reserve will handle any necessary repairs or testing. We are continuing to do ongoing data gathering and she noted we're still receiving a good amount of leachate. S. Reeves recognized

Jeannine McCrumb's lead work on this program. She noted that we will exceed the 30- year post-closure period and that moving to custodial care is not an automatic status. CSWD is budgeting for the future work that needs to be done, which may include liner caps, wells, looking at the leachate amounts. She noted that we have decommissioned the methane plant. J. Tyler noted that we are also monitoring stormwater and testing drinking water.

- Discussion on PFA's and the work being done regarding this. J. McCrumb noted that there are other emerging contaminants in addition to PFA's that need further discussion. It was noted that CSWD's insurance coverage with VLCT is liability coverage, and a catastrophic event would not be covered.
- Request to include a narrative to budget information when reserves apply.

Maintenance/Roll-Off – No questions on the Maintenance/Roll-Off Budget.

Agenda #6. Other Business:

L. Nulty requested further information on when the MRF Bond will be presented. S. Reeves said there are a lot of moving pieces, and it would be presented at the last meeting. L. Nulty provided a spreadsheet that will be helpful in relaying information to the board. L. Nulty noted that CSWD will need to have factored in enough cash to service the debt year after year and some of that cash will be operating surpluses from the entire district not just the MRF. She requested detailed numbers that will show it will cover our cash needs.

Agenda #6. Adjourn. Motion by Paul Stabler, SECOND by Leslie Nulty, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:10 p.m.

Amy Jewell

I agree that this is an original copy of minutes and they have been approved by the Finance Committee at the meeting held via Zoom.

Amy Jewell, Secretary

To: Finance Committee
From: Josh Tyler, Director of Operations
Date: January 18, 2023
RE: Fiscal Year 2024 Operations Budget

Enclosed you will find the Fiscal Year 2024 (FY24) Budget Summary for all Operating Programs; Materials Recovery Facility (MRF), Drop Off Centers (DOC), Environmental Depot, Organics Diversion Facility (ODF), Operating Administration (Formerly Engineering) and Property Management. This provides a detailed overview of the draft budget prepared by CSWD management.

Materials Recovery Facility (MRF)

The Materials Recovery Facility (MRF) manages single stream recycling from Chittenden County and northern Vermont. The MRF sorts the mixed inbound material and produces baled materials for domestic commodity sales. The MRF Operating Agreement is currently in negotiations for an estimated three (3) year extension, while final terms have not been finalized staff have made general assumptions regarding important budgeting factors:

1. 47,000 inbound tons
2. 37,835 tons of sold commodities
3. Average Commodity Revenue (ACR) of \$84.00/ton
4. Estimated Operating Fee of \$74.83/ton
5. Tip fee increase from \$80.00/ton to \$85.00/ton

The MRF budget will be updated upon finalization of contract terms. CSWD is changing vendors for our wintertime Processed Glass Aggregate product to Strategic Materials Inc. (located in Connecticut). The change reduces winter PGA costs from roughly \$135/ton to \$95/ton.

Drop Off Centers (DOC)

Drop-Off Centers (DOCs) provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, leaves, and other compostable yard debris. DOCs also provide the public an outlet for the proper management of special materials such as batteries, bulbs, electronics, scrap metal, tires, appliances, used oil and filters, clean wood, and more. Key highlights for the FY24 DOC budget are as follows:

1. Open expanded DOC in Burlington (BDOC, Pine Street location) Q2 (September 2023)
 - a. Accept Municipal Solid Waste (MSW), Recycling, Organics, Leaf & Yard Waste and Scrap Metal

- b. Negotiations with the City of Burlington are ongoing to bring this concept to fruition, but staff are confident in the process and ultimate outcome.
2. Starting July 1, 2023, shift all DOC schedules to Tuesday – Saturday; 8:00 am to 3:30 pm.
Exceptions:
 - a. Hinesburg to remain Saturday only per Town permit
 - b. Burlington to maintain Thursday and Saturday schedule until expansion completion
3. Add two full time employees to manage new operating days
4. Accept credit cards at all DOC locations
 - a. Service fee of not more than 4% for card usage to apply. Fee will offset upwards of 90% of the cost of accepting credit cards.
5. Increase MSW bag pricing to offset program subsidy and allow modest contribution to capital reserve.
 - a. per gallon rates would be consistent at \$.23-24

Hazardous Waste

The Hazardous Waste program provides an affordable disposal option for Chittenden County residents and small businesses who generate limited quantities of hazardous waste. The Environmental Depot program operates the mobile hazardous waste collection program known as The Rover which puts on six collection events each year in six different communities. The program also includes the Local Color paint recycling program and its retail sales. Key highlights for the FY24 Environmental Depot budget include:

1. A three-year contract for hazardous waste disposal will be signed in FY24 and will stabilize disposal pricing for the next three years. Costs are expected to increase by 18%.
2. Increased cost for personal protective equipment of 25%.

Organics Diversion Facility (ODF)

The Organics Diversion Facility (ODF) department manages organics streams including food waste, yard waste, and wood waste generated in Chittenden County. The ODF processes the organic material and produces compost and value-added soils for wholesale customers. In FY24 the ODF facility will finish three years of a site overhaul and infrastructural upgrades culminating in a safer, more efficient, and productive site. Key highlights for the FY24 ODF budget include:

1. Starting in FY24, ODF will bring a wood waste depot online to replace the wood depot at the McNeil power plant, reducing contract costs by \$65,000. ODF will grind wood inputs onsite, and the chips will be managed as an input into the composting process. This will reduce the need to purchase wood chips and the associated transportation costs.

2. The tip fee will increase by \$5 to \$70/ton for commercial food waste. Finished product prices are increasing to keep up with the increased costs of production and inputs, Resulting estimated 3% increase in compost and compost product revenue.
3. FY24 will mark the first fiscal year where the ODF facility will receive all water needs from the newly extended municipal waterline, thereby significantly decreasing the cost of purchased water by 13% and optimize operating processes.

Operating Administration

The Operations Administration department supports CSWD operations. The program will oversee Drop Off Centers, Materials Recovery Facility, Organics Diversion Facility, Maintenance, Property Management, and Hazardous Waste departments. Additionally, this department will manage capital projects through the lifecycle of feasibility, design, permitting, and construction. A great emphasis of this program is on ensuring permitting and compliance matters to avoid costly expenses, such as violations. Notable changes to the program are as follows:

1. Program name changed from Engineering (formerly part of the Administrative Budget) to Operations Administration
2. All Director of Operations and Associate Director of Operations wages and benefits moved into this program.

Property Management

The Property Management department oversees the residential and commercial rental properties, as well as other CSWD owned property not managed by other departments. The Property Management department is responsible for maintaining the property and protecting CSWD's investment in rental locations by retaining responsible tenants, minimizing damage, vacancies, loss of revenue, and preserve the asset value. Notable changes to the program are as follows:

1. In FY24, the Administrative Building will be vacant and transfer to the Property Management department. The expected expense will be subsidized by the Solid Waste Management Reserve.
2. In FY24, initiating a reduction in owned properties which will ultimately reduce the scope of this department.

Chittenden Solid Waste District
Operating Budget
FY24

	Operations Administration	Drop Off Center	Materials Recovery Facility	Organics Diversion Facility	Property Management	Hazardous Waste
INCOME						
Tipping Fees	-	2,574,435	3,997,180	296,195	-	-
Special Waste	-	730,109	-	-	-	-
Hazardous Waste	-	-	-	-	-	62,000
Sale of Materials	-	217,565	1,589,070	769,587	-	52,750
Rents	-	-	-	-	75,000	-
Product Stewardship	-	37,500	-	-	-	131,500
Other Income	-	75,000	-	-	-	-
Grant Revenue	-	134	-	-	-	106,470
Total Income	-	3,634,743	5,586,250	1,065,782	75,000	352,720
Cost of Goods	-	-	-	102,405	-	19,000
Gross Profit	-	3,634,743	5,586,250	963,377	75,000	333,720
EXPENSES						
Salaries & Wages	247,762	833,172	13,512	421,173	-	348,422
Benefits	50,186	472,284	2,079	202,374	-	160,462
Payroll Expenses	297,948	1,305,456	15,591	623,547	-	508,884
Travel & Training	4,350	1,500	9,065	12,900	-	4,300
Administrative Costs	1,250	78,650	25,250	8,249	-	-
Professional Fees	23,000	150	1,725	3,050	-	2,750
Equipment & Fleet	-	46,040	42,400	299,773	-	24,900
Supplies	-	20,250	1,350	21,944	5,000	22,000
Materials Management	-	1,208,035	3,696,760	160,008	-	396,700
Property Management	-	74,896	119,968	99,284	75,057	71,150
Promotion & Education	-	-	-	6,200	-	-
Maintenace & Roll Off Allocation	-	600,633	6,904	41,423	-	37,971
Community Support	-	1,250	-	-	-	-
Total Expense	326,548	3,336,860	3,919,014	1,276,378	80,507	1,068,655

Chittenden Solid Waste District
Operating Budget
FY24

	Operations Administration	Drop Off Center	Materials Recovery Facility	Organics Diversion Facility	Property Management	Hazardous Waste
Net Ordinary Income	(326,548)	297,882	1,667,236	(313,001)	(5,057)	(734,935)
Subsidies, Reserve Transfers & Year End Adjustments						
Other Income						
Subsidies & Transfers						
Solid Waste Management Subsidy	326,548	-	-	-	7,350	-
Operating Subsidy	-	-	-	313,001	-	734,935
Total Subsidies & Transfers	326,548	-	-	313,001	7,350	734,935
Total Other Income	326,548	-	-	313,001	7,350	734,935
Other Expenses						
Reserve Transfers						
Transfer to Operating Reserve	-	297,882	1,217,236	-	-	-
Transfer to Capital Reserve	-	-	450,000	-	2,293	-
Total Reserve Transfers	-	297,882	1,667,236	-	2,293	-
Net Income	-	-	-	-	-	-

MATERIAL RECOVERY FACILITY

The Materials Recovery Facility (MRF) manages single stream recycling from Chittenden County and northern Vermont. The MRF sorts the mixed inbound material and processes a sellable material for domestic commodity sales.

Significant Changes from Previous Fiscal Year

1. Current operating contract is in negotiation, current budgeted assumptions
 - a. 47,000 inbound tons
 - b. Average Commodity Revenue (ACR) of \$84.00/ton
 - c. Operating Fee of \$73.83/ton

Key Performance Indicators

1. Reduce Processed Glass Aggregate (PGA) management costs by 15% through a new contract with Strategic Materials Inc.

3-Year Budget Outlook

Construct a new Materials Recovery Facility.

Chittenden Solid Waste District Material Recovery Facility						
	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
INCOME						
TIPPING FEES						
40120 - Recycling Tipping Fee	3,599,019	930,574	3,800,000	3,996,090	196,090	5.2%
40170 - Handling Fee	118	-	-	125	125	0.0%
40180 - Contaminated or Rejected Load	583	40	-	550	550	0.0%
40181 - Finance Charge Tipping Fee	424	-	-	415	415	0.0%
Total 40100 - TIPPING FEES	3,600,143	930,614	3,800,000	3,997,180	197,180	5.2%
SALE OF MATERIALS						
42500 - Recycled Material Sales	3,748,410	511,917	1,534,400	1,589,070	54,670	3.6%
42510 - Recycled Material Held for Sale (Inventory)	(13,891)	-	-	-	-	0.0%
Total 42000 - SALE OF MATERIALS	3,734,519	511,917	1,534,400	1,589,070	54,670	3.6%
OTHER INCOME						
Miscellaneous Income						
49910 - Over/Under Cash	20	-	-	-	-	0.0%
Total 49900 - Miscellaneous Income	20	-	-	-	-	0.0%
Total 49000 - OTHER INCOME	20	-	-	-	-	0.0%
48000 - EQUIPMENT SALE/TRADEIN	7,400	-	-	-	-	0.0%
Total Income	7,342,082	1,442,531	5,334,400	5,586,250	251,850	4.7%
Gross Profit	7,342,082	1,442,531	5,334,400	5,586,250	251,850	4.7%

Chittenden Solid Waste District
Material Recovery Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
EXPENSES						
PAYROLL EXPENSES						
SALARIES AND WAGES						
60210 - Salaries	46,681	(9,971)	80,869	13,512	(67,357)	-83.3%
Total 60200 - SALARIES AND WAGES	46,681	(9,971)	80,869	13,512	(67,357)	-83.3%
BENEFITS						
MANDATED BENEFITS						
60311 - Federal Insurance Contribution (FICA)	2,899	288	6,591	1,034	(5,557)	-84.3%
60312 - Workers' Compensation	135	-	217	-	(217)	-100.0%
60313 - Unemployment	50	7	220	73	(147)	-66.8%
Total 60310 - MANDATED BENEFITS	3,085	295	7,027	1,107	(5,921)	-84.3%
MEDICAL BENEFITS						
60321 - Health Insurance Premiums	1,449	-	-	-	-	0.0%
60323 - Health Reimbursement Arrangement (HRA)	433	86	-	-	-	0.0%
60324 - Health Insurance Opt Out - Taxable	754	-	5,952	-	(5,952)	-100.0%
Total 60320 - MEDICAL BENEFITS	2,636	86	5,952	-	(5,952)	-100.0%
OPTIONAL BENEFITS						
60331 - Retirement	2,058	216	4,678	811	(3,867)	-82.7%
60332 - Life/Disability Insurance	283	43	1,017	162	(855)	-84.1%
60333 - Dental Insurance	220	-	1,437	-	(1,437)	-100.0%
Total 60330 - OPTIONAL BENEFITS	2,560	258	7,131	973	(6,159)	-86.4%
Total 60300 - BENEFITS	8,281	640	20,111	2,079	(18,031)	-89.7%
Total 60100 - PAYROLL EXPENSES	54,962	(9,331)	100,980	15,591	(85,388)	-84.6%
TRAVEL & TRAINING						
61100 - Conferences	3,013	-	5,100	5,100	-	0.0%
61200 - Staff Training & Education	179	-	-	-	-	0.0%
61300 - Membership Dues	2,630	-	1,250	2,100	850	68.0%
61400 - Subscriptions	-	-	1,750	1,865	115	6.6%
Total 61000 - TRAVEL & TRAINING	5,822	-	8,100	9,065	965	11.9%

Chittenden Solid Waste District
Material Recovery Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
ADMINISTRATIVE COSTS						
62100 - Business Travel	5,227	51	4,543	250	(4,293)	-94.5%
62830 - Research and Development	-	-	25,000	25,000	-	0.0%
Total 62000 - ADMINISTRATIVE COSTS	5,227	51	29,543	25,250	(4,293)	-14.5%
PROFESSIONAL FEES						
63310 - Legal Services	1,941	2,447	3,375	1,725	(1,650)	-48.9%
63510 - Consulting	-	-	50,000	-	(50,000)	-100.0%
63900 - Other Professional Services	-	17,450	-	-	-	0.0%
Total 63000 - PROFESSIONAL FEES	1,941	19,897	53,375	1,725	(51,650)	-96.8%
EQUIPMENT AND FLEET						
LARGE EQUIPMENT						
64120 - Large Equipment Maintenance & Parts	-	-	15,000	15,000	-	0.0%
64130 - Large Equipment Service Contracts	3,853	1,288	5,000	5,000	-	0.0%
64140 - Large Equipment Maintenance Contractor	-	-	15,000	15,000	-	0.0%
64150 - Scale Certification and Maintenance	525	-	180	5,000	4,820	2677.8%
64160 - Large Equipment Purchase	12,692	-	-	-	-	0.0%
Total 64100 - LARGE EQUIPMENT	17,070	1,288	35,180	40,000	4,820	13.7%
GENERAL EQUIPMENT						
64220 - Office Equipment	70	-	500	-	(500)	-100.0%
Total 64200 - GENERAL EQUIPMENT	70	-	500	-	(500)	-100.0%
INFORMATION TECHNOLOGY						
64350 - Telecommunications	1,842	562	3,000	2,400	(600)	-20.0%
Total 64300 - INFORMATION TECHNOLOGY	1,842	562	3,000	2,400	(600)	-20.0%
FLEET MAINTENANCE						
65320 - Fleet Parts	43	-	-	-	-	0.0%
65400 - Fleet Diesel & Gas	759	-	-	-	-	0.0%
Total 65000 - FLEET MAINTENANCE	802	-	-	-	-	0.0%
Total 64000 - EQUIPMENT AND FLEET	19,784	1,850	38,680	42,400	3,720	9.6%

Chittenden Solid Waste District
Material Recovery Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24	
					\$	%
SUPPLIES						
GENERAL MATERIALS AND SUPPLIES						
66110 - Materials & Supplies	43,591	-	-	-	-	0.0%
66120 - Facility Signage	134	-	-	-	-	0.0%
66140 - Uniforms	129	-	-	-	-	0.0%
66150 - Personal Protective Equipment	167	-	1,350	1,350	-	0.0%
Total 66100 - GENERAL MATERIALS AND SUPPLIES	44,021	-	1,350	1,350	-	0.0%
GENERAL OFFICE SUPPLIES						
66210 - Office Supplies	14	-	-	-	-	0.0%
Total 66200 - GENERAL OFFICE SUPPLIES	14	-	-	-	-	0.0%
Total 66000 - SUPPLIES	44,036	-	1,350	1,350	-	0.0%
MATERIALS MANAGEMENT						
TRUCKING AND HAULING						
67110 - Hauling Services	43,282	56,369	214,750	179,750	(35,000)	-16.3%
67120 - Product Delivery	200	-	-	-	-	0.0%
Total 67100 - TRUCKING AND HAULING	43,482	56,369	214,750	179,750	(35,000)	-16.3%
DISPOSAL FEES						
67210 - Trash Disposal	6	-	-	-	-	0.0%
Total 67200 - DISPOSAL FEES	6	-	-	-	-	0.0%
MATERIALS PROCESSING						
67310 - Recycling Processing Fee	1,903,828	344,946	3,087,500	3,517,010	429,510	13.9%
Total 67300 - MATERIALS PROCESSING	1,903,828	344,946	3,087,500	3,517,010	429,510	13.9%
Total 67000 - MATERIALS MANAGEMENT	1,947,316	401,315	3,302,250	3,696,760	394,510	11.9%
PROPERTY MANAGEMENT						
BUILDING & LAND						
68140 - Building Maintenance	1,848	211	15,000	7,500	(7,500)	-50.0%
68150 - Skilled Labor	-	90	12,000	14,000	2,000	16.7%
68180 - Property Improvement	8,500	-	10,000	15,000	5,000	50.0%
Total 68100 - BUILDING & LAND	10,348	301	37,000	36,500	(500)	-1.4%

Chittenden Solid Waste District Material Recovery Facility						
	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
COMMERCIAL INSURANCE						
68310 - Commerical Insurance Premium	19,348	5,548	22,500	24,558	2,058	9.1%
Total 68300 - COMMERCIAL INSURANCE	19,348	5,548	22,500	24,558	2,058	9.1%
GOVERNMENT TAXES & FEES						
68410 - Host Town Fee	18,909	5,989	31,745	31,745	-	0.0%
68420 - Impact Fee	-	-	28,975	27,165	(1,810)	-6.2%
68430 - Payment for Municipal Services	30,701	30,798	-	-	-	0.0%
68460 - Permits	160	(160)	-	-	-	0.0%
Total 68400 - GOVERNMENT TAXES & FEES	49,770	36,627	60,720	58,910	(1,810)	-3.0%
Total 68000 - PROPERTY MANAGEMENT	79,466	42,476	120,220	119,968	(252)	-0.2%
PROMOTION & EDUCATION						
69100 - Advertising	-	690	25,000	-	(25,000)	-100.0%
69200 - Printing	14,063	-	25,000	-	(25,000)	-100.0%
Total 69000 - PROMOTION & EDUCATION	14,063	690	50,000	-	(50,000)	-100.0%
MAINTENANCE & ROLL OFF DISTRIBUTION	7,649	-	6,982	6,805	(177)	-2.5%
Total Expense	2,180,265	456,948	3,711,480	3,918,915	207,435	5.6%
Net Ordinary Income	5,161,817	985,584	1,622,920	1,667,335	44,415	2.7%
Subsidies, Reserve Transfers & Year End Adjustments						
Other Income						
Subsidies & Transfers						
Solid Waste Management Subsidy	-		-	-		
Operating Subsidy	-		-	-		
Total Subsidies & Transfers	-		-	-		
Total Other Income	-		-	-		

Chittenden Solid Waste District
Material Recovery Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total
Other Expenses				
Reserve Transfers				
Transfer to Operating Reserve	4,711,817		1,172,920	1,667,335
Transfer to Capital Reserve	450,000		450,000	-
Total Reserve Transfers	5,161,817		1,622,920	1,667,335
Total Other Income				
Net Income	-	985,584	-	-

DROP OFF CENTERS

Drop-Off Centers (DOCs) provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, leaves, and other compostable yard debris. DOCs also provide the public an outlet for the proper management of special recyclables such as batteries, bulbs, electronics, scrap metal, tires, appliances, used oil and filters, clean wood, and more.

Significant Changes from Previous Fiscal Year

1. Open Burlington DOC (BDOC Pine Street location) starting second quarter FY24
 - a. Taking Municipal Solid Waste (MSW), Recycling, Organics, Leaf & Yard Waste and Metal
2. Move Milton DOC to five days a week of service for first quarter FY24
3. Shift all DOC's schedules to Tuesday – Saturday; 8:00 am to 3:30 pm
 - a. Except Hinesburg DOC, to remain Saturday only
4. Add two full time employees to manage new operating days
5. Accept credit cards at all DOC locations
6. Increase in bag price

Key Performance Indicators

1. Reduce the subsidy at the BDOC by 90% measured by net ordinary income

3-Year Budget Outlook

Perform a cost analysis to evaluate the full system pricing structure.

Chittenden Solid Waste District Drop Off Centers						
	Actual FY22	Actual FY23 Q1	Budget FY23	Forecast FY24	Change from FY23 to FY24	
					\$	%
INCOME						
TIPPING FEES						
40110 - Trash Tipping Fee	2,240,007	578,103	2,230,200	2,499,955	269,755	12.1%
40120 - Recycling Tipping Fee	-	-	-	66,962	66,962	100.0%
40130 - Feedstock Tipping Fee	-	-	-	7,518	7,518	100.0%
Total 40100 - TIPPING FEES	2,240,007	578,103	2,230,200	2,574,435	344,235	15.4%
SPECIAL WASTE						
40310 - Tires	77,454	16,056	53,250	92,250	39,000	73.2%
40340 - Bulky Waste	-	-	-	374,574	374,574	100.0%
40320 - Construction & Demolition	7,758	867	6,000	263,285	257,285	4288.1%
Total 40300 - SPECIAL WASTE	89,911	16,923	59,250	730,109	670,859	1132.3%
SALE OF MATERIALS						
42100 - Battery Sales	3,215	973	3,250	3,617	367	11.3%
42300 - Scrap Metal Sales	206,530	43,042	169,200	205,446	36,246	21.4%
42900 - Miscellaneous Material Sales	-	-	-	8,500	8,500	100.0%
42990 - Material Sales Over/Under	950	406	-	2	2	100.0%
Total 42000 - SALE OF MATERIALS	210,695	44,735	172,450	217,565	45,115	26.2%
PRODUCT STEWARDSHIP						
45300 - Electronics Reimbursement	37,575	9,558	41,200	37,500	(3,700)	-9.0%
Total 45000 - PRODUCT STEWARDSHIP	37,575	9,558	41,200	37,500	(3,700)	-9.0%
OTHER INCOME						
49100 - Charges for Services	-	-	-	75,000	75,000	100.0%
Total 49000 - OTHER INCOME	739	28	-	75,000	75,000	100.0%
GRANT REVENUE	60,833	-	-	134	134	100.0%
Total Income	2,713,760	649,345	2,503,100	3,634,743	1,131,643	45.2%

Chittenden Solid Waste District Drop Off Centers						
	Actual FY22	Actual FY23 Q1	Budget FY23	Forecast FY24	Change from FY23 to FY24	
					\$	%
Gross Profit	2,713,760	649,345	2,503,100	3,634,743	1,131,643	45.2%
EXPENSES						
PAYROLL EXPENSES						
SALARIES AND WAGES						
60220 - Hourly Wages	544,504	89,902	644,365	807,353	162,988	25.3%
60240 - Overtime Wages	19,341	6,679	7,463	25,819	18,356	246.0%
Total 60200 - SALARIES AND WAGES	721,420	116,209	681,563	833,172	151,609	22.2%
BENEFITS						
MANDATED BENEFITS						
60311 - Federal Insurance Contribution (FICA)	57,018	14,287	55,547	63,738	8,190	14.7%
60312 - Workers' Compensation	70,952	(3,921)	58,718	75,812	17,094	29.1%
60313 - Unemployment	1,355	361	1,537	1,701	164	10.7%
Total 60310 - MANDATED BENEFITS	129,325	10,727	115,802	141,251	25,448	22.0%
MEDICAL BENEFITS						
60321 - Health Insurance Premiums	126,233	30,941	141,064	165,100	24,036	17.0%
60322 - Health Savings Account	27,750	-	25,350	34,500	9,150	36.1%
60323 - Health Reimbursement Arrangement (HRA)	28,885	5,381	23,055	61,180	38,125	165.4%
60324 - Health Insurance Opt Out - Taxable	5,330	1,834	5,952	5,952	-	0.0%
Total 60320 - MEDICAL BENEFITS	188,198	38,156	195,421	266,732	71,311	36.5%
OPTIONAL BENEFITS						
60331 - Retirement	33,947	7,372	34,703	40,097	5,395	15.5%
60332 - Life/Disability Insurance	5,756	1,835	7,040	10,779	3,739	53.1%
60333 - Dental Insurance	9,590	2,561	9,288	13,426	4,137	44.5%
Total 60330 - OPTIONAL BENEFITS	49,293	11,768	51,031	64,302	13,271	26.0%
Total 60300 - BENEFITS	366,817	60,650	362,254	472,284	110,031	30.4%
Total 60100 - PAYROLL EXPENSES	1,088,237	176,859	1,043,816	1,305,456	261,640	25.1%
TRAVEL & TRAINING						
61100 - Conferences	816	-	1,500	500	(1,000)	-66.7%
61200 - Staff Training & Education	1,755	(1,324)	1,200	1,000	(200)	-16.7%
Total 61000 - TRAVEL & TRAINING	2,571	(1,324)	2,700	1,500	(1,200)	-44.4%

Chittenden Solid Waste District
Drop Off Centers

	Actual FY22	Actual FY23 Q1	Budget FY23	Forecast FY24	Change from FY23 to FY24	
					\$	%
ADMINISTRATIVE COSTS						
62100 - Business Travel	2,028	121	3,000	3,000	-	0.0%
62420 - Team Motivation	84	17	-	650	650	-100.0%
62510 - Credit Card Fees	2,439	607	27,653	75,000	47,347	171.2%
Total 62000 - ADMINISTRATIVE COSTS	4,620	745	30,653	78,650	47,997	156.6%
PROFESSIONAL FEES						
63610 - Medical Exams	-	-	180	150	(30)	-16.7%
Total 63000 - PROFESSIONAL FEES	-	-	180	150	(30)	-16.7%
EQUIPMENT AND FLEET						
LARGE EQUIPMENT						
64150 - Scale Certification and Maintenance	105	-	-	105	105	-100.0%
64160 - Large Equipment Purchase	169,147	-	-	25,000	25,000	-100.0%
Total 64100 - LARGE EQUIPMENT	169,252	-	3,000	25,105	22,105	736.8%
GENERAL EQUIPMENT						
64230 - Safety Equipment	2,068	-	1,200	1,200	-	0.0%
Total 64200 - GENERAL EQUIPMENT	2,068	-	1,200	1,200	-	0.0%
INFORMATION TECHNOLOGY						
64310 - Purchase, Lease, Licenses	1,372	75	1,200	1,800	600	50.0%
64320 - Hardware and Equipment	7,318	194	2,880	5,000	2,120	73.6%
64340 - Systems Maintenance	867	567	1,200	900	(300)	-25.0%
64350 - Telecommunications	12,278	3,202	10,020	12,035	2,015	20.1%
Total 64300 - INFORMATION TECHNOLOGY	21,835	4,038	15,300	19,735	4,435	29.0%
Total 64000 - EQUIPMENT AND FLEET	193,251	4,038	19,500	46,040	26,540	136.1%
SUPPLIES						
GENERAL MATERIALS AND SUPPLIES						
66110 - Materials & Supplies	5,341	1,966	3,600	5,200	1,600	44.4%
66120 - Facility Signage	3,831	-	15,400	5,000	(10,400)	-67.5%
66130 - Safety Supplies	739	-	1,200	1,200	-	0.0%
66140 - Uniforms	4,718	296	3,000	5,200	2,200	73.3%
66150 - Personal Protective Equipment	1,337	-	1,200	1,500	300	25.0%
Total 66100 - GENERAL MATERIALS AND SUPPLIES	15,966	2,262	24,400	18,100	(6,300)	-25.8%

Chittenden Solid Waste District
Drop Off Centers

	Actual FY22	Actual FY23 Q1	Budget FY23	Forecast FY24	Change from FY23 to FY24	
					\$	%
GENERAL OFFICE SUPPLIES						
66210 - Office Supplies	1,369	67	1,200	1,400	200	16.7%
66220 - Bottled Water	579	138	1,014	750	(264)	-26.0%
Total 66200 - GENERAL OFFICE SUPPLIES	1,949	205	2,214	2,150	(64)	-2.9%
Total 66000 - SUPPLIES	17,914	2,467	26,614	20,250	(6,364)	-23.9%
MATERIALS MANAGEMENT						
DISPOSAL FEES						
67210 - Trash Disposal	670,705	180,083	713,509	744,075	30,566	4.3%
67211 - DOC Recycling Fees	220,842	68,294	172,750	215,325	42,575	24.6%
67212 - Food Waste Disposal	45,943	10,242	46,920	50,377	3,457	7.4%
67213 - Tire Disposal Fees	92,251	17,221	62,200	90,000	27,800	44.7%
67230 - Hazardous Waste Disposal	5,257	4,295	6,300	6,000	(300)	-4.8%
67231 - Refrigerant Removal	49,896	16,884	55,100	55,000	(100)	-0.2%
67232 - Electronic Disposal	16,264	1,649	19,100	17,250	(1,850)	-9.7%
Total 67200 - DISPOSAL FEES	1,101,158	298,667	1,075,879	1,178,035	102,156	9.5%
MATERIALS PROCESSING						
67320 - Wood Processing Fee	60,000	15,000	60,000	30,000	(30,000)	-50.0%
Total 67300 - MATERIALS PROCESSING	60,000	15,000	60,000	30,000	(30,000)	-50.0%
Total 67000 - MATERIALS MANAGEMENT	1,161,158	313,667	1,135,879	1,208,035	72,156	6.4%
PROPERTY MANAGEMENT						
BUILDING & LAND						
68110 - Building Lease	1,006	1,005	1,004	1,006	2	0.2%
68130 - Plowing	3,747	-	-	6,500	6,500	-100.0%
68140 - Building Maintenance	26,881	7,583	9,000	10,000	1,000	11.1%
68150 - Skilled Labor	-	1,300	2,040	5,000	2,960	145.1%
68160 - Safety Monitor & Inspection	1,155	1,287	660	1,250	590	89.4%
68180 - Property Improvement	4,287	462	2,300	10,000	7,700	334.8%
Total 68100 - BUILDING & LAND	37,129	11,637	15,004	33,756	18,752	125.0%
UTILITIES						
68210 - Electricity	12,323	2,241	9,540	12,622	3,082	32.3%
68220 - Heating Fuel	2,644	120	3,130	2,700	(430)	-13.7%
68230 - Water/Sewer	7,675	2,558	7,024	7,800	776	11.0%
Total 68200 - UTILITIES	22,642	4,920	19,694	23,122	3,428	17.4%
COMMERCIAL INSURANCE						
68310 - Commerical Insurance Premium	13,114	3,454	13,800	15,268	1,468	10.6%
Total 68300 - COMMERCIAL INSURANCE	10,730	3,454	13,800	15,268	1,468	10.6%

Chittenden Solid Waste District Drop Off Centers						
	Actual FY22	Actual FY23 Q1	Budget FY23	Forecast FY24	Change from FY23 to FY24	
					\$	%
GOVERNMENT TAXES & FEES						
68420 - Impact Fee	-	-	-	2,100	2,100	-100.0%
68460 - Permits	657	329	330	650	320	97.0%
Total 68400 - GOVERNMENT TAXES & FEES	657	329	330	2,750	2,420	733.3%
Total 68000 - PROPERTY MANAGEMENT	71,158	20,339	48,828	74,896	26,068	53.4%
COMMUNITY SUPPORT						
70700 - Illegal Dumping	1,122	249	600	1,258	658	109.7%
Total 70000 - COMMUNITY SUPPORT	1,122	249	6,600	1,250	(5,350)	-81.1%
MAINTENANCE & ROLL OFF DISTRIBUTION	571,589	-	610,572	592,032	(18,540)	-3.0%
Total Expense	3,111,620	517,042	2,925,342	3,328,259	402,917	13.8%
Net Ordinary Income	(397,860)	132,304	(422,242)	306,483	728,726	-172.6%
Subsidies, Reserve Transfers & Year End Adjustments						
Other Income						
Subsidies & Transfers						
Solid Waste Management Subsidy	-	-	-	-		
Operating Subsidy	471,860		422,242	-		
Total Subsidies & Transfers	471,860	-	422,242	-		
Total Other Income	471,860	-	422,242	-		
Other Expenses						
Reserve Transfers						
Transfer to Operating Reserve	-		-	306,483		
Transfer to Capital Reserve	74,000		-	-		
Total Reserve Transfers	74,000	-	-	306,483		
Total Other Income						
Net Income	(0)	132,304	(0)	0		

HAZARDOUS WASTE

The Hazardous Waste department provides an affordable disposal option for Chittenden County residents and small businesses who generate limited quantities of hazardous waste to drop off. The department also includes the Local Color paint recycling program and retail sales. The department also operates the mobile hazardous waste collection program known as The Rover which puts on six collection events each year in six different communities.

Significant Changes from Previous Fiscal Year

1. Increase in Conferences to allow for two people to attend the national household hazardous waste conference.
2. Slight increase in personal protective equipment to account for increased cost of goods.
3. Slight increase in building telecommunications, electricity, and heat to account for increased costs.
4. Significant increase to hazardous material disposal based on increase by waste disposal vendor. Size of the increase was due to the end of a three-year contract (make up for a lack of three years of missed increases) plus inflation costs.

Key Performance Indicators

1. Compare cost per participant year over year and determine if any changes could be made to reduce overall costs.

3-Year Budget Outlook

New 3-year contract in FY24 should eliminate any significant changes to the annual budget over the next three years pertaining to disposal costs – no significant budget changes expected in other cost areas. HHW EPR bill being introduced in the legislature this year has the potential to significantly reduce overall program costs if enacted though implementation isn't likely until at least FY25.

Chittenden Solid Waste District
Hazardous Waste

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
Income						
HAZARDOUS WASTE						
40410 - Out of District Hazardous Waste Fee	2,302	742	3,000	2,000	(1,000)	-33.3%
40411 - Fluorescent lights	17,876	3,349	15,000	10,000	(5,000)	-33.3%
40412 - CEG	44,975	13,958	50,000	50,000	-	0.0%
40419 - Hazardous Waste, Miscellaneous	5,179	5,485	-	-	-	0.0%
Total 40400 - HAZARDOUS WASTE	70,333	23,533	68,000	62,000	(6,000)	-8.8%
SALE OF MATERIALS						
42100 - Battery Sales	636	322	800	1,250	450	56.3%
42300 - Scrap Metal Sales	2,355	351	1,000	1,000	-	0.0%
42800 - Paint Sales	59,213	13,464	65,000	65,000	-	0.0%
42810 - Paint Sale Discount	(17,635)	(3,699)	(19,500)	(19,500)	-	0.0%
42900 - Miscellaneous Material Sales	320	-	3,500	5,000	1,500	42.9%
42990 - Material Sales Over/Under	31	2	-	-	-	0.0%
Total 42000 - SALE OF MATERIALS	44,919	10,440	50,800	52,750	1,950	3.8%
PRODUCT STEWARDSHIP						
45100 - Paint Reimbursement	112,579	26,833	135,000	120,000	(15,000)	-11.1%
45200 - Pesticide Reimbursement	34,537	-	-	-	-	0.0%
45300 - Electronics Reimbursement	584	492	1,000	-	(1,000)	-100.0%
45400 - Battery Stewardship	27,825	3,658	10,000	10,000	-	0.0%
45500 - Fluorecent Reimbursement	3,939	428	3,500	1,500	(2,000)	-57.1%
Total 45000 - PRODUCT STEWARDSHIP AND REIMB	179,464	31,410	149,500	131,500	(18,000)	-12.0%
OTHER INCOME						
Miscellaneous Income						
49910 - Over/Under Cash	(10)	-	-	-	-	0.0%
Total 49900 - Miscellaneous Income	(10)	-	-	-	-	0.0%
Total 49000 - OTHER INCOME	(10)	-	-	-	-	0.0%
47000 - GRANT REVENUE	206,850	-	106,470	106,470	-	0.0%
Total Income	501,556	65,384	374,770	352,720	(22,050)	-5.9%

Chittenden Solid Waste District
Hazardous Waste

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
COST OF GOODS SOLD						
53000 - Paint	12,498	85	19,000	19,000	-	0.0%
Total 50000 - COST OF GOODS SOLD	12,498	85	19,000	19,000	-	0.0%
Gross Profit	489,058	65,299	355,770	333,720	(22,050)	-6.2%
EXPENSES						
PAYROLL EXPENSES						
SALARIES AND WAGES						
60210 - Salaries	22,182	631	30,849	33,435	2,586	8.4%
60220 - Hourly Wages	249,668	39,411	303,328	308,707	5,379	1.8%
60240 - Overtime Wages	12,929	3,318	8,577	6,279	(2,298)	-26.8%
Total 60200 - SALARIES AND WAGES	284,779	43,360	342,755	348,422	5,667	1.7%
BENEFITS						
MANDATED BENEFITS						
60311 - Federal Insurance Contribution (FICA)	23,567	5,470	27,935	26,654	(1,280)	-4.6%
60312 - Workers' Compensation	13,408	(1,161)	31,191	31,499	308	1.0%
60313 - Unemployment	463	111	604	635	31	5.1%
Total 60310 - MANDATED BENEFITS	37,438	4,420	59,729	58,788	(941)	-1.6%
MEDICAL BENEFITS						
60321 - Health Insurance Premiums	33,060	11,916	37,160	47,582	10,422	28.0%
60322 - Health Savings Account	9,250	-	9,750	9,000	(750)	-7.7%
60323 - Health Reimbursement Arrangement (HRA)	9,494	2,056	7,575	15,960	8,385	110.7%
60324 - Health Insurance Opt Out - Taxable	4,721	611	5,952	4,260	(1,692)	-28.4%
Total 60320 - MEDICAL BENEFITS	56,525	14,584	60,437	76,802	16,365	27.1%
OPTIONAL BENEFITS						
60331 - Retirement	14,859	2,805	18,587	16,813	(1,774)	-9.5%
60332 - Life/Disability Insurance	2,565	754	3,499	4,135	636	18.2%
60333 - Dental Insurance	2,923	893	3,494	3,924	430	12.3%
Total 60330 - OPTIONAL BENEFITS	20,347	4,453	25,580	24,872	(708)	-2.8%
Total 60300 - BENEFITS	114,310	23,456	145,746	160,462	14,716	10.1%
Total 60100 - PAYROLL EXPENSES	399,090	66,816	488,501	508,884	20,383	4.2%

Chittenden Solid Waste District
Hazardous Waste

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
TRAVEL & TRAINING						
61100 - Conferences	-	-	1,500	3,000	1,500	100.0%
61200 - Staff Training & Education	125	99	750	1,000	250	33.3%
61300 - Membership Dues	2,160	-	250	300	50	20.0%
61400 - Subscriptions	100	-	-	-	-	0.0%
Total 61000 - TRAVEL & TRAINING	2,385	99	2,500	4,300	1,800	72.0%
ADMINISTRATIVE COSTS						
62100 - Business Travel	167	-	-	-	-	0.0%
Total 62000 - ADMINISTRATIVE COSTS	167	-	-	-	-	0.0%
PROFESSIONAL FEES						
63610 - Medical Exams	1,132	-	2,500	2,750	250	10.0%
63900 - Other Professional Services	87	922	-	-	-	0.0%
Total 63000 - PROFESSIONAL FEES	1,219	922	2,500	2,750	250	10.0%
EQUIPMENT AND FLEET						
LARGE EQUIPMENT						
64120 - Large Equipment Maintenance & Parts	2,074	39	1,000	1,000	-	0.0%
64130 - Large Equipment Service Contracts	5,420	-	4,000	4,000	-	0.0%
64150 - Scale Certiification and Maintenance	105	-	250	250	-	0.0%
64190 - Equipment Contingency	-	-	1,500	6,500	5,000	333.3%
Total 64100 - LARGE EQUIPMENT	7,599	39	6,750	11,750	5,000	74.1%
GENERAL EQUIPMENT						
64210 - Small Equipment	235	-	1,500	1,500	-	0.0%
64220 - Office Equipment	-	-	1,000	1,000	-	0.0%
Total 64200 - GENERAL EQUIPMENT	235	-	2,500	2,500	-	0.0%
INFORMATION TECHNOLOGY						
64320 - Hardware and Equipment	1,683	-	2,500	2,500	-	0.0%
64340 - Systems Maintenance	-	-	1,000	1,000	-	0.0%
64350 - Telecommunications	5,581	1,683	3,500	5,750	2,250	64.3%
Total 64300 - INFORMATION TECHNOLOGY	7,264	1,683	7,000	9,250	2,250	32.1%

Chittenden Solid Waste District
Hazardous Waste

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
FLEET MAINTENANCE						
65220 - Fleet Contractor	688	-	-	-		
65320 - Fleet Parts	777	-	1,000	1,000	-	0.0%
65400 - Fleet Diesel & Gas	279	83	300	400	100	33.3%
65900 - Fleet Maintenance - Other	-	-	5,000	-	(5,000)	-100.0%
Total 65000 - FLEET MAINTENANCE	1,744	83	6,300	1,400	(4,900)	-77.8%
Total 64000 - EQUIPMENT AND FLEET	16,841	1,806	22,550	24,900	2,350	10.4%
SUPPLIES						
GENERAL MATERIALS AND SUPPLIES						
66110 - Materials & Supplies	4,474	746	5,500	5,500	-	0.0%
66120 - Facility Signage	-	-	5,500	5,500	-	0.0%
66130 - Safety Supplies	785	-	350	350	-	0.0%
66140 - Uniforms	1,153	514	1,500	1,500	-	0.0%
66150 - Personal Protective Equipment	4,680	2,331	6,000	7,500	1,500	25.0%
Total 66100 - GENERAL MATERIALS AND SUPPLIES	11,092	3,591	18,850	20,350	1,500	8.0%
GENERAL OFFICE SUPPLIES						
66210 - Office Supplies	990	176	800	1,000	200	25.0%
66220 - Bottled Water	208	78	650	650	-	0.0%
Total 66200 - GENERAL OFFICE SUPPLIES	1,197	254	1,450	1,650	200	13.8%
Total 66000 - SUPPLIES	12,290	3,845	20,300	22,000	1,700	8.4%
MATERIALS MANAGEMENT						
TRUCKING AND HAULING						
67110 - Hauling Services	750	-	1,500	1,500	-	0.0%
Total 67100 - TRUCKING AND HAULING	750	-	1,500	1,500	-	0.0%
DISPOSAL FEES						
67210 - Trash Disposal	7,015	1,767	8,000	8,000	-	0.0%
67211 - DOC Recycling Fees	-	40	-	1,000	1,000	100.0%
67230 - Hazardous Waste Disposal	219,748	72,890	301,000	356,000	55,000	18.3%
67232 - Electronic Disposal	746	-	1,000	1,000	-	0.0%
67233 - Flourescent Disposal	28,317	4,734	28,000	28,000	-	0.0%
Total 67200 - DISPOSAL FEES	255,827	79,431	338,000	394,000	56,000	16.6%

Chittenden Solid Waste District Hazardous Waste						
	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
TESTING						
67520 - Product Testing	-	-	1,200	1,200	-	0.0%
Total 67500 - TESTING	-	-	1,200	1,200	-	0.0%
Total 67000 - MATERIALS MANAGEMENT	256,577	79,431	340,700	396,700	56,000	16.4%
PROPERTY MANAGEMENT						
BUILDING & LAND						
68110 - Building Lease	36,598	5,530	21,000	24,000	3,000	14.3%
68120 - Mowing	1,010	387	1,400	1,400	-	0.0%
68130 - Plowing	8,346	-	6,500	-	(6,500)	-100.0%
68140 - Building Maintenance	2,113	33	6,500	6,500	-	0.0%
68150 - Skilled Labor	256	-	7,000	7,000	-	0.0%
68160 - Safety Monitor & Inspection	2,372	415	2,500	2,500	-	0.0%
Total 68100 - BUILDING & LAND	50,696	6,364	44,900	41,400	(3,500)	-7.8%
UTILITIES						
68210 - Electricity	11,837	3,183	12,000	15,000	3,000	25.0%
68220 - Heating Fuel	2,343	123	2,500	2,500	-	0.0%
68230 - Water/Sewer	424	438	1,000	1,500	500	50.0%
Total 68200 - UTILITIES	14,604	3,744	15,500	19,000	3,500	22.6%
COMMERCIAL INSURANCE						
68310 - Commerical Insurance Premium	10,309	2,910	10,500	10,500	-	0.0%
Total 68300 - COMMERCIAL INSURANCE	10,309	2,910	10,500	10,500	-	0.0%
GOVERNMENT TAXES & FEES						
68460 - Permits	30	-	250	250	-	0.0%
Total 68400 - GOVERNMENT TAXES & FEES	30	-	250	250	-	0.0%
Total 68000 - PROPERTY MANAGEMENT	75,639	13,019	71,150	71,150	-	0.0%
80000 - MAINTENANCE & ROLL OFF DISTRIBUTION	19,912	-	17,455	37,971	20,516	117.5%
Total Expense	784,119	165,937	965,656	1,068,655	102,999	10.7%
Net Ordinary Income	(295,061)	(100,638)	(609,886)	(734,935)	(125,049)	20.5%

Chittenden Solid Waste District

Hazardous Waste

	Actual	Actual	Budget	Forecast	Change from FY23 to FY24	
	FY22	FY23	FY23	FY24	\$	%
	Total	Q1	Total	Total		
Subsidies, Reserve Transfers & Year End Adjustments						
Other Income						
Subsidies & Transfers						
Solid Waste Management Subsidy	-	-	-	-		
Operating Subsidy	295,061	-	609,886	734,935		
Total Subsidies & Transfers	295,061	-	609,886	734,935		
Total Other Income	295,061	-	609,886	734,935		
Other Expenses						
Reserve Transfers						
Transfer to Operating Reserve	-	-	-	-		
Transfer to Capital Reserve	-	-	-	-		
Total Reserve Transfers	-	-	-	-		
Total Other Income	-	-	-	-		
Net Income	-	(100,638)	-	-		

ORGANICS DIVERSION FACILITY

The Organics Diversion Facility (ODF) department manages organics streams including food waste, yard waste, and wood waste generated in Chittenden County and diverted from the landfill. The ODF processes the organic material and produces compost for wholesale.

Significant Changes from Previous Fiscal Year

1. Increase in food waste tip fees from \$65/ton to \$70/ton
2. Significant price increases for value-added inputs - peatmoss up 32%, sand up 17%
3. Lg equipment maintenance contractor added for \$20,000/yr.
4. \$22,451 Reduction in budgeted Lg equipment maintenance and parts due to replacement of Komptech screen
5. 56% reduction in Hardware and Equipment due to completion of buildout at 860 office
6. 31% reduction in telecommunications due to dropping one office building
7. Wood processing fee moved from COGs to materials processing (\$61,947)
8. 44% increase in parts due to inflation, aging of newer equipment
9. 25% increase in Diesel projections due to inflationary pressures
10. \$5000 decrease in signage due to completion of infrastructure buildout
11. Building maintenance up 99% to account for \$10K concrete pad addition under screener
12. Electricity up 23% due to addition of heat pumps, increase in rates
13. Water/Sewer down \$21,395 due to completion of water line

Key Performance Indicators

1. Decrease incoming contaminated loads by 15% between July 1, 2023 and July 1, 2024.

Process, equipment, staffing and policy changes implemented in FY22, FY23, and FY24 should result in a reduction of compost contamination. Quantification of contaminants will be tracked for the first time due to new staff position and measured reduction should be achievable.

3-Year Budget Outlook

Anticipation of additional concrete repair work in the future as pad from 2010 wears down

Shift from petroleum engines and heating equipment to electric sources for heavy equipment and heating needs as technology becomes available and according to replacement schedules

Chittenden Solid Waste District
Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
INCOME						
TIPPING FEES						
40130 - Feedstock Tipping Fee	231,196	77,993	286,897	296,195	9,298	3.2%
Total 40100 - TIPPING FEES	231,196	77,993	286,897	296,195	9,298	3.2%
SALE OF MATERIALS						
42600 - Compost Sales	741,405	139,240	696,248	715,097	18,849	2.7%
42650 - Compost Delivery Fee	56,488	8,615	63,280	54,490	(8,790)	-13.9%
42700 - Bins & Container Sales	-	-	23,533	-	(23,533)	-100.0%
Total 42000 - SALE OF MATERIALS	797,892	147,855	783,061	769,587	(13,474)	-1.7%
47000 - GRANT REVENUE	10,118	-	-	-	-	0.0%
48000 - EQUIPMENT SALE/TRADEIN	1,749	630	-	-	-	0.0%
Total Income	1,040,954	226,478	1,069,958	1,065,782	(4,176)	-0.4%
COST OF GOODS						
52000 - Bins & Containers	-	-	19,467	-	(19,467)	-100.0%
Organics Material						
51100 - Compost	127,634	25,773	69,070	33,046	(36,024)	-52.2%
51200 - Topsoil	16,281	1,036	29,182	30,825	1,643	5.6%
51300 - Garden Mix	49,440	14,493	35,478	38,534	3,056	8.6%
Total 51000 - Organics Material	193,355	41,301	133,730	102,405	(31,325)	-23.4%
Total 50000 - COST OF GOODS SOLD	193,355	41,301	153,197	102,405	(50,792)	-33.2%
Gross Profit	847,600	185,177	916,761	963,377	46,616	5.1%

Chittenden Solid Waste District
Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
EXPENSES						
PAYROLL EXPENSES						
SALARIES AND WAGES						
60210 - Salaries	95,292	4,810	101,835	103,965	2,130	2.1%
60220 - Hourly Wages	226,150	21,024	274,160	317,208	43,048	15.7%
60240 - Overtime Wages	3,552	909	4,804	-	(4,804)	-100.0%
Total 60200 - SALARIES AND WAGES	324,993	26,742	380,799	421,173	40,375	10.6%
BENEFITS						
MANDATED BENEFITS						
60311 - Federal Insurance Contribution (FICA)	26,974	5,677	31,035	32,220	1,185	3.8%
60312 - Workers' Compensation	13,806	(20)	17,615	16,565	(1,050)	-6.0%
60313 - Unemployment	517	117	550	605	55	9.9%
Total 60310 - MANDATED BENEFITS	41,297	5,775	49,201	49,390	189	0.4%
MEDICAL BENEFITS						
60321 - Health Insurance Premiums	58,133	13,397	79,720	77,272	(2,448)	-3.1%
60322 - Health Savings Account	9,250	-	13,650	15,000	1,350	9.9%
60323 - Health Reimbursement Arrangement (HRA)	9,906	1,557	12,285	26,600	14,315	116.5%
60324 - Health Insurance Opt Out - Taxable	6,772	1,276	5,952	-	(5,952)	-100.0%
Total 60320 - MEDICAL BENEFITS	84,061	16,230	111,607	118,872	7,265	6.5%
OPTIONAL BENEFITS						
60331 - Retirement	18,473	4,442	21,669	22,790	1,121	5.2%
60332 - Life/Disability Insurance	3,385	1,006	4,388	6,091	1,703	38.8%
60333 - Dental Insurance	4,532	1,014	5,987	5,231	(756)	-12.6%
Total 60330 - OPTIONAL BENEFITS	26,390	6,463	32,044	34,112	2,068	6.5%
Total 60300 - BENEFITS	151,747	28,468	192,851	202,374	9,522	4.9%
Total 60100 - PAYROLL EXPENSES	476,741	55,210	573,650	623,547	49,897	8.7%

Chittenden Solid Waste District

Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
TRAVEL & TRAINING						
61100 - Conferences	355	-	2,950	3,150	200	6.8%
61200 - Staff Training & Education	1,076	(379)	3,000	4,300	1,300	43.3%
61300 - Membership Dues	4,615	4,000	5,355	5,450	95	1.8%
61400 - Subscriptions	750	750	-	-	-	0.0%
Total 61000 - TRAVEL & TRAINING	6,795	4,371	11,305	12,900	1,595	14.1%
ADMINISTRATIVE COSTS						
62100 - Business Travel	386	16	784	906	122	15.6%
62420 - Team Motivation	61	-	200	250	50	25.0%
62510 - Credit Card Fees	6,333	1,584	7,178	7,093	(85)	-1.2%
62520 - Bad Debt	19	-	-	-	-	0.0%
62620 - Penalties and Fees	1	-	-	-	-	0.0%
62511 - Bank Fees	10	-	-	-	-	0.0%
Total 62000 - ADMINISTRATIVE COSTS	6,810	1,600	8,162	8,249	87	1.1%
PROFESSIONAL FEES						
63210 - Engineering	600	2,165	1,050	1,900	850	81.0%
63310 - Legal Services	160	-	1,150	1,150	-	0.0%
Total 63000 - PROFESSIONAL FEES	760	2,165	2,200	3,050	850	38.6%

Chittenden Solid Waste District
Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
EQUIPMENT AND FLEET						
LARGE EQUIPMENT						
64110 - Large Equipment Leases	5,177	-	-	-	-	0.0%
64120 - Large Equipment Maintenance & Parts	63,585	7,013	42,319	26,600	(15,719)	-37.1%
64140 - Large Equipment Maintenance Contractor	644	-	18,137	31,400	13,264	73.1%
64150 - Scale Certification and Maintenance	10,379	-	1,000	1,000	-	0.0%
64160 - Large Equipment Purchase	10,058	-	28,498	20,000	(8,498)	-29.8%
64190 - Equipment Contingency	36	-	55,000	55,000	-	0.0%
Total 64100 - LARGE EQUIPMENT	89,879	7,013	144,953	134,000	(10,953)	-7.6%
GENERAL EQUIPMENT						
64210 - Small Equipment	6,451	81	3,500	3,500	-	0.0%
64220 - Office Equipment	-	-	250	250	-	0.0%
64230 - Safety Equipment	-	-	502	250	(252)	-50.2%
Total 64200 - GENERAL EQUIPMENT	6,451	81	4,252	4,000	(252)	-5.9%
INFORMATION TECHNOLOGY						
64310 - Purchase, Lease, Licenses	200	75	300	300	-	0.0%
64320 - Hardware and Equipment	(294)	-	9,500	4,200	(5,300)	-55.8%
64340 - Systems Maintenance	-	-	1,460	1,460	-	0.0%
64350 - Telecommunications	4,790	1,768	10,051	6,891	(3,160)	-31.4%
Total 64300 - INFORMATION TECHNOLOGY	4,695	1,843	21,311	12,851	(8,460)	-39.7%
FLEET MAINTENANCE						
65220 - Fleet Contractor	1,138	-	12,840	18,150	5,310	41.4%
65310 - Fleet Tire Replacement or Repair	6,111	363	7,570	6,750	(820)	-10.8%
65320 - Fleet Parts	21,231	6,393	29,460	42,350	12,890	43.8%
65400 - Fleet Diesel & Gas	50,275	11,538	64,583	80,672	16,089	24.9%
65800 - Fleet Shipping	-	-	500	500	-	0.0%
65900 - Fleet Maintenance - Other	1,868	-	-	500	500	0.0%
Total 65000 - FLEET MAINTENANCE	80,623	18,293	114,953	148,922	33,969	29.6%
Total 64000 - EQUIPMENT AND FLEET	181,649	27,230	285,469	299,773	14,304	5.0%

Chittenden Solid Waste District
Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
SUPPLIES						
GENERAL MATERIALS AND SUPPLIES						
66110 - Materials & Supplies	2,849	4,586	16,700	12,750	(3,950)	-23.7%
66120 - Facility Signage	829	-	8,000	3,000	(5,000)	-62.5%
66130 - Safety Supplies	405	-	300	500	200	66.7%
66140 - Uniforms	1,606	328	3,535	4,465	930	26.3%
66150 - Personal Protective Equipment	334	-	792	564	(228)	-28.8%
Total 66100 - GENERAL MATERIALS AND SUPPLIES	6,024	4,915	29,327	21,279	(8,048)	-27.4%
GENERAL OFFICE SUPPLIES						
66210 - Office Supplies	241	132	1,500	500	(1,000)	-66.7%
66220 - Bottled Water	293	144	212	125	(87)	-41.0%
66230 - Postage	-	-	40	40	-	0.0%
Total 66200 - GENERAL OFFICE SUPPLIES	534	276	1,752	665	(1,087)	-62.0%
Total 66000 - SUPPLIES	6,557	5,191	31,079	21,944	(9,135)	-29.4%
MATERIALS MANAGEMENT						
TRUCKING AND HAULING						
67110 - Hauling Services	230	-	1,000	1,000	-	0.0%
67120 - Product Delivery	53,415	9,015	63,280	54,490	(8,790)	-13.9%
Total 67100 - TRUCKING AND HAULING	53,645	9,015	64,280	55,490	(8,790)	-13.7%
DISPOSAL FEES						
67210 - Trash Disposal	52,127	377	21,678	19,006	(2,672)	-12.3%
Total 67200 - DISPOSAL FEES	52,127	377	21,678	19,006	(2,672)	-12.3%
MATERIALS PROCESSING						
67320 - Wood Processing Fee	-	-	-	61,947	61,947	0.0%
Total 67300 - MATERIALS PROCESSING	-	-	-	61,947	61,947	0.0%

Chittenden Solid Waste District

Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
LEACHATE						
67410 - Leachate Hauling	1,212	-	1,932	2,132	200	10.4%
67420 - Leachate Testing	-	-	225	245	20	8.9%
67430 - Leachate Treatment	1,161	-	1,400	1,050	(350)	-25.0%
Total 67400 - LEACHATE	2,373	-	3,557	3,427	(130)	-3.7%
TESTING						
67510 - Ground Water Testing	6,017	-	10,030	10,080	50	0.5%
67520 - Product Testing	5,973	3,243	9,868	10,058	190	1.9%
Total 67500 - TESTING	11,990	3,243	19,898	20,138	240	1.2%
Total 67000 - MATERIALS MANAGEMENT	120,136	12,635	109,413	160,008	50,595	46.2%
PROPERTY MANAGEMENT						
BUILDING & LAND						
68120 - Mowing	1,880	2,040	6,500	5,511	(989)	-15.2%
68140 - Building Maintenance	16,077	1,732	9,254	18,448	9,195	99.4%
68150 - Skilled Labor	171	-	3,500	3,500	-	0.0%
68160 - Safety Monitor & Inspection	347	227	545	692	147	27.0%
68180 - Property Improvement	3,367	-	6,000	7,500	1,500	25.0%
Total 68100 - BUILDING & LAND	21,842	3,999	25,799	35,651	9,853	38.2%
UTILITIES						
68210 - Electricity	15,341	3,715	17,495	21,495	4,000	22.9%
68220 - Heating Fuel	4,689	-	7,959	6,965	(994)	-12.5%
68230 - Water/Sewer	26,532	13,944	6,762	5,137	(1,625)	-24.0%
Total 68200 - UTILITIES	46,562	17,659	32,216	33,597	1,381	4.3%
COMMERCIAL INSURANCE						
68310 - Commerical Insurance Premium	9,387	2,660	9,883	13,326	3,443	34.8%
Total 68300 - COMMERCIAL INSURANCE	9,387	2,660	9,883	13,326	3,443	34.8%

Chittenden Solid Waste District

Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
GOVERNMENT TAXES & FEES						
68410 - Host Town Fee	10,233	1,742	8,364	9,348	984	11.8%
68430 - Payment for Municipal Services	5,986	6,750	6,540	6,952	412	6.3%
68440 - Property Taxes	1,471	-	-	-	-	0.0%
68460 - Permits	391	160	320	410	90	28.0%
Total 68400 - GOVERNMENT TAXES & FEES	18,081	8,652	15,224	16,710	1,485	9.8%
Total 68000 - PROPERTY MANAGEMENT	95,872	32,970	83,121	99,284	16,163	19.4%
PROMOTION & EDUCATION						
69100 - Advertising	100	-	2,020	1,700	(320)	-15.8%
69200 - Printing	-	-	1,050	1,250	200	19.0%
69500 - Donations	-	-	3,250	3,250	-	0.0%
Total 69000 - PROMOTION & EDUCATION	100	-	6,320	6,200	(120)	-1.9%
COMMUNITY SUPPORT						
70300 - Customer Relations	-	13	-	-	-	0.0%
Total 70000 - COMMUNITY SUPPORT	-	13	-	-	-	0.0%
80000 - MAINTENANCE & ROLL OFF DISTRIBUTION	20,147	-	17,455	40,830	23,375	133.9%
Total Expense	915,567	141,384	1,128,174	1,275,785	147,611	13.1%
Net Ordinary Income	(67,967)	43,793	(211,413)	(312,408)	(100,994)	47.8%

Chittenden Solid Waste District
Organics Diversion Facility

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24	
					\$	%
Subsidies, Reserve Transfers & Year End Adjustments						
Other Income						
Subsidies & Transfers						
Solid Waste Management Subsidy	-		-	-		
Operating Subsidy	69,716		211,413	312,408		
Total Subsidies & Transfers	69,716	-	211,413	312,408		
Total Other Income						
Other Expenses						
Reserve Transfers						
Transfer to Operating Reserve	-		-	-		
Transfer to Capital Reserve	1,749					
Total Reserve Transfers	1,749	-	-	-		
Total Other Income	1,749	-	-	-		
Net Income	0	43,793	-	-		

OPERATIONS ADMINISTRATION

The Operations Administration department supports CSWD operations. The program will oversee Drop Off Centers, Materials Recovery Facility, Organics Diversion Facility, Maintenance, Property Management, and Hazardous Waste departments. Additionally, this department will manage capital projects through the lifecycle of feasibility, design, permitting, and construction. A great emphasis of this program is on ensuring permitting and compliance matters avoid costly expenses, like violations.

Significant Changes from Previous Fiscal Year

1. Program name changed from Engineering to Operations Administration
2. All Director of Operations and Associate Director of Operations wages and benefits moved into this program.

Key Performance Indicators

1. Maintain zero existing and future permit violations

3-Year Budget Outlook

No significant changes anticipated.

Chittenden Solid Waste District
Operating Administration

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
EXPENSES						
PAYROLL EXPENSES						
SALARIES AND WAGES						
60210 - Salaries	83,761	10,069	69,227	230,564	161,337	233.1%
60220 - Hourly Wages	11,912	(634)	14,964	17,198	2,234	14.9%
60240 - Overtime Wages	421	108	-	-	-	0.0%
Total 60200 - SALARIES AND WAGES	96,094	9,543	84,190	247,762	163,572	194.3%
BENEFITS						
MANDATED BENEFITS						
60311 - Federal Insurance Contribution (FICA)	8,200	1,535	6,862	18,954	12,092	176.2%
60312 - Workers' Compensation	179	-	-	1,061	1,061	0.0%
60313 - Unemployment	98	12	254	259	6	2.2%
Total 60310 - MANDATED BENEFITS	8,476	1,547	7,115	20,274	13,158	184.9%
MEDICAL BENEFITS						
60321 - Health Insurance Premiums	4,663	119	-	-	-	0.0%
60323 - Health Reimbursement Arrangement (HRA)	1,726	322	-	-	-	0.0%
60324 - Health Insurance Opt Out - Taxable	4,448	1,374	-	10,212	10,212	0.0%
Total 60320 - MEDICAL BENEFITS	10,838	1,815	-	10,212	10,212	0.0%
OPTIONAL BENEFITS						
60331 - Retirement	5,305	1,134	3,476	13,834	10,358	298.0%
60332 - Life/Disability Insurance	905	226	438	3,504	3,066	700.6%
60333 - Dental Insurance	1,359	341	-	2,362	2,362	
Total 60330 - OPTIONAL BENEFITS	7,569	1,701	3,914	19,700	15,786	403.3%
Total 60300 - BENEFITS	26,883	5,063	11,029	50,186	39,157	355.0%
Total 60100 - PAYROLL EXPENSES	122,977	14,605	95,219	297,948	202,728	212.9%

Chittenden Solid Waste District
Operating Administration

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24	
					\$	%
TRAVEL & TRAINING						
61100 - Conferences	-	-	1,250	4,100	2,850	228.0%
61200 - Staff Training & Education	-	-	-	-	-	0.0%
61300 - Membership Dues	-	-	250	250	-	0.0%
Total 61000 - TRAVEL & TRAINING	-	-	1,500	4,350	2,850	190.0%
ADMINISTRATIVE COSTS						
62100 - Business Travel	534	-	70	1,000	930	1328.6%
62420 - Team Motivation	27	-	-	250	250	
Total 62000 - ADMINISTRATIVE COSTS	561	-	70	1,250	1,180	1685.7%
PROFESSIONAL FEES						
63310 - Legal Services	-	-	1,500	3,000	1,500	100.0%
63510 - Consulting	1,071	-	10,000	20,000	10,000	100.0%
63900 - Other Professional Services	1,146	-	-	-	-	0.0%
Total 63000 - PROFESSIONAL FEES	2,216	-	11,500	23,000	11,500	100.0%
EQUIPMENT AND FLEET						
INFORMATION TECHNOLOGY						
64310 - Purchase, Lease, Licenses	-	1,865	-	-	-	0.0%
Total 64300 - INFORMATION TECHNOLOGY	-	1,865	-	-	-	0.0%
Total 64000 - EQUIPMENT AND FLEET	-	1,865	-	-	-	0.0%
PROPERTY MANAGEMENT						
GOVERNMENT TAXES & FEES						
68460 - Permits	190	-	1,500	-	(1,500)	-100.0%
Total 68400 - GOVERNMENT TAXES & FEES	190	-	1,500	-	(1,500)	-100.0%
Total 68000 - PROPERTY MANAGEMENT	190	-	1,500	-	(1,500)	-100.0%

Chittenden Solid Waste District Operating Administration					
	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %
Total Expense	125,945	16,470	109,789	326,548	216,758 197.4%
Net Ordinary Income	(125,945)	(16,470)	(109,789)	(326,548)	(216,758) 197.4%
Subsidies, Reserve Transfers & Year End Adjustments					
Other Income					
Subsidies & Transfers					
Solid Waste Management Subsidy	125,945		109,789	326,548	
Operating Subsidy	-		-	-	
Total Subsidies & Transfers	125,945	-	109,789	326,548	
Total Other Income	125,945	-	109,789	326,548	
Other Expenses					
Reserve Transfers					
Transfer to Operating Reserve	-	-	-	-	
Transfer to Capital Reserve	-	-	-	-	
Total Reserve Transfers	-	-	-	-	
Total Other Income	-	-	-	-	
Net Income	-	(16,470)	-	-	

PROPERTY MANAGEMENT

The Property Management department oversees the residential and commercial rental properties, as well as other CSWD owned property not managed by other departments. The Property Management department is responsible for maintaining the property and protecting CSWD's investment in rental locations by retaining responsible tenants, minimizing damage, vacancies, loss of revenue, and preserve the asset value.

Significant Changes from Previous Fiscal Year

1. Increase in department costs due to administrative building transfer

Key Performance Indicators

1. Reduce the number of properties managed by 80%

3-Year Budget Outlook

Sale Flynn Ave, pending City of Burlington purchase agreement.

Chittenden Solid Waste District
Property Management

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
INCOME						
RENTAL INCOME						
44100 - Residential Rent	29,400	7,350	29,400	29,400	-	0.0%
44200 - Commercial Rent	42,000	10,500	42,000	45,600	3,600	8.6%
44980 - Finance Fee Rental	200	-	-	-	-	0.0%
Total 44000 - RENTAL INCOME	71,600	17,850	71,400	75,000	3,600	5.0%
Total Income	71,600	17,850	71,400	75,000	3,600	5.0%
Gross Profit	71,600	17,850	71,400	75,000	3,600	5.0%
EXPENSES						
PAYROLL EXPENSES						
SALARIES AND WAGES						
60210 - Salaries	154	-	4,839	-	(4,839)	-100.0%
Total 60200 - SALARIES AND WAGES	154	-	4,839	-	(4,839)	-100.0%
BENEFITS						
MANDATED BENEFITS						
60311 - Federal Insurance Contribution (FICA)	15	-	394	-	(394)	-100.0%
60312 - Workers' Compensation	-	-	-	-	-	0.0%
60313 - Unemployment	1	-	26	-	(26)	-100.0%
Total 60310 - MANDATED BENEFITS	16	-	420	-	(420)	-100.0%
MEDICAL BENEFITS						
60321 - Health Insurance Premiums	35	-	-	-	-	0.0%
60323 - Health Reimbursement Arrangement (HRA)	15	2	-	-	-	0.0%
Total 60320 - MEDICAL BENEFITS	50	2	-	-	-	0.0%

Chittenden Solid Waste District

Property Management

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
OPTIONAL BENEFITS						
60331 - Retirement	3	-	194	-	(194)	-100.0%
60332 - Life/Disability Insurance	2	-	23	-	(23)	-100.0%
60333 - Dental Insurance	3	-	-	-	-	0.0%
Total 60330 - OPTIONAL BENEFITS	8	-	217	-	(217)	-100.0%
Total 60300 - BENEFITS	74	2	637	-	(637)	-100.0%
Total 60100 - PAYROLL EXPENSES	228	2	5,476	-	(5,476)	-100.0%
PROFESSIONAL FEES						
63310 - Legal Services	-	391	-	-	-	0.0%
Total 63000 - PROFESSIONAL FEES	-	391	-	-	-	0.0%
EQUIPMENT AND FLEET						
FLEET MAINTENANCE						
65400 - Fleet Diesel & Gas	1,355	-	-	-	-	0.0%
Total 65000 - FLEET MAINTENANCE	1,355	-	-	-	-	0.0%
Total 64000 - EQUIPMENT AND FLEET	1,355	-	-	-	-	0.0%
SUPPLIES						
GENERAL MATERIALS AND SUPPLIES						
66110 - Materials & Supplies	540	29	-	5,000	5,000	100.0%
Total 66100 - GENERAL MATERIALS AND SUPPLIES	540	29	-	5,000	5,000	100.0%
GENERAL OFFICE SUPPLIES						
66220 - Bottled Water	(48)	(30)	-	-	-	0.0%
Total 66200 - GENERAL OFFICE SUPPLIES	(48)	(30)	-	-	-	0.0%
Total 66000 - SUPPLIES	492	(1)	-	5,000	5,000	100.0%

Chittenden Solid Waste District

Property Management

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24 \$ %	
PROPERTY MANAGEMENT						
BUILDING & LAND						
68120 - Mowing	4,475	2,985	4,450	5,500	1,050	23.6%
68130 - Plowing	1,855	-	1,800	2,708	908	50.5%
68140 - Building Maintenance	3,397	742	7,200	9,600	2,400	33.3%
68150 - Skilled Labor	547	416	-	-	-	0.0%
68160 - Safety Monitor & Inspection	-	-	-	225	225	0.0%
Total 68100 - BUILDING & LAND	10,274	4,143	13,450	18,033	4,583	34.1%
UTILITIES						
68210 - Electricity	1,018	221	1,200	2,426	1,226	102.1%
68220 - Heating Fuel	2,346	-	-	4,500	4,500	0.0%
68230 - Water/Sewer	9,670	778	3,600	4,224	624	17.3%
Total 68200 - UTILITIES	13,034	999	4,800	11,150	6,350	132.3%
COMMERCIAL INSURANCE						
68310 - Commerical Insurance Premium	7,473	2,059	7,920	13,874	5,954	75.2%
Total 68300 - COMMERCIAL INSURANCE	7,473	2,059	7,920	13,874	5,954	75.2%
GOVERNMENT TAXES & FEES						
68430 - Payment for Municipal Services	9,172	10,342	9,500	11,000	1,500	15.8%
68440 - Property Taxes	18,379	5,731	28,596	21,000	(7,596)	-26.6%
Total 68400 - GOVERNMENT TAXES & FEES	27,551	16,073	38,096	32,000	(6,096)	-16.0%
Total 68000 - PROPERTY MANAGEMENT	58,331	23,273	64,266	75,057	10,791	16.8%
80000 - MAINTENANCE & ROLL OFF DISTRIBUTION	3,806	-	349	-	(349)	-100.0%
Total Expense	64,211	23,666	70,091	80,057	9,966	14.2%
Net Ordinary Income	7,389	(5,816)	1,309	(5,057)	(6,366)	-486.3%

Chittenden Solid Waste District

Property Management

	Actual FY22 Total	Actual FY23 Q1	Budget FY23 Total	Forecast FY24 Total	Change from FY23 to FY24	
					\$	%
Subsidies, Reserve Transfers & Year End Adjustments						
Other Income						
Subsidies & Transfers						
Solid Waste Management Subsidy	-	-	-	7,350		
Operating Subsidy	-	-	-	-		
Total Subsidies & Transfers	-	-	-	7,350		
Total Other Income	-	-	-	7,350		
Other Expenses						
Reserve Transfers						
Transfer to Operating Reserve	-	-	-	-		
Transfer to Capital Reserve	7,389	-	1,309	2,293		
Total Reserve Transfers	7,389	-	1,309	2,293		
Total Other Income	7,389	-	1,309	2,293		
Net Income	-	(5,816)	0	(0)		