

**CHITTENDEN SOLID WASTE DISTRICT
FY 21 BUDGET WORKSHEET
OUTREACH AND COMMUNICATIONS**

	FY 18		FY 19		FY 20		CY 19		FY 21		CHANGE FROM		CHANGE FROM			
	ACTUAL		ACTUAL		BUDGET		ACTUAL		BUDGET		FY 20 BUDGET	%	CY 19 ACTUAL	%		
	\$		\$		\$		\$		\$		\$		\$			
REVENUE																
4110 · SALES - MATERIALS	\$	-	\$	-	\$	20,046	\$	243	\$	21,293	\$	1,247	6%	\$	21,050	NEW
Total Revenue	\$	-	\$	-	\$	20,046	\$	243	\$	21,293	\$	1,247	6%	\$	21,050	NEW
COST OF GOODS SOLD																
5000 · Cost of Goods Sold	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	#DIV/0!
5040 · BINS	\$	-	\$	-	\$	20,764	\$	13,731	\$	21,946	\$	1,182	6%	\$	8,215	NEW
Total COGS	\$	-	\$	-	\$	20,764	\$	13,731	\$	21,946	\$	1,182	6%	\$	8,215	NEW
Gross Profit	\$	-	\$	-	\$	(718)	\$	(13,488)	\$	(652)	\$	66	-9%	\$	12,835	NEW
EXPENSES																
SALARIES AND WAGES																
6011 · SALARIES	\$	185,594	\$	124,337	\$	213,635	\$	157,267	\$	238,697	\$	25,062	12%	\$	81,430	51.78%
6012 · WAGES-HOURLY	\$	219,704	\$	251,834	\$	248,581	\$	246,210	\$	211,141	\$	(37,440)	-15%	\$	(35,069)	-14.24%
6013 · SEASONAL/TEMP EMPLOYEES					\$	3,000			\$	-	\$	(3,000)	-100%	\$	-	NEW
6014 · OVERTIME	\$	257	\$	881	\$	189	\$	1,237	\$	194	\$	6	3%	\$	(1,043)	N/A
SALARIES AND WAGES TOTAL	\$	405,554	\$	377,052	\$	465,404	\$	404,714	\$	450,032	\$	(15,372)	-3%	\$	45,318	11.20%
BENEFITS																
6016 · ACHIEVEMENT AWARD					\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	#DIV/0!
6017 · WELLNESS BENEFIT	\$	-	\$	1,173	\$	-	\$	1,273	\$	-	\$	-	#DIV/0!	\$	(1,273)	-100.00%
6018 · MILEAGE ALLOCATION	\$	-			\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	#DIV/0!
6021 · FICA	\$	32,518	\$	29,397	\$	36,861	\$	31,764	\$	35,228	\$	(1,633)	-4%	\$	3,463	10.90%
6022 · UNEMPLOYMENT			\$	(1)	\$	611	\$	(1)	\$	530	\$	(80)	-13%	\$	532	N/A
6023 · RETIREMENT BENEFITS	\$	17,981	\$	18,179	\$	25,726	\$	20,379	\$	25,350	\$	(376)	-1%	\$	4,971	24.39%
6024 · LIFE/DISABILITY INSURANCE	\$	4,673	\$	4,555	\$	5,714	\$	5,036	\$	4,942	\$	(772)	-14%	\$	(94)	-1.86%
6025 · WORKERS COMPENSATION	\$	1,119	\$	965	\$	1,365	\$	699	\$	1,302	\$	(63)	-5%	\$	603	86.30%
6026 · DENTAL INSURANCE	\$	3,772	\$	3,538	\$	4,818	\$	4,130	\$	6,118	\$	1,299	27%	\$	1,988	48.13%
6027 · HEALTH INSURANCE - Premiums	\$	47,240	\$	54,787	\$	98,683	\$	64,133	\$	121,859	\$	23,175	23%	\$	57,726	90.01%
6028 · HSA CSWD EXP	\$	10,566	\$	8,045			\$	5,397	\$	-	\$	-		\$	(5,397)	-100.00%
6031 · HEALTH INSURANCE - OPT OUT	\$	4,615	\$	4,417	\$	4,260	\$	4,239	\$	-	\$	(4,260)	-100%	\$	(4,239)	-100.00%
6033 · HRA CONTRIB EXP	\$	9,086	\$	9,780			\$	8,430	\$	-	\$	-		\$	(8,430)	-100.00%
BENEFITS TOTAL	\$	131,570	\$	134,835	\$	178,037	\$	145,479	\$	195,328	\$	17,291	10%	\$	49,849	34.27%
TRAINING AND TRAVEL																
6111 · CONFERENCES	\$	-	\$	348	\$	10,300	\$	3,437	\$	450	\$	(9,850)	-96%	\$	(2,987)	MOVED
6121 · STAFF TRAINING & EDUCATION	\$	8,412	\$	5,098	\$	9,000	\$	2,040	\$	-	\$	(9,000)	-100%	\$	(2,040)	-100.00%
6131 · MEMBERSHIP DUES	\$	1,656			\$	1,540			\$	1,200	\$	(340)	N/A	\$	1,200	#DIV/0!
6141 · SUBSCRIPTIONS	\$	40	\$	270	\$	150	\$	88	\$	150	\$	-	0%	\$	62	70.57%
TRAVEL & TRAINING TOTAL	\$	10,108	\$	5,716	\$	20,990	\$	5,565	\$	1,800	\$	(19,190)	-91%	\$	(3,765)	-67.66%

	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 BUDGET	CY 19 ACTUAL	FY 21 BUDGET	CHANGE FROM FY 20 BUDGET		CHANGE FROM CY 19 ACTUAL	
						\$	%	\$	%
ADMINISTRATIVE									
6210 · BUSINESS TRAVEL	\$ 8,334	\$ 4,155	\$ 7,250	\$ 6,197	\$ 7,438	\$ 188	5%	\$ 1,240	20.01%
6251 · GRANTS	\$ 7,983	\$ 8,471	\$ 35,000	\$ 8,736	\$ 23,000	\$ (12,000)	-142%	\$ 14,264	163.27%
6253 · GREEN UP DAY	\$ 10,492	\$ 11,276	\$ 10,900	\$ 11,276	\$ 9,200	\$ (1,700)	-15%	\$ (2,076)	-18.41%
6261 · CUSTOMER RELATIONS			\$ 750	\$ -	\$ 250	\$ (500)	#DIV/0!	\$ 250	#DIV/0!
6280 · TEAM MOTIVATION			\$ 120	\$ -	\$ -	\$ (120)	-100%	\$ -	NEW
ADMINISTRATIVE COSTS TOTAL	\$ 26,808	\$ 23,902	\$ 54,020	\$ 26,210	\$ 39,888	\$ (14,133)	-59%	\$ 13,678	52.19%
PROFESSIONAL FEES									
6351 · IT DEVELOPMENT			\$ 22,500	\$ 1,885	\$ -	\$ (22,500)	MOVED	\$ (1,885)	MOVED
6361 · CONSULTING			\$ 21,500		\$ 6,160	\$ (15,340)	-71%	\$ 6,160	MOVED
6399 · OTHER PROF SERVICES	\$ 8,220	\$ 6,024	\$ -	\$ 11,159	\$ -	\$ -	0%	\$ (11,159)	MOVED
PROFESSIONAL FEES TOTAL	\$ 8,220	\$ 6,024	\$ 44,000	\$ 13,044	\$ 6,160	\$ (37,840)	-86%	\$ (6,884)	MOVED
EQUIPMENT AND FLEET									
6440 · INFORMATION TECHNOLOGY									
6441 · PURCHASE, LEASE, OR LICENSE	\$ -	\$ -	\$ 3,961	\$ 15	\$ -	\$ (3,961)	MOVED	\$ (15)	MOVED
6443 · SYSTEMS MAINTENANCE	\$ 1,298	\$ (744)	\$ -		\$ -	\$ -	0%	\$ -	#DIV/0!
6445 · TELECOMMUNICATIONS	\$ 2,773	\$ 3,073	\$ 5,376	\$ 3,426	\$ 5,376	\$ -	0%	\$ 1,950	56.92%
INFORMATION TECHNOLOGY SUB TOTAL	\$ 4,071	\$ 2,329	\$ 9,337	\$ 3,441	\$ 5,376	\$ (3,961)	-42%	\$ 1,935	56.23%
EQUIPMENT AND FLEET TOTAL	\$ 4,071	\$ 2,329	\$ 9,337	\$ 3,441	\$ 5,376	\$ (3,961)	-42%	\$ 1,935	56.23%
SUPPLIES									
6510 - MATERIALS AND SUPPLIES									
6511 · GENERAL MATERIALS & SUPPLIES	\$ 1,329	\$ 1,082	\$ 999	\$ 357	\$ 875	\$ (124)	-12%	\$ 518	144.82%
6513 · SAFETY SUPPLIES			\$ -	\$ 94	\$ -	\$ -	#DIV/0!	\$ (94)	-100.00%
6514 · BINS - NOT SOLD	\$ 12,902	\$ 7,199	\$ 13,344	\$ 14,278	\$ 165	\$ (13,179)	-99%	\$ (14,113)	-98.84%
MATERIALS AND SUPPLIES SUB TOTAL	\$ 14,231	\$ 8,281	\$ 14,343	\$ 14,729	\$ 1,040	\$ (13,303)	-93%	\$ (13,689)	-92.94%
6520 - GENERAL OFFICE SUPPLIES									
6521 · OFFICE SUPPLIES	\$ 112	\$ 197	\$ 100	\$ 239	\$ -	\$ (100)	-100%	\$ (239)	-100.00%
6523 · POSTAGE	\$ 1,701	\$ 531	\$ 7,085	\$ 260	\$ 1,585	\$ (5,500)	-78%	\$ 1,325	510.06%
GENERAL OFFICE SUPPLIES SUB TOTAL	\$ 1,814	\$ 728	\$ 7,185	\$ 499	\$ 1,585	\$ (5,600)	-78%	\$ 1,086	217.95%
6540 - EMPLOYEE CLOTHING									
6541 · UNIFORMS	\$ 9		\$ 275	\$ 125	\$ 200	\$ (75)	-27%	\$ 75	N/A
6542 · PERSONAL PROTECTIVE EQUIPMENT	\$ 324	\$ 157	\$ 70	\$ 157	\$ 60	\$ (10)	-14%	\$ (97)	-61.76%
EMPLOYEE CLOTHING SUB TOTAL	\$ 332	\$ 157	\$ 345	\$ 282	\$ 260	\$ (85)	-25%	\$ (22)	-7.77%
SUPPLIES TOTAL	\$ 16,377	\$ 9,166	\$ 21,873	\$ 15,510	\$ 2,885	\$ (18,988)	-87%	\$ (12,625)	-81.40%

	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 BUDGET	CY 19 ACTUAL	FY 21 BUDGET	CHANGE FROM FY 20 BUDGET		CHANGE FROM CY 19 ACTUAL	
						\$	%	\$	%
PROMOTION & EDUCATION									
6812 · ADVERTISING	\$ 79,571	\$ 112,128	\$ 120,550	\$ 75,368	\$ 57,600	\$ (62,950)	-52%	\$ (17,768)	-23.57%
6813 · PRINTING	\$ 8,476	\$ 12,649	\$ 33,427	\$ 10,847	\$ 19,540	\$ (13,887)	-42%	\$ 8,693	80.14%
6814 · EDUCATION		\$ 1,801	\$ 2,300	\$ 1,215	\$ 1,000	\$ (1,300)	-57%	\$ (215)	-17.69%
6815 · WORKSHOPS	\$ 52	\$ 160	\$ 500	\$ 418	\$ 500	\$ -	0%	\$ 82	19.51%
6821 · DONATIONS	\$ -	\$ -	\$ -	\$ 1,801	\$ -	\$ -	#DIV/0!	\$ (1,801)	-100.00%
PROMOTION & EDUCATION TOTAL	\$ 88,099	\$ 126,738	\$ 156,777	\$ 89,650	\$ 78,640	\$ (78,137)	-50%	\$ (11,010)	-12.28%
TOTAL EXPENSES	\$ 690,943	\$ 685,762	\$ 950,438	\$ 703,612	\$ 780,108	\$ (170,330)	-18%	\$ 76,496	10.87%
NET PROFIT FROM OPERATIONS	\$ (690,943)	\$ (685,762)	\$ (951,156)	\$ (717,100)	\$ (780,761)	\$ 170,395	-18%	\$ (63,661)	8.88%
CONTRIBUTION TO CAPITAL									
SUPPORT PROGRAMS ALLOCATION	\$ (138,756)	\$ (685,762)	\$ 951,156	\$ 527,920	\$ 780,761	\$ (170,395)	-18%	\$ 252,840	47.89%
NET AFTER ALLOCATIONS	\$ 829,699	\$ -	\$ -	\$ 189,179	\$ -	\$ -	#DIV/0!		
DOC RA STABILIZATION									
SWMF SUBSIDY	\$ 1,040,853	\$ -	\$ -	\$ -	\$ -				
TFR TO UNDESIG FUND BALANCE	\$ 216,037	\$ -	\$ -	\$ -	\$ -				
PROGRAM NET	\$ 4,883	\$ -	\$ -	\$ 189,179	\$ -				

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS

PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category MATERIAL SALES

PROGRAMMATIC NEED OR MANDATE:

Revenue received for recycling and food-scrap bins and containers sold to members to assist with diversion requirements.

BREAKDOWN OF REVENUE:

				Line Item	Program Subtotal
MATERIALS SALES					
		charge per	units		
Green Cones	\$	110.00	45	\$ 4,950	
Soil Savers	\$	40.00	265	\$ 10,600	
Sure Close kitchen food scrap container	\$	5.00	175	\$ 875	
6-gal. curbside compost pail	\$	8.00	39	\$ 312	
4-gallon food scrap drop-off pail	\$	5.00	250	\$ 1,250	
16-gal (curbside) recycling bins	\$	5.75	575	\$ 3,306	
MAT SALES TOTAL					\$ 21,293

		ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
4110 · SALES - MATERIALS	\$	-	-	\$ 20,046	\$ 243	\$ 21,293
SALES-MATERIALS TOTAL	\$	-	-	\$ 20,046	\$ 243	\$ 21,293

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Moved all recycling and compost-related containers sold to members from MRF and GMC budgets to O&C.
Increased estimated units sold by 25 to 50% for all food-scrap-management tools.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS

PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category COST OF GOODS SOLD

PROGRAMMATIC NEED OR MANDATE:

Expense of bins sold to members to assist with recycling and food scrap management requirements.

BREAKDOWN OF COSTS:

			Line Item	Program Subtotal
COST OF GOODS SOLD				
	Cost per unit	units		
Green Cones	\$133.62	35	\$ 4,677	
Soil Savers	\$48.76	285	\$ 13,897	
Sure Close kitchen food scrap container	\$5.36	340	\$ 1,822	
6-gal. curbside compost pail	\$0.00	0	\$ -	
4-gal. food scrap drop-off pail	\$6.20	250	\$ 1,550	
16-gal. curbside recycling bins	\$0.00	0	\$ -	\$ 21,946
COGS Total				\$ 21,946

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
COST OF GOODS SOLD					
5040 - BINS	\$ -	\$ -	\$ 20,764	\$ 13,731	\$ 21,946
COGS - BINS TOTAL	\$ -	\$ -	\$ 20,764	\$ -	\$ 21,946

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

All recycling and compost bins & containers expense moved from MRF and GMC to O&C budget for FY21. Difference between revenue and units in Materials Sales vs. units and expense in COGS is due to a) anticipating carry-over of FY20 inventory, and b) subsidizing of food-scrap-related tools. 16-gallon curbside recycling bins are being sold from existing inventory.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS
PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category: Salaries Wages, & Benefits

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

	BUDGET FY17	BUDGET FY18	BUDGET FY 19	BUDGET FY 20	BUDGET FY 21
DIRECTOR POLICY				0.65	0.8
DIRECTOR OUTREACH			1	1	1
WASTE REDUCTION MANAGER	0.92	1			
OUTREACH COORD	4	4	4	4	4
MARKETING MANAGER	1	1	1	1	1
MARKETING & WEB SPECIALIST	1	1	1	1	1
OUTREACH INTERN				0.10	0.2
	6.92	7.00	7.00	7.75	8.00

BREAKDOWN OF COSTS:

	Line Item	Program Subtotal
Salaries and Wages	Total Salaries and Wages	\$ 450,032
Benefits		
	6021 · FICA	\$ 35,228
	6022 · UNEMPLOYMENT	\$ 530
	6023 · RETIREMENT BENEFITS	\$ 25,350
	6024 · LIFE/DISABILITY INSURANCE	\$ 4,942
	6025 · WORKERS COMP	\$ 1,302
	6026 · DENTAL INSURANCE	\$ 6,118
	6027 · HEALTH INS - Premiums	\$ 121,859
	6028 · HSA CSWD EXP	\$ -
	6033 · HRA CONTRIB EXP	\$ -
		\$ 195,328

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
SALARIES AND WAGES TOTAL	\$ 405,554	\$ 267,144	\$ 465,404	\$ 404,714	\$ 450,032
BENEFITS TOTAL	\$ 9,086	\$ 101,457	\$ 178,037	\$ 145,479	\$ 195,328
Total Personnel Cost	\$ 414,640	\$ 368,601	\$ 643,442	\$ 550,193	\$ 645,360

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Director of Policy and Communications hours increased in department; Added \$3,000 for second outreach intern.
POST COVID-19 Budget cut - Community Outreach Coordinator position on hold until FY22; No seasonal staff (\$73,146)

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS
 PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY
 Category TRAVEL & TRAINING
 PROGRAMMATIC NEED OR MANDATE:

Expenses related to conferences, research travel, training, and education of staff, incl. memberships and subscriptions.
 BREAKDOWN OF COSTS:

	Line Item		Program Subtotal
Conferences (include travel, lodging, and meals):			
Conferences:	CONFERENCE NAME:		
	VT Web Mktg Summit	\$ 200	
	VORS (4 staff)	\$ 250	
			\$ 450
Staff Training & Education			
Training/ Classes:			
			\$ -
Membership Dues			
Groups:			
	Product Stewardship Institute	\$ 1,200	\$ 1,200
Subscriptions			
Publications:	Industry/Marketing pubs	\$ 150	\$ 150
Travel and Training Total			\$ 1,800

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6111 · CONFERENCES	\$ -	\$ 348	\$ 10,300	\$ 3,437	\$ 450
6121 · STAFF TRAINING & EDUCATIOI	\$ 8,412	\$ 5,098	\$ 9,000	\$ 2,040	\$ -
6131 · MEMBERSHIP DUES	\$ 1,656	\$ -	\$ 1,540	\$ -	\$ 1,200
6141 · SUBSCRIPTIONS	\$ 40	\$ 270	\$ 150	\$ 88	\$ 150
TRAVEL & TRAINING TOTAL	\$ 10,108	\$ 5,716	\$ 20,990	\$ 5,565	\$ 1,800

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

POST COVID-19 Budget Cut - eliminated mostl staff training (\$4,295); most conferences (\$10,900); chamber of commerce membership (\$200).

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS
PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

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, Lodging)					
	Mileage (# miles)	12,500	0.575	\$ 7,188	
	Meals			\$ 250	
					\$ 7,438
GRANTS					
	Community Clean Up Fund			\$ 15,000	
	Waste Reduction and Diversion			\$ 8,000	
					\$ 23,000
GREEN UP DAY					
	waived tire and special waste fees			\$ 7,000	
	Green Up VT contribution			\$ 2,200	
					\$ 9,200
CUSTOMER RELATIONS					
	Recognition/thank-you tokens			\$ 250	
					\$ 250
TEAM MOTIVATION					
					\$ -
					\$ 39,888

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6210 · BUSINESS TRAVEL	\$ 8,334	\$ 4,155	\$ 7,250	\$ 6,197.41	\$ 7,438
6251 · GRANTS	\$ 7,983	\$ 8,471	\$ 35,000	\$ 8,736	\$ 23,000
6253 · GREEN UP DAY	\$ 10,492	\$ 11,276	\$ 10,900	\$ 11,276	\$ 9,200
6261 · CUSTOMER RELATIONS	\$ -	\$ -	\$ 750	\$ -	\$ 250
6280 · TEAM MOTIVATION	\$ -	\$ -	\$ 120	\$ -	\$ -
ADMINISTRATIVE TOTAL	\$ 26,808	\$ 23,902	\$ 54,020	\$ 26,209.55	\$ 39,888

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

POST COVID-19 Budget Cut Grants(\$12,000); GUV (\$2,200); WW celebration (\$500); Quarterly staff lunch (\$640).

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS

PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category Professional Fees

PROGRAMMATIC NEED OR MANDATE:

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

BREAKDOWN OF COSTS:

	Line Item	Program Subtotal
Consulting		
Crisis management and messaging	\$ 5,000	
Images, fonts, photo/video production	\$ 1,160	
		<u>\$ 6,160</u>
Professional Fees Total		<u>\$ 6,160</u>

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6351 · IT DEVELOPMENT	\$ -	\$ -	\$ 22,500	\$ 1,885	\$ -
6361 · CONSULTING	\$ -	\$ -	\$ 21,500	\$ -	\$ 6,160
Total 6300 · PROFESSIONAL FEES	\$ 8,220	\$ 6,024	\$ 44,000	\$ 13,044	\$ 6,160

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

All website and other IT-related expenses moved to Admin. budget.

Post COVID-19 budget cut - Eliminated all design and marketing services work now done in-house and half of crisis management (\$26,700).

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS

PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category Equipment and Fleet

PROGRAMMATIC NEED OR MANDATE:

These accounts record activities for the purchase of or maintenance of equipment.

BREAKDOWN OF COSTS:

		Line Item	Program Subtotal
INFORMATION TECHNOLOGY			
TELECOMMUNICATIONS	Staff cell phones x 8	\$ 5,112	
	Hotline (12 x \$22/month)	\$ 264	<u><u>\$ 5,376</u></u>
			\$ 5,376

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6440 · INFORMATION TECHNOLOGY	\$ -	\$ -	\$ -	\$ -	\$ -
6441 · PURCHASE, LEASE, OR LICENSE	\$ -	\$ -	\$ 3,961	\$ 15	\$ -
6443 · SYSTEMS MAINTENANCE	\$ 1,298	\$ (744)	\$ -	\$ -	\$ -
6445 · TELECOMMUNICATIONS	\$ 2,773	\$ 3,073	\$ 5,376	\$ 3,426	\$ 5,376
INFORMATION TECHNOLOGY SUB TOTA	\$ 4,071	\$ 2,329	\$ 9,337	\$ 3,441	\$ 5,376
EQUIPMENT AND FLEET TOTAL	\$ 4,071	\$ 2,329	\$ 9,337	\$ 3,441	\$ 5,376

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

\$4,000 in website and other IT-related expense moved to Admin. budget.

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS
PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category: Supplies

PROGRAMMATIC NEED OR MANDATE:

These accounts include materials and supplies needed for routine operations.

	Line Item		Program Subtotal
MATERIALS AND SUPPLIES			
GENERAL MATERIALS & SUPPLIES	Waste Warrior supplies	\$ 500	
	Waste sort supplies	\$ 150	
	Worm supplies for classrooms	\$ 225	\$ 875
BINS - NOT SOLD	extra Green Cone lids and hardware	\$ 165	\$ 165
GENERAL OFFICE SUPPLIES			
OFFICE SUPPLIES	Specialized office supplies	\$ 100	
POSTAGE	Bulk mail permit	\$ 225	
	Targeted outreach mailings	\$ 1,260	\$ 1,585
EMPLOYEE CLOTHING			
UNIFORMS	CSWD branded shirts for O&C staff	\$ 200	\$ 200
PERSONAL PROTECTIVE EQUIPMENT*	CSWD safety vests for O&C staff	\$ 60	\$ 60
			\$ 2,885

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6510 - MATERIALS AND SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
6511 · GENERAL MATERIALS & SUPPLIES	\$ 1,329	\$ 1,082	\$ 999	\$ 357	\$ 875
6513 · SAFETY SUPPLIES	\$ -	\$ -	\$ -	\$ 94	\$ -
6514 · BINS - NOT SOLD	\$ 12,902	\$ 7,199	\$ 13,344	\$ 14,278	\$ 165
MATERIALS AND SUPPLIES SUB TOTAL	\$ 14,231	\$ 8,281	\$ 14,343	\$ 14,729	\$ 1,040
6521 · OFFICE SUPPLIES	\$ 112	\$ 197	\$ 100	\$ 239	\$ -
6523 · POSTAGE	\$ 1,701	\$ 531	\$ 7,085	\$ 260	\$ 1,585
GENERAL OFFICE SUPPLIES SUB TOTAL	\$ 1,814	\$ 728	\$ 7,185	\$ 499	\$ 1,585
6541 · UNIFORMS	\$ 9	\$ -	\$ 275	\$ 125	\$ 200
6542 · PERSONAL PROTECTIVE EQUIPMENT	\$ 324	\$ 157	\$ 70	\$ 157	\$ 60
EMPLOYEE CLOTHING SUB TOTAL	\$ 332	\$ 157	\$ 345	\$ 282	\$ 260
SUPPLIES TOTAL	\$ 16,377	\$ 9,166	\$ 21,873	\$ 15,510	\$ 2,885

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

NOTE: 2270 4-gal. food scrap buckets will be purchased for distribution in FY21. The 2020 buckets in this account will be fully subsidized (ie, "free") for drop-off-composting participants. The remaining 250 will be sold for use outside that system. \$2,000 for metered mailings moved to Admin. budget
POST COVID-19 Budget Cuts eliminated subsidy for 4-gal FS buckets and parts (\$12,689); Reduced targeted outreach mailings (\$3,600)

CHITTENDEN SOLID WASTE DISTRICT
BUDGET FORM FISCAL 2021

PROGRAM: OUTREACH AND COMMUNICATIONS
PREPARED BY: MICHELE MORRIS / JEN HOLLIDAY

Category PROMOTION AND EDUCATION

PROGRAMMATIC NEED OR MANDATE:

This account supports the general promotional, educational, and communications activities of the District.

			Line Item	Program Subtotal
6711 · ADVERTISING	Breakout	% of Advertising		
	Digital	26%	\$ 15,000	
	Print	28%	\$ 16,275	
	Misc.	18%	\$ 10,325	
	Radio	15%	\$ 8,500	
	TV	13%	\$ 7,500	\$ 57,600
6712 · PRINTING	Brochures, flyers, posters		\$ 9,631	
	Labels and decals		\$ 8,087	
	Targeted mailers		\$ 1,822	
	Unanticipated projects (10%)			\$ 19,540
6713 · EDUCATION	Event presence		\$ 1,000	\$ 1,000
6714 · WORKSHOPS	Special materials		\$ 500.00	\$ 500
				\$ 78,640

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6812 · ADVERTISING	\$ 79,571	\$ 112,128	\$ 120,550	\$ 75,368	\$ 57,600
6813 · PRINTING	\$ 8,476	\$ 12,649	\$ 33,427	\$ 10,847	\$ 19,540
6814 · EDUCATION	\$ -	\$ 1,801	\$ 2,300	\$ 418	\$ 1,000
6815 · WORKSHOPS	\$ 52	\$ 160	\$ 500	\$ 418	\$ 500
PROMOTION & EDUCATION TOTAL	\$ 88,099	\$ 126,738	\$ 156,777	\$ 89,650	\$ 78,640

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

Reduced by \$11,750 due to biannual Chuck It Guide distribution in FY20. Added \$5,760 for reprint of food scraps pickup "how-to" for haulers to distribute to curbside customers. POST COVID-19 Budget Cuts - targeted print; digital; mobile test; misc (bus cinema, ambassador influencer (\$56,155); reduction and elimination of various signs, mailers, stickers (\$10,517); Reduce booth fees; eliminate event extras (\$1,950).