

## 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

All Director of Operations and Associate Director of Operations wages and benefits moved into this program moving forward.

Chittenden Solid Waste District  
Operating Administration  
FY24 Proposed Budget Details

	Actual FY22	Budget FY23	Forecast FY24	Change from FY23 to FY24	
				\$	%
60210 - Salaries	83,761	69,227	230,754	161,527	233.3%
60220 - Hourly Wages	11,912	14,964	17,213	2,250	15.0%
60240 - Overtime Wages	421	-	-	-	0.0%
Total 60200 - SALARIES AND WAGES	96,094	84,190	247,967	163,777	194.5%
60311 - Federal Insurance Contribution (FICA)	8,200	6,862	18,970	12,108	176.5%
60312 - Workers' Compensation	179	-	1,061	1,061	100.0%
60313 - Unemployment	98	254	259	6	2.2%
Total 60310 - MANDATED BENEFITS	8,476	7,115	20,290	13,175	185.2%
60321 - Health Insurance Premiums	4,663	-	-	-	0.0%
60323 - Health Reimbursement Arrangement (HRA)	1,726	-	-	-	0.0%
60324 - Health Insurance Opt Out - Taxable	4,448	-	10,212	10,212	100.0%
Total 60320 - MEDICAL BENEFITS	10,838	-	10,212	10,212	100.0%
60331 - Retirement (ICMA)	5,305	3,476	13,845	10,369	298.3%
60332 - Life/Disability Insurance	905	438	3,505	3,067	700.7%
60333 - Dental Insurance	1,359	-	2,362	2,362	100.0%
Total 60330 - OPTIONAL BENEFITS	7,569	3,914	19,712	15,798	403.6%
Total 60300 - BENEFITS	26,883	11,029	50,214	39,185	355.3%
Total 60100 - PAYROLL EXPENSES	122,977	95,219	298,182	202,962	213.2%
61100 - Conferences	-	1,250	4,100	2,850	228.0%
61300 - Membership Dues	-	250	250	-	0.0%
Total 61000 - TRAVEL & TRAINING	-	1,500	4,350	2,850	190.0%
62100 - Business Travel	534	70	1,000	930	1328.6%
62420 - Team Motivation	27	-	250	250	100.0%
Total 62000 - ADMINISTRATIVE COSTS	561	70	1,250	1,180	1685.7%
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%
Total 68400 - GOVERNMENT TAXES & FEES	190	1,500	-	(1,500)	-100.0%
Total 68000 - PROPERTY MANAGEMENT	190	1,500	-	(1,500)	-100.0%
Total 60000 - EXPENSES	125,945	109,789	326,782	216,992	197.6%
Total Expense	125,945	109,789	326,782	216,992	197.6%
Ordinary Income/Expense	(125,945)	(109,789)	(326,782)	(216,992)	197.6%

Chittenden Solid Waste District  
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Net Ordinary Income	(125,945)	(109,789)	(326,782)	(216,992)	197.6%
91100 - Solid Waste Management Fee Subsidy	125,945	109,789	326,782	216,992	197.6%
Total 91000 - SUBSIDIES & TRANSFERS	125,945	109,789	326,782	216,992	197.6%
Other Income	125,945	109,789	326,782	216,992	197.6%
Other Income and Expenses	125,945	109,789	326,782	216,992	197.6%
Net Other Income	125,945	109,789	326,782	216,992	197.6%
Net Income	-	-	(0)	(0)	0.0%
Income Statement	-	-	(0)	(0)	0.0%