

## PROPERTY MANAGEMENT

The Property Management budget includes properties not assigned to another program. Properties included in this Program are as follows:

- Redmond Road: 3 residential rentals, former Velco Property, Site 21 Property
- Flynn Avenue – 3 commercial rentals

### Significant Changes from Previous Fiscal Year

The proposed Property Management budget shows an increase in revenue of \$31,290, or 55%. This is a result of the Flynn Avenue MOU extension, which now assumes that CSWD will continue to rent at Flynn Avenue through FY 21. The residential rental at 860 Redmond Road was not budgeted in FY 20. It was assumed that ODF would use the garage and the house would be vacated. The FY 21 Budget includes rental of the home in FY 21.

### Key Performance Indicators

Objective: To maintain proper upkeep of three residential rental properties, three commercial rental units, the “Velco” parcel, and Site 21 to protect CSWD’s investments and to retain responsible tenants, eliminating damage, vacancies and loss of revenue.

- Pro-active maintenance schedule in place. Quarterly walk through of properties will be performed.

### 3-Year Budget Outlook

Ongoing discussions on rental properties. The Burlington MOU will eliminate CSWD’s Flynn Avenue rentals in FY 22. CSWD has three residential rental properties on Redmond Road. A new MRF would eliminate one residential rental. Discussions with the Town of Williston and providing a six-acre parcel may eliminate another rental unit.

**CHITTENDEN SOLID WASTE DISTRICT  
FY 21 BUDGET WORKSHEET  
PROPERTY MANAGEMENT PROGRAM**

	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		
						\$	%	\$	%	
<b>REVENUE</b>										
4401 - RENT	\$ 96,920	\$ 96,820	\$ 56,910	\$ 92,006	\$ 88,200	\$ 31,290	54.98%	\$ (3,806)	-4.14%	
<b>Total Revenue</b>	<b>\$ 96,920</b>	<b>\$ 96,820</b>	<b>\$ 56,910</b>	<b>\$ 92,006</b>	<b>\$ 88,200</b>	<b>\$ 31,290</b>	<b>54.98%</b>	<b>\$ (3,806)</b>	<b>-4.14%</b>	
<b>Gross Profit</b>	<b>\$ 96,920</b>	<b>\$ 96,820</b>	<b>\$ 56,910</b>	<b>\$ 92,006</b>	<b>\$ 88,200</b>	<b>\$ 31,290</b>	<b>54.98%</b>	<b>\$ (3,806)</b>	<b>-4.14%</b>	
<b>EXPENSES</b>										
<b>SALARIES AND WAGES</b>										
6011 - SALARIES	\$ 1,906				\$ 3,929	\$ 3,929	#DIV/0!	\$ 3,929	#DIV/0!	
<b>SALARIES AND WAGES TOTAL</b>	<b>\$ 1,906</b>		\$ -		<b>\$ 3,929</b>	<b>\$ 3,929</b>	<b>N/A</b>	<b>\$ 3,929</b>	<b>#DIV/0!</b>	
<b>BENEFITS</b>										
6021 - FICA	\$ 154				\$ 295	\$ 295	#DIV/0!	\$ 295	#DIV/0!	
6022 - UNEMPLOYMENT					\$ 4	\$ 4	#DIV/0!	\$ 4	#DIV/0!	
6023 - RETIREMENT BENEFITS	\$ 109				\$ 59	\$ 59	#DIV/0!	\$ 59	#DIV/0!	
6024 - LIFE/DISABILITY INSURANCE	\$ 21				\$ 37	\$ 37	#DIV/0!	\$ 37	#DIV/0!	
6025 - WORKERS COMPENSATION	\$ 9				\$ 11	\$ 11	#DIV/0!	\$ 11	#DIV/0!	
6026 - DENTAL INSURANCE	\$ 22				\$ 74	\$ 74	#DIV/0!	\$ 74	#DIV/0!	
6027 - HEALTH INSURANCE - Premiums	\$ 20				\$ 1,205	\$ 1,205	#DIV/0!	\$ 1,205	#DIV/0!	
6028 - HSA CSWD EXP					\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
6031 - HEALTH INSURANCE - OPT OUT	\$ 298				\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
6033 - HRA CONTRIB EXP	\$ 6				\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	
<b>BENEFITS TOTAL</b>	<b>\$ 639</b>		\$ -		<b>\$ 1,685</b>	<b>\$ 1,685</b>	<b>N/A</b>	<b>\$ 1,685</b>	<b>#DIV/0!</b>	
<b>ADMINISTRATIVE</b>										
6210 - BUSINESS TRAVEL	\$ 45	\$ 33	\$ 145	\$ 15	\$ 145	\$ -	0.00%	\$ 130	882.38%	
<b>ADMINISTRATIVE COSTS TOTAL</b>	<b>\$ 45</b>	<b>\$ 33</b>	<b>\$ 145</b>	<b>\$ 15</b>	<b>\$ 145</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 130</b>	<b>882.38%</b>	
<b>PROFESSIONAL FEES</b>										
6341 - LEGAL SERVICES	\$ 215		\$ 3,375	\$ 90	\$ 3,375	\$ -	0.00%	\$ 3,285		
<b>PROFESSIONAL FEES TOTAL</b>	<b>\$ 215</b>	<b>\$ -</b>	<b>\$ 3,375</b>	<b>\$ 90</b>	<b>\$ 3,375</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 3,285</b>	<b>MOVED</b>	
<b>SUPPLIES</b>										
6511 - GENERAL MATERIALS & SUPPLIES			\$ -	\$ 25	\$ -	\$ -	#DIV/0!	\$ (25)	-100.00%	
6522 - BOTTLED WATER		\$ 336		\$ 847		\$ -				
<b>GENERAL OFFICE SUPPLIES SUB TOTAL</b>	<b>\$ -</b>	<b>\$ 336</b>	<b>\$ -</b>	<b>\$ 847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ (847)</b>	<b>-100.00%</b>	
<b>SUPPLIES TOTAL</b>	<b>\$ -</b>	<b>\$ 336</b>	<b>\$ -</b>	<b>\$ 872</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ (872)</b>	<b>-100.00%</b>	
<b>PROPERTY MANAGEMENT</b>										

	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	
						\$	%	\$	%
6712 · MOWING			\$ 4,000	\$ 3,945	\$ 3,500	\$ (500)	Moved	\$ (445)	Moved
6713 · PLOWING	\$ 1,700	\$ 2,250	\$ 750	\$ 1,980	\$ 1,500	\$ 750	100.00%	\$ (480)	-24.24%
6714 · BUILDING MAINTENANCE	\$ 14,346	\$ 5,862	\$ 10,000	\$ 5,476	\$ 10,500	\$ 500	5.00%	\$ 5,024	91.75%
6715 · SKILLED LABOR				\$ 1,317		\$ -	BLD MAIN	\$ (1,317)	-100.00%
<b>BUILDING &amp; LAND SUB TOTAL</b>	<b>\$ 16,046</b>	<b>\$ 8,112</b>	<b>\$ 14,750</b>	<b>\$ 12,718</b>	<b>\$ 15,500</b>	<b>\$ 750</b>	<b>5.08%</b>	<b>\$ 2,782</b>	<b>21.88%</b>
6720 · UTILITIES									
6721 · ELECTRICITY	\$ 553	\$ 579	\$ 600	\$ 648	\$ 700	\$ 100	16.67%	\$ 52	8.06%
6722 · HEATING FUEL	\$ 159		\$ 500	\$ 100	\$ 250	\$ (250)	-50.00%	\$ 150	N/A
6724 · WATER/SEWER	\$ 2,152	\$ 2,055	\$ 1,530	\$ 1,538	\$ 1,530	\$ -	0.00%	\$ (8)	-0.52%
<b>UTILITIES SUB TOTAL</b>	<b>\$ 2,863</b>	<b>\$ 2,634</b>	<b>\$ 2,630</b>	<b>\$ 2,285</b>	<b>\$ 2,480</b>	<b>\$ (150)</b>	<b>-5.70%</b>	<b>\$ 195</b>	<b>8.52%</b>
6730 · COMMERCIAL INSURANCE									
6731 · COMMERCIAL INSURANCE PREMI	\$ 10,824	\$ 10,218	\$ 9,500	\$ 6,941	\$ 9,890	\$ 390	4.11%	\$ 2,949	42.49%
<b>COMMERCIAL INSURANCE SUB TOTAL</b>	<b>\$ 10,824</b>	<b>\$ 10,218</b>	<b>\$ 9,500</b>	<b>\$ 6,941</b>	<b>\$ 9,890</b>	<b>\$ 390</b>	<b>4.11%</b>	<b>\$ 2,949</b>	<b>42.49%</b>
6740 · GOV'T FEES & TAXES						\$ -			
6743 · PYMT FOR MUNIC SVCS	\$ 8,933	\$ 8,984	\$ 9,433		\$ 9,600	\$ 167	1.77%	\$ 9,600	#DIV/0!
6744 · PROPERTY TAXES	\$ 21,760	\$ 22,698	\$ 19,918	\$ 23,227	\$ 24,745	\$ 4,827	24.23%	\$ 1,518	6.53%
6745 · STATE AND LOCAL TAXES			\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
6746 · PERMITS			\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
<b>GOV'T FEES &amp; TAXES SUB TOTAL</b>	<b>\$ 30,693</b>	<b>\$ 31,682</b>	<b>\$ 29,351</b>	<b>\$ 23,227</b>	<b>\$ 34,345</b>	<b>\$ 4,994</b>	<b>17.02%</b>	<b>\$ 11,118</b>	<b>47.86%</b>
<b>PROPERTY MANAGEMENT TOTAL</b>	<b>\$ 60,427</b>	<b>\$ 52,646</b>	<b>\$ 56,231</b>	<b>\$ 45,171</b>	<b>\$ 62,215</b>	<b>\$ 5,984</b>	<b>10.64%</b>	<b>\$ 17,044</b>	<b>37.73%</b>
INTERDEPARTMENTAL CHARGES									
6901 · MAINTENANCE & ROLL OFF CHARGI	\$ 1,080	\$ 8,524	\$ 7,596	\$ 6,678	\$ -	\$ (7,596)	-100.00%	\$ (6,678)	-100.00%
<b>INTERDEPARTMENTAL CHARGES TOTAL</b>	<b>\$ 1,080</b>	<b>\$ 8,524</b>	<b>\$ 7,596</b>	<b>\$ 6,678</b>	<b>\$ -</b>	<b>\$ (7,596)</b>	<b>-100.00%</b>	<b>\$ (6,678)</b>	<b>-100.00%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 64,312</b>	<b>\$ 61,538</b>	<b>\$ 67,347</b>	<b>\$ 53,021</b>	<b>\$ 71,349</b>	<b>\$ 4,002</b>	<b>5.94%</b>	<b>\$ 18,328</b>	<b>34.57%</b>
<b>NET PROFIT FROM OPERATIONS</b>	<b>\$ 32,608</b>	<b>\$ 35,282</b>	<b>\$ (10,437)</b>	<b>\$ 38,985</b>	<b>\$ 16,851</b>	<b>\$ 27,288</b>	<b>-261.46%</b>	<b>\$ (22,134)</b>	<b>-56.78%</b>
CONTRIBUTION TO CAPITAL	\$ (23,259)								
SUPPORT PROGRAMS ALLOCATION	\$ (9,349)		\$ 10,437		\$ (16,851)	\$ (27,288)	-261.45%	\$ (16,851)	#DIV/0!
<b>NET AFTER ALLOCATIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 38,985</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>-100.00%</b>	<b>\$ (38,985)</b>	<b>-100.00%</b>
DOC RA STABILIZATION									
TFR FROM (To) RESERVES									
SWMF SUBSIDY									
TFR TO (from) UNDESIG FUND BALANCE									
<b>PROGRAM NET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 38,985</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>(1)</b>	<b>\$ (38,985)</b>	<b>(1)</b>

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: PROPERTY MANAGEMENT PROGRAM

PREPARED BY: AMY JEWELL

Category RENT

PROGRAMMATIC NEED OR MANDATE:

This Account records all revenue received from tenants

BREAKDOWN OF COSTS:

RENTS

	Rent per month	Months Rented	
432 REDMOND ROAD	\$ 1,500	12	\$ 18,000
860 REDMOND ROAD	\$ 950	12	\$ 11,400
1043 REDMOND ROAD	\$ 1,400	12	\$ 16,800
195 FLYNN AVE EAST	\$ 1,300	12	\$ 15,600
195 FLYNN AVE MIDDLE	\$ 900	12	\$ 10,800
195 FLYNN AVE WEST	\$ 1,300	12	\$ 15,600
		12	\$ -
			\$ 88,200

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
4401 · RENT	\$ 96,920	\$ 96,820	\$ 56,910	\$ 92,006	\$ 88,200

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

**860 Redmond Road** - increased rental back from 1 month to 12 months from FY 20.

**Flynn Avenue Property** - FY 20 assumed sale of property. MOU extended thru 2021, rentals back in at 100%.

BUDGET FORM FISCAL 2021

PROGRAM: PROPERTY  
 PREPARED BY: AMY JEWELL

Category Administrative Costs

These accounts track activities that are needed to support the regular business activities of the District.

BREAKDOWN OF COSTS:

			Line Item	Program Subtotal
Mileage (# miles)	250	0.58	\$ 145.00	
Meals				
Lodging				\$ -

Administrative Costs Total \$ 145

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
	FY17	FY18	FY 19	CY 21	FY 22
6210 · BUSINESS TRAVEL	\$ 45	\$ 33	\$ 145	\$ 15	\$ 145
	\$ 45	\$ 33	\$ 145	\$ 15	\$ 145

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: PROPERTY  
 PREPARED BY: AMY JEWELL  
 Category: Professional Fees

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

BREAKDOWN OF COSTS:

		LINE ITEM	Program Subtotal
Accountant Fees		0	0
		0	\$ -
Auditor fees			\$ -
Engineering		0	0
		0	\$ -
Legal Services	Attorney hours: 15 hours	225 3375	0
		0	\$ 3,375
IT Development		0	0
		0	\$ -
			\$ -
Professional Fees Total		0	\$ 3,375

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6341 · LEGAL SERVICES	\$ 215	\$ -	\$ 3,375	\$ 90	\$ 3,375
<b>Total 6300 · PROFESSIONAL FEES</b>	<b>\$ 215</b>	<b>\$ -</b>	<b>\$ 3,375</b>	<b>\$ 90</b>	<b>\$ 3,375</b>

SIGNIFICANT CHANGES FROM PREVIOUS YEAR:

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: PROPERTY MANAGEMENT PROGRAM  
PREPARED BY: AMY JEWELL

Category Property Management

PROGRAMMATIC NEED OR MANDATE:

These accounts support the Rental Properties, the Act 250 Permit, and any other activities for property not controlled by another program

BREAKDOWN OF COSTS:

PROPERTY MANAGEMENT		Line Item	Program Subtotal
6710 · BUILDING & LAND			
6711 · BUILDING LEASE			
6712 · MOWING	Velco - mowing/brushhogging	3500	
6713 · PLOWING	Flynn Avenue	1500	
6714 · BUILDING MAINTENANCE	3 residential/Flynn Avenue	10500	
6715 · SKILLED LABOR			<u>\$ 15,500</u>
6720 · UTILITIES			
6721 · ELECTRICITY	Flynn Lights, or vacancy	700	
6722 · HEATING FUEL	possible vacancy	250	
6724 · WATER/SEWER	flynn water, stormwater	1530	<u>\$ 2,480</u>
6730 · COMMERCIAL INSURANCE			
6731 · COMMERCIAL INSURANCE		9890	<u>\$ 9,890</u>
6732 · COMM INSURANCE RESERV			
6740 · GOV'T FEES & TAXES			
6741 · HOST TOWN FEES			
6742 · IMPACT FEES			
6743 · PYMT FOR MUNIC SVCS	Host Town payment	9600	
6744 · PROPERTY TAXES		24745	
6745 · STATE AND LOCAL TAXES			
6746 · PERMITS			<u>\$ 34,345</u>
<b>PROPERTY MANAGEMENT TOTAL</b>			<b>\$ 62,215.00</b>

CHITTENDEN SOLID WASTE DISTRICT  
BUDGET FORM FISCAL 2021

PROGRAM: PROPERTY MANAGEMENT PROGRAM  
 PREPARED BY: AMY JEWELL  
 Category MAINTENANCE CHARGES

PROGRAMMATIC NEED OR MANDATE:

This is charged by the Maintenance program and is not at the control of the program manager.

BREAKDOWN OF COSTS:

		Line Item	Program Subtotal
Maintenance Charges	950		0

	ACTUAL FY18	ACTUAL FY19	BUDGET FY 20	ACTUAL CY 19	BUDGET FY 21
6901 · MAINTENANCE & ROLL OFF C \$	1,080 \$	8,524 \$	7,596 \$	6,678 \$	-

SIGNIFICANT CHANGES FROM PREVIOUS YEAR: