



AGENDA
SOUTH BURLINGTON CITY COUNCIL
City Hall Conference Room
575 Dorset Street
SOUTH BURLINGTON, VERMONT

Regular Session **7:00P.M.** **Monday, May 5, 2014**

1. Agenda Review: Additions, deletions or changes in order of agenda items. (7:00 – 7:02 PM)
2. Comments and questions from the public not related to the agenda. (7:02 – 7:12 PM)
3. Announcements and City Manager's Report. (7:12 - 7:22 PM)
4. Consent Agenda: (7:22 – 7:24 PM)
 - A. *** Sign Disbursement
 - B. *** Consider and approve Entertainment Permits for:
 - Venue (Annual permit as amended)
 - Trader Joe's grand opening (May 16,2014)
5. ***Presentation and approval of CSWD FY 15 Proposed Budget. (Paul Stabler, City Representative) (7:24 – 7:39 PM)
6. City Charter and Conflict of Interest Training (J.Barlow) (7:39 – 8:39 PM)
7. ***Consider and possibly approve a resolution authorizing the City Manager to sign a letter of interest regarding installing a solar array on the South Burlington Landfill at 1015 Airport Parkway. (I. Blanchard) (8:39 – 8:49 PM)
8. Update on Georgetown University Energy Prize (Keith Epstein) (8:49 – 8:59 PM)
9. ***Consider and possibly approve a resolution changing the name for Dorset Park to Veterans Memorial Park as recommended by the Veterans Committee (Jay Zaetz, Rick Farnham). (8:59 – 9:14 PM)
10. ***Consider report of the Task Force on Committees (Kevin Dorn) (9:14 – 9:44 PM)
11. ***Convene as The Liquor Control Board to approve the following liquor licenses: (9:44 – 9:49 PM) PM)
 - Trader Joe's second class license (Conditioned on obtaining CO)
12. Other Business: (9:49 – 9:54 PM)
 - A. Items held from the Consent Agenda
 - B. Other?
13. Adjourn (9:54 PM)

Respectfully Submitted:

Kevin Dorn

Kevin Dorn, City Manager

*** Attachments Included

Issues raised by Councilors or the public that have not been on a prior meeting agenda:

1. Policy regarding landscaping City-owned land and request from Hadley Road.
2. Encouraging litter removal by businesses and the public
3. Cost of development/cost of open space

Issues that have been discussed by the Council where further action is pending:

1. Transferring FY '14 surplus funds into paving budget
2. FY '15 and '16 paving budget
3. East Terrace neighborhood conversion of housing into rental units
4. Electronic distribution of South Burlington City/School budget and Annual Report
5. Street light policy
6. Laying out of Holmes Road as a public road

South Burlington City Council Meeting Participation Guidelines

City Council meetings are the only time we have to discuss and decide on City matters. We want to be as open and informal as possible; but Council meetings are not town meetings. In an effort to conduct orderly and efficient meetings, we kindly request your cooperation and compliance with the following guidelines.

1. Please be respectful of each other (Council members, staff, and the public).
 2. Please raise your hand to be recognized by the Chair. Once recognized please state your name and address.
 3. Please address the Chair and not other members of the public, staff, or presenters.
 4. Please abide by any time limits that have been set. Time limits will be used to insure everyone is heard and there is sufficient time for the Council to conduct all the business on the agenda.
 5. The Chair will make a reasonable effort to allow everyone to speak once before speakers address the Council a second time.
 6. The Chair may ask that discussion be limited to the Councilors once the public input has been heard.
 7. Please do not interrupt when others are speaking.
 8. Please do not repeat the points made by others, except to briefly say whether you agree or disagree with others views.
 9. Please use the outside hallway for side conversations. It is difficult to hear speaker remarks when there are other conversations occurring.
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Check Warrant Report #

Unpaid Invoices For Check Acct 1 (GENERAL FUND) From 05/05/14 To 05/05/14

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AGWAY	AGWAY INC	314658 METAL FENCE	69.90	0.00			
AIRGAS	AIRGAS USA, LLC	9026658182 CO2 TANK FOR SPRAYER	37.25	0.00			
ALLARDH	ALLARD, HEATHER & PATRICK	04282014 OVERPAID TAXES	1271.33	0.00			
ANDREW P	ANDREW, PAUL & KAREN	04282014 OVERPAID TAXES	107.64	0.00			
AQUASOL	AQUA SOLUTIONS INC.	IN-14-040 LOBE KIT	2365.03	0.00			
ARIOLI/BO	ARIOLI / BORDEN	04282014 OVERPAID TAXES	2207.01	0.00			
AUTOSM	AUTOSMITH SALES & SERVICE	04232014 TOWING/IMPOUND	208.50	0.00			
BACKUS	BACKUS, DEBRA & VERNE	04282014 OVERPAID TAXES	2381.12	0.00			
BARNESM	BARNES, MAUREEN	04282014 OVERPAID TAXES	20.44	0.00			
BATTERYPL	BATTERY'S PLUS	2453 AGM BATTERY	39.90	0.00			
BATTERYPL	BATTERY'S PLUS	2452 AGM BATTERY	39.90	0.00			
BEARIN	BEARINGS SPECIALTY COMPANY INC	3412334 ROD END SIFTER	67.28	0.00			
BEARIN	BEARINGS SPECIALTY COMPANY INC	3411972 CREDIT - ROD END	-55.33	0.00			
BENMEAD	BEN MEADOWS	1020095165 SOIL COMPACTION TESTER	224.39	0.00			
BIBENS	BIBENS ACE	774188/3 CLEANING SUPPLIES-PARKS	21.75	0.00			
BIBENS	BIBENS ACE	774066/3 PUMP STATION SUPPLIES	5.78	0.00			
BIBENS	BIBENS ACE	774185/3 PLANT SUPPLIES	32.47	0.00			
BIBENS	BIBENS ACE	774279/3 VISE GRIP & FRAME NAIL	21.97	0.00			
BIBENS	BIBENS ACE	774289/3 BOLTS	4.40	0.00			
BIBENS	BIBENS ACE	774270/3 TARP- COLC PATCH	35.97	0.00			
BIBENS	BIBENS ACE	774321/3 S-HOOK	7.48	0.00			
BIBENS	BIBENS ACE	774322/3 VEHICLE PARTS	10.99	0.00			
BIBENS	BIBENS ACE	774319/3 LED LIGHTS	39.97	0.00			
BUS	BUS PARTS WAREHOUSE	IN21877 HEATER MOTOR -BUS	64.33	0.00			
CANONSOL	CANON SOLUTIONS AMERICA	729588 PW COPIER QUARTERLY MAIN	288.00	0.00			
CARQUE	CARQUEST AUTO PARTS	11141-58650 MINI BULB	9.70	0.19			
CARQUE	CARQUEST AUTO PARTS	11141-58522 SHOP SUPPLIES	4.96	0.10			
CARQUE	CARQUEST AUTO PARTS	11141-58353 PAINT	9.92	0.20			
CARQUE	CARQUEST AUTO PARTS	11141-58454 REAR LAMP	21.40	0.43			
CARQUE	CARQUEST AUTO PARTS	11138-56194 REAR LAMP	10.70	0.21			
CARQUE	CARQUEST AUTO PARTS	11141-58798 VEHICLE PARTS	8.70	0.17			
CARQUE	CARQUEST AUTO PARTS	11141-58693 OIL FILTERS	46.24	0.92			
CARQUE	CARQUEST AUTO PARTS	11141-58479 CREDIT - VEHICLE PARTS	-4.96	-0.10			
CHARLI	CHARLEBOIS TRUCK PARTS INC	1241190025 VEHICLE PARTS	63.50	0.00			
CHARLI	CHARLEBOIS TRUCK PARTS INC	1241180015 VEHICLE PARTS	6.56	0.00			
CLARKS	CLARK'S TRUCK CENTER	54012 BUS REPAIRS	14855.69	0.00			
CLEAN WAT	CLEAN WATER, INC.	6331 POLYMER	7834.93	0.00			
COLLINSM	COLLINS, MICHAEL	04282014 OVERPAID TAXES	42.96	0.00			
COLVARD	COLVARD, RHONDA	04282014 OVERPAID TAXES	55.42	0.00			
COMCAST	COMCAST	05010531PW14 HIGHWAY/DPW	109.95	0.00			
COREYR	COREY, RONALD P JR	04282014 OVERPAID TAXES	935.58	0.00			
COTAC	COTA, CINDY	04282014 OVERPAID TAXES	342.79	0.00			
CREATIVEP	CREATIVE PRODUCT SOURCING INC	72460 DAREN GRADUATION CERT.	46.00	0.00			
CREATIVEP	CREATIVE PRODUCT SOURCING INC	72848 SPLASH TEE'S	783.00	0.00			
CROMER	CROMER, CHARLES	04302014 OVERPAID TAXES	1862.30	0.00			
CURTISA	CURTIS, ABBIE	03152014 OVERPAID TAXES	586.65	0.00			
CVCPAGING	CENTRAL VERMONT COMMUNICATIONS	10293995 PHONE LINE	12.75	0.00			
CYR LUM	CYR LUMBER	04222014 BARK- VETERAN'S MEMORIAL	252.00	0.00			
DELL'A	DELL'AMORE, FRANK & LORENE	03152014 OVERPAID TAXES	280.55	0.00			
DEPOT	DEPOT HOME AND GARDEN	038322 GRASS SEED - SW	249.60	0.00			

Unpaid Invoices For Check Acct 1 (GENERAL FUND) From 05/05/14 To 05/05/14

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
DIMINA	DIMINA, JOSUE	03152014	OVERPAID TAXES	277.67	0.00		
DON CAMP	DON CAMPBELL MUSIC	05172014	DORSET PARK FUN DAY	1750.00	0.00		
DRAPER	DRAPER, STEVEN & PAULA	03152014	OVERPAID TAXES	193.66	0.00		
DUELLG	DUELL, DAVID P. & GRETCHEN S.	03152014	OVERPAID TAXES	386.43	0.00		
EASTER	EASTERN INDUSTRIAL AUTOMATION	3967757	BUSHING	45.70	0.00		
ELECTR	ELECTRONIC BUSINESS PRODUCTS I	ARIN034444	P&Z COPIER - MP5002SP	7991.60	0.00		
ENNIS	ENNIS, DEBRA	62430	REFUND - YOGA	64.00	0.00		
FACE	FACE MANIA	2014-450	VET'S MEMORIAL BALANCE	330.00	0.00		
FASTEN	FASTENAL COMPANY	VTBUR185047	SHOP SUPPLIES	72.83	0.00		
FASTEN	FASTENAL COMPANY	VTBUR184972	TIES - PARKS	10.19	0.00		
FINAL	FINAL CONNECTION	12411	NEW PHONE SYSTEM FINAL P	10423.28	0.00		
FREEMAN	FREEMAN, KENNETH & CYNDI	03152014	OVERPAID TAXES	676.55	0.00		
FUNNY	FUNNY BUSINESS ENTERTAINMENT I	05172014	DORSET PARK FUN DAY	125.00	0.00		
G & K SER	G & K SERVICES	1295873608	UNIFORMS	60.00	0.00		
GARDENERS	GARDENERS SUPPLY WILLISTON	171658	COMPOST & MULCH-VET MEM.	315.00	0.00		
GERVIA	GERVIA, BEVERLY ANN	03152014	OVERPAID TAXES	193.76	0.00		
GILBERTE	GILBERT, ELEANOR J. TRUST	03152014	OVERPAID TAXES	1691.33	0.00		
GILLAND	GILLANDER, CARRIE	03152014	OVERPAID TAXES	1095.89	0.00		
GORDON	GORDON STAMP & ENGRAVING	71929	BLACK INK PADS	16.23	0.00		
GRANAHAN	GRANAHAN, TERRANCE / BUSHEY, J	03152014	OVERPAID TAXES	30.00	0.00		
GREEHAR	GREEN MOUNTAIN HARLEY	198981	VEHICLE REPAIR	821.05	0.00		
GREEPW	GREEN MOUNTAIN POWER CORPORATI	45514APR14	LAUREL HILL DR STORM STA	22.23	0.00		
GREEPW	GREEN MOUNTAIN POWER CORPORATI	37931APR14	MUNICIPAL COMPLEX	895.69	0.00		
GRIERJ	GRIER, JAMES	03152014	OVERPAID TAXES	10.37	0.00		
GSM	GSM ENTERPRISES, INC.	240421006	VEHICLE MAINTENANCE	120.80	0.00		
GSM	GSM ENTERPRISES, INC.	240424003	OIL CHANGE	52.30	0.00		
GSM	GSM ENTERPRISES, INC.	240424006	OIL CHANGE	52.30	0.00		
GSM	GSM ENTERPRISES, INC.	240221002	OIL CHANGE & INSPECTION	92.30	0.00		
GSM	GSM ENTERPRISES, INC.	240429004	VEHICLE REPAIR	171.17	0.00		
GSM	GSM ENTERPRISES, INC.	240428008	OIL CHANGE	60.54	0.00		
GSM	GSM ENTERPRISES, INC.	240210003	OIL CHANGE	58.78	0.00		
H. W. WIL	H. W. WILSON COMPANY	321109	BOOKS	265.50	0.00		
HART	HART FENCE COMPANY INC	19135	HINGES FOR DOG PARK FENC	17.70	0.00		
HERITAGEF	HERITAGE FORD	909880	BALLJOINTS	174.16	0.00		
HOLLAN	HOLLAND COMPANY INC	90972	COAGULANT	4538.25	0.00		
INGRAM	INGRAM LIBRARY SERVICES	66480230	BOOKS	15.40	0.00		
INGRAM	INGRAM LIBRARY SERVICES	66480229	BOOKS	11.77	0.00		
IRELAND	IRELAND COMPANIES, S.D.	40038	CONCRETE	219.00	0.00		
IRELAND	IRELAND COMPANIES, S.D.	40060	CONCRETE	391.25	0.00		
J B	J & B INTERNATIONAL TRUCKS INC	T321204	AIR VALVE	50.19	0.00		
JOHNSONDO	JOHNSON, DONALD J.	03152014	OVERPAID TAXES	2027.32	0.00		
JOYCE	JOYCE, TOM	05172014	DORSET PARK FUN DAY	350.00	0.00		
KEITH	KEITH'S II SPORTS LTD	772123	RAIN OUT DRYING AGENT	518.00	0.00		
KELLY	KELLY ASSOCIATES	APRIL 2014	MARCH 2014 - CLINICAL	567.00	0.00		
KEMIRA	KEMIRA WATER SOLUTIONS INC	9017386740	ALUMINUM	3549.08	0.00		
KNUSEN	KNUDSEN, KELLY	62418	REFUND - DRAMA IN A DAY	60.00	0.00		
KONE	KONE INC	42914	HYDRAULIC PUMP 50% DOWN	4288.00	0.00		
LUCKYPUP	LUCKY PUPPIES DOG DAYCARE & BO	15029	YEARLY CONTRACT IMPOUND	1800.00	0.00		
MANCUSO	MANCUSO, NICK	04302014	MAILBOX REPLACEMENT	75.00	0.00		
MARSH	MARSHALL TIRE GROUP INC	31136	TIRE	233.95	0.00		

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MCGAHEY	MCGAHEY, JENNIFER	62462 REFUND - BASKETBALL	95.00	0.00			--/--/--
MORAV	MORAVCSKI, FRANCESCA	62433 REFUND - YOGA	64.00	0.00			--/--/--
NEWENGFLR	NEW ENGLAND FLOOR COVERING, IN	017143 CARPETING REC/P&Z	3465.00	0.00			--/--/--
NORTHD	NORTHEAST DELTA DENTAL	DENTMAY14 MAY 2014 DENTAL PREMIUM	11149.79	0.00			--/--/--
OTHER	OTHER PAPER	5170 DRB LEGAL NOTICE	93.20	0.00			--/--/--
OTHER	OTHER PAPER	5145 HR AD	248.00	0.00			--/--/--
PIKE	PIKE INDUSTRIES INC	746266 ASPHALT	375.00	0.00			--/--/--
PITNRESE	PITNEY BOWES - RESERVE ACCOUNT	04302014 POSTAGE RESERVE ACCOUNT	4000.00	0.00			--/--/--
PITNY	PITNEY BOWES PURCHASE POWER	04172014 PD POSTAGE METER	200.00	0.00			--/--/--
QCSTEE	QUEEN CITY STEEL COMPANY	205245 STEEL STOCK	77.33	0.00			--/--/--
QCSTEE	QUEEN CITY STEEL COMPANY	205193 REBAR	35.19	0.00			--/--/--
ROSEA	ROSE, ABBY	04092014 ART INSTRUCTION	392.00	0.00			--/--/--
SANEL	SANEL AUTO PARTS INC	13AE8738 AUTO PARTS	36.94	0.00			--/--/--
SBCOLLINS	SBCOLLINS, INC	228726 BREAKAWAY GASOLINE	61.95	0.00			--/--/--
SECU	SECURSHRED	0005774 CITY HALL SHREDDING	22.50	0.00			--/--/--
SPEAR	SPEAR STREET MOWER SPECIALTIES	12787 PUMP FUEL GENERATOR	41.81	0.00			--/--/--
STAPL	STAPLES BUSINESS ADVANTAGE	8029519882 OFFICE SUPPLIES	53.97	0.00			--/--/--
STITZ	STITZEL, PAGE & FLETCHER, P.C.	23703 LEGAL FEES - MARCH 2014	14502.55	0.00			--/--/--
TEAM EJP	TEAM EJP SO BURLINGTON	4786669 RISER - PAVING BUTLER DR	600.37	0.00			--/--/--
TECHGROUP	TECH GROUP	64183 TECH SUPPORT	2062.50	0.00			--/--/--
TENZIN	TENZIN, CHOEDON	04302014 MAILBOX REPLACEMENT	64.17	0.00			--/--/--
TOP HAT	TOP HAT ENTERTAINMENT INC	05172014 DORSET PARK FUN DAY	500.00	0.00			--/--/--
UNIFIRST	UNIFIRST CORPORATION	036 1611155 MAT CLEANING	82.30	0.00			--/--/--
UPSTAR	UPSTART	5269719 SUMMER PROGRAM SUPPLIES	300.26	0.00			--/--/--
VER IZON	VERIZON WIRELESS	9723712795 REC PHONES	148.80	0.00			--/--/--
VER IZON	VERIZON WIRELESS	3067347572 CELL PHONE - JUSTIN	96.80	0.00			--/--/--
VER IZON	VERIZON WIRELESS	9723694049 PD PHONES	1305.91	0.00			--/--/--
VERGAS	VERMONT GAS SYSTEMS INC	40515-9APR14 GROUP INV. #12421	8142.25	0.00			--/--/--
VERGAS	VERMONT GAS SYSTEMS INC	190008-3A14 LANDFILL RD. - OFFICE	1161.51	0.00			--/--/--
VERGAS	VERMONT GAS SYSTEMS INC	64931-9A14 BARTLETT BAY RD - WW	672.22	0.00			--/--/--
VERLG2	VERMONT LEAGUE OF CITIES & TOW	2014-14754 AUDITORS WORKSHOP (2)	120.00	0.00			--/--/--
VHB VANAS	VHB - VANASSE HANGEN BRUSTLIN	0181091 SW IMPROVEMENTS	6021.83	0.00			--/--/--
VLCT PACI	VLCT PACIF	18013 ADJ = PROP & CASUALTY	46.00	0.00			--/--/--
VLCT PACI	VLCT PACIF	MELO - 2008 CLAIM #A200801281-03	2500.00	0.00			--/--/--
W B MASON	W B MASON CO INC	I17694380 BATTERIES & PAPER	305.90	0.00			--/--/--
W B MASON	W B MASON CO INC	I17684907 TABLES	327.00	0.00			--/--/--
WHITCO	WHITCOMB CONSTRUCTION CORPORAT	00651209 SHUR PAC	779.06	0.00			--/--/--
WILLIWW	WILLISTON WORKWEAR	1035 BOOTS	116.95	0.00			--/--/--
WINDWORK	WINDSHIELD WORKS LLC	W003922 WINDSHIELD REPAIR	297.57	0.00			--/--/--
YRC	YRC FREIGHT	510-349636 FREIGHT SHIPPING	275.39	0.00			--/--/--

05/02/2014
08:55 am

City of South Burlington Accounts Payable
Check Warrant Report #

Page 4 of 4
cingalls

Unpaid Invoices For Check Acct 1 (GENERAL FUND) From 05/05/14 To 05/05/14

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
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	Report Total		146,043.60	2.12	0.00		
			=====	=====	=====		

SOUTH BURLINGTON CITY COUNCIL

To the Treasurer of CITY OF SOUTH BURLINGTON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***146,041.48
Let this be your order for the payments of these amounts.

Meaghan Emery

Chris Shaw

Pat Nowak

Helen Riehle

Pam Mackenzie

**South Burlington Water Dept.
Accounts Payable Check Register
Date: 05/06/14**

Date	Check No.	Paid To	Memo	Amount Paid		
5/6/2014	2533	Champlain Water District - Colchester Town Water			173.00	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		4/30/2014	VI-13339	7000D-121	173.00	173.00
5/6/2014	2534	Champlain Water District			42,394.57	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		4/30/2014	VI-13338	SBWD-288	42,394.57	42,394.57
5/6/2014	2535	Champlain Water District			95,272.70	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		4/30/2014	VI-13333	APRIL CONSUMPTION	94,980.20	94,980.20
		4/30/2014	VI-13334	SBWD-280	292.50	292.50
5/6/2014	2536	E.J. Prescott, Inc.			56.72	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		4/15/2014	VI-13337	4784343	56.72	56.72
5/6/2014	2537	Ferguson Waterworks #590			732.93	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		4/21/2014	VI-13335	0354883	732.93	732.93
5/6/2014	2538	Office Essentials			15.17	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		4/20/2014	VI-13336	29942	15.17	15.17
5/6/2014	2539	City Of South Burlington			269,956.72	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		5/1/2014	VI-13341	APRIL SEWER BILLINGS	269,956.72	269,956.72
5/6/2014	2540	City Of South Burlington			188,949.89	
		Date	Voucher Number	Reference	Voucher Total	Amount Paid
		5/1/2014	VI-13340	APRIL STORMWATER	188,949.89	188,949.89

South Burlington Water Dept.
Accounts Payable Check Register
Date: 05/06/14

Date	Check No.	Paid To	Memo	Amount Paid
			Total Amount Paid:	597,551.70

SOUTH BURLINGTON CITY COUNCIL



City of South Burlington
City Clerk's Office
Donna Kinville, City Clerk

May 5, 2014

The following entertainment license applications were approved by
The South Burlington City Council after review by the police, fire, zoning
and health/highway departments.

NAME	DESCRIPTION
Venue (amended)	annual entertainment permit
Trader Joe's (pending CO from Zoning & Tent permit-if needed)	grand opening (May 16, 2014)

Pam Mackenzie Chair

Pat Nowak Vice Chair

Chris Shaw

Meaghan Emery

Helen Riehle



April 29, 2014

Janice Ladd
City of South Burlington
575 Dorset Street
South Burlington, VT 05403

Dear Janice:

Enclosed please find copies of the Chittenden Solid Waste District Proposed FY 2015 Budget. **CSWD is scheduled to meet with the City of South Burlington on Monday, May 5, 2014 at 7:15 p.m.** An electronic copy of the proposed budget has been e-mailed to you to distribute to the City Council. Also, please note that the front cover of our FY 15 Budget refers to our website www.cswd.net, where a complete detailed copy of our budget is available for review.

The Board of Commissioners approved sending the Proposed FY 2015 Budget to Member towns for their approval on Wednesday, April 23, 2014. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 6, 2014.

Please feel free to contact me should you have any questions or if you need any additional copies of the budget. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Amy Jewell".

Amy Jewell
Administrative Manager

Cc: Paul Stabler, South Burlington Rep.
Mark Boucher, South Burlington Alt.

FY 2015 BUDGET PROPOSAL

**TO VIEW BUDGET DETAIL GO TO
www.cswd.net**



**CHITTENDEN SOLID WASTE DISTRICT
1021 REDMOND ROAD
WILLISTON, VT 05495
802-872-8100**



Printed on recycled paper

CHITTENDEN SOLID WASTE DISTRICT
Fiscal Year 2015 Proposed Budget
ASSUMPTIONS AND HIGHLIGHTS – GENERAL FUND

	FY14 APPROVED BUDGET	FY15 PROPOSED BUDGET	<u>Difference</u>	
			\$	%
Operating Revenues	\$9,183,678	\$9,856,310	\$672,632	+7.3 %
Operating Expenditures	<u>\$8,739,954</u>	<u>\$9,115,433</u>	\$375,479	+4.3 %
Net Revenues in Excess of Expenditures	\$443,724	\$740,877		
Transfers To Reserves	(\$562,879)	(\$583,137)		
Transfers From Reserves	<u>\$233,671</u>	<u>\$160,119</u>		
Net Increase In Fund Balance	<u>\$114,516</u>	<u>\$317,859</u>		

Major Assumptions – Revenues:

- Solid Waste Management Fee (SWMF)** will remain at \$27.00 per ton. The total number of tons subject to this fee for FY15 is expected to be 112,000, reduced from the FY14 estimate of 114,000 tons, based on historical data and management's best projections for the near future. The resulting SWMF revenue budgeted for FY15 is \$3,024,000 – a \$51,924 (1.7%) increase over the FY14 budget of \$2,972,076. Although the tons subject to the fee is expected to decrease compared to FY14, the budgeted revenue is higher for FY15 because the \$27.00 per ton rate was effective for only 10 months of FY14 (9/1/13-6/30/14); the fee in effect for the first two months of FY14 was the lower \$22.06 rate that had been in effect since 7/1/09 (FY10).
- Tipping Fee revenues** are projected virtually unchanged as compared with the FY14 budget. The projected change in rate structure at the MRF – FY15 fee of \$8/ton In-District (ID) and \$13/ton Out-of-District (OD) as compared with FY14 budgeted fees of \$6.50/ton ID and \$16.50/ton OD – will have little impact on projected total revenues due to changes in expected incoming material tonnages.
- Sale of Materials/Materials Handling** revenues are projected for an overall net increase of \$593,200 over the FY14 budget amounts. Of this, \$475,500 is associated with resuming sales of compost products after having reduced sales for the FY14 year (persistent herbicide episode); an additional \$173,300 in this revenue category will come from the newly-instituted statewide paint product stewardship program, offsetting the District's costs of processing and recycling post-consumer paints.

Major Assumptions – Expenditures:

- Personnel costs** include **42.76 Full Time Equivalent** positions, up 3.89 FTE from FY14 – the compost program increased by 1.66 FTE, back to FY13 budget levels, Administration increased 1.0 FTE for a new Data Analyst position, the Web Design/Marketing position increased 0.40 FTE to full-time, and the Waste Reduction and Drop-Off Center programs also are budgeting small staffing increases.
- Existing pay grades will be adjusted upward by a **Cost Of Living Adjustment (COLA) of 0.83%** effective with the start of the FY15 year.
- Health insurance** costs are budgeted with an increase of 15%. Employees' contribution will amount to approximately 11 percent of the overall total health insurance premium costs, using a percentage-of-base-salary method for individual employee contributions. The District will continue to offer an opt-out payment to employees who have healthcare coverage outside of the District's plan.

4. The **Tire & Appliance Roundup**, which was eliminated in the FY14 year (a savings of about \$40,500) remains unbudgeted for FY15.
5. The District's support of **Green Up Vermont** is budgeted at \$8,200 for FY15, an increase of \$4,100 over the FY14 budget.

Highlights:

1. Transfers to /from reserves:
 - a. Undesignated Fund Balance – there is a projected operating surplus of \$393,000 in this FY15 budget, which will be available to offset fee increases in the near future.
 - b. DOC Rate Stabilization – An additional deposit of \$42,100 is budgeted for the DOC Rate Stabilization account. This reserve was established in conjunction with the DOC rate increases instituted in FY14, to be used in future years as needed to smooth out the need for DOC rate increases.
 - c. Facilities Improvement Reserve – The FY15 operating budget provides for transfers to this reserve account in the net amount of \$395,300, to provide for future capital acquisitions and improvements.
2. Salaries and personnel benefits: Budgeted higher by about 9%, or \$266,500, as compared to FY14. Total positions budgeted increased by 3.89 FTEs, and health insurance rates are budgeted for a 15% increase (see additional narrative under Major Assumptions above).
3. Education and Training: Increased by 20%, associated with staff training for planned software upgrades, as well as training for the new Data Analyst position.
4. Professional Services: Decrease of 1% (\$4,500) in this category includes a \$34,600 decrease in budget for legal services expense, primarily due to the expected conclusion of the VLCT action relating to the persistent herbicide episode. This legal cost decrease of partly offset by a \$30,000 increase (compost program) in services costs related to the distribution and sales of compost at the District's various facilities around the county.
5. Other Services: Decrease of \$70,250 is almost entirely related to the reduced budget for processing services at the MRF due to expected lower tonnage of materials to be processed in FY15. Primarily, this expected reduction is due to recent changes in the MRF processing contract, which will require fewer tons of out-of-district materials to be brought to the CSWD facility.
6. Printing and Advertising: Budget in this category is up by 45% (\$70,000), associated with Green Mountain Compost resuming its product sales.
7. Other Charges: The largest components of the 31% increase (\$46,900) in this category compared with FY14 levels are (a) reinstating FY13 levels of funding for the community waste reduction incentive grants (increase of \$25,000); (b) reinstating budget for property taxes at Flynn Ave property (\$6,800), not budgeted FY14 due to possible sale of property.
8. In addition to the ongoing programs and services that CSWD provides, there are some special studies that are planned for FY15 (included in the Professional Services expense category):
 - a. An analysis of alternatives to process wastewater biosolids in the future - \$70,000 funded from a reserve account.
 - b. Continued work on a potential Consolidated Collection System - \$40,000 from Solid Waste Management Fees (SWMF).
 - c. Continued work on leadership succession and organizational strategic planning - \$28,000 from SWMF.
 - d. Household solid waste survey - \$23,000 from SWMF.
 - e. Waste conversion technologies forecast - \$10,000 from SWMF.

HIGHLIGHTS

FY15 CAPITAL PROGRAM BUDGET

CSWD's Capital Budget for FY15 reflects a decrease to \$1,288,112 from the FY14 budget of \$4,877,250, associated with changes in capital planning priorities as well as the completion during FY14 of the \$1.9 million equipment upgrade at the MRF. Highlights of the FY15 capital budget are as follows:

- B. \$446,000 for replacement of equipment and rolling stock reaching the end of its useful life; \$125,000 of this will be financed through lease-purchases, the remainder will come from reserve funds.
- C. \$174,000 for computer systems upgrades.
- D. \$190,000 for office space solutions, as the CSWD staff increases and the current administrative building has reached its space capacity.
- E. \$90,000 for stormwater/drainage improvements on District-owned properties.
- F. Numerous minor upgrades at CSWD facilities to increase efficiency of operations, improve the level of service to facility users, or extend the useful life of CSWD's capital infrastructure will be completed.

CHITTENDEN SOLID WASTE DISTRICT

Mission & Goals

Mission

CSWD exists for the purpose of assuring the environmentally sound management of solid waste generated within its member municipalities in an efficient, effective, and economical manner.

Goals

The District has adopted the following goals to guide its management of solid waste:

- To operate as the local authority responsible for the oversight and regulation of solid waste.
- To administer a solid waste management system based on the following hierarchical priorities consistent with Act 78:
 1. reduction of the toxicity of the waste stream
 2. reduction of the volume of the waste stream
 3. reuse
 4. recycling and composting
 5. disposal
- To ensure that the cost of the solid waste system will be paid for by the users of the solid waste system.
- To educate the public about the District's solid waste management goals and the means for achieving them.
- To ensure a solid waste management system consisting of an appropriate combination of public, private, and public/private programs in order to best serve the members of the District and promote the public good.
- To promote a flexible and dynamic solid waste management process capable of responding to technological advancement and changes in local conditions.

CSWD BOARD OF COMMISSIONERS

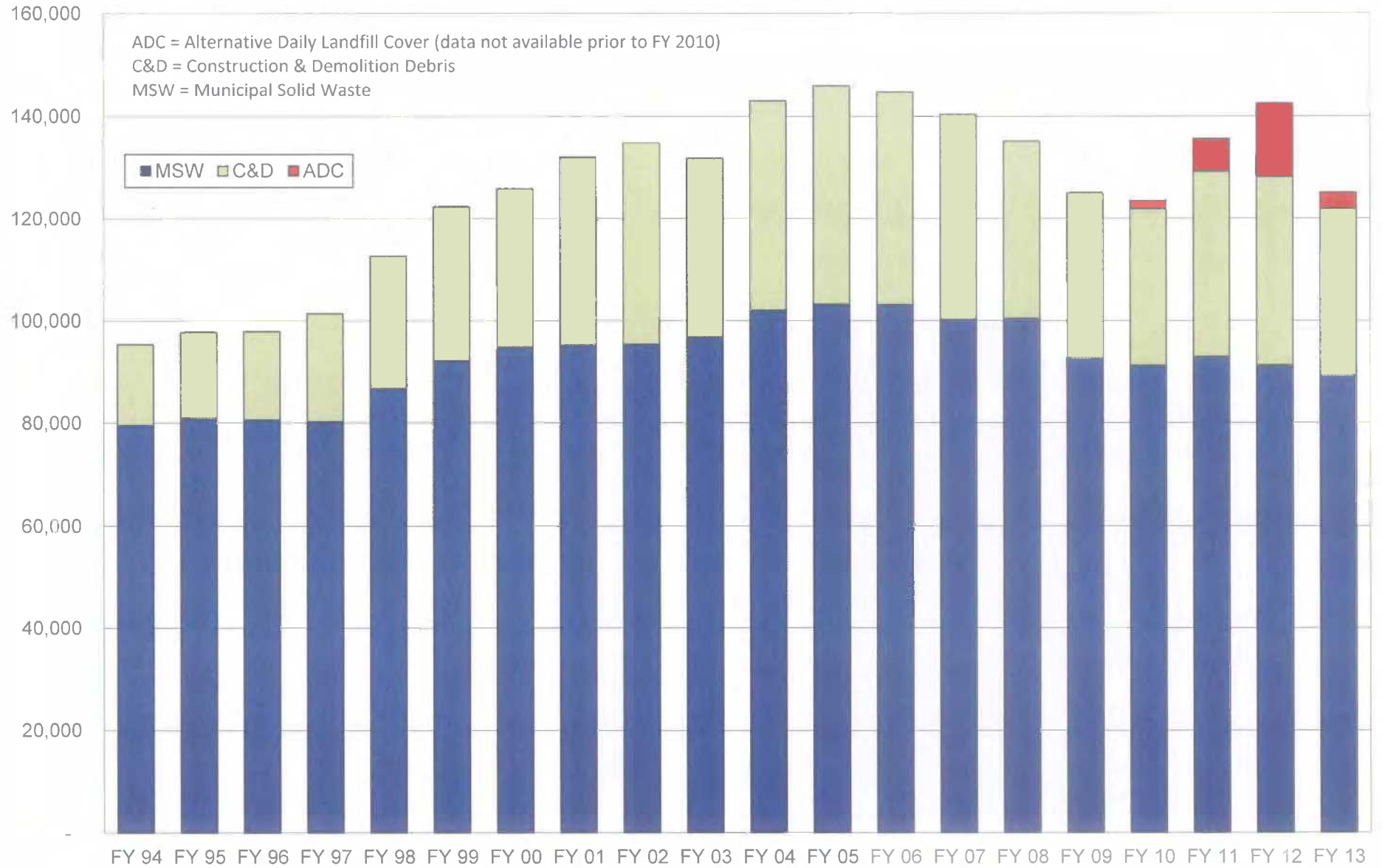
TOWN	NAME	ADDRESS	HOME #	WORK#	E-MAIL
Bolton - Rep.	<i>Vacant</i>				
Bolton - Alt.	<i>Vacant</i>				
Burlington - Rep.	Chapin Spencer	BPW, PO Box 849 Burlington VT 05402	316-0006	863-9094	cspencer@burlingtonvt.gov
Burlington - Alt.	July Sanders	211 Elmwood Avenue, Burlington VT 05401			julysanders8@gmail.com
Charlotte - Rep.	Abby Foulk	957 Orchard Rd, Charlotte VT 05445	425-3078	999-8501	afoulk@gmavt.com
Charlotte - Alt.	Michael Kurt	PO Box 171, Charlotte VT 05445			kmichaelkurt@hotmail.com
Colchester - Rep.	Dirk Reith	97 Fox Run Rd, Colchester VT 05446	879-6547	527-1296	dreith@aol.com
Colchester - Alt.	Nadine Scibek	248 Crossfield Drive, Colchester VT 05446	860-6225		nadinescibek@myfairpoint.net
Essex - Rep.	Alan Nye	25 Stannard Drive, Essex Jct. VT 05452	879-7442	872-4165	anyeesees@aol.com
Essex - Alt.	Max Levy	8 Bashaw Drive, Essex Jct. VT 05452	878-5267	769-9575	maxglevyvinessex@aol.com
Essex Jct. - Rep.	George Tyler	5 Acorn Circle, Essex Jct. VT 05452	878-7785	310-8215	ga55tyler@msn.com
Essex Jct. - Alt.	Daniel Kerin	10 Southview Road, Essex Jct. VT 05452	879-8343	316-1376	dkerin@essexjunction.org
Hinesburg - Rep.	Lynn Gardner	PO Box 150, Hinesburg VT 05461	482-2579	482-2325	cliffordlumber@gmavt.net
Hinesburg - Alt.	Doug Taff	210 Heron Pond Road, Hinesburg, VT 05461	482-3066		rozisdad@gmavt.net
Huntington - Rep.	Jim Christiansen	1925 Sherman Hollow Rd., Huntington VT 05462	434-6344		jccc@madriver.com
Huntington - Alt.	Roman Livak	8420 Main Rd, Huntington VT 05462	434-2663		romanlivak@gmavt.net
Jericho - Rep.	Albert Lindholm	PO Box 1054, 33 Bolger Hill Rd. Jericho VT 05465	899-3879		bertlindhm@aol.com
Jericho - Alt.	Leslie Nulty	PO Box 1121, Jericho Ctr. VT 05465	899-4582		lnulty84@gmail.com
Milton - Rep.	Roger Hunt	481 Middle Road, Milton VT 05468	893-3262	999-2228	rhunt@town.milton.vt.us
Milton - Alt.	<i>Vacant</i>				
Richmond - Rep.	Adam Sherman	158 Church Street, Richmond VT 05477	595-3538	223-7770x128	adamshermanvt@yahoo.com
Richmond - Alt.	<i>Vacant</i>				
St. George - Rep.	<i>Vacant</i>				
St. George - Alt.	<i>Vacant</i>				
Shelburne - Rep.	Timothy Loucks	1141 Falls Road, Shelburne VT 05482	985-2236	825-8872	tploucks@gmail.com
Shelburne - Alt.	Paul Bohne, III	Town of Shelburne, PO Box 88 Shelburne VT 05482		985-5110	pbohne@shelburnevt.org
So. Burlington - Rep.	Paul Stabler	75 Butler Dr., So. Burlington VT 05403	862-9283	769-6974	stabler@us.ibm.com
So. Burlington - Alt.	Mark Boucher	20 Knoll Circle, South Burlington VT 05403	863-2588	363-0768	marklboucher@comcast.net
Underhill - Rep.	Dan Steinbauer	P.O. Box 51, Underhill Ctr. VT 05490	899-3525		dsteinbauer@comcast.net
Underhill - Alt.	Mike Weisel	P.O. Box 71, Underhill Ctr. VT 05490	899-3343	324-1441	mweisel5@gmail.com
Westford - Rep.	Michelle DaVia	71 North Road, Westford VT 05494	893-3879	922-2537	mdavia1@hotmail.com
Westford - Alt.	<i>Vacant</i>				
Williston - Rep.	Craig Abrahams	855 Ledgewood Drive, Williston VT 05495	578-3677		cabrahams@comcast.net
Williston - Alt.	Tracey Tsugawa	225 Chamberlain Lane, Williston VT 05495	872-0494	828-2493	nozomi_vt@comcast.net
Winooski - Rep.	James Ticehurst	11 Cedar St., Winooski VT 05404	655-3718		jticehurst@myfairpoint.net
Winooski - Alt.	<i>Vacant</i>				

CHITTENDEN SOLID WASTE DISTRICT

FY 2015 BUDGET TIMELINE

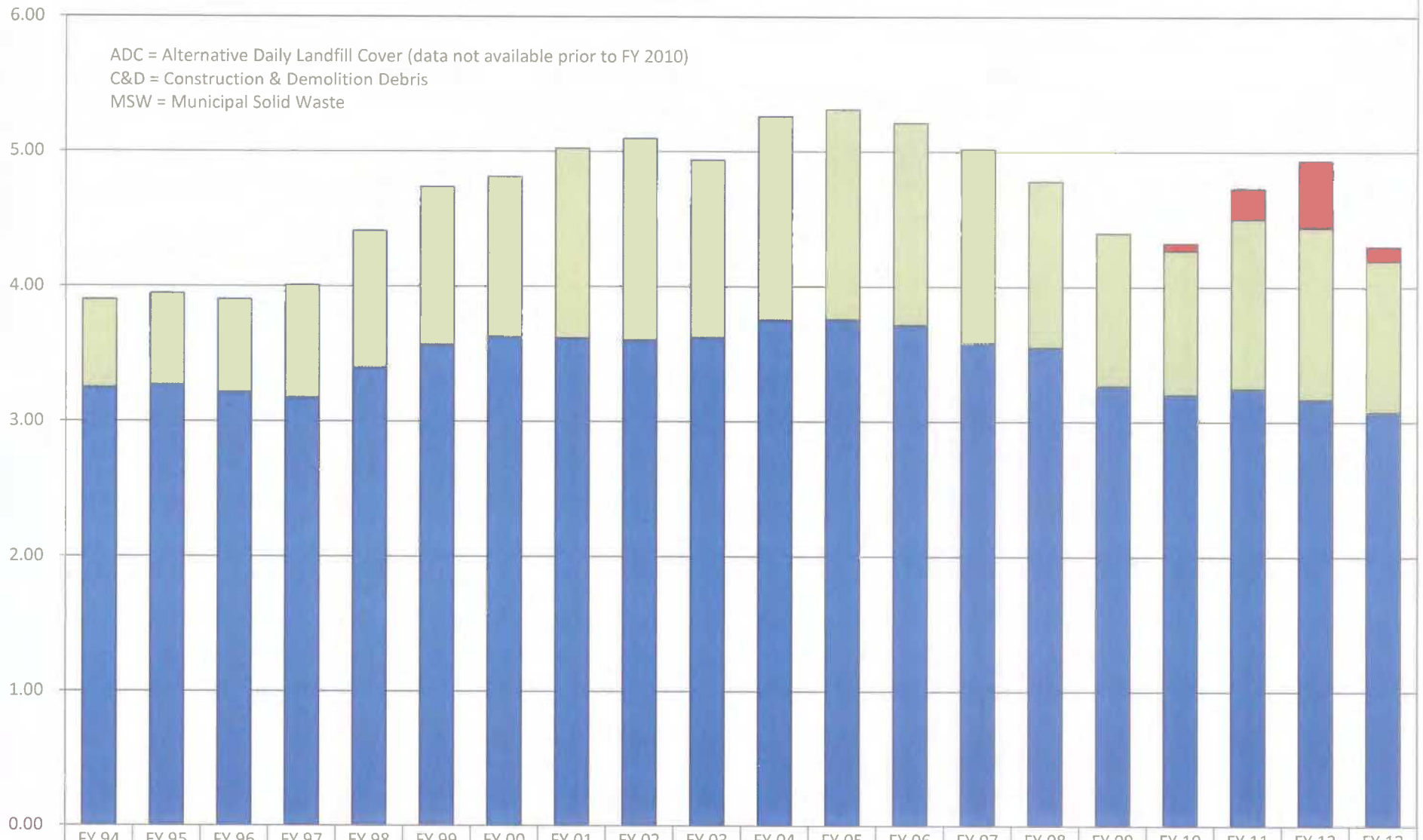
DATE	ACTION BY WHOM	ACTION TAKEN
November 20, 2013	Board of Commissioners	Passed Preliminary Budget & Approve Dissemination
January 22, 2014	Board of Commissioners	Preliminary Budget Hearing Held
Feb - April 2014	Finance Committee & CSWD Staff	Revise Preliminary Budget
April 23, 2014	Board of Commissioners	Budget Approved For Adoption
Through June 6, 2014	CSWD Staff	Budget Presentations to Member Municipalities
April 24 - June 6, 2014 (45 Days)	Member Municipalities	Budget Approval
July 1, 2014	CSWD Staff	Effective Date of Budget

CHITTENDEN SOLID WASTE DISTRICT Total MSW & C&D Tons Disposed By Fiscal Year 1994-2013

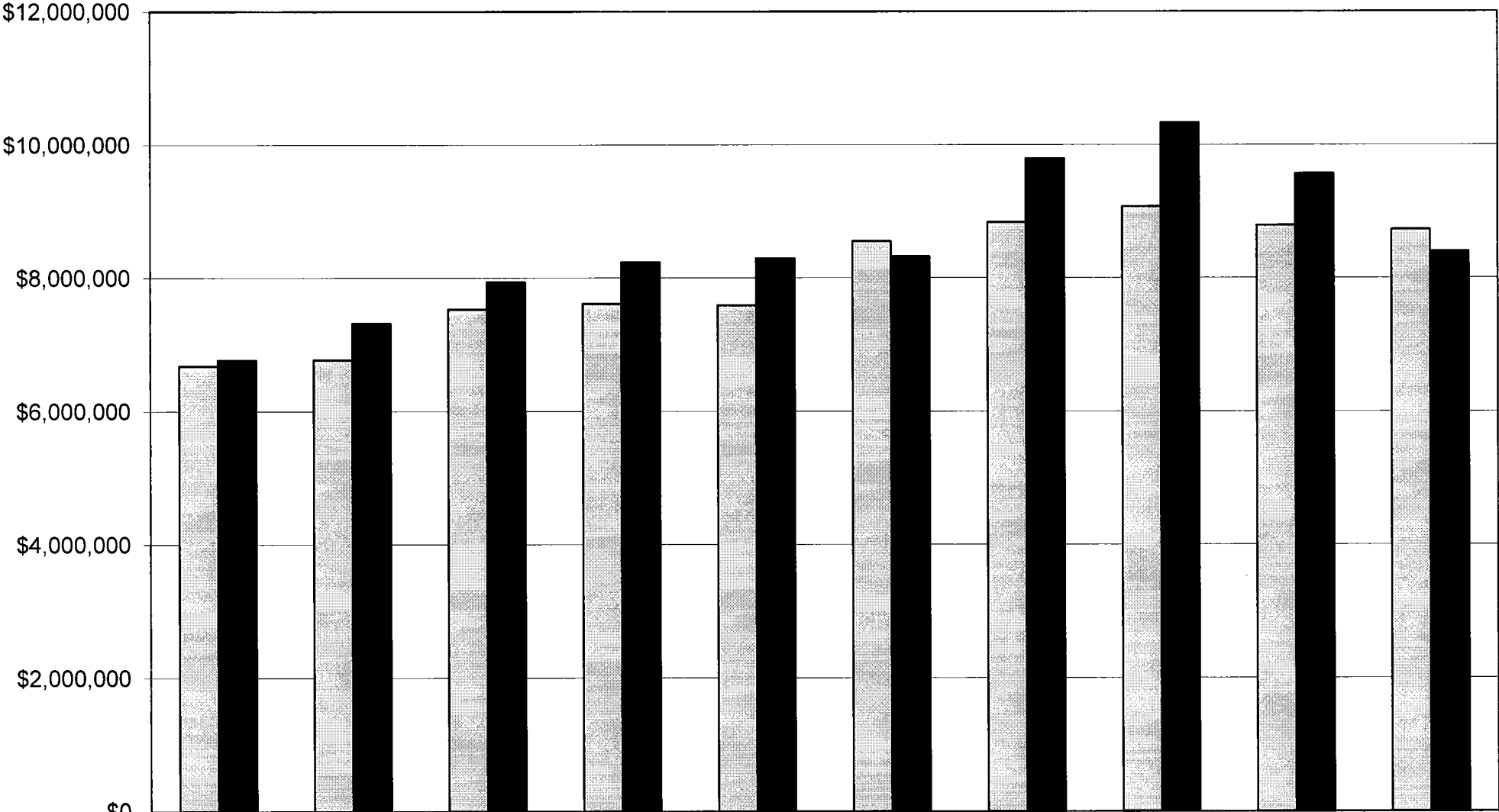


CHITTENDEN SOLID WASTE DISTRICT

Pounds per Capita per Day Landfilled - Fiscal Years 1994-2013

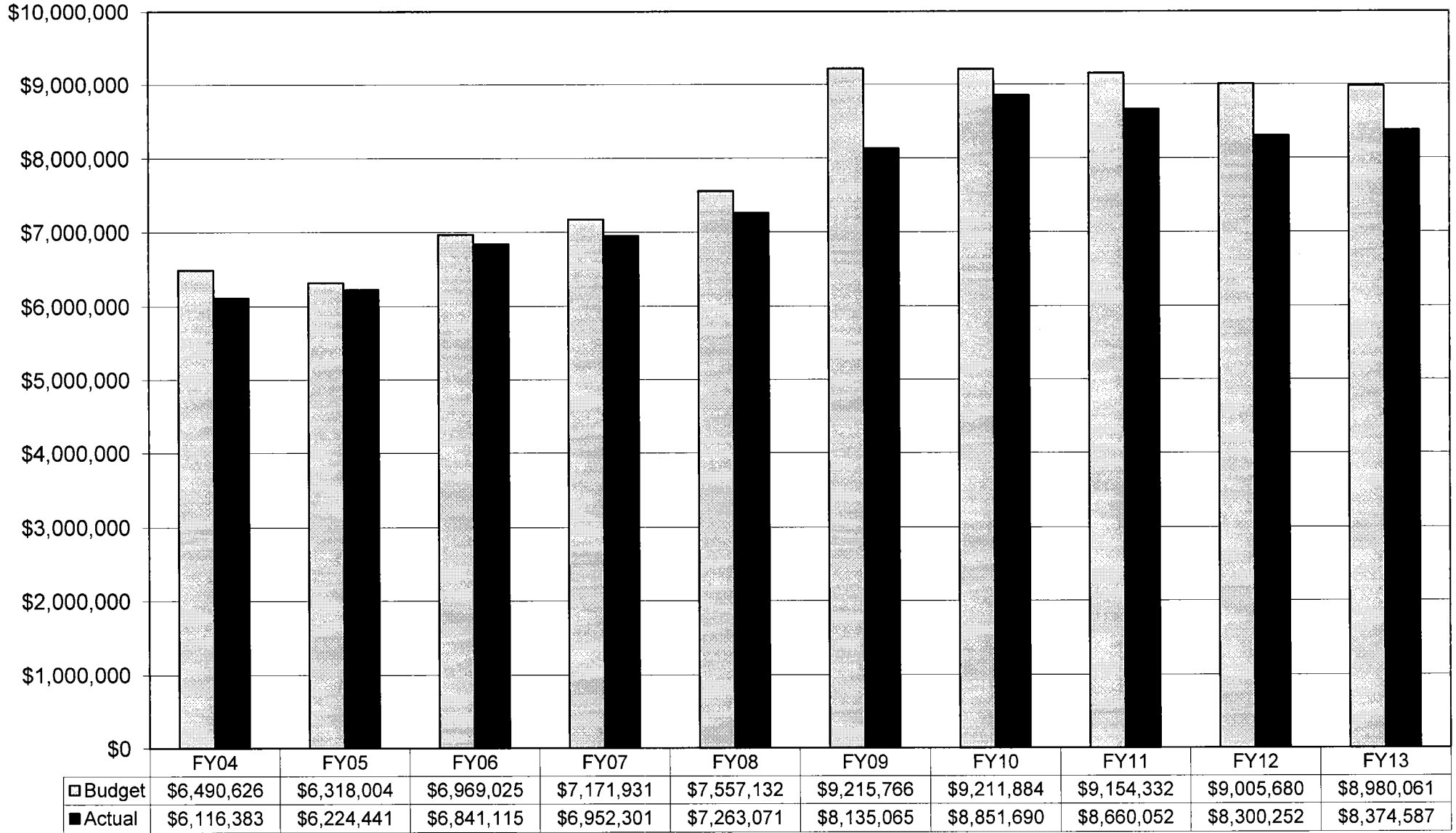


**CHITTENDEN SOLID WASTE DISTRICT
 Budgeted Revenues versus Actual Revenues
 FY04 to FY13 - General Fund**

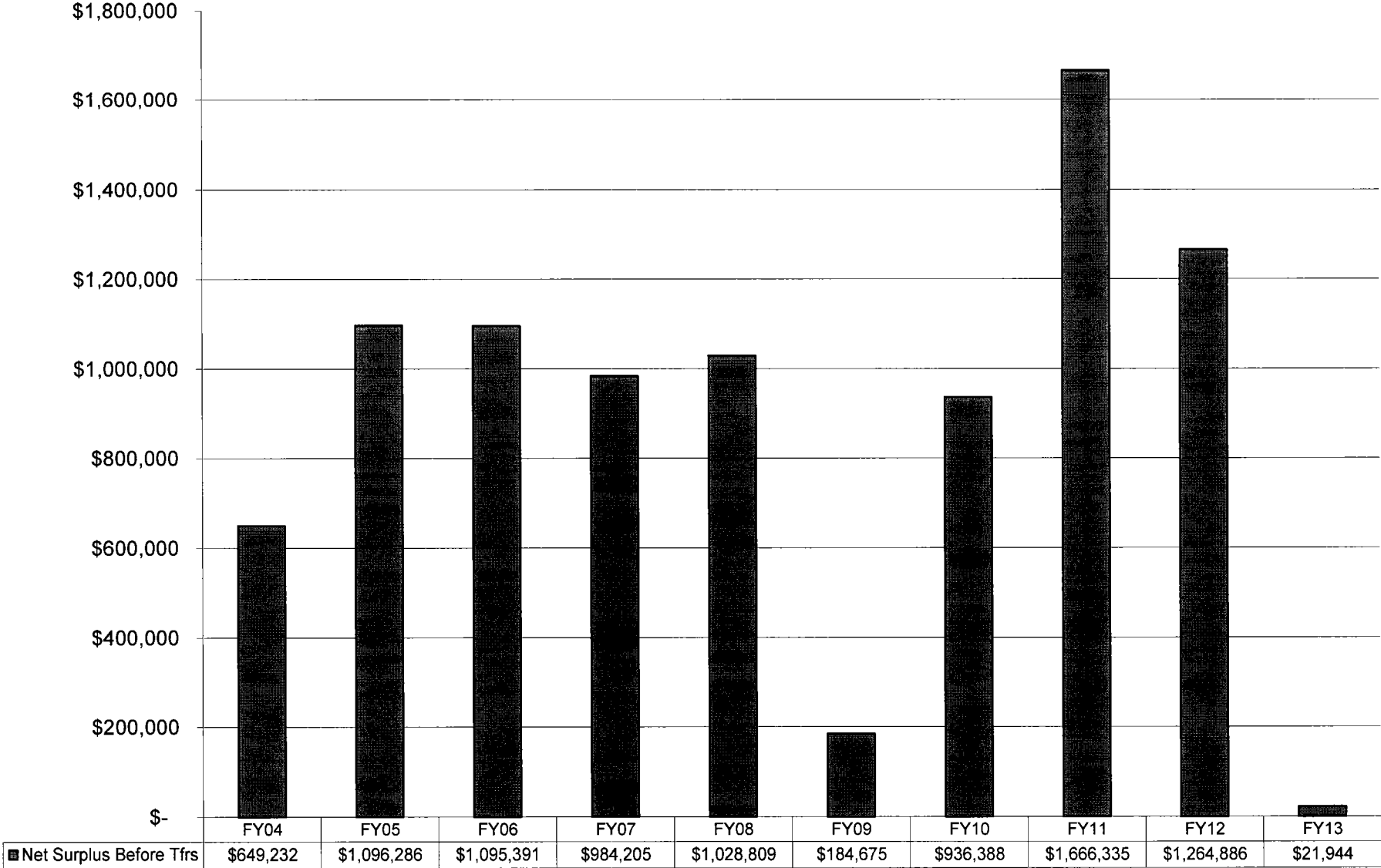


	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
□ Budget	\$6,680,548	\$6,771,005	\$7,525,942	\$7,612,157	\$7,589,152	\$8,551,064	\$8,836,517	\$9,068,342	\$8,788,912	\$8,728,340
■ Actual	\$6,765,615	\$7,320,727	\$7,936,506	\$8,234,566	\$8,291,880	\$8,319,740	\$9,788,078	\$10,326,387	\$9,565,138	\$8,396,531

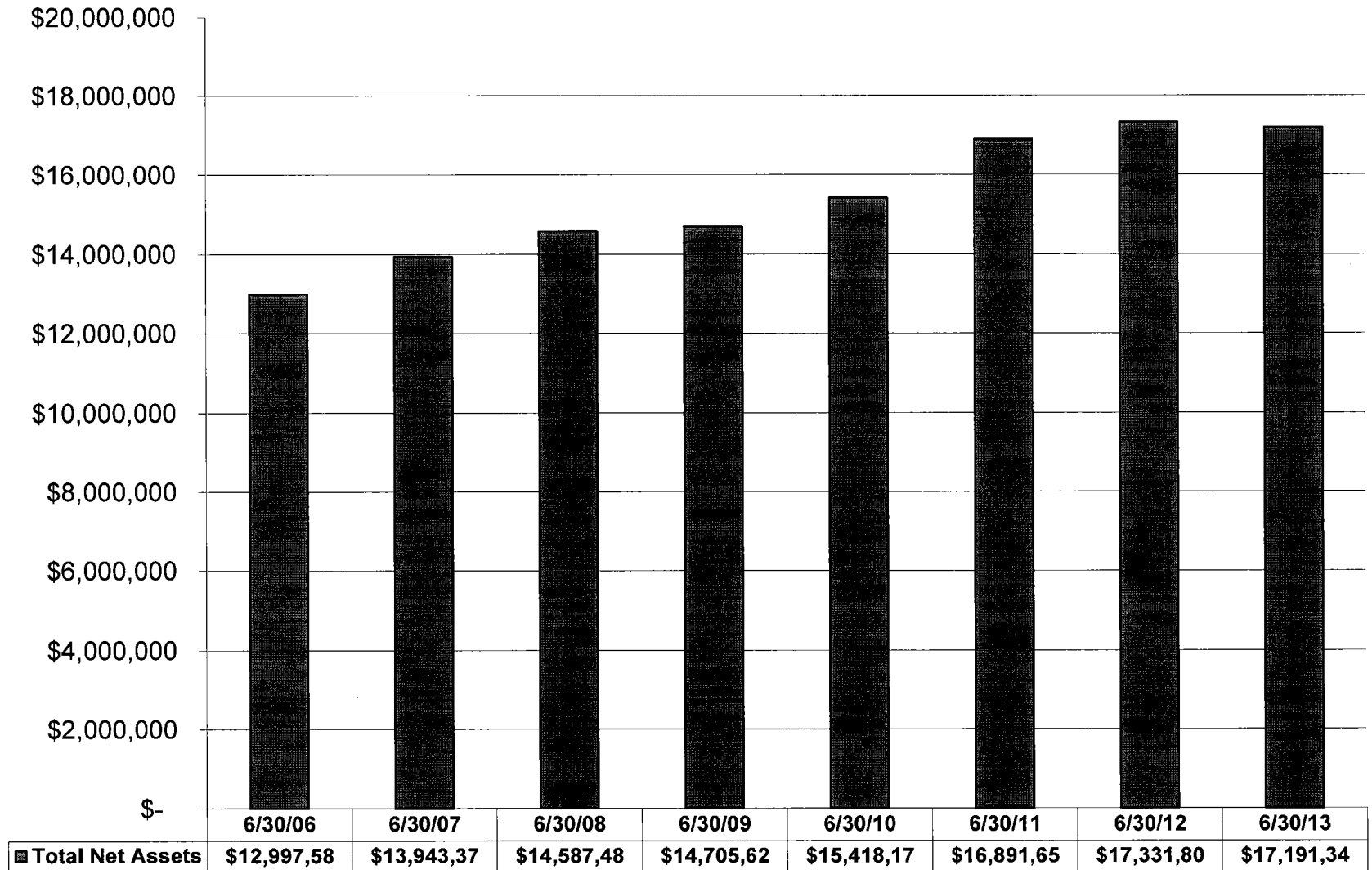
CHITTENDEN SOLID WASTE DISTRICT
Budgeted Expenses versus Actual Expenses
FY04 to FY13 - General Fund



**CHITTENDEN SOLID WASTE DISTRICT
Actual Net Revenues Over Expenses
Before Transfers To/From Reserves
FY04 to FY13 - General Fund**



CHITTENDEN SOLID WASTE DISTRICT
Total Net Assets
as of June 30 - Years 2006 Through 2013
Based on Audited Balance Sheets



CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF ALL FUNDS
FY 2015 PROPOSED BUDGET

SUMMARY ACCOUNT LINE	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]
	FY12 ACTUAL	FY13 ACTUAL	FY14 ADOPTED BUDGET	FY 2015 PROPOSED BUDGET				FY2014 VS FY2013	
				TOTAL PROPOSED BUDGET	GENERAL OPERATING PROGRAMS	DESIGNATED FOR CAPITAL IMPROVEMENTS	OTHER DESIGNATED FUNDS	PERCENT CHANGE	DOLLAR CHANGE
EXPENDITURES									
1 Salaries & Wages	\$ 1,936,152	\$ 2,078,325	\$ 2,170,503	\$ 2,368,519	\$ 2,368,519	\$ -	\$ -	9%	\$ 198,016
2 Personnel Benefits	695,839	751,938	835,323	903,814	903,814	-	-	8%	68,491
3 Education & Training	57,268	77,049	94,599	113,122	113,122	-	-	20%	18,523
4 Professional Services	371,850	491,891	579,725	575,190	575,190	-	-	-1%	(4,535)
5 Other Services	3,913,437	3,917,134	4,167,963	4,097,712	4,097,712	-	-	-2%	(70,251)
6 Insurance	73,106	78,619	86,727	99,996	99,996	-	-	15%	13,269
7 Printing & Advertising	162,541	101,236	157,075	227,047	227,047	-	-	45%	69,972
8 Utilities	77,657	88,993	96,376	108,377	108,377	-	-	12%	12,001
9 Computer Equipment, Systems	36,066	60,775	48,003	36,991	36,991	-	-	-23%	(11,012)
10 Office Supplies/Equipment	36,343	22,655	42,517	30,327	30,327	-	-	-29%	(12,190)
11 General Supplies	398,535	296,920	310,679	356,988	356,988	-	-	15%	46,309
12 Interdepartmental	-	-	-	-	-	-	-	0%	-
13 Other Charges	178,382	409,052	150,464	197,350	197,350	-	-	31%	46,886
14 Debt Service	363,075	-	-	-	-	-	-	0%	-
15 Programs	-	-	-	-	-	-	-	0%	-
16 SUBTOTAL - OPERATING EXPENDITURES	8,300,251	8,374,587	8,739,954	9,115,433	9,115,433	-	-	4%	375,479
17									
18 Capital and Other Expenditures	1,393,960	776,682	4,892,250	1,328,562	-	1,288,112	40,450	-73%	(3,563,688)
19									
20 TOTAL EXPENDITURES	9,694,211	9,151,269	13,632,204	10,443,995	9,115,433	1,288,112	40,450	-23%	(3,188,209)
21									
22 TOTAL REVENUES	10,243,855	8,541,883	11,589,990	10,043,824	9,856,310	173,085	14,429	-13%	(1,546,166)
23									
24 NET OF REVENUES OVER (UNDER) EXPENDITURES	549,644	(609,386)	(2,042,214)	(400,171)	740,877	(1,115,027)	(26,021)	-80%	1,642,043
25									
26 Transfers Out To Other Funds	(2,182,317)	(751,552)	(796,550)	(743,256)	(583,137)	(76,740)	(83,379)	-7%	53,294
27 Transfers In From Other Funds	2,182,317	751,552	796,550	743,256	160,119	472,040	111,097	-7%	(53,294)
28									
29 NET INCREASE (DECREASE) IN FUND BALANCES ALL FUNDS, NON-GAAP BUDGETARY BASIS	\$ 549,644	\$ (609,386)	\$ (2,042,214)	\$ (400,171)	\$ 317,859	\$ (719,727)	\$ 1,697		\$ 1,642,043

PROPOSED BUDGET

CHITTENDEN SOLID WASTE DISTRICT
FY 2015 PROPOSED BUDGET
Actual and Projected Unrestricted Fund Equity

	6/30/12	6/30/13	6/30/14	6/30/15
	ACTUAL	ACTUAL	PROJECTION	PROJECTED
	<u>PER AUDIT</u>	<u>PER AUDIT</u>	<u>as of 4/1/14</u>	<u>BALANCES</u>
Designated for Facilities Capital Improvements (FIR):				
MRF	\$ 2,239,249	\$ 2,419,318	\$ 544,508	\$ 562,832
Special Waste	306,052	307,071	286,298	258,629
DOC	877,622	753,661	793,215	654,431
Unregulated Hazardous Waste	298,075	242,581	206,395	178,955
Biosolids Program	233,473	226,888	252,047	203,607
Compost Program	-	-	7,304	37,952
Property Management & Admin	356,752	294,834	527,169	803
Total Designated For Capital Improvements (FIR)	\$ 4,311,223	\$ 4,244,353	\$ 2,616,936	\$ 1,897,209
Other Designated Funds:				
Post Closure Reserves (In Excess of 30-yr Obligation) *	\$ (177,322)	\$ (54,458) *	\$ (2,019) *	\$ 44,602
Facilities Closure Reserves	476,348	484,263	486,276	491,139
Community Cleanup Fund	56,326	60,764	47,264	41,264
Managers' Deferred Compensation Reserve	19,133	7,596	7,596	7,596
DOC Rate Stabilization Reserve	-	-	99,784	142,380
Total Funds Designated For Other Purposes	374,485	498,165	638,901	726,981
Total - All Designated Funds	\$ 4,685,708	\$ 4,742,518	\$ 3,255,837	\$ 2,624,190
Undesignated Fund Equity, end of fiscal year				
Undesignated Fund Equity *	1,089,063	1,010,482 *	1,149,998 *	1,467,857
Total Unrestricted Fund Equity - Designated & Undesignated	\$ 5,774,771	\$ 5,753,000	\$ 4,405,835	\$ 4,092,047

* Note: for the GAAP-basis audited financial statements, the Undesignated Fund Equity is reported net of any deficit in designated Post-Closure Reserve.

**CHITTENDEN SOLID WASTE DISTRICT
SOURCES OF OPERATING REVENUES,
AND USE OF SOLID WASTE MANAGEMENT FEES BY PROGRAM -
COMPARISON FY14 TO FY15**

TOTAL SOURCES OF OPERATING REVENUES	FY14 ADOPTED BUDGET		FY15 PROPOSED BUDGET		Difference \$ Change
	\$	% OF OPER REV	\$	% OF OPER REV	
General Operating Revenues:					
Tipping Fees	\$ 3,489,594	38.0%	\$ 3,479,796	35.3%	\$ (9,798)
Solid Waste Management Fee	2,972,076	32.4%	3,024,000	30.7%	51,924
Sale of Materials/Mat'l Handling Fees	2,583,426	28.1%	3,176,589	32.2%	593,163
Federal, State, & Local Grants	72,600	0.8%	72,600	0.7%	-
Interest	1,540	0.0%	1,540	0.0%	-
License Fees	10,505	0.1%	13,435	0.1%	2,930
Property Management	53,937	0.6%	88,350	0.9%	34,413
Subtotal Operating Revenues	9,183,678	100.0%	9,856,310	100.0%	672,632
Net Transfer From (To) Reserves	(443,724)		(740,877)		(297,153)
Total Operating Expense Budget	\$ 8,739,954		\$ 9,115,433		\$ 375,479

USE OF SOLID WASTE MANAGEMENT FEES BY PROGRAM	FY14 Based on 114,000 tons *		FY15 Based on 112,000 tons		Difference \$ Change
	\$	%	\$	%	
Program					
MRF	\$ -	0.0%	\$ -	0.0%	\$ -
Waste Reduction	320,975	10.8%	311,001	10.3%	(9,974)
Special Waste	313,142	10.5%	332,836	11.0%	19,694
DOCs	253,516	8.5%	303,513	10.0%	49,997
Unregulated Haz Waste	529,376	17.8%	435,145	14.4%	(94,231)
Biosolids Program	-	0.0%	-	0.0%	-
Green Mountain Compost	475,521	16.0%	222,182	7.3%	(253,339)
Special Projects	178,795	6.0%	248,920	8.2%	70,125
Future Projects	18,882	0.6%	27,609	0.9%	8,727
Finance	83,899	2.8%	86,899	2.9%	3,000
Administration	152,422	5.1%	189,892	6.3%	37,470
Marketing/Communications	296,624	10.0%	342,137	11.3%	45,513
Enforcement	54,960	1.8%	60,194	2.0%	5,234
PUD	104,448	3.5%	70,813	2.3%	(33,635)
Increase in Undesignated Fund Equity	189,516	6.4%	392,859	13.0%	203,343
Total Solid Waste Mgmt Fee Revenues	\$ 2,972,076	100.0%	\$ 3,024,000	99.9%	\$ 51,924

* Effective date of SWMF increase from \$22.06 to \$27.00 - September 1, 2013 (FY14)

CHITTENDEN SOLID WASTE DISTRICT
ADOPTED FY14 AND PROPOSED FY15 BUDGET - BY PROGRAM
GENERAL FUND OPERATING PROGRAMS

PROGRAM	BUDGETED REVENUES			BUDGETED EXPENDITURES			TRANSFERS FROM (TO) RESERVES		NET PROGRAM AMOUNT SWMF SUBSIDY *		
	1	2	3	4	5	6	7	8	9	10	
	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	\$ CHANGE	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	\$ CHANGE	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	
1 MSW	\$ 2,400	\$ -	\$ (2,400)	\$ 84,461	\$ 83,379	\$ (1,082)	\$ 82,061	\$ 83,379	\$ -	\$ -	1
2 MRF	2,380,609	2,292,762	(87,847)	2,132,129	2,027,161	(104,968)	(248,480)	(265,601)	-	-	2
3 WASTE REDUCTION	200	200	-	321,175	311,201	(9,974)	-	-	320,975	311,001	3
4 SPECIAL WASTE	139,752	127,067	(12,685)	452,894	459,903	7,009	-	-	313,142	332,836	4
5 DOC	1,920,368	1,900,800	(19,568)	1,989,100	2,070,866	81,766	(184,784)	(133,447)	253,516	303,513	5
6 HAZARDOUS WASTE	166,346	366,580	200,234	695,723	782,197	86,474	-	(19,528)	529,376	435,144	6
7 SAFETY/QA PROGRAM	-	-	-	-	-	-	-	-	-	-	7
8 BIOSOLIDS	1,085,975	1,091,047	5,072	1,165,675	1,140,747	(24,928)	79,700	49,700	-	-	8
9 GREEN MTN COMPOST (GMC)	447,522	950,529	503,007	865,228	1,091,100	225,872	(57,815)	(81,611)	475,521	222,182	9
10 SPECIAL PROJECTS	-	-	-	177,295	229,920	52,625	(1,500)	(19,000)	178,795	248,920	10
11 FUTURE PROJECTS	-	-	-	53,882	27,609	(26,273)	35,000	-	18,882	27,609	11
12 PROPERTY MANAGEMENT	51,537	88,350	36,813	68,147	95,090	26,943	16,610	6,740	-	-	12
13 FINANCE	1,540	1,540	-	85,439	88,439	3,000	-	-	83,899	86,899	13
14 ADMINISTRATION	50	-	(50)	152,472	189,892	37,420	-	-	152,422	189,892	14
15 MARKETING	4,800	-	(4,800)	301,424	342,137	40,713	-	-	296,624	342,137	15
16 ENFORCEMENT	10,505	13,435	2,930	65,465	73,629	8,164	-	-	54,960	60,194	16
17 PUD	-	-	-	129,448	102,163	(27,285)	25,000	31,350	104,448	70,813	17
18 SOLID WASTE MGMT FEE REV	2,972,076	3,024,000	51,924	-	-	-	(189,516)	(392,859)	(2,782,560)	(2,631,141)	18
TOTALS	\$ 9,183,678	\$ 9,856,310	\$ 672,630	\$ 8,739,957	\$ 9,115,433	\$ 375,476	\$ (443,724)	\$ (740,877)	\$ -	\$ -	

Note: Individual totals may vary due to rounding.

* The Net Program Amount / Solid Waste Management Fee Subsidy amounts shown in columns 9 & 10 represent the net amount needed to balance the budget for each individual program. This is calculated as follows:

BUDGETED REVENUES (COL. 1 & 2) LESS BUDGETED EXPENDITURES (COL. 4 & 5) PLUS TRANSFERS FROM (TO) RESERVES (COL. 7 & 8).

CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF PROPOSED FY15 BUDGET
GENERAL OPERATING PROGRAMS

LINE ITEM A/C # ACCOUNT	FY12 ACTUAL	FY13 ACTUAL	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	PROGRAM BUDGETS																	PERCENT CHANGE	DOLLAR CHANGE	
					3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
					MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Management	Finance	Admin	Marketing	Enforcemt	PUD			
OPERATING EXPENSES																								
1	TOTAL 5100 - SALARIES & WAGES	\$ 1,936,152	\$ 2,078,325	\$ 2,170,503	\$ 2,368,519	\$ 8,183	\$ 78,957	\$ 159,921	\$ 91,999	\$ 719,056	\$ 289,299	\$ 16,919	\$ 12,946	\$ 277,574	\$ 51,961	0	\$ 8,183	\$ 161,615	\$ 334,940	\$ 118,685	\$ 38,282	0	9%	\$ 198,016
2	TOTAL 5200 - PERSONNEL BENEFITS	695,839	751,938	835,323	903,814	2,637	20,919	58,515	36,859	339,871	92,933	4,293	5,818	123,341	18,551	0	2,637	46,751	107,247	38,352	5,091	0	8%	68,491
4	5320 STAFF TRAINING	15,240	21,857	33,041	46,535	0	3,000	5,500	1,900	3,800	4,450	3,375	200	3,700	2,822	0	0	2,350	9,663	1,575	2,200	2,000	41%	13,494
5	5325 TEAM MOTIVATION	6,969	8,475	12,300	12,775	0	0	0	0	0	0	0	0	0	0	0	0	0	12,775	0	0	0	4%	475
6	5340 TRAVEL & MEALS	19,909	28,876	30,518	33,796	45	1,528	3,497	996	3,162	4,660	1,227	4,000	486	3,051	0	56	140	7,785	980	2,184	0	11%	3,278
7	5360 SUBSCRIPTIONS	1,199	1,415	1,920	1,970	0	139	55	0	0	0	84	0	253	91	0	0	0	1,218	130	0	0	3%	50
8	5365 MEMBERSHIP DUES	13,951	16,426	16,820	18,046	0	950	0	0	0	1,250	75	900	1,685	0	0	0	415	12,771	0	0	0	7%	1,226
9	TOTAL 5300 - Education & Training	57,268	77,049	94,599	113,122	45	5,617	9,052	2,896	6,962	10,360	4,761	5,100	6,124	5,964	0	56	2,905	44,212	2,685	4,384	2,000	20%	18,523
11	5410 MEDICAL EXAMS	1,203	802	1,603	1,675	0	0	0	0	400	1,275	0	0	0	0	0	0	0	0	0	0	0	4%	72
12	5425 LEGAL FEES	66,579	120,566	87,430	52,790	0	1,500	0	0	0	5,000	0	2,220	2,880	8,800	0	250	2,000	9,000	0	1,140	20,000	-40%	(34,640)
16	5448 BANK FEES	5,524	2,021	4,155	5,905	0	0	0	0	0	0	0	0	5,500	0	0	0	405	0	0	0	0	42%	1,750
17	5450 AUDIT FEES	12,700	13,300	15,000	19,000	0	0	0	0	0	0	0	0	0	0	0	0	19,000	0	0	0	0	27%	4,000
18	5465 SCALE MAINTENANCE/CERTIFICATION	371	630	610	480	0	180	0	0	0	0	0	0	300	0	0	0	0	0	0	0	0	-21%	(130)
19	5492 OTHER TESTING	19,851	43,382	20,360	23,630	0	0	0	0	0	2,300	0	1,500	19,830	0	0	0	0	0	0	0	0	16%	3,270
20	5495 GROUND WATER TESTING	31,669	32,351	32,742	37,459	22,600	0	0	0	0	0	0	0	14,859	0	0	0	0	0	0	0	0	14%	4,717
21	5499 OTHER SERVICES	233,953	278,839	417,825	434,251	9,650	25,000	3,800	133,717	4,000	9,675	0	70,000	40,206	58,000	10,000	1,950	0	18,500	11,675	578	37,500	4%	16,426
22	TOTAL 5400 - Professional Services	371,850	491,891	579,725	575,190	32,250	26,660	3,800	133,717	4,400	18,250	0	73,720	83,575	66,800	10,000	2,200	21,405	27,500	11,675	1,718	57,500	-1%	(4,535)
24	5505 BUILDING/LAND LEASE	19,494	19,822	20,520	21,212	0	0	0	0	1,006	20,206	0	0	0	0	0	0	0	0	0	0	0	3%	692
25	5510 EQUIPMENT LEASES	143,677	123,506	157,721	173,759	0	0	98	39,900	42,604	0	0	23,485	66,988	0	0	0	684	0	0	0	0	10%	16,038
26	5515 EQUIPMENT SERVICE CONTRACTS	5,802	6,046	7,172	8,344	0	0	0	0	4,880	0	0	0	315	0	0	0	0	3,149	0	0	0	16%	1,172
27	5525 FACILITIES MANAGEMENT	1,498,083	1,638,749	1,801,360	1,732,470	0	1,732,470	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-4%	(68,890)
28	5545 HAZARDOUS WASTE DISPOSAL	130,776	149,294	152,376	149,837	0	0	0	5,825	0	144,012	0	0	0	0	0	0	0	0	0	0	0	-2%	(2,539)
29	5546 LEACHATE TREATMENT	2,953	1,610	2,228	1,886	1,386	0	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	-15%	(342)
30	5547 LEACHATE TESTING	3,907	3,059	4,254	3,950	0	0	0	0	0	0	0	0	304	0	0	0	0	0	0	0	0	0%	0
31	5548 LEACHATE HAULING	11,479	10,996	14,620	13,783	10,768	0	0	0	0	0	0	0	3,015	0	0	0	0	0	0	0	0	-6%	(837)
34	5552 TIRES DISPOSAL	73,404	68,799	73,600	51,760	0	0	0	27,360	24,400	0	0	0	0	0	0	0	0	0	0	0	0	-30%	(21,840)
37	5556 MSW DISPOSAL	595,736	557,155	593,342	610,003	0	0	0	0	592,103	7,200	0	0	4,100	0	0	0	250	0	0	6,350	3%	16,661	
38	5557 RECYCLING @ CSWD	(23,971)	(7,824)	20,521	25,256	0	0	0	0	25,256	0	0	0	0	0	0	0	0	0	0	0	0	23%	4,735
39	5559 REFRIGERANT REMOVAL	23,440	26,360	26,720	25,872	0	0	0	0	25,872	0	0	0	0	0	0	0	0	0	0	0	0	-3%	(848)
40	5560 ELECTRONICS MANAGEMENT	23,465	2,446	14,350	1,245	0	0	0	0	0	1,245	0	0	0	0	0	0	0	0	0	0	0	-91%	(13,105)
41	5561 FOOD WASTE MANAGEMENT	13,748	16,347	17,105	31,635	0	0	0	0	31,635	0	0	0	0	0	0	0	0	0	0	0	0	85%	14,530
42	5562 FLUORESCENT LAMPS	37,851	22,567	19,228	16,023	0	0	0	0	0	16,023	0	0	0	0	0	0	0	0	0	0	0	-17%	(3,205)
45	5577 SLUDGE MANAGEMENT	1,125,837	1,082,888	984,050	964,258	0	0	0	0	0	0	0	964,258	0	0	0	0	0	0	0	0	0	-2%	(19,792)
46	5580 TRUCKING SERVICES	41,961	8,496	49,080	52,824	0	0	0	0	0	0	0	6,669	46,155	0	0	0	0	0	0	0	0	8%	3,744
47	5584 SNOW PLOWING	23,700	24,242	27,700	28,450	0	0	0	0	23,000	3,950	0	0	0	0	0	0	1,500	0	0	0	0	3%	750
48	5587 BUILDING & GROUNDS MAINTENANCE	42,893	24,798	43,626	49,036	1,000	0	0	0	11,200	1,900	0	0	11,510	0	0	13,500	0	9,926	0	0	0	12%	5,410
49	5592 EQUIPMENT MAINTENANCE	112,569	128,968	124,100	122,800	0	0	0	0	10,150	27,450	4,800	0	30,000	50,400	0	0	0	0	0	0	0	-1%	(1,300)
50	5594 TIRE REPAIR/REPLACEMENT	6,633	8,810	14,290	13,005	0	0	0	2,100	10,905	0	0	0	0	0	0	0	0	0	0	0	0	-9%	(1,285)
52	TOTAL 5500 - Other Services	3,913,437	3,917,134	4,167,963	4,097,712	17,104	1,732,470	98	85,335	820,311	199,336	0	1,024,412	183,287	0	0	15,000	0	14,009	0	6,350	-2%	(70,251)	
54	5620 COMMERCIAL INSURANCE	70,599	78,119	84,227	95,996	2,189	19,969	0	5,009	18,634	16,850	0	0	12,737	0	0	8,500	2,803	9,304	0	0	0	14%	11,769
56	5685 INSURANCE RESERVES	2,507	500	2,500	4,000	0	0	0	0	0	0	0	0	0	0	0	0	4,000	0	0	0	0	60%	1,500
57	TOTAL 5600 - Insurance	73,106	78,619	86,727	99,996	2,189	19,969	0	5,009	18,634	16,850	0	0	12,737	0	0	8,500	2,803	13,304	0	0	0	15%	13,269
59	5710 LEGAL NOTICES/CLASSIFIED ADS	2,243	895	3,850	4,050	0	0	0	0	700	0	0	0	0	200	0	0	3,000	150	0	0	0	5%	200
60	5720 PRINTING	27,389	9,992	50,600	49,990	0	0	200	0	0	2,860	0	0	10,130	0	0	0	0	36,325	475	0	0	-1%	(610)
61	5750 WORKSHOPS & PRESENTATIONS	559	165	355	261	0	0	261	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-26%	(94)
62	5755 PROMOTION & EDUCATION	132,350	90,184	102,270	172,746	0	1,525	200	0	3,055	14,000	0	0	66,066	0	0	0	87,900	0	0	0	0	69%	70,476
63	TOTAL 5700 - Printing & Advertising	162,541	101,236	157,075	227,047	0	1,525	661	0	3,755	16,860	0	0	76,196	200	0	0	3,000	124,375	475	0	0	45%	69,972
64	5810 TELEPHONE	25,618	27,805	30,966	39,554	0	1,200	2,880	0	11,550	3,828	0	0	3,240	0	0	0	15,440	456	960	0	28%	8,588	
66	5820 WATER/SEWER	7,375	8,879	7,707	8,480	0	0	0	0	6,452	1,228	0	0	0	0	0	800	0	0	0	0	0	10%	773
67	5830 ELECTRICITY	34,263	39,883	40,657	43,232	265	0	0	300	12,950	11,200	0	0	13,837	0	0	600	4,080	0	0	0	0	6%	2,575
69	5855 HEATING FUEL	10,401	12,426	17,046	17,111	0	0	0	0	4,463	688	0	0	4,509	0	0	600	4,000	0	0	2,852	0	0%	65
71	TOTAL 5800 - Utilities	77,657	88,993	96,376	108,377	265	1,200	2,880	300	35,415	16,944	0	0	21,586	0	0	2,000	23,520	456	960	2,852	12%	12,001	
73	5950 COMPUTER EQUIPMENT/SYSTEMS UPGRADE	10,427	20,753	13,700	2,200	0	0	0	0	0	0	0	0	200	0	0	0	2,000	0	0	0	0	-84%	(11,500)
74	5970 COMPUTER SYSTEMS MAINTENANCE	25,639	40,022	34,303	34,791	0	0	0	0	1,500	0	0	0	503	0	0	0	5,221	27,567	0	0	0	1%	488
75	TOTAL 5900 - Computer Equip, Systems	36,066	60,775	48,003	36,991	0	0	0	0	1,500	0	0	0	703	0	0	0	5,221	29,567	0	0	0	-23%	(11,012)
77	6010 OFFICE SUPPLIES	15,678	12,414	16,032	15,382	0	0	0	0															

**PROPOSED FY 2015
EMPLOYEE WAGE AND BENEFIT SCHEDULE**

EMPLOYEE POSITION	A		B	C	D	E	F	G	H	I	J	K	FY 15 PROPOSED WAGES				L	M	N	O	P
	Primary Site	Primary Program	Hours per year	Overtime Hours	Grade	Step (FY14)	Hourly (FY14)	Base Wage (FY14)	Step (FY15)	NET COLA 0.83%	NET STEP * VAR	New Base Wage	New Hourly Rate	Overtime Hours	Overtime Wages	TOTAL WAGES (base & ot)					
1 *General Manager	ADM	ADM	2,080	-	22	20	\$ 64.43	\$ 134,014	20	\$ 1,112	\$ 676	\$ 135,127	\$ 64.96	-	\$ -	\$ 135,127					
2 *Administrative Manager	ADM	ADM	2,080	-	15	14	38.88	76,710	15	637	1,090	78,437	37.71	-	-	78,437					
3 Administrative Assistant	ADM/FIN	ADM	2,080	60	5	6	18.44	38,361	7	318	529	39,208	18.85	60	1,697	40,905					
4 Data Analytics Specialist	ADM	ADM	2,080	-	14	6	31.13	64,750	7	537	939	66,227	31.84	-	-	66,227					
5 *Enforcement Coordinator	ADM	ADM	1,248	-	12	5	27.09	33,808	6	281	780	34,869	27.94	-	-	34,869					
6 *Marketing & Communications Coordinator	MRK	MRK	2,080	-	15	5	32.27	67,131	6	557	1,513	69,202	33.27	-	-	69,202					
7 *Asst Engineer/Project Manager	ADM/FAC	ADM/FAC	2,080	-	15	2	30.19	62,795	3	521	1,413	64,730	31.12	-	-	64,730					
8 *Facilities Manager/District Engineer	ADM/FAC	ADM/FAC	2,080	-	21	4	45.78	95,232	5	790	2,903	98,925	47.56	-	-	98,925					
9 *Operations Manager	DOC	DOC	2,080	-	16	20	42.69	88,795	20	737	448	89,532	43.04	-	-	89,532					
10 Web Design/Marketing Assistant	MRK	MRK	2,080	-	9	6	23.27	48,407	7	402	674	49,483	23.79	-	-	49,483					
11 Drop-Off Center Operator - ON CALL	ON-CALL/BUR	DOC	416	-	4	3	16.26	6,764	4	56	152	6,972	16.76	-	-	6,972					
12 Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	11	18.63	7,752	12	64	113	7,929	19.06	-	-	7,929					
13 Drop-Off Center Operator - ON CALL	ON-CALL/BUR	DOC	624	-	4	12	18.90	11,791	13	98	173	12,062	19.33	-	-	12,062					
14 Drop-Off Center Operator - ON CALL	ESX	DOC	832	-	4	5	17.00	14,145	6	117	323	14,585	17.53	-	-	14,585					
15 Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	20	21.04	8,751	20	73	44	8,823	21.21	-	-	8,823					
16 Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	3	16.26	6,764	4	56	152	6,972	16.76	-	-	6,972					
17 Drop-Off Center Operator	SOB	DOC	2,080	-	4	5	17.00	35,361	6	294	807	36,462	17.53	-	-	36,462					
18 Maintenance/DOC Operator	MIL/MAIN/SPW	MIL/MAIN	2,080	52	5	20	22.79	47,403	20	393	239	47,797	22.98	52	1,792	49,589					
19 Drop-Off Center Operator/SP Waste- Class II	WIL	DOC	832	-	5	5	18.04	15,009	6	125	333	15,467	18.59	-	-	15,467					
20 Drop-Off Center Operator - Class I	ESX	DOC	2,080	80	5	13	20.33	42,282	14	351	590	43,222	20.78	80	2,494	45,716					
21 Drop-Off Center Operator	HIN	DOC	832	-	4	3	16.26	13,529	4	112	303	13,944	16.76	-	-	13,944					
22 Drop-Off Center Operator	HIN	DOC	624	-	4	5	17.00	10,608	6	88	242	10,939	17.53	-	-	10,939					
23 Drop-Off Center Operator	BUR	DOC	832	-	4	5	17.00	14,145	6	117	323	14,585	17.53	-	-	14,585					
24 Drop-Off Center Operator -Class I	SOB	DOC	2,080	52	5	11	19.77	41,122	12	341	573	42,037	20.21	52	1,576	43,613					
25 Drop-Off Center Operator/SP Waste- Class II	WIL/SPW	DOC	2,080	52	5	8	18.96	39,437	9	327	546	40,310	19.38	52	1,512	41,822					
26 Drop-Off Center Operator	MIL	DOC	1,272	-	4	11	18.63	23,697	12	197	350	24,244	19.06	-	-	24,244					
27 Drop-Off Center Operator	SOB	DOC	416	-	4	5	17.00	7,072	6	59	161	7,292	17.53	-	-	7,292					
28 Drop-Off Center Operator	RIC	DOC	1,248	-	4	7	17.63	21,998	8	183	321	22,501	18.03	-	-	22,501					
29 Drop-Off Center Operator/Facilities Assistant	RIC/ADM	DOC	2,080	-	8	6	21.95	45,658	7	379	679	46,717	22.46	-	-	46,717					
30 Drop-Off Center Operator- Class II (A)	ESX	DOC	2,080	80	5	5	18.04	37,523	6	311	833	38,667	18.59	80	2,231	40,898					
31 Drop-Off Center Operator- Class II (A)	BURL/MIL	DOC	2,080	-	5	7	18.70	38,896	8	323	530	39,749	19.11	-	-	39,749					
32 Maintenance Supervisor	MAIN	MAIN	2,080	140	11	6	26.15	54,402	7	452	787	55,640	26.75	140	5,618	61,258					
33 Maintenance Operator	MAIN/RO	MAIN/RO	2,080	52	7	9	21.59	44,910	10	373	622	45,906	22.07	52	1,721	47,627					
34 Roll-Off Truck Driver	RO	RO	2,080	120	5	9	19.23	39,994	10	332	546	40,872	19.65	120	3,537	44,409					
35 Seasonal Maintenance	MAIN/GMC	MAIN/GMC	536	-	c	c	20.00	10,720	c	-	-	10,720	20.00	-	-	10,720					
36 *Finance Manager	FIN	FIN	2,080	-	17	10	40.67	84,595	11	702	1,168	86,466	41.57	-	-	86,466					
37 Accounts Payable Specialist	FIN	FIN	2,080	-	7	20	25.06	52,125	20	433	263	52,558	25.27	-	-	52,558					
38 Accounts Receivable Specialist	FIN	FIN	1,040	-	7	7	21.00	21,840	8	181	308	22,329	21.47	-	-	22,329					
39 Compliance Program & Product Stewardship Mn	ENV	HAZ	2,080	-	17	16	44.20	91,936	17	763	1,296	93,995	45.19	-	-	93,995					
40 Hazardous Waste Coordinator	ENV	HAZ	2,080	75	12	12	30.13	62,663	13	520	881	64,064	30.80	75	3,465	67,529					
41 Hazardous Waste Operator - Class I	ENV	HAZ	2,080	75	9	5	22.76	47,342	6	393	1,062	48,797	23.46	75	2,639	51,436					
42 Hazardous Waste Operator	ENV	HAZ	2,080	75	8	5	21.47	44,654	6	371	1,048	46,072	22.15	75	2,492	48,564					
43 Latex Paint Recycler	ENV	HAZ	744	-	4	4	16.63	12,373	5	103	277	12,752	17.14	-	-	12,752					
44 Hazardous Waste Operator -seasonal	ENV	HAZ	164	-	n	n	30.00	4,920	n	-	-	4,920	30.00	-	-	4,920					
45 Hazardous Waste Operator - seasonal	ENV	HAZ	1,235	-	n	n	16.00	19,760	n	-	-	19,760	16.00	-	-	19,760					
46 Hazardous Wate Operator - seasonal	ENV	HAX	230	-	n	n	17.50	4,025	n	-	-	4,025	17.50	-	-	4,025					
47 *Waste Reduction Manager	WR	WR/SP	2,080	-	15	11	35.37	73,570	12	611	1,053	75,234	36.17	-	-	75,234					
48 Community Outreach Coordinator	WR	WR/SP	1,674	-	9	12	25.30	42,347	13	351	591	43,290	25.86	-	-	43,290					
49 School & Youth Outreach Coordinator	WR	WR	2,080	10	9	3	21.77	45,281	4	376	1,018	46,675	22.44	10	337	47,012					
50 Business Outreach Coord & Assistant WR Mana	WR	WR	2,080	10	12	2	25.36	52,739	3	438	1,195	54,371	26.14	10	392	54,763					
51 Temporary Volunteer Coordinator	WR	WR	180	-	n	n	14.00	2,520	n	-	-	2,520	14.00	-	-	2,520					
52 *Green Mtn Compost General Manager	GMC	GMC	2,080	-	15	4	31.56	65,654	5	545	1,484	67,683	32.54	-	-	67,683					
53 GMC Sales & Production Coordinator	GMC	GMC	1,976	-	11	4	25.02	49,432	5	410	1,139	50,981	25.80	-	-	50,981					
54 GMC Senior Equipment Operator	GMC	GMC	2,080	40	7	16	23.80	49,501	17	411	695	50,606	24.33	50	1,825	52,431					
55 GMC Equipment Operator	GMC	GMC	2,080	25	5	3	17.25	35,884	4	298	801	36,982	17.78	25	667	37,649					
56 Office Assistant GMC	GMC	GMC	1,252	-	n	n	12.00	15,024	n	-	626	15,650	12.50	-	-	15,650					
57 Delivery Driver/DOC Restocker	GMC	GMC	704	10	n	n	13.00	9,152	n	-	176	9,328	13.25	10	199	9,527					
58 Light Equipment Operator (JCB) Bagger	GMC	GMC	1,640	-	n	n	12.00	19,680	n	-	3,280	22,960	14.00	10	210	23,170					
59 2nd Light Equipment Operator/Bagger/	GMC	GMC	390	-	n	n	12.00	4,680	n	-	-	4,875	12.50	-	-	4,875					
60 Overs separators	GMC	GMC	200	-	n	n	12.00	2,400	n	-	-	2,400	12.00	-	-	2,400					
FY '15 PRELIMINARY BUDGET TOTALS			88,949	1,008				\$ 2,263,835		\$ 18,019	\$ 39,068	\$ 2,319,448		1,028	\$ 34,402	\$ 2,353,850					
FY '14 BUDGET			82,102	998				\$ 2,048,094		\$ 38,493	\$ 38,278	\$ 2,124,865		998	\$ 32,637	\$ 2,157,503					
FY '15 INCREASE (DECR) OVER FY '14: \$			6,847	10				215,741		(20,474)	790	194,583		30	1,765	196,347					
FY '15 INCREASE (DECR) OVER FY '14: %			8.34%	1.00%				10.53%		-53.19%	2.06%	9.16%		3.01%	5.41%	9.10%					

* Note - NET STEP amount, Column K, includes 1/2% lump sum merit pay for employees who are at the top of their pay grade and thus not eligible for a STEP increase. This lump sum amount is not included in Base Wage amount.

PROPOSED FY 2015
EMPLOYEE WAGE AND BENEFIT SCHEDULE

EMPLOYEE POSITION	FY 15 MANDATED BENEFITS			OPTIONAL BENEFITS										TOTAL BENEFITS				TOTAL WAGES/ BENEFITS
	FICA 7.65%	Workers Comp.	Unemployment Insurance 6.2%	MEDICAL			Dental		ICMA Retirement 6%	LIFE DISAB INS 2% increase	MANDATED BENEFITS	OPTIONAL BENEFITS	TOTAL BENEFITS	TOTAL BENEFITS				
				Insurance Membership	CSWD pays difference +15% for 6 mos	Employee Share 2.88%	Opt Out 25% of premium	CSWD 95% 5% increase							Employee 5%			
1 *General Manager	\$ 9,262	\$ 468	\$ 992	2-PERSON	\$ 11,539	\$ 3,892	\$ -	\$ 787	\$ 41	\$ 8,108	\$ 2,118	\$ 10,723	\$ 22,552	\$ 33,274	\$ 169,077	1		
2 *Administrative Manager	6,810	299	992	OPT-OUT	-	-	5,951	1,391	73	4,706	1,297	8,101	13,346	21,447	99,884	2		
3 Administrative Assistant	3,217	141	992	FAMILY	18,615	1,129	-	1,391	73	2,352	701	4,350	23,060	27,410	68,315	3		
4 Data Analytics Specialist	4,915	206	992	FAMILY	17,837	1,907	-	1,391	73	-	734	6,113	19,963	26,076	92,303	4		
5 *Enforcement Coordinator	2,667	117	992	N/A	-	-	-	-	-	-	-	3,776	-	3,776	38,645	5		
6 *Marketing & Communications Coordinator	5,459	240	992	SINGLE	5,723	1,993	-	440	-	4,152	1,211	6,691	11,525	18,216	87,418	6		
7 *Asst Engineer/Project Manager	5,054	222	992	FAMILY	17,880	1,864	-	787	41	3,236	918	6,268	22,822	29,090	93,820	7		
8 *Facilities Manager/District Engineer	8,477	372	992	OPT-OUT	-	-	5,951	440	-	5,935	1,483	9,841	13,809	23,651	122,575	8		
9 *Operations Manager	7,057	310	992	FAMILY	17,166	2,579	-	1,391	73	5,372	1,425	8,359	25,355	33,714	123,693	9		
10 Web Design/Marketing Assistant	3,673	161	992	2-PERSON	14,006	1,425	-	787	41	-	516	4,826	15,309	20,135	69,619	10		
11 Drop-Off Center Operator - ON CALL	533	556	432	N/A	-	-	-	-	-	-	-	1,521	-	1,521	8,493	11		
12 Drop-Off Center Operator - ON CALL	607	632	492	N/A	-	-	-	-	-	-	-	1,731	-	1,731	9,660	12		
13 Drop-Off Center Operator - ON CALL	923	962	748	N/A	-	-	-	-	-	-	-	2,633	-	2,633	14,695	13		
14 Drop-Off Center Operator - ON CALL	1,116	1,163	904	N/A	-	-	-	-	-	-	-	3,183	-	3,183	17,768	14		
15 Drop-Off Center Operator - ON CALL	675	704	547	N/A	-	-	-	-	-	-	-	1,926	-	1,926	10,793	15		
16 Drop-Off Center Operator - ON CALL	533	556	432	N/A	-	-	-	-	-	-	-	1,521	-	1,521	8,493	16		
17 Drop-Off Center Operator	2,876	2,999	992	SINGLE	6,665	1,050	-	440	-	2,188	638	6,867	9,931	16,798	53,261	17		
18 Maintenance/DOC Operator	3,902	4,068	992	FAMILY	18,368	1,377	-	1,391	73	2,868	785	8,962	23,412	32,374	82,202	18		
19 Drop-Off Center Operator/SP Waste- Class II	1,183	1,234	959	N/A	-	-	-	-	-	-	-	3,376	-	3,376	18,843	19		
20 Drop-Off Center Operator - Class I	3,595	3,748	992	FAMILY	18,500	1,245	-	1,391	73	2,593	741	8,335	23,225	31,560	77,276	20		
21 Drop-Off Center Operator	1,067	1,112	865	N/A	-	-	-	-	-	-	-	3,044	-	3,044	16,989	21		
22 Drop-Off Center Operator	837	872	678	N/A	-	-	-	-	-	-	-	2,387	-	2,387	13,326	22		
23 Drop-Off Center Operator	1,116	1,163	904	N/A	-	-	-	-	-	-	-	3,183	-	3,183	17,768	23		
24 Drop-Off Center Operator -Class I	3,434	3,580	992	2-PERSON	14,220	1,211	-	787	41	2,522	731	8,006	18,261	26,267	69,880	24		
25 Drop-Off Center Operator/SP Waste- Class II	3,292	3,433	992	SINGLE	6,555	1,161	-	787	41	2,419	707	7,717	10,467	18,184	60,006	25		
26 Drop-Off Center Operator	1,855	1,934	992	N/A	-	-	-	-	-	-	-	4,781	-	4,781	29,025	26		
27 Drop-Off Center Operator	558	582	452	N/A	-	-	-	-	-	-	-	1,592	-	1,592	8,884	27		
28 Drop-Off Center Operator	1,721	1,795	992	N/A	-	-	-	-	-	-	-	4,508	-	4,508	27,009	28		
29 Drop-Off Center Operator/Facilities Assistant	3,685	3,842	992	SINGLE	6,370	1,345	-	440	-	2,803	760	8,519	10,374	18,893	65,610	29		
30 Drop-Off Center Operator- Class II (A)	3,218	3,355	992	2-PERSON	14,317	1,114	-	787	41	2,320	685	7,565	18,110	25,674	66,572	30		
31 Drop-Off Center Operator- Class II (A)	3,132	3,266	992	2-PERSON	14,286	1,145	-	787	41	2,385	700	7,390	18,159	25,549	65,297	31		
32 Maintenance Supervisor	4,813	3,307	992	FAMILY	20,523	1,602	-	1,391	73	3,338	989	9,112	26,242	35,354	96,612	32		
33 Maintenance Operator	3,753	2,579	992	2-PERSON	14,109	1,322	-	-	-	2,754	761	7,324	17,625	24,948	72,575	33		
34 Roll-Off Truck Driver	3,489	3,638	992	FAMILY	18,568	1,177	-	1,391	73	2,452	719	8,119	23,130	31,249	75,658	34		
35 Seasonal Maintenance	820	855	665	N/A	-	-	-	-	-	-	-	2,340	-	2,340	13,060	35		
36 *Finance Manager	6,821	300	992	SINGLE	5,225	2,490	-	440	-	5,188	1,381	8,113	12,234	20,347	106,813	36		
37 Accounts Payable Specialist	4,143	182	992	2-PERSON	13,545	1,514	-	787	41	3,153	826	5,317	18,312	23,629	76,449	37		
38 Accounts Receivable Specialist	1,708	75	992	N/A	-	-	-	-	-	-	-	2,775	-	2,775	25,104	38		
39 Compliance Program & Product Stewardship Mn	8,072	355	992	OPT-OUT	-	-	5,951	1,391	73	5,640	1,452	9,419	14,434	23,853	117,848	39		
40 Hazardous Waste Coordinator	5,786	6,033	992	OPT-OUT	-	-	4,262	440	-	3,844	1,137	12,811	9,683	22,494	90,023	40		
41 Hazardous Waste Operator - Class I	4,608	4,805	992	OPT-OUT	-	-	5,951	1,391	73	2,928	784	10,405	11,055	21,459	72,895	41		
42 Hazardous Waste Operator	3,825	3,988	992	SINGLE	6,389	1,327	-	440	-	2,764	752	8,805	10,345	19,150	67,714	42		
43 Latex Paint Recycler	976	1,017	791	N/A	-	-	-	-	-	-	-	2,784	-	2,784	15,536	43		
44 Hazardous Waste Operator -seasonal	376	392	305	N/A	-	-	-	-	-	-	-	1,073	-	1,073	5,993	44		
45 Hazardous Waste Operator - seasonal	1,512	1,576	992	N/A	-	-	-	-	-	-	-	4,080	-	4,080	23,840	45		
46 Hazardous Waste Operator - seasonal	308	321	250	N/A	-	-	-	-	-	-	-	879	-	879	4,904	46		
47 *Waste Reduction Manager	5,932	261	992	2-PERSON	13,264	2,167	-	787	41	4,514	1,294	7,185	19,859	27,044	102,277	47		
48 Community Outreach Coordinator	3,435	151	992	SINGLE	6,725	991	-	440	-	2,597	724	4,578	10,487	15,065	58,354	48		
49 School & Youth Outreach Coordinator	3,672	161	992	SINGLE	6,371	1,344	-	440	-	2,334	758	4,825	9,903	14,729	61,740	49		
50 Business Outreach Coord & Assistant WR Mana	4,319	190	992	2-PERSON	13,865	1,566	-	440	-	3,262	822	5,501	18,389	23,890	78,653	50		
51 Temporary Volunteer Coordinator	193	8	156	N/A	-	-	-	-	-	-	-	357	-	357	2,877	51		
52 *Green Mtn Compost General Manager	5,336	234	992	FAMILY	17,035	1,949	-	787	41	4,061	1,191	6,562	23,074	29,636	97,319	52		
53 GMC Sales & Production Coordinator	4,016	176	992	FAMILY	18,276	1,468	-	1,391	73	3,059	796	5,184	23,522	28,707	79,687	53		
54 GMC Senior Equipment Operator	4,693	3,224	992	OPT-OUT	-	-	5,951	1,391	73	3,036	803	8,909	11,181	20,091	72,522	54		
55 GMC Equipment Operator	2,963	2,036	992	FAMILY	18,680	1,065	-	1,391	73	2,219	654	5,991	22,944	28,935	66,584	55		
56 Office Assistant GMC	1,197	53	970	N/A	-	-	-	-	-	-	-	2,220	-	2,220	17,870	56		
57 Delivery Driver/DOC Restocker	729	760	591	N/A	-	-	-	-	-	-	-	2,080	-	2,080	11,607	57		
58 Light Equipment Operator (JCB) Bagger	1,773	1,848	992	N/A	-	-	-	-	-	-	-	4,613	-	4,613	27,783	58		
59 2nd Light Equipment Operator/Bagger/	373	365	302	N/A	-	-	-	-	-	-	-	1,040	-	1,040	5,915	59		
60 Overs separators	184	191	149	N/A	-	-	-	-	-	-	-	524	-	524	2,924	60		
FY '15 PRELIMINARY BUDGET TOTALS	\$ 186,274	\$ 83,173	\$ 51,272		\$ 374,623	\$ 44,419	\$ 34,017	\$ 30,361	\$ 1,366	\$ 111,105	\$ 31,993	\$ 320,720	\$ 582,099	\$ 902,819	\$ 3,258,338			
FY '14 BUDGET	\$ 171,467	\$ 70,858	\$ 36,438		\$ 332,572	\$ 41,370	\$ 39,351	\$ 26,734	\$ 1,383	\$ 107,318	\$ 29,590	\$ 278,763	\$ 535,565	\$ 814,532	\$ 2,972,035			
FY '15 INCREASE (DECR) OVER FY '14: \$	14,807	12,315	14,834		42,051	3,049	(5,334)	3,627	(17)	3,787	2,403	41,957	46,534	88,287	286,303			
FY '15 INCREASE (DECR) OVER FY '14: %	8.64%	17.38%	40.71%		12.64%	7.37%	-13.55%	13.57%	-1.21%	3.53%	8.12%	15.05%	8.69%	10.84%	9.63%			

* Note - NET STEP amount, Column K, includes

**CHITTENDEN SOLID WASTE DISTRICT
FY 15 SCHEDULE OF PROGRAM FEES**

	<u>FY 15</u>	<u>FY 14</u>	<u>Change</u>
4) MATERIALS RECOVERY FACILITY			
Tipping fees and/or materials purchased price fluctuate with market price. Budgeted rates are:			
In District materials, per Ton	\$8.00	\$6.50	\$1.50
Out-of-District materials, per Ton	\$13.00	\$16.50	(\$3.50)
 6) SPECIAL WASTE PROGRAM			
Special Waste Facility (at the Williston Drop-Off Center)			
Electronics ~ per pound (by appt. only)	\$0.18	\$0.18	\$0.00
Gypsum wallboard (clean, new scrap):			
Small loads (up to 2 cy), per cubic yard	\$18.00	\$18.00	\$0.00
Large loads, per ton	\$70.00	\$70.00	\$0.00
Tires ~ up to 16"	\$2.25	\$2.25	\$0.00
Tires ~ 16.5" to 19"	\$3.75	\$3.75	\$0.00
Tires ~ per ton	\$200.00	\$200.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 6 cubic yards	No charge	No charge	
Each cubic yard in excess of 6 cy	\$5.00	\$5.00	\$0.00
Pallets & clean lumber:			
Per ton	\$50.00	No charge	\$50.00
Propane cylinders over 20 lbs	\$5.00	\$5.00	\$0.00
 7) DROP-OFF CENTERS			
Items accepted vary by facility.			
Household Trash			
up to 18-gallon bag/barrel	\$2.00	\$2.00	\$0.00
up to 33-gallon bag/barrel	\$3.75	\$3.75	\$0.00
up to 45-gallon bag/barrel	\$5.75	\$5.75	\$0.00
per cubic yard	\$30.00	\$30.00	\$0.00
at Burlington Drop-Off Center, per pound	\$0.15	\$0.15	\$0.00
 Construction & Demolition Debris			
up to 18-gallon bag/barrel	\$4.00	\$4.00	\$0.00
up to 33-gallon bag/barrel	\$7.50	\$7.50	\$0.00
up to 45-gallon bag/barrel	\$11.50	\$11.50	\$0.00
per cubic yard	\$60.00	\$60.00	\$0.00
at Burlington Drop-Off Center, per pound	\$0.15	\$0.15	\$0.00
 Other Items			
(* indicates that limits apply)			
All-In-One Recyclables	No charge	No charge	
Appliances without Refrigerants	\$5	\$5	\$0.00
Appliances with Refrigerants	\$10-\$15	\$10-\$15	\$0.00
Batteries (household and lead acid)*	No charge	No charge	
Electronics	\$1-\$15	\$1-\$15	\$0.00
Electronics - items covered by new State progra	No charge	No charge	
Fluorescent lamps*	No charge	No charge	
Food scraps & non-recyclable paper	No charge	No charge	
Furniture items	\$3-\$17	\$3-\$17	\$0.00
Hard cover books*	No charge	No charge	
Mercury-containing products*	No charge	No charge	
Propane cylinders 20 lbs & under*	No charge	No charge	
Scrap metal	No charge	No charge	
Textiles*	No charge	No charge	

7) DROP-OFF CENTERS, Continued

	<u>FY 15</u>	<u>FY 14</u>	<u>Change</u>
Tires ~ up to 16"	\$2.75	\$2.75	\$0.00
Tires ~ 16.5" to 19"	\$5.25	\$5.25	\$0.00
Tires ~ 20" to 24.5"	\$14.00	\$14.00	\$0.00
Tires ~ off road	\$56.00	\$56.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 3 cubic yards	No charge	No charge	
Each cubic yard in excess of 3 cy	\$10.00	\$10.00	\$0.00
Pallets & clean lumber:			
Up to 1 cubic yard	No charge	No charge	
Each cubic yard in excess of 1 cy	\$5.00	No charge	\$5.00
Used oil*	No charge	No charge	
Used oil filters*	No charge	No charge	
Wood ashes	No charge	No charge	
Yard debris	No charge	No charge	

8) HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER

Environmental Depot

Household hazardous waste

No charge

Business hazardous waste ~ Conditionally Exempt Generators are charged by material as stated in hazardous waste hauler contract.

Rover

Household hazardous waste

No charge

10) BIOSOLIDS

Sludge per wet ton for disposal (average projected blended rate, opt out)	\$96.94	\$88.85	\$8.09
Sludge per wet ton for disposal (average projected blended rate)	\$92.65	\$88.85	\$3.80
Sludge per wet ton for land application (average projected blended rate)	\$67.61	\$75.87	(\$8.26)
Sludge per wet ton for alkaline treatment	\$88.91	\$84.28	\$4.63
South Burlington Class A (average projected blended rate)	\$41.04	\$34.43	\$6.61

11) COMPOST

Per-ton tip fee for post-consumer food waste	\$40.00	\$40.00	\$0.00
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14) FINANCE

Solid Waste Management Fee per ton	\$27.00	\$27.00	\$0.00
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**CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS
FY 2015 PROPOSED BUDGET**

LINE ITEM #	ACCOUNT	FY15 TOTAL REQUEST	MRF	SPECIAL WASTE		DROP-OFF CENTERS										UHW DEPOT	Biosolids Mgmt	Compost	PROPERTY MGMT	ADMIN.	FUTURE PROJECTS	
				Special Wst Facility	Wood Depot	General	Maint.	Roll-Off Truck	Williston DOC	Essex DOC	So. Burl. DOC	Milton DOC	Richmond DOC	Hinesburg DOC	Burlington DOC							
7005	DESIGN AND PERMITTING	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$20,000	\$0
7020	SITWORK	164,100	0	20,600	0	0	0	0	3,000	0	13,000	1,500	4,000	2,000	0	30,000	0	0	90,000	0	0	0
7035	BUILDING	419,250	95,000	3,500	0	0	10,000	0	19,500	10,000	8,250	8,000	3,500	0	0	13,000	0	10,000	44,500	194,000	0	0
7045	EQUIPMENT	329,762	90,000	0	0	3,000	0	0	0	0	0	0	0	0	22,000	0	0	41,000	0	173,762	0	0
7050	ROLL-OFF CONTAINERS	100,000	10,000	0	0	90,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7055	ROLLING STOCK	190,000	50,000	75,000	0	0	0	0	0	0	0	0	0	0	0	0	65,000	0	0	0	0	0
7065	MISCELLANEOUS	25,000	10,000	5,000	0	5,000	0	0	0	0	0	0	0	0	0	5,000	0	0	0	0	0	0
	TOTAL CAPITAL EXPENDITURES	\$1,288,112	\$255,000	\$104,100	\$0	\$98,000	\$10,000	\$0	\$22,500	\$10,000	\$21,250	\$9,500	\$7,500	\$2,000	\$62,000	\$48,000	\$65,000	\$51,000	\$134,500	\$387,762	\$0	
REVENUES																						
4540	INTEREST INCOME	13,085	2,723	1,431	0	3,966	0	0	0	0	0	0	0	0	0	1,032	1,260	37	2,636	0	0	0
4605	SALES & TRADEINS OF USED EQPT	35,000	5,000	15,000	0	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4991	PROCEEDS OF CAPITAL LEASE OBLIGATIONS	125,000	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	65,000	0	0	0	0	0
	TOTAL REVENUES & FINANCING SOURCES	\$173,085	\$7,723	\$76,431	\$0	\$18,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,032	\$66,260	\$37	\$2,636	\$0	\$0	
	NET REVENUES OVER (UNDER) EXPENDITURES	(\$1,115,027)	(\$247,277)	(\$27,669)	\$0	(\$79,034)	(\$10,000)	\$0	(\$22,500)	(\$10,000)	(\$21,250)	(\$9,500)	(\$7,500)	(\$2,000)	(\$62,000)	(\$46,968)	\$1,260	(\$50,963)	(\$131,864)	(\$387,762)	\$0	
TRANSFERS IN FROM (OUT TO) GENERAL FUND																						
6621	TRANSFER OUT TO GENERAL FUND (FROM FIR)	(76,740)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(70,000)	0	(6,740)	0	0	0
4921	TRANSFER IN FROM GENERAL FUND	472,040	265,601	0	0	85,000	0	0	0	0	0	0	0	0	0	19,528	20,300	81,611	0	0	0	0
	NET TRANSFERS IN (OUT)	\$395,300	\$265,601	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,528	(\$49,700)	\$81,611	(\$6,740)	\$0	\$0	
	NET CHANGE IN RESERVE BALANCES	(\$719,727)	\$18,324	(\$27,669)	\$0	\$5,966	(\$10,000)	\$0	(\$22,500)	(\$10,000)	(\$21,250)	(\$9,500)	(\$7,500)	(\$2,000)	(\$62,000)	(\$27,440)	(\$48,440)	\$30,648	(\$138,604)	(\$387,762)	\$0	

Note: Individual totals may vary due to rounding


**CHITTENDEN SOLID WASTE DISTRICT
OTHER DESIGNATED FUNDS
FY 2015 PROPOSED BUDGET**

LINE ITEM		FY15	Landfill	Facilities	Community	Managers'	DOC Rate	
A/C # ACCOUNT		PROPOSED	Post-	Closure	Cleanup	Deferred	Stabiliz-	
		BUDGET	Closure	Reserve	Fund	Comp	ation Rsv	
EXPENDITURES								
1	6320 CLEANUP GRANTS TO MUNICIPALITIES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	1
2	6510 VESTED RETIREMENT BENEFITS	0	0	0	0	0	0	2
3	SUBTOTAL - OPERATING EXPENDITURES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	3
4	7020 SITEWORK	15,450	15,450	0	0	0	0	4
5	7045 EQUIPMENT	0	0	0	0	0	0	5
6	7065 MISCELLANEOUS	0	0	0	0	0	0	6
7	SUBTOTAL - CAPITAL EXPENDITURES	\$15,450	\$15,450	\$0	\$0	\$0	\$0	7
8	TOTAL EXPENDITURES BEFORE TRANSFERS	\$40,450	\$15,450	\$0	\$25,000	\$0	\$0	8
REVENUES								
9	4540 INTEREST	14,429	9,067	4,863	0	0	499	9
10	TOTAL REVENUES	\$14,429	\$9,067	\$4,863	\$0	\$0	\$499	10
11	NET REVENUES OVER (UNDER) EXPENDITURES	(\$26,021)	(\$6,383)	\$4,863	(\$25,000)	\$0	\$499	11
TRANSFERS IN FROM (OUT TO) OTHER FUNDS								
12	6623 TRANSFER OUT TO GENERAL FUND (LFPC)	(\$83,379)	(\$83,379)	\$0	\$0	\$0	\$0	12
13	4922 TFR IN FROM GEN FD (COMM CLEANUP)	19,000	0	0	19,000	0	0	13
14	4923 TFR IN FROM GENERAL FUND (LFPC)	50,000	50,000	0	0	0	0	14
15	4924 TFR IN FROM GENERAL FUND (RT STABIL)	42,097	0	0	0	0	42,097	15
16	SUBTOTAL - NET TRANSFERS IN (OUT)	\$27,718	(\$33,379)	\$0	\$19,000	\$0	\$42,097	16
17	OVERALL NET INCREASE (DECREASE) IN FUND BALANCE	\$1,697	(\$39,762)	\$4,863	(\$6,000)	\$0	\$42,596	17
18								18
19	PROJECTED BALANCE, BEGINNING OF YEAR	1,547,620	906,700	486,276	47,264	7,596	99,784	19
20	PROJECTED BALANCE, END OF YEAR	\$1,549,317	\$866,938	\$491,139	\$41,264	\$7,596	\$142,380	20



REGULAR MEETING

To: Kevin Dorn, City Manager

From: Ilona Blanchard, Project Director 

Re: Landfill Solar Array Net-Metering Letter of Intent

Date: May 7, 2014

Background: In order to reduce the City's impact on the environment, stabilize and/or reduce costs related to electrical usage, and otherwise to improve the long term sustainability of the City, the City Council authorized the establishment of a partnership with Encore Redevelopment to develop renewable energy generation resources.

Proposed Net Metering Project

The City's landfill has been capped for some time. As the land is otherwise inaccessible and unusable it has often come up as a potential site for a solar array.

This year, at the urging of Encore Redevelopment and members of the South Burlington community that are also in the South Burlington Energy Committee, Chittenden County representatives, specifically Senators Ashe and Lyons, included language in this year's State net metering bill, now signed, which allows substantially larger net metering projects on landfills. This legislation extends the net metering financial benefits enjoyed by smaller projects (0.5 MW or less) to projects over 2 MW if they are on municipal landfills. This offsets the additional costs of placing solar arrays on these sites.

Encore Redevelopment recently submitted a letter of intent (LOI) to develop a privately net-metered solar array on the City-owned landfill.

Prior to engineering, Encore is estimating that the project will be a 1.8MW project which would generate approximately 2,200,000 kWh per year.

Due to the amount of credits that will be generated, the City has suggested that the School District be included in receiving the energy credits. This suggestion has been received favorably by the Superintendent's Office.

Deal Offered

Through this net metering project, the City and the School District would

receive the energy and “solar adder” net metering credits (GMP provides these on electric bills per kWh) generated by the project. The energy credit is the residential retail rate for electricity, currently 14.9 cents per kWh. The “solar adder” net metering credit is expected to be between 4 and 5 cents per kWh and once set, is available for the first 10 years. The energy credit is available for the full twenty years and will change with the residential rate.

Encore will construct the array and manage it. The Letter of Intent establishes what the City will pay Encore.

The City would pay Encore 17 cents per kWh for the first ten years (when the City receives the “solar adder” plus the residential rate energy credits on electric bills). For year one the credit will be 19-20 cents per kWh.

For the subsequent ten years the City would pay Encore .145 cents per kWh and receive from GMP whatever the residential rate is at that time as a credit.

The financial savings (loss) from this offer is calculated as the credits minus what the City pays Encore.

The project monetary value for the City will depend upon the rate at which the cost of electricity per kWh increases. Historically, the price of GMP kWh has increased, on average, 3% per year.

- If the average kWh price increase for twenty years into the future is also 3% per year the project is estimated to yield over two million dollars.
- If the average kWh price increase per year over 20 years is zero, the project is estimated to yield \$530,000.
- If the average kWh price increase per year over 20 years is -1% (i.e. prices fall steadily), then the Project is estimated to cost \$50,000.

This project also has value in a reduction in the City’s carbon footprint.

In contrast with a municipally owned system, the City will not have upfront costs, nor be responsible for permits, insurance or maintenance, nor, so long as the system is privately owned, decommissioning the system. Encore will also be responsible for re-opening the landfill permit.

Steps After Signing the LOI

The City has offered to partner with the School District due to the volume of net-metering credits the project will produce. Splitting the credits with the School District ensures that 100% of the credit value generated by the project is absorbed. By using fewer credits than the City’s total energy demand, the City also reserves capacity to undertake future efficiency improvements. Sharing the project credits with the School District retains the potential financial benefit to City residents.

A to-be-negotiated contract would include provisions for the City to consider purchasing the facility, term, contract pricing and conditions, obligations of parties, and requirements related to construction, insurance, warranties and additional detail as required.

The Letter of Intent is non-binding, but indicates to all parties a strong interest in the project and a willingness to work in good faith to negotiate a

satisfactory contract.

Attachments: • Encore Landfill Letter of Intent

Policy: Under §13-103(b) of the Charter, “the city ... may sell, lease, mortgage, hold, manage and control such property as its interest may require.” Unless otherwise provided by law, the City acts through a majority of its legislative body, the City Council, or through the voters.

- *Charter §13-310; 1 V.S.A. §172.*

Achieve a reduction of 20% in carbon dioxide-equivalent emissions from 2009 levels by 2020 through an increase renewable energy production and reductions in energy use in the following sectors: transportation, commercial/industrial, residential, municipal/school

– *Energy Committee recommended goal for the draft South Burlington Comprehensive Plan*

Recommendation: Review the LOI; authorize the City Manager to sign the LOI in order to negotiate the contract.



LETTER OF INTENT

April 23, 2014

To: Kevin Dorn, City Manager
City of South Burlington
575 Dorset Street
South Burlington, VT 05403

Re: Letter of Intent to enter into an agreement to purchase net metering credits from a potential 1.5 MW solar array

Dear Kevin,

Please consider this letter a non-binding statement of intent to enter into good faith negotiations for an agreement to purchase solar net metering credits. Credits will be generated at a proposed 1.5 MW (AC) solar array to be installed on the South Burlington landfill, located at 1015 Airport Parkway, South Burlington, Vermont 05403 (the "Project"). Such array will be developed by Encore Redevelopment of Burlington, Vermont and financed by SolarCity, a nation-leading solar finance company (collectively "Owner"). The term of this Letter of Intent is 30 days from the date above.

OBJECTIVE

The City of South Burlington and the South Burlington School District (collectively "Customers") both plan to participate in order to optimize financial savings. This non-binding Letter of Intent ("LOI") is one of two LOIs, the other of which is held by the South Burlington School District. Each LOI will set out the basic terms and conditions that will be subsequently incorporated into a single and definitive agreement to purchase net metering credits (the "Agreement"). Under said Agreement, a solar energy system would be installed and commissioned at the landfill, as mutually determined and agreed upon by the South Burlington City Council and the South Burlington School District ("Customers") and the Owner.

BACKGROUND

Encore is a locally owned and operated project development firm, based in Burlington, Vermont. Its team prides itself on developing clean, renewable energy projects for municipalities and school districts on underutilized properties. Encore works with the City of South Burlington, other communities and a number of local professional organizations and companies to design, permit and install these projects. Encore has the project development, permitting, financing and construction management experience to deliver solar generating facilities at no cost to Customers, allowing them to reap financial savings over the life of the Project. More information about Encore can be found at



SolarCity is a national leader in clean energy finance services, making clean energy available to homeowners, businesses, schools, non-profits and government organizations at a lower cost than what they pay for energy generated by burning fossil fuels like coal, oil and natural gas. The company serves thousands of customers in 14 states with 31 operations centers. SolarCity's customers include homeowners, hundreds of schools and municipalities, government agencies. More information on SolarCity can be found at www.solarcity.com/.

SCOPE OF SERVICES

Developer/Owner has worked to identify a suitable location for the array, and will conduct technical feasibility analyses, coordinate permitting, provide financing, and manage construction, installation and commissioning of the project. Upon execution of this LOI, Developer/Owner shall perform preliminary development services including site investigation, data collection, fatal flaw analyses, and technical and financial feasibility work at no cost to the Customers. Upon execution of the Agreement, Developer/Owner will provide turn-key engineering, equipment supply and installation services. Developer/Owner will coordinate all funding and financing and will serve as the Asset Manager of the Project, responsible for operations and maintenance services once commissioned.

PROPOSED TERMS & CONDITIONS OF AGREEMENT

1. Service Term
 - a. The Service Term will be the initial period of twenty (20) years commencing on the Service Commencement Date, with a option to renew for two additional 5 years terms; and
2. Purchase Option
 - a. Customers have the option to purchase the Project at a depreciated Fair Market Value, after the 7th, 10th and 20th anniversary of the Service Commencement Date.
3. Contract Pricing and Conditions
 - a. Developer/Owner will install the solar energy system;
 - b. Customer will make a monthly service payment to Developer/Owner, which shall be based on schedule as shown below. These prices are indicative and such monthly service payment amount will be finalized in the Agreement upon the completion of site due diligence.
 - i. \$0.17/kWh for the first 10 years
 - ii. \$0.145/kWh for the remainder of the Term.
 - c. Developer/Owner billing will be conducted on a monthly basis and will be based on actual production of the Project.
4. Developer/Owner Obligations
 - a. Design, permit, finance and install the Project;
 - b. Operate and maintain the Project over the term of the agreement at no cost to the Customers; and



- c. Insure, warrant and guarantee the Project over the term of the agreement at no cost to the Customers.
5. Customers' Responsibilities and Rights
- a. Purchase all designated net metering credits (as identified above and further detailed in the subsequent Agreement) generated by the Project for the agreed term of the Agreement; and
 - b. Agree to enroll one or more electric meters to the net metering group in order to capture savings. The production value will be allocated as a percentage among the Customers to be determined upon evaluation of Customers usage data. Developer/Owner will pay in advance for all expenses of applying for, installing, and maintaining the Meter at said property.

Should these terms be acceptable to you, please confirm by signing below. We look forward to finalizing the Agreement and getting to work on this exciting opportunity. Please feel free to contact me at 802-861-3023 or at chad@encoredevelopment.com should you have any questions.

Respectfully,

Chad Farrell
Principal
Encore Redevelopment

_____ By: _____

DATE Chad Farrell
Principal
Encore Redevelopment

_____ By: _____

DATE Kevin Dorn
City Manager
City of South Burlington

Resolution to Change the name of Dorset Park to Veterans Memorial Park

Whereas, the City of South Burlington has supported the South Burlington Veterans Committee in its endeavors to build a Veterans Memorial at Dorset Park; and,

Whereas, the concept of this Veterans Memorial was initiated by a group of concerned citizens who visualized and planned this tribute, with overwhelming support from our community; and,

Whereas, the concept, location, and plans were unanimously approved by members of the City Council; and,

Whereas, the Memorial was designed and built through the generous in-kind contributions from partnering local businesses who, along with the numerous financial contributions from individuals made this project a reality; and,

Whereas, this Memorial will stand as a lasting tribute to the men and women, past and present, who honored these United States with their service to our Country; and,

Whereas, the original name for Dorset Park is based on a street reference, unlike other parks, and the Veterans Memorial is a prominent component of the Park; and,

Whereas, this Memorial was established in the fall of 2013 and will be dedicated this May, 2014; and,

Whereas, it is the expressed desire of the members of the South Burlington Veterans Committee to have Dorset Park renamed in honor of our Veterans; and,

Now, Therefore, Be it Resolved, that the City Council hereby approves that the official name of Dorset Park be changed to Veterans Memorial Park; and,

Furthermore, Be It Resolved, that this change will take effect at the dedication of the Memorial, scheduled for May 17, 2014.

Dated this 5th day of May, 2014

SOUTH BURLINGTON CITY COUNCIL

Pam Mackenzie, Chair

Pat Nowak, Vice-Chair

Meaghan Emery, Clerk

Helen Riehle

Chris Shaw



May 5, 2014

MEMO

TO: South Burlington City Council
FROM: Kevin Dorn, City Manager
RE: Report of the Committee on Committees Task Force

Task Force Members: Councilors: Pat Nowak and Chris Shaw
City Staff: Kevin Dorn, Ilona Blanchard, Todd Goodwin, Justin Rabidoux, Cathyann LaRose, Paul Conner, Tom Hubbard

The proposal that follows provides an opportunity to enhance volunteerism, expand committee oversight, break down silos, reduce committee burnout, clarify jurisdiction, enable more community based organizations, focus attention on completing policy recommendations and enhance staff efficiency in meeting City objectives. In reseeding committees to advance Council priorities, volunteers will be able to make a more effective contribution to policy development in the City. This proposal facilitates important partnerships with freely-associating organizations to advance important City interests.

Enhance Volunteerism

As Interim Zoning expired early this year Councilors expressed their appreciation for the significant involvement of volunteers who served both on the committees and in support of the committee projects. There is a strong sentiment among Council members that this level of volunteerism should continue to be encouraged through the “standing committee” structure and through other project-based opportunities.

Expand Committee Oversight

At the same time, our staff has identified a fairly large spectrum of City interests and policy development that is completely lacking oversight from any standing committee. It is very clear that there are policy and jurisdictional areas that are very well overseen by committees and, conversely, areas that have no committee oversight whatsoever.

Break Down Silos

Committee “silos” are also an expressed concern not only of the Council but of many who serve on committees. Oftentimes issues are presented that require multi-committee review and involvement. There is no real mechanism to ensure that committee silos are broken down and the broad spectrum of perspectives is engaged to respond to the issue. Breaking down silos and gaining input from a broader perspective yields better policy development for the Council.

Reduce Committee Burnout

Another committee dynamic of concern was best described in the review sessions as “Peak Loading Burnout/Boredom Frustration.” By this the committee means that oftentimes an intense amount of work is placed on a committee to address a specific challenge, opportunity or project and at other times the same committee can be seem to have little to do. The “Peak Loading” segment can lead to burnout of committee members and the “Boredom” segment can lead to frustration and the eventual exit of members from the committee.

Clarify Jurisdiction

Members of several of our committees have also expressed concern that their charge and jurisdiction is not clear – that they have no direction or boundaries to the issues for which they are responsible. This fuzziness led the Recreation and Leisure Arts Committee, for instance, to draft its own set of bylaws that they brought to the Council for review and approval so that they would have a better idea of their “job description.” This action by R&LA was one of the factors that led to this comprehensive examination of the committee structure.

Enable More CBOs

We also recognize that while many communities depend upon “Community Based Organizations” to support programs and activities at the local level South Burlington has, for whatever reason, very few of these locally based NGOs. Recognizing that a response by government isn’t always the most efficient way to address a challenge or opportunity it is in the City’s interest to not only encourage but nourish the establishment of resource or issue-based CBOs.

Focus Staff Attention/Efficiency

Finally, from a management perspective, the City Manager has placed a high priority on the efficient and effective use of staff time in support of committee activities. The Manager and staff recognize the critical role committees play in supporting the Council and both policy and programmatic development in the City. That said, the Manager is also very mindful of the demand that servicing committees has on limited staff resource.

Realignment

It is with all of these issues in mind that the Task Force proposes the realignment and expansion of committee jurisdiction and external support for community priorities that is outlined below. As Councilor Shaw stated during one of the meetings it is “time that we move the committee structure into the 21st century. The way we have done things over the past 30 – 40 years is not necessarily the best way to do them today”

What Stays the Same

We start our recommendations by leaving certain committees and their jurisdictions entirely as they are. The role of several City committees is laid out in statute or in the City Charter and if change was needed to the charge or organization of these committees it would take a much more involved process. So, the recommendation of the Task force is to leave these “statutorily-based” committees unchanged and as they are:

- Board of Civil Authority
- Development Review Board
- Planning Commission
- Library Board of Trustees
- Steering Committee

Narrow-Task Committees to Remain

There are also City Committees that have a very narrow, specific function that would warrant their continued existence as they are until such time as the Council resolves they need to be changed:

- City Charter Committee
- Pension Advisory Committee
- Design Review Committee

New Structure

In lieu of the remaining, existing committee structure that has been created over the many years the committee proposes the following combination of Standing Committees, City Sponsored Community Based Organizations (CBOs) and “Friends” groups.

A) THE CREATION OF THREE NEW STANDING COMMITTEES

The committee recommends that the jurisdiction of the existing standing committees be incorporated into three larger standing committees with a broader scope that will expand into policy areas and jurisdiction not covered at all in the existing committee structure.

1. Public Lands Committee

Jurisdiction

Develop policy and general recommendations related to:

- Public lands and lands that may become public,
- Plans related to management and long term maintenance for public land (eg: Red Rocks Park restoration),
- Land acquisition – identification and prioritization,
- Administration of the Open Space Fund,
- Requests for long-term use of public lands,
- Development on public lands (eg: new ballfield, solar array, etc.),
- Identification of community needs for active recreation, passive recreation, wildlife areas, and sustainable agriculture,
- Private sector proposals to donate land for public use,
- Upon request of the Development Review Board preview development applications for appropriateness of proposed park/open space land to be deeded to and maintained by the city,
- Other issues as they relate most closely with public lands and the natural environment.

2. Transportation Committee

Jurisdiction

Develop policy and general recommendations related to:

- a) Vehicle/Rec path/ped facilities,
- b) Transit,
- c) Transportation Demand Management,
- d) Smart traffic lights and sequencing,
- e) Complete streets,
- f) Facilitating and enabling an energy efficient and safe transportation system,
- g) Neighborhood and community connections and access,
- h) Supporting transportation infrastructure for active communities,
- i) Maintaining air quality,
- j) Street lights and lighting,
- k) Upon request of the Development Review Board review plans for vehicle, bicycle and pedestrian facilities,
- l) Master plans for pedestrian and bicycle facilities,
- m) Other issues as they relate most closely to transportation.

3. Community Development

Jurisdiction

Develop policy and general recommendations related to:

- Supporting local job growth, retention and recruitment of new businesses,
- Fostering economic growth and innovation,
- Increasing and preserving housing supply at all levels of affordability,
- Managing public facilities and buildings,
- Realizing energy conservation and efficiency in public buildings,
- Administering affordable housing assessments, inclusionary zoning requirements and funds as may be available for affordable housing and the Affordable Housing Trust Fund (If approved by the City Council and, possibly, voters),
- Other issues as they relate most closely to community and economic development.

The three new standing committees will have nine members appointed by the Council for three year terms (staggered at the beginning). Each committee will have bylaws provided by the Council as well as a clear assignment of jurisdiction. Rules of procedure that are consistent between the committees will be adopted and utilized. Council members will neither serve on nor be assigned as liaison to the committees but will appoint members with skillsets, experience and interests reflective of the charge.

An annual work-plan will be developed by each committee in consultation and in agreement with the City Manager and approved by the City Council. Committees will meet quarterly. Each committee will choose its own chair, vice chair and clerk. Committee leadership and assigned staff of the three

committees will meet together twice a year to share information and update each other on work plans and progress.

Committees will provide either written or oral reports to the City Council at least twice a year. More frequent updates may also be provided on specific issues or topics of importance to the Council.

Task forces may be appointed by the committees for specific purposes or projects that can meet more frequently. Committee task forces may include volunteers from outside the committee that have needed skillsets and knowledge. No more than two task forces should be operating at any given time per standing committee. Each task force will have a deadline to deliver its work-product and then the task force will automatically sunset unless its mandate is extended by the committee.

Training on managing efficient and effective meetings will be provided to chairs, vice chairs and clerks at least annually. Training will also include open meeting law and public records requirements.

The Staff Review Committee will continue to serve as the coordinating link between and among committees and with the Council.

B) FOSTERING THE GROWTH OF COMMUNITY BASED ORGANIZATIONS

There are two committees; one a standing committee and the other a subcommittee of the Planning Commission, that are largely project-based and could function more effectively and efficiently as “City Sponsored Community Based Organizations (CBOs)”.

The first is the Energy Committee. The Energy Committee takes on projects to increase public awareness of the importance of efficiency and conservation, promote the use of renewable energy and works on specific projects that will achieve these ends. The bulk of the work of the Energy Committee is project based and requires significant time and commitment from Committee members.

The ability to expand into a membership-supported CBO will enable more South Burlington residents to be involved in these issues and work on these projects. Furthermore, independent organizations set their own agenda and can operate under a more simplified organizational and meeting structure.

As a CBO, the “South Burlington Energy Partnership” let’s call it, could raise money, pursue grants and other types of financial support, facilitate its own contracting, build membership and be a more significant presence in the community. The ability to be an advocate on public policy matters before the Council and in other venues would be fully and completely preserved.

The City would also consider providing an annual contribution to support “Partnership” activities derived from savings that accrue to City Government from energy efficiency and conservation projects related to public buildings and from renewable energy contracts that provide savings to the City.

The Sustainable Agriculture Subcommittee of the Planning Commission has been asked by the Commission to follow up on a small number of the recommendations that came out of the IZ process in support of the development of Form Based Code.

As the Subcommittee completes this task there remain a number of project-based recommendations stemming from the report of the Committee that need to be picked up by some organization. That organization could be the “South Burlington Sustainable Agriculture Project” let’s call it, that would be a

newly established CBO. Or that work could go to an already established organization whose mission fits in well with the furtherance of the goals of sustainable agriculture. Either way, the project list of the Sustainable Agriculture Committee would be implemented consistent with the goals of the IZ process.

It is possible that funding could be found in the City budget that could support the activities of the “Project”, or another existing CBO to the extent that those organizations can fulfill the objectives of the various identified projects and as approved by the Council.

C) COUNCIL SUPPORTED TASK FORCES

From time to time issues will arise that the Council needs to have addressed but that fall outside the jurisdiction of existing standing committees. In those cases Council-appointed Task Forces can fill that need with a clear deadline as to when the work-product must be delivered including the date on which the appointments expire.

D) “FRIENDS GROUPS”.

Just as the mission of the Community Library is supported by the “Friends of the Library”, so too can other informal “Friends” groups be encouraged to form and take on activities of specific narrow interest to that group of residents. Membership and organizational structure can be as formal or informal as members would like, with the total freedom to act in support of the underlying program or institution.

E) COMMITTEE BYLAWS

The Governing document of each of the three new standing committees will be a set of bylaws that provide a consistent structure between the committees but are customized to the jurisdiction of each.

**BY-LAWS
PUBLIC LANDS COMMITTEE**

**Article I
Mission Statement**

The committee shall be called the City of South Burlington Public Lands Committee.

The Public Lands Committee is appointed by the South Burlington City Council to serve the residents of South Burlington by acting in an advisory capacity on policy matters to the City Council.

**Article II
Duties and Purpose of the Committee**

- A. The Committee jurisdiction shall be those policy issues as specified below;
 - a. Public lands and lands that may become public,
 - b. Plans related to management and long term maintenance for public land,
 - c. Land acquisition – identification and prioritization,
 - d. Administration of the Open Space Fund,

- e. Requests for long-term use of public lands,
- f. Development on public lands,
- g. Identification of community needs for active recreation, passive recreation, wildlife areas, and sustainable agriculture,
- h. Private sector proposals to donate land for public use,
- i. Upon request of the Development Review Board preview development applications for appropriateness of proposed park/open space land to be deeded to and maintained by the city,
- j. Other issues as they relate most closely with public lands and the natural environment.

The Committee will file a written or oral report on activities with the City Council twice a year and on a schedule as jointly determined by the Chair of the Committee and the Chair of the Council.

Article III Membership and Attendance

- A. The voting membership of the Committee shall be nine members. All members shall be residents of the City of South Burlington, Vermont. Members shall be appointed to three-year, staggered terms, with the initial terms being three members serving a one year term, three members serving a two year term and three members serving a three year term. All terms become three year terms at the beginning of the second term. There are no limits on the number of terms a member may serve. Terms shall begin on July 1 and end on June 30.
- B. The Committee shall be supported by one or more members of the City staff as assigned by the City Manager.
- C. In the event of the resignation of any Committee member, the Committee will petition the City Council to appoint a member to finish any unexpired term that might remain.
- D. The Committee may request the City Council to add additional members if needed.
- E. The Committee may make recommendations of desired qualities in candidates.
- F. Attendance will be recorded in the minutes of each meeting. Members are expected to attend at least 75% of the Committee's regular meetings.
- G. The Committee follows the City Council of South Burlington, Vermont, Guidelines for Citizen Participation, as City Council Appointees on City Boards, Commissions, or Committees in a Volunteer Capacity, adopted by the City Council October 17, 2011.
- H. A member who is unable to attend a meeting should notify the Chair prior to the meeting and should submit reports of any business he/she has conducted on behalf of the Committee since the last attended meeting.

Article IV Meetings

- A. All meetings shall be conducted under “Robert’s Rules of Order” unless otherwise provided.
- B. The committee shall hold a regular meeting quarterly, on a day, time and place convenient to the majority of the membership.
- C. The Chair may call special meetings as needed and as approved by the City Manager.
- D. The first meeting after July 1 and the appointment of new members shall be known as the Organizational Meeting. This meeting will include the election and installation of officers, namely the Chair, Vice-Chair, and the Secretary.
- E. A majority of voting members constitute a quorum at any regular or special meeting.
- F. All meetings are open to the public, and the agenda will be published in accordance with Vermont Open Meeting Law requirements.

Article V Officers and Elections

- A. The officers of this Committee shall be a Chair, Vice-Chair and a Secretary, who shall be elected at the Organizational Meeting to serve for one year or until a successor shall be elected.
- B. All officers shall be nominated and elected from the floor at the Organizational meeting. A majority vote of those present shall constitute an election.

Article VI Duties of Officers

- A. The Chair shall preside at all meetings of the Committee.
- B. The Vice-Chair shall act in the absence of the Chair.
- C. The Chair shall meet regularly with assigned staff to discuss preparation of agendas, reports, and other matters that concern the Committee.
- D. The duties of the Chair shall also include:
 - 1. Serving as representative of the Committee at public affairs
 - 2. Together with assigned staff, creating a calendar of Committee activities and workplan for the coming year to be approved annually by the Committee and the City Council.
 - 3. Conducting a new Member Orientation with the assigned staff.
 - 4. Creating an annual report of Committee accomplishments and objectives that will be included in the City’s Annual Report.

5. Conducting correspondence with City management and City Council on behalf of the Committee.

E. The Secretary shall keep a record of the proceedings of the Committee in the form of minutes. Minutes shall be published in accordance with City guidelines.

Article VII Duties of Members

Each member is expected to attend meetings, and to participate in the work of the Committee.

Article VIII Task Forces

Task forces may be appointed by the Committee to address specific issues or complete projects. Task forces will be provided a specific charge and a clear deadline as to when the work-product must be delivered including the date on which the appointments expire. No more than two task forces may be operating under the committee at any given time. The committee may draw membership for the task force from residents who are not on the committee. The task force will select a chair. The chair will schedule and conduct meetings, and report to the full Committee. Staff support for each task force will come from the staff assigned to the committee and other staff as directed by the City Manager.

Article IX Amendments

These by-laws may be amended at any time at any regular or special meeting by a majority vote of the City Council, provided notice of the proposed amendment has been given in writing to all City Council and Committee members at least fifteen (15) days prior to said meeting.

BY-LAWS TRANSPORTATION COMMITTEE

Article I Mission Statement

The committee shall be called the City of South Burlington Transportation Committee.

The Transportation Committee is appointed by the South Burlington City Council to serve the residents of South Burlington by acting in an advisory capacity on policy matters to the City Council.

Article II Duties and Purpose of the Committee

- A. The Committee jurisdiction shall be those policy issues as specified below;
- a. Vehicle/Rec path/ped facilities,
 - b. Transit,
 - c. Transportation Demand Management,
 - d. Smart traffic lights and sequencing,
 - e. Complete streets,
 - f. Facilitating and enabling an energy efficient and safe transportation system,
 - g. Neighborhood and community connections and access,
 - h. Supporting transportation infrastructure for active communities,
 - i. Maintaining air quality,
 - j. Street lights and lighting,
 - k. Upon request of the Development Review Board review plans for vehicle, bicycle and pedestrian facilities.
 - l. Master plans for pedestrian and bicycle facilities,
 - m. Other issues as they relate most closely to transportation.

Committee jurisdiction can be expanded beyond these issue areas by petition to and approval of the City Council.

The Committee will file a written or oral report on activities with the City Council twice a year and on a schedule as jointly determined by the Chair of the Committee and the Chair of the Council.

Article III Membership and Attendance

- A. The voting membership of the Committee shall be nine members. All members shall be residents of the City of South Burlington, Vermont. Members shall be appointed to three-year, staggered terms, with the initial terms being three members serving a one year term, three members serving a two year term, and three members serving a three year term. All terms become three year terms at the beginning of the second term. There are no limits on the number of terms a member may serve. Terms shall begin on July 1 and end on June 30.
- B. The Committee shall be supported by one or more members of the City staff as assigned by the City Manager.
- C. In the event of the resignation of any Committee member, the Committee will petition the City Council to appoint a member to finish any unexpired term that might remain.
- D. The Committee may request the City Council to add additional members if needed.
- E. The Committee may make recommendations of desired qualities in candidates.
- F. Attendance will be recorded in the minutes of each meeting. Members are expected to attend at least 75% of the Committee's regular meetings.
- G. The Committee follows the City Council of South Burlington, Vermont, Guidelines for Citizen Participation, as City Council Appointees on City Boards,

Commissions, or Committees in a Volunteer Capacity, adopted by the City Council October 17, 2011.

- H. A member who is unable to attend a meeting should notify the Chair prior to the meeting and should submit reports of any business he/she has conducted on behalf of the Committee since the last attended meeting.

Article IV Meetings

- A. All meetings shall be conducted under “Robert’s Rules of Order” unless otherwise provided.
- B. The committee shall hold a regular meeting quarterly, on a day, time and place convenient to the majority of the membership.
- C. The Chair may call special meetings as needed and as approved by the City Manager.
- D. The first meeting after July 1 and the appointment of new members shall be known as the Organizational Meeting. This meeting will include the election and installation of officers, namely the Chair, Vice-Chair, and the Secretary.
- E. A majority of voting members constitute a quorum at any regular or special meeting.
- F. All meetings are open to the public, and the agenda will be published in accordance with Vermont Open Meeting Law requirements.

Article V Officers and Elections

- A. The officers of this Committee shall be a Chair, Vice-Chair and a Secretary, who shall be elected at the Organizational Meeting to serve for one year or until a successor shall be elected.
- B. All officers shall be nominated and elected from the floor at the Organizational meeting. A majority vote of those present shall constitute an election.

Article VI Duties of Officers

- A. The Chair shall preside at all meetings of the Committee.
- B. The Vice-Chair shall act in the absence of the Chair.
- C. The Chair shall meet regularly with assigned staff to discuss preparation of agendas, reports, and other matters that concern the Committee.
- D. The duties of the Chair shall also include:
 - 1. Serving as representative of the Committee at public affairs

2. Together with assigned staff, creating a calendar of Committee activities and workplan for the coming year to be approved annually by the Committee and the City Council.
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Article IX Amendments

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BY-LAWS COMMUNITY DEVELOPMENT COMMITTEE

Article I Mission Statement

The committee shall be called the City of South Burlington Community Development Committee.

The Community Development Committee is appointed by the South Burlington City Council to serve the residents of South Burlington by acting in an advisory capacity on policy matters to the City Council.

Article II Duties and Purpose of the Committee

A. The Committee jurisdiction shall be those policy issues as specified below;

- Supporting local job growth, retention and recruitment of new businesses,
- Fostering economic growth and innovation,
- Increasing and preserving housing supply at all levels of affordability,
- Managing public facilities and buildings,
- Realizing energy conservation and efficiency in public buildings,
- Administering affordable housing assessments, inclusionary zoning requirements and funds as may be available for affordable housing and the Affordable Housing Trust Fund (If approved by the City Council and, possibly, voters),
- Other issues as they relate most closely to community and economic development.

Committee jurisdiction can be expanded beyond these issue areas by petition to and approval of the City Council.

The Committee will file a written or oral report on activities with the City Council twice a year and on a schedule as jointly determined by the Chair of the Committee and the Chair of the Council.

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- B. The Committee shall be supported by one or more members of the City staff as assigned by the City Manager.
- C. In the event of the resignation of any Committee member, the Committee will petition the City Council to appoint a member to finish any unexpired term that might remain.
- D. The Committee may request the City Council to add additional members if needed.
- E. The Committee may make recommendations of desired qualities in candidates.
- F. Attendance will be recorded in the minutes of each meeting. Members are expected to attend at least 75% of the Committee's regular meetings.
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City of South Burlington
City Clerk's Office
Donna Kinville, City Clerk

May 5, 2014

The following second class liquor license has been approved by the South Burlington Liquor Control Board after review by the city Fire (pending) Police and tax departments.

NAME	DESCRIPTION
Trader Joe's (pending fire inspection)	second class license

Pam Mackenzie Chair

Pat Nowak Vice Chair

Chris Shaw

Meaghan Emery

Helen Riehle