

Fiscal Year 2020 Budget V1
August 7, 2019 Board Meeting Discussion

Budget ID Number	Budget Item	FY 2019 Budget	FY 2020 Budget Fund Source				Total Proposed 2020 Budget	Increase (decrease) from 2019 Budget
			General Fund	Capital Improvements	Carry-over Funds	Grant Funds		
1	Engineering Administration	93,000	93,000				93,000	0
2	Engineering Review	55,000	55,000				55,000	0
3	Permit Application Review	55,000	55,000				55,000	0
4	Permit Inspection and Enforcement	10,000	10,000				10,000	0
5	Project Feasibility Studies*	790,000	435,000			55,000	490,000	(300,000)
6	GIS Maintenance	5,000	5,000				5,000	0
7								
8	Attorney General	40,000	40,000				40,000	0
9	Permit Enforcement	10,000	10,000				10,000	0
10								
11	Managers Meeting Per diems	6,500	8,500				8,500	2,000
12	Managers Expenses	3,500	3,500				3,500	0
13								
14	Auditor/Accounting Auditor/Accounting	55,000	60,000				60,000	5,000
15								
16	Miscellaneous Dues & Publications	11,000	11,000				11,000	0
17	Insurance	35,000	40,000				40,000	5,000
18	Committee & Board Meeting Expenses	3,500	3,500				3,500	0
19	Miscellaneous	5,000	5,000				5,000	0
20								
21	Administrative Salary & Benefits	1,385,000	1,450,000				1,450,000	65,000
22	Employee Expenses	10,000	10,000				10,000	0
23	Janitorial/Trash Services/Snow Plowing	17,000	15,000				15,000	(2,000)
24	Building Maintenance	300,000	200,000				200,000	(100,000)
25	Utilities (gas,electric, water, sewer, maintenance)	20,000	20,000				20,000	0
26	Office Supplies	5,000	5,000				5,000	0
27	Copying/Printing	8,000	8,000				8,000	0
28	Postage/Delivery	10,000	5,000				5,000	(5,000)
29	Office Furniture & Computer Equipment	40,000	40,000				40,000	0
30	Office Equipment Maintenance	3,000	3,000				3,000	0
31	Training/Education	25,000	25,000				25,000	0
32	Telephone	8,000	8,000				8,000	0
33	District Vehicles/Maintenance	43,000	43,000				43,000	0
34	GIS System Maintenance & Equip.	10,000	10,000				10,000	0
35	Data Base Improvements	5,000	5,000				5,000	0
36	IT Services/Internet/Website/Software Licenses	45,000	55,000				55,000	10,000
37	Outside Program Support*	57,000	57,000				57,000	0
38	Outside Consulting Services	40,000	40,000				40,000	0
39								
40	Program Lake Studies/WRPPs/TMDL Reports*	68,000	138,000				138,000	70,000
41	Activities Natural Resources Program*	115,000	140,000				140,000	25,000
42	Water Monitoring-Lab Costs & Equip.*	300,000	185,000				185,000	(115,000)
43	Lake Macrophyte Monitoring	10,000	10,000				10,000	0
44	Research Projects *	115,000	95,000				95,000	(20,000)
45	Project Operations	160,000	160,000				160,000	0
46	Education Program*	60,000	60,000				60,000	0
47	Communications and Marketing*	25,000	25,000				25,000	0
48	Events*	50,000	50,000				50,000	0
49	NPDES Phase II	10,000	10,000				10,000	0
50	Health & Safety Program/Staff In-House Training	3,000	3,000				3,000	0
51								
52	Capital Improvements Maplewood Mall SRF Loan Debt Service	91,950		92,611			92,611	661
53	Summary Beltline and Battle Creek Tunnel Repair Debt Service	307,163		307,463			307,463	300
54	District Office Building Bond Payment	194,885		194,885			194,885	0
55	Targeted Retrofit Projects*	978,760		1,012,000			1,012,000	33,240
56	BMP Incentive Fund	1,250,000		800,000	200,000		1,000,000	(250,000)
57	Project Repair & Maintenance*	1,120,000		615,000	500,000		1,115,000	(5,000)
58	Wakefield Park Project	1,100,000		0	0		0	(1,100,000)
59	Markham Pond Dredging and Aeration	65,000		0	0		0	(65,000)
60	Willow Pond CMAC	300,000		0	0		0	(300,000)
61	Volume Reduction Opportunity Fund	1,500,000		100,000	1,500,000		1,600,000	100,000
62	Flood Risk Reduction Fund*	2,500,000		1,500,000	2,500,000		4,000,000	1,500,000
	Totals	13,532,258	3,709,500	4,621,959	4,700,000	55,000	13,086,459	(445,799)

	Budget Total	Budget Total By Fund		Proposed Final Levy
		General Fund	CIB	
2020 Budget Total and totals by fund	13,086,459	3,764,500	9,321,959	6,886,459
2019 Budget Total and totals by fund	13,532,258	4,124,500	9,407,758	6,763,498
2020 Budget Increase or (Decrease) from 2018 Budget	(445,799)	(360,000)	(85,799)	122,961
2020 Budget % change from 2018 Budget	-3.29%	-8.73%	-0.91%	1.82%

2020 Budget Program Line Item Breakouts

Project Feasibility Studies (Line 5)	
Emergency Response Plans	\$45,000
FEMA Flood Mapping Update Assitance (grant funded)	\$55,000
Hillcrest Golf Course & Gold Line BRT Planning	\$45,000
Owasso Basin Flood Risk Management	\$125,000
Willow Creek Flood Risk Management	\$50,000
Ames Lake Area Flood Risk Management	\$50,000
Battle Creek PFAS	\$25,000
694/494/94 Water Quality Feasibility Study	\$30,000
Subwatershed Assessment for At-Risk Creeks (Fish and Gervais)	\$40,000
Contingency	\$25,000
Total =	\$490,000

Outside Program Support (Line 37)	
Watershed Partners	\$10,000
Blue Thumb	\$3,000
East Metro Education	\$13,000
Cooperative Weed Management Program	\$10,000
GIS Users Group	\$1,000
Contingency	\$20,000
Total =	\$57,000

Lake Studies (Line 40)	
Grant Applications	\$20,000
Watershed Management Plan Updates	\$30,000
Tanners Flood Response Tool Model Update	\$3,000
Internal Load Management	\$45,000
Subwatershed Feasibility Studies Prioritization	\$15,000
Contingency	\$25,000
Total =	\$138,000

NR Program (Line 41)	
Ongoing Site Maintenance	\$25,000
Owasso Carp Management	\$40,000
Phalen Chain Carp Management	\$10,000
Vadnais-Snail Lake Park Restoration	\$20,000
Electric Carp Barrier	\$40,000
Contingency	\$5,000
Total =	\$140,000

Water Monitoring (Line 42)	
WQ Equipment Replacement and Repair	\$40,000
Lab Costs	\$90,000
Engineering Stats Assistance	\$10,000
Special Project Monitoring: Maplewood Mall, Battle Creek	\$30,000
New Lake Level Monitoring	\$15,000
Total =	\$185,000

Research (Line 44)	
Minnesota Stormwater Research Council	\$25,000
Kohlman Test Weirs	\$15,000
Iron Aggregate Pond Application	\$20,000
Internal Research/Contingency	\$35,000
Total =	\$95,000

Education/Events/Communications (Lines 46-48)	
Master Water Stewards	\$10,000
Adopt a Drain Program	\$5,000
Rain Barrel Program	\$5,000
Work in Schools	\$25,000
Education Contingency	\$15,000
Communications and Marketing	\$25,000
WaterFest	\$30,000
Watershed Excellence Awards	\$6,000
Events Contingency	\$10,000
Total =	\$131,000

Targeted Retrofits (Line 55)*	
Boys and Girls Club	\$150,000
St. Rose of Lima	\$312,000
Wetland Restoration Project	\$300,000
Motel 6 and Catering Center	\$200,000
Contingency	\$50,000
Total =	\$1,012,000

Project Repair and Maintenance (Line 57)	
2019 Project Repair and Maintenance Contract	\$650,000
Beltline 5-year Inspection	\$90,000
Routine Inspections and Unplanned Maintenance ID	\$125,000
BMP Maintenance Program	\$150,000
Contingency	\$100,000
Total =	\$1,115,000

Flood Risk Reduction Fund (Line 62)	
Lowering West Vadnais Lake Outlet	\$130,000
Keller Channel Weir and Phalen Outlet Modifications	\$975,000
West Vadnais Lake Emergency Overflow - Twin Lake By-Pass	\$120,000
West Vadnais Lake Off-Season Drawdown System	\$1,750,000
Contingency	\$100,000
Total =	\$3,075,000

2020 BUDGET NARRATIVE

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
General Fund Budget Summary:			
1	<p>Engineering - Administration Oversight of all District Engineering activities, supervising staff assigned to projects, responding to general inquiries of the public and the Board, and preparing correspondence and billings. Engineering attendance at meetings of the District-covers Board and related project meetings, mini case studies, data collection, analysis, preparation of reports as requested by the managers and assisting in District water management planning activities.</p>	93,000	0
2	<p>Engineering - Review Review and comment on plans and proposals submitted to the District for review relative to District regulations, policies and concerns. Assist communities and counties with data and information needs related to projects and plans.</p>	55,000	0
3	<p>Engineering - Permit Application Review and Processing Provides for Engineering assistance in review of all permit applications, clarifying problems with the developer, meet developer on-site, coordinate permit issues with communities, counties, and other regulatory bodies.</p>	55,000	0
4	<p>Engineering - Permit Inspection & Enforcement Inspect projects when a designed improvement is involved and requested by District staff.</p>	10,000	0
5	<p>Engineering - Project Feasibility Studies This item provides a budget item for annual feasibility studies in preparation of future capital improvement projects. See attached list.</p>	490,000	(300,000)
6	<p>Engineering - GIS Maintenance Provides funds for maintenance and assistance of the District GIS system.</p>	5,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
8	Attorney - General Legal advice at meetings, research on various issues for Board consideration, preparation and publication of legal notices, preparation of Board resolutions, and other matters requiring legal counsel.	40,000	0
9	Attorney - Permit Enforcement Legal advice on permit sites including enforcement activities, letter and legal action as necessary.	10,000	0
11	Manager per Diems Manager per diems for regular and special meeting attendance. Increased budget due to increase in state statute amount allowed for manager per diems.	8,500	2,000
12	Manager Expenses Manager Expenses incurred in the performance of official manager duties, such as attendance at conferences and meetings and related expenses.	3,500	0
14	Auditor/Accounting Preparation of the District's annual audit and provide monthly accounting services.	60,000	5,000
16	Dues & Publications Dues for appropriate organization memberships (MAWD, Metro MAWD, League of MN Cities, etc.) and for purchase of necessary publications and reference materials.	11,000	0
17	Insurance & Bonds District General Liability, Property/Casualty, Public Official Liability insurance, and Position Schedule Bonds.	40,000	5,000
18	Committee & Board Meeting Expenses Budget to cover miscellaneous expenses related to the duties and activities of District advisory committees, such as, meeting refreshments, supplies, public information materials, etc.	3,500	0

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
19	Miscellaneous Expenses Expenses of the District not elsewhere classified. Examples include: miscellaneous financial charges and expenses, District tour expenses, pass through expenses, etc.	5,000	0
21	Staff Salaries, Taxes & Benefits Includes salary, taxes, insurance and benefits for existing full time staff plus summer interns. This budget includes an allowance for a salary increases and increased benefit costs as well as the addition of a permit inspector full time position.	1,450,000	65,000
22	Employee Expenses This includes mileage, parking, and supply expenses incurred by the District's staff.	10,000	0
23	Janitorial/Trash Services/Snow Removal Contract services required for office building and winter snow removal.	15,000	(2,000)
24	Building Maintenance Building repairs, equipment and landscape maintenance expenses. Decrease is due to larger expenses in 2019 that will be completed.	200,000	(100,000)
25	Utilities (gas, electric, water, sewer) Provides for office building utility expenses.	20,000	0
26	Office Supplies Office supply costs for district operations.	5,000	0
27	Copying/Printing Photocopying and commercial printing expenses.	8,000	0
28	Postage/Delivery District postage and delivery expenses.	5,000	(5,000)

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
29	Office Furniture and Computer Equipment Acquisition of necessary new and replacement office equipment and furniture.	40,000	0
30	Office Equipment Maintenance To fund office equipment maintenance.	3,000	0
31	Training/Education Training and education expenses for the District staff.	25,000	0
32	Telephone District telephone expenses. Includes office phone system and support costs.	8,000	0
33	Vehicle Replacement, Equipment and Maintenance Provides for fleet maintenance and equipment.	43,000	0
34	GIS System Maintenance & Equipment Provides for continuous upgrading of GIS system data files and equipment as needed.	10,000	0
35	Database Improvements Provides for maintenance and minor improvements to existing District database system.	5,000	0
36	IT Services/Internet/Web Site/Software Licenses Provides for maintenance and upgrades to computer network and software upgrades.	55,000	10,000
37	Outside Program Support Provides budget for financial support of programs that provide support to the District and its goals. See attached list.	57,000	0
38	Outside Consultant Services Provides funds for contracting special services with outside consultants as needs arise in the year.	40,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
40	Lake Studies/TMDL Reports This item is for various water body studies and other topics. See attached list	138,000	70,000
41	Natural Resources Program This item includes funding for project to enhance ecological diversity within the District – habitat restoration projects, site maintenance, studies and research. This budget also proposes to install an electronic carp barrier. See attached list for breakdown.	140,000	25,000
42	Water Quality Monitoring Includes lab costs and equipment for lake sampling, BMP monitoring and performance monitoring. See attached list for breakdown.	185,000	(115,000)
43	Lake Macrophyte Monitoring Program to collect annual or bi-annual lake plant data to monitor changes in District lakes.	10,000	0
44	Research Projects This account provides funds for conducting research into various water and resource management issues and problems. The budget includes contributions to the Minnesota Stormwater Research (MSR) program, Kohlman test weir research as well as other potential internal research projects. See attached list.	95,000	(20,000)
45	Project Operations This budget provides funds for the ongoing operational costs for District projects that incur utility or supply costs.	160,000	0
46	Educational Programming Production of materials and programs designed to improve the understanding and knowledge of the school children, general public, city and county staff, developers and others of the District's programs and watershed management. This includes continued support of Master Water Stewards Program as well as support of the Adopt-a-Drain program. See attached list.	60,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
47	Communications and Marketing This will be used to support our communications and marketing plan.	25,000	0
48	Events Provide funds for the annual WaterFest program and Watershed Excellence Awards program.	50,000	0
49	NPDES Phase II Provides funds for meeting the requirement of the Federal/State required Phase II permit program. These funds will also be used to assist Cities with implementation of required minimum measures, prepare feasibility studies as needed, and update the District SWPPP.	10,000	0
50	Health & Safety Program/Staff In-house Training Provides funds to support the District staff safety program, training costs, equipment.	3,000	0

Capital Improvement Budget Summary:

52	Maplewood Mall SRF Loan Debt Service Annual payment for the State Revolving Fund (SRF) loan for Maplewood Mall Phase IV project.	92,611	661
53	2016 Beltline and Battle Creek Tunnel Repair Debt Service This is the principal and interest payment for a bond issue approved in 2016.	307,463	300
54	District Building Bond Payment Provides funds for the annual bond payment for the District office building.	194,885	0
55	Targeted Retrofit Projects This budget is to fund projects that have been targeted by the District as a priority project for water quality and wetland habitat. Projects planned for 2020 are shown on the attached list.	1,012,000	33,240

Budget Line No.	Item & Description	Budget Amount	Change from '19 increase (decrease)
56	<p>BMP Incentive Fund Provide funds for cost-share assistance to local road authorities, churches, public and private developers and homeowners for funding of volume reduction practices above the requirements of District rules. The carry over vs levy funding will be fine-tuned as the year goes on.</p>	1,000,000	(250,000)
57	<p>CIP Maintenance & Repair Provides funds for the maintenance of District projects and trunk conveyor system. Also includes funds for continuation of a BMP maintenance program and a contingency fund. See attached list. The carry over vs levy funding will be fine-tuned as the year goes on.</p>	1,115,000	(5,000)
58	<p>Wakefield Park and Frost Avenue Project This project should be substantially completed in 2019.</p>	0	(1,100,000)
59	<p>Markham Pond Dredging and Aeration This project will be completed in 2019.</p>	0	(65,000)
60	<p>Willow Pond CMAC Project This project should be substantially completed in 2019.</p>	0	(300,000)
61	<p>Volume Reduction Opportunity Fund This fund allows the District to capitalize on short-range improvement opportunities. We are in discussions with Target regarding two stores in our District (North St. Paul and St. Paul) and if those projects move forward in 2020, this fund could be used to fund those projects.</p>	1,600,000	100,000
62	<p>Flood Risk Reduction Fund Provides funds for flood control projects including acquisition or flood proofing of existing flood prone structures. Assistance to cities to reduce flood risks in areas identified by District modeling of Atlas 14 storm events could also be included. See attached list for proposed 2020 district flood risk reduction projects. The carry over vs levy funding will be fine-tuned as the year goes on.</p>	4,000,000	1,500,000