

Fiscal Year 2021 Budget V1
August Planning Meeting

Budget ID Number	Budget Item	FY 2020 Budget	FY 2021 Budget Funding Source				Total Proposed 2021 Budget	Increase (decrease) from 2020 Budget
			General Fund	Capital Improvements	Carry-over Funds	Other 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	570,000	285,000		130,000		415,000	(155,000)
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	8,500	8,500				8,500	0
12	Managers Expenses	3,500	3,500				3,500	0
13								
14	Auditor/Accounting							
	Auditor/Accounting	60,000	65,000				65,000	5,000
15								
16	Miscellaneous							
	Dues & Publications	11,000	11,000				11,000	0
17	Insurance	40,000	45,000				45,000	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	1,450,000	1,520,000				1,520,000	70,000
22	Employee Expenses	10,000	15,000				15,000	5,000
23	Janitorial/Trash Services/Snow Plowing	15,000	15,000				15,000	0
24	Building Maintenance	200,000	150,000				150,000	(50,000)
25	Utilities (gas,electric, water, sewer, maintenance)	20,000	25,000				25,000	5,000
26	Office Supplies	5,000	7,000				7,000	2,000
27	Copying/Printing	8,000	8,000				8,000	0
28	Postage/Delivery	5,000	3,000				3,000	(2,000)
29	Office Furniture & Computer Equipment	150,000	150,000				150,000	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	5,000				5,000	(5,000)
35	Data Base Improvements	5,000	40,000				40,000	35,000
36	IT Services/Internet/Website/Software Licenses	55,000	70,000				70,000	15,000
37	Outside Program Support	57,000	57,000				57,000	0
38	Outside Consulting Services	40,000	20,000				20,000	(20,000)
39								
40	Program							
	Lake Studies/WRPPs/TMDL Reports	173,000	103,000				103,000	(70,000)
41	Activities							
	Natural Resources Program	140,000	140,000				140,000	0
42	Water Monitoring-Lab Costs & Equip.	185,000	180,000				180,000	(5,000)
43	Lake Macrophyte Monitoring and Internal Load Management	10,000	70,000				70,000	60,000
44	Research Projects	95,000	95,000				95,000	0
45	Project Operations	160,000	200,000				200,000	40,000
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	40,000	0				0	(40,000)
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	92,611		92,238	0		92,238	(373)
53	Summary							
	Beltline and Battle Creek Tunnel Repair Debt Service	307,463		0	302,663		302,663	(4,800)
54	District Office Building Bond Payment	194,885		194,885	0		194,885	0
55	Targeted Retrofit Projects	1,012,000		800,000	500,000	710,000	2,010,000	998,000
56	Stewardship Grant Fund	1,000,000		300,000	500,000		800,000	(200,000)
57	Project Repair & Maintenance	1,115,000		825,000	500,000		1,325,000	210,000
58	Wetland Restoration Projects	0		500,000	0		500,000	500,000
59	Wakefield Park Project	100,000		0	0		0	(100,000)
60	Volume Reduction Opportunity Fund	1,600,000		0	1,600,000		1,600,000	0
61	Flood Risk Reduction Fund	4,000,000		2,000,000	2,000,000		4,000,000	0
	Totals	13,411,459	3,784,500	4,712,123	5,532,663	710,000	14,739,286	1,327,827

	Budget	Budget Total By Fund		Proposed
	Total	General Fund	CIB	Levy
2021 Budget Total and totals by fund	14,739,286	3,914,500	10,824,786	7,181,623
2020 Budget Total and totals by fund	13,532,258	4,124,500	9,407,758	6,763,498
2021 Budget Increase or (Decrease) from 2020 Budget	1,207,028	(210,000)	1,417,028	418,125
2021 Budget % change from 2020 Budget	8.92%	-5.09%	15.06%	6.18%

2021 Budget Program Line Item Breakouts

Project Feasibility Studies (Line 5)	
Emergency Response Plans	\$60,000
Groundwater Next Steps Planning	\$50,000
Hillcrest Golf Course & Gold Line BRT Planning	\$40,000
Kohlman Creek Flood Risk Management	\$75,000
Ames Lake Area Flood Risk Management Work w/City of St. Paul	\$25,000
Battle Creek PFAS*	\$25,000
694/494/94 Water Quality Feasibility Study	\$30,000
Subwatershed Assessment for At-Risk Creeks (Fish and Gervais)	\$35,000
Wetland Restoration Workshop, Education, Planning	\$25,000
Contingency	\$50,000
Total =	\$415,000

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 Etc. (Line 40)	
Grant Applications	\$40,000
Watershed Management Plan Updates	\$20,000
Tanners Flood Response Tool Model Update	\$3,000
Subwatershed Feasibility Studies Prioritization	\$15,000
Contingency	\$25,000
Total =	\$103,000

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	\$55,000
Lab Costs	\$90,000
Engineering Monitoring Reporting Assistance	\$10,000
Special Project Monitoring: Maplewood Mall, Battle Creek etc	\$25,000
Total =	\$180,000

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)	
North St. Paul Target	\$1,400,000
St. Rose of Lima	\$260,000
Cemstone Stormwater Reuse	\$300,000
Contingency	\$50,000
Total =	\$2,010,000

Project Repair and Maintenance (Line 57)	
2021 Project Repair and Maintenance Contract	\$800,000
Beltline 5-year Inspection Completion and Repairs	\$100,000
Routine Inspections and Unplanned Maintenance ID	\$125,000
BMP and NR Maintenance Program	\$200,000
Contingency	\$100,000
Total =	\$1,325,000

Flood Risk Reduction Fund (Line 61)	
Keller Channel Weir and Phalen Outlet Modifications (2021)	\$150,000
West Vadnais Lake Emergency Overflow - Twin Lake By-Pass	\$50,000
Flood Risk Reduction and Coveynace Feasibility Study Implementation Projects - TBD	\$2,800,000
Contingency	\$1,000,000
Total =	\$4,000,000

2021 BUDGET NARRATIVE

Budget Line No.	Item & Description	Budget Amount	Change from '20 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 Program Budget Line Item Breakout table. Some of these studies are carryover from 2020 that will not be completed in time while some are new.</p>	415,000	(155,000)
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 '20 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	0
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.	65,000	5,000
16	Dues & Publications Dues for appropriate organization memberships (MAWD, League of MN Cities, etc.) and for purchase of necessary publications and reference materials.	11,000	0
17	Insurance District General Liability, Property/Casualty, Public Official Liability insurance, etc.	45,000	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 '20 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 water monitoring full time position. See supporting information.	1,520,000	70,000
22	Employee Expenses This includes mileage, parking, and supply expenses incurred by the District's staff.	15,000	5,000
23	Janitorial/Trash Services/Snow Removal Contract services required for office building and winter snow removal.	15,000	0
24	Building Maintenance Building repairs, equipment and landscape maintenance expenses. Decrease is due to larger expenses in 2020 that have been or will be completed.	150,000	(50,000)
25	Utilities (gas, electric, water, sewer) Provides for office building utility expenses.	25,000	5,000
26	Office Supplies Office supply costs for district operations.	7,000	2,000
27	Copying/Printing Photocopying and commercial printing expenses.	8,000	0
28	Postage/Delivery District postage and delivery expenses.	3,000	(2,000)

Budget Line No.	Item & Description	Budget Amount	Change from '20 increase (decrease)
29	Office Furniture and Computer Equipment Acquisition of necessary new and replacement office equipment and furniture.	150,000	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.	5,000	(5,000)
35	Database Improvements Provides for improvements to district database programs for permit program, stewardship grant program, inspections and timesheets.	40,000	35,000
36	IT Services/Internet/Web Site/Software Licenses Provides for maintenance and upgrades to computer network and software upgrades. The increase is due to the potential new JPA model for Metro Inet as well as the ability for more staff to work from home and access work networks.	70,000	15,000
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

Budget Line No.	Item & Description	Budget Amount	Change from '20 increase (decrease)
38	Outside Consultant Services Provides funds for contracting special services with outside consultants as needs arise in the year.	20,000	(20,000)
40	Lake Studies/TMDL Reports This item is for various water body studies and related topics. See attached list	103,000	(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. See attached list for breakdown.	140,000	0
42	Water Quality Monitoring Includes lab costs and equipment for lake sampling, BMP monitoring and performance monitoring. See attached list for breakdown.	180,000	(5,000)
43	Lake Macrophyte Monitoring and Internal Load Management Program to collect annual or bi-annual lake plant data to monitor changes in District lakes. The additional funds would apply to implementation of internal load management measures in our impaired waters.	70,000	60,000
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	0
45	Project Operations This budget provides funds for the ongoing operational costs for District projects that incur utility or supply costs. The increase this year is due to the needs for the new auto lake level monitoring systems as well as the Keller Channel Weir and Phalen Outlet modification operations.	200,000	40,000

Budget Line No.	Item & Description	Budget Amount	Change from '20 increase (decrease)
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
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 This line item in the general fund will be removed as it is an old placeholder. The work done for NPDES Phase II and our MS4 permit is done mostly internally or under engineering support when needed.	0	(10,000)
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.	92,238	(373)
53	2016 Beltline and Battle Creek Tunnel Repair Debt Service This is the principal and interest payment for a bond issue approved in 2016.	302,663	(4,800)
54	District Building Bond Payment Provides funds for the annual bond payment for the District office building.	194,885	0

Budget Line No.	Item & Description	Budget Amount	Change from '20 increase (decrease)
55	<p>Targeted Retrofit Projects</p> <p>This budget is to fund projects that have been targeted by the District as a priority project for water quality and natural habitat. Projects are vetted in the current year and potential project implementations are planned for 2021. Projects with the most potential at this time for 2021 are shown on the attached list. Other projects identified to meet the goals for targeted retrofits may also present themselves over the next year. Staff will manage projects within the proposed Targeted Retrofit Projects budget and present them to the board as they develop. This budget includes levy funds, carryover, stormwater impact funds, and potential grant funds. This line can also be amended to shift Volume Reduction Opportunity Funds as the same parameters for projects apply.</p>	2,010,000	998,000
56	<p>Stewardship Grant Fund</p> <p>Provide funds for cost-share assistance to local road authorities, churches, public and private developers and homeowners for funding of volume reduction, habitat restoration, and other practices above the requirements of District rules.</p>	800,000	(200,000)
57	<p>Project Repair and Maintenance</p> <p>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.</p>	1,325,000	210,000
58	<p>Wetland Restoration Projects</p> <p>This is a placeholder for the board to consider for projects that would include wetland restoration work. This item can be fine-tuned for the rest of this year and the board can consider hearing about the restoration site search and potential project prioritization and whether or not to direct staff to implement a project.</p>	500,000	500,000
59	<p>Wakefield Park Project</p> <p>This project is complete and will be removed from in 2021.</p>	0	(100,000)

Budget Line No.	Item & Description	Budget Amount	Change from '20 increase (decrease)
60	<p>Volume Reduction Opportunity Fund</p> <p>This fund is in place for volume reduction projects. This fund could be closed and transferred to the Targeted Retrofits Fund to be used in 2021. If that were to happen, no new funds would need to be levied in 2021 for planned projects in the Targeted Retrofits Fund.</p>	1,600,000	0
61	<p>Flood Risk Reduction Fund</p> <p>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. Approximately \$2,000,000 would be carryover from 2020 and \$2,000,000 would be levied in 2021. These proportions will be fine-tuned as the year goes on ahead of the final levy approval in December. This fund pools money for projects that meet the board's flood risk reduction goals. Some of the carryover will be needed to finish up the 2020 Keller Channel Weir and Phalen Outlet Modifications project as well as to be prepared for the potential need to activate the West Vadnais Lake Emergency overflow Twin Lake Bypass. A significant amount is being a placeholder for upcoming board decisions on the Flood Risk Reduction and Conveyance Feasibility Study implementation.</p>	4,000,000	0