

2022 BUDGET NARRATIVE

Budget Line No.	Item & Description	Budget Amount	Change from '21 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. This also includes preparation for board workshop topics as requested.</p>	125,000	32,000
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>	60,000	5,000
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.</p>	410,000	(30,000)
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 '21 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.	4,000	500
14	Auditor/Accounting Preparation of the District's annual audit and provide monthly accounting services.	70,000	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.	55,000	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 '21 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.	1,660,000	140,000
22	Employee Expenses This includes mileage, parking, and supply expenses incurred by the District's staff.	15,000	0
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.	150,000	0
25	Utilities (gas, electric, water, sewer) Provides for office building utility expenses.	30,000	0
26	Office Supplies Office supply costs for district operations.	7,000	0
27	Copying/Printing Photocopying and commercial printing expenses.	5,000	(3,000)
28	Postage/Delivery District postage and delivery expenses.	3,000	0
29	Office Furniture and Computer Equipment Acquisition of necessary new and replacement office equipment and furniture.	150,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '21 increase (decrease)
30	Office Equipment Maintenance To fund office equipment maintenance.	3,000	0
31	Training/Education Training and education expenses for the District staff including pursuing equity/inclusion work.	75,000	0
32	Telephone District telephone expenses. Includes office phone system and support costs.	4,000	(4,000)
33	Vehicle Replacement, Equipment and Maintenance Provides for fleet maintenance and equipment.	20,000	(23,000)
34	GIS System Maintenance & Equipment Provides for continuous upgrading of GIS system data files and equipment as needed.	5,000	0
35	Database Improvements Provides for improvements to district database programs for permit program, stewardship grant program, inspections and timesheets.	40,000	0
36	IT Services/Internet/Web Site/Software Licenses Provides for maintenance and upgrades to computer network and software upgrades.	75,000	5,000
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.	20,000	0
40	Lakes, TMDLs, Grants This item is for various water body studies and related topics. See attached list	125,000	22,000

Budget Line No.	Item & Description	Budget Amount	Change from '21 increase (decrease)
41	<p>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.</p>	120,000	(20,000)
42	<p>Water Quality Monitoring Includes lab costs and equipment for lake sampling, BMP monitoring and performance monitoring. See attached list for breakdown.</p>	180,000	0
43	<p>Lake Macrophyte Monitoring and Internal Load Management These program to collect annual or bi-annual lake plant data to monitor changes in District lakes and implementation of internal load management measures in our impaired waters is accounted for in line item 40 – Lakes, TMDLs, Grants.</p>	0	(70,000)
44	<p>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, and aeration study. See attached list.</p>	225,000	130,000
45	<p>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.</p>	200,000	0
46	<p>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.</p>	75,000	15,000

Budget Line No.	Item & Description	Budget Amount	Change from '21 increase (decrease)
47	Communications and Marketing This will be used to support our communications and marketing plan. This includes funds for updates to the district website.	50,000	25,000
48	Events Provide funds for the annual WaterFest program and Watershed Excellence Awards program.	46,000	(4,000)
49	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:

51	Maplewood Mall SRF Loan Debt Service Annual payment for the State Revolving Fund (SRF) loan for Maplewood Mall Phase IV project.	91,848	(390)
52	2016 Beltline and Battle Creek Tunnel Repair Debt Service This is the principal and interest payment for a bond issue approved in 2016.	302,863	200
53	District Building Bond Payment Provided funds for the annual bond payment for the District office building. These payments are now complete.	0	(194,885)
54	Targeted Retrofit Projects 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 2022. Projects with the most potential at this time for 2022 are discussed in the cover memo. 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.	1,500,000	(1,310,000)

Budget Line No.	Item & Description	Budget Amount	Change from '21 increase (decrease)
55	<p>Stewardship Grant Fund Provide funds for cost-share assistance to local partners, churches, public and private developers and homeowners for funding of volume reduction, habitat restoration, and other practices above the requirements of District rules.</p>	1,000,000	0
56	<p>Project Repair and Maintenance 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>	1,500,000	175,000
57	<p>Wetland Restoration Projects This is a placeholder for the board to consider for projects that would include wetland restoration work. This is carryover from 2021.</p>	500,000	0
58	<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. This fund pools money for projects that meet the board's flood risk reduction goals. Projects identified out of the Owasso Basin Flood Risk Reduction Feasibility Study are included and listed in the line items breakout attachment. Also, anticipating projects from the completion of the Kohlman Creek Flood Risk Reduction Feasibility Study. Funds are also held in reserves for other project opportunities that may arise.</p>	5,200,000	1,000,000