

**2005 Administrative Budget
Bassett Creek Water Management Commission - June 2004**

Item	Amended 2003 Budget	Final 2003 Expended Budget	Balance Year-End 1/31/04 (over) / under	2004 Budget	Amended 2004 Budget	2005 Budget
ENGINEERING						
Plan Reviews	100,000	97,203.25	2,796.75	100,000	100,000.00	100,000
Commission Meetings	7,500	11,305.28	(3,805.28)	10,000	10,000.00	10,000
Surveys and Studies	25,000	14,327.26	10,672.74	25,000	20,000.00	15,000
Water Quality / Monitoring	20,000	5,697.21	14,302.79	5,000	10,000.00	30,000
Water Quantity	7,000	11,388.96	(4,388.96)	5,000	5,000.00	7,000
Inspections						
Watershed Inspections	12,000	9,535.18	2,464.82	10,000	10,000.00	11,000
Annual Inspections	10,000	793.46	9,206.54	8,000	8,000.00	8,000
Municipal Plan Review	7,500	2,235.00	5,265.00			0
Subtotal Engineering	\$189,000.00	\$152,485.60	\$36,514.40	\$163,000.00	\$163,000.00	\$181,000.00
PLANNING						
2nd Generation Plan						
Engineering / Consulting	35,000	72,856.17	(37,856.17)	45,000	45,000.00	8,000
Legal	5,000	5,441.98	(441.98)	2,000	2,000.00	0
Administration	7,000	10,970.46	(3,970.46)	5,000	5,000.00	1,000
Capital Improvements Plan Implementation	15,000	13,741.68	1,258.32			8,000
Subtotal Planning	\$62,000.00	\$103,010.29	(\$41,010.29)	\$52,000.00	\$52,000.00	\$17,000.00
Legal	25,000	11,642.37	13,357.63	13,000	13,000.00	13,000
Financial Management	1,000	1,000.00	0.00	1,000	1,000.00	1,000
Audit, Insurance & Bond	7,000	5,980.00	1,020.00	7,000	7,000.00	7,000
Secretarial	25,000	24,160.48	839.52	27,000	27,000.00	27,000
Public Relations	15,000	17,066.41	(2,066.41)			
Publications / Annual Report			0.00	3,000	3,000.00	3,000
Website			0.00	4,000	4,000.00	4,000
WOMP			0.00	10,000	10,000.00	10,000
CAMP			0.00	4,000	4,000.00	4,000
River Watch Program			0.00	1,500	1,500.00	1,500
Watershed Partners			0.00	5,000	5,000.00	5,000
Public Communications	5,000	996.00	4,004.00			3,000
Demonstration Projects	5,000	0.00	5,000.00	1,000	1,000.00	1,000
Erosion/Sediment (Channel Maintenance)	50,000	25,000.00 (1)	0.00	25,000 (1)	50,000.00	25,000
Long-Term Maint. (Flood Control Project)	25,000	25,000.00 (2)	0.00	25,000 (2)	25,000.00	25,000
Contingencies	15,000	3,750.00	11,250.00	5,000	5,000.00	5,000
Subtotal	\$173,000.00	\$114,595.26	\$33,404.74	\$131,500.00	\$156,500.00	\$134,500.00
TMDL Studies						\$35,000.00
Subtotal TMDL Studies						\$35,000.00
GRAND TOTAL	\$424,000.00	\$370,091.15	\$28,908.85	\$346,500.00	\$371,500.00	\$367,500.00

For information (Administrative Account)

Financial Information	
Audited fiscal year 2003 fund balance at January 31, 2004 adjusted	101,415.00
Expected income from assessments in 2004	376,656.00
Expected interest income in 2004	1,000.00
Transfer from construction account for Medicine Lake projects in 2004	13,741.68
Estimated funds available for fiscal year 2004	492,812.68
Estimated expenditures for fiscal year 2004	346,500.00
Estimated fund balance as of January 31, 2005	146,312.68
Proposed Budget Reserve	121,312.68
2005 Budget	
Proposed 2005 Capital Projects	375,000.00
Proposed 2005 Administrative Budget	367,500.00
Proposed total 2005 Budget	742,500.00
2005 Assessments	
Assessment proposed for 2005 Capital Projects (Hennepin County)	375,000.00
Assessment proposed for 2005	367,500.00

(1) Will be transferred to Channel Maintenance Fund
(2) Will be transferred to Long-Term Maintenance Fund

Bassett Creek Water Management Commission
2005 Assessment
June 2004

Community	For Taxes Payable in 2004 Net Tax Capacity *	2005 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2004 Assessment \$376,656	2005 Assessment \$367,500
Crystal	\$6,135,426	5.88	1,284	5.09	5.48	\$19,490	\$20,149
Golden Valley	\$24,235,648	23.22	6,615	26.63	24.92	\$94,212	\$91,588
Medicine Lake	\$552,286	0.53	199	0.80	0.67	\$2,460	\$2,444
Minneapolis	\$7,171,847	6.87	1,690	6.80	6.84	\$22,710	\$25,124
Minnetonka	\$5,358,457	5.13	1,108	4.46	4.80	\$18,505	\$17,627
New Hope	\$6,485,091	6.21	1,252	5.04	5.63	\$21,074	\$20,676
Plymouth	\$47,719,161	45.71	11,618	46.77	46.24	\$176,929	\$169,929
Robbinsdale	\$2,154,162	2.06	345	1.39	1.73	\$5,806	\$6,344
St. Louis Park	\$4,576,740	4.38	752	3.03	3.71	\$15,471	\$13,618
TOTAL	\$104,388,818	100.00	24,843	100.00	100.00	\$376,656	\$367,500

* Information is certified amounts from the County.

Bassett Creek Water Management Commission

2005 Budget and Levy

June 2004

The Joint and Cooperative Agreement establishing the Bassett Creek Water Management Commission sets forth the procedure required to adopt the annual budget. Article VIII, Subdivision 3, provides that each member agrees to contribute each year to a general fund to be used for administrative purposes and certain operating expenses. Half of the annual contribution of each member is based on assessed valuation of property within the watershed and the other half on the ratio of area of each member within the watershed to the total area of the Bassett Creek watershed. Subdivision 5 of Article VIII further provides: "On or before July 1 of each year, the Board shall adopt a detailed budget for the ensuing year and decide upon the total amount necessary for the general fund." Budget approval requires a two-thirds vote (six Commissioners). Further, the Secretary "shall certify the budget on or before July 1 to the clerk of each member governmental unit, together with a statement of the proportion of the budget to be provided by each member." Each of the nine members then has until August 1 to file an objection to the budget.

The budget proposal for 2005 was prepared by a Budget Committee consisting of John O'Toole (Commission and Committee Chair), Mayor Linda Loomis (Commission Treasurer), Michael Welch, Bill Yaeger, and Elizabeth Thornton. A representative of Barr Engineering Company advised on engineering-related items.

The approved 2005 budget is enclosed. Although the flood control project is completed, budget for inspecting the project has been included. Since 2001, much of the work carried out by the Commission has been directed toward preparation of the State-mandated "second generation plan." The plan will be completed in 2004. The year 2005 budget of \$367,500 was adopted by all nine commissioners voting in favor of the budget at the Commission meeting on May 20, 2004. Specific items in the budget are discussed below.

1. **Engineering** services are budgeted at \$181,000 in 2005. Many of the individual items are similar to the 2004 budgets. These are: plan review costs (\$100,000), Attendance at Commission Meetings (\$10,000), Surveys and Studies (\$15,000), Water Quantity (\$7,000), Watershed Inspections (\$11,000), and Annual Inspections (\$8,000). Water Quality monitoring is budgeted for \$30,000. Municipal Plan Review was again not budgeted for in 2005. Water Quality expenditures, which for many years have been directed at examining methods for improving water quality in Bassett Creek and its several sub-drainage basins, will now be concerned largely with monitoring water quality.
2. **Planning** services are budgeted at \$17,000 in 2005. Tasks include submitting the Second Generation Plan (mandated by the State law) for review and approval and Plan implementation (largely water quality projects). Much of the work will be revising, printing, and distributing the final plan, and implementation of the capital improvements plan.
3. Routine **Legal** services are budgeted at \$13,000.
4. **Financial Management** is budgeted for \$1,000 for services provided by the Deputy Treasurer at the City of Golden Valley.
5. **Liability Insurance, Auditing and Bonding** is budgeted at \$7,000.

6. **Secretarial** services, including mailing and copying, are budgeted at \$27,000.
7. **Public Relations** are budgeted as follows: Publications/Annual Report (\$3,000), Website improvements (\$4,000), Watershed Outlet Monitoring Program (WOMP) (\$10,000), Citizens Assisted Monitoring Program (CAMP) (\$4,000), the Hennepin Conservation District River Watch Program (\$1,500), Watershed Partners (\$5,000), and Public Communications (\$3,000).
8. **Demonstration Projects** was reduced to \$1,000. Criteria are being prepared for how demonstration projects will be funded.
9. **Erosion/Sediment (Maintenance Project)** is budgeted at \$25,000.
10. **Long-Term Maintenance (Flood Control Project)** is budgeted at \$25,000.
11. The **Contingency** item is budged at \$5,000.
12. **Total Maximum Daily Load (TMDL) Studies** was added to the 2005 budget in the amount of \$35,000 in anticipation of a State mandate to prepare TMDL studies on lakes within the watershed.

At its May 20, 2004 meeting, the Commissioners also considered the assessment on the cities. The 2005 assessment was adopted by all nine Commissioners voting in favor to levy \$367,500 for the 2005 fiscal year, as compared with the \$376,656 adopted in 2004, based on the following:

Funding Needs:


2005 Administrative Budget\$367,500

Funding Source:

Proposed 2005 Assessment\$367,500

Assessment proposed for 2005 Capital Projects (Hennepin County).....\$375,000

The detailed levy for 2005 by communities is also enclosed.



 Linda Loomis, Treasurer

Enclosures: 2005 Budget
 2005 Assessments