

**2004 Administrative Budget  
Bassett Creek Water Management Commission - June 2003**

Item	2002 Budget	Balance Year-End 1/31/03 over / (under)	Amended 2003 Budget	Balance Year- End 1/31/04 (est.) over / (under)	2004 Budget
<b>ENGINEERING</b>					
Administration	105,000	(1,867.03)	100,000	0.00	100,000
Commission Meetings	7,500	(209.88)	7,500	2,000.00	10,000
Surveys and Studies	25,000	6,095.13	25,000	0.00	25,000
Water Quality					
Monitoring	0	1,171.50	20,000	0.00	5,000
Subwatershed Plans	0			0.00	0
Water Quantity	7,000	(4,287.80)	7,000	0.00	5,000
Inspections					
Watershed Inspections	10,000	(3,533.01)	12,000	0.00	10,000
Annual Inspections	8,000	(5,460.40)	10,000	0.00	8,000
Municipal Plan Review	8,000	(2,267.31)	7,500	(2,000.00)	0
<b>Subtotal Engineering</b>	<b>\$170,500.00</b>	<b>(\$10,358.80)</b>	<b>\$189,000.00</b>	<b>\$0.00</b>	<b>\$163,000.00</b>
<b>PLANNING</b>					
2nd Generation Plan					
Engineering / Consulting	50,000	28,416.03	35,000	25,000.00	45,000
Legal	5,000	2,334.33	5,000	0.00	2,000
Administration	10,000	(10,000.00)	7,000	5,000.00	5,000
Plan Implementation	0	(10,000.00)			
Engineering / Design	10,000		15,000	0.00	0
Legal	0				0
Administration	0				0
<b>Subtotal Planning</b>	<b>\$75,000.00</b>	<b>\$10,750.36</b>	<b>\$62,000.00</b>	<b>\$30,000.00</b>	<b>\$52,000.00</b>
Legal	25,000	(17,978.10)	25,000	0.00	13,000
Financial Management			1,000		1,000
Audit, Insurance & Bond	6,500	(807.00)	7,000	0.00	7,000
Secretarial	18,000	23,522.92	25,000	0.00	27,000
Public Relations	20,000	(4,086.18)	15,000	0.00	
Publications / Annual Report					3,000
Web Site					4,000
WOMP					10,000
CAMP					4,000
River Watch Program					1,500
Watershed Partners					5,000
Public Communications			5,000	0.00	0
Demonstration Projects	10,000	(10,000.00)	5,000	0.00	1,000
Erosion/Sediment (Maintenance Project)			50,000	(25,000.00)	25,000
Long-Term Maintenance (Flood Control Project)			25,000	0.00	25,000
Contingencies	15,000	(12,250.00)	15,000	(15,000.00)	5,000
<b>Subtotal</b>	<b>\$94,500.00</b>	<b>(\$21,598.36)</b>	<b>\$173,000.00</b>	<b>(\$40,000.00)</b>	<b>\$131,500.00</b>
<b>GRAND TOTAL</b>	<b>\$340,000.00</b>	<b>(\$21,206.80)</b>	<b>\$424,000.00</b>	<b>(\$10,000.00)</b>	<b>\$346,500.00</b>

**For information (Administrative Account)**

**Financial Information**

Audited fiscal year 2002 fund balance at 01/31/03	\$115,844
Expected income from assessments in 2003	\$358,000
Expected interest income in 2003	\$10,000
Transfer from construction account in 2003	\$0
Estimated funds available for fiscal year 2003	\$483,844
Estimated expenditures for fiscal year 2003	\$414,000
Estimated fund balance as of January 31, 2004	\$69,844
Proposed Budget Reserve	\$100,000
2004 Budget Deficit	\$30,156
<b>2004 Budget</b>	
Proposed 2004 Capital Projects	\$800,000
Proposed 2004 Administrative Budget	\$346,500
Proposed total 2004 Budget	\$1,146,500
<b>2004 Assessments</b>	
Assessment proposed for 2004 Capital Projects (Hennepin County)	\$850,100
Assessment proposed for 2004 Administrative Items	\$376,656

**Bassett Creek Water Management Commission  
2004 Assessment  
June 2003**

Community	2003-2004 Adjusted Tax Capacity	2004 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	2004 Average Percent	2003 Assessment \$358,000	2004 Assessment \$376,656
Crystal	\$5,105,000 (b)	5.26	1,264	5.09	5.17	\$18,565	\$19,490
Golden Valley	\$22,705,000 (a)	23.40	6,615	26.63	25.01	\$87,390	\$94,212
Medicine Lake	\$490,000 (a)	0.50	199	0.80	0.65	\$2,315	\$2,460
Minneapolis	\$5,100,160 (b)	5.26	1,690	6.80	6.03	\$22,147	\$22,710
Minnetonka	\$5,207,000 (a)	5.37	1,108	4.46	4.91	\$18,581	\$18,505
New Hope	\$5,968,000 (a)	6.15	1,252	5.04	5.59	\$19,806	\$21,074
Plymouth	\$45,783,000 (a)	47.18	11,618	46.77	46.97	\$168,734	\$176,929
Robbinsdale	\$1,644,000 (b)	1.69	345	1.39	1.54	\$5,453	\$5,806
St. Louis Park	\$5,034,000 (a)	5.19	752	3.03	4.11	\$15,009	\$15,471
<b>TOTAL</b>	<b>\$97,036,160</b>	<b>100.00</b>	<b>24,843</b>	<b>100.00</b>	<b>100.00</b>	<b>\$358,000</b>	<b>\$376,656</b>

a Values obtained from Henneph County (adjusted tax capacity)

b Values obtained from City

# Bassett Creek Water Management Commission

## 2004 Budget and Levy

### June 2003

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 2004 was prepared by a Budget Committee consisting of John O'Toole (Commission and Committee Chair), David Hanson (Commission Treasurer), Michael Welch, Bill Yaeger, Elizabeth Thornton, Pauline Langsdorf, and Karla Peterson. A representative of Barr Engineering Company advised on engineering-related items.

The approved 2004 budget is enclosed. Although the flood control project is completed, budget for inspecting the project has been included. In 2001 and 2002, much of the work was directed toward preparation of the State-mandated "second generation plan." The plan will be completed in 2003. The year 2004 budget of \$376,656 was adopted by eight commissioners (city of Minnetonka not represented) voting in favor of the budget at the Commission meeting on June 19, 2003. Specific items in the budget are discussed below.

1. **Engineering** services are budgeted at \$163,000 in 2004. Many of the individual items are similar to the 2003 budgets. These are: Administrative costs (\$100,000), Attendance at Commission Meetings (\$10,000), Surveys and Studies (\$25,000), Water Quantity (\$5,000), Watershed Inspections (\$10,000), and Annual Inspections (\$8,000). Water Quality monitoring is budgeted for \$5,000. Municipal Plan Review was not budgeted for in 2004. 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. The budgeted amount for 2002 was reduced mid-year and no amount was budgeted for 2003. The water quality sampling intervals are being reviewed for future monitoring.
2. **Planning** services are budgeted at \$52,000 in 2004. 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 drafting, printing, and distributing the plan for review and responding to comments.
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.

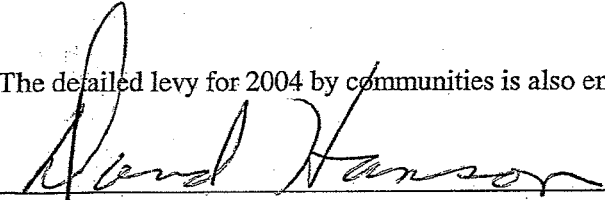
5. **Liability Insurance, Auditing and Bonding** is minimally increased to \$7,000.
6. **Secretarial services**, including mailing and copying, are budgeted at \$27,000.
7. **Public Relations** are budgeted as follows: Publications/Annual Report (\$3,000), Website improvements (\$4,000), Watershed Outlet Monitoring Program (WOMP) (\$10,000), Citizens Assisted Monitoring Program (CAMP) (\$4,000), the Hennepin Conservation District River Watch Program (\$1,500), and Watershed Partners (\$5,000).
8. **Public Communications** is not budgeted in 2004. The Commission will coordinate communications with its member cities.
9. **Demonstration Projects** was reduced to \$1,000. Criteria are being prepared for how demonstration projects will be funded.
10. **Erosion/Sediment (Maintenance Project)** is budgeted at \$25,000.
11. **Long-Term Maintenance (Flood Control Project)** is budgeted at \$25,000.
12. The **Contingency** item is budgeted at \$5,000.

At its June 19, 2003 meeting, the Commissioners also considered the assessment on the cities. The 2004 assessment was adopted by eight commissioners (city of Minnetonka not represented) voting in favor to levy \$376,656 for the 2004 fiscal year, as compared with the \$358,000 adopted in 2003, an increase based on the following:

<b>Funding Needs:</b>	
2004 Administrative Budget .....	\$346,500
2003 Budget Deficit .....	<u>30,156</u>
Total .....	\$376,656

<b>Funding Source:</b>	
Proposed 2004 Assessment .....	\$376,656
Assessment proposed for 2004 Medicine Lake Capital Projects (Hennepin County) .....	\$850,100

The detailed levy for 2004 by communities is also enclosed.

  
 \_\_\_\_\_  
 David Hanson, Treasurer

Enclosures: 2004 Budget  
 2004 Assessments