

Ramsey/Washington Recycling & Energy Board

JOINT ACTIVITIES	2022 Approved Budget	2023 Approved Budget	2023 Proposed Budget	Change in Budget
APPROPRIATIONS:				
Project Management	2,729,727	2,519,454	2,729,454	210,000
Non-Residential Recycling	4,090,000	4,090,000	4,050,000	(40,000)
Community Waste Solution	795,000	795,000	625,000	(170,000)
Food Scrap Recycling	1,468,000	2,500,000	2,500,000	-
General Outreach	605,000	605,000	605,000	-
Policy Evaluation	1,020,000	1,100,000	1,100,000	-
Total Appropriations	10,707,727	11,609,454	11,609,454	-
REVENUE:				
Washington County	2,891,086	3,134,553	3,134,553	-
Ramsey County	7,016,641	8,474,901	8,474,901	-
Anticipated Carryover Funds RC Addition P	800,000	-	-	-
Total Revenue	10,707,727	11,609,454	11,609,454	-
TOTAL	2022 Approved Budget	2023 Approved Budget	2023 Proposed Budget	Change in Budget
Appropriations	10,707,727	11,609,454	11,609,454	-
Revenue	10,707,727	11,609,454	11,609,454	-
Surplus/(Deficit)	-	-	-	-

Ramsey/Washington Recycling & Energy Board

Joint Activities

Account	Description	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
APPROPRIATIONS:					
<u>PROJECT MANAGEMENT</u>					
411101	Salaries Permanent	1,016,647	1,038,685	1,180,685	142,000
411103	Salaries Temporary	15,000	15,000	15,000	-
411201	PERA	76,249	77,901	88,401	10,500
411202	Fica - OASDI	61,899	63,221	71,721	8,500
411203	FICA - HI	15,007	15,328	17,328	2,000
411301	Health & Dental Ins	250,809	275,890	321,390	45,500
411306	Life Ins	1,405	1,546	1,546	-
411307	Long Term Disability Ins	1,716	1,888	1,888	-
411410	Cell Phone Reimbursement	7,920	7,920	9,420	1,500
421101	Accounting & Auditing Services	110,000	110,000	110,000	-
421102	Auditor	26,000	26,000	26,000	-
421110	Fiscal agent Fees	30,000	30,000	30,000	-
421208	County Attorney	85,000	85,000	85,000	-
421401	Computer Maintenance and Other	656,100	395,100	395,100	-
421501	Consulting	225,000	225,000	225,000	-
421511	Partnership on Waste and Energy Contribution	83,250	83,250	83,250	-
421525	Recruitment Services	1,000	1,000	1,000	-
421603	Printing	4,500	4,500	4,500	-
421701	Postage	2,000	2,000	2,000	-
423111	Employee Development	4,000	4,000	4,000	-
423309	Records Storage	275	275	275	-
424302	Membership & Dues	8,600	8,600	8,600	-
424303	Conference & Seminar	20,000	20,000	20,000	-
424304	Other Travel	20,000	20,000	20,000	-
424305	Meeting Expense	2,000	2,000	2,000	-
424501	Mileage	4,500	4,500	4,500	-
424507	Messenger Service	350	350	350	-
431101	Office Supplies	500	500	500	-
Total Project Management		2,729,727	2,519,454	2,729,454	210,000
<u>NON-RESIDENTIAL RECYCLING</u>					
421542	BizRecycling	2,050,000	2,050,000	2,050,000	-
421543	Multi-Unit Recycling	1,250,000	1,250,000	1,250,000	-
421544	Business Pollution Prevention	450,000	450,000	410,000	(40,000)
421545	Food Waste Prevention	300,000	300,000	300,000	-
421546	Compost Market Development	40,000	40,000	40,000	-
Total Non-Residential Recycling		4,090,000	4,090,000	4,050,000	(40,000)
<u>COMMUNITY WASTE SOLUTIONS</u>					
421538	Community Resource Hubs	220,000	220,000	110,000	(110,000)
421539	Bulky Waste Solutions	475,000	475,000	435,000	(40,000)
421540	Reuse & Repair	100,000	100,000	80,000	(20,000)
Total Community Waste Solutions		795,000	795,000	625,000	(170,000)

FOOD SCRAP RECYCLING

421541 Program Resources	320,000	760,000	760,000	-
421522 Other Professional Services	658,000	1,280,000	1,280,000	-
421602 Promotional Activities	490,000	460,000	460,000	-
Total Food Scrap Recycling	1,468,000	2,500,000	2,500,000	-

GENERAL OUTREACH

421509 Communications, Design, & Educational Services	455,000	455,000	455,000	-
421522 Other Professional Services	150,000	150,000	150,000	-
Total General Outreach	605,000	605,000	605,000	-

POLICY EVALUATION

421201 Legal Services	490,000	490,000	490,000	-
421502 Engineering Services	530,000	610,000	610,000	-
Total Policy Evaluation	1,020,000	1,100,000	1,100,000	-
Total Appropriations	10,707,727	11,609,454	11,609,454	-

REVENUE:

314103 Washington County	2,891,086	3,134,553	3,134,553	-
319110 Ramsey County	7,016,641	8,474,901	8,474,901	-
Anticipated Carryover Funds RC Addition Program	800,000	-	-	-
Total Revenue	10,707,727	11,609,454	11,609,454	-

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

APPROPRIATIONS EXPLANATIONS

Project Management (51808)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411101	Salaries Permanent	1,016,647	1,038,685	1,180,685	142,000

EXPLANATION: Compensation for permanent full-time and permanent part-time employees.

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411103	Salaries Temporary	15,000	15,000	15,000	-

EXPLANATION: Compensation for temporary full-time and temporary part-time employees.

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411201	PERA	76,249	77,901	88,401	10,500

EXPLANATION: PERA rate calculation at 7.5% of Salaries Permanent

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411202	Fica - OASDI	61,899	63,221	71,721	8,500

EXPLANATION: Fica - OASDI is calculated at 6.2% of Salary Permanent and Salaries Temporary

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411203	FICA - HI	15,007	15,328	17,328	2,000

EXPLANATION: Fica - HI is calculated at 1.452% of Salaries Permanent and Salaries Temporary

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411301	Health & Dental Ins	250,809	275,890	321,390	45,500

EXPLANATION: Health & Dental Insurance for Staff

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411306	Life Ins	1,405	1,546	1,546	-

EXPLANATION: Life Insurance is paid up to a maximum of \$50,000 or 1 times an employee's salary for Staff

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411307	Long Term Disability Ins	1,716	1,888	1,888	-

EXPLANATION: Long Term Disability Insurance for Staff

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
411410	Cell Phone Reimbursement	7,920	7,920	9,420	1,500

EXPLANATION: Cell phone reimbursement for staff, \$55 per month per employee

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421101	Accounting & Auditing Services	110,000	110,000	110,000	-

EXPLANATION: Olson-Thielen - Hauler audit for compliance with the County Environmental Charge in both counties

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421102	Auditor	26,000	26,000	26,000	-

EXPLANATION: Expenses associated with the required annual audit of the R&E Board

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421110	Fiscal agent Fees	30,000	30,000	30,000	-

EXPLANATION: Annual Expenses paid to Ramsey County Finance for the cost of managing the R&E Board's finances

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421208	County Attorney	85,000	85,000	85,000	-

EXPLANATION: Reimbursement expenses to the Ramsey and Washington County Attorney's office for legal services
Ramsey County - \$45,000/yr
Washington County - \$40,000/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421401	Computer Maintenance and Other	656,100	395,100	395,100	-

EXPLANATION: Computer system maintenance and other IT costs - Salesforce \$29,000; Spring CM \$25,000; EMERGE database \$100,000; CBIZ payroll system, projects based on IT consultant study - communication and collaboration, IT infrastructure and security, and business applications
Computer system maintenance and other IT costs previously paid out of the Facility operating budget - IS service agreement - \$55,360 misc support, service maintenance, anti-virus; WebEx \$2,000; RingCentral \$7,200; Allstream internet \$14,640; Accounting system \$30,000, per year for 2022 and 2023

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421501	Consulting	225,000	225,000	225,000	-

EXPLANATION: Ramsey County Human Resources - \$5,000/yr, IT consultant - \$220,000/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421511	Partnership on Waste and Energy Contribution	83,250	83,250	83,250	-

EXPLANATION: Recycling and Energy's contribution to Partnership on Waste and Energy.

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421525	Recruitment Services	1,000	1,000	1,000	-

EXPLANATION: Costs relating to hiring Recycling and Energy staff

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421603	Printing	4,500	4,500	4,500	-

EXPLANATION: Printing services

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421701	Postage	2,000	2,000	2,000	-

EXPLANATION: Postage

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
423111	Employee Development	4,000	4,000	4,000	-

EXPLANATION: Staff training

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
423309	Records Storage	275	275	275	-

EXPLANATION: Fee paid for storing records

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
424302	Membership & Dues	8,600	8,600	8,600	-

EXPLANATION: Minnesota Resource Recovery Association- \$5,250/yr
American Biogas Council - \$850/yr
Great Plains Institute - Bio-economy coalition - \$2,500/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
424303	Conference & Seminar	20,000	20,000	20,000	-

EXPLANATION: Conference & Seminars for R&E Board and staff

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
424304	Other Travel	20,000	20,000	20,000	-

EXPLANATION: Site visits and other educational opportunities

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
424305	Meeting Expense	2,000	2,000	2,000	-

EXPLANATION: Expenses related to R&E Board staff meetings

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
424501	Mileage	4,500	4,500	4,500	-

EXPLANATION: Parking/Mileage paid to employees based on IRS reimbursement rate

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
424507	Messenger Service	350	350	350	-

EXPLANATION: Courier services

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
431101	Office Supplies	500	500	500	-

EXPLANATION: General office supplies

Total Project Management		2,729,727	2,519,454	2,729,454	210,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Non-Residential Recycling (51809)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421542	BizRecycling	2,050,000	2,050,000	2,050,000	-

EXPLANATION: 1) BizRecycling consulting services - \$600,000/yr (MN Waste Wise -\$500,000/yr; EcoConsilium - \$100,000/yr)
 2) BizRecycling partners (business organizations such as chambers of commerce) - \$225,000/yr
 3) BizRecycling sponsorships (promotional relationships) - \$225,000/yr (St. Paul Saints \$50,000/yr, MN United \$55,125/yr, Ordway \$20,000/yr)
 4) BizRecycling grants and incentives (starter, reward, container, sustaining, and label grants) - \$1,000,000/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421543	Multi-Unit Recycling	1,250,000	1,250,000	1,250,000	-

EXPLANATION: 1) Multi-Unit Recycling consulting services (MN Waste Wise - \$500,000/yr)
 2) Multi-Unit Recycling Program grants and incentives (starter, reward, container, label grants, and apartment recycling specialist stipends) - \$750,000/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421544	Business Pollution Prevention	450,000	450,000	410,000	(40,000)

EXPLANATION: 1) Business Pollution Prevention consulting services - \$125,000/yr (Environmental Initiative/Clean Air Minnesota \$125,000/yr)
 2) Business Pollution Prevention grants and incentives - \$325,000 in 2022, \$285,000 in 2023

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421545	Food Waste Prevention	300,000	300,000	300,000	-

EXPLANATION: Resources for preventing food waste and increasing food recovery efforts - \$300,000/yr (Second Harvest Heartland \$40,000/yr; The Good Acre \$40,000/yr)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421546	Compost Market Development	40,000	40,000	40,000	-

EXPLANATION: Resources to aid the growth of end markets for finished compost - \$40,000/yr

Total Non-Residential Recycling		4,090,000	4,090,000	4,050,000	(40,000)
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Community Waste Solutions (51817)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421538	Community Resource Hubs	220,000	220,000	110,000	(110,000)

EXPLANATION: 1) Community Resource Hub hard costs (rent, equipment, materials, etc.)- \$120,000 in 2022, \$65,000 in 2023
2) Community Resource Hub staffing, contractors, and partnerships - \$100,000 in 2022, \$45,000 in 2023

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421539	Bulky Waste Solutions	475,000	475,000	435,000	(40,000)

EXPLANATION: 1) Mattress recycling strategies - \$350,000 in 2022, \$310,000 in 2023
2) Research, planning, and pilot testing for other bulky items - \$50,000/yr
3) Construction and Demolition (C&D) and deconstruction training, resources, and partnerships - \$75,000/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421540	Reuse & Repair	100,000	100,000	80,000	(20,000)

EXPLANATION: Education, resources, and shared county disposal directory - \$100,000 in 2022, \$80,000 in 2023

Total Community Waste Solutions		795,000	795,000	625,000	(170,000)
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Food Scrap Recycling (51818)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421541	Program Resources	320,000	760,000	760,000	-

EXPLANATION: Durable Compostable Bags (DCB's) - \$320,000/yr for 2022 and \$760,000/yr for 2023

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421522	Other Professional Services	658,000	1,280,000	1,280,000	-

EXPLANATION: 1) Distribution of DCB's - Warehouse, fulfillment, and delivery of DCB's - \$484,000/yr for 2022 and \$1,025,000/yr for 2023
2) Administration of DCB's - Customer service, program development and maintenance, and license - \$174,000/yr for 2022 and \$255,000/yr for 2023

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421602	Promotional Activities	490,000	460,000	460,000	-

EXPLANATION: 1) Website - Hosting fees, maintenance, and support - \$165,000/yr for 2022 and \$135,000/yr for 2023
2) Videography - Educational and promotional videos - \$25,000/yr for 2022 and 2023
3) Media campaign - Promotional campaigns - \$200,000/yr for 2022 and 2023
4) Contracted services - Agency fees and staff time for Metre LLC. - \$100,000/yr for 2022 and 2023

Total Food Scrap Recycling		1,468,000	2,500,000	2,500,000	-
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

General Outreach (51810)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421509	Communications, Design, & Educational Services	455,000	455,000	455,000	-

EXPLANATION: 1) Contracted graphic design services for the annual county Green Guides, the R&E annual report, and other materials - \$50,000/yr
 2) Recycling & Energy and BizRecycling websites - \$55,000/yr
 3) Videography to support programs, activities, and R&E Center - \$50,000/yr
 4) Outreach, engagement, promotion, marketing, and educational activities to support programs and R&E Center - \$300,000/yr

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421522	Other Professional Services	150,000	150,000	150,000	-

EXPLANATION: 1) Communication services - contractors to assist with specialized communications needs - \$50,000/yr
 2) Cultural consultants - contracting with New Publica and other specialists to better engage with specific cultural communities - \$100,000/yr

Total General Outreach		605,000	605,000	605,000	-
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Policy Evaluation (51811)

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421201	Legal Services	490,000	490,000	490,000	-

EXPLANATION: Legal services contract with Stoel-Rives for legal services related to the R&E Board

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
421502	Engineering Services	530,000	610,000	610,000	-

EXPLANATION: General engineering and technical services contracted with Foth Infrastructure & Environmental, LLC - \$630,000 (\$100,000 paid out of Enhancement Project budget) for 2022 and \$610,000 for 2023

Total Policy Evaluation		1,020,000	1,100,000	1,100,000	-
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Total Appropriations		10,707,727	11,609,454	11,609,454	-
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

REVENUE EXPLANATIONS

Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
314103	Washington County	2,891,086	3,134,553	3,134,553	-
EXPLANATION:	Washington County 27% of Joint Activities Budget				
Account Code	Account Name	2022 Approved	2023 Approved	2023 Proposed	Change in Budget
319110	Ramsey County	7,016,641	8,474,901	8,474,901	-
	Anticipated Carryover Funds RC Addition Program	800,000	-	-	-
EXPLANATION:	Ramsey County 73% of Joint Activities Budget				
Total Revenue		10,707,727	11,609,454	11,609,454	-