

Ramsey/Washington Recycling & Energy Board

JOINT ACTIVITIES	2021 Approved Budget	2022 Proposed Budget	2023 Proposed Budget
APPROPRIATIONS:			
Project Management	1,453,369	2,729,727	2,519,454
Non-Residential Recycling	3,721,000	4,090,000	4,090,000
Community Waste Solution	-	795,000	795,000
Food Scrap Recycling	-	1,468,000	2,500,000
General Outreach	925,000	605,000	605,000
Policy Evaluation	1,020,000	1,020,000	1,100,000
Ramsey County Additional Programs	1,964,000	-	-
Total Appropriations	<u>9,083,369</u>	<u>10,707,727</u>	<u>11,609,454</u>
REVENUE:			
Washington County	1,922,230	2,891,086	3,134,553
Ramsey County	5,197,139	7,016,641	8,474,901
Anticipated Carryover Funds RC Addition Program from 2021		800,000	
Ramsey County Additional Programs	1,964,000	-	-
Total Revenue	<u>9,083,369</u>	<u>10,707,727</u>	<u>11,609,454</u>
TOTAL	2021 Approved Budget	2022 Proposed Budget	2023 Proposed Budget
Appropriations	9,083,369	10,707,727	11,609,454
Revenue	9,083,369	10,707,727	11,609,454
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>

Ramsey/Washington Recycling & Energy Board

Joint Activities

Account	Description	2021 Approved	2022 Proposed	2023 Proposed
APPROPRIATIONS:				
PROJECT MANAGEMENT				
411101	Salaries Permanent	670,652	1,016,647	1,038,685
411103	Salaries Temporary	15,000	15,000	15,000
411201	PERA	39,240	76,249	77,901
411202	Fica - OASDI	31,791	61,899	63,221
411203	FICA - HI	7,680	15,007	15,328
411301	Health & Dental Ins	122,658	250,809	275,890
411306	Life Ins	729	1,405	1,546
411307	Long Term Disability Ins	352	1,716	1,888
411410	Cell Phone Reimbursement	3,817	7,920	7,920
421101	Accounting & Auditing Services	110,000	110,000	110,000
421102	Auditor	20,000	26,000	26,000
421110	Fiscal agent Fees	50,000	30,000	30,000
421208	County Attorney	50,000	85,000	85,000
421401	Computer Maintenance and Other	6,500	656,100	395,100
421501	Consulting	115,000	225,000	225,000
421511	Partnership on Waste and Energy Contribution	-	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
422402	Buildings & Office Space	25,000	-	-
423107	Other Education	100,000	-	-
423111	Employee Development	4,000	4,000	4,000
423309	Records Storage	250	275	275
424302	Membership & Dues	8,050	8,600	8,600
424303	Conference & Seminar	20,000	20,000	20,000
424304	Other Travel	40,000	20,000	20,000
424305	Meeting Expense	2,000	2,000	2,000
424501	Mileage	2,300	4,500	4,500
424507	Messenger Service	350	350	350
431101	Office Supplies	500	500	500
Total Project Management		1,453,369	2,729,727	2,519,454

NON-RESIDENTIAL RECYCLING

421522 Other Professional Svcs	1,921,000	-	-
421602 Promotional Activities	200,000	-	-
425102 Grants	1,500,000	-	-
423107 Other Education	100,000	-	-
421542 BizRecycling	-	2,050,000	2,050,000
421543 Multi-Unit Recycling	-	1,250,000	1,250,000
421544 Business Pollution Prevention	-	450,000	450,000
421545 Food Waste Prevention	-	300,000	300,000
421546 Compost Market Development	-	40,000	40,000
Total Non-Residential Recycling	3,721,000	4,090,000	4,090,000

COMMUNITY WASTE SOLUTIONS

421538 Community Resource Hubs	-	220,000	220,000
421539 Bulky Waste Solutions	-	475,000	475,000
421540 Reuse & Repair	-	100,000	100,000
Total Community Waste Solutions	-	795,000	795,000

FOOD SCRAP RECYCLING

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

GENERAL OUTREACH

421509 Communications, Design, & Educational Services	825,000	455,000	455,000
421522 Other Professional Services	100,000	150,000	150,000
Total General Outreach	925,000	605,000	605,000

POLICY EVALUATION

421201 Legal Services	450,000	490,000	490,000
421502 Engineering Services	400,000	530,000	610,000
424601 Other Services	170,000	-	-
Total Policy Evaluation	1,020,000	1,020,000	1,100,000

RAMSEY COUNTY ADDITIONAL PROGRAMS

411xxx 1 FTE Program Coordinator	114,000	-	-
421522 Other Professional Services	1,075,000	-	-
421602 Promotional Activities	150,000	-	-
425102 Grants	625,000	-	-
Total Ramsey County Additional Programs	1,964,000	-	-
Total Appropriations	9,083,369	10,707,727	11,609,454

REVENUE:

314103 Washington County	1,922,230	2,891,086	3,134,553
319110 Ramsey County	5,197,139	7,016,641	8,474,901
Anticipated Carryover Funds RC Addition Program from 2021		800,000	
319110 Ramsey County Additional Programs	1,964,000	-	-
Total Revenue	9,083,369	10,707,727	11,609,454

Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

APPROPRIATIONS EXPLANATIONS

Project Management (51808)

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411101	Salaries Permanent	670,652	1,016,647	1,038,685

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411103	Salaries Temporary	15,000	15,000	15,000

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411201	PERA	39,240	76,249	77,901

EXPLANATION: PERA rate calculation at 7.5% of Salaries Permanent

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411202	Fica - OASDI	31,791	61,899	63,221

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411203	FICA - HI	7,680	15,007	15,328

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411301	Health & Dental Ins	122,658	250,809	275,890

EXPLANATION: Health & Dental Insurance for Staff

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411306	Life Ins	729	1,405	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	2021 Approved	2022 Proposed	2023 Proposed
411307	Long Term Disability Ins	352	1,716	1,888

EXPLANATION: Long Term Disability Insurance for Staff

Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411410	Cell Phone Reimbursement	3,817	7,920	7,920

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
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	2021 Approved	2022 Proposed	2023 Proposed
421102	Auditor	20,000	26,000	26,000

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421110	Fiscal agent Fees	50,000	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	2021 Approved	2022 Proposed	2023 Proposed
421208	County Attorney	50,000	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	2021 Approved	2022 Proposed	2023 Proposed
421401	Computer Maintenance and Other	6,500	656,100	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	2021 Approved	2022 Proposed	2023 Proposed
421501	Consulting	115,000	225,000	225,000

EXPLANATION: Ramsey County Human Resources - \$5,000/yr, IT consultant - \$215,000/yr

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421511	Partnership on Waste and Energy Contribution	-	83,250	83,250

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

2021 2022 2023

Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421525	Recruitment Services	1,000	1,000	1,000

EXPLANATION: Costs relating to hiring Recycling and Energy staff

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421603	Printing	4,500	4,500	4,500

EXPLANATION: Printing services

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421701	Postage	2,000	2,000	2,000

EXPLANATION: Postage

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
422402	Buildings & Office Space	25,000	-	-

EXPLANATION: Expenses paid to Ramsey County for providing office space to R&E Board employees that are not located at the R&E Center

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
423107	Other Education	100,000	-	-

EXPLANATION: Grant Management/Data Tool - EMERGE coordinated database now part of account 421401

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
423111	Employee Development	4,000	4,000	4,000

EXPLANATION: Staff training

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
423309	Records Storage	250	275	275

EXPLANATION: Fee paid for storing records

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424302	Membership & Dues	8,050	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

Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424303	Conference & Seminar	20,000	20,000	20,000

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424304	Other Travel	40,000	20,000	20,000

EXPLANATION: Site visits and other educational opportunities

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424305	Meeting Expense	2,000	2,000	2,000

EXPLANATION: Expenses related to R&E Board staff meetings

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424501	Mileage	2,300	4,500	4,500

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424507	Messenger Service	350	350	350

EXPLANATION: Courier services

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
431101	Office Supplies	500	500	500

EXPLANATION: General office supplies

Total Project Management		1,453,369	2,729,727	2,519,454
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Non-Residential Recycling (51809)

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421522	Other Professional Svcs	1,921,000	-	-

EXPLANATION: Cost code reclassified for 2022 and 2023

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421602	Promotional Activities	200,000	-	-

EXPLANATION: Cost code reclassified for 2022 and 2023

Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
425102	Grants	1,500,000	-	-

EXPLANATION: Cost code reclassified for 2022 and 2023

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
423107	Other Education	100,000	-	-

EXPLANATION: Cost code reclassified for 2022 and 2023

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421542	BizRecycling	-	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	2021 Approved	2022 Proposed	2023 Proposed
421543	Multi-Unit Recycling	-	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	2021 Approved	2022 Proposed	2023 Proposed
421544	Business Pollution Prevention	-	450,000	450,000

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/yr

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421545	Food Waste Prevention	-	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	2021 Approved	2022 Proposed	2023 Proposed
421546	Compost Market Development	-	40,000	40,000

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

Total Non-Residential Recycling		3,721,000	4,090,000	4,090,000
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Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

Community Waste Solutions (51817)

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421538	Community Resource Hubs	-	220,000	220,000

EXPLANATION: 1) Community Resource Hub hard costs (rent, equipment, materials, etc.)- \$120,000/yr
2) Community Resource Hub staffing, contractors, and partnerships - \$100,000/yr

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421539	Bulky Waste Solutions	-	475,000	475,000

EXPLANATION: 1) Mattress recycling strategies - \$350,000/yr
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	2021 Approved	2022 Proposed	2023 Proposed
421540	Reuse & Repair	-	100,000	100,000

EXPLANATION: Education, resources, and shared county disposal directory - \$100,000/yr

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421541	Program Resources	-	320,000	760,000

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

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421522	Other Professional Services	-	658,000	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	2021 Approved	2022 Proposed	2023 Proposed
421602	Promotional Activities	-	490,000	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
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Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

General Outreach (51810)

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421509	Communications, Design, & Educational Services	825,000	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	2021 Approved	2022 Proposed	2023 Proposed
421522	Other Professional Services	100,000	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		925,000	605,000	605,000

Policy Evaluation (51811)

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421201	Legal Services	450,000	490,000	490,000
EXPLANATION:	Legal services contract with Stoel-Rives for legal services related to the R&E Board			
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421502	Engineering Services	400,000	530,000	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			
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
424601	Other Services	170,000	-	-
EXPLANATION:	Services provided by each County starting in 2022			
Total Policy Evaluation		1,020,000	1,020,000	1,100,000

Ramsey/Washington Recycling & Energy Board

Joint Activities

LINE ITEM EXPLANATIONS

Ramsey County Additional Programs

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
411xxx	1 FTE Program Coordinator	114,000	-	-
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421522	Other Professional Services	1,075,000	-	-
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
421602	Promotional Activities	150,000	-	-
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
425102	Grants	625,000	-	-
Total Ramsey County Additional Programs		1,964,000	-	-
Total Appropriations		9,083,369	10,707,727	11,609,454

REVENUE EXPLANATIONS

Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
314103	Washington County	1,922,230	2,891,086	3,134,553
EXPLANATION:	Washington County 27% of Joint Activities Budget			
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
319110	Ramsey County Anticipated Carryover Funds RC Addition Program from 2021	5,197,139	7,016,641 800,000	8,474,901
EXPLANATION:	Ramsey County 73% of Joint Activities Budget			
Account Code	Account Name	2021 Approved	2022 Proposed	2023 Proposed
319110	Ramsey County Additional Programs	1,964,000	-	-
EXPLANATION:	Additional Ramsey County funding to provide Recycling & Energy activities conducted only in Ramsey County			
Total Revenue		9,083,369	10,707,727	11,609,454