Nine Mile Creek Discovery Point
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MEMO

TO: **Nine Mile Creek Watershed District Board of Managers**

FROM: **Randy Anhorn**

DATE: **August 7, 2018**

RE: **2019 Draft Budget**

Following discussion from our July 31, 2018 budget workshop, staff made three revisions to the 2019 draft budget.

1. The line item previously name Discovery Point Landscaping and Stormwater BMP Maintenance was renamed Discovery Point Maintenance (under Office in the Administration portion of the budget) and includes annual maintenance costs for building and grounds (e.g., stormwater BMPs and landscaping). The line item for this was increased from $17,000 to $25,000 with the difference coming out of un-assigned reserves.
2. The Marketing and Event Promotion line item (under Communications & Education Materials in the Program portion of the budget) was increased from $7,000 to $35,000 to include the promotion and hosting of events and materials for the District's 60th anniversary. The difference coming out of un-assigned reserves.
3. Renamed the Groundwater/Surface Interaction Analysis line item (under Data Collection, Assessment and Management in the Programs portion of the budget), to Special Studies (which will be the groundwater/surface water interaction analysis in 2019), so that we do not have to make a new budget code for each individual special study undertaken. We can just define the special study in the narrative tab of each years budget.

The revised draft budget for 2019 (attached) is ~~$3,892,500 $3,901,500~~ $3,941,500. This represents roughly a 5.2% decrease in the budget compared to 2018 ($4,158,000). While the draft budget in 2019 represents a slight, the proposed levy of $2,714,500 is a slight (<2% increase) over that of 2018. The difference between the proposed budget and levied amounts ($1,217,000) are made up the reserve funds that have been assigned and unassigned in the past for specific projects and programs and have yet to be spent or assigned.

As discussed at the budget workshop, although the 2019 levy results in a slight increase, due to an increase in the total market value within District boundaries, the actual levy impact on tax payers will decrease.

Action

No action is needed at this time. The presented is for informational purposes. The District has scheduled a public hearing on the 2019 budget and levy for Thursday, September 6, 2018 at 5:30 p.m.

Budget Item	New Account	FY 2018 Budget	FY 2019 Budget: Plan Implementation Fund	Capital Projects	Reserve Funds	Proposed 2019 Budget
Administration						
Board	5100					
Advisory Committees (CAC and TAC)	5101	$ 2,000.00				2,000.00
Annual Audit	5102	$ 14,500.00				14,500.00
Dues/Conferences/Membership Fees	5103	$ 16,000.00				16,000.00
Insurance	5104	$ 14,000.00				14,000.00
Per Diems and Payroll tax	5105	$ 12,000.00				10,000.00
Manager Expenses	5106	$ 3,000.00				3,000.00
Staff	5200					
Employee Salaries and Benefits	5201	$ 425,000.00			25,000.00	525,000.00
Employee Expenses	5205	$ 6,000.00				8,000.00
Staff Training/Professional Development	5206	$ 5,500.00				10,000.00
Education Assistance	5207	$ 6,000.00				6,000.00
Office	5300					
Office Supplies & Expenses	5301	$ 10,000.00				15,000.00
Office Utilities	5302	$ 18,000.00				18,000.00
Office Networking Managed Services	5303	$ 12,000.00				15,000.00
Office Equipment Maintenance	5304	$ 5,000.00				5,000.00
Office Furniture/Equipment	5305	$ 10,000.00			25,000.00	50,000.00
Official Minutes	5306	$ 4,500.00				4,500.00
Operating Expenses	5307	$ 20,000.00				24,000.00
Discovery Point Maintenance	5308					25,000.00
Professional Services	5400					
Auditor/Accounting	5410					
General/Monthly Accounting	5411	$ 27,000.00				29,000.00
Payroll Processing Fees	5412	$ 2,000.00				2,000.00
Engineering	5420					
Administration	5421	$ 75,000.00				80,000.00
Legal	5430					
General Legal Advice	5431	$ 45,000.00				45,000.00
Policies/Bylaws	5432	$ 5,000.00				5,000.00

Budget Item	New Account	FY 2018 Budget	FY 2019 Budget: Plan Implementation Fund	FY 2019 Budget: Capital Projects	FY 2019 Budget: Reserve Funds	FY 2019 Budget: Proposed 2019 Budget
Other	5440					
	5441					5,000.00
					$ 160,000.00	
Total		**$ 737,500.00**	**$ 721,000.00**		**$ 210,000.00**	**$ 931,000.00**
Programs						
Data Collection, Assessment and Management	6100					
Lake Level Monitoring	6101	$ 25,000.00				25,000.00
Groundwater Level Monitoring	6102	$ 6,000.00				6,000.00
Streamflow Monitoring	6103	$ 2,000.00				2,000.00
Precipitation Monitoring	6104	$ 5,000.00				5,000.00
WOMP Stations	6105	$ 110,000.00				115,000.00
Lake Water Quality and Biological Stream Monitoring	6106	$ 120,000.00				125,000.00
Targeted Monitoring	6107	$ 45,000.00				45,000.00
Regional SW Volume Reduction Study	6108	$ 15,000.00				5,000.00
Modeling and Atlas 14 Flood Planning/Management	6109	$ 70,000.00				70,000.00
TMDL & UAA Studies	6110	$ 100,000.00				$ 35,000.00
Special Studies	6111					$ 30,000.00
Education and Outreach	6200					
Public Involvement /Education	6210					
Public Education Workshops & Outreach	6211	$ 15,000.00				20,000.00
Program Development	6212	$ 7,500.00				7,500.00
CAMP/Volunteer Monitoring	6213	$ 7,000.00				7,000.00
Master Water Stewards Program	6214	$ 25,000.00				20,000.00
Program & Event Sponsorships	6215	$ 11,000.00				7,000.00
Communications & Education Materials	6230					
Annual Communication/Calendar	6231	$ 13,000.00				4,000.00
Brochures & Educational Materials/Program Supplies	6232	$ 7,000.00				15,000.00
Educational Signage and Exhibits	6233	$ 25,000.00				25,000.00
Marketing and Event Promotion	6234	$ 3,000.00				35,000.00
Education Program Supplies	6235	$ 6,500.00				0.00
Promotional Items	6236	$ 2,000.00				7,000.00
Website/GIS Maintenance & Hosting	6237	$ 5,500.00				15,000.00
Water Quality Materials	6238	$ 5,000.00				0.00

2019 Draft Budget

Budget Item	New Account	FY 2018 Budget	FY 2019 Budget: Plan Implementation Fund	FY 2019 Budget: Capital Projects	FY 2019 Budget: Reserve Funds	FY 2019 Budget: Proposed 2019 Budget
Web site content review	6239	$ 10,000.00				0.00
Grant Program & Grant Match	6300					
Cost Share Grant Program	6301	$ 200,000.00			100,000.00	200,000.00
Planning Grants	6302	$ 15,000.00				0.00
Grant Match Activities	6303	$ 15,000.00				45,000.00
Research Collaborative Grant Funding	6304	$ 25,000.00				25,000.00
Regulatory Controls and Permitting	6400					
Permit Application Review/Tracking	6401	$ 130,000.00				100,000.00
Inspections	6402	$ 35,000.00				30,000.00
Wetland Conservation Act	6403	$ 35,000.00				35,000.00
Rules	6404	0				
Technical Assistance	6500					
Residents	6501	0				$ 5,000.00
Cities	6502	0				$ 5,000.00
Professional Project and Plan Review	6503	$ 30,000.00				$ 10,000.00
Water Management Plan	6600					
Amendments	6601	$ 10,000.00				0.00
					$ 402,000.00	
Total		**$ 1,135,500.00**	**$ 578,500.00**		**$ 502,000.00**	**$ 1,080,500.00**
Capital Projects						
Edina Stream Bank	7100	$ 1,500,000.00			100,000.00	100,000.00
Normandale Lake	7105	$ 500,000.00		$ 500,000.00		$ 500,000.00
Lake Cornelia	7110	$ 100,000.00		$ 400,000.00	$ 100,000.00	$ 500,000.00
Project Repair/Maintenance	7115	$ 100,000.00		$ 25,000.00	$ 75,000.00	$ 100,000.00
Discovery Point Landscape Restoration	7120	$ 85,000.00			$ 20,000.00	$ 20,000.00
Discovery Point Construction/Renovations	7125	0				
Pentagon Park Project(s)	?????			500,000.00		$ 500,000.00
Stormwater Facilities Fund Project	7500				$ 210,000.00	$ 210,000.00
Watershed-Based Funding Grant Projects	?????					
Total				**1,425,000.00**	**505,000.00**	**$ 1,930,000.00**

2019 Draft Budget

				FY 2019 Budget			
	Budget Item	New Account	FY 2018 Budget	Plan Implementation Fund	Capital Projects	Reserve Funds	Proposed 2019 Budget
	Total			**1,299,500.00**	**1,425,000.00**	**1,217,000.00**	**3,941,500.00**
	Total Levy						**2,724,500.00**
	Total Budget						**$3,941,500.00**

	Budget Total			Total by Fund	Plan Implementation Levy		Reserve Funds
2019 Total Budget	$3,941,500.00				$2,724,500.00		$1,217,000.00
2018 Total Budget	$4,158,000.00				$2,663,000.00		$1,495,000.00
	-5.21				2.31		
	% budget increase				% levy increase		