



Nine Mile Creek Discovery Point  
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# MEMO

**TO:** Nine Mile Creek Watershed District Board of Managers  
**FROM:** Randy Anhorn  
**DATE:** April 10, 2019  
**RE:** Proposed 2019 Budget Amendments

## Background

As briefly discussed at the Board's March 20, 2019 meeting there is a need for a couple amendments to our 2019 budget. The proposed amendments (shown in yellow on the attached 2019 budget spreadsheet) include the reallocation of funds from one line item to another and the addition of un-assigned reserve funds from previous budget years. We currently have roughly 4.5 million dollars in un-assigned reserves.

The proposed budget amendments include:

- At the Board's March 20, 2019 meeting, the Managers authorized the Administrator to enter into an agreement with LHB to complete the scope of work and submit building addition proposal to the City of Eden Prairie.

This is a new activity that was not accounted for in the 2019 budget. For that reason, to complete The scope of work as well as providing some additional building addition design options, we will need to add \$40,000 (of un-assigned reserve funds) to line item 5441 (work with other consultants).

The resulting amendment increases the proposed 2019 budget amount for account code 5441 from \$5,000 to \$40,000.

- Moving the unused \$56,673 of the originally budgeted \$100,000 in 2018 for account code 6110 (UAA/TMDL Studies) for work on the Lake Cornelia/Lake Edina/and Normandale UAA updates to the same account code in the 2019 budget complete the work on those studies. The leftover \$56,673 from the 2018 budget are identified as un-assigned program funds.

While the work was expected to be completed in 2018, we are still working on them and the \$35,000 budgeted to account code 6110 for the Lake Smetana UAA update will not be enough to finish the Lake Cornelia/Lake Edina/and Normandale UAA updates.

The resulting amendment increases the proposed 2019 budget amount for account code 6110 from \$35,000 to \$91,673.

- At the Board's February 20, 2019 meeting the Manger's authorized staff to distribute a minor plan amendment adding the construction of numerous stormwater BMP projects identified through the

District's accelerated implementation grant to the District's CIP and shift funding for those projects in the budget in the table to the CIP table.

To fund the construction of one half of these projects in 2019, the proposed budget amendment would re-allocate \$43,500 from the 2018 budget account code 6303 (Grant Match Activities) to account code 7602 (Non-Profit Planning Grant Stormwater BMP Project) as well as adding \$81,500 from un-assigned reserve funds from previous budget years.

The resulting amendment reduces the 2019 budget amount for account code 6303 from \$45,000 to \$1,500 and increases the proposed 2019 budget amount for account code 7602 from \$0 to \$125,000.

In all, the proposed budget amendments result in the District's overall 2019 budget increasing from \$3,941,500 to \$4,119,673, an increase of \$178,173 funded through the use on un-assigned reserves from previous budget years. The proposed budget amendment does not affect the District's 2019 levy amount.

### **Request**

Staff is recommending the board approve the proposed amendments to the 2019 budget.

2019 Budget

FY 2019 Budget - AMENDED APRIL 20, 2019							
Budget Item	New Account	FY 2018 Budget	Plan Implementation Fund	Capital Projects	Grant Funds	Reserve Funds	Proposed 2019 Budget
<b>Administration</b>							
<b>Board</b>	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
<b>Staff</b>	5200						
Employee Salaries and Benefits	5201	\$ 425,000.00				\$ 25,000.00	\$ 525,000.00
Employee Expenses	5206	\$ 6,000.00					\$ 8,000.00
Staff Training/Professional Development	5207	\$ 5,500.00					\$ 10,000.00
Education Assistance	5208	\$ 6,000.00					\$ 6,000.00
<b>Office</b>	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
<b>Professional Services</b>	5400						
<b>Auditor/Accounting</b>	5410						
General/Monthly Accounting	5411	\$ 27,000.00					\$ 29,000.00
Payroll Processing Fees	5412	\$ 2,000.00					\$ 2,000.00
<b>Engineering</b>	5420						
Administration	5421	\$ 75,000.00					\$ 80,000.00
<b>Legal</b>	5430						
General Legal Advice	5431	\$ 45,000.00					\$ 45,000.00
Policies/Bylaws	5432	\$ 5,000.00					\$ 5,000.00
<b>Other</b>	5440						
Other consultant	5441					\$ 40,000.00	\$ 45,000.00
						\$ 160,000.00	

Was \$5,000

2019 Budget

FY 2019 Budget - AMENDED APRIL 20, 2019								
Budget Item	New Account	FY 2018 Budget	Plan Implementation Fund	Capital Projects	Grant Funds	Reserve Funds	Proposed 2019 Budget	
	<b>Total</b>	<b>\$ 737,500.00</b>	<b>\$ 721,000.00</b>			<b>\$ 250,000.00</b>	<b>\$ 971,000.00</b>	<b>Was \$931,000</b>
<b>Programs</b>								
<b>Data Collection, Assessment and Management</b>	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				\$ 56,673.00	\$ 91,673.00	Was \$35,000
Special Studies	6111						\$ 30,000.00	
<b>Education and Outreach</b>	6200							
<b>Public Involvement /Education</b>	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	
<b>Communications &amp; Education Materials</b>	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	
Promotional Items	6236	\$ 2,000.00					\$ 7,000.00	
Website/GIS Maintenance & Hosting	6237	\$ 5,500.00					\$ 15,000.00	
<b>Grant Program &amp; Grant Match</b>	6300							
Cost Share Grant Program	6301	\$ 200,000.00				\$ 100,000.00	\$ 200,000.00	
Grant Match Activities	6303	\$ 15,000.00					\$ 1,500.00	Was \$45,000
Research Collaborative Grant Funding	6304	\$ 25,000.00					\$ 25,000.00	
<b>Regulatory Controls and Permitting</b>	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	
<b>Technical Assistance</b>	6500							

2019 Budget

FY 2019 Budget - AMENDED APRIL 20, 2019							
Budget Item	New Account	FY 2018 Budget	Plan Implementation Fund	Capital Projects	Grant Funds	Reserve Funds	Proposed 2019 Budget
Residents	6501	0					\$ 5,000.00
Cities	6502	0					\$ 5,000.00
Professional Project and Plan Review	6503	\$ 30,000.00					\$ 10,000.00
<b>Water Management Plan</b>	6600					\$ 412,000.00	
<b>Total</b>		<b>\$ 1,089,000.00</b>	<b>\$ 525,000.00</b>			<b>\$ 568,673.00</b>	<b>\$ 1,093,673.00</b> Was \$1,080,500
<b>Capital Projects</b>							
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)	7126			\$ 500,000.00			\$ 500,000.00
Stormwater Facilities Fund Project	7500					\$ 210,000.00	\$ 210,000.00
Watershed-Based Funding Grant Projects	7601						
Non-Profit Planning Grant Stormwater BMP Project	7602			\$ 43,500.00		\$ 81,500.00	\$ 125,000.00 Was \$0
<b>Total</b>				<b>\$ 1,468,500.00</b>	<b>\$ -</b>	<b>\$ 586,500.00</b>	<b>\$ 2,055,000.00</b>
<b>Total</b>			<b>\$ 1,246,000.00</b>	<b>\$ 1,468,500.00</b>		<b>\$ 1,405,173.00</b>	<b>\$ 4,119,673.00</b> Was \$3,941,500
<b>Total Levy</b>							<b>\$ 2,714,500.00</b> Same
<b>Total Budget</b>							<b>\$ 4,119,673.00</b>
<b>Total by Fund</b>							
Budget Total			Plan Implementation Levy	Grant Funds	Reserve Funds		
2019 Total Budget	\$4,119,673.00		\$2,714,500.00		\$1,405,173.00		Was \$1,227,000 \$178,173 More
2018 Total Budget	\$4,158,000.00		\$2,663,000.00		\$1,495,000.00		

-0.92  
% budget increase

1.93  
% levy increase