



Title: 2021 Budget Discussion

Prepared by: Name: James Wisker
Phone: 952.641.4509
jwisker@minnehahacreek.org

Purpose:

At the June 11, 2020 Operations and Programs Committee (OPC) Meeting, staff will provide a brief overview of minor adjustments made since the May 28, 2020 budget discussion with the Planning and Policy Committee (PPC).

Subsequent budget discussions in July and August will focus on communicating the District's 2021 workplan.

2021 Budget Alignment – Overview:

Capital Improvement Projects

In 2021 the District will remain focused on cultivating public and private partnerships to deliver capital projects that measurably improve the watershed. That work will involve continuing to refine the District's focal geography project pipeline as well as the responsive model and permitting program as pathways to project implementation. Projects in queue are summarized in more detail in the CIP section of this memo, but include work within the Minnehaha Creek Greenway, Minneapolis and the Six Mile Creek – Halsted Bay subwatershed.

Data-Analytics

Other areas of emphasis for MCWD in 2021 include the ongoing buildout of its data-analytical capabilities. Continued investment will be made in the acquisition of technology solutions that help the District gather, store, retrieve and integrate watershed data – to better inform planning, decision making and communication with partners and the public. Part of this work involves a request for funding from the LCCMR to support the District's effort to build a new 2D and machine learning model to enhance its hydrology and hydraulic understanding in support of project planning.

Refocused Outreach

A final area of emphasis in 2021 will be implementing the District's new outreach strategy. Building off a new program focus, with investments in the website and recalibrated staff positions, the District will emphasize telling data-driven, graphically rich stories about the work that is needed, and the positive effects of the work that has been completed by MCWD and its partners.

2021 Budget-Levy Projection - Overview:

No significant changes have been made to the budget projection since the Board's first briefing in April, 2020.

Current projections for 2021 show a balanced budget of \$14,751,345, supported by a flat District levy of \$9,675,993.

Relative to 2020, the current 2021 projection represents a decrease in budgeted expenditures of (\$598,832) or (4%), and a 0% change in the District's levy (*Table 1*).

Table 1

EXPENSES	2020	2021	2020-2021 Δ	% Change
Operations	\$2,037,889	\$1,630,774	\$ (407,115)	-20%
Programs	\$4,600,757	\$4,405,171	\$ (195,586)	-4%
Capital finance	\$2,750,000	\$2,914,974	\$ 164,974	6%
Capital projects	\$5,961,531	\$5,800,425	\$ (161,106)	-3%
TOTAL	\$15,350,177	\$14,751,345	\$ (598,832)	-4%

REVENUE	2020	2021	2020-2021 Δ	% Change
Preliminary 2021 levy	\$9,675,993	\$9,675,993	\$ -	0%
Projects fund balance	\$2,371,820	\$3,544,786	\$ 1,172,966	49%
Programs fund balance	\$917,938	\$543,126	\$ (374,812)	-41%
Grants and partner funds	\$2,215,206	\$818,220	\$ (1,396,986)	-63%
Interest, permit fees, reimbursemer	\$169,220	\$169,220	\$ -	0%
TOTAL	\$15,350,177	\$14,751,345	\$ (598,832)	-4%

2021 REVENUE - EXPENDITURES Δ **\$0**

Adjustments Made Since May 28, 2020:

At the top level, the District's budget is comprised of:

- Programs and Operations
- Capital Improvement Projects
- Capital Finance and Debt Service
- Personnel

Below is a summary of areas of adjustment, made following discussion and feedback from the May 28, 2020 PPC.

Operations and Programs

The projected 2021 budget reduction is largely attributed to reductions within Operations (-20%) and Programs (-4%). Reductions in Operations are associated with the completion of one-time investments within 2020, such as information technology and maintaining the District's office building, that are being reduced or eliminated in 2021. Reductions in Programs are attributed to sun-setting strategic initiatives and improved program focus.

Following discussion on May 28, 2020, government relations expenditures were relocated out of contracted services within operations, and into outreach.

Capital Projects and Capital Finance

Following discussion on May 28, 2020, scheduled debt service for the Richfield Taft-Legion project was relocated from the capital improvement plan into capital finance.

This reallocation, or change in accounting for budgeted expenditures, results in an apparent increase in debt service of 6%, and a reduction in the capital improvement plan of (-3%).

2021 Budget Breakdown:

On May 28, 2020, the Policy and Planning Committee reviewed a detailed breakdown of all sections of the 2021 budget.

Attached is a breakdown of the major components of the District's 2021 budget, with the incorporation of aforementioned adjustments.

- Budget – Revenue Overview – (Attachment 1)
- Programs and Operations – (Attachment 2)
 - Operations – (Attachment 3)
 - Permitting – (Attachment 4)
 - Planning and Projects – (Attachment 5)
 - Outreach – (Attachment 6)
 - Research & Monitoring – (Attachment 7)
- Capital Improvement Projects – (Attachment 8)
- Capital Finance (debt service) – (Attachment 9)

Conclusion and Next Steps:

At the June 11, 2020 OPC, staff will provide a brief overview of the adjustments to the 2021 budget since May 28. Subsequent budget meetings will focus in on the communication of MCWD's 2021 workplan.

If there are questions in advance of the meeting, please contact James Wisker at Jwisker@minnehahacreek.org.

Attachment 1 - DRAFT Budget-Revenue Summary

EXPENSES	2020	2021	2020-2021 Δ	% Change	Notes
Operations	\$2,037,889	\$1,630,774	\$ (407,115)	-20%	Includes General Operations, IT Plan Implementation, and Facility Improvements
Programs	\$4,600,757	\$4,405,171	\$ (195,586)	-4%	Costs and sources detailed in programs summary
Capital finance	\$2,750,000	\$2,914,974	\$ 164,974	6%	Scheduled debt service detailed in capital finance
Capital projects	\$5,961,531	\$5,800,425	\$ (161,106)	-3%	Costs and sources detailed in capital improvement plan
TOTAL	\$15,350,177	\$14,751,345	\$ (598,832)	-4%	

REVENUE	2020	2021	2020-2021 Δ	% Change	Notes
Preliminary 2021 levy	\$9,675,993	\$9,675,993	\$ -	0%	Flat levy
Projects fund balance	\$2,371,820	\$3,544,786	\$ 1,172,966	49%	Funds levied in past years for multi-year projects
Programs fund balance	\$917,938	\$543,126	\$ (374,812)	-41%	Funds reallocated from programs delivered under budget or deprioritized activities
Grants and partner funds	\$2,215,206	\$818,220	\$ (1,396,986)	-63%	Includes only secured funds (LSOHC, BWSR)
Interest, permit fees, reimbursements	\$169,220	\$169,220	\$ -	0%	Estimated based on previous fiscal years
TOTAL	\$15,350,177	\$14,751,345	\$ (598,832)	-4%	

2021 REVENUE - EXPENDITURES Δ \$0

Attachment 2 - DRAFT 2021 Operations and Programs Summary by Fund

Fund Code	Program/Fund	Past Expenditures				2020 Carryover Detail							2021 Budget and Revenue			2020-2021 Budget Change		
		2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 EOY Balance	2020 Budget	2020 Estimated Expenditures	2020 Levy	2020 External Revenue ¹	Assigned (carried to future years)	2020 Carryover (transferred to CIP)	2021 Budget	2021 External Revenue ¹	2021 Revenue Needs	\$ Change	% Change	
1002	General Operations ²	\$ 1,226,730	\$ 1,243,611	\$ 1,205,802	\$ 1,098,544	\$ 1,242,907	\$ 1,158,557	\$ 1,080,872	1,088,557	\$ 70,000	\$ 1,678,698	\$ (358,106)	\$ 1,206,524	\$ 70,000	\$ 1,136,524	\$ 47,967	4%	Scheduled vehicle replacement and personnel assumptions
1003	Information Technology	\$ 176,700	\$ 124,942	\$ 265,000	\$ 302,276	\$ 82,713	\$ 465,332	\$ 407,000	465,332	\$ -	\$ -	\$ 141,045	\$ 339,250	\$ -	\$ 339,250	\$ (126,082)	-27%	Reduction due to removal of website, budgeted for in 2020; and reduction in strategic IT plan
1005	Facility Improvements						\$ 414,000	\$ 414,000	\$ 414,000	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000	\$ (329,000)	-79%	Reduction due to one-time expenditures for campus improvements completed in 2020
	Operations Subtotal	\$ 1,403,430	\$ 1,368,553	\$ 1,470,802	\$ 1,400,820	\$ 1,325,620	\$ 2,037,889	\$ 1,901,872	\$ 1,967,889	\$ 70,000	\$ 1,678,698	\$ (217,061)	\$ 1,630,774	\$ 70,000	\$ 1,560,774	\$ (407,115)	-20%	
2001	Permit Administration	\$ 663,607	\$ 622,287	\$ 609,966	\$ 674,400	\$ -	\$ 700,822	\$ 687,618	612,822	\$ 88,000	\$ -	\$ 13,204	\$ 728,617	\$ 88,000	\$ 640,617	\$ 27,795	4%	Change due to net effect of reduction in contract services and increased wages
2007	Rule Revisions	\$ -	\$ -	\$ 40,000	\$ 17,953	\$ 22,047	\$ 65,000	\$ 65,000	65,000	\$ -	\$ -	\$ 22,047	\$ -	\$ -	\$ -	\$ (65,000)	-100%	Reduction due to rule revisions budgeted for in 2020.
	Permitting Subtotal	\$ 663,607	\$ 622,287	\$ 649,966	\$ 692,353	\$ 22,047	\$ 765,822	\$ 752,618	\$ 677,822	\$ 88,000	\$ -	\$ 35,251	\$ 728,617	\$ 88,000	\$ 640,617	\$ (37,205)	-5%	
2002	Planning & Projects	\$ 912,310	\$ 869,226	\$ 1,024,491	\$ 975,160	\$ 17,487	\$ 1,080,804	\$ 1,030,603	1,080,804	\$ 20,000	\$ -	\$ 87,688	\$ 1,127,145	\$ -	\$ 1,127,145	\$ 46,341	4%	Change due to net effect of reduction in targeted planning expenditures and increased wages
2003	Project Maint. & Land Mgmt	\$ 754,198	\$ 488,121	\$ 814,296	\$ 624,764	\$ 179,676	\$ 854,762	\$ 747,312	854,762	\$ -	\$ -	\$ 287,126	\$ 957,807	\$ -	\$ 957,807	\$ 103,045	12%	Due to addition of 1 FTE - PMLM Technician, and base wage increases
	Planning & Projects Subtotal	\$ 1,666,508	\$ 1,357,347	\$ 1,838,787	\$ 1,599,924	\$ 197,163	\$ 1,935,566	\$ 1,777,915	\$ 1,935,566	\$ 20,000	\$ -	\$ 374,814	\$ 2,084,952	\$ -	\$ 2,084,952	\$ 149,386	8%	
4001	Cynthia Krieg	\$ -	\$ 1,250	\$ -	\$ 1,000	\$ 5,721	\$ -	\$ -	0	\$ -	\$ 5,721	\$ -	\$ -	\$ -	\$ -	\$ -	0%	Sunset - carrying assigned funds for existing encumbered grant awards
4002	Outreach	\$ 624,257	\$ 426,655	\$ 767,797	\$ 458,638	\$ 89,991	\$ 701,320	\$ 520,264	701,320	\$ -	\$ -	\$ 271,047	\$ 519,344	\$ -	\$ 519,344	\$ (181,976)	-26%	Due to eliminatinon of 1 FTE - Education Coordinator, and refocusing of new Outreach Program
4005	Cost Share	\$ -	\$ 256,465	\$ -	\$ 119,966	\$ 496,702	\$ -	\$ -	0	\$ -	\$ 496,702	\$ -	\$ -	\$ -	\$ -	\$ -	0%	Sunset - carrying assigned funds for existing encumbered grant awards
	Outreach Subtotal	\$ 624,257	\$ 684,370	\$ 767,797	\$ 579,604	\$ 592,414	\$ 701,320	\$ 520,264	\$ 701,320	\$ -	\$ 502,423	\$ 271,047	\$ 519,344	\$ -	\$ 519,344	\$ (181,976)	-26%	
5001	Research & Monitoring	\$ 841,462	\$ 801,257	\$ 711,018	\$ 662,178	\$ 73,849	\$ 1,017,049	\$ 941,996	961,049	\$ 56,000	\$ -	\$ 148,902	\$ 849,759	\$ -	\$ 849,759	\$ (167,290)	-16%	Reduction due to sunset of Long Lake diagnostic work, and 1-time expenditures for RESNET in 2020
5005	ALS	\$ 132,000	\$ 91,707	\$ 80,000	\$ 69,827	\$ 10,173	\$ 80,000	\$ 80,000		\$ -	\$ -	\$ (69,827)	\$ -	\$ -	\$ -	\$ (80,000)	-100%	Sunset of ALS watercraft inspection program
5007	Six Mile Creek-Halsted Bay Carp Mgmt	\$ 126,500	\$ 57,562	\$ 132,000	\$ 249,485	\$ -	\$ 101,000	\$ 101,000		\$ 101,000	\$ -	\$ -	\$ 51,000	\$ 51,000	\$ -	\$ (50,000)	-50%	Last year of LSOHC grant for SMCHB carp
500X	LCCMR Watershed Model Grant												\$ 171,500	\$ -	\$ 171,500	\$ 171,500	100%	Budgeted expenditures for year 1 of LCCMR modeling and machine learning grant
	Research & Monitoring Subtotal	\$ 1,099,962	\$ 950,526	\$ 923,018	\$ 981,490	\$ 84,022	\$ 1,198,049	\$ 1,122,996	\$ 961,049	\$ 157,000	\$ -	\$ 79,075	\$ 1,072,259	\$ 51,000	\$ 1,021,259	\$ (125,790)	-10%	
	Operations and Programs Total	\$ 5,457,764	\$ 4,983,083	\$ 5,650,370	\$ 5,254,191	\$ 2,221,266	\$ 6,638,646	\$ 6,075,665	\$ 6,243,646	\$ 335,000	\$ 2,181,121	\$ 543,126	\$ 6,035,945	\$ 209,000	\$ 5,826,945	\$ (602,701)	-9%	

Notes
¹External revenue includes interest (Fund 1002), permit fee reimbursement (2001), City of Victoria reimbursement (2002), Long Lake Creek Assessment grant (5001), and LSOHC grant (5007).
²2018 budget for Fund 1002 included the Government Relations fund which was moved into the 1002 fund in 2019.

Attachment 3 - DRAFT 2021 Operations & Support Services Budget Summary

General Operations						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Staff Expenses	\$ 12,000	\$ 12,000	\$ -	Staff Expenses	\$ 12,000	\$ -
Manager Expenses	\$ 50,500	\$ 50,500	\$ -	Manager Expenses	\$ 52,000	\$ 1,500
Building and Operating Expenses	\$ 131,000	\$ 131,000	\$ -	Building and Operating Expenses	\$ 130,000	\$ (1,000)
Vehicles	\$ 10,000	\$ 10,000	\$ -	Vehicles	\$ 35,000	\$ 25,000
Contracted Services	\$ 58,000	\$ 58,000	\$ -	Contracted Services	\$ 30,000	\$ (28,000)
Accounting & Auditing	\$ 89,000	\$ 89,000	\$ -	Accounting & Auditing	\$ 92,000	\$ 3,000
Engineering/Consulting	\$ 62,000	\$ 62,000	\$ -	Engineering/Consulting	\$ 64,000	\$ 2,000
Legal	\$ 95,000	\$ 95,000	\$ -	Legal	\$ 95,000	\$ -
Insurance	\$ 85,000	\$ 85,000	\$ -	Insurance	\$ 85,000	\$ -
Debt Service	\$ 155,000	\$ 155,000	\$ -	Debt Service	\$ 155,000	\$ -
Other/Misc Expenses	\$ 42,800	\$ 42,800	\$ -	Other/Misc Expenses	\$ 45,000	\$ 2,200
Personnel	\$ 368,257	\$ 290,572	\$ 77,685	Personnel	\$ 411,524	\$ 43,267
Total	\$ 1,158,557	\$ 1,080,872	\$ 77,685		\$ 1,206,524	\$ 47,967
Information Technology						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Strategic IT Plan	\$ 181,332	\$ 150,000	\$ 31,332	Strategic IT Plan	\$ 120,000	\$ (61,332)
Website redesign	\$ 100,000	\$ 100,000	\$ -	Website redesign	\$ -	\$ (100,000)
Contracted Services	\$ 100,000	\$ 100,000	\$ -	Contracted Services	\$ 100,000	\$ -
IT Equipment	\$ 27,000	\$ 27,000	\$ -	IT Equipment	\$ 38,500	\$ 11,500
Licenses	\$ 57,000	\$ 30,000	\$ 27,000	Licenses	\$ 80,750	\$ 23,750
Total	\$ 465,332	\$ 407,000	\$ 58,332		\$ 339,250	\$ (126,082)
Facility Improvements						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Engineering/Consulting	\$ 50,000	\$ 50,000.00	\$ -	Engineering/Consulting	\$ -	\$ 50,000
Facilities Improvements	\$ 364,000	\$ 364,000	\$ -	Facilities Improvements	\$ 85,000	\$ (279,000)
Total	\$ 414,000	\$ 414,000	\$ -		\$ 85,000	\$ (329,000)

Normal expenses + replace 2013 truck per approved vehicle replacement schedule
 Contract for Government Relations consultant moved to Outreach program

Assumes reclassification of Operations Coordinator, and Ops Mgr in budget for now hired at midpoint

New software acquisition, consultant implementation services (70k software, 25k consulting, 25k contingency)
 Phase I and Phase II website redesign
 Base managed services (MSP, website hosting, etc.)
 Lifecycle replacement of IT equipment (firewall, access points, computers)
 IT system licenses & new IT equipment licenses (firewall, backup, GIS, WISKI, Elements XS, Bluebeam)

Engineering services for campus improvement, completed in 2020
 *Interior office redesign - pending needs assessment, and potential replacement of 1 furnace

Attachment 4 - DRAFT 2021 Permitting Budget Summary

Permit Administration						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Engineering	\$ 165,000	\$ 190,000	\$ (25,000)	Engineering	\$ 170,000	\$ 5,000
Legal Expense	\$ 55,000	\$ 35,000	\$ 20,000	Legal Expense	\$ 55,000	\$ -
Contract Services	\$ 15,000	\$ 7,500	\$ 7,500	Contract Services	\$ 10,000	\$ (5,000)
Staff Mileage/Expenses	\$ 5,000	\$ 4,500	\$ 500	Staff Mileage/Expenses	\$ 5,000	\$ -
Staff Training	\$ 10,000	\$ 7,500	\$ 2,500	Staff Training	\$ 10,000	\$ -
Printing/Postage	\$ 5,000	\$ 3,000	\$ 2,000	Printing/Postage	\$ 5,000	\$ -
Equipment & Supplies/Other	\$ 5,000	\$ 1,500	\$ 3,500	Equipment & Supplies/Other	\$ 5,000	\$ -
Personnel	\$ 440,822	\$ 438,618	\$ 2,204	Personnel	\$ 468,617	\$ 27,795
Total	\$ 700,822	\$ 687,618	\$ 13,204		\$ 728,617	\$ 27,795
Rule Revisions						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Program Alignment	\$ 65,000	\$ 65,000	\$ -	Program Alignment	\$ -	\$ (65,000)
Total	\$ 65,000	\$ 65,000	\$ -		\$ -	\$ (65,000)

Increased based on past and year-to-date expenditures

Planning and technical assistance for project opportunities. Reduced based on past spending.

Consultant support for policy development and rule revisions. To be completed in 2020.

Attachment 5 - DRAFT 2021 Planning & Projects Budget Summary

Planning & Projects						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Policy analysis/development	\$ 10,000	\$ 10,000	\$ -	Policy analysis/development	\$ 5,000	\$ (5,000)
Minnehaha Creek Planning	\$ 125,000	\$ 125,000	\$ -	Minnehaha Creek Planning	\$ 125,000	\$ -
Six Mile Creek-Halsted Bay Planning	\$ 100,000	\$ 100,000	\$ -	Six Mile Creek-Halsted Bay Planning	\$ 100,000	\$ -
Painter Creek Planning	\$ 10,000	\$ 10,000	\$ -	Painter Creek Planning	\$ -	\$ (10,000)
Responsive Planning	\$ 75,000	\$ 30,000	\$ 45,000	Responsive Planning	\$ 75,000	\$ -
General Engineering and Legal	\$ 25,000	\$ 25,000	\$ -	General Engineering and Legal	\$ 25,000	\$ -
Training	\$ 6,300	\$ 6,300	\$ -	Training	\$ 6,300	\$ -
Expenses/Mileage	\$ 7,700	\$ 7,700	\$ -	Expenses/Mileage	\$ 7,700	\$ -
Printing/Publishing/Postage	\$ 2,500	\$ 2,500	\$ -	Printing/Publishing/Postage	\$ 2,500	\$ -
Other/Miscellaneous	\$ 3,000	\$ 3,000	\$ -	Other/Miscellaneous	\$ 3,000	\$ -
Personnel	\$ 716,304	\$ 711,103	\$ 5,201	Personnel	\$ 777,645	\$ 61,341
Total	\$ 1,080,804	\$ 1,030,603	\$ 50,201		\$ 1,127,145	\$ 46,341
Project Maintenance and Land Management						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Vegetation Maintenance	\$ 175,000	\$ 175,000	\$ -	Vegetation Maintenance	\$ 175,000	\$ -
Great River Greening Grant Match	\$ 25,000	\$ 25,000	\$ -	Great River Greening Grant Match	\$ 25,000	\$ -
Stormwater Facility Maintenance	\$ 250,000	\$ 140,650	\$ 109,350	Stormwater Facility Maintenance	\$ 250,000	\$ -
Infrastructure Maintenance	\$ 160,000	\$ 160,000	\$ -	Infrastructure Maintenance	\$ 160,000	\$ -
Property Surveys	\$ 5,000	\$ 5,000	\$ -	Property Surveys	\$ 5,000	\$ -
Routine and Unplanned Maintenance	\$ 10,000	\$ 10,000	\$ -	Routine and Unplanned Maintenance	\$ 10,000	\$ -
Engineering and Legal Expenses	\$ 20,000	\$ 20,000	\$ -	Engineering and Legal Expenses	\$ 20,000	\$ -
Printing and Publishing Materials	\$ 2,000	\$ 2,000	\$ -	Printing and Publishing Materials	\$ 2,000	\$ -
Staff Expenses, Trainings, and Mileage	\$ 4,000	\$ 4,000	\$ -	Staff Expenses, Trainings, and Mileage	\$ 4,000	\$ -
Equipment and Supplies	\$ 500	\$ 500	\$ -	Equipment and Supplies	\$ 500	\$ -
Personnel	\$ 203,262	\$ 205,162	\$ (1,900)	Personnel	\$ 306,307	\$ 103,045
Total	\$ 854,762	\$ 747,312	\$ 107,450		\$ 957,807	\$ 103,045

Legal and engineering services for policy analysis/development

Painter Creek deprioritized in 2021. Work to be done by staff in coordination with USACE if needed

Consultant (e.g. engineering, legal, landscape architect) services for opportunity-driven projects

Consultant services for non-project work (e.g. high water, boundary change, state policy review)

No increase, actual contracted amount

Grant match for SMMPR, Preserve, Diercks, Broin

40K+ for sediment survey + engineering, Amelia and Gleason possible dredge for either 2021 or 2022

Due to addition of 1 FTE - PMLM Technician, and base wage increases

Attachment 6 - DRAFT 2021 Outreach Budget Summary

Outreach						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Minnehaha Creek Subwatershed						
Greenway	\$ 54,081	\$ 41,481	\$ 12,600			\$ (54,081)
Arden	\$ 9,300	\$ 9,300	\$ -			\$ (9,300)
Minneapolis	\$ 13,000	\$ -	\$ 13,000			\$ (13,000)
Gray's Bay signage	\$ 8,000	\$ -	\$ 8,000			\$ (8,000)
Six Mile Creek-Halsted Bay Subwatershed						
Communications	\$ 39,000	\$ 34,000	\$ 5,000			\$ (39,000)
Engagement	\$ 19,000	\$ 19,000				\$ (19,000)
Signage	\$ 12,000	\$ 16,000				\$ (12,000)
				Supporting High-Impact Interpersonal Outreach		
				Communications advisors	\$ 30,000	\$ 30,000
				Subject matter experts	\$ 5,000	\$ 5,000
				Creators	\$ 30,000	\$ 30,000
				Government relations	\$ 30,000	\$ 30,000
				Campaigns for Key Initiatives		
				Events	\$ 15,000	\$ 15,000
				Producing and distributing materials	\$ 20,000	\$ 20,000
				Programming	\$ 20,000	\$ 20,000
				Data collection	\$ 5,000	\$ 5,000
				Volunteer Engagement	\$ 3,000	\$ 3,000
Watershed wide programming				Broad-based Outreach		
District-wide communications	\$ 17,950	\$ 10,950	\$ 7,000	District-wide publications	\$ 10,000	\$ (7,950)
Website copywriter/photographer	\$ 28,000	\$ -	\$ 28,000	Website copywriter/photographer	\$ 28,000	\$ -
				Broad-based engagement	\$ 10,000	\$ 10,000
Stormwater education	\$ 24,400	\$ 16,800	\$ 7,600			\$ (24,400)
Watershed Association Initiative	\$ -	\$ -	\$ -			\$ -
Master Water Stewards program	\$ 5,000	\$ 5,000	\$ -			\$ (5,000)
Volunteer support	\$ 3,100	\$ 3,100	\$ -			\$ (3,100)
Strategic communications plan	\$ -	\$ 53,500	\$ (53,500)			\$ -
BUE Policy Program Support	\$ 48,350	\$ 48,350	\$ -			\$ (48,350)
Strategic Advisor Consultants	\$ -	\$ 30,000	\$ (30,000)			\$ -
Program Administration				Program Administration		
				Analytics and tracking	\$ -	\$ -
Staff mileage & expenses	\$ 1,999	\$ 2,000	\$ (1)	Staff mileage & expenses	\$ 2,000	\$ 1
Staff training	\$ 11,000	\$ 11,000	\$ -	Staff training	\$ 15,000	\$ 4,000
Legal fees	\$ 7,500	\$ 7,500	\$ -	Legal fees	\$ 3,000	\$ (4,500)
Dues & subscriptions	\$ 3,901	\$ 3,901	\$ -	Dues & subscriptions	\$ 4,000	\$ 99
Personnel	\$ 395,739	\$ 208,382	\$ 187,357	Personnel	\$ 289,344	\$ (106,395)
Total	\$ 701,320	\$ 520,264	\$ 181,056		\$ 519,344	\$ (181,976)

The strategic outreach plan approved by the Board in February establishes a new set of guiding principles, priorities, and staffing for the Outreach program. The budget has been restructured to reflect the implementation plan.

The Strategic Outreach Plan recognizes that MCWD's most impactful outreach activities are interpersonal, context-specific, and delivered by MCWD relationship managers. The plan calls for the Outreach program to prioritize time and resources to ensuring the success of these high-impact outreach events through preparation, supporting materials, de-brief, and tracking.

As-needed consultation on matters such as crisis communications, media relations, grants Engineers, hydrologists, etc., to inform messaging and strategy for critical outreach events Consultant support to create high-impact outreach items (e.g. design, video, animation, 3D printing, VR) Relocated from General Operations fund

The program will continue to use traditional Outreach tools to support MCWD. These activities will be dictated by custom outreach plans developed to directly support the strategic context of a number of key initiatives. In 2021, we anticipate those key initiatives to be: Permitting program improvements; 2D model and machine learning build (pending LCCMR funding); 325 Blake Road; Long Lake Creek implementation roadmap; Minnehaha Creek Parkways visioning in south Minneapolis; and an overall campaign in the Six Mile Creek-Halsted Bay subwatershed.

Input sessions, open houses, tours, media events Publications, fact sheets, videos, storymaps Signage, branding, activities (includes planned signage for Gray's Bay dam and Six Mile-Halsted) Community surveys, power mapping, usage tracking Trainings, materials, supplies

The program will maintain some limited broad-based Outreach in order to maintain brand awareness, connect people to information they value, and provide transparency and customer service.

Annual newsletter, mid-year highlights, budget publication Copywriting for website re-build (carried over from 2020) Metro Watershed Partners/Adopt a Drain, District-wide training

The new strategic Outreach approach will require changing what is tracked and how this data is used to drive decision making. This will be implemented in 2022 after the program implements more pressing aspects of its new work approach.

Based on previous years' expenditures, pro-rated for 3 staff members instead of 4 Enhancing skill sets required by new Outreach strategy. Front-loaded at the outset of the new strategic direction, these intensive trainings will be more than one-off workshops. They will be frameworks the Outreach program staff will adopt that will form the basis of how staff support critical outreach events, including: presentation coaching, engagement facilitation, and data visualization. Reduced from \$7,500 due to a reduction in contracted engagement programs that required annual contract review Professional organizations (e.g., MAGC); subscriptions to tools (e.g., news clippings, survey software)

Attachment 7 - DRAFT 2021 Research & Monitoring Budget Summary

Research & Monitoring						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Watershed-wide Monitoring				Watershed-wide Monitoring		
Assessing long-term change in streams & lakes	\$ 40,600	\$ 40,600	\$ -	Assessing long-term change in streams & lakes	\$ 52,400	\$ 11,800
USGS gauge management & stormwater analysis	\$ 22,200	\$ 25,230	\$ (3,030)	USGS gauge management & stormwater analysis	\$ 25,230	\$ 3,030
Responsive monitoring/analysis	\$ 33,500	\$ 33,500	\$ -	Responsive monitoring/analysis	\$ 33,500	\$ -
Dutch Lake inlet monitoring	\$ -	\$ -	\$ -	Dutch Lake inlet monitoring	\$ 800	\$ 800
Lake Minnetonka zebra mussel assessment	\$ 900	\$ -	\$ 900	Lake Minnetonka zebra mussel assessment	\$ -	\$ (900)
Long Lake Creek subwatershed monitoring	\$ 59,400	\$ 59,400	\$ -	Long Lake Creek subwatershed monitoring	\$ 3,100	\$ (56,300)
Painter Creek subwatershed monitoring	\$ 8,000	\$ 8,000	\$ -	Painter Creek subwatershed monitoring	\$ -	\$ (8,000)
Minnehaha Creek Subwatershed Monitoring			\$ -	Minnehaha Creek Subwatershed Monitoring		
Cottageville Park Project Monitoring	\$ 500	\$ -	\$ 500	Cottageville Park Project Monitoring	\$ -	\$ (500)
325 Blake Road Project Monitoring	\$ 2,000	\$ 7,000	\$ (5,000)	325 Blake Road Project Monitoring	\$ 2,000	\$ -
Arden Park Project Monitoring	\$ 3,000	\$ -	\$ 3,000	Arden Park Project Monitoring	\$ 2,000	\$ (1,000)
Minneapolis Project Monitoring	\$ 10,000	\$ 2,000	\$ 8,000	Minneapolis Project Monitoring	\$ 5,000	\$ (5,000)
Six Mile Creek-Halsted Bay Monitoring				Six Mile Creek-Halsted Bay Monitoring		
Six Mile Carp Project Monitoring	\$ 20,000	\$ 20,000	\$ -	Six Mile Carp Project Monitoring	\$ 20,000	\$ -
District match for LSOHC grant	\$ 30,920	\$ 30,920	\$ -	District match for LSOHC grant	\$ 11,500	\$ (19,420)
Wetland Diagnostic/Project Support	\$ 10,000	\$ 10,000	\$ -	Wetland Diagnostic/Project Support	\$ 10,000	\$ -
Wassermann West Project Monitoring	\$ 1,000	\$ 1,000	\$ -	Wassermann West Project Monitoring	\$ 15,000	\$ 14,000
Wasserman Lake Alum Study	\$ 20,000	\$ -	\$ 20,000	Wasserman Lake Alum Study	\$ -	\$ (20,000)
Contract Services	\$ 20,000	\$ 20,000	\$ -	Contract Services	\$ 50,000	\$ 30,000
East Auburn Stormwater Pond Monitoring	\$ 1,000	\$ -	\$ 1,000	East Auburn Stormwater Pond Monitoring	\$ -	\$ (1,000)
Program Administration				Program Administration		
Equipment/Supplies	\$ 220,000	\$ 182,500	\$ 37,500	Equipment/Supplies	\$ 60,500	\$ (159,500)
Repairs/maintenance	\$ 5,000	\$ 5,000	\$ -	Repairs/maintenance	\$ 5,000	\$ -
Utilities	\$ 5,000	\$ 5,000	\$ -	Utilities	\$ 5,000	\$ -
Boat Expenses	\$ 5,000	\$ 5,000	\$ -	Boat Expenses	\$ 5,000	\$ -
Publishing/Postage	\$ 2,000	\$ 2,000	\$ -	Publishing/Postage	\$ 2,000	\$ -
Engineering/Consulting	\$ 30,000	\$ 30,000	\$ -	Engineering/Consulting	\$ 15,000	\$ (15,000)
Legal	\$ 5,000	\$ 5,000	\$ -	Legal	\$ 5,000	\$ -
Staff Training	\$ 10,000	\$ 10,000	\$ -	Staff Training	\$ 10,000	\$ -
Staff/meeting expenses	\$ 2,650	\$ 2,650	\$ -	Staff/meeting expenses	\$ 8,000	\$ 5,350
Dues/subscriptions	\$ 4,000	\$ 4,000	\$ -	Dues/subscriptions	\$ 4,000	\$ -
Personnel	\$ 445,379	\$ 433,196	\$ 12,183	Personnel	\$ 499,729	\$ 54,350
Total	\$ 1,017,049	\$ 941,996	\$ 75,053		\$ 849,759	\$ (167,290)
AIS						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
AIS Watercraft Inspection Cost-Share Agmts	\$ 80,000	\$ 80,000	\$ -	AIS Watercraft Inspection Cost-Share Agmts	\$ -	\$ (80,000)
Total	\$ 80,000	\$ 80,000	\$ -		\$ -	\$ (80,000)
Six Mile Creek-Halsted Bay Carp Management						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
Lessard-Sams OHC funded activities	\$ 101,000	\$ 101,000	\$ -	Lessard-Sams OHC funded activities	\$ 51,000	\$ (50,000)
Total	\$ 101,000	\$ 101,000	\$ -		\$ 51,000	\$ (50,000)
LCCMR Watershed Model Grant						
2020 Activity/Expense	2020 Budget	2020 Estimated Expenditures	2020 Generated Carryover	2021 Activity/Expense	2021 Budget	2020-2021 Budget Change
LCCMR Watershed Model Grant	\$ -	\$ -	\$ -	LCCMR Watershed Model Grant	\$ 171,500	\$ 171,500
Total	\$ -	\$ -	\$ -		\$ 171,500	\$ 171,500

Cost increase due to increased lab costs and additional stormwater sampling

Cost for water quality sampling of Dutch Lake filter for project effectiveness monitoring

No longer conducting zebra mussel monitoring

2020 included system-wide monitoring for the subwatershed assessment. 2021 is effectiveness monitoring of the County Rd 6 pond.

Painter Creek will only include anchor monitoring in 2021

2020 costs for stormwater particulate analysis

5K for supplies/permits/equipment, 5K for operation of aeration, and 1.5K in monitoring support

Collect follow up sediment cores to inform 2021 alum treatment

Pilot 2D model in the western growth area to inform small area planning

Carrying over \$37,500 of RESNET equipment to install in 2021. Also real-time phosphorus sensors to inform the alum injection facility design.

This fund has decreased since it is being reserved for general consulting services

Due to reclassification of Assistant to Technician, and Coordinator to Hydrologist, and base wage increases

Sunset of AIS watercraft inspection program

Final year in LSOCH grant

Year 1 of LCCMR Project - includes \$83,000 of requested funds and \$88,000 in cash match for groundwater equipment

Attachment 8 - DRAFT 2021 Capital Improvement Plan Budget

Project/Phase for 2021		2020 Carryover Detail							2021 Budget and Revenue		
Fund Code	Project Name	2019 EOY Balance	2020 Budget	2020 Estimated Expenditures	2020 Levy	2020 External Revenue	Assigned (carried to future years)	2020 Carryover	2021 Budget	2021 External Revenue (secured)	2021 Revenue Needs
Responsive CIP											
3500	Responsive CIP	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Debt Service											
3140	Taft-Legion	\$ 4,237	\$ 171,905	\$ 171,905	\$ 171,905	\$ -	\$ -	\$ 4,237	\$ -	\$ -	\$ (4,237)
Completed (to be closed)											
3154	East Auburn Stormwater Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Warranty Phase											
3147	Arden Park Stream Restoration	\$ 245,290	\$ 41,898	\$ 417,663	\$ 6,381	\$ 112,604	\$ 15,350	\$ (68,738)	\$ 35,898	\$ -	\$ 104,637
3148	FEMA Flood Repairs	\$ 202,631	\$ 9,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 162,631	\$ 9,000	\$ -	\$ (153,631)
3153	Wasserman West	\$ 208,894	\$ 2,387,728	\$ 2,264,000	\$ 62,302	\$ 2,002,000	\$ 19,475	\$ (10,279)	\$ 87,500	\$ -	\$ 97,779
Design/Construction											
3106	Six Mile Marsh Prairie Restoration (Trail)	\$ 125,000	\$ 175,000	\$ 17,500	\$ 67,500	\$ -	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ -
3145	325 Blake Stormwater and Demo	\$ 2,647,308	\$ 2,500,000	\$ 133,500	\$ -	\$ 12,500	\$ -	\$ 2,526,308	\$ 3,871,500	\$ 482,500	\$ 862,692
3146	Cottageville Park Phase II	\$ 55,854	\$ 276,000	\$ 6,900	\$ 276,000	\$ -	\$ -	\$ 324,954	\$ 324,954	\$ -	\$ -
3150	Meadowbrook Golf Course Restoration	\$ 513,353	\$ 400,000	\$ -	\$ -	\$ -	\$ 312,680	\$ 200,673	\$ 200,673	\$ -	\$ -
3155	Minneapolis Stormwater	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -
3152	SWLRT Trail Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510,000	\$ -	\$ 510,000
31XX	Wassermann Internal Load Management	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000)	\$ 335,900	\$ 284,720	\$ 71,180
CIP Total		\$4,502,567	\$ 5,961,531	\$ 3,071,468	\$ 584,088	\$ 2,127,104	\$ 597,505	\$ 3,544,786	\$ 5,800,425	\$ 767,220	\$ 1,488,420
2004	Capital Finance Account	\$ 8,496,887	\$ 2,750,000	\$ 2,280,069	\$ 2,738,780	\$ 11,220	\$ 8,966,818	\$ -	\$ 2,914,974	\$ 11,220	\$ 2,903,754
Total		\$12,999,454	\$ 8,711,531	\$ 5,351,537	\$ 3,322,868	\$ 2,138,324	\$ 9,564,323	\$ 3,544,786	\$ 8,715,400	\$ 778,440	\$ 4,392,174

Attachment 9 - MCWD Capital Finance

Year	Hennepin 2010B	Hennepin 2011A	Hennepin 2013B	Richfield 2013B	Wells Fargo Note 2018 (Replaced 2011/2013 Note)	Total Capital Finance Debt Service	Land Conservation Receipts	Transfer In/ Reimbursement	Transfer Out/ Expenditure	Land Conservation Fund	Debt Coverage
						2010B + 2011A + 2013B + Wells Note	Levy	See notes for source	See notes for destination	Where n = current year: (n-1) balance + n receipts - n debt service + n net transfer	Where n = current year: [(n-1) balance + n receipts + n net transfers] / n total debt service
2011	\$ 215,736.81	\$ -	\$ -		\$ -	\$ 215,736.81	\$ 2,500,000.00	\$ -	\$ -	\$ 7,732,216.00	35.84
2012	\$ 218,562.50	\$ 319,141.81	\$ -		\$ 648,825.00	\$ 1,186,529.31	\$ 2,500,000.00	\$ -	\$ -	\$ 6,654,292.00	5.61
2013	\$ 216,062.50	\$ 333,718.75	\$ 386,182.00		\$ 580,250.00	\$ 1,516,213.25	\$ 2,500,000.00	\$ -	\$ -	\$ 9,706,099.00	6.40
2014	\$ 217,312.50	\$ 338,768.75	\$ 461,938.00	\$ 154,847.38	\$ 580,125.00	\$ 1,752,991.63	\$ 2,500,000.00	\$ -	\$ 1,349,156.00	\$ 9,089,010.00	5.18
2015	\$ 218,412.50	\$ 341,768.75	\$ 463,538.00	\$ 177,255.00	\$ 1,535,500.00	\$ 2,736,474.25	\$ 2,765,423.00	\$ 510,921.00	\$ -	\$ 9,646,722.00	4.52
2016	\$ 219,362.50	\$ 339,368.75	\$ 459,838.00	\$ 174,855.00	\$ 1,999,800.00	\$ 3,193,224.25	\$ 2,795,204.00	\$ -	\$ -	\$ 9,287,628.00	3.90
2017	\$ 220,162.50	\$ 336,768.75	\$ 460,988.00	\$ 177,405.00	\$ 2,946,250.00	\$ 4,141,574.25	\$ 3,159,412.00	\$ -	\$ 25,000.00	\$ 8,447,852.00	3.00
2018	\$ 215,812.50	\$ 338,968.75	\$ 461,838.00	\$ 174,905.00	\$ 2,357,000.00	\$ 3,548,524.25	\$ 3,159,412.00	\$ -	\$ 452,096.00	\$ 7,776,677.00	3.14
2019	\$ 216,462.50	\$ 340,768.75	\$ 462,388.00	\$ 172,405.00	\$ 1,299,200.00	\$ 2,321,543.00	\$ 3,041,753.00	\$ -	\$ -	\$ 8,496,887.00	4.66
2020	\$ 218,462.50	\$ 337,168.75	\$ 462,638.00	\$ 169,905.00	\$ 1,261,800.00	\$ 2,449,974.25	\$ 2,750,000.00	\$ -	\$ -	\$ 8,796,912.75	4.59
2021	\$ 217,262.50	\$ 338,368.75	\$ 462,588.00	\$ 172,355.00	\$ 1,724,400.00	\$ 2,914,974.25	\$ 2,903,754.25	\$ -	\$ -	\$ 8,785,692.75	4.01
2022	\$ 217,462.50	\$ 339,168.75	\$ 462,238.00	\$ 169,755.00	\$ 1,668,300.00	\$ 2,856,924.25	\$ 2,750,000.00	\$ -	\$ -	\$ 8,678,768.50	4.04
2023	\$ 217,512.50	\$ 339,568.75	\$ 460,138.00	\$ 172,105.00	\$ 3,112,200.00	\$ 4,301,524.25	\$ 2,750,000.00	\$ -	\$ -	\$ 7,127,244.25	2.66
2024	\$ 217,412.50	\$ 337,068.75	\$ 462,938.00	\$ 169,405.00	\$ -	\$ 1,186,824.25	\$ 2,750,000.00	\$ -	\$ -	\$ 8,690,420.00	8.32
2025	\$ 217,162.50	\$ 339,418.75	\$ 460,538.00	\$ 171,655.00	\$ -	\$ 1,188,774.25	\$ 2,750,000.00	\$ -	\$ -	\$ 10,251,645.75	9.62
2026	\$ 216,762.50	\$ 341,137.50	\$ 463,038.00	\$ 168,750.00	\$ -	\$ 1,189,688.00	\$ 2,750,000.00	\$ -	\$ -	\$ 11,811,957.75	10.93
2027	\$ 216,212.50	\$ 337,200.00	\$ 459,375.00	\$ 170,686.25	\$ -	\$ 1,183,473.75	\$ 2,750,000.00	\$ -	\$ -	\$ 13,378,484.00	12.30
2028	\$ 220,512.50	\$ 337,750.00	\$ 460,600.00	\$ 172,365.00	\$ -	\$ 1,191,227.50	\$ 2,750,000.00	\$ -	\$ -	\$ 14,937,256.50	13.54
2029	\$ 219,012.50	\$ 337,600.00	\$ 461,600.00	\$ 168,840.00	\$ -	\$ 1,187,052.50	\$ 2,750,000.00	\$ -	\$ -	\$ 16,500,204.00	14.90
2030	\$ 217,350.00	\$ 340,600.00	\$ 464,300.00	\$ 170,101.25	\$ -	\$ 1,192,351.25	\$ 2,750,000.00	\$ -	\$ -	\$ 18,057,852.75	16.14
2031	\$ -	\$ 338,000.00	\$ 461,550.00	\$ 171,085.00	\$ -	\$ 970,635.00	\$ 2,750,000.00	\$ -	\$ -	\$ 19,837,217.75	21.44
2032	\$ -	\$ -	\$ 463,500.00	\$ 171,817.50	\$ -	\$ 635,317.50	\$ 2,750,000.00	\$ -	\$ -	\$ 21,951,900.25	35.55
2033	\$ -	\$ -	\$ -	\$ 172,295.00	\$ -	\$ 172,295.00	\$ 2,750,000.00	\$ -	\$ -	\$ 24,529,605.25	

Fund Calculations:

2011 - 2019 fund balance from annual audit, not calculated. Includes program operational costs, capital outlays, and intergovernmental revenue via Hennepin County Master Loan Agreement.

2020 - 2033 fund balance calculated to illustrate debt coverage = previous year balance + land conservation receipts (levy) - total debt service + net transfers.

Transfers:

2014 transfer out \$1,349,156 for interfund loan for Reach 20

2015 total transfer in \$510,921:

\$305,564 transferred in following close out of Reach 20 in 2015

\$107,353 transferred in from Land Restoration to reimburse portion of interfund loan used for vegetative enhancements to Reach 20

\$98,004 transferred in from Land Restoration from Chute sale receipts

2017 expenditure for Wassermann West property acquisition. Difference between purchase and resale price.

2018 expenditure for Farmhill Circle property purchase