

2017 Draft Proposed Operating Budget

Item 5Di,
BCWMC 5-19-16

Bassett Creek Watershed Management Commission

Item	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2017 Draft Budget	
ENGINEERING & MONITORING							
Technical Services	120,000	109,391	120,000	116,972	120,000	125,000	
Development/Project Reviews (funded by fees)	65,000	52,643	65,000	51,622	65,000	65,000	(A)
Non-fee and Preliminary Reviews			15,000	53,686	15,000	15,000	(B)
Commission and TAC Meetings	16,000	15,984	14,500	11,525	13,000	14,000	(C)
Surveys and Studies	20,000	7,446	20,000	22,109	25,000	20,000	(D)
Water Quality / Monitoring	45,000	74,090	63,000	77,429	76,000	74,300	(E)
Shoreland Habitat Monitoring					6,000	-	
Water Quantity	11,000	12,100	11,500	9,115	11,500	11,500	
Assistance on Erosion Control Inspections	1,000	225	1,000		1,000	1,000	(F)
Annual Flood Control Project Inspections	20,000	17,031	10,000	9,996	10,000	12,000	(G)
Municipal Plan Review	2,000	764	2,000		2,000	8,000	(H)
Watershed Outlet Monitoring Program (WOMP)	17,000	13,917	17,000	15,786	17,000	15,500	(I)
Annual XP-SWMM Model Updates/Reviews						10,000	(J)
APMAIS Work						35,000	(K)
Subtotal Engineering & Monitoring	\$317,000	\$303,591	\$339,000	\$368,240	\$361,500	\$406,300	
PLANNING							
Watershed-wide XP-SWMM Model (I & II)	0	0	-		-	-	
Watershed-wide P8 Water Quality Model	0	0	-		-	-	
Next Generation Plan Development	40,000	55,198	30,000	28,277	-	-	
Subtotal Planning	\$40,000	\$55,198	\$30,000	\$28,277	\$0	\$0	
ADMINISTRATION							
Administrator	60,000	53,917	62,000	59,395	62,000	67,200	(L)
Legal	18,500	22,269	18,500	12,969	18,500	18,500	
Financial Management	3,045	3,045	3,200	3,200	3,200	3,200	
Audit, Insurance & Bond	15,500	12,476	15,500	13,181	15,500	15,500	
Digitize Historic Paper Files/Data Management			2,500	-	5,000	-	
Meeting Catering Expenses	3,000	1,836	2,500	1,564	2,200	2,000	
Admin Services (Rec Sec+Printing+Postage)	35,800	22,763	32,000	29,843	25,000	18,000	(M)
Subtotal Administration	\$135,845	\$116,306	\$136,200	\$120,152	\$131,400	\$124,400	
OUTREACH & EDUCATION							
Publications / Annual Report	2,000	2,272	4,000	1,430	2,500	2,500	
Website	2,000	0	12,000	11,802	3,500	4,400	(N)
Demonstration/Education Grants	0	0	-		-	-	
Watershed Education Partnerships	15,500	11,100	15,500	10,700	15,500	15,500	(O)
Education and Public Outreach	15,000	20,292	17,000	12,830	22,500	20,000	(P)
Public Communications	3,000	1,198	3,000	2,270	2,500	2,500	
Subtotal Outreach & Education	\$37,500	\$34,862	\$51,500	\$39,032	\$46,500	\$44,900	
MAINTENANCE FUNDS							
Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	(Q)
Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	(R)
Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
TMDL WORK							
TMDL Implementation Reporting	20,000	20,000	20,000	15,881	20,000	20,000	(S)
Subtotal TMDL Work	\$20,000	\$20,000	\$20,000	\$15,881	\$20,000	\$20,000	
GRAND TOTAL	\$600,345	\$579,957	\$626,700	\$621,582	\$609,400	\$645,600	

NOTES

(A) Majority of costs are covered by review fees

(B) New line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee (such as the Blue Line LRT, SWLRT, MnDOT projects, etc.). Through agreements with Met Council, some of these costs are being recovered which are reflected in the income table.

(C) Engineer attendance at BCWMC meetings and TAC meetings (and Plan Steering Cmte Meetings thru 2015). 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 estimated based on 18 meetings (12 BCWMC and 5 TAC). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed).

(D) For Commission-directed surveys and studies - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, etc.

(E) See attached memo for detail and discussion.

(F) After recommendations from the TAC and Budget Committee, the Commission's ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. Some budget remains here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city), and for inspecting projects such as County highway and MnDOT projects.

(G) 2017, 2016 and 2015 budgets include usual inspection. 2017 budget increased to allow for more follow-up with cities, stemming from Flood Control Project Maintenance and Responsibilities-related effort. 2014 budget included inspection of double box culvert (performed once every 5 years).

(H) 2017 budget assumes review of updated/revised municipal local water plans/official controls likely to come before Commission in 2017. Assume 4 cities at \$2,000 each. This task has also included review of adjacent WMO plan amendments.

(I) Reimbursed \$5,000 from Met Council. \$15,500 includes \$11,500 for Wenck or similar contractor + \$4,000 for Barr's data management and analyses

(J) Make updates to XP-SWMM model, coordinate with P8 model updates, assist cities with model use.

(K) Placeholder for 2017 work that may result from Aquatic Plant Management/Aquatic Invasive Species Committee this year.

(L) Includes hourly rate increase for Administrator from \$67/hour to \$70/hour and increase from 76 hours per month to 80 hours per month.

(M) Recording Secretary \$62/hr rate * 24 hours/month (10 hours for meeting packets, 1.5 for Facebook posts, 12.5 for website, meeting notices, memo and other writing, filing, and other tasks as assigned)

(N) Based on 2016 agreement with HDR for website hosting and maintenance activities.

(O) Includes CAMP (\$5,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms (\$3,000), Children's Water Festival (\$350), plus \$1,650 unassigned)

(P) Includes funding for West Metro Water Alliance at \$13,000 plus funding for other educational supplies and materials including educational signage, display materials, Commissioner training, etc.

(Q) Will be transferred to Channel Maintenance Fund

(R) Will be transferred to Long-Term Maintenance Fund

(S) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

2016 Financial Information			
Fund Balance as of January 31, 2016 (audited)		\$	355,506
Expected income from assessments in 2016	+	\$	490,345
Expected interest income in 2016	+	\$	-
Expected income from project review fees	+	\$	60,000
Expected income from CIP Administrative Funds	+	\$	17,055
Expected transfer from Long-term Maint Fund for Flood Control	+	\$	10,000
Expected income from WOMP reimbursement	+	\$	5,000
Expected income from reimbursements from 2015/2016 work ¹	+	\$	38,900
Estimated funds available for fiscal year 2016		\$	976,806
Estimated expenditures for fiscal year 2016	-	\$	609,400
Estimated fund balance as of January 31, 2017		\$	367,406

¹ \$31,331 = 2015 work already invoiced; + \$2,600 expected for Southwest LRT; + \$5,000 expected for Blue Line LRT

2017 Revenues			
Expected Income			
Proposed Assessments to cities	+	\$	500,000
Use of fund balance	+	\$	35,528
CIP Administrative Funds (2.0% of requested levy of \$1.303M)	+	\$	26,072
Project review fees	+	\$	60,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspectio	+	\$	12,000
WOMP reimbursement	+	\$	5,000
Expected reimbursement for Blue Line LRT work	+	\$	7,000
Interest income in 2017	+	\$	-
		\$	645,600
Expected Expenses			
Total operating budget		\$	645,600
Fund Balance Details			
Est. Beginning Fund Balance (Jan 31, 2017)		\$	367,406
Use of Fund Balance (see income above)	-	\$	35,528
Est. Remaining Fund Balance (Jan 31, 2017)		\$	331,878

Bassett Creek Watershed Management Commission

2017 Proposed Assessments

(2% increase over 2016)

Community	For Taxes Payable in 2016	2016 Percent	Current Area Watershed	Percent	Average	2012 Assessment	2013 Assessment	2014 Assessment	2015 Assessment	2016 Assessment	2017 Proposed Assessment
	Net Tax Capacity	of Valuation	in Acres	of Area	Percent						
						\$461,045	\$515,016	\$490,345	\$490,345	\$490,345	\$500,000
Crystal	\$7,109,951	5.19	1,264	5.09	5.14	\$24,941	\$27,424	\$25,504	\$25,868	\$25,208	\$25,704
Golden Valley	\$35,429,799	25.88	6,615	26.63	26.25	\$115,080	\$129,126	\$123,033	\$121,964	\$128,735	\$131,270
Medicine Lake	\$853,126	0.62	199	0.80	0.71	\$3,484	\$3,909	\$3,479	\$3,543	\$3,492	\$3,561
Minneapolis	\$9,091,000	6.64	1,690	6.80	6.72	\$32,661	\$35,236	\$32,953	\$33,235	\$32,960	\$33,609
Minnetonka	\$9,335,597	6.82	1,108	4.46	5.64	\$24,920	\$28,464	\$27,402	\$28,121	\$27,654	\$28,199
New Hope	\$7,292,580	5.33	1,252	5.04	5.18	\$25,533	\$27,648	\$26,479	\$25,681	\$25,416	\$25,917
Plymouth	\$58,928,879	43.05	11,618	46.77	44.91	\$209,101	\$235,310	\$224,959	\$225,159	\$220,195	\$224,531
Robbinsdale	\$2,340,788	1.71	345	1.39	1.55	\$8,022	\$8,479	\$7,743	\$7,587	\$7,597	\$7,747
St. Louis Park	\$6,513,847	4.76	752	3.03	3.89	\$17,303	\$19,420	\$18,792	\$19,184	\$19,087	\$19,463
TOTAL	\$136,895,567	100.00	24,843	100.00	100.00	\$461,045	\$515,045	\$490,345	\$490,345	\$490,345	\$500,000