COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 9, 2016
AGENDA NUMBER: 15
ITEM: Preliminary Rough Draft 2017 Professional Services Budget

AGENDA: Discussion

ACTION REQUESTED

BACKGROUND
The District employs six technical service providers.

ISSUES/CONCERNS

Rough Draft 2017 Budget

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**Request for Interest Proposals (RIPs):** Minnesota Statutes 103B requires the District to solicit interest proposals for legal, professional, or technical consultant services at least every two years. The last RIP process was 2015.

1. **Accounting:** While the accounting services provided by Anoka County could qualify for the RIP requirement. The cost is so low ($5,000 per year) and the annual comparison so wide that staff recommends not pursuing a separate RIP for accounting services.

2. **Audit:** The District has contracted with the State Auditor for more than 25 years. The team that audits the District is the same team that audits Anoka County, which is where all of the District’s accounting records and reports reside.

3. **Engineering Services:** The District will be requesting interest proposals for engineering services as required by M.S. 103B in 2017. A note on engineering costs, the switch in the model used for the District has been more involved in calibrating than originally thought. However, it will provide the base inputs for water quality modeling which will become as prominent in the future as the flow and floodplain modeling has been over the past 30 years.
4. **GIS Services:** The District will be requesting interest proposals for GIS services as required by M.S. 103B in 2017. The Board should note that such services, in a client centered/on site format, are not readily available.

5. **IT Services:** The District changed IT service providers in 2016 so that service will not be included in the RIP process

6. **Legal Services:** The District will be requesting interest proposals for legal services as required by M.S. 103B in 2017

**PRIOR DECISIONS**
At the first meeting in May the Board expressed support for continuing to use the state auditor

**RECOMMENDATION**
1. Review and discuss professional services
2. Do not pursue a separate RIP for accounting or audit services
3. Pursue requests for interest proposals for:
   a. Engineering
   b. GIS Services
   c. Legal Services
**Title**: Accounting Services  
**Object**: 63052  
**Description**: Performs professional level accounting duties requiring advanced accounting knowledge. Perform payroll and accounts payable accounting functions as well as other general accounting duties. Produces and provides the necessary information to departments in the budget report process as well as other general duties.

**Overall Purpose/Goal of Services**

A. Perform general accounting and bookkeeping and maintenance of district financial reports. Includes: monthly balance sheets, trial balance, monthly budget report, cash receipts journal, disbursements journal, general ledger, Bank account reconciliation, preparation of all state and federal reporting forms.

B. Assist in preparing fiscal year end financial statements.

C. Assist in the preparation of supporting documents during a financial or program audit of the District

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<td>$4,417</td>
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**In-House Staff Option**

Min: 36,423  
Max: 54,645  
Contract Out (RWMWD): 37,905

**Service Expenditures**

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**Description**
Annual audit conducted by the Minnesota State Auditor. Minnesota statute 103D.355 requires that the District have an annual audit completed of the District’s books and accounts.

**Overall Purpose/Goal of Services**
To provide financial statement users with an opinion by the auditor on whether the financial statements are presented fairly, in all material respects, in accordance with an applicable financial reporting framework, which enhances the degree of confidence that intended users can place in the financial statements.

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**Service Alternatives**

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**Service Expenditures**

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### Title
Engineering

### Object
63246

### Description
Engineering services. Engineering services have been broken down as follows:
- Permit Review
- Engineering Planning
- Operations & Maintenance
- Specific Projects

### Overall Purpose/Goal of Services
Manages current engineering and drainage projects and supervises the engineering operations and personnel. Performs complex civil engineering designs for projects including storm drainage systems, best management practices, and miscellaneous designs related to water resource engineering. Also responsible for project management and other civil engineering functions.

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Title
Object 63010

Description
GIS contracted services. GIS Services have been broken down as follows:
• Custom Software
• Data Management
• GIS Services
• Mapping

Overall Purpose/Goal of Services
1. Designs, operates, oversees and maintains the Coon Creek Watershed District Geographic Information System (GIS).
2. Coordinates GIS activities between Coon Creek Watershed District, its programs and other City programs within the District, Especially the GIS core employees in the Information Technology.
3. Coordinates GIS activities in cooperation with various District programs, and between the District and other entities.
4. Coordinates GIS database development and maintenance.
5. Establish and implement standards and procedures for GIS maintenance and administration.
6. Establish and maintain liaisons with relevant municipal, county, state and national GIS agencies.
7. Integrate GIS activities with the District’s Information Technology operational projects.
8. Perform professional drafting, mapping, graphic illustrations, general planning research and related report preparation duties for District programs.
9. Provide GIS programming, technical advice, training and other needed assistance to District programs and staff.
10. Provide and oversee automated cartographic and related database services to District program.

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<td>Total</td>
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<td>79,683</td>
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Service Alternatives

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In-House

<table>
<thead>
<tr>
<th>Min</th>
<th>Max</th>
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Service Expenditures

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<tbody>
<tr>
<td>Salary &amp; Benefits</td>
<td>$63,539</td>
<td>$79,683</td>
<td>$81,710</td>
<td>$98,581</td>
</tr>
<tr>
<td>Operating Expenses</td>
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<td></td>
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<tr>
<td>Program Costs</td>
<td></td>
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<tr>
<td>Capital Equipment</td>
<td>$63,539</td>
<td>$79,683</td>
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<tr>
<td>Title</td>
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<td>Object</td>
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**Description**

GIS contracted services. GIS Services have been broken down as follows:

- Custom Software
- Data Management
- GIS Services
- Mapping

**Overall Purpose/Goal of Services**

1. Designs, operates, oversees and maintains the Coon Creek Watershed District Geographic Information System (GIS).
2. Coordinates GIS activities between Coon Creek Watershed District, its programs and other City programs within the District, especially the GIS core employees in the Information Technology.
3. Coordinates GIS activities in cooperation with various District programs, and between the District and other entities.
4. Coordinates GIS database development and maintenance.
5. Establish and implement standards and procedures for GIS maintenance and administration.
6. Establish and maintain liaison with relevant municipal, county, state and national GIS agencies.
7. Integrate GIS activities with the District's Information Technology operational projects.
8. Perform professional drafting, mapping, graphic illustrations, general planning research and related report preparation duties for District programs.
9. Provide GIS programming, technical advice, training and other needed assistance to District programs and staff.
10. Provide and oversee automated cartographic and related database services to District program.

**Performance Measures**

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**Vendor**

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**Service Alternatives**

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<tbody>
<tr>
<td>Respec</td>
<td>$63,539</td>
<td>$79,683</td>
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**In-House**

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<tr>
<th>Min</th>
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<td>$65,149</td>
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**Service Expenditures**

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<tbody>
<tr>
<td>Salary &amp; Benefits</td>
<td>Professional Services</td>
<td>$63,539</td>
<td>$79,683</td>
<td>$81,710</td>
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<tr>
<td>Operating Expenses</td>
<td>Program Costs</td>
<td>Capital Equipment</td>
<td>$63,539</td>
<td>$79,683</td>
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</table>
**Title**

Information Technology Services

**Object**

63066

**Description**

Cost of professional computer/IT services to update and repair computers and network. IT Services have been broken down as follows:

- **Software**
- **Back up**
- **Server Service**
- **Workstation service**

**Overall Purpose/Goal of Services**

1. Direct operation of the Information Technology services and guides the District programs in the acquisition and use of information processing technology

2. Support applications programming; provide hardware and software planning and evaluation; modify existing and creates special purpose software; maintain and modify vendor software packages; insure systems efficiency and integrity.

3. Assist with Networking configuration, operations, and maintenance.

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<td>$ 10,846</td>
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<th>In-House</th>
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<td>$ 9,524</td>
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<tr>
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<tr>
<td>Program Costs</td>
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</tr>
<tr>
<td>Capital Equipment</td>
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<td></td>
<td>$ 9,524</td>
<td>$ 10,846</td>
<td>$ 9,524</td>
<td>$ 15,326</td>
<td>$ 22,367</td>
</tr>
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</table>
Title | Legal Services
---|---
Object | 63453

**Description**
A contracted position under the strategic direction of the Board of Managers and the District Administrator, acts as chief legal officer of the watershed district. Responsible for the proper administration of the legal affairs of the District and for assuring professional representation in all civil actions in which the District is party.

**Overall Purpose/Goal of Services**
Responsible for the proper administration of the legal affairs of the District and for assuring professional representation in all civil actions and criminal prosecutions in which the District is a party.

<table>
<thead>
<tr>
<th>Vendor</th>
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**Service Alternatives**

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<td>$36,591</td>
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<td>$49,900</td>
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**In-House**

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<th>2014</th>
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<tbody>
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**Service Expenditures**

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