

The Finance and Capital Improvements Committee will hold their regularly scheduled meeting in Room #705 of the Anoka County Government Center and via Webex. All members of the committee will be present. However, due to the Governor's Emergency Executive Orders, and a determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

ANOKA COUNTY FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE AGENDA

and Meeting of the Anoka County Board of Commissioners**

Commissioners Look (Chair), Braastad, Schulte, Gamache

June 16, 2020 - 1:00 P.M.

County Board Room #705 - Anoka County Government Center

1. Consider recommending the County Board increase the imprest (change) funds for Corrections Department – Courthouse from \$50.00 to \$300.00 to better meet the needs of the department - **See attached** F&CS worksheet.
2. Consider recommending the County Board adopt Resolution 2020-F8 Performance Measurement Program for 2019 Performance Measures – **See attached** F&CS worksheet.
3. Consider for informational purposes, Contract #C0007991, with Civic Initiatives, LLC, 823 Congress Ave, #1433, Austin, TX 78767, for a procurement process and system gap assessment, in an amount not to exceed \$94,820 – **See attached** F&CS worksheet.
4. Consider for information purposes, a presentation of the 2021 Facilities Management and Construction Department budget.
5. Consider for information purposes, a presentation of the 2021 Miscellaneous Appropriations budget
6. Consider for information purposes, a presentation of the 2021 Finance and Central Services Division budget.
7. Consider for informational purposes, an update on Anoka County's Other Post-Employment Benefits (OPEB) – **See attached** Informational worksheet.
8. Public Comment: Due to the Governor's Emergency Executive Orders, and determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person, so for persons who wish to submit public comment they may do so by sending an email to Finance@co.anoka.mn.us or mailing a letter to Anoka County Finance and Central Services, 2100 3rd Ave N, Suite 300, Anoka, MN 55303

**** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will not vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.**



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

June 16, 2020

Finance & Central Services

ACTION REQUESTED	Consider recommending the County Board increase the imprest (change) funds for the Corrections Department - Courthouse from \$50.00 to \$300.00 to better meet the needs of the department.
BACKGROUND	<p>The Corrections department takes in money for classes, probation and supervision fees, UA fees, programming fees, and intensive supervised alcohol program (ISAP) fees, along with various other fees not listed here. The ISAP program is cash only for the initial payment.</p> <p>The Corrections department has found that more people are choosing to pay in cash, and primarily with large bills. This is causing a strain on the department when needing to make change several times a day and is typically exhausted with one or two clients. Corrections is expecting this trend to continue after reopening to the public.</p>
CONCLUSION	Increase imprest cash funds (petty cash) for the Corrections Department - Courthouse to allow them to better serve the needs of individuals who wish to make cash payments.
RECOMMENDATIONS	Increase the imprest cash funds for Corrections Department - Courthouse from \$50.00 to \$300.00



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

6/16/2020

Finance & Central Services

ACTION REQUESTED	Consider recommending the County Board adopt Resolution 2020-F8 Performance Measurement Program for 2019 Performance Measures.
BACKGROUND	Since 2010, the state has offered the county \$25,000 to participate in the Performance Measurement Program. In involves collecting certain information from various departments.
CONCLUSION	These performance measures are a source of revenue that doesn't involve additional reporting or documentation work. The county already records the statistics so compiling them and sending them to the state is the obvious choice.
RECOMMENDATIONS	Bring the resolution to the County Board and then send the information to the state so that we can receive the \$25,000
FUNDING	No county funding needed, will result in the receipt of \$25,000

RESOLUTION NO. 2020-F8

**RESOLUTION ADOPTING
PERFORMANCE MEASUREMENT PROGRAM**

WHEREAS, pursuant to the requirements of 2010 Minnesota Laws Chapter 389, Article 2, Sections 1 and 2 ("2010 Law"), the Minnesota State Legislature developed a Performance Measurement Program that is voluntary for counties and cities; and

WHEREAS, pursuant to the 2010 Law, the Council on Local Results and Innovation submitted a recommended standard set of 'Model Performance Measures For Counties', a copy of which are on file in the office of the Anoka County Administrator; and

WHEREAS, there are direct financial impacts for participation in this program; and

WHEREAS, participation in the Performance Measurement Program will allow the County to be better prepared for enhanced or expanded performance measurement initiatives from the State of Minnesota; and

WHEREAS, implementing an outcomes-based system of program evaluation is in the best interests of every Minnesota citizen and local governments that desire to maximize public resources and enhance the quality of life in their communities to the fullest extent possible.

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners desires to participate in the Performance Measurement Program and hereby adopts the 'Model Performance Measures for Counties' which are on file in the office of the Anoka County Administrator.



Performance Measurement Outcomes

<u>Function/Program</u>	<u>Measurements</u>					
	<u>2017</u>		<u>2018</u>		<u>2019</u>	
Public Safety: Deputy Response Time <i>(Time it takes on top-priority calls from dispatch to the first officer on scene)</i>	6 min 35 sec		7 min 3 seconds		7 min 21 seconds	
Probation/Corrections: Percent of adult offenders with a new felony conviction within 3 years of discharge	21.36%		25.90%		27.08%	
Public Works: Hours to plow complete system during a snow event	6-8 hours day shift	8-10 hours night shift	6-8 hours day shift	8-10 hours night shift	6-8 hours day shift	8-10 hours night shift
Average county pavement condition rating	68		69		69	
Public Health: Life Expectancy generally and by sex *	81.2 Years		81.3 Years		81.4 Years	
Male	79.3 Years		79.4 Years		79.3 Years	
Female	83.0 Years		83.0 Years		83.0 Years	
Social Services: Workforce participation rate for MFIP participants	40.71%		41.10%		40.25%	
Participants served in MFIP and DWP	2,374		2,478		1,987	
Percentage of children where there is a recurrence of maltreatment within 12 months following an intervention	12 out of 349 cases	3.40%	**19 out of 348 cases	5.50%	6 out of 298 cases	2.00%
Taxation: Level of assessment ratio <i>(If the median ratio falls between 90% and 105%, the level of assessment is determined to be acceptable)</i>	94.44%		94.40%		94.47%	
Met turn-around time of 10 days for recording, indexing and returning real estate documents	99%		99%		99%	
Elections: Accuracy of post-election audit <i>(Percentage of ballots counted accurately)</i>	non-election year		100%		non-election year	
Veterans' Services: Percent of veterans surveyed who said their questions were answered when seeking benefit information from their County Veterans' Office	100%		100%		100%	
Parks: Annual number of Visits to Park and Trail System	4,200,000		5,100,000		5,500,000	
Annual number of rounds at Chomonix Golf Course	26,610		24,257		19,915	
Annual Attendance at Bunker Beach Water Park	106,245		116,353		116,805	
Library: Number of annual visits	2,449,983		***2,138,078		2,577,498	

*Data on Life Expectancy come from the National Center for Health Statistics (NCHS) through the National Vital Statistics System (NVSS). The most recent data available are two to four years prior to the reporting date, and are therefore estimates of the current Life Expectancy at birth.

**There are multiple family and system related factors that can affect the maltreatment recurrence performance measure. Our Federal Standard for this is to be less than 9.1%. The state average is 9.0%. Factors could include but not limited to; specific type of allegations being reported, efforts to decrease placement, increased drug use by families etc. Note that 2018 is almost the same percentage as 2016 in spite of 64 more maltreatment incidences in 2018.

*** 2018 Library visits were down due to the Centennial Library being closed for 4 months for a significant remodel.



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

June 16, 2020

Finance and Central Services

ACTION REQUESTED	Consider for informational purposes, Contract # C0007991, with Civic Initiatives, LLC, 823 Congress Ave, #1433, Austin, TX 78767, for a Procurement Process and System Analysis Gap Assessment, in an amount not to exceed \$94,820.
BACKGROUND	<p>The Purchasing Unit works with all county departments handling over 2,400 purchasing and contract requests per year amounting to approximately \$22 million on spend for goods and services. County departments also engage in purchasing and contracts on their own. The current process is a combination of homegrown systems and manual processes that lack capabilities. This has resulted in:</p> <ul style="list-style-type: none">• Inability to ensure statutory compliance, policy compliance, and data integrity;• Manual managing the procurement lifecycle;• Limited access to purchasing data for County wide department partners;• Frequent data corruption;• Work delays;• Periodically loses;• No visibility and/or accurate reporting on cost savings or vendor performance.
SOLUTIONS	<p>An RFP was issued to conduct a countywide procurement gap analysis that will include process mapping and workflow design to release an RFP. The assessment would provide the following:</p> <p>Activities:</p> <ul style="list-style-type: none">• Interview County stakeholders and Subject Matter Experts (SMEs)• Map current state process workflows• Identify strengths, weaknesses, opportunities, and threats• Compare current state with target state, peer entities, applicable benchmarking, leading practices, and process framework.• Assess current procurement system capabilities and identify gaps. <p>Outcomes:</p> <ul style="list-style-type: none">• Documented Current State Benchmark, process maps, system maps and needs assessment.• Provide Future State Process and System Maps.• Move business processes towards best practices.• Determine the best path forward.

<p>CONCLUSION</p>	<p>Eleven proposals were submitted to the county for consideration.</p> <p>Three highly respectable firms were selected to be interviewed.</p> <p>After a positive interview and reference checks, Civic Initiatives was selected as the preferred company to move forward with contract negotiations.</p> <p>Civic Initiatives has supported over 80 public procurement transformation projects in 30 states in the nine years since their inception, including multiple projects for the State of Minnesota and the Metropolitan Council, supporting similar projects including procurement automation and planning. Their team is experienced, having held many levels of government positions in procurement and maintaining professional certifications with the Institution for Public Procurement.</p> <p>Staff recommends moving forward with Civic Initiatives to conduct the procurement gap analysis.</p> <p>Civic Initiatives' proposal for this project was \$94,820. This includes a travel expense contingency of \$7,600 to be approved by the county prior to travel.</p>
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Anoka County
MINNESOTA



BUDGET PRESENTATION

2021 BUDGET PRESENTATION

VISION:

To be the best
Facilities
Management &
Construction
Department in
the State of
Minnesota.

Finance and Capital Improvements
Committee

FM&C

Andrew Dykstra

6-16-2020

MISSION:

To provide a
safe, clean,
comfortable, and
well maintained
environment at
the highest
standard of
excellence for
the citizens and
employees of
Anoka County.





FM&C

	2020 Adopted Budget	Increases	Decreases	2021 Requested Budget
Gross Budget	\$7,891,638	-	-	\$7,891,638
Net County Share	\$0	\$0	\$0	\$0
Target	\$0	\$0	\$0	\$0
FTE	46	-	-	46

“2021 MAP” IMPACT OF SERVICES

Utility Expense Trend



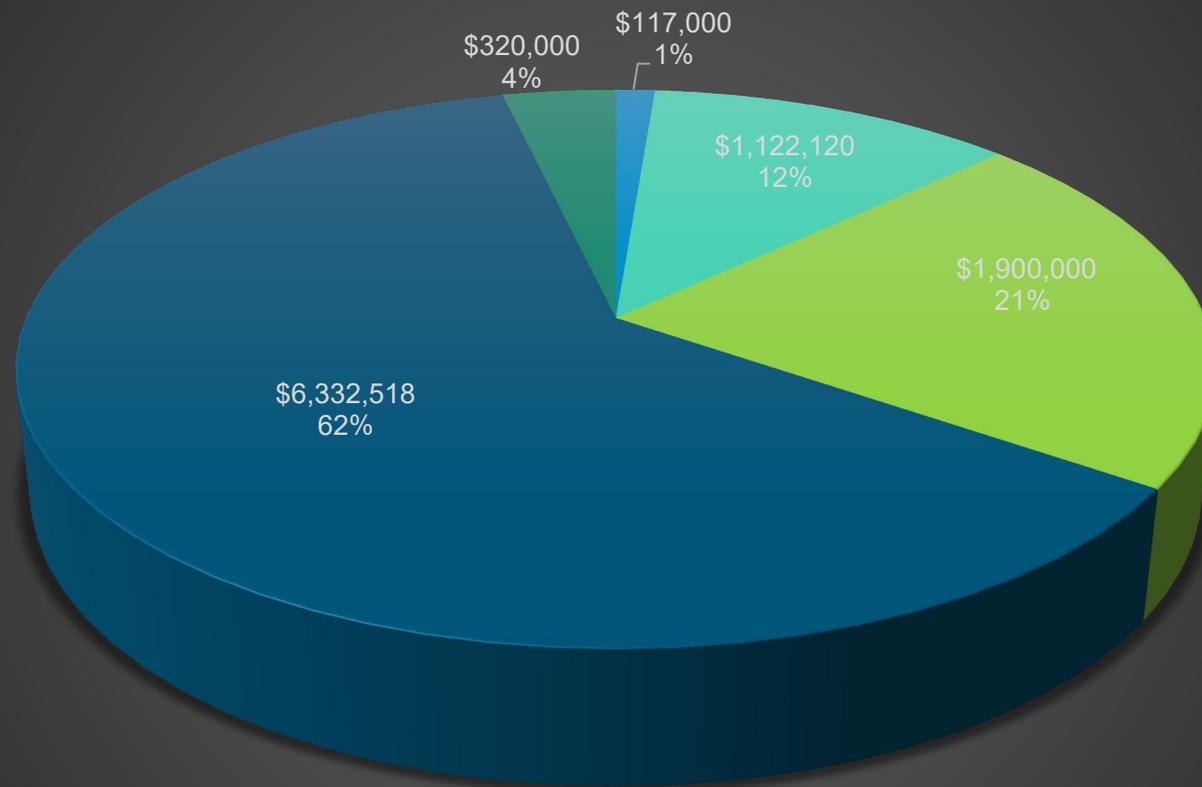
PERSONNEL STRATEGIC PLAN

- Currently leaving positions as static...no new or unfunded positions.



FUNDING SOURCES

Facilities Funding 2021



■ Telephone ■ Leasehold ■ Building Fund ■ Intercounty Reimbursement ■ Parking Lot Receipts



FM&C CEP REQUEST

CEP Items

Capital Equipment Plan

- \$38,100 – Vehicle Replacement Program
- \$80,000 Card Reader/Door Hardware/Door Replacement



FM&C PLANNED PURCHASES – SEE HANDOUT

Planned
Purchases
(Purchasing Policy)

- Services Purchased: \$1.8M
- Supplies: \$0.5M
- Utilities: \$1.7M



FM&C CIP

CIP Items

- Government Center Carpet Replacement: \$230,000
- Government Center LED Retrofit: \$180,000
- Government Center Interior Finishes: \$100,000
- Government Center Parking Ramps: \$200,000
- Rum River Campus Central Plant Upgrades: \$500,000
- Rum River Campus Finishes: \$75,000
- Courthouse Interior Finishes: \$330,000
- Center Courts Generator Replacement: \$400,000
- Lino Lakes NSP Pneumatics to Direct Digital Control: \$60,000
- Parking Lot Maintenance: \$175,000 (\$75,000 from Library Building Fund).
- ACSO Interior Finishes: \$50,000
- Mississippi Library Roof Replacement: \$155,000 (\$125,000 from Library Building Fund)
- Tuckpointing: \$125,000 (\$25,000 from Library Building Fund for Library Buildings)



FM&C POTENTIAL BUDGET RISKS

Potential Budget Risks

- Staff – better position due to partnership with ER and overall department environment. However, baby boomer generation is retiring and the work force coming into the industry is not keeping up.
- Security – cameras, card access, door hardware (beginning to address with security in CEP).
- Infrastructure
- Technology Investments
- Snow Removal



Thank You!





Anoka County
MINNESOTA



BUDGET PRESENTATION

2021 BUDGET PRESENTATION

Finance & Capital Improvements
Committee

Miscellaneous Appropriations

County Board

June 16, 2020





MISCELLANEOUS APPROPRIATIONS

	2020 Adopted Budget	Increases	Decreases	2021 Requested Budget
Gross Budget	\$484,215	-	-	\$484,215
Net County Share	\$484,215	-	-	\$484,215
Target	\$484,215	-	-	\$484,215
FTE	-	-	-	-



MISCELLANEOUS APPROPRIATIONS

	2020 Adopted Budget	2021 Requested Budget
General Government	\$147,100	\$147,100
Historical Society	\$152,623	\$152,623
Conservation, Soil & Water	\$169,492	\$169,492
Fairgrounds	\$15,000	\$15,000

MISCELLANEOUS APPROPRIATIONS

- \$147,100 - General Government

Consists of:

- \$78,000 Metropolitan Emergency Service
- \$53,750 Association of Mn Counties
- \$ 6,750 National Association of Counties
- \$ 6,500 Veterans
- \$ 2,100 Mn Association of County Officers



Thank You!





Anoka County
MINNESOTA



BUDGET PRESENTATION

2021 BUDGET PRESENTATION

Finance and Capital Improvements
Committee

Finance and Central Services
Division

Cory Kampf

June 16, 2020





FINANCE & CENTRAL SERVICES

	2020 Adopted Budget	Increases	Decreases	2021 Requested Budget
Gross Budget	\$4,542,196	\$39,361	XX	\$4,581,507
Net County Share	\$3,760,146	\$39,361	XX	\$3,799,507
Target	\$3,760,146	\$39,361	XX	\$3,799,507
FTE	62.63	XX	XX	62.63

“2021 MAP”

Continue to focus on the following initiatives:

- Electronic payment / outsourcing check's
- Online payments for citizens (all areas)
- Maintain PCI Compliance
- Electronic invoicing (shift from mail)
- Finance System Assessment
- Purchasing System Gap Analysis
- Healthcare Strategies (Active/ Retiree)



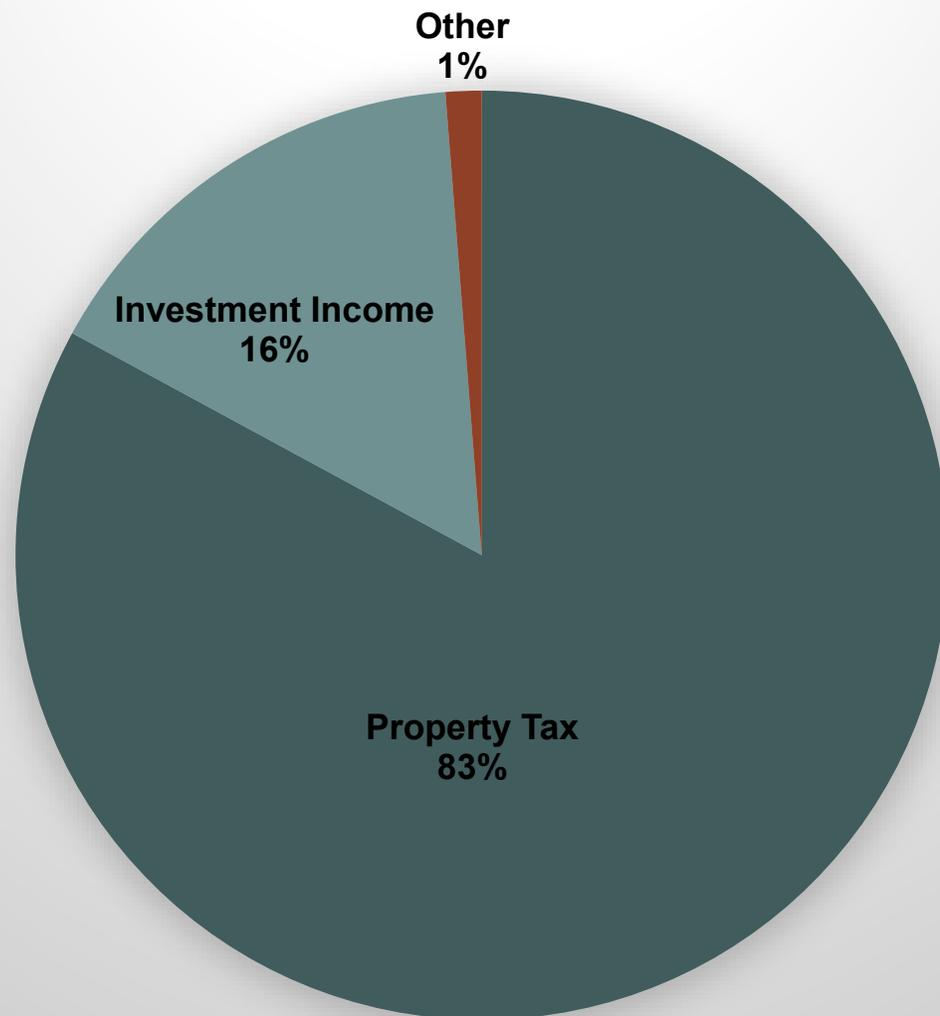
PERSONNEL STRATEGIC PLAN

Personnel Changes:

- There are no requested Personnel Changes within the Budget.



FUNDING SOURCES



FINANCE & CENTRAL SERVICES

Target
Increase
Request

- Total Increase \$39,361 – Budget Neutral Technology Services Allocation Shift
- No New Requests from Division



FINANCE & CENTRAL SERVICES

Planned Purchases

(Purchasing Policy)

• CentralSquare (ERP System)	\$125,000
• OpenGov (Budget System)	\$ 65,000
• Interprose Corporation (Collections Case Management)	\$ 40,700
• Carasoft Technology (Concur Expense System)	\$ 25,000
• Systems Innovation (iNovah System)	\$ 25,000



FINANCE & CENTRAL SERVICES

CEP Items

Capital
Equipment
Plan

- Procurement System (Purchase & Implementation) \$250,000
- Financial Management System (ERP System) ? TBD



FINANCE & CENTRAL SERVICES

Potential Budget Risks

- Investment Income
- Technology Fee Changes – Cloud based
- Personnel Cost Changes



Thank You!





FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

April 21, 2020

FINANCE & CENTRAL SERVICES

ACTION REQUESTED	Consider, for informational purposes, an update on the County's Other Post-Employment Benefits (OPEB), which generally refers to the Retiree Health Insurance Program within the County.
BACKGROUND	The presentation will highlight the recently released OPEB Actuarial regarding our program and the liability change we are experiencing. Also, we will discuss the OPEB Bond Payoff and issues related to the County's contributions towards the OPEB Liability, including an update on the OPEB Trust Account.