

ANOKA COUNTY FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE AGENDA

and Meeting of the Anoka County Board of Commissioners**

Commissioners Look (Chair), Braastad, Schulte, Gamache

July 23, 2020 - 1:00 P.M.

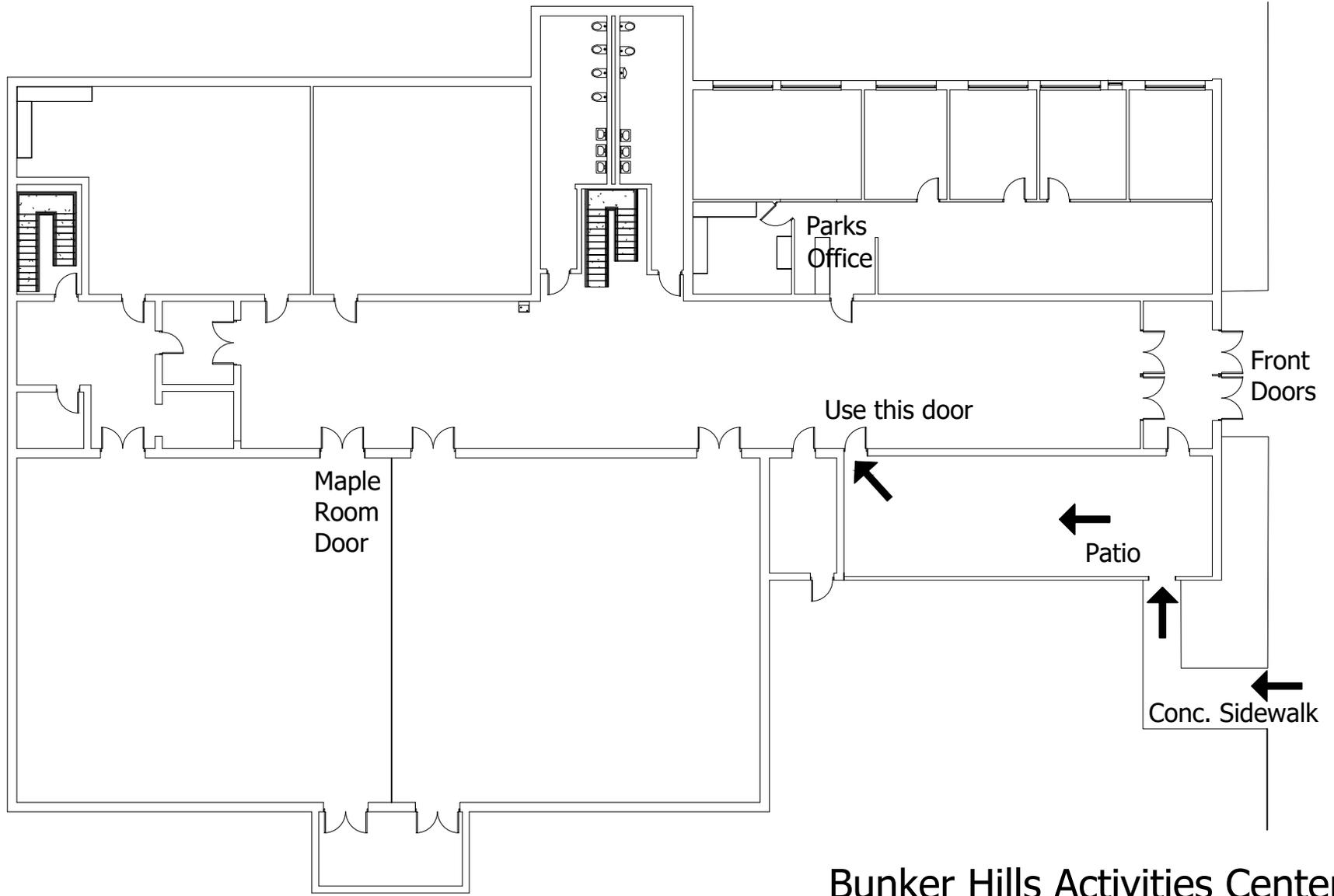
Bunker Hills Activites Center – Maple Room

550 Bunker Lake Blvd N.W.

Andover, MN 55304

1. Consider recommending the County Board approve Contract #C0008002, with Comprise Technologies Inc, 1041 Route 36, PO BOX 425, Navesink, NH 07752, for a Print Management System at the Libraries, in an amount not to exceed \$148,406 - **See attached** action worksheet.
2. Consider, for information purposes, the Investment Report for the quarter ended June 30, 2020 – **See attached** informational worksheet.
3. Other - Public Comments are welcome at this time. In consideration of others wishing to speak, please limit comments to two minutes.

*** 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.*



Parks Office

Front Doors

Maple Room Door

Use this door

Patio

Conc. Sidewalk

Bunker Hills Activities Center
Main Level



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

July 23, 2020

Library

| | |
|------------------|---|
| ACTION REQUESTED | Consider recommending the County Board approve Contract #C0008002, with Comprise Technologies Inc, 1041 Route 36, PO Box 425, Navesink, NJ 07752, for a Print Management System at the Libraries, in an amount not to exceed \$148,406. |
| BACKGROUND | <p>Current software for this service is outdated and not patron friendly. Library Staff are spending time assisting patrons, collecting cash, and managing computer usage.</p> <p>An RFP was issued for this project and was delayed due to the lowest bid came from a provider that did not meet Finance standards for PCI compliance. The second lowest bid is with Comprise Technologies and does meet PCI compliance per Finance.</p> |
| SOLUTIONS | This new technology will provide public computer access, on-line ability to set up print jobs from home (less touches and time in the library), collect fees at kiosk and several other features. The Library does receive around \$42,000 on average per year from printing sales. |
| CONCLUSION | Recommend the County Board approve Contract #C0008002 with Comprise Technologies for a Print Management System at the Libraries. |
| FUNDING | <ul style="list-style-type: none">• The cost to purchase 3 modules, SAM, SmartAlec, and Smart Kiosk is \$83,561 for Anoka County Library plus \$10,285 for Columbia Heights Library. MELSA funds will be used to purchase these modules for both Anoka County Library and Columbia Heights.• Annual maintenance costs of \$13,640 for Anoka County Library for 5 years. This is budgeted in the Library operational budget.• Columbia Heights Library is responsible for their hardware and annual maintenance. If additional servers are required, Columbia Heights is also responsible for this cost. |



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

July 23, 2020

FINANCE & CENTRAL SERVICES

| | |
|-------------------------|--|
| ACTION REQUESTED | Consider, for informational purposes, the Investment Report for the Quarter ended June 30, 2020. |
| BACKGROUND | Attached is the June 30, 2020 investment update per the request of the Committee. The amounts shown are year-to-date for 2020. |



MEMORANDUM

DATE: July 23, 2020

TO: Commissioner Matt Look
Chair, Finance & Capital Improvements Committee

FROM: Cory Kampf, F&CS Division Manager

SUBJECT: 2020 2nd Quarter Investment Update

The Finance Committee has requested receiving information on investments on a periodic basis.

For the Quarter-ended June 30, 2020, the County had investments totaling \$469.10 million. Within the investment management system, we have broken down our investments into portfolios, which are defined below:

- **Investment Manager – RBC:** Represents funds managed by RBC.
- **MAGIC Fund:** Represents short-term CD's, Term Notes, and liquid funds.
- **OPEB Irrevocable:** Investments with State Board of Investments (SBI) tied to our Retiree Health Care Liability.
- **US Bank - Fixed Income:** Represents portfolio managed internally.
- **US Bank – Liquid Assets:** Represents short-term liquid funds.
- **Wells Fargo – Sweep:** Represents short-term overnight funds associated with main checking account.

Investing Strategy

The County's investing strategy focuses on safety, liquidity, and then yield. The yield is impacted by the constraints of the fixed income market and is secondary to maintaining safety in the investments chosen and the liquidity needed to manage operations. We strive for the best yield possible using a ladder maturity philosophy. At the end of June, we had about \$198 Million in liquid assets, which included the July 6th tax distribution of \$114 Million. On July 3rd, we received \$43 Million from the State in CARES Act Funds related to the COVID-19 Pandemic.

Anoka County Summary of Investments by Portfolio – June 30, 2020

| Description | Beginning Face Amount/Shares | Ending Face Amount/Shares | Buy Principal | Sell Principal | Interest Earned During Period-Book Value | Realized Gain/Loss-Book Value | Investment Income-Book Value |
|----------------------------------|------------------------------|---------------------------|----------------|----------------|--|-------------------------------|------------------------------|
| Investment Manager - RBC Capital | 38,399,559.70 | 38,926,243.42 | 7,135,795.72 | 6,585,658.89 | 503,903.23 | 61,461.19 | 565,364.42 |
| MAGIC Fund | 55,625,307.78 | 197,737,006.78 | 200,523,699.00 | 58,412,000.00 | 240,437.02 | - | 240,437.02 |
| OPEB Irrevocable | 79,547,622.41 | 73,169,816.70 | 12,841,693.06 | 6,498,845.67 | 709,878.60 | - | 709,878.60 |
| US Bank - Fixed Income | 161,975,910.24 | 146,849,000.20 | 29,522,021.93 | 43,729,138.20 | 1,672,935.72 | (8,203.57) | 1,664,732.15 |
| US Bank - Liquid Assets | 7,656,176.05 | 10,482,725.61 | 488,013,832.12 | 485,187,282.56 | 72,694.05 | - | 72,694.05 |
| Wells Fargo - Sweep | 1,611,222.07 | 1,932,854.89 | 50,316,195.94 | 49,994,563.12 | 7,623.24 | - | 7,623.24 |
| Total / Average | 344,815,798.25 | 469,097,647.60 | 788,353,237.77 | 650,407,488.44 | 3,207,471.86 | 53,257.62 | 3,260,729.48 |

| | |
|-------------------------------------|----------------|
| Less OPEB Investment Income | (709,878.60) |
| Net Investment Income | 2,550,850.88 |
| 2020 Investment Income Budget | 3,675,000.00 |
| Investment Income (deficit) surplus | (1,124,149.12) |

Portfolio Performance

Total investment income earned during the six-month's ended totaled just over \$3.26M, with \$53.3K related to one time realized gains/(losses) due to regular activity by our RBC Capital Asset Manager \$61.5K and Internal activity (\$8.2K). The overall YTD portfolio performance as of the Quarter ended June 30, 2020 is an average book yield of 1.87% compared with 2.21% at the end of 2019 and 2.06% at the end of March 31, 2020 – change between quarters is representative of market changes that continue to move short-term rates downward.

See the chart below for a breakdown by Portfolio:

