

ANOKA COUNTY FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE AGENDA

and Meeting of the Anoka County Board of Commissioners**

Commissioners Look (Chair), Braastad, Schulte, Gamache

March 15, 2022 - 1:00 P.M.

Anoka County Government Center – Room 710

2100 3rd Avenue N

Anoka, MN 55303

1. Public comments: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. Consider recommending the County Board approve Contract #C0009160 for completion of the 2022 Chip Seal/Pavement Project with Allied Blacktop Company, 10503 89th Ave N, Maple Grove, MN 55379, for a not to exceed fee of \$379,894 – **See attached** action sheet.
3. Consider for information purposes, facility modifications at Blaine Human Services Center. The facility modifications are related to the implementation of the Human Services - Economic Assistance and Jobs and Training Center new service delivery model - **See attached** information sheet
4. Consider for information purposes, Contract #C0009016 with ADP Inc, PO Box 842875, Boston, MA 02284, for the purchase of payroll services - **See attached** information sheet.

*** 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.*



ANOKA COUNTY FINANCE AND CAPITAL IMPROVEMENTS

ACTION ITEM

March 15, 2022

FM&C

ACTION REQUESTED	<p>Consider recommending the County Board approve Contract #C0009160 for completion of the 2022 Chip Seal/Pavement Project with Allied Blacktop Company, 10503 89th Ave N, Maple Grove, MN 55379, for a not to exceed fee of \$379,894.</p> <p>Bid tab attached.</p>
BACKGROUND	<p>The project will consist of various pavement rehabilitation improvements:</p> <ul style="list-style-type: none">• Blaine Human Services Center: Crack seal• Crooked Lake Library: Crack seal, sealcoat, restripe• Fairgrounds: Crack seal• Field Operations Building: Crack seal• Government Center Flat Lot: Crack seal• Government Center Loading Dock: Crack seal• Headstart: Crack seal• Highway Dept/Parks Dept: Crack seal• Johnsville Library: Crack seal• Lino Lakes: Crack seal• Med Ex: Crack seal• Mississippi Library:<ul style="list-style-type: none">○ Asphalt repairs○ Crack seal, sealcoat, restripe• Northtown Library:<ul style="list-style-type: none">○ Asphalt repairs○ Crack seal, sealcoat, restripe• Radio Shop: Crack seal• Rum River Library:<ul style="list-style-type: none">○ Mill and overlay○ Restripe• Rum River Campus: Crack seal• Sheriff's Office Gun Range: Crack seal• Sheriff's Office:<ul style="list-style-type: none">○ Parking lot expansion○ Crack seal• St Francis Library:<ul style="list-style-type: none">○ Asphalt and concrete repairs○ Crack seal <p>This work is part of our ongoing parking lot maintenance program.</p>
FUNDING	<ul style="list-style-type: none">• ACSO Rollover Funds• Building Fund



Date: 03/08/2022

Time: 3pm

VENDOR	Bid Security [If Applicable]	Addenda (x)	Responsible Contractor Form [If Applicable]	Base Bid #1 - Blaine Human Services Center	Base Bid #2 - Crooked Lake Library	Base Bid #3 - Anoka County Fairgrounds	Base Bid #4 - Field Operations Building	Base Bid #5 - Government Center Flat Lot	Base Bid #6 - Gov. Ctr Loading Dock	Base Bid #7 - Anoka County Headstart	Base Bid #8 - Highway Dept.	Base Bid #9 - Johnsville Lib	Base Bid #10 - Lino Lake Juv. Ctr	Base Bid #11 - Med Ex Office	Base Bid #12 - Mississippi Lib	Base Bid #13 - Northtown Lib	Base Bid #14 - Radio Shop	Base Bid #15 - Rum River Lib	Base Bid #16 - Rum River Campus	Base Bid #17 - Sheriff's Gun Range	Base Bid #18 - Sheriff's Office	Base Bid #19 - St. Francis Lib	TOTAL
ACI Asphalt	X	X		\$ 4,820.00	\$ 16,940.00	\$ 5,500.00	\$ 2,250.00	\$ 4,820.00	\$ 500.00	\$ 2,200.00	\$ 4,480.00	\$ 2,330.00	\$ 4,900.00	\$ 1,900.00	\$ 20,000.00	\$ 44,700.00	\$ 1,250.00	\$ 109,000.00	\$ 7,850.00	\$ 2,330.00	\$ 175,690.00	\$ 2,160.00	\$ 413,620.00
Allied Inc.	X	X	X	\$ 3,320.00	\$ 13,700.00	\$ 3,470.00	\$ 1,040.00	\$ 3,170.00	\$ 755.00	\$ 1,900.00	\$ 1,660.00	\$ 1,120.00	\$ 2,050.00	\$ 1,043.00	\$ 16,630.00	\$ 38,500.00	\$ 1,050.00	\$ 112,400.00	\$ 6,131.00	\$ 1,435.00	\$ 160,620.00	\$ 9,900.00	\$ 379,894.00
Bituminous Roadways	X	X		\$ 3,840.00	\$ 16,900.00	\$ 4,025.00	\$ 1,210.00	\$ 3,675.00	\$ 875.00	\$ 2,205.00	\$ 1,920.00	\$ 1,295.00	\$ 2,400.00	\$ 1,210.00	\$ 17,900.00	\$ 45,500.00	\$ 1,210.00	\$ 105,895.50	\$ 7,095.00	\$ 1,665.00	\$ 183,500.00	\$ 19,450.00	\$ 421,770.50
Park Construction	X	X		\$ 3,989.00	\$ 14,863.00	\$ 4,128.00	\$ 1,623.00	\$ 4,618.00	\$ 1,323.00	\$ 2,566.00	\$ 2,316.00	\$ 1,756.00	\$ 3,166.00	\$ 1,677.00	\$ 21,105.00	\$ 44,205.00	\$ 1,904.00	\$ 106,463.00	\$ 9,059.00	\$ 2,429.00	\$ 162,627.00	\$ 13,124.00	\$ 402,941.00



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

March 15, 2022

FM&C

ACTION REQUESTED	Consider for Informational purposes, facility modifications at Blaine Human Services Center. The facility modifications are related to the implementation of the Human Services - Economic Assistance and Job Training Center new service delivery model.
BACKGROUND	<p>COVID-19 has provided the Human Services Division an opportunity to strategically think long-term about new service delivery models. The response to the Pandemic moved Human Services staff to a remote and hybrid work model. This has allowed for reflection on how to best serve our populations of vulnerable individuals and families. Both departments, which have historically worked together are changing their operational styles.</p> <p>Economic Assistance (EA) has been divided between two facilities for over 20 years and has operated a “drop-in” site for public seeking services with over 66,000 visits per year.</p> <p>The new service delivery model for EA includes:</p> <ul style="list-style-type: none">• Blaine Human Services center becoming the primary work location for all EA employees• Triage and “appointment only” (eliminate drop-in site)• Remote/hybrid work schedules <p>Uniting the EA department requires the total use of fourth floor in Blaine, hoteling stations for hybrid staff, and creating safe staff areas.</p> <p>Job Training Center has been divided between two floors at Blaine Human Services Center. Combining this department to second floor at Blaine will unite space and service delivery along with opening space on fourth floor for EA.</p> <p>The new service delivery model for JTC includes:</p> <ul style="list-style-type: none">• Hybrid schedule using a mix of technologies to reach customers• Career Force Center will be updated to improve workflow, customer experience, and customer/staff safety• Space will provide ability to hold hiring events with proper distancing• JTC classrooms will be updated with new audio-visual equipment to facilitate hybrid learning models <p>Both departments will use technology, such as virtual rooms, to interact with clients who wish to have a contactless alternative to traditional appointments. Many clients and families served by both EA & JTC come from underserved populations and have additional needs and have been heavily affected by the COVID-19 pandemic.</p> <p>With multiple partners within the building which serve similar populations, the Blaine Human Services Center is a one stop center which allows for seamless customer connections.</p>
FUNDING	American Rescue Plan Act Funds



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

March 15, 2022

Finance and Central Services

ACTION REQUESTED	Consider for informational purposes, Contract #C0009016 with ADP Inc, PO Box 842875, Boston, MA 02284, for the purchase of payroll services.
BACKGROUND	<p>The implementation of WorkDay, our new Human Resources Management System (HRMS), presents the opportunity to streamline some operations within payroll. ADP integrates directly with our new HRMS system and can provide the following services:</p> <ul style="list-style-type: none">• Employment tax deposits• Wage payments• Garnishments (ADP assumes liability over the everchanging rules around how garnishments are handled).• Employment & Income verification• Payroll tax filing• W-2 service, which allows for electronic W-2's. <p>ADP and Workday have a long relationship and have already built any necessary integrations to share information. Payroll will be processed in Workday as part of the new HRMS project, with the payroll result sent to ADP for processing and provision of services listed above.</p> <p>The W-2 service will allow employees an opportunity to receive their W-2's in electronic format and provide terminated employees up to 3 years to access past information, through an ADP portal. This allows us to remove former employees from any access to the County's HRMS.</p>
SOLUTIONS	<p>Our ADP service would go live in October (parallel to our HRMS go live). The fees for this service are based on the number of employees serviced each pay cycle and will fluctuate slightly throughout the year.</p> <p>One time set up Fees: \$10,560 Average monthly fee: \$3,000</p> <p>Funding will be provided in 2022 by a Carryforward, with ongoing costs built within the Finance operational budget.</p>
CONCLUSION	ADP offers a direct integration with our new HRMS, and will streamline employment tax services, lower our liability on garnishments, allow for employment verification through Social Security, and provide W-2 services, including the offering of an electronic W-2 option for employees.