



Municipal Building Commission Meeting

October 1, 10:00 a.m.

Teams Live Event URL: [MBC October Board Meeting](#)

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve the August 24, 2021 meeting minutes
- 2) Approve contract summary

COMMUNICATION AGENDA ITEMS:

- 1) 2022-2027 Capital Funding schedule
- 2) Notification of contract awards

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report
- 2) Approve MBC historic preservation fund balance
- 3) Approve amendment to MBC Mechanical/Life Safety & City Office Improvement project *(Revised)*
- 4) Approve 2022 Operating Budget *(Revised)*
- 5) Approve ADP contract extension
- 6) Approve increase to plumbing contract
- 7) Approve COVID-19 Employee Testing and Proof of Vaccination Policy and Procedure

Consent Agenda Item: 1

Date: October 1, 2021

**To: Municipal Building Commission Board:
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman**

From: Erin Delaney

**Subject: MBC Board meeting minutes
Consent Agenda Item: 1**

Staff requests approval of the attached August 24, 2021 MBC Board meeting minutes.

UNAPPROVED
Municipal Building Commission Meeting Minutes
August 24, 2021

The Municipal Building Commission (MBC) Board met virtually via Microsoft Teams Live, at 11:33 AM.

President Marion Greene called the regular meeting to order. Present were:

President Marion Greene, Chair of the Hennepin County Board
Vice President Jacob Frey, Mayor, City of Minneapolis
Hennepin County Commissioner Angela Conley
Minneapolis City Council Member Lisa Goodman

CONSENT AGENDA ITEMS

Council Member Goodman moved to approve the following consent agenda items:

1. Meeting minutes from the June 4, 2021 meeting.
2. Contract summary as of June 30, 2021.

Commissioner Conley seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2022 - 2027 Capital Funding Schedule
2. Notification of Contract Awards:
 - A. ADC Electrical Upgrades: Preferred Electric
 - Call for bids approved on December 14, 2020
 - Amount not to exceed \$195,000
 - B. ADC Electric Locks Replacement: CML Security
 - Call for bids approved on December 14, 2020
 - Amount not to exceed \$741,500
 - C. MBC Elevator Maintenance and Service: Suburban Elevator
 - Call for bids approved on April 23, 2021
 - Amount not to exceed \$305,580
3. Office of State Auditor (OSA) Management and Compliance Report
4. Proposed 2022 Operating Budget

DISCUSSION & ACTION AGENDA ITEMS

UNAPPROVED
Municipal Building Commission Meeting Minutes
August 24, 2021

1. Commissioner Conley moved to approve the expenditure report through June 30, 2021. Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

2. Council Member Goodman moved to approve the MBC Historic Preservation Fund balance as of June 30, 2021. Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

3. Commissioner Conley moved to approve Amendment 15 to the Gensler design contract for the MBC Mechanical/Life Safety and City Office Improvements project, in the amount of \$25,670.00. Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

CLOSED AGENDA

Chair Greene moved to close the meeting under Minnesota Statute, section 13D.05 to receive and discuss security briefings and reports. Council Member Goodman seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

ADJOURN

Chair Greene moved to adjourn the meeting at 12:01 PM. Commissioner Conley seconded. A roll call vote was taken, and the motion carried:

Marion Greene	Yea	Jacob Frey	Yea
Angela Conley	Yea	Lisa Goodman	Yea

Consent Agenda Item: 2

Date: October 1, 2021

**To: Municipal Building Commission Board:
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman**

From: Erin Delaney

**Subject: MBC Contract Summary
Consent Agenda Item: 2**

Attached are the balances for MBC Contracts as of August 31, 2021. The summary report includes:

- Professional Services Contracts
- Master Contracts
- Pricing Contracts
- Bids Contracts
- Other Contracts (Revenue, Lease, MOU's etc.)

Professional Services Contracts as of 8/31/2021

Contract	Supplier Name	Descr.	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
C-42421	ASSOCIATED FINANCIAL GROUP, LLC	MBC-DESIGN A PLAN FOR INSURANC	4/1/2017	4/1/2022	1.00	0.00	0.00	1.00
C-42871	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	6/19/2017	11/25/2021	233,768.60	75,114.68	158,653.92	0.00
COM0001280	BELKNAP & ASSOCIATES LLC	MBC-HR CONSULTING	9/1/2019	12/31/2021	175,000.00	159,576.01	15,423.99	0.00
COM0004134	BRAUN INTERTEC CORPORATION	MBC-SPEC INSP & MATL TESTING	8/12/2021	6/20/2022	12,387.00	0.00	0.00	12,387.00
COM0001779	BRUNZELL CONSULTING LLC	MBC - LEADERSHIP COACHING	12/26/2019	12/31/2021	175,000.00	145,150.00	29,850.00	0.00
C-43294A	CPMI LLC	MBC-OWNER'S REP SERVICES	12/15/2017	12/31/2022	99,713.34	69,592.20	12,596.68	17,524.46
COM0000931	CPMI LLC	MBC-OPR MLS AND CITY TI	5/15/2019	5/31/2024	528,940.00	315,333.50	231,606.50	0.00
C-43202	DRT BENEFITS CORP	MBC-COBRA ADMIN RETIREE SERV	11/29/2017	12/31/2021	20,000.00	7,279.00	12,721.00	0.00
C-43996	ENCOMPASS, INC.	MBC-RE-CERT FOR FALL RESTRAINT	7/1/2018	7/1/2023	16,000.00	3,825.00	12,175.00	0.00
COM0002008	EXPLEO TECHNOLOGY USA INC.	MBC- IT/STAFFING CONSULTING	1/1/2020	12/31/2022	100,000.00	40,000.00	60,000.00	0.00
C-43162	INITIAL DEFENSE CUSTOMIZED TRAINING LLC	MBC- PROF SECURITY TRAINING	11/24/2017	11/24/2022	25,000.00	0.00	20,750.00	4,250.00
COM0003961	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-ELEVATOR CONSULTING	5/1/2021	5/1/2026	54,750.00	54,750.00	0.00	0.00
COM0003948	J. PELZL CONSULTING LLC	MBC-ORG DEVELOPMENT_HR CONSULT	6/1/2021	6/1/2026	20,000.00	13,750.00	6,250.00	0.00
COM0001419	M. ARTHUR GENSLER, JR. & ASSOCIATES	MBC-MECH L/S_CITY TI DESIGN	9/3/2019	5/31/2022	1,241,073.00	234,844.12	1,006,227.88	1.00
C-42089	MACDONALD AND MAC ARCHITECT	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	3/3/2022	12,267.00	6,374.00	5,893.00	0.00
C-43293	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-PROVIDE PROF DESIGN SERV	11/27/2017	12/31/2024	560,359.00	198,779.77	361,579.23	0.00
COM0000423	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-EI DESIGN	3/1/2019	12/31/2021	364,237.00	83,235.51	281,001.49	0.00
C-43442	NHA HEATING AND AIR CONDITIONING, INC.	MBC-DRIVE MAINTENANCE & REPAIR	1/1/2018	12/31/2022	45,000.00	10,000.00	0.00	35,000.00
COM0000161	PIRA CONSULTING LLC	MBC-HR STAFFING SERVICES	2/1/2019	1/31/2022	175,000.00	175,000.00	0.00	0.00
C-42223	ROBERT HALF INT'L	MBC-PROVIDE PAYROLL & PROJ MNG	5/1/2017	4/30/2022	100,000.00	600.76	62,946.73	36,452.51
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	175,000.00	169,000.00	6,000.00	0.00
C-42610	SCHULER AND SHOOK, INC.	MBC-PROVIDE LIGHTNING DESIGN	7/1/2017	6/30/2022	150,000.00	67,203.55	82,796.45	0.00
COM0000109A	SH1FT, INC (TRIFORCE STAFFING)	MBC-HR STAFFING SERVICES	2/1/2019	1/31/2022	139,699.00	133,231.00	6,468.00	0.00
COM0000786	STRONG & STARLIKE CONSULTING, INC.	MBC-CONTRACT COMPLIANCE	5/1/2019	12/31/2022	175,000.00	139,686.00	35,314.00	0.00
COM0001293	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	7/15/2019	7/15/2024	150,000.00	130,830.00	19,170.00	0.00
COM0003156	USI CONSULTING GROUP	MBC-ACTUARIAL CONSULTING SERVICES	11/1/2020	12/31/2022	175,000.00	174,105.00	895.00	

Master Contracts as of 8/31/2021

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
C-44360	ANGSTROM ANALYTICAL, INC.	MBC-CONSULTING POOL	11/1/2018	11/1/2023	1.00	0.00	0.00	1.00
COM0000666	BENTZ THOMPSON & RIETOW	MBC - MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	24,270.00	44,875.00	1,930,385.00
COM0000952	DLR GROUP, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000670	ELERT AND ASSOCIATES NETWORKING/ TRUE NORT	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000191	ENCOMPASS, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	2,276.46	4,723.54	993,000.00
COM0000671	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	38,012.00	87,412.00	874,576.00
COM0000975	ICS CONSULTING, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
C-44359	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING POOL	11/1/2018	11/1/2023	1,000,000.00	78,233.76	121,208.14	800,558.10
COM0000672	INSPEC, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000882	MEP ASSOCIATES, LLC	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	646.32	171,353.68	1,828,000.00
COM0000665	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	58,044.75	127,772.25	1,814,183.00
COM0000953	PALANISAMI AND ASSOC, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0001034	SCHULER AND SHOOK, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000200	TERRACON CONSULTANTS, INC.	MBC-MC CONSULTING POOL	2/1/2019	11/1/2023	1,000,000.00	0.00	0.00	1,000,000.00
COM0000169	UDRIS BURGESS ARCHITECTURE & DESIGN	MBC-MC CONSULTING POOL	2/1/2019	1/31/2022	2,000,000.00	0.00	15,340.90	1,984,659.10
COM0000674	WALKER PARKING CONSULTANT ENGINEERS INC	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00
COM0000675	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	0.00	0.00	1,000,000.00

Pricing Contracts as of 8/31/2021

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
PC-00246E	ARCHER MECHANICAL	MBC - HVAC SERVICES	7/1/2017	6/30/2022	300,000.00	151,092.52	118,907.48	30,000.00
COM0002672	BLACKHAWK INCORPORATED	MBC-MISC JANITORIAL SUPPLIES	8/10/2020	8/31/2021	32,500.00	27,561.78	4,938.22	0.00
COM0001955	DALCO ENTERPRISES, INC	MBC - CLEANING PRODUCTS	2/24/2020	7/14/2021	50,000.00	12,103.28	37,896.72	0.00
PC-00291	DC GROUP, INC.	MBC - UNINTERRUPTIBLE POWER SUP	9/1/2017	12/31/2021	75,000.00	2,630.49	50,719.51	21,650.00
COM0001148	PWF SOLUTIONS, INC.	MBC- JANITORIAL SUPPLIES	8/12/2019	7/31/2021	55,000.00	1,735.55	53,264.45	0.00
COM0002675	PWF SOLUTIONS, INC.	MBC- FOAMING HAND SOAP	8/10/2020	8/31/2021	3,000.00	0.00	3,000.00	0.00
COM0002674	THE DEREK COLE COMPANY, INC.	MBC- ROLL TOWELS_NITRILE GLOVE	8/10/2020	8/31/2021	25,000.00	9,901.94	15,098.06	0.00
COM0000434	WASTE MANAGEMENT OF MN, INC.	MBC RUBBISH REMOVAL	1/1/2019	12/31/2022	150,000.00	22,156.02	97,843.98	30,000.00
COM0001973	WELNA II HARDWARE LLP	MBC - PAINT & MISC. SUPPLIES	2/27/2020	2/28/2022	75,000.00	53,317.83	21,682.17	0.00
COM0002673	WELNA II HARDWARE LLP	MBC - BLEACH/ENDUST/33X39 LINER	8/10/2020	8/31/2021	10,000.00	8,622.70	1,377.30	0.00

Bids as of 8/31/2021

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0002838	CE POWER ENGINEERED SERVICES, INC.	MBC-SWITCHGEAR MAINTENANCE	9/16/2020	12/31/2024	264,854.00	195,746.00	69,108.00	0.00
COM0003788	CML SECURITY, LLC	MBC-ADC ELECTRIC LOCKS REPLACE	5/20/2021	5/19/2022	720,500.00	0.00	0.00	720,500.00
COM0004094	CML SECURITY, LLC	MBC-REBID: ADC ELECTRIC LOCKS	7/27/2021	7/26/2022	741,500.00	741,500.00	0.00	0.00
COM0003314	CORVAL CONSTRUCTORS, INC.	MBC-CONTRACT PLUMBING SERVICES	1/19/2021	12/31/2021	25,000.00	25,000.00	0.00	0.00
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INS TEST & MAIN	1/1/2017	12/31/2021	575,000.00	107,784.74	467,184.26	31.00
COM0003332	JULIUS B. NELSON & SONS, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2024	60,000.00	20,000.00	0.00	40,000.00
COM0003311	NASSEFF PLUMBING & HEATING, INC.	MBC-CONTRACT PLUMBING SERVICES	1/19/2021	12/31/2021	225,000.00	64,007.75	160,992.25	0.00
COM0003148	NORTHERN AIR CORPORATION	MBC- Alerton Controls Svcs	1/1/2021	12/31/2023	50,000.00	49,600.00	400.00	0.00
COM0003333	PAINTING BY NAKASONE, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2024	510,000.00	137,355.53	32,644.47	340,000.00
COM0003830	PCL CONSTRUCTION SERVICES, INC.	MBC- FACILITY SAFETY IMP PH B	5/27/2021	2/28/2022	759,000.00	742,755.00	16,245.00	0.00
COM0003917	PREFERRED ELECTRIC, INC.	MBC-ADC ELECTRICAL UPGRADES	6/14/2021	6/13/2022	195,000.00	195,000.00	0.00	0.00
COM0001012	REILING CONSTRUCTION CO., INC.	MBC-CONSTRUCTION	4/1/2019	3/31/2022	25,000.00	23,717.00	1,283.00	0.00
COM0003240	RJM CONSTRUCTION, LLC.	MBC-CH RESTACKING PH-1	1/7/2021	9/30/2021	2,393,607.00	562,096.98	1,831,510.02	0.00
COM0003737	RJM CONSTRUCTION, LLC.	MBC-CH RESTACKING PH-2	5/10/2021	3/31/2022	4,400,752.00	4,120,217.30	280,534.70	0.00
COM0000620	SENOMA INC.	MBC-CONSTRUCTION	4/1/2019	3/31/2022	75,000.00	75,000.00	0.00	0.00
C-41061A	SCHINDLER ELEVATOR CORPORATION	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	9/30/2021	95,253.18	80,631.76	14,621.42	0.00
COM0001762	VEIT DISPOSAL SYSTEMS	MBC-CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2024	30,000.00	20,120.00	9,880.00	0.00
COM0002731	VERSACON INC	MBC- EXTERIOR IMPROVEMENTS-PH 2	8/24/2020	1/31/2022	1,874,745.06	241,214.83	1,633,530.23	0.00
COM0003448	LVC COMPANIES, INC.	MBC- FIRE PROTECTION INSPECTION	3/11/2021	3/10/2026	186,175.00	186,175.00	0.00	0.00

Other Contracts as of 8/31/2021

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
C00-15890A	330 SOUTH SECOND MN PARTNERS LLC	MBC-TOWLE LEASE-SAFETY PROJECT	9/8/2010	12/31/2021	2,231,284.85	291,586.63	1,939,698.22	0.00
COM0003129	G4S SECURE SOLUTIONS USA, INC.	MBC-CONTRACT SECURITY SERVICES	12/3/2020	7/31/2022	325,000.00	273,031.79	51,968.21	0.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	0.00	0.00	1.00
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	7,237.67	5,609,598.10	24,383,173.23
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465.00	192,418.61	4,141,046.39	0.00
COM0003746	HENNEPIN COUNTY	MBC-A2110735_IT SVCS AGREEMENT	5/1/2021	4/30/2028	150,000.00	98,656.74	51,343.26	0.00
COM0003837	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2021	5/31/2026	50,000.00	50,000.00	0.00	0.00
C-44318	STATE OF MINNESOTA	MBC-CH/CRTHSE VEND AGREEMENT	8/1/2018	7/31/2023	1.00	0.00	0.00	1.00
C-43290	THE CHEWERY, LLC	MBC- PROVIDE FOOD SERVICE	12/15/2017	12/14/2022	1.000	0.00	0.000	1.000

Communication Agenda Item: 1

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **2022-2027 Capital Funding schedule with Mayor recommendation**
Communication Agenda Item: 1

Below is the proposed MBC Capital Funding schedule for 2022-2027. The Mayor's funding recommendation is highlighted in blue below. MBC will soon receive the County's funding recommendation.

MBC Capital Projects are funded 50/50 between the City and County unless the project is exclusive to one entity.

Jul-21							
Total Requested							
Mayor Recommended							
MBC 2022 - 2027 Capital Funding Request							
MBC Projects	2022 Priority	2022 Total	2023 Total	2024 Total	2025 Total	2026 - 2027 Total	2022 - 2027 Total
Life Safety Improvements	1	\$ 6,069,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,069,000.00
<i>Life Safety Improvements</i>		\$ 6,069,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,069,000.00
Mechanical Systems Upgrade	2	\$ 2,903,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,903,000.00
<i>Mechanical Systems Upgrade</i>		\$ 2,903,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,903,000.00
Facility Safety Improvements	3	\$ 4,940,000.00	\$2,512,000.00	\$1,280,000.00	\$ 760,000.00	\$ -	\$ 9,492,000.00
<i>Facility Safety Improvements</i>		\$ 4,940,000.00	\$ 2,512,000.00	\$ 1,280,000.00	\$ 760,000.00	\$ -	\$ 9,492,000.00
4th Street Reconstruction-Sidewalk Enhancements	4	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
<i>4th Street Reconstruction-Sidewalk Enhancements</i>		\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
Building-Wide Electrical Upgrades <small>(New Project)</small>	5	\$ 1,037,000.00	\$2,101,000.00	\$ 37,000.00	\$ -	\$ -	\$ 3,175,000.00
<i>Building-Wide Electrical Upgrades (New Project)</i>		\$ 1,037,000.00	\$ 2,101,000.00	\$ 37,000.00	\$ -	\$ -	\$ 3,175,000.00
Elevator 12 Modernization <small>(New Project)</small>	6	\$ -	\$ 63,000.00	\$ 749,000.00	\$ -	\$ -	\$ 812,000.00
<i>Elevator 12 Modernization (New Project)</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exterior Improvements	7	\$ -	\$ -	\$7,384,000.00	\$ -	\$ -	\$ 7,384,000.00
<i>Exterior Improvements</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elevators 7/8 Modernization <small>(County Only)</small>	8	\$ 295,000.00	\$2,457,000.00	\$ -	\$ -	\$ -	\$ 2,752,000.00
Total Requested		\$15,394,000.00	\$7,133,000.00	\$9,450,000.00	\$ 760,000.00	\$ -	\$32,737,000.00
Total Mayor Recommended		\$ 15,099,000.00	\$ 4,613,000.00	\$ 1,317,000.00	\$ 760,000.00	\$ -	\$ 21,789,000.00
ADC Electric Locks Upgrade <small>(County Only - Funded)</small>							
ADC Electrical Upgrades <small>(County Only - Funded)</small>							

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **Notification of contract awards**
Communication Agenda Item: 2

Staff is notifying the MBC Board of the following contract awards:

- 1) MBC Mechanical/Life Safety and City of Minneapolis Office Improvements – Ph 3 Design:
Wold Architects and Engineers
Request for Proposals approved on December 14, 2020
Amount not to exceed \$1,078,000

Discussion and Action Agenda Item: 1

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **MBC Expenditure report through August 31, 2021**
Discussion and Action Agenda Item: 1

This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through August 31, 2021. Staff requests approval of the attached report.

Municipal Building Commission 2021
Budget vs YTD Actuals - Expenses

Report Generated 9/21/2021 For Period End 8/31/2021
Percent of Year Remaining 33%

Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,490,000	\$1,134,287	76%	24%	\$355,713
5200200 Custodial & Security	\$3,270,532	\$2,110,280	65%	35%	\$1,160,253
5200300 Repairs & Improvements	\$4,303,292	\$2,280,054	53%	47%	\$2,023,238
Subtotal	\$9,063,824	\$5,524,621	61%	39%	\$3,539,203
5200400 Adult Detention Center	\$151,107	\$39,738	26%	74%	\$111,369
5200500 Work for Others	\$417,967	\$53,921	13%	87%	\$364,046
Total	\$9,632,899	\$5,618,280	58%	42%	\$4,014,619

The City's fund balance at the MBC is currently \$2,372,727. Considering the minimum required fund balance, the end of year projection is currently \$972,727 and will be monitored and managed to budget.

Fund Balance through 08/31/2021 - 31100	\$ 2,372,727
Minimum Fund balance amount	(\$1,400,000)
Projected End Fund Balance Amount	\$ 972,727

31100 - MUNICIPAL BUILDING
 COMMISSION
 Budget vs Actuals - Expenses
 Year-to-Date Expenses as of
 August 31, 2021
 % of year Remaining: 33%

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget
5200100 - ADMINISTRATION	Capital Outlay	803002 - PROPERTY TAXES	25,823.00	0	0	25,823.00	25,823.00	100.00%
	Capital Outlay		25,823.00	0	0	25,823.00	25,823.00	100.00%
	Contractual Services	501001 - ADVERTISING & PUBLICATIONS	0	356.50	322.00	(356.50)	(678.50)	
		501401 - BIS APPLICATION SUPPORT	2,108.78	1,405.84	0	702.94	702.94	33.33%
		501501 - BIS OPERATING CHARGES	6,726.47	4,654.79	0	2,071.68	2,071.68	30.80%
		502101 - POSTAGE	250.00	36.50	0	213.50	213.50	85.40%
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	49.41	0	950.59	950.59	95.06%
		506101 - GENERAL FUND OVERHEAD	72,682.14	48,454.79	0	24,227.35	24,227.35	33.33%
		507000 - PROFESSIONAL SERVICES	75,000.00	9,426.00	13,750.00	65,574.00	51,824.00	87.43%
		507001 - ACTUARIAL FEES	0	895.00	0	(895.00)	(895.00)	
		507010 - MIS SERVICE FEES	100,000.00	75,243.26	193,656.74	24,756.74	(168,900.00)	24.76%
		507012 - PROFESSIONAL TRAINING FEES	0	2,375.90	996.00	(2,375.90)	(3,371.90)	
		507015 - SECURITY SERVICES	0	1,922.00	1,812.00	(1,922.00)	(3,734.00)	
		507019 - OTHER PROFESSIONAL SERVICES	45,000.00	38,509.48	53,388.50	6,490.52	(46,897.98)	14.42%
		507200 - TRAINING	0	249.00	0	(249.00)	(249.00)	
		508200 - PARKING LOT/SPACE RENT	2,500.00	1,814.40	2,554.92	685.60	(1,869.32)	27.42%
		510000 - REPAIR & MAINTENANCE-CONT	0	0	0	0	0	
		513000 - MISCELLANEOUS	7,000.00	308.50	0	6,691.50	6,691.50	95.59%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	300.00	0	0	300.00	300.00	100.00%
		533700 - MED ADMIN SERVICE CHARGES	313.00	0	0	313.00	313.00	100.00%
	Contractual Services		312,880.39	185,701.37	266,480.16	127,179.02	(139,301.14)	40.65%
	Fringes	781201 - PERA-COORDINATED	44,852.00	30,340.44	0	14,511.56	14,511.56	32.35%
		781301 - FICA-ASDI	37,077.00	23,697.32	0	13,379.68	13,379.68	36.09%
		782101 - MEDICARE	8,671.32	5,542.12	0	3,129.20	3,129.20	36.09%
		782701 - DENTAL INSURANCE	8,008.00	11,216.45	0	(3,208.45)	(3,208.45)	-40.07%
		782801 - VEBA - EXPENSE	10,200.00	8,648.44	0	1,551.56	1,551.56	15.21%
		782901 - HEALTH INSURANCE	110,929.00	106,702.87	0	4,226.13	4,226.13	3.81%
		786001 - LIFE INSURANCE	1,505.00	618.16	0	886.84	886.84	58.93%
		786301 - L/T DISABILITY INS	882.00	1,415.29	0	(533.29)	(533.29)	-60.46%
		788801 - WORKERS' COMP-REINSURANCE	38,000.00	76,087.80	0	(38,087.80)	(38,087.80)	-100.23%
	Fringes		260,124.32	264,268.89	0	(4,144.57)	(4,144.57)	-1.59%
	Materials / Other	601111 - PROCUREMENT CARD	100.00	(134.01)	0	234.01	234.01	234.01%
		602301 - MERF ADDITIONAL - FIXED	226,800.00	151,200.00	0	75,600.00	75,600.00	33.33%
		605001 - REGISTRATION FEE & TUITION	5,000.00	1,185.00	0	3,815.00	3,815.00	76.30%
		606000 - TRAVEL EXPENSE	1,000.00	0	0	1,000.00	1,000.00	100.00%
		608000 - INSURANCE	55,000.00	139,047.46	3,227.67	(84,047.46)	(87,275.13)	-152.81%
		608002 - CRIME COVERAGE	0	572.02	0	(572.02)	(572.02)	
		610002 - COMPUTER SUPPLIES-NOT SOFTWARE	0	1,067.42	0	(1,067.42)	(1,067.42)	
		610004 - OFFICE SUPPLIES	2,500.00	87.48	0	2,412.52	2,412.52	96.50%
		611000 - OPERATING SUPPLIES	50.00	0	3,600.00	50.00	(3,550.00)	100.00%
		616000 - TAXES LICENSES & FEES	0	109.06	0	(109.06)	(109.06)	
		616002 - LICENSE FEES & PERMITS	0	523.96	0	(523.96)	(523.96)	
		619000 - OTHER OPERATING COSTS	200.00	0	0	200.00	200.00	100.00%
		619201 - MEMBERSHIPS & DUES	1,500.00	0	430.00	1,500.00	1,070.00	100.00%
		619401 - REFRESHMENTS - FOOD & BEVERAGE	1,000.00	1,003.97	317.26	(3.97)	(321.23)	-0.40%
	Materials / Other		293,150.00	294,662.36	7,574.93	(1,512.36)	(9,087.29)	-0.52%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	598,022.00	371,012.52	0	227,009.48	227,009.48	37.96%
		400030 - SALARIES/WAGES - SHIFT	0	219.36	0	(219.36)	(219.36)	
		410001 - OVERTIME - REGULAR	0	21.79	0	(21.79)	(21.79)	
		450001 - VACATION	0	25,233.27	0	(25,233.27)	(25,233.27)	
		460001 - SICK LEAVE	0	6,392.44	0	(6,392.44)	(6,392.44)	
		461001 - UNUSED SICK LEAVE	0	548.66	0	(548.66)	(548.66)	
		490001 - OTHER LEAVE	0	1,111.05	0	(1,111.05)	(1,111.05)	
	Personnel Services		598,022.00	404,539.09	0	193,482.91	193,482.91	32.35%
5200100 - ADMINISTRATION			1,489,999.71	1,149,171.71	274,055.09	340,828.00	66,772.91	22.87%
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	700.00	364.00	0	336.00	336.00	48.00%
		502508 - TELEPHONE OTHER	200.00	0	0	200.00	200.00	100.00%
		507000 - PROFESSIONAL SERVICES	0	7,990.00	0	(7,990.00)	(7,990.00)	
		507012 - PROFESSIONAL TRAINING FEES	15,000.00	0	2,320.00	15,000.00	12,680.00	100.00%
		507015 - SECURITY SERVICES	350,000.00	222,800.61	183,330.02	127,199.39	(56,130.63)	36.34%
		507016 - TRANSLATOR SERVICES	200.00	300.69	0	(100.69)	(100.69)	-50.35%
		507019 - OTHER PROFESSIONAL SERVICES	0	0	0	0	0	
		507200 - TRAINING	5,000.00	0	0	5,000.00	5,000.00	100.00%
		507901 - MEDICAL SERVICES	500.00	0	0	500.00	500.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	3,500.00	25,909.98	0	(22,409.98)	(22,409.98)	-640.29%
		512003 - REFUSE DISPOSAL	16,000.00	25,620.63	40,000.00	(9,620.63)	(49,620.63)	-60.13%
		512800 - INSPECTION & TESTING FEES	0	1,244.16	4,267.00	(1,244.16)	(5,511.16)	
	Contractual Services		391,100.00	284,230.07	229,917.02	106,869.93	(123,047.09)	27.33%
	Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	0	6,600.00	6,600.00	100.00%
		781201 - PERA-COORDINATED	134,740.28	78,723.11	0	56,017.17	56,017.17	41.57%
		781301 - FICA-ASDI	111,385.30	65,054.31	0	46,330.99	46,330.99	41.60%
		782101 - MEDICARE	26,049.79	15,214.32	0	10,835.47	10,835.47	41.60%
		782701 - DENTAL INSURANCE	40,040.00	40,222.00	0	(182.00)	(182.00)	-0.45%
		782801 - VEBA - EXPENSE	54,840.00	29,441.88	0	25,398.12	25,398.12	46.31%
		782901 - HEALTH INSURANCE	619,805.00	372,215.42	0	247,589.58	247,589.58	39.95%
		786001 - LIFE INSURANCE	7,525.00	2,338.08	0	5,186.92	5,186.92	68.93%
		786301 - L/T DISABILITY INS	4,410.00	3,427.19	0	982.81	982.81	22.29%
	Fringes		1,005,395.36	606,636.31	0	398,759.05	398,759.05	39.66%
	Materials / Other	611000 - OPERATING SUPPLIES	70,000.00	95,488.54	103,385.35	(25,488.54)	(128,873.89)	-36.41%
		613000 - REPAIR & MAINT SUPPLIES	0	0	8,498.95	0	(8,498.95)	
		616002 - LICENSE FEES & PERMITS	500.00	0	0	500.00	500.00	100.00%
		617001 - UNIFORMS CLOTHING PERS	7,000.00	2,716.17	13,788.13	4,283.83	(9,504.30)	61.20%

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget
	Materials / Other		77,500.00	98,204.71	125,672.43	(20,704.71)	(146,377.14)	-26.72%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,796,537.05	393,553.38	0	1,402,983.67	1,402,983.67	78.09%
		400020 - SALARIES/WAGES - PREMIUM	0	130,535.70	0	(130,535.70)	(130,535.70)	
		400030 - SALARIES/WAGES - SHIFT	0	339,577.94	0	(339,577.94)	(339,577.94)	
		400501 - BACK PAY - REGULAR TIME	0	104.37	0	(104.37)	(104.37)	
		404401 - PAYMENT FOR COMP TIME	0	4,882.59	0	(4,882.59)	(4,882.59)	
		410001 - OVERTIME - REGULAR	0	65,435.33	0	(65,435.33)	(65,435.33)	
		440101 - HOLIDAY WORKED	0	25,682.10	0	(25,682.10)	(25,682.10)	
		450001 - VACATION	0	100,559.06	0	(100,559.06)	(100,559.06)	
		460001 - SICK LEAVE	0	38,509.03	0	(38,509.03)	(38,509.03)	
		490001 - OTHER LEAVE	0	10,814.30	0	(10,814.30)	(10,814.30)	
	Personnel Services		1,796,537.05	1,109,653.80	0	686,883.25	686,883.25	38.23%
5200200 - CUSTODIAL AND SECURITY			3,270,532.41	2,098,724.89	355,589.45	1,171,807.52	816,218.07	35.83%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	175,000.00	232,642.10	407,527.70	(57,642.10)	(465,169.80)	-32.94%
		507007 - ENGINEERING/ARCHITECTURAL SRVC	25,000.00	60,417.00	1,425.00	(35,417.00)	(36,842.00)	-141.67%
		509200 - EQUIPMENT RENTAL ESD	0	86,599.00	0	(86,599.00)	(86,599.00)	
		509201 - FLEET SUPPLY ESD	2,557.57	292.33	0	2,265.24	2,265.24	88.57%
		509301 - EQUIPMENT LABOR ESD	114.57	549.90	0	(435.33)	(435.33)	-379.97%
		510000 - REPAIR & MAINTENANCE-CONT	660,000.00	282,363.47	857,828.33	377,636.53	(480,191.80)	57.22%
		510002 - BUILDING/STRUCTURE REPAIR/MNT	0	23,513.00	0	(23,513.00)	(23,513.00)	
		510012 - MISC REPAIR & MAINTENANCE SRVC	0	755.00	4,520.50	(755.00)	(5,275.50)	
		510081 - ELEVATOR MAINTENANCE	90,000.00	7,574.65	0	82,425.35	82,425.35	91.58%
		510101 - ESD CONTRACTUAL REPAIRS	7.76	23.00	0	(15.24)	(15.24)	-196.39%
		512003 - REFUSE DISPOSAL	35,000.00	4,790.00	1,274.00	30,210.00	28,936.00	86.31%
		512004 - STEAM	225,000.00	156,444.75	360,000.00	68,555.25	(291,444.75)	30.47%
		512006 - WATER-CHILLED	350,000.00	194,724.92	261,962.71	155,275.08	(106,687.63)	44.36%
		512007 - WATER & SEWER	145,000.00	70,204.68	0	74,795.32	74,795.32	51.58%
		512201 - ELECTRICITY	480,000.00	266,675.09	482,579.95	213,324.91	(269,255.04)	44.44%
		512802 - STATE OF MN INSPECTION FEES	0	1,400.00	0	(1,400.00)	(1,400.00)	
		513000 - MISCELLANEOUS	500.00	157.50	0	342.50	342.50	68.50%
		513007 - MISCELLANEOUS CONTRACTUAL SRVC	0	95,479.89	80,763.00	(95,479.89)	(176,242.89)	
	Contractual Services		2,188,179.90	1,484,606.28	2,457,881.19	703,573.62	(1,754,307.57)	32.15%
	Fringes	781201 - PERA-COORDINATED	107,823.58	33,560.95	0	74,262.63	74,262.63	68.87%
		781301 - FICA-ASDI	89,134.16	29,395.89	0	59,738.27	59,738.27	67.02%
		782101 - MEDICARE	20,845.89	6,874.84	0	13,971.05	13,971.05	67.02%
		782701 - DENTAL INSURANCE	17,160.00	9,961.50	0	7,198.50	7,198.50	41.95%
		782801 - VEBA - EXPENSE	11,160.00	7,696.82	0	3,463.18	3,463.18	31.03%
		782901 - HEALTH INSURANCE	237,705.00	86,691.45	0	151,013.55	151,013.55	63.53%
		786001 - LIFE INSURANCE	3,225.00	601.24	0	2,623.76	2,623.76	81.36%
		786301 - L/T DISABILITY INS	1,890.00	1,552.16	0	337.84	337.84	17.88%
		787001 - NON-TAX FRINGE BEN-I.O.E.	9,692.80	5,993.34	0	3,699.46	3,699.46	38.17%
	Fringes		498,636.43	182,328.19	0	316,308.24	316,308.24	63.43%
	Materials / Other	604002 - PARKING	0	1,038.00	0	(1,038.00)	(1,038.00)	
		605001 - REGISTRATION FEE & TUITION	0	942.66	0	(942.66)	(942.66)	
		609101 - ESD EQUIPMENT PARTS	19.53	17.71	0	1.82	1.82	9.32%
		609201 - ESD EQUIPMENT FUEL	408.51	39.59	0	368.92	368.92	90.31%
		610002 - COMPUTER SUPPLIES-NOT SOFTWARE	0	8,847.78	0	(8,847.78)	(8,847.78)	
		611000 - OPERATING SUPPLIES	25,000.00	56,907.76	70,975.36	(31,907.76)	(102,883.12)	-127.63%
		613000 - REPAIR & MAINT SUPPLIES	125,000.00	38,163.53	282,531.74	86,836.47	(195,695.27)	69.47%
		613005 - PLUMBING/PIPEFITTING SUPPLIES	25,000.00	3,323.88	0	21,676.12	21,676.12	86.70%
		616002 - LICENSE FEES & PERMITS	2,000.00	155.00	0	1,845.00	1,845.00	92.25%
		617001 - UNIFORMS CLOTHING PERS	500.00	154.99	0	345.01	345.01	69.00%
		619000 - OTHER OPERATING COSTS	500.00	0	0	500.00	500.00	100.00%
		619201 - MEMBERSHIPS & DUES	400.00	0	0	400.00	400.00	100.00%
	Materials / Other		178,828.04	109,590.90	353,507.10	69,237.14	(284,269.96)	38.72%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,437,647.69	403,600.35	0	1,034,047.34	1,034,047.34	71.93%
		400020 - SALARIES/WAGES - PREMIUM	0	7,022.82	0	(7,022.82)	(7,022.82)	
		400501 - BACK PAY - REGULAR TIME	0	638.33	0	(638.33)	(638.33)	
		410001 - OVERTIME - REGULAR	0	6,578.42	0	(6,578.42)	(6,578.42)	
		450001 - VACATION	0	53,673.06	0	(53,673.06)	(53,673.06)	
		460001 - SICK LEAVE	0	23,871.08	0	(23,871.08)	(23,871.08)	
		461001 - UNUSED SICK LEAVE	0	193.44	0	(193.44)	(193.44)	
		490001 - OTHER LEAVE	0	4,621.52	0	(4,621.52)	(4,621.52)	
	Personnel Services		1,437,647.69	500,199.02	0	937,448.67	937,448.67	65.21%
5200300 - REPAIRS AND IMPROVEMENTS			4,303,292.06	2,276,724.39	2,811,388.29	2,026,567.67	(784,820.62)	47.09%
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	94,310.00	7,174.00	52,000.00	87,136.00	35,136.00	92.39%
	Contractual Services		104,310.00	7,174.00	52,000.00	97,136.00	45,136.00	93.12%
	Fringes	781201 - PERA-COORDINATED	0	114.80	0	(114.80)	(114.80)	
		781301 - FICA-ASDI	0	88.47	0	(88.47)	(88.47)	
		782101 - MEDICARE	0	20.69	0	(20.69)	(20.69)	
		782701 - DENTAL INSURANCE	0	28.59	0	(28.59)	(28.59)	
		782801 - VEBA - EXPENSE	0	37.29	0	(37.29)	(37.29)	
		782901 - HEALTH INSURANCE	0	363.92	0	(363.92)	(363.92)	
		786001 - LIFE INSURANCE	0	2.94	0	(2.94)	(2.94)	
		786301 - L/T DISABILITY INS	0	7.42	0	(7.42)	(7.42)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	67.70	0	(67.70)	(67.70)	
	Fringes		0	731.82	0	(731.82)	(731.82)	
	Materials / Other	611000 - OPERATING SUPPLIES	30,000.00	25,629.81	11,561.49	4,370.19	(7,191.30)	14.57%
		613000 - REPAIR & MAINT SUPPLIES	16,797.00	4,671.75	0	12,125.25	12,125.25	72.19%
	Materials / Other		46,797.00	30,301.56	11,561.49	16,495.44	4,933.95	35.25%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	1,530.56	0	(1,530.56)	(1,530.56)	
	Personnel Services		0	1,530.56	0	(1,530.56)	(1,530.56)	
5200400 - ADULT DETENTION CENTER			151,107.00	39,737.94	63,561.49	111,369.06	47,807.57	73.70%

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	50,000.00	45,536.78	0	4,463.22	4,463.22	8.93%
		507015 - SECURITY SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	100,000.00	0	0	100,000.00	100,000.00	100.00%
		513000 - MISCELLANEOUS	1,000.00	5,255.33	1,425.00	(4,255.33)	(5,680.33)	-425.53%
		513007 - MISCELLANEOUS CONTRACTUAL SRVC	0	2,150.00	2,630.49	(2,150.00)	(4,780.49)	
	Contractual Services		161,000.00	52,942.11	4,055.49	108,057.89	104,002.40	67.12%
	Fringes	781201 - PERA-COORDINATED	13,827.84	55.34	0	13,772.50	13,772.50	99.60%
		781301 - FICA-ASDI	11,431.01	44.23	0	11,386.78	11,386.78	99.61%
		782101 - MEDICARE	2,673.38	10.35	0	2,663.03	2,663.03	99.61%
		782701 - DENTAL INSURANCE	2,288.00	6.84	0	2,281.16	2,281.16	99.70%
		782801 - VEBA - EXPENSE	0	10.57	0	(10.57)	(10.57)	
		782901 - HEALTH INSURANCE	31,694.00	99.41	0	31,594.59	31,594.59	99.69%
		786001 - LIFE INSURANCE	430.00	0.28	0	429.72	429.72	99.93%
		786301 - L/T DISABILITY INS	252.00	0.72	0	251.28	251.28	99.71%
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	13.48	0	(13.48)	(13.48)	
	Fringes		62,596.24	241.22	0	62,355.02	62,355.02	99.61%
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	5,000.00	0	0	5,000.00	5,000.00	100.00%
		616002 - LICENSE FEES & PERMITS	5,000.00	0	0	5,000.00	5,000.00	100.00%
	Materials / Other		10,000.00	0	0	10,000.00	10,000.00	100.00%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	184,371.20	626.32	0	183,744.88	183,744.88	99.66%
		410001 - OVERTIME - REGULAR	0	111.51	0	(111.51)	(111.51)	
	Personnel Services		184,371.20	737.83	0	183,633.37	183,633.37	99.60%
5200500 - MBC - WORK FOR OTHERS			417,967.44	53,921.16	4,055.49	364,046.28	359,990.79	87.10%
			9,632,898.62	5,618,280.09	3,508,649.81	4,014,618.53	505,968.72	41.68%
			9,632,898.62	5,618,280.09	3,508,649.81	4,014,618.53	505,968.72	41.68%

Discussion and Action Agenda Item: 2

Date: October 1, 2021

To: Municipal Building Commission Board:
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: MBC Historic Preservation Fund Balance
Discussion and Action Agenda Item: 2

The Historic Preservation fund balance is \$408,368 as of August 31, 2021. Revenue from the MBC catering and events program, monthly café rent, and bike storage rental fees are deposited into this account.

Beginning Balance (Fund 3110H)		\$ 408,248
2021 Received Revenue to 8/31/2021		\$ 120
2021 Expenditures to 8/31/2021		\$ -
Ending Fund Balance - 3110H		\$ 408,368

Staff is requesting approval of the Historic Preservation Fund balance.

(Revised)

Date: October 1, 2021

To: Municipal Building Commission Board:
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **MBC Mech/Life Safety and City Office Improvement project**
Discussion Action Agenda Item: 3

MBC and City staff are moving forward with the Mechanical/Life Safety and City Office Improvements project. The project is divided into three phases:

Phase 1: SW corner of the Ground floor (Stage 19). Construction is underway. RJM is the contractor and the anticipated substantial completion for this phase is end of September 2021.

Phase 2: SW corner of the 1st floor (Stage 15). Construction is underway. RJM is the contractor and the anticipated substantial completion for this phase is January 2022.

Phase 3: SE corner and NE corner of 3 and Mezzanine floors (Stages 20-21), and floor 1 tenant improvements. Wold Architects and Engineers is the selected firm for design services. Initial design meetings have started, and construction is scheduled for Fall 2022 through Summer of 2023.

Action Item:

1) Request to approve Amendment 17 to the Gensler design contract: \$5,900

- a. Discovery of two historic windows in ground floor restroom alcove requires electrical services and fixtures. Electrical design services for additional cost: **\$4,620.**
- b. Gensler to provide administrative services for contract changes and communicate those to RJM. **\$1,280.**

	MBC	CITY	TOTAL
Original Gensler Contract Amount	\$449,025	\$309,650	\$758,675
Prior Changes to Gensler Contract Amount	\$309,825	\$198,243	\$508,068
Amendment 17	\$5,900	0	\$5,900
Updated Gensler Contract Amount	\$764,750	\$507,893	\$1,272,643

Discussion and Action Agenda Item: 4
(Revised)

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **2022 Operating Budget**
Discussion and Action Agenda Item: 4

Below is the proposed 2022 operating budget that provides for the MBC to maintain its current service levels. It is based on revenue targets assigned by the City and County.

County finance direction is a 0% increase from 2021 for a property tax amount of **\$3,766,308**.

City finance direction is to use published levy levels for a property tax amount of **\$5,578,000** and Local Government Aid Amount of **\$235,722**.

Accordingly, staff is requesting approval of the 2022 Operating Budget for the total expenditure amount of **\$9,790,030**.

TOTAL MBC BUDGET (including Work for Others)				
Revenues	2021 Adopted	2022 Budget	\$ Change	% Change
Property Taxes	7,262,308	9,344,308	2,082,000	28.7%
Local Government Aid	235,722	235,722	-	0.0%
Fund Balance	1,716,902	-	(1,716,902)	-100.0%
Carry Forward	-	-	-	N/A
Additional Property Tax Contribution	-	-	-	N/A
Work for Others	417,967	210,000	(207,967)	-49.8%
Total Revenues	9,632,899	9,790,030	157,131	1.6%
Expenditures	2021 Adopted	2022 Budget	\$ Change	% Change
Administration	1,490,000	1,649,968	159,968	10.7%
Custodial & Security	3,270,532	3,694,167	423,635	13.0%
Repairs & Improvements	4,303,292	4,057,384	(245,909)	-5.7%
<i>Subtotal Shared Expenditures</i>	9,063,825	9,401,518	337,693	3.7%
Adult Detention Center (county)	151,107	178,512	27,405	18.1%
Work for Others (self-funded)	417,967	210,000	(207,967)	-49.8%
Total Expenditures	9,632,899	9,790,030	157,131	1.6%

Discussion and Action Agenda Item: 5

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **Approve ADP contract extension**
Discussion and Action Agenda Item: 5

In quarter 4 of 2017, the MBC transitioned from City payroll to ADP (Automatic Data Processing, Inc.). ADP provides the MBC with comprehensive payroll through the Workforce Now payroll processing software.

The MBC is fully implemented with ADP and is expanding use of the platform to include training and open enrollment modules.

The annual not to exceed amount for this contract is \$50,000 and it expires in December 2021. Staff is currently negotiating an additional two-year renewal, with a no-increase price lock on the comprehensive payroll services.

Accordingly, staff is requesting approval for a contract extension with ADP for up to two additional years, expiration date of December 2023, for an annual not to exceed amount of \$50,000.

Discussion and Action Agenda Item: 6

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **Approve increase to plumbing contract**
Discussion and Action Agenda Item: 6

Through City procurement, the MBC utilizes pricing contracts to supplement trades staff on an as needed basis for core plumbing services. Potential cost for this work is covered in the current operating budget.

Plumbing work includes building wide and ADC corrective and preventive maintenance, and after-hours service work. The vendors are solicited through public bids and include SUBP (small and underutilized business program) goals.

Staff requested approval of the Corval plumbing contract in the original amount of \$25,000 for the year 2021. Due to a recent increase in plumbing work, staff is requesting approval for an increase of up to \$20,000, for a total of \$45,000 for the Corval contract.

Accordingly, staff is requesting approval for an increase of up to \$20,000 to the Corval plumbing contract.

Discussion and Action Agenda Item: 7

Date: October 1, 2021

To: **Municipal Building Commission Board:**
Commissioner Marion Greene, President
Mayor Jacob Frey, Vice President
Commissioner Angela Conley
Council Member Lisa Goodman

From: Erin Delaney

Subject: **COVID-19 Employee Testing and Proof of Vaccination Policy**
Discussion and Action Agenda Item: 7

The COVID-19 pandemic presents an unprecedented challenge. The virus is highly contagious, including among asymptomatic people, and potentially deadly. According to the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”), the best way to prevent infection and from spreading the disease is by being vaccinated.

MBC staff who access the workplace or provide service to members of the public who are not vaccinated, pose a particular risk of COVID-19 exposure to themselves, co-workers, and members of the public. An alternative to vaccination is regular testing for COVID-19 infection, in conjunction with the use of face coverings and social distancing.

The City and County have passed policies to require regular testing for COVID-19 for all covered persons. The policies encourage covered persons to become fully vaccinated against COVID-19 by permitting them to opt out of mandatory testing by providing proof of full vaccination.

Staff has reviewed the City’s proposed procedures and to promote consistently it is appropriate for the MBC to adopt the City’s procedure for use at the MBC. Staff intends to fund related expenses through existing 2021 operating dollars.

Accordingly, MBC staff is requesting approval to adopt the City’s final COVID-19 Employee Testing and Proof of Vaccination Policy and Procedure for implementation and use at the MBC.