



## **Municipal Building Commission Meeting**

**June 13, 2022, 10:00 a.m.**

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

### **AGENDA**

#### **CALL MEETING TO ORDER**

#### **CONSENT AGENDA ITEMS:**

- 1) Approve the April 7, 2022, meeting minutes
- 2) Approve contract summary

#### **COMMUNICATION AGENDA ITEMS:**

- 1) 2022-2026 Capital Funding schedule
- 2) 2023 Operating Budget Update
- 3) MBC & City Office Improvement Project

#### **DISCUSSION AND ACTION AGENDA ITEMS:**

- 1) Approve expenditure report
- 2) Approve MBC historic preservation fund balance
- 3) Approve release of RFP for Catering and Events program
- 4) Approve release of RFPs for Benefit programs
- 5) Approve records retention schedule

**Consent Agenda Item: 1**

**Date: June 13, 2022**

**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 April 7, 2022, MBC Board meeting minutes.

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**April 7, 2022**

The Municipal Building Commission (MBC) Board met virtually via Microsoft Teams Live, at 10:03 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**

Chair Greene moved to approve the following consent agenda items:

1. Meeting minutes from the December 13, 2021, meeting.
2. Contract summary as of February 28, 2022.

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

**COMMUNICATION AGENDA ITEMS**

Staff reviewed the following communication items:

1. 2022 - 2026 Capital Funding Schedule
2. Pay Equity Report for 2019 - 2021
3. COVID-19 Revised Policies
4. 2022 MBC Board Meeting Schedule
5. 2022 Carillon Bell Concert Schedule

**DISCUSSION & ACTION AGENDA ITEMS**

1. Council Member Goodman moved to approve the expenditure report through February 28, 2022. 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

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**April 7, 2022**

2. Chair Greene moved to approve the MBC Historic Preservation Fund balance as of February 28, 2022. 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

3. Mayor Frey moved to approve the following contract amendments for the MBC Mechanical/Life Safety and City Office Improvements project:

- Amendment 18 to the Gensler Design Contract in the amount: \$31,393
- Amendment 19 to the Gensler Design Contract in the amount: \$31,565
- Amendment 2 to the CPMI Owner's Rep Contract in the amount: \$64,300

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

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

4. Chair Greene moved to approve issuance of an RFP and contracting for design of the ADC Elevator Upgrade Project. 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

**ADJOURN**

Chair Greene called for adjournment of the meeting at 10:55 AM.

## **Consent Agenda Item: 2**

**Date: June 13, 2022**

**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 April 2022. 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 4/30/2022

Contract	Supplier Name	Descr.	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
C-42871	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	6/19/2017	11/25/2023	233,768.60	43,010.77	190,757.83	0.00
COM0004134	BRAUN INTERTEC CORPORATION	MBC-SPEC INSP & MATL TESTING	8/12/2021	6/20/2022	12,387.00	12,387.00	0.00	0.00
C-43294A	BUILDING SYSTEMS HOLDINGS LLC	MBC-OWNER'S REP SERVICES	12/15/2017	12/31/2022	99,713.34	78,409.48	18,548.04	2,755.82
COM0000931A	BUILDING SYSTEMS HOLDINGS LLC	MBC-CONSULTING POOL	5/15/2019	5/31/2024	356,149.05	105,066.18	136,056.29	115,026.58
C-43202	DRT BENEFITS CORP	MBC- COBRA ADMIN RETIREE SERV	11/29/2017	12/31/2024	20,000.00	5,589.00	14,411.00	0.00
C-43996	ENCOMPASS, INC.	MBC-RE-CERT FOR FALL RESTRAINT	7/1/2018	7/1/2023	16,000.00	3,660.00	12,340.00	0.00
COM0002008	EXPLEO TECHNOLOGY USA INC.	MBC- IT/STAFFING CONSULTING	1/1/2020	12/31/2022	100,000.00	0.00	60,000.00	40,000.00
COM0004996	FIRENET SYSTEMS, INC	MBC-FIRE SYST INSPECTIONS	3/14/2022	3/14/2024	480,000.00	240,000.00	0.00	240,000.00
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	47,237.50	7,512.50	0.00
COM0003948	J. PELZL CONSULTING LLC	MBC-ORG DEVELOPMENT_HR CONSULT	6/1/2021	6/1/2026	20,000.00	4,125.00	15,875.00	0.00
COM0001419	M. ARTHUR GENSLER, JR. & ASSOCIATES	MBC-MECH L/S_CITY TI DESIGN	9/3/2019	5/31/2022	1,335,601.00	76,720.15	1,252,979.85	5,901.00
C-43293	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-PROVIDE PROF DESIGN SERV	11/27/2017	12/31/2024	560,359.00	36,805.45	397,838.75	125,714.80
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
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	175,000.00	161,099.99	13,900.01	0.00
C-42610	SCHULER AND SHOOK, INC.	MBC-PROVIDE LIGHTNING DESIGN	7/1/2017	6/30/2022	150,000.00	67,203.55	72,024.41	10,772.04
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	118,911.00	31,089.00	0.00
COM0003156	USI CONSULTING GROUP	MBC-ACTUARIAL CONSULTING SERVICES	11/1/2020	12/31/2022	175,000.00	171,800.00	3,200.00	0.00
COM0004187	WOLD ARCHITECTS AND ENGINEERS	MBC-MLS_CITY TI DESIGN PH 3	8/31/2021	8/31/2024	1,078,000.00	912,556.88	165,443.12	0.00

### Master Contracts as of 4/30/2022

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	20,177.50	49,437.50	1,930,385.00
C-44359A	BRAUN INTERTEC CORPORATION	MBC-CONSULTING POOL	11/1/2018	11/1/2023	858,012.33	0.00	0.00	858,012.33
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	TRUE NORTH CONSULTING GROUP, LLC	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	0.00	7,000.00	993,000.00
COM0000671	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	1,000,000.00	25,512.50	98,798.50	875,689.00
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
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	219,136.50	173,858.68	1,607,004.82
COM0000665	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-MC CONSULTING POOL	2/1/2019	2/1/2024	2,000,000.00	44,430.90	168,036.10	1,787,533.00
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	2/1/2024	2,000,000.00	4,030.68	17,810.22	1,978,159.10
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	5,867.50	994,132.50

### Pricing Contracts as of 4/30/2022

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	112,186.60	157,813.40	30,000.00
COM0004507	BLACKHAWK INCORPORATED	MBC- JANITORIAL SUPPLIES	9/1/2021	8/31/2022	13,000.00	6,322.40	6,677.60	0.00
COM0005187	DALCO ENTERPRISES, INC	MBC - MISC CLEANING PRODUCTS	4/8/2022	7/14/2022	30,000.00	22,935.55	7,064.45	0.00
PC-00291	DC GROUP, INC.	MBC - UNINTERRUPTIBLE POWER SUP	9/1/2017	12/31/2022	75,000.00	21,650.00	52,623.29	726.71
COM0004510	DIVERSE MAINTENANCE SOLUTIONS, INC.	MBC-JANITORIAL PRODUCTS	9/1/2021	8/31/2022	11,000.00	7,332.05	3,667.95	0.00
COM0004508	PWF SOLUTIONS, INC.	MBC- JANITORIAL PRODUCTS	9/1/2021	8/31/2022	25,000.00	7,753.30	17,246.70	0.00
COM0001012	REILING CONSTRUCTION CO., INC.	MBC- CONSTRUCTION	4/1/2019	12/31/2022	70,600.00	26,143.25	44,456.75	0.00
COM0004511	THE DEREK COLE COMPANY, INC.	MBC- JANITORIAL PRODUCTS	9/1/2021	8/31/2022	10,000.00	7,345.60	2,654.40	0.00
COM0000434	WASTE MANAGEMENT OF MN, INC.	MBC RUBBISH REMOVAL	1/1/2019	12/31/2022	150,000.00	21,996.45	128,003.55	0.00
COM0001973	WELNA II HARDWARE LLP	MBC - PAINT & MISC. SUPPLIES	2/27/2020	2/28/2023	75,000.00	45,174.45	29,825.55	0.00
COM0004509	WELNA II HARDWARE LLP	MBC - JANITORIAL PRODUCTS	11/1/2021	10/31/2022	8,000.00	6,306.92	1,693.08	0.00

### Bids as of 4/30/2022

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	168,368.00	96,486.00	0.00
COM0004094	CML SECURITY, LLC	MBC-REBID: ADC ELECTRIC LOCKS	7/27/2021	7/26/2022	741,500.00	628,500.00	113,000.00	0.00
COM0003314	CORVAL CONSTRUCTORS, INC.	MBC-CONTRACT PLUMBING SERVICES	1/19/2021	12/31/2022	85,000.00	37,540.17	47,459.83	0.00
COM0005081	DS COOPER	MBC-ADC RADIATOR REPLACEMENT	3/18/2022	12/31/2022	110,700.00	110,700.00	0.00	0.00
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
COM0003448	LVC COMPANIES, INC.	MBC- FIRE PROTECTION INSPECTION	3/11/2021	3/10/2026	186,175.00	175,420.00	10,755.00	0.00
COM0003311	NASSEFF PLUMBING & HEATING, INC.	MBC-CONTRACT PLUMBING SERVICES	1/19/2021	12/31/2022	435,000.00	207,226.47	227,773.53	0.00
COM0003148	NORTHERN AIR CORPORATION	MBC- Alerton Controls Svcs	1/1/2021	12/31/2023	50,000.00	46,345.00	3,655.00	0.00
COM0003333	PAINTING BY NAKASONE, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2024	510,000.00	36,209.91	133,790.09	340,000.00
COM0003917	PREFERRED ELECTRIC, INC.	MBC-ADC ELECTRICAL UPGRADES	6/14/2021	6/13/2022	195,000.00	9,750.01	185,249.99	0.00
COM0004086	SCHINDLER ELEVATOR CORPORATION	MBC-ELEVATOR MAINTENANCE_SERV	9/27/2021	10/1/2024	305,580.00	289,349.86	16,230.14	0.00
COM0001762	VEIT DISPOSAL SYSTEMS	MBC-CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2024	30,000.00	19,450.00	10,550.00	0.00

### Other Contracts as of 4/30/2022

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005214	COMPLIANCE LINE LLC	MBC-COMPLIANCE HOTLINE	4/13/2022	4/13/2027	1.000	0.00	0.000	1.000
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	385,435.27	5,594,264.45	24,020,300.28
COM0003746	HENNEPIN COUNTY	MBC-A2110735_IT SVCS AGREEMENT	5/1/2021	4/30/2028	150,000.00	1,173.17	147,826.83	0.00
COM0004502	HENNEPIN HEALTHCARE SYSTEM, INC.	MBC-COVID19 TESTING	11/8/2021	12/31/2022	5,000.00	2,680.00	2,320.00	0.00
COM0003837	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2021	5/31/2026	50,000.00	48,174.00	1,826.00	0.00
COM0005283	MN DEPART OF EMPLOYMNT & ECON DEV	MBC-VENDING MACHINE SERVICES	8/1/2018	7/31/2023	1.000	0.00	0.000	1.000
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	1.00	0.00	0.00	1.00

## Communication Agenda Item: 1

**Date:** June 13, 2022

**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:** 2023-2026 Capital Funding schedule  
Communication Agenda Item: 1

Below is the proposed MBC Capital Funding request for 2023-2026. Staff presented to CLIC (City of Minneapolis) on April 27, 2022 and will present to CBTF (Hennepin County) on August 8, 2022.

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

MBC 2023-2026 Capital Funding Request						
Projects	Priority	2023 total	2024 total	2025 total	2026 total	Total
Life Safety Improvements	1	\$607,000	0	0	0	\$607,000.00
Mechanical Systems Upgrades	2	\$291,000	0	0	0	\$291,000
Facility Safety Improvements	3	\$2,512,000.00	\$1,280,000.00	\$1,004,000	0	\$4,796,000.00
Building Wide Electrical Improvements	4	\$2,101,000.00	0	0	0	\$2,101,000.00
Elevator 12 Modernization	5	\$63,000.00	\$825,000.00	0	0	\$888,000.00
Exterior Improvements	6	0	\$7,384,000.00	\$1,670,000	0	\$9,054,000.00
ADC Elevator 7/8 (County only funding)	7	\$2,457,000.00	0	0	0	\$2,457,000.00
Total		\$8,031,000.00	\$9,489,000.00	\$2,669,204.00	0	\$20,194,000.00



## **Communication Agenda Item: 2**

**Date:** June 13, 2022

**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:** **2023 Operating Budget Update**  
**Communication Agenda Item: 2**

Staff has begun to develop the 2023 operating budget to reflect current service levels. The budget escalation is based on revenue targets assigned by the City and County. County finance direction is a 2.5% increase and City finance direction is a return to published levy levels.

Staff will meet with HC and City budget staff to review the budget over the next quarter, and plan to return to the Board in September for final approval of the 2023 Operating Budget.

## **Communication Agenda Item: 3**

**Date:** June 13, 2022

**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**  
**Communication Agenda Item: 3**

MBC and City staff continue to move forward with the joint Mechanical/Life Safety and City Office Improvement project.

Phase 1: SW corner of the Ground floor and Sub-basement (Stage 19.) Substantial completion has been reached and City Payroll moved into the space.

Phase 2: SW corner of Floor 1 (Stage 15.) Substantial completion reached. The Fire Department moved in on April 5 and Communications moved in on May 9. Also included in this phase is the build out of an MBC security desk at the 5<sup>th</sup> street entrance, renovated restrooms and building conference room with historic elements.

Phase 3: SE and NE corner of Floor 3 and Mezzanine floor, which includes Stages 20-Finance and Stage 21-Mpls. Clerk's office. The project also includes tenant improvements on Floors 1, 2, 3 and Mezzanine. This work is scheduled to be completed in phases.

Work has started for Phase 3A; Wold Architects is the design team and Versacon is the apparent low bidder for construction estimated to start in the Fall of 2022. The scope of phases 3B and 3C is being reviewed and finalized. Schematic design is estimated to be completed by the end of July 2022.

## Discussion and Action Agenda Item: 1

**Date:** June 13, 2022

**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 April 2022  
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 April 30, 2022. Staff requests approval of the attached report.

**Municipal Building Commission 2022  
Budget vs YTD Actuals - Expenses**

*Report Generated 6/2/2022 For Period End 4/30/2022*  
*Percent of Year Remaining 67%*

Department		Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100	Administration	\$1,734,137	\$531,680	31%	69%	\$1,202,458
5200200	Custodial & Security	\$2,986,180	\$919,971	31%	69%	\$2,066,209
5200300	Repairs & Improvements	\$3,959,104	\$1,145,680	29%	71%	\$2,813,424
<b>Subtotal</b>		<b>\$8,679,421</b>	<b>\$2,597,330</b>	<b>30%</b>	<b>70%</b>	<b>\$6,082,091</b>
5200400	Adult Detention Center	\$178,512	\$18,476	10%	90%	\$160,036
5200500	Work for Others	\$200,000	\$2,154	1%	99%	\$197,846
<b>Total</b>		<b>\$9,057,933</b>	<b>\$2,617,960</b>	<b>29%</b>	<b>71%</b>	<b>\$6,439,973</b>

The City's fund balance at the MBC is currently \$2,090,382. Considering the minimum required fund balance, the available balance is \$690,382. The fund balance is monitored and managed to budget.

<b>Fund Balance through 4/30/2022 - 31100</b>		<b>\$ 2,090,382</b>
<b>Minimum Fund balance amount</b>		<b>(\$1,400,000)</b>
<b>Projected End Fund Balance Amount</b>		<b>\$ 690,382</b>

31100 MUNICIPAL BUILDING COMMISSION  
Budget vs Actual Expenses as of  
April 30, 2022  
% of year Remaining 67%

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%
			<b>25,823.00</b>	<b>0</b>	<b>0</b>	<b>25,823.00</b>	<b>25,823.00</b>	<b>100.00%</b>
	Contractual Services	501001 - ADVERTISING & PUBLICATIONS	0	347.50	1,127.00	(347.50)	(1,474.50)	
		501003 - ON-LINE ADVERTISING	0	80.50	0	(80.50)	(80.50)	
		501401 - BIS APPLICATION SUPPORT	4,696.36	1,003.20	0	3,693.16	3,693.16	78.64%
		501501 - BIS OPERATING CHARGES	12,461.98	2,721.60	0	9,740.38	9,740.38	78.16%
		502101 - POSTAGE	250.00	37.13	0	212.87	212.87	85.15%
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	82.19	0	917.81	917.81	91.78%
		506101 - GENERAL FUND OVERHEAD	151,178.00	75,589.02	0	75,588.98	75,588.98	50.00%
		507000 - PROFESSIONAL SERVICES	75,000.00	2,513.79	0	72,486.21	72,486.21	96.65%
		507009 - MEDICAL & DENTAL SERVICES	0	2,320.00	0	(2,320.00)	(2,320.00)	
		507010 - MIS SERVICE FEES	150,000.00	50,727.60	4,098.29	99,272.40	95,174.11	66.18%
		507012 - PROFESSIONAL TRAINING FEES	0	2,355.12	1,160.30	(2,355.12)	(3,515.42)	
		507015 - SECURITY SERVICES	0	0	8,351.01	0	(8,351.01)	
		507019 - OTHER PROFESSIONAL SERVICES	45,000.00	15,368.91	7,041.54	29,631.09	22,589.55	65.85%
		508200 - PARKING LOT/SPACE RENT	2,500.00	1,134.00	0	1,366.00	1,366.00	54.64%
		513000 - MISCELLANEOUS	7,000.00	213.50	567.00	6,786.50	6,219.50	96.95%
		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		<b>449,699.34</b>	<b>154,494.06</b>	<b>22,345.14</b>	<b>295,205.28</b>	<b>272,860.14</b>	<b>65.65%</b>
	Fringes	781201 - PERA-COORDINATED	46,017.00	16,852.48	0	29,164.52	29,164.52	63.38%
		781301 - FICA-ASDI	38,041.00	13,392.53	0	24,648.47	24,648.47	64.79%
		782101 - MEDICARE	8,897.00	3,132.12	0	5,764.88	5,764.88	64.80%
		782701 - DENTAL INSURANCE	7,777.00	4,203.20	0	3,573.80	3,573.80	45.95%
		782801 - VEBA - EXPENSE	12,480.00	6,154.14	0	6,325.86	6,325.86	50.69%
		782901 - HEALTH INSURANCE	140,245.00	78,153.32	0	62,091.68	62,091.68	44.27%
		786001 - LIFE INSURANCE	1,554.00	385.00	0	1,169.00	1,169.00	75.23%
		786301 - L/T DISABILITY INS	896.00	937.50	0	(41.50)	(41.50)	-4.63%
		788801 - WORKERS' COMP-REINSURANCE	45,000.00	5,545.55	36,037.26	39,454.45	3,417.19	87.68%
	Fringes		<b>300,907.00</b>	<b>128,755.84</b>	<b>36,037.26</b>	<b>172,151.16</b>	<b>136,113.90</b>	<b>57.21%</b>
	Materials / Other	601111 - PROCUREMENT CARD	100.00	(399.00)	0	499.00	499.00	499.00%
		602301 - MERF ADDITIONAL - FIXED	226,800.00	94,500.00	0	132,300.00	132,300.00	58.33%
		605001 - REGISTRATION FEE & TUITION	5,000.00	582.28	0	4,417.72	4,417.72	88.35%
		606000 - TRAVEL EXPENSE	1,000.00	0	0	1,000.00	1,000.00	100.00%
		608000 - INSURANCE	100,000.00	0	77,593.20	100,000.00	22,406.80	100.00%
		608002 - CRIME COVERAGE	0	0	572.02	0	(572.02)	
		610002 - COMPUTER SUPPLIES-NOT SOFTWARE	5,000.00	0	0	5,000.00	5,000.00	100.00%
		610003 - COMPUTER SOFTWARE	0	9,432.00	8,820.12	(9,432.00)	(18,252.12)	
		610004 - OFFICE SUPPLIES	2,500.00	780.99	0	1,719.01	1,719.01	68.76%
		611000 - OPERATING SUPPLIES	50.00	0	0	50.00	50.00	100.00%
		616002 - LICENSE FEES & PERMITS	1,000.00	547.40	0	452.60	452.60	45.26%
		619000 - OTHER OPERATING COSTS	200.00	18.48	1,295.00	181.52	(1,113.48)	90.76%
		619201 - MEMBERSHIPS & DUES	1,500.00	749.00	0	751.00	751.00	50.07%
		619401 - REFRESHMENTS - FOOD & BEVERAGE	1,000.00	198.26	1,247.08	801.74	(445.34)	80.17%
	Materials / Other		<b>344,150.00</b>	<b>106,409.41</b>	<b>89,527.42</b>	<b>237,740.59</b>	<b>148,213.17</b>	<b>69.08%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	613,558.00	201,324.26	0	412,233.74	412,233.74	67.19%
		400030 - SALARIES/WAGES - SHIFT	0	4.64	0	(4.64)	(4.64)	
		450001 - VACATION	0	17,041.05	0	(17,041.05)	(17,041.05)	
		460001 - SICK LEAVE	0	3,384.18	0	(3,384.18)	(3,384.18)	
		461001 - UNUSED SICK LEAVE	0	3,289.41	0	(3,289.41)	(3,289.41)	
		490001 - OTHER LEAVE	0	3,938.28	0	(3,938.28)	(3,938.28)	
	Personnel Services		<b>613,558.00</b>	<b>228,981.82</b>	<b>0</b>	<b>384,576.18</b>	<b>384,576.18</b>	<b>62.68%</b>
5200100 - ADMINISTRATION			<b>1,734,137.34</b>	<b>618,641.13</b>	<b>147,909.82</b>	<b>1,115,496.21</b>	<b>967,586.39</b>	<b>64.33%</b>
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	700.00	236.00	0	464.00	464.00	66.29%
		502500 - TELEPHONE SERVICES	200.00	0	0	200.00	200.00	100.00%
		507000 - PROFESSIONAL SERVICES	10,000.00	160.00	4,840.00	9,840.00	5,000.00	98.40%
		507012 - PROFESSIONAL TRAINING FEES	15,000.00	5,320.00	0	9,680.00	9,680.00	64.53%
		507015 - SECURITY SERVICES	350,000.00	1,158.50	0	348,841.50	348,841.50	99.67%
		507016 - TRANSLATOR SERVICES	500.00	52.51	0	447.49	447.49	89.50%
		507200 - TRAINING	5,000.00	0	0	5,000.00	5,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	50,000.00	1,476.00	0	48,524.00	48,524.00	97.05%
		510012 - MISC REPAIR & MAINTENANCE SRVC	406,024.00	0	0	406,024.00	406,024.00	100.00%
		512003 - REFUSE DISPOSAL	25,000.00	22,089.27	21,996.45	2,910.73	(19,085.72)	11.64%
		512800 - INSPECTION & TESTING FEES	1,500.00	0	0	1,500.00	1,500.00	100.00%
	Contractual Services		<b>863,924.00</b>	<b>30,492.28</b>	<b>26,836.45</b>	<b>833,431.72</b>	<b>806,595.27</b>	<b>96.47%</b>
	Fringes	781201 - PERA-COORDINATED	59,820.00	43,840.89	0	15,979.11	15,979.11	26.71%
		781301 - FICA-ASDI	49,452.00	35,424.33	0	14,027.67	14,027.67	28.37%
		782101 - MEDICARE	11,565.00	8,284.71	0	3,280.29	3,280.29	28.36%
		782701 - DENTAL INSURANCE	8,888.00	12,889.70	0	(4,001.70)	(4,001.70)	-45.02%
		782801 - VEBA - EXPENSE	11,160.00	18,545.86	0	(7,385.86)	(7,385.86)	-66.18%
		782901 - HEALTH INSURANCE	160,280.00	207,361.13	0	(47,081.13)	(47,081.13)	-29.37%
		786001 - LIFE INSURANCE	1,776.00	1,519.65	0	256.35	256.35	14.43%
		786301 - L/T DISABILITY INS	1,024.00	2,274.57	0	(1,250.57)	(1,250.57)	-122.13%
		787001 - NON-TAX FRINGE BEN-I.O.E.	9,693.00	0	0	9,693.00	9,693.00	100.00%
	Fringes		<b>313,658.00</b>	<b>330,140.84</b>	<b>0</b>	<b>(16,482.84)</b>	<b>(16,482.84)</b>	<b>-5.26%</b>
	Materials / Other	611000 - OPERATING SUPPLIES	100,000.00	23,507.52	24,118.70	76,482.48	52,373.78	76.49%
		611004 - CHEMICAL SUPPLIES & GASES	0	86.39	0	(86.39)	(86.39)	
		616002 - LICENSE FEES & PERMITS	500.00	0	0	500.00	500.00	100.00%
		617001 - UNIFORMS CLOTHING PERS	7,000.00	7,150.83	15,446.19	(150.83)	(15,597.02)	-2.15%
		619401 - REFRESHMENTS - FOOD & BEVERAGE	0	244.18	0	(244.18)	(244.18)	
	Materials / Other		<b>107,500.00</b>	<b>30,988.92</b>	<b>39,564.89</b>	<b>76,511.08</b>	<b>36,946.19</b>	<b>71.17%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,701,098.00	459,174.16	0	1,241,923.84	1,241,923.84	73.01%
		400020 - SALARIES/WAGES - PREMIUM	0	4,826.49	0	(4,826.49)	(4,826.49)	
		400030 - SALARIES/WAGES - SHIFT	0	13,543.58	0	(13,543.58)	(13,543.58)	
		404401 - PAYMENT FOR COMP TIME	0	3,250.04	0	(3,250.04)	(3,250.04)	
		410001 - OVERTIME - REGULAR	0	30,363.77	0	(30,363.77)	(30,363.77)	
		440101 - HOLIDAY WORKED	0	19,273.60	0	(19,273.60)	(19,273.60)	
		450001 - VACATION	0	43,569.72	0	(43,569.72)	(43,569.72)	
		460001 - SICK LEAVE	0	23,016.01	0	(23,016.01)	(23,016.01)	
		461001 - UNUSED SICK LEAVE	0	2,228.64	0	(2,228.64)	(2,228.64)	
		490001 - OTHER LEAVE	0	6,494.90	0	(6,494.90)	(6,494.90)	
	Personnel Services		<b>1,701,098.00</b>	<b>605,740.91</b>	<b>0</b>	<b>1,095,357.09</b>	<b>1,095,357.09</b>	<b>64.39%</b>
5200200 - CUSTODIAL AND SECURITY			<b>2,986,180.00</b>	<b>997,362.95</b>	<b>66,401.34</b>	<b>1,988,817.05</b>	<b>1,922,415.71</b>	<b>66.60%</b>
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	250,000.00	55,419.52	840,587.59	194,580.48	(646,007.11)	77.83%
		507007 - ENGINEERING/ARCHITECTURAL SRVC	145,000.00	38,943.00	0	106,057.00	106,057.00	73.14%
		507019 - OTHER PROFESSIONAL SERVICES	0	21,177.17	0	(21,177.17)	(21,177.17)	
		509201 - FLEET SUPPLY ESD	0	0	0	0	0	
		509205 - FLEET ADMINISTRATION	2,623.95	546.65	0	2,077.30	2,077.30	79.17%

Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget
		509301 - EQUIPMENT LABOR ESD	500.00	0	0	500.00	500.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	950,000.00	325,615.97	251,610.34	624,384.03	372,773.69	65.72%
		510002 - BUILDING/STRUCTURE REPAIR/MNT	25,000.00	20,102.50	0	4,897.50	4,897.50	19.59%
		510012 - MISC REPAIR & MAINTENANCE SRVC	1,000.00	310.88	0	689.12	689.12	68.91%
		510081 - ELEVATOR MAINTENANCE	0	10,521.17	0	(10,521.17)	(10,521.17)	
		510101 - ESD CONTRACTUAL REPAIRS	16.17	0	0	16.17	16.17	100.00%
		512003 - REFUSE DISPOSAL	35,000.00	243.00	0	34,757.00	34,757.00	99.31%
		512004 - STEAM	230,625.00	150,754.79	330,000.00	79,870.21	(250,129.79)	34.63%
		512006 - WATER-CHILLED	358,750.00	119,467.49	0	239,282.51	239,282.51	66.70%
		512007 - WATER & SEWER	148,625.00	62,616.62	0	86,008.38	86,008.38	57.87%
		512201 - ELECTRICITY	492,000.00	137,402.75	540,000.00	354,597.25	(185,402.75)	72.07%
		512802 - STATE OF MN INSPECTION FEES	2,000.00	2,342.52	0	(342.52)	(342.52)	-17.13%
		513000 - MISCELLANEOUS	500.00	132.00	806.00	368.00	(438.00)	73.60%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	1,338.26	145,509.99	(1,338.26)	(146,848.25)	
		<b>Contractual Services</b>	<b>2,641,640.12</b>	<b>946,934.29</b>	<b>2,108,513.92</b>	<b>1,694,705.83</b>	<b>(413,808.09)</b>	<b>64.15%</b>
		<b>Fringes</b>						
		781201 - PERA-COORDINATED	59,820.00	17,302.83	0	42,517.17	42,517.17	71.08%
		781301 - FICA-ASDI	49,452.00	15,271.07	0	34,180.93	34,180.93	69.12%
		782101 - MEDICARE	11,565.00	3,571.49	0	7,993.51	7,993.51	69.12%
		782701 - DENTAL INSURANCE	8,888.00	3,332.97	0	5,555.03	5,555.03	62.50%
		782801 - VEBA - EXPENSE	11,160.00	4,702.93	0	6,457.07	6,457.07	57.86%
		782901 - HEALTH INSURANCE	160,280.00	56,379.05	0	103,900.95	103,900.95	64.82%
		786001 - LIFE INSURANCE	1,776.00	350.78	0	1,425.22	1,425.22	80.25%
		786301 - L/T DISABILITY INS	1,024.00	912.06	0	111.94	111.94	10.93%
		787001 - NON-TAX FRINGE BEN-I.O.E.	9,693.00	3,098.13	0	6,594.87	6,594.87	68.04%
		<b>Fringes</b>	<b>313,658.00</b>	<b>104,921.31</b>	<b>0</b>	<b>208,736.69</b>	<b>208,736.69</b>	<b>66.55%</b>
	<b>Materials / Other</b>	604002 - PARKING	1,000.00	420.00	0	580.00	580.00	
		605001 - REGISTRATION FEE & TUITION	1,000.00	254.32	0	745.68	745.68	74.57%
		609101 - ESD EQUIPMENT PARTS	37.89	0	0	37.89	37.89	100.00%
		609201 - ESD EQUIPMENT FUEL	761.57	122.22	0	639.35	639.35	83.95%
		610002 - COMPUTER SUPPLIES-NOT SOFTWARE	0	379.25	0	(379.25)	(379.25)	
		611000 - OPERATING SUPPLIES	50,000.00	40,945.22	7,498.00	9,054.78	1,556.78	18.11%
		611004 - CHEMICAL SUPPLIES & GASES	0	251.15	0	(251.15)	(251.15)	
		613000 - REPAIR & MAINT SUPPLIES	125,000.00	13,463.13	142,237.61	111,536.87	(30,700.74)	89.23%
		613003 - ELECTRICAL SUPPLIES	0	0	0	0	0	
		613004 - PAINTING SUPPLIES	0	1,328.98	1,671.02	(1,328.98)	(3,000.00)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	25,000.00	0	4,999.00	25,000.00	20,001.00	100.00%
		616002 - LICENSE FEES & PERMITS	2,000.00	459.65	100.00	1,540.35	1,440.35	77.02%
		617001 - UNIFORMS CLOTHING PERS	500.00	142.62	0	357.38	357.38	71.48%
		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%
		<b>Materials / Other</b>	<b>206,199.46</b>	<b>57,766.54</b>	<b>156,505.63</b>	<b>148,432.92</b>	<b>(8,072.71)</b>	<b>71.99%</b>
	<b>Personnel Services</b>	400001 - SALARIES/WAGES - REGULAR	797,606.00	225,090.07	0	572,515.93	572,515.93	71.78%
		400020 - SALARIES/WAGES - PREMIUM	0	182.00	0	(182.00)	(182.00)	
		400501 - BACK PAY - REGULAR TIME	0	153.02	0	(153.02)	(153.02)	
		410001 - OVERTIME - REGULAR	0	3,716.28	0	(3,716.28)	(3,716.28)	
		450001 - VACATION	0	15,231.84	0	(15,231.84)	(15,231.84)	
		460001 - SICK LEAVE	0	6,504.53	0	(6,504.53)	(6,504.53)	
		461001 - UNUSED SICK LEAVE	0	1,632.34	0	(1,632.34)	(1,632.34)	
		490001 - OTHER LEAVE	0	3,907.06	0	(3,907.06)	(3,907.06)	
		<b>Personnel Services</b>	<b>797,606.00</b>	<b>256,417.14</b>	<b>0</b>	<b>541,188.86</b>	<b>541,188.86</b>	<b>67.85%</b>
			<b>3,959,103.58</b>	<b>1,366,039.28</b>	<b>2,265,019.55</b>	<b>2,593,064.30</b>	<b>328,044.75</b>	<b>65.50%</b>
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	25,000.00	2,505.00	0	22,495.00	22,495.00	89.98%
5200400 - ADULT DETENTION CENTER	Contractual Services	510000 - REPAIR & MAINTENANCE-CONT	98,512.00	0	110,700.00	98,512.00	(12,188.00)	100.00%
		<b>Contractual Services</b>	<b>123,512.00</b>	<b>2,505.00</b>	<b>110,700.00</b>	<b>121,007.00</b>	<b>10,307.00</b>	<b>97.97%</b>
		<b>Fringes</b>						
		781201 - PERA-COORDINATED	0	18.22	0	(18.22)	(18.22)	
		781301 - FICA-ASDI	0	16.51	0	(16.51)	(16.51)	
		782101 - MEDICARE	0	3.86	0	(3.86)	(3.86)	
		782701 - DENTAL INSURANCE	0	17.24	0	(17.24)	(17.24)	
		782801 - VEBA - EXPENSE	0	22.29	0	(22.29)	(22.29)	
		782901 - HEALTH INSURANCE	0	265.82	0	(265.82)	(265.82)	
		786001 - LIFE INSURANCE	0	0.50	0	(0.50)	(0.50)	
		786301 - L/T DISABILITY INS	0	1.27	0	(1.27)	(1.27)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	45.09	0	(45.09)	(45.09)	
		<b>Fringes</b>	<b>0</b>	<b>390.80</b>	<b>0</b>	<b>(390.80)</b>	<b>(390.80)</b>	
	<b>Materials / Other</b>	605001 - REGISTRATION FEE & TUITION	0	5.68	0	(5.68)	(5.68)	
		611000 - OPERATING SUPPLIES	30,000.00	17,197.96	11,500.00	12,802.04	1,302.04	42.67%
		613000 - REPAIR & MAINT SUPPLIES	25,000.00	1,887.85	9,565.15	23,112.15	13,547.00	92.45%
		617001 - UNIFORMS CLOTHING PERS	0	33.37	0	(33.37)	(33.37)	
		<b>Materials / Other</b>	<b>55,000.00</b>	<b>19,124.86</b>	<b>21,065.15</b>	<b>35,875.14</b>	<b>14,809.99</b>	<b>65.23%</b>
	<b>Personnel Services</b>	400001 - SALARIES/WAGES - REGULAR	0	(181.46)	0	181.46	181.46	
		440101 - HOLIDAY WORKED	0	465.90	0	(465.90)	(465.90)	
		<b>Personnel Services</b>	<b>0</b>	<b>284.44</b>	<b>0</b>	<b>(284.44)</b>	<b>(284.44)</b>	
			<b>178,512.00</b>	<b>22,305.10</b>	<b>131,765.15</b>	<b>156,206.90</b>	<b>24,441.75</b>	<b>87.50%</b>
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	75,000.00	0	0	75,000.00	75,000.00	100.00%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507015 - SECURITY SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	100,000.00	184.20	0	99,815.80	99,815.80	99.82%
		513000 - MISCELLANEOUS	10,000.00	2,417.20	94,132.19	7,582.80	(86,549.39)	75.83%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	5,000.00	0	0	5,000.00	5,000.00	100.00%
		<b>Contractual Services</b>	<b>200,000.00</b>	<b>2,601.40</b>	<b>94,132.19</b>	<b>197,398.60</b>	<b>103,266.41</b>	<b>98.70%</b>
		<b>Fringes</b>						
		781201 - PERA-COORDINATED	0	18.70	0	(18.70)	(18.70)	
		781301 - FICA-ASDI	0	69.79	0	(69.79)	(69.79)	
		782101 - MEDICARE	0	16.32	0	(16.32)	(16.32)	
		782701 - DENTAL INSURANCE	0	2.29	0	(2.29)	(2.29)	
		782801 - VEBA - EXPENSE	0	4.78	0	(4.78)	(4.78)	
		782901 - HEALTH INSURANCE	0	53.42	0	(53.42)	(53.42)	
		786001 - LIFE INSURANCE	0	0.72	0	(0.72)	(0.72)	
		786301 - L/T DISABILITY INS	0	1.77	0	(1.77)	(1.77)	
		<b>Fringes</b>	<b>0</b>	<b>167.79</b>	<b>0</b>	<b>(167.79)</b>	<b>(167.79)</b>	
	<b>Materials / Other</b>	611000 - OPERATING SUPPLIES	0	0	0	0	0	
		<b>Materials / Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Personnel Services</b>	400001 - SALARIES/WAGES - REGULAR	0	1,135.51	0	(1,135.51)	(1,135.51)	
		<b>Personnel Services</b>	<b>0</b>	<b>1,135.51</b>	<b>0</b>	<b>(1,135.51)</b>	<b>(1,135.51)</b>	
			<b>200,000.00</b>	<b>3,904.70</b>	<b>94,132.19</b>	<b>196,095.30</b>	<b>101,963.11</b>	<b>98.05%</b>
5200500 - MBC - WORK FOR OTHERS			9,057,932.92	3,008,253.16	2,705,228.05	6,049,679.76	3,344,451.71	66.79%

## Discussion and Action Agenda Item: 2

**Date:** June 13, 2022

**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 \$408,488 as of April 30, 2022. Revenue from the MBC catering and events program and monthly café rent are deposited into this account. Staff is requesting approval of the Historic Preservation Fund balance.

Beginning Balance ( <b>Fund 3110H</b> )	\$408,368
2022 Received Revenue to 4/30/2022	\$0
2022 Expenditures to 4/30/2022	\$0
<b>Ending Fund Balance-3110H</b>	\$408,368

### Chewery Café

Ms. Lori James is reviewing options to return with a limited menu in July and expand menu items in the Fall. She is continuing to complete a business consulting class through the City's CPED department and a loan application program through *Next Stage*.

## **Discussion and Action Agenda Item: 3**

**Date:** June 13, 2022

**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:** **City Hall Catering and Events program**  
**Discussion and Action Agenda Item: 3**

The catering and events program has been on a hiatus since the Fall of 2020. The program most recently contracted with Atlas Restaurants, who served as the exclusive service provider.

Historically, the event program had an average of 26 annual events. In 2019, there were 33 bookings and commission payments of \$40,827.08. Based on input from Meet Minneapolis leaders and industry professionals, there is a strong market for unique event venues, such as the City Hall/Courthouse.

Under the request for proposals (RFP), bids will be solicited to provide catered food, non-alcoholic and alcoholic beverages, marketing, event management and rental sales. Clients will use the exclusive service provider for all aspects of the event, and the service provider will pay a negotiated commission to the MBC.

Accordingly, staff is requesting approval to develop and release an RFP for a Catering, Sales and Event Manager for the City Hall/Courthouse. Staff anticipates returning to the next Board meeting with a summary of responses received and recommendations for approval.

## **Discussion and Action Agenda Item: 4**

**Date:** June 13, 2022

**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 Benefit Programs**  
**Discussion and Action Agenda Item: 4**

Since January 1, 2018, the MBC has contracted for medical, dental, life and disability insurance as a stand-alone agency. As required by State law, a public agency is required to rebid benefit programs every 5 years.

The MBC contracts with USI Insurance services to serve as the benefits broker, who is developing four separate request for proposals (RFPs) for medical, dental, life and long-term disability insurance. After bids are reviewed, the MBC will enter one-year contracts for each type of insurance and participate in annual claim reviews for potential contract extensions of up to 5 years. The goal is to replicate the current plan designs.

The MBC is consolidating the administration of the agency's VEBA, Healthcare and Dependent Care Flexible Spending accounts (FSA's) and TRA/Commuter pretax programs under one vendor. Consolidating to one vendor makes the employee experience more efficient and decreases fees paid by the MBC. The MBC solicited bids for this work and will enter into a contract with BRI (Benefit Resource Inc.)

Accordingly, staff is requesting Board approval to release four (4) RFPs for medical, dental, life and disability insurance and to contract with the most responsive bidders.



## **Discussion and Action Agenda Item: 5**

**Date: June 13, 2022**

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

**From: Erin Delaney**

**Subject: Records Retention Schedule**  
**Discussion and Action Agenda Item: 5**

Minnesota Statutes, section 15.17, requires government entities to create and maintain records that document their official activities. Pursuant to Minnesota Statutes, section 138.17, official records must be kept for the time period prescribed in the entity's records retention schedule.

The Records Management Statute, Minnesota Statutes, section 138.17 requires that each entity keep an inventory of records and a retention schedule approved by both the head of the entity and the State Archives records disposition panel.

The MBC has been following the General Records Retention Schedule for Minnesota Cities. However, there is no documentation that the MBC Board formally adopted this retention schedule.

Accordingly, staff requests authority to adopt the General Records Retention Schedule for Minnesota Cities and notify the State of the MBC's adoption.