



**Municipal Building Commission Meeting
July 18th, 2016 1:30 PM
City Hall/Courthouse 319**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the April 5, 2015 meeting
- 2) Approve Contract Summary

COMMUNICATION AGENDA ITEMS:

- 1) 2017 – 2021 Capital Budget Submittal
- 2) 125-year Cornerstone Celebration
- 3) Clock Face project
- 4) 2015 Audit

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through June 30, 2016
- 2) Approve MBC Historic Preservation fund balance
- 3) Approve receipt of Mayor Sayles Belton tribute
- 4) Approve increase to WJE contract
- 5) Approve bell support bid and contract
- 6) Approve room 115 bid and contract
- 7) Approve electrical services bid and contract
- 8) City Hall/Courthouse Flag pole

CLOSED AGENDA ITEM:

- 1) Approve City Hall/Courthouse Security Project documents

Consent Agenda Item: 1

Date: July 18, 2016

**To: Municipal Building Commission Board:
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson**

From: Erin Delaney

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

Staff requests approval of the attached April 5, 2016 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
April 5, 2016

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 11:04 AM at the City Hall/Courthouse Hearing Room 241. Present were:

- President Jan Callison, Chair of the Hennepin County Board
- Vice President Betsy Hodges, Mayor, City of Minneapolis
- Hennepin County Commissioner Peter McLaughlin

Minneapolis City Council President Barbara Johnson, was absent

CONSENT AGENDA ITEMS

1. Mayor Hodges moved to approve these consent agenda items:
 - a. February 26, 2016 minutes;
 - b. Contract Summary as of March 22, 2016; and

Commissioner McLaughlin seconded and the motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Yea	Barbara Johnson	Absent

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2016 – 2020 Capital Budget
2. 125-year Cornerstone Celebration
3. Security Project Update
4. Clock Face Project Update

DISCUSSION & ACTION AGENDA ITEMS

1. Mayor Hodges moved to approve the expenditure report through February 29, 2016. Commissioner McLaughlin seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Yea	Barbara Johnson	Absent

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
April 5, 2016

2. Commissioner McLaughlin moved to approve the MBC Historic Preservation Fund balance. Mayor Hodges seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Yea	Barbara Johnson	Absent

3. Mayor Hodges moved to approve the ADC Plumbing Upgrades MOU in the amount of \$723,630.00 for the period of May 10th, 2016 through July 31, 2018, and further authorize MBC staff to release subsequent design and construction bids and authority to contract with the lowest responsible bidder. Commissioner McLaughlin seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Yea	Barbara Johnson	Absent

4. Mayor Hodges moved to approve the Elevator Project funding and procurement request as follows:

- a) MBC Board approval that the City's \$125,000 contribution come from the City of Minneapolis' fund balance with the MBC, [which has a current balance of \$1,611,531];
- b) The Hennepin County Board will determine the source of Hennepin County's \$125,000.
- c) Approval to utilize the abbreviated Best Value Request for Proposal for the project and to contract with the selected vendor as determined by the Best Value process.

Commissioner McLaughlin seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Yea	Barbara Johnson	Absent

ADJOURN

Commissioner McLaughlin moved to adjourn at 11:41 am. Mayor Hodges seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Yea	Barbara Johnson	Absent

Consent Agenda Item: 2

Date: July 18, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

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

Attached are the balances for MBC Professional Services Contracts as of June 30, 2016. These contracts do not exceed \$50,000. Staff requests approval of the attached summary report.

Professional Service Contracts through 6/30/2016

Contract	Supplier Name	Description	Begin Date	Expire Date	Authorized Amt	Encumbered	Remaining
C-40252	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VERTICAL TRANSPORTATION	12/1/2015	6/30/2016	26100.00	26100.00	0.00
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2016	50000.00	30651.45	19348.55
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTUAL	2/1/2013	12/31/2016	50000.00	28808.68	21191.32
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2016	50000.00	22910.00	27090.00
C-37751	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTUAL CONSULTING	12/1/2013	12/31/2016	50000.00	49056.84	943.16
C-37754	MACDONALD AND MACK ARCHITECTS	MBC-CLOCK TOWER-CONSULT	1/1/2014	12/31/2016	50000.00	49999.54	0.46
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2016	50000.00	770.00	49230.00
C-38007	FIRENET SYSTEMS, INC.	MBC-CH FIRE SYSTEM MAINTENANCE	2/2/2014	12/31/2016	50000.00	48670.43	1329.57
C-38117	GROTTE, BRIAN C.	MBC-CAD & DRAFTING SERVICES	4/1/2014	12/31/2016	50000.00	49999.50	0.50
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2016	50000.00	1235.00	48765.00
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2016	50000.00	38425.83	11574.17
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2016	50000.00	27494.64	22505.36
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2016	50000.00	20190.00	29810.00
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	12/31/2016	50000.00	12363.01	37636.99
C-38287	ENGINEERING DESIGN INITIATIVE, LTD	MBC-MAYOR OFFICE RENO-ENGINEER	6/1/2014	12/31/2016	50000.00	50000.00	0.00
C-38472	ORFIELD LABORATORIES, INC.	MBC-ACOUSTICAL CONSULT/DESIGN	7/1/2014	12/31/2016	50000.00	17870.00	32130.00
C-38538	SEBESTA, INC.	MBC-STRUCTURAL ENGINEERING	4/1/2014	12/31/2016	50000.00	39423.75	10576.25
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2016	50000.00	13519.10	36480.90
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2016	50000.00	15253.75	34746.25
C-38607	BRAMAN AND ASSOCIATES, INC.	MBC-REAL ESTATE ADVISORY SRVC	8/1/2014	12/31/2016	50000.00	2500.00	47500.00
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2016	50000.00	0.00	50000.00
C-39411	ANDERSON, TREVOR R.	MBC-ARCHITECTURAL SERVICES	4/1/2015	12/31/2016	50000.00	50000.00	0.00
C-39913	ROBLES FLORES, SANDRA	MBC-ONSITE COORDINATOR	8/1/2015	12/31/2016	15000.00	742.50	14257.50
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2016	30000.00	21726.00	8274.00
C-40151	GIANCOLA, NICOLA S.	MBC-FINANCIAL SERVICES	11/1/2015	12/31/2016	50000.00	49999.50	0.50
C-40614	ENCOMPASS, INC.	MBC-PROF ENG & FORENSIC SRVCS	3/15/2016	12/31/2016	38650.00	38650.00	0.00
C-40708	GIANCOLA, NICOLA S.	MBC-BDGT PRJ CNSLTNT	3/1/2016	12/31/2016	50000.00	50000.00	0.00
C-27922	MINTAHOE, INC.	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2017	1.00	0.00	1.00
C-27924	ATLAS RESTAURANTS, LLC	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2017	1.00	0.00	1.00
C-28069	PHOENIX CATERING	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2017	1.00	0.00	1.00
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	5/31/2017	50000.00	38775.47	11224.53
C-35971	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEER & PROF LIGHTING	8/1/2012	7/31/2017	50000.00	37505.60	12494.40
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50000.00	12700.00	37300.00
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50000.00	2400.00	47600.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50000.00	30640.12	19359.88
C-39645	MACDONALD AND MACK ARCHITECTS	MBC-ARCHITECTURAL CONSULTING	5/1/2015	12/31/2017	50000.00	49999.70	0.30
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50000.00	49612.46	387.54
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	12/31/2017	50000.00	50000.00	0.00
C-40209	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50000.00	24300.00	25700.00
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50000.00	0.00	50000.00
C-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50000.00	0.00	50000.00
C-40435	KARGES FAULCONBRIDGE, INC.	MBC-EE DESIGN-STAGES 22 AND 23	12/3/2015	12/31/2017	50000.00	11907.61	38092.39
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50000.00	18000.00	32000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50000.00	27000.00	23000.00
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50000.00	50000.00	0.00
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50000.00	38527.00	11473.00
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48120.00	0.00	48120.00
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36480.00	0.00	36480.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	0.00	1.00

Communication Agenda Item: 1

Date: July 18, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: 2016 – 2021 Capital Projects
 Communication Agenda Item: 1

Staff Proposed 2017 – 2021 Capital Budget

Staff submitted the MBC's 2017-2021 capital project requests to the City on April 6th and the County on May 27th. The 2017 combined City/County request is \$9,560,000.

MBC Projects	Priority	Carryover Funds to 2017	Capital Budget Request					2017 to 2021 (excluding carryover)
			2017	2018	2019	2020	2021	
Life Safety	1	\$393,219	\$1,200,000	\$2,300,000	\$2,400,000	\$250,000	\$100,000	\$6,250,000
Mechanical	2	\$2,150,758	\$1,025,000	\$505,000	\$925,000	\$820,000	\$0	\$3,275,000
Critical Power	3	\$496,700	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
Elevators	4	\$70,000	\$180,000	\$576,000	\$2,956,000	\$0	\$0	\$3,712,000
Exterior	5	\$1,280,000	\$2,155,000	\$2,255,000	\$1,895,000	\$0	\$0	\$6,305,000
Total		\$4,390,677	\$9,560,000	\$5,636,000	\$8,176,000	\$1,070,000	\$100,000	\$24,542,000

The combined Life Safety/Mechanical Program is divided into a total of 23 stages; 4 stages remain (15, 19, 20, and 21). All stages are scheduled to be completed in 2021.

Life/Safety Improvements: The MBC Life Safety project upgrades and improves the infrastructure of the City Hall / Courthouse. The program includes installation of building sprinkler, fire alarm, smoke detection, stairway pressurization, and public address systems, update of building exits and stairs, and installation of fireproofing, smoke barriers and purge systems. Additional work proposed for 2017 addresses concerns not previously incorporated in the current 23 stage project including adding smoke barriers in the rotunda, 5th street lobbies and the Adult Detention Center (ADC); adding fire sprinkling in the rotunda gallery, corner shafts, attic and 4th Street Tower and 5th Street tower; adding exit signage and occupant notification. Staff also requested funding for plumbing improvements that would include replacement of lead/tin solder and removal of unnecessary piping and fixtures throughout the building.

Communication Agenda Item: 1

Mechanical Systems Upgrades: The MBC Mechanical Systems Upgrade includes renovation and upgrade of the heating, ventilating, and air conditioning systems which includes air-handling units, new distribution ductwork with VAV boxes, electronic controls, hot water radiation, and exhaust systems.

MBC initiatives to upgrade the electrical wiring, plumbing, lighting, floor coverings, wall coverings and ceilings are also completed in the spaces during this and the Life/Life Safety project. Design Development is currently underway for Stages 22 and 23, with construction contract award anticipated for late fall 2016. Predesign and Schematic Design Phases have been completed, including space planning and inventory.

- Stage 23 includes the North and Northeast part of the basement level: Commons, Sheriff's office storages and the MBC and City storages.
- Stage 22 includes South and Southeast part of the basement level: Sheriff's office, MBC utilities areas, and the MBC trades' shops.

Critical Power: The MBC Critical Power project upgrades the emergency power systems located in the building. The existing backup power systems are close to being physically and functionally obsolete and may be unable to support HVAC, environmental controls, security monitoring, general lighting and power receptacles for continued building occupation. The MBC is currently awarding a contract for mechanical and electrical design for refurbishing the buildings' emergency power system.

Elevator Modifications: The proposed MBC Elevator Capital Project modernizes six (6) of the fifteen (15) existing elevators at the City Hall / Courthouse building. A comprehensive review of all elevators was completed in early 2016 to establish capital level upgrades that will be required over the next 20 years. Based on this review, cars 1-6 (Rotunda and 5th Street Elevators) are in need of modernization and upgrades due to the age of the elevator equipment and systems along with increasing repair requirements.

Furthermore, elevators have been experiencing prolonged wear and are requiring extensive repair as shown with the recent repairs required for Car 4.

Busch Architects is working on Construction Documents for the new Freight Elevator and the modernization of the existing Service Elevator on the 5th Street side of the building. Construction is scheduled to start in early 2017.

Exterior Improvements: This project identifies problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. The remaining areas of concern for waterproofing are around shafts one and three, which includes related heat tape replacement and the roof replacement at the 13th floor of the clock tower. The MBC worked with MacDonald and Mack Architects to identify the major masonry problems and potential solutions in 2012, and has since addressed a portion of the highest priority masonry problems. Further investigation will be required on the 4th Street Entry moisture issues. Staff continues further analysis of the windows to find an effective repair solution that can be thoroughly tested prior to implementation. The plan includes testing out a simple repair, an extensive repair, and full replacement. The testing is anticipated to be completed by October, 2016.

Communication Agenda Item: 2

Date: July 18, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **MBC 125 event**
Communication Agenda Item: 2

MBC staff would like to formally thank the MBC board for their support of, and participation in the MBC 125 event.

The July 11th celebration event was well attended, with an estimated guest count of over 110 including many current and former elected officials and employees. Over 270 ice cream floats were served and we received several positive responses from attendees.

The MBC provided 4 tours during the afternoon following the event. The audio tour was especially popular and we plan to expand it to include more locations.

Coverage of the event (noted below) was provided by several media organizations including the Star Tribune, MinnPost, and the Southwest Journal. Kare 11 was also on hand and their segment is [available online](#); coverage of the event is expected sometime soon. The event was taped and will be available.

- Star Tribune ([Minneapolis celebrates 125 years of its 'monument to civic pride'](#) and [9 crazy facts you never knew about the Minneapolis City Hall building](#))
- MinnPost ([As city prepares to mark anniversary, one question remains: just how old is Minneapolis City Hall?](#))
- Southwest Journal ([City Hall celebrates 125th cornerstone anniversary](#))

Thank you notes are being sent to City and Hennepin County partners and elected officials who participated in the event.

Communication Agenda Item: 3

Date: July 18, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **Clock Face Project**
Communication Agenda Item: 3

The interior scaffolding has been installed and the clock face abatement work has been completed. The final shop drawings for the clock face (cast aluminum and glass) have been approved.

The schedule milestones are based on the recent shop drawing approval and are pending a schedule update from Versacon:

Fabrication:	July 18 th – August 26 th
Clock Section Review:	Week of August 1 st
Set up on sidewalk protection and swing stage	Week of August 8 th
Disconnect power to the East Clock	August 8 th
Demolition and Restoration of East face:	August 10 th – September 14 th
Demolition and Restoration of South face:	August 22 nd – September 30 th
Demolition and Restoration of West face:	September 15 th – October 27 th
Demolition and Restoration of North face:	October 3 rd - November 11 th
Punch List and Close Out	November 14 th – 30 th

For efficiency, the demolition of the second face will start immediately after demolition of the first face and likewise for the subsequent faces. The new back lighting will be installed after the new face is installed for each face and will be turned on at one time at the completion of the project

In order to provide an opportunity for the public to follow the progress on this historic project, staff is pursuing the use of time lapse video. Additionally, staff will work with City and County partners on the development of a project communication plan.

Communication Agenda Item: 4

Date: July 18, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: 2015 Audit
Communication Agenda Item: 4

The Office of the State Auditor recently completed its 2015 audit of the MBC's financial statements. The audit result is an unmodified/clean opinion, which is the best rating available. The audit covered the time period of January 1 through December 31, 2015.

Discussion and Action Agenda Item: 1

Date: July 18, 2016

To: Municipal Building Commission Board:
 Commissioner Jan Callison, President
 Mayor Betsy Hodges, Vice President
 Commissioner Peter McLaughlin
 Council President Barbara Johnson

From: Erin Delaney

Subject: Expenditures through June 30, 2016
 Discussion and Action Agenda Item: 1

Staff requests approval of the attached MBC expenditure report. 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 June 30, 2016.

The City's Fund Balance at the MBC is \$1,924,196 as of June 30, 2016.

The following is a budget summary by area; staff requests approval of the attached report.

Municipal Building Commission 2016							
Budget vs YTD Actuals - Expenses							
				<i>Report Generated 7/13/2016</i>	<i>For Period End 6/30/2016</i>		
				<i>Percent of Year Remaining</i>		<i>50%</i>	
Department	Budget	YTD Actual	Unspent POs	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,524,950	\$704,041	\$0	46%	54%	\$820,909	
5200200 Custodial & Security	\$2,695,612	\$1,212,812	\$0	45%	55%	\$1,482,800	
5200300 Repairs & Improvements	\$3,990,454	\$1,519,877	\$362,762	47%	53%	\$2,107,815	
Subtotal	\$8,211,016	\$3,436,730	\$362,762	46%	54%	\$4,411,525	
5200400 Adult Detention Center	\$212,959	\$35,406	\$57,414	44%	56%	\$120,139	
5200500 Work for Others	\$699,999	\$11,767	\$42,185	8%	92%	\$646,047	
Total	\$9,123,974	\$3,483,902	\$462,362	43%	57%	\$5,177,710	

31100 - MUNICIPAL BUILDING COMMISSION

Budget vs Actuals - Expenses

Year-to-Date Expenses as of June 30, 2016

Percent of Year Remaining: 50%

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
5200100 - ADMINISTRATION	Capital Outlay	802000 - EQUIPMENT	0	0	0	0	0	0
	Capital Outlay		0	0	0	0	0	0
	Contractual Services	501101 - BENEFITS ADMIN FEE	17,296.00	8,647.98	8,648.02	0	8,648.02	50.00%
		501401 - BIS APPLICATION SUPPORT	5,064.00	2,532.00	2,532.00	0	2,532.00	50.00%
		501501 - BIS OPERATING CHARGES	10,738.00	5,368.98	5,369.02	0	5,369.02	50.00%
		501601 - BIS DATA CONNECTIVITY CHARGES	10.00	4.98	5.02	0	5.02	50.20%
		501801 - BIS SPECIAL CHARGES	1,042.00	520.98	521.02	0	521.02	50.00%
		502101 - POSTAGE	250.00	139.00	111.00	0	111.00	44.40%
		502508 - TELEPHONE OTHER	0	0	0	0	0	
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	96.25	903.75	0	903.75	90.38%
		506101 - GENERAL FUND OVERHEAD	108,850.00	54,426.00	54,424.00	0	54,424.00	50.00%
		507000 - PROFESSIONAL SERVICES	118,507.00	103,944.85	14,562.15	109,138.23	(94,576.08)	12.29%
		507010 - MIS SERVICE FEES	0	32,013.29	(32,013.29)	158,922.41	(190,935.70)	
		507019 - OTHER PROFESSIONAL SERVICES	100,000.00	0	100,000.00	0	100,000.00	100.00%
		508200 - PARKING LOT/SPACE RENT	2,460.00	1,396.43	1,063.57	1,123.57	(60.00)	43.23%
		511000 - TRANSPORTATION	250.00	0	250.00	0	250.00	100.00%
		511001 - DELIVERY SERVICES	0	83.38	(83.38)	0	(83.38)	
		513000 - MISCELLANEOUS	0	9,696.29	(9,696.29)	10,153.80	(19,850.09)	
		513007 - MISCELLANEOUS CONTRACTUAL SRV	8,100.00	695.63	7,404.37	0	7,404.37	91.41%
	Contractual Services		373,567.00	219,566.04	154,000.96	279,338.01	(125,337.05)	41.22%
	Fringes	781201 - PERA-COORDINATED	37,781.48	9,462.42	28,319.06	0	28,319.06	74.95%
		781301 - FICA-ASDI	31,232.20	7,610.10	23,622.10	0	23,622.10	75.63%
		782101 - MEDICARE	7,304.89	1,780.54	5,524.35	0	5,524.35	75.63%
		782701 - DENTAL INSURANCE	5,040.00	1,152.00	3,888.00	0	3,888.00	77.14%
		782801 - VEBA - EXPENSE	0	2,565.00	(2,565.00)	0	(2,565.00)	
		782901 - HEALTH INSURANCE	86,365.00	25,749.00	60,616.00	0	60,616.00	70.19%
		786001 - LIFE INSURANCE	522.00	130.50	391.50	0	391.50	75.00%
		786301 - L/T DISABILITY INS	1,561.86	385.74	1,176.12	0	1,176.12	75.30%
		788801 - WORKERS' COMP-REINSURANCE	0	6,599.35	(6,599.35)	48,869.48	(55,468.83)	
		789901 - WORKERS' COMP - ADMIN	45,000.00	0	45,000.00	0	45,000.00	100.00%
	Fringes		214,807.43	55,434.65	159,372.78	48,869.48	110,503.30	74.19%
	Materials / Other	602301 - MERF ADDITIONAL - FIXED	334,800.00	167,400.00	167,400.00	0	167,400.00	50.00%
		605001 - REGISTRATION FEE & TUITION	5,000.00	3,690.81	1,309.19	60.00	1,249.19	26.18%
		605003 - FEE AND TUITION - NON-EMPLOYEE	0	455.00	(455.00)	0	(455.00)	
		606000 - TRAVEL EXPENSE	4,000.00	0	4,000.00	0	4,000.00	100.00%
		608000 - INSURANCE	55,000.00	0	55,000.00	55,000.00	0	100.00%
		610004 - OFFICE SUPPLIES	5,500.00	1,255.90	4,244.10	2,618.49	1,625.61	77.17%
		611004 - CHEMICAL SUPPLIES & GASES	0	32.20	(32.20)	39.45	(71.65)	
		611008 - MEDICAL & DENTAL SUPPLIES	0	0	0	221.75	(221.75)	
		611013 - MISC OPERATING SUPPLIES	50.00	0	50.00	0	50.00	100.00%
		611014 - PAPER GOODS	0	0	0	0	0	
		616000 - TAXES LICENSES & FEES	600.00	0	600.00	0	600.00	100.00%
		619000 - OTHER OPERATING COSTS	200.00	154.97	45.03	0	45.03	22.52%
		619017 - MISC OTHER OPERATING COST	25,823.00	0	25,823.00	4,707.00	21,116.00	100.00%
		619201 - MEMBERSHIPS & DUES	1,500.00	1,118.00	382.00	0	382.00	25.47%
		619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	232.68	117.32	139.98	(22.66)	33.52%
	Materials / Other		432,823.00	174,339.56	258,483.44	62,786.67	195,696.77	59.72%
	Personal Services	400001 - SALARIES/WAGES - REGULAR	503,752.39	118,550.21	385,202.18	0	385,202.18	76.47%
		450001 - VACATION	0	9,036.13	(9,036.13)	0	(9,036.13)	
		460001 - SICK LEAVE	0	2,114.07	(2,114.07)	0	(2,114.07)	
	Personal Services		503,752.39	129,700.41	374,051.98	0	374,051.98	74.25%
	Transfers Out	904201 - TRANSFER TO MBC CAPITAL 34200	0	125,000.00	(125,000.00)	0	(125,000.00)	
	Transfers Out		0	125,000.00	(125,000.00)	0	(125,000.00)	
5200100 - ADMINISTRATION			1,524,949.82	704,040.66	820,909.16	390,994.16	429,915.00	53.83%
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	4,120.00	255.00	3,865.00	0	3,865.00	93.81%
		502508 - TELEPHONE OTHER	0	130.00	(130.00)	0	(130.00)	
		507000 - PROFESSIONAL SERVICES	280,739.00	90.00	280,649.00	300.00	280,349.00	99.97%
		507015 - SECURITY SERVICES	0	152,757.66	(152,757.66)	676,402.60	(829,160.26)	
		510000 - REPAIR & MAINTENANCE-CONT	3,500.00	2,340.51	1,159.49	2,548.73	(1,389.24)	33.13%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	602.00	(602.00)	0	(602.00)	
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	8,127.15	(8,127.15)	0	(8,127.15)	
	Contractual Services		288,359.00	164,302.32	124,056.68	679,251.33	(555,194.65)	43.02%
	Fringes	781101 - MERF-NORMAL COSTS	6,600.00	1,040.90	5,559.10	0	5,559.10	84.23%
		781201 - PERA-COORDINATED	115,989.72	49,757.40	66,232.32	0	66,232.32	57.10%
		781301 - FICA-ASDI	95,885.62	40,265.64	55,619.98	0	55,619.98	58.01%
		782101 - MEDICARE	22,425.03	9,420.93	13,004.10	0	13,004.10	57.99%
		782701 - DENTAL INSURANCE	26,040.00	13,376.00	12,664.00	0	12,664.00	48.63%
		782801 - VEBA - EXPENSE	0	15,265.05	(15,265.05)	0	(15,265.05)	
		782901 - HEALTH INSURANCE	511,164.00	171,524.95	339,639.05	0	339,639.05	66.44%
		785001 - UNEMPLOYMENT COMPENSATION	0	760.15	(760.15)	0	(760.15)	
		786001 - LIFE INSURANCE	2,697.00	1,196.25	1,500.75	0	1,500.75	55.65%
		786301 - L/T DISABILITY INS	4,794.13	2,032.99	2,761.14	0	2,761.14	57.59%
	Fringes		785,595.50	304,640.26	480,955.24	0	480,955.24	61.22%

Budget vs Actuals - Expenses

Materials / Other	602004 - SETTLEMENTS	0	(433.22)	433.22	0	433.22		
	610000 - ADMINISTRATION SUPPLIES	0	6,008.81	(6,008.81)	6,991.19	(13,000.00)		
	610003 - COMPUTER SOFTWARE	0	0	0	0	0		
	611000 - OPERATING SUPPLIES	70,000.00	34,334.37	35,665.63	76,666.99	(41,001.36)	50.95%	
	613000 - REPAIR & MAINT SUPPLIES	0	28.80	(28.80)	0	(28.80)		
	617001 - UNIFORMS CLOTHING PERS	5,000.00	1,960.01	3,039.99	23,030.28	(19,990.29)	60.80%	
	619000 - OTHER OPERATING COSTS	120.00	920.95	(800.95)	0	(800.95)	-667.46%	
	Materials / Other	75,120.00	42,819.72	32,300.28	106,688.46	(74,388.18)	43.00%	
	Personal Services	400001 - SALARIES/WAGES - REGULAR	1,546,537.91	574,555.46	971,982.45	0	971,982.45	62.85%
		400020 - SALARIES/WAGES - PREMIUM	0	2,213.65	(2,213.65)	0	(2,213.65)	
		400030 - SALARIES/WAGES - SHIFT	0	11,186.11	(11,186.11)	0	(11,186.11)	
		400501 - BACK PAY - REGULAR TIME	0	205.44	(205.44)	0	(205.44)	
		401001 - RED. IN EMPLOYEE EARNINGS	0	(232.94)	232.94	0	232.94	
		404401 - PAYMENT FOR COMP TIME	0	2,483.68	(2,483.68)	0	(2,483.68)	
420001 - OVERTIME - 1.5 TIME		0	20,314.65	(20,314.65)	0	(20,314.65)		
440101 - HOLIDAY WORKED		0	1,263.81	(1,263.81)	0	(1,263.81)		
450001 - VACATION		0	61,525.89	(61,525.89)	0	(61,525.89)		
460001 - SICK LEAVE		0	26,464.03	(26,464.03)	0	(26,464.03)		
490001 - OTHER LEAVE	0	1,069.92	(1,069.92)	0	(1,069.92)			
Personal Services	1,546,537.91	701,049.70	845,488.21	0	845,488.21	54.67%		
5200200 - CUSTODIAL AND SECURITY	2,695,612.41	1,212,812.00	1,482,800.41	785,939.79	696,860.62	55.01%		
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	502000 - COMMUNICATION SERVICES	0	614.47	(614.47)	0	(614.47)	
		502001 - ALARM SERVICE	0	0	0	7,173.96	(7,173.96)	
		507000 - PROFESSIONAL SERVICES	90,000.00	117,818.86	(27,818.86)	229,263.37	(257,082.23)	-30.91%
		509201 - FLEET SUPPLY ESD	1,893.00	270.00	1,623.00	0	1,623.00	85.74%
		509205 - FLEET ADMINISTRATION	0	676.50	(676.50)	0	(676.50)	
		509301 - EQUIPMENT LABOR ESD	194.00	80.20	113.80	0	113.80	58.66%
		510000 - REPAIR & MAINTENANCE-CONT	830,000.00	397,529.69	432,470.31	828,878.66	(396,408.35)	52.10%
		510005 - EQUIPMENT - MOBILE REPAIR/MNT	0	0	0	402.50	(402.50)	
		510101 - ESD CONTRACTUAL REPAIRS	0	327.19	(327.19)	0	(327.19)	
		512000 - UTILITIES	600,000.00	0	600,000.00	0	600,000.00	100.00%
		512003 - REFUSE DISPOSAL	45,000.00	16,625.06	28,374.94	97,231.97	(68,857.03)	63.06%
		512004 - STEAM	0	68,776.49	(68,776.49)	372,114.01	(440,890.50)	
		512006 - WATER-CHILLED	0	56,431.24	(56,431.24)	530,839.16	(587,270.40)	
		512007 - WATER & SEWER	115,000.00	46,172.03	68,827.97	(997.57)	69,825.54	59.85%
		512201 - ELECTRICITY	450,000.00	170,303.30	279,696.70	663,648.04	(383,951.34)	62.15%
		513000 - MISCELLANEOUS	6,777.00	200.00	6,577.00	910.25	5,666.75	97.05%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	2,682.25	(2,682.25)	0	(2,682.25)	
		Contractual Services	2,138,864.00	878,507.28	1,260,356.72	2,729,464.35	(1,469,107.63)	58.93%
Fringes	Fringes	781001 - SUPPLEMENTAL PENSION	0	2,439.39	(2,439.39)	0	(2,439.39)	
		781201 - PERA-COORDINATED	94,334.21	28,621.81	65,712.40	0	65,712.40	69.66%
		781301 - FICA-ASDI	77,983.95	22,338.98	55,644.97	0	55,644.97	71.35%
		782101 - MEDICARE	18,238.45	5,227.04	13,011.41	0	13,011.41	71.34%
		782701 - DENTAL INSURANCE	12,600.00	3,039.90	9,560.10	0	9,560.10	75.87%
		782801 - VEBA - EXPENSE	0	5,441.64	(5,441.64)	0	(5,441.64)	
		782901 - HEALTH INSURANCE	215,913.00	61,159.29	154,753.71	0	154,753.71	71.67%
		786001 - LIFE INSURANCE	1,305.00	344.35	960.65	0	960.65	73.61%
		786301 - L/T DISABILITY INS	3,898.85	1,011.60	2,887.25	0	2,887.25	74.05%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	5,057.28	9,481.72	0	9,481.72	65.22%
Fringes	438,812.45	134,681.28	304,131.17	0	304,131.17	69.31%		
Materials / Other	Materials / Other	609101 - ESD EQUIPMENT PARTS	0	16.88	(16.88)	0	(16.88)	
		609201 - ESD EQUIPMENT FUEL	636.00	172.96	463.04	0	463.04	72.81%
		610000 - ADMINISTRATION SUPPLIES	0	434.49	(434.49)	9,056.50	(9,490.99)	
		611000 - OPERATING SUPPLIES	400.00	222.50	177.50	357.07	(179.57)	44.38%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	110,058.29	39,941.71	78,310.54	(38,368.83)	26.63%
		613001 - BUILDING SUPPLIES	0	3,541.56	(3,541.56)	13,621.98	(17,163.54)	
		613002 - CARPENTRY SUPPLIES	0	0	0	0	0	
		613003 - ELECTRICAL SUPPLIES	0	166.15	(166.15)	894.04	(1,060.19)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	0	1,203.39	(1,203.39)	2,231.90	(3,435.29)	
		616000 - TAXES LICENSES & FEES	0	81.90	(81.90)	0	(81.90)	
		616001 - EXCISE TAX	0	81.90	(81.90)	0	(81.90)	
		616002 - LICENSE FEES & PERMITS	3,000.00	2,700.18	299.82	0	299.82	9.99%
		617001 - UNIFORMS CLOTHING PERS	350.00	334.73	15.27	0	15.27	4.36%
		619000 - OTHER OPERATING COSTS	200.00	41.93	158.07	0	158.07	79.04%
		619201 - MEMBERSHIPS & DUES	400.00	0	400.00	0	400.00	100.00%
		Materials / Other	154,986.00	119,056.86	35,929.14	104,472.03	(68,542.89)	23.18%
Personal Services	Personal Services	400001 - SALARIES/WAGES - REGULAR	1,257,791.45	344,629.97	913,161.48	0	913,161.48	72.60%
		400020 - SALARIES/WAGES - PREMIUM	0	345.85	(345.85)	0	(345.85)	
		400501 - BACK PAY - REGULAR TIME	0	(2,648.99)	2,648.99	0	2,648.99	
		420001 - OVERTIME - 1.5 TIME	0	3,753.52	(3,753.52)	0	(3,753.52)	
		430001 - OVERTIME - DOUBLE TIME	0	1,723.90	(1,723.90)	0	(1,723.90)	
		450001 - VACATION	0	23,269.70	(23,269.70)	0	(23,269.70)	
		460001 - SICK LEAVE	0	10,158.34	(10,158.34)	0	(10,158.34)	
		461001 - UNUSED SICK LEAVE	0	4,674.64	(4,674.64)	0	(4,674.64)	
		490001 - OTHER LEAVE	0	1,724.64	(1,724.64)	0	(1,724.64)	
		Personal Services	1,257,791.45	387,631.57	870,159.88	0	870,159.88	69.18%
5200300 - REPAIRS AND IMPROVEMENTS	3,990,453.90	1,519,876.99	2,470,576.91	2,833,936.38	(363,359.47)	61.91%		
5200400 - ADULT DETENTION CENTER	Capital Outlay	802000 - EQUIPMENT	0	0	0	0		
		Capital Outlay	0	0	0	0	0	
Contractual Services	Contractual Services	507000 - PROFESSIONAL SERVICES	15,000.00	0	15,000.00	0	15,000.00	100.00%

Budget vs Actuals - Expenses

	510000 - REPAIR & MAINTENANCE-CONT	139,959.00	20,978.00	118,981.00	66,919.24	52,061.76	85.01%	
	Contractual Services	154,959.00	20,978.00	133,981.00	66,919.24	67,061.76	86.46%	
Fringes	781201 - PERA-COORDINATED	0	0	0	0	0		
	781301 - FICA-ASDI	0	0	0	0	0		
	782101 - MEDICARE	0	0	0	0	0		
	782701 - DENTAL INSURANCE	0	0	0	0	0		
	782901 - HEALTH INSURANCE	0	0	0	0	0		
	786001 - LIFE INSURANCE	0	0	0	0	0		
	786301 - L/T DISABILITY INS	0	0	0	0	0		
	Fringes	0	0	0	0	0		
Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	7,446.40	32,553.60	17,566.80	14,986.80	81.38%	
	611003 - CLEANING SUPPLIES	0	0	0	0	0		
	613000 - REPAIR & MAINT SUPPLIES	18,000.00	6,981.71	11,018.29	4,738.63	6,279.66	61.21%	
	Materials / Other	58,000.00	14,428.11	43,571.89	22,305.43	21,266.46	75.12%	
Personal Services	400001 - SALARIES/WAGES - REGULAR	0	0	0	0	0		
	404401 - PAYMENT FOR COMP TIME	0	0	0	0	0		
	450001 - VACATION	0	0	0	0	0		
	460001 - SICK LEAVE	0	0	0	0	0		
	Personal Services	0	0	0	0	0		
5200400 - ADULT DETENTION CENTER		212,959.00	35,406.11	177,552.89	89,224.67	88,328.22	83.37%	
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	4,627.43	30,372.57	2,985.03	27,387.54	86.78%
		507015 - SECURITY SERVICES	0	2,050.00	(2,050.00)	3,175.00	(5,225.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	363.41	289,636.59	26,684.51	262,952.08	99.87%
		513000 - MISCELLANEOUS	5,000.00	0	5,000.00	0	5,000.00	100.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	65.00	(65.00)	0	(65.00)	
	Contractual Services	330,000.00	7,105.84	322,894.16	32,844.54	290,049.62	97.85%	
Fringes	781201 - PERA-COORDINATED	17,586.35	242.42	17,343.93	0	17,343.93	98.62%	
	781301 - FICA-ASDI	14,537.69	194.48	14,343.21	0	14,343.21	98.66%	
	782101 - MEDICARE	3,399.97	45.51	3,354.46	0	3,354.46	98.66%	
	782701 - DENTAL INSURANCE	2,520.00	32.10	2,487.90	0	2,487.90	98.73%	
	782801 - VEBA - EXPENSE	0	48.41	(48.41)	0	(48.41)		
	782901 - HEALTH INSURANCE	43,183.00	563.86	42,619.14	0	42,619.14	98.69%	
	786001 - LIFE INSURANCE	261.00	3.65	257.35	0	257.35	98.60%	
	786301 - L/T DISABILITY INS	726.44	9.90	716.54	0	716.54	98.64%	
	787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	0	699.00	0	699.00	100.00%	
	Fringes	82,913.44	1,140.33	81,773.11	0	81,773.11	98.62%	
Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	0	0	1,301.76	(1,301.76)		
	613000 - REPAIR & MAINT SUPPLIES	35,000.00	339.47	34,660.53	1,539.47	33,121.06	99.03%	
	613008 - CARPET	0	0	0	0	0		
	614001 - MAINTENANCE/CONSTRUCTION MTF	12,600.00	0	12,600.00	0	12,600.00	100.00%	
	616002 - LICENSE FEES & PERMITS	5,000.00	0	5,000.00	0	5,000.00	100.00%	
	Materials / Other	52,600.00	339.47	52,260.53	2,841.23	49,419.30	99.35%	
Personal Services	400001 - SALARIES/WAGES - REGULAR	234,485.68	3,180.96	231,304.72	0	231,304.72	98.64%	
	Personal Services	234,485.68	3,180.96	231,304.72	0	231,304.72	98.64%	
5200500 - MBC - WORK FOR OTHERS		699,999.12	11,766.60	688,232.52	35,685.77	652,546.75	98.32%	
TOTAL MUNICIPAL BUILDING COMMISSION		9,123,974.25	3,483,902.36	5,640,071.89	4,135,780.77	1,504,291.12	61.82%	

Discussion and Action Agenda Item: 2

Date: July 18, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

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

The Historic Preservation fund balance is \$93,428 as of June 30, 2016.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 545,486
2016 Expenditures to 6/30/2016		\$ (10,065)
2016 Received Revenue to 6/30/2016		\$ 28,007
Reserve for Clock Tower Project (MBC Board Approval 3/16/2015)		\$ (470,000)
Ending Fund Balance - 3110H		\$ 93,428

Discussion and Action Agenda Item: 03

Date: July 18th, 2016

To: Municipal Building Commission Board:
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: Sayles Belton Bronze Tribute
Discussion and Action Agenda Item: 03

The Sayles Belton Bronze Tribute steering committee is requesting authority to gift a bronze bust of Mayor Sayles Belton to the MBC, for placement in the City Hall/Courthouse. The committee is co-chaired by Dr. Reatha Clark King and Dr. Josie Johnson.

The MBC has previously received two tributes: Mr. Van White and Mr. Brian Coyle. The marble bases are 13" x 13" and 6'-6" and 6'-2" in height. The Sayles Belton tribute will be approximately the same dimensions.

The Sayles Belton committee has agreed to cover all costs associated with the installation of the tribute. Staff estimates that installation expenses will not exceed \$5000.00. An unveiling and celebration event is tentatively scheduled for Spring 2017.

The two tributes are currently located in an interior alcove at the 5th Street entrance. In order to increase visibility and allow for additional room, staff is requesting authority to relocate all three tributes to the 3rd floor rotunda balcony hallway. In addition to the tributes, this area will also showcase building exhibits. The Historic Preservation Commission is supportive of relocating the tributes.

Accordingly, staff is requesting authority to accept the Sayles Belton Tribute and approve the relocation of all three tributes to the 3rd floor balcony hallway.

Discussion and Action Agenda Item: 04

Date: July 18th, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **WJE Contract increase**
Discussion and Action Agenda Item: 04

For the clock face project, MBC staff originally entered into a professional service agreement for \$50,000 with Wiss, Janney, Elstner (WJE) to complete an exterior assessment of the clock face. At the December 18, 2014 meeting, the MBC board approved a request for an additional \$40,000 for the assessment, for a total of \$90,000.

To date, the MBC has spent/encumbered the following amounts:

Service	Cost
Initial Clock Face Assessment	\$ 48,915
Construction Documents and Best Value Assistance	\$ 19,630
Construction Administration (encumbered)	\$ 20,415
Original Total	\$88,960

Due to additional expenses associated with a back lighting redesign and additional structural engineering issues, staff anticipates exceeding the originally approved amount of \$90,000.

Accordingly, the staff requests authorization to increase the WJE contract amount by \$15,000 for a total not to exceed of \$105,000. This increase will be covered in the Clock Face Capital project budget.

Discussion and Action Agenda Item: 05

Date: July 18th, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **Bell Support Bid and Contract**
Discussion and Action Agenda Item: 05

Staff contracted with Short Elliott Hendrickson and Verdin Bells/Clocks, to study the bell support system located on the building's balcony -13th floor. The reports identified several structural and functional issues regarding the bell support system.

The most urgent concern is the support for the largest (7,000 lb.) bell where the steel plate between the bell and supporting timber has deteriorated significantly. Depending on the condition of the supporting timber, it may need to be replaced and/or building additional supports.

The MBC will be engaging MacDonald and Mack Architects with Short Elliot Hendrickson to complete a summary analysis, including drawings in preparation for a public bid. The anticipated project cost is in the range of \$30,000 and 60,000 and staff anticipates that project costs will be paid out of the Historic Restoration Fund account.

Accordingly, staff is requesting authority to release the bid, and contract with the lowest responsible bidder, and further to fund this project from the MBC Historic Preservation Fund.

Discussion and Action Agenda Item: 06

Date: July 18th, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **Room 115 Bid and Contract.**
Discussion and Action Agenda Item: 06

As approved by the MBC Board on February 26th, 2016, Room 115 has been assigned to the City of Minneapolis, MPD (Crime lab Forensics.) At that time, the City agreed to pay all costs associated with installing a cooling system for the space.

The MBC is serving as the project manager and retained a Mechanical & Electrical engineering consultant to proceed with the project. The two preliminary bids exceeded \$50,000.

Accordingly, staff is requesting authority to proceed with the Room 115 cooling bid and contract with the lowest responsible bidder.

Discussion and Action Agenda Item: 07

Date: July 18th, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **Building Electrical Services bid and contract**
Discussion and Action Agenda Item: 07

As part of Stage 22 and 23 work, the MBC reviewed electrical services one (1) and three (3) because they are located in the same area. Based on a review by Sebesta, it was determined that a replacement of the breakers and refurbishing the existing breakers for on-site spares would allow for dependable service for the next 7-9 years. At that point a full replacement could be required as part of a separate Capital project.

As a part of the outage required for the breaker replacement, Sebesta also recommended opening the junction box above the Peak Load Management Gears (PLMG). Opening the junction box cannot be done without turning off the 480 service. This review provides valuable information on what work will be needed to bypass and remove the PLMG in the future.

The third piece of this project is to perform electrical maintenance on all three Electrical Entrance Services. This work is due to be completed and can be done by the same contractor.

The tentative schedule calls for finishing the engineering and design documents and releasing the bid in early August 2016 with plans to implement this work by November 2016. The contract cost is estimated at \$200,000 and will be paid out of already designated funds.

Accordingly, the MBC staff is requesting approval to release a bid for the Electrical Services project and contract with the lowest responsible bidder.

Discussion and Action Agenda Item: 08

Date: July 18th, 2016

To: **Municipal Building Commission Board:**
Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **City Hall/Courthouse Flag Pole**
Discussion and Action Agenda Item: 08

In June, the MBC received a request to fly the Transgender Flag from City Hall, in conjunction with Pride weekend. The request also included September (the month in which the City hosts a Trans Equity Summit) and November (Transgender awareness month.)

The MBC does not currently have a flag policy. It does however follow local and national flag etiquette protocol, complying with the US Flag code and lowering the flag as directed by Order from the Governor.

The building currently has one flag pole designed to fly a single flag. The United States Flag has historically flown on the pole.

Given there is currently no flag policy for the City Hall/Courthouse building and that the buildings' current flagpole can only accommodate one flag, MBC staff is requesting consideration of the following:

- Board direction on establishment of a formal flag policy for the City Hall/Courthouse
- Direction on whether to retain a technical and structural assessment of the existing flagpole to determine possible modifications to allow for more than one flag. The assessment could cost up to \$50,000 and take up to several months.