



**Municipal Building Commission Meeting
December 13th 3:00 p.m.
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the October 16, 2017 meeting
- 2) Approve contract summary

COMMUNICATION AGENDA ITEMS:

- 1) 2018 – 2022 Capital Budget
- 2) City Hall/Courthouse protocol for Adult Detention Center social visiting.
- 3) Benefits and Payroll transfer
- 4) Temporary Space Request
- 5) City Hall/Courthouse Café

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through October 31, 2017
- 2) Approve MBC historic preservation fund balance
- 3) Approve authority to negotiate exclusive catering and event management contract
- 4) Approve MNHS Cultural & Heritage grant

Consent Agenda Item: 1

Date: December 13, 2017

**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 October 16, 2017 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
October 16, 2017

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 1:02 PM AM at the City Hall/Courthouse Hearing Room 326C. Present were:

President Jan Callison, Chair of the Hennepin County Board
Hennepin County Commissioner Peter McLaughlin
Minneapolis City Council President Barbara Johnson

Vice President Betsy Hodges, Mayor, City of Minneapolis, was absent

CONSENT AGENDA ITEMS

Council President Johnson moved to approve these consent agenda items:

1. August 17, 2017 minutes;
2. Contract Summary as of September 30, 2017

Commissioner McLaughlin seconded and the motion carried:

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

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2018 - 2022 Capital Budget
2. Catering RFP Update
3. Payroll / Benefits Transition Update
4. City Hall / Courthouse Recycling Program

DISCUSSION & ACTION AGENDA ITEMS

1. Council President Johnson moved to approve the expenditure report through August 31, 2017. Commissioner McLaughlin seconded. The motion carried:

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

2. Commissioner McLaughlin moved to approve the MBC Historic Preservation Fund balance. Council President Johnson seconded. The motion carried:

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
October 16, 2017

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

3. Council President Johnson moved to approve the 2018 Operating Budget. Commissioner McLaughlin seconded. The final 2018 operating budget amount is \$9,826,766, of which \$300,000 is a one-time expense, related to 2018 owner occupied stage work. The motion carried:

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

4. Council President Johnson moved to approve authority to release the bid for construction of the Critical Power Upgrade Project and to contract with the lowest responsible bidder. Commissioner McLaughlin seconded. The motion carried:

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

5. Council President Johnson moved to approve the completion of the following benefit applications for coverage effective January 1, 2018:

Medical: Medica – Large Group Employer
Dental: Delta
Life Insurance and LTD: Standard

Commissioner McLaughlin seconded. The motion carried:

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

6. Commissioner McLaughlin moved to approve the City's request for the temporary use of City Hall/Courthouse Room 107 through February 2018. Council President Johnson seconded. The motion carried:

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

ADJOURN

Commissioner McLaughlin moved to adjourn the meeting at 1:54 PM. Council President Johnson seconded. The motion carried:

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

Consent Agenda Item: 2

Date: December 13, 2017

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 Contracts as of November 28, 2017. The summary report includes:

- Standard Agreement Contracts <\$50,000 (pre-Target Market Program)
- Contracts >\$50,000
- Standard Agreement Contracts <\$100,000 (Target Market)
- Pricing Contracts

Staff requests approval of the attached summary report.

SA Contracts <\$50k as of 11/28/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-42421	ASSOCIATED FINANCIAL GROUP, LLC	MBC-DESIGN A PLAN FOR INSURANC	4/1/2017	4/1/2019	1.00	-	1.00
C-27924	ATLAS RESTAURANTS, LLC	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-42871	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	6/19/2017	6/19/2020	41,884.30	-	38,412.61
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000.00	-	22,505.36
C-28000	CHOWGIRLS, INC.	MBC-CATERING SERVICE AGREEMENT	3/2/2010	2/28/2018	1.00	-	1.00
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	4,510.00	387.54
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2017	50,000.00	16,300.00	14,290.00
C-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50,000.00	-	50,000.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	-	1.00
C-41462	INDUSTRIAL HYGIENE SERVICES CORP	MBC-UPGRADE HAZARDOUS MATERIAL	9/15/2016	9/14/2021	24,800.00	22,065.17	-
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2018	50,000.00	4,009.18	4,058.17
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	23,085.27	-
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	37,136.00
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2017	50,000.00	14,443.14	8,658.78
C-40435	KARGES FAULCONBRIDGE, INC.	MBC-EE DESIGN-STAGES 22 AND 23	12/3/2015	12/31/2017	50,000.00	-	38,092.39
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50,000.00	899.75	32,000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	2,727.25	23,000.00
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	12/31/2017	50,000.00	1.01	37,636.99
C-41363	MACDONALD AND MACK ARCHITECTS	MBC-BELLS SYSTEM	7/29/2016	12/31/2018	25,000.00	8,144.61	5,040.00
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000.00	1,849.74	1,689.71
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	831.00	21,584.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000.00	-	19,359.88
C-40209	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000.00	-	38,700.00
C-27922	MINTAHOE, INC.	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000.00	4,291.00	11,957.75
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2017	50,000.00	-	49,230.00
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2017	50,000.00	-	36,480.90
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	12/31/2017	50,000.00	954.45	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	6,220.00	33,820.00
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2017	50,000.00	0.01	36,697.49
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50,000.00	-	50,000.00
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2017	50,000.00	2,334.17	43.50
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	4.40	1,963.00
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTUAL	2/1/2013	1/31/2018	50,000.00	1.02	36,370.31
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2018	50,000.00	21,957.40	15,905.00
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2018	37,500.00	5,641.79	5,000.00
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2017	50,000.00	-	48,765.00

SA Contracts >\$50k as of 11/28/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-40004	BUSCH ARCHITECTS, INC.	MBC-DESIGN SVS FOR FREIGHT ELE	9/30/2015	12/30/2017	191,389.00	48,297.30	8,875.50
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INS TEST & MAIN	1/1/2017	12/31/2019	115,000.00	28,301.00	10,456.00
C-20735	HENNEPIN COUNTY	MBC-SECUR IN CITY HALL-A040143	1/1/2004	12/31/2019	1,111,032.00	3,842.65	579,445.93
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465.00	92,020.30	1,697,562.90
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	234,962.26	25,611,231.15
C-22128	KARGES FAULCONBRIDGE, INC.	MBC-ARCH/ENG-STAGE V11-XV-MECH	4/19/2005	12/31/2018	783,940.00	16,921.45	296,992.35
C-42597	LS BLACK CONSTRUCTORS, INC.	MBC-FURNISH ALL LABOR FOR CH	6/19/2017	1/31/2019	2,804,421.00	2,804,421.00	-
C-41525	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-CRITICAL POWER SUPPORT SER	9/1/2016	12/31/2019	156,600.00	40,669.15	-
C-40118	MOHAGEN AND HANSEN ARCHITECTURAL	MBC-ARCHITECTURAL DESIGN SRVCS	11/2/2015	12/31/2019	184,030.00	28,480.56	553.50
C-41951	PEOPLES ELECTRIC COMPANY, INC.	MBC- CH PREVENTATIVE MAINTENAC	1/30/2017	12/31/2021	309,300.00	156,455.51	-
C-42223	ROBERT HALF INT'L	MBC-PROVIDE PAYROLL & PROJ MNG	5/1/2017	4/30/2022	100,000.00	23,402.63	50,000.00
C-41061	SUBURBAN ELEVATOR OF MINNESOTA	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	4/30/2019	151,675.00	36,904.25	39,699.50
C-41988	SUN MECHANICAL, INC.	MBC-ADC PLUMBING IMPROVE AT CH	2/7/2017	12/31/2017	247,800.00	43,775.15	-
C-40097	VERSACON INC	MBC-CLOCK RESTORATION PROJECT	10/23/2015	12/31/2017	2,196,730.00	118,673.83	-
C-42958	VERSIQUE	MBC-HR CONSULTING SERVICES	8/1/2017	8/1/2019	99,900.00	18,930.00	59,900.00

Contracts <\$100k as of 11/28/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-42032	COST PLANNING AND MANAGEMENT	MBC-COST EST FOR SERV ELEVATOR	3/3/2017	12/31/2018	14,520.00	6,150.10	-
C-42033	DISPLAY ARTS WORLDWIDE, INC.	MBC- CLOCK RESTORATION PROJECT	3/3/2017	10/31/2018	3,760.00	-	-
C-42089	MACDONALD AND MACK ARCHITECTS	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	12/31/2018	12,267.00	8,113.00	500.00
C-41805	ROZIN SECURITY CONSULTING, LLC	MBC-PROVIDE PROF SECURITY	12/15/2016	12/31/2018	4,800.00	-	-
C-42208	SMUDA, SEAN	MBC-ARCHITECTURAL PHOTOGRAPHY	4/5/2017	10/5/2017	2,750.00	-	-
C-42610	SCHULER AND SHOOK, INC.	MBC-PROVIDE LIGHTNING DESIGN	7/1/2017	12/31/2018	78,310.00	72,228.78	-

Pricing Contracts as of 11/28/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
PC-00285	ACOUSTICS ASSOCIATES, INC.	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2017	10,000.00	-	10,000.00
PC-00246E	ARCHER MECHANICAL	MBC - HVAC SERVICES	7/1/2017	6/30/2020	50,000.00	18,540.50	24,493.40
PC-00270	ASSURE QUALITY PAINTING	MBC - PAINTING SERVICES	8/1/2017	7/31/2020	100,000.00	-	100,000.00
PC-00153	ATOMIC RECYCLING, INC.	BC-WASTE REMOVAL/RECYCLING	1/1/2017	12/31/2019	8,000.00	-	5,600.00
PC-00256	BLACKHAWK INCORPORATED	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	5,000.00	1,625.60	675.32
02-00394D	BLOOMINGTON ELECTRIC COMPANY	MBC - ELECTRICAL SERVICES	1/1/2013	9/29/2017	500,000.00	4,728.08	216,962.99
06-00555	DALCO ENTERPRISES, INC.	MBC: Cleaning supplies	4/1/2015	8/31/2018	100,000.00	14,412.79	1,274.01
PC-00291	DC GROUP, INC.	MBC - UNINTERRUPTIBLE POWER SUP	9/1/2017	12/31/2021	25,000.00	-	25,000.00
PC-00281	FBM WALLBOARD, INC.	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2018	20,000.00	-	20,000.00
PC-00292	FBM WALLBOARD, INC.	MBC - DRYWALL RELATED SUPPLIES	9/1/2017	12/31/2017	30,000.00	-	30,000.00
06-00519	G AND K SERVICES, INC.	MBC: Mat rental service	2/1/2015	1/31/2018	12,000.00	2,301.47	6,873.40
PC-00147A	GILBERT MECHANICAL CONTRACTORS, INC.	MBC - Control Services	1/1/2017	12/31/2019	10,000.00	-	8,719.55
PC-00246D	GOPHER LLC	MBC - ELECTRICAL SERVICES	7/1/2017	6/30/2020	25,000.00	13,200.00	10,057.00
PC-00279	HIRSHFIELD'S, INC.	MBC - PAINT & MISC. SUNDRIES	9/1/2017	6/30/2018	30,000.00	10,587.95	19,169.60
PC-00269	JPMI CONSTRUCTION COMPANY	MBC - CARPENTRY SERVICES	8/1/2017	12/31/2019	100,000.00	-	100,000.00
PC-00255	NEEDEL'S SUPPLY COMPANY, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	6/30/2018	5,000.00	-	5,000.00
PC-00147	NORTHERN AIR CORPORATION	MBC-CONTROL SERVICES	1/1/2017	12/31/2019	40,000.00	2,984.16	30,972.03
PC-00246A	NORTHERN AIR CORPORATION	MBC - PLUMBING SERVICES	7/1/2017	6/30/2020	300,000.00	82,307.17	130,000.00
PC-00246B	NORTHERN AIR CORPORATION	MBC - HVAC SERVICES	7/1/2017	6/30/2020	150,000.00	-	150,000.00
PC-00269A	NYEMA PENNOH	MBC - CARPENTRY SERVICES	8/1/2017	12/31/2019	100,000.00	-	100,000.00
PC-00278	OSSEO SAVITT PAINT STORE LLC	MBC - PAINT & MISC. SUNDRIES	9/1/2017	8/31/2018	30,000.00	-	29,939.84
PC-00270A	PAINTING BY NAKASONE, INC.	MBC - PAINTING SERVICES	8/1/2017	7/31/2020	100,000.00	24,442.00	75,558.00
PC-00246	PREMIER ELECTRICAL CORPORATION	MBC - ELECTRICAL SERVICES	7/1/2017	6/30/2020	200,000.00	9,920.00	190,080.00
PC-00262	ROYAL SUPPLY, LLC	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	10,000.00	-	9,532.00
PC-00257	RPJ ENTERPRISES LLC	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	7/30/2018	15,000.00	1,925.00	9,225.00
PC-00246C	SCHADEGG MECHANICAL, INC.	MBC - PLUMBING SERVICES	7/1/2017	6/30/2020	50,000.00	-	50,000.00
PC-00280	SHAW STEWART LUMBER, CO.	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2017	20,000.00	-	20,000.00
PC-00258	THE DEREK COLE COMPANY, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	15,000.00	1,215.60	6,808.40
03-00751	VIDEOTRONIX, INC.	MBC: City Hall security update	5/23/2012	9/30/2017	300,000.00	46,765.19	78,217.97
PC-00272	VIDEOTRONIX, INC.	MBC - SECURITY SERVICES	8/1/2017	7/31/2019	82,000.00	51,637.64	30,362.36
PC-00125	VIKING AUTOMATIC SPRINKLER CO	MBC: SPRINKLER FITTER SERVICES	9/1/2016	8/31/2019	15,000.00	4,502.78	5,230.93
02-00454	WASTE MANAGEMENT OF MN, INC.	MBC - RUBBISH HAULING	1/1/2015	12/31/2017	180,000.00	5,322.56	60,651.68
PC-00289	WELNA II HARDWARE LLP	MBC - PAINT & MISC. SUNDRIES	9/1/2017	12/31/2019	30,000.00	-	30,000.00
PC-00282	WINROC CORPORATION (MIDWEST)	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2017	10,000.00	902.16	4,661.74
02-00371	ZIEGLER, INC.	MBC-BACKUP GENERATOR MAINT	1/1/2012	12/31/2017	210,000.00	1,868.20	8,732.06

Communication Agenda Item: 1

Date: December 13, 2017

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: 2018 – 2022 Capital Projects
Communication Agenda Item: 1

Staff presented the MBC's 2018 – 2022 capital funding request to the City Capital Long- Range Improvement Committee (CLIC) on May 5, 2017, and to the County Capital Budgeting Task Force (CBTF) on August 14, 2017. Results of these presentations are as follows:

- CLIC recommendations for the MBC included a 56% reduction from the submitted funding request for 2018.
- CBTF recommendations for the MBC matched the MBC's request.

The Mayor's 2018 recommended budget was released on September 12th and is a 12% reduction from the submitted funding request for 2018. Staff has prepared adjusted plans and project phasing to coordinate with the Mayor's recommended budget levels. As discussed at the October 16th Board meeting, Chair Callison submitted a letter requesting CLIC consideration to match the MBC's and CBTF's recommended funding for 2019-2022. The Mayor's 2018 recommended budget was adopted by City Council on December 6, 2017.

Below is the Combined 2018 – 2022 Capital Budget Request as submitted, and the Mayor's Budget recommendation.

		Capital Budget Request (Original Submission)					
MBC Projects	Priority	2018	2019	2020	2021	2022	2018 - 2022
Life Safety (MBC01)	1	\$1,000,000	\$2,400,000	\$130,000	\$130,000	\$0	\$3,660,000
Mechanical (MBC02)	2	\$0	\$750,000	\$1,000,000	\$650,000	\$300,000	\$2,700,000
Exterior (MBC10)	3	\$4,800,000	\$0	\$0	\$0	\$0	\$4,800,000
Elevators (MBC11)	4	\$576,000	\$2,956,000	\$0	\$0	\$0	\$3,532,000
Total		\$6,376,000	\$6,106,000	\$1,130,000	\$780,000	\$300,000	\$14,692,000
		Mayor Recommended _ 2018-2022 Total Capital Budget					
MBC Projects	Priority	2018	2019	2020	2021	2022	2018-2022
Life Safety	1	\$1,100,000	\$1,240,000	\$146,000	\$140,000	\$0	\$2,626,000
Mechanical	2	\$0	\$826,000	\$1,100,000	\$716,000	\$330,000	\$2,972,000
Exterior	3	\$3,860,000	\$0	\$0	\$0	\$0	\$3,860,000
Elevators	4	\$640,000	\$0	\$0	\$0	\$0	\$640,000
Total		\$5,600,000	\$2,066,000	\$1,246,000	\$856,000	\$330,000	\$10,098,000

Life/Safety Improvements with Modifications: 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, updating of building exits and stairs, and installation of fireproofing, smoke barriers and purge systems. Based on the Mayor's proposed budget, the MBC plans to address phases A and B of the new life safety scope in 2018, which would include adding smoke barriers in the rotunda, 5th street lobbies and the Adult Detention Center (ADC); adding exit signage; and adding fire sprinkling in the rotunda gallery and corner shafts. By combining the work that was planned for 2017 and 2018, design and construction costs will be reduced. Additional funding will be requested for 2019 to complete the remaining Life Safety work above the ADC, including fire sprinkling for the attic and 4th and 5th Street Towers along with occupant notification in the attic.

Mechanical Systems Upgrades: The MBC Mechanical Systems Upgrade includes renovation and upgrade of the heating, ventilating, and air conditioning systems (HVAC), which includes air-handling units, new distribution ductwork with variable air volume (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/Safety project. The contract for Stage 23 (North and Northeast part of the basement level: Commons, Sheriff's office, City and MBC storage locations) and Stage 22 (South and Southeast part of the basement level: building utilities, MBC custodial and trades shops.) has been awarded to LS Black.

Exterior Improvements with Modifications: This project includes addressing problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. This project has been expanded to include exterior lighting and antenna removal. Based on the actual pricing for the exterior lighting project, we anticipate a total project cost, including design and construction, to be within the Mayor's proposed funding. The MBC plans to complete all work in one phase.

Elevator Modifications: The proposed MBC Elevator Capital Project modernizes six (6) of the fifteen (15) existing passenger elevators at the City Hall / Courthouse building. Based on the Mayor's proposed budget, the MBC plans to contract with the chosen design team to complete all design work, through Construction Documents, in 2018, and request the remaining funding for 2019 to complete all construction in one phase in 2019.

Communication Item: 2

Date: December 13, 2017

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 protocol for ADC visitation**
Communication Item: 2

The HC Adult Detention Center (ADC), (509 + capacity), is located in the City Hall/Courthouse. The public entrance into the ADC facility is through room 36, located on the ground floor, south side of the building.

Social visitation to the ADC is offered for 8.5 hours per week:

Saturday: 7:30 to 10 a.m.

Sunday: 7:30 to 10 a.m.

Wednesday: 6:30 to 10 p.m.

MBC security staff supports building access for social visitation. Under the current protocol, members of the public are buzzed in at the 4th Street entrance after the building closes at 6:00 p.m., and they sign in and stand in line for admission into room 36. Temporary gates are used to direct the line for people waiting for access to the ADC. A line of people will typically start to form prior to the 6:00 p.m. building close, and the line often exceeds 200 people.

During visitation hours, 1 additional MBC security officer is assigned to work, for a total of 3 officers on duty. The MBC has seen increases in both the number of public attending social visitation and the number of disturbances and fights that occur while waiting for ADC admission.

Staff is requesting direction to work with the Sheriff's administration on reviewing the access protocol for ADC social visitation.

Communication Item: 3

Date: December 13, 2017

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: Benefits and Payroll Transfer
Communication Item: 3

As approved at the October meeting, staff has completed the applications and contracts for medical, dental and life insurance benefits effective January 1st, 2018. Specific plans were selected that most closely matched the current plan designs.

Medical: Medica - Choice of 4 plans. The monthly premium costs increased by 12-15%, depending on the plan. Of the total premium increase, employees were held to a 4.32% increase. Based on employee's plan selections, the MBC's 2018 costs are estimated to be 19% (\$110,600) higher than 2017.

Dental: Delta – choice of 2 networks. The entire monthly premium is paid by the MBC. Based on employee's selections (Family or Single), the MBC's 2018 costs are estimated to be 58% (\$16,900) higher than 2017.

Life Insurance: Standard. The MBC provides basic life insurance of up to \$50,000 for each employee. The MBC's 2018 costs are estimated to be 30% higher than 2017.

The MBC is contracting with Select Account for the administration and trust services for the Veba and Flexible Spending Accounts. This contract is approximately \$1,500 per year.

The MBC is contracting with 1-2-1 Benefits for Cobra administration. The contract amount is a not-to-exceed amount of \$7,500.

The issues related to the premium increases include: Smaller number of participants (51), and as such, no longer eligible for wellness rates, MBC claims history unavailable, and 8 retirees are included in the plan.

For consideration in 2019, staff will work with Associated Risk and Benefits for plan options and keep the MBC Board informed.

Communication Item: 4

Date: December 13, 2017

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: **Temporary Space Request**
Communication Item: 4

At the October meeting, the Board approved the City's request to temporarily use room 107, for a period of two months. Room 107 is 3500 square feet and assigned to the MBC to use as swing space. MBC staff and materials have been relocated to accommodate the City's request.

- December 2017 Newly elected City officials
- January – February 2018 Joint Information Center (JIC)
Will be used as a multi-jurisdictional location during the Super Bowl.

Space modifications are being made to the space and will be paid for by the City. All JIC participants will be required to comply with MBC security and access procedures. The JIC leaders have agreed to hold all JIC related activities in room 107, including all press briefings. During the time that the JIC is occupied, the Minneapolis Police will station an officer at the 107 entrance for security assistance.

Communication Item: 5

Date: December 13, 2017

**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 Café
Communication Item: 5**

Staff recently concluded negotiations with Lori James regarding her proposal for the ground floor café space. The business name is The Chewery and Ms. James is planning to be open for business in early January 2018. Ms. James, her husband and extended family members represent a small, startup enterprise with roots in North Minneapolis. They have experience in providing food at community events/fairs and are interested in expanding their business

The rent will be \$200.00 per month. Ms. James has supplied the required insurance and licensing information.

Discussion and Action Agenda Item: 1

Date: December 13, 2017

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 October 31, 2017**
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 October 31, 2017.

The City's Fund Balance at the MBC is \$ \$2,152,955 as of October 31, 2017.

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

Municipal Building Commission 2017
Budget vs YTD Actuals - Expenses

Report Generated 12/5/2017 For Period End 10/31/2017
Percent of Year Remaining 17%

Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,454,460	\$1,003,331	69%	31%	\$451,129
5200200 Custodial & Security	\$2,812,845	\$2,115,396	75%	25%	\$697,449
5200300 Repairs & Improvements	\$4,687,536	\$2,475,069	53%	47%	\$2,212,467
Subtotal	\$8,954,841	\$5,593,797	62%	38%	\$3,361,045
5200400 Adult Detention Center	\$232,959	\$55,737	24%	76%	\$177,222
5200500 Work for Others	\$705,275	\$191,754	27%	73%	\$513,521
Total	\$9,893,075	\$5,841,288	59%	41%	\$4,051,788

31100 - MUNICIPAL BUILDING COMMISSION										
Budget vs Actuals - Expenses										
Year-to-Date Expenses as of October 31, 2017										
Percent of Year Remaining: 17%										
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			
		804001 - OTHER CAPITAL OUTLAYS	35,552.00	0	35,552.00	0	35,552.00	100.00%		
	Capital Outlay		35,552.00	0	35,552.00	0	35,552.00	100.00%		
	Contractual Services	501101 - BENEFITS ADMIN FEE	19,376.00	16,146.70	3,229.30	0	3,229.30	16.67%		
		501401 - BIS APPLICATION SUPPORT	4,673.00	3,894.20	778.80	0	778.80	16.67%		
		501501 - BIS OPERATING CHARGES	11,700.00	9,750.00	1,950.00	0	1,950.00	16.67%		
		501801 - BIS SPECIAL CHARGES	76.00	63.30	12.70	0	12.70	16.71%		
		502101 - POSTAGE	250.00	109.44	140.56	0	140.56	56.22%		
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	598.02	401.98	0	401.98	40.20%		
		506101 - GENERAL FUND OVERHEAD	107,740.00	89,783.34	17,956.66	0	17,956.66	16.67%		
	507000 - PROFESSIONAL SERVICES	118,507.00	67,176.71	51,330.29	67,863.87	(16,533.58)	43.31%			
	507010 - MIS SERVICE FEES	0	82,225.45	(82,225.45)	12,773.19	(94,998.64)				
	507019 - OTHER PROFESSIONAL SERVICES	100,000.00	1,000.00	99,000.00	0	99,000.00	99.00%			
	508200 - PARKING LOT/SPACE RENT	2,460.00	2,194.39	265.61	205.61	60.00	10.80%			
	511000 - TRANSPORTATION	250.00	0	250.00	0	250.00	100.00%			
	511001 - DELIVERY SERVICES	0	12.70	(12.70)	0	(12.70)				
	513000 - MISCELLANEOUS	8,100.00	7,175.57	924.43	1,906.75	(982.32)	11.41%			
	513007 - MISCELLANEOUS CONTRACTUAL SRV	0	150.00	(150.00)	0	(150.00)				
Contractual Services			374,132.00	280,279.82	93,852.18	82,749.42	11,102.76	25.09%		
Fringes	781201 - PERA-COORDINATED	38,345.20	23,513.81	14,831.39	0	14,831.39	38.68%			
	781301 - FICA-ASDI	31,699.43	18,932.91	12,766.52	0	12,766.52	40.27%			
	782101 - MEDICARE	7,413.47	4,430.97	2,982.50	0	2,982.50	40.23%			
	782701 - DENTAL INSURANCE	5,040.00	2,833.49	2,206.51	0	2,206.51	43.78%			
	782801 - VEBA - EXPENSE	0	7,143.14	(7,143.14)	0	(7,143.14)				
	782901 - HEALTH INSURANCE	86,077.00	61,820.81	24,256.19	0	24,256.19	28.18%			
	784001 - SEVERANCE	.05	0	(0.05)	0	(0.05)	100.00%			
	786001 - LIFE INSURANCE	522.00	356.71	165.29	0	165.29	31.66%			
	786301 - L/T DISABILITY INS	1,584.92	917.90	667.02	0	667.02	42.09%			
	788801 - WORKERS' COMP-REINSURANCE	38,000.00	44,813.44	(6,813.44)	3,131.78	(9,945.22)	-17.93%			
Fringes			208,681.98	164,763.18	43,918.80	3,131.78	40,787.02	21.05%		
Materials / Other	602301 - MERF ADDITIONAL - FIXED	226,800.00	189,000.00	37,800.00	0	37,800.00	16.67%			
	604002 - PARKING	0	10.57	(10.57)	0	(10.57)				
	605001 - REGISTRATION FEE & TUITION	5,000.00	3,855.54	1,144.46	0	1,144.46	22.89%			
	606000 - TRAVEL EXPENSE	4,000.00	0	4,000.00	0	4,000.00	100.00%			
	608000 - INSURANCE	55,000.00	45,200.00	9,800.00	0	9,800.00	17.82%			
	610004 - OFFICE SUPPLIES	5,500.00	3,412.68	2,087.32	921.20	1,166.12	37.95%			
	611000 - OPERATING SUPPLIES	50.00	0	50.00	0	50.00	100.00%			
	611004 - CHEMICAL SUPPLIES & GASES	0	83.45	(83.45)	0	(83.45)				
	611014 - PAPER GOODS	0	24.31	(24.31)	0	(24.31)				
	613007 - OTHER REPAIR/MAINTENANCE SUPP	0	61.19	(61.19)	0	(61.19)				
	614004 - CONCRETE	0	0	0	226.38	(226.38)				
	616000 - TAXES LICENSES & FEES	0	0	0	24,881.50	(24,881.50)				
	616002 - LICENSE FEES & PERMITS	600.00	0	600.00	0	600.00	100.00%			
	619000 - OTHER OPERATING COSTS	200.00	1,210.00	(1,010.00)	26,209.76	(27,219.76)	-505.00%			
	619017 - MISC OTHER OPERATING COST	25,824.00	0	25,824.00	0	25,824.00	100.00%			
	619201 - MEMBERSHIPS & DUES	1,500.00	210.00	1,290.00	636.00	654.00	86.00%			
	619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	1,774.14	(1,424.14)	80.03	(1,504.17)	-406.90%			
Materials / Other			324,824.00	244,841.88	79,982.12	52,954.87	27,027.25	24.62%		
Personnel Services	400001 - SALARIES/WAGES - REGULAR	511,270.00	269,812.16	241,457.84	0	241,457.84	47.23%			
	400020 - SALARIES/WAGES - PREMIUM	0	54.00	(54.00)	0	(54.00)				
	400030 - SALARIES/WAGES - SHIFT	0	1,425.77	(1,425.77)	0	(1,425.77)				
	400501 - BACK PAY - REGULAR TIME	0	4,621.52	(4,621.52)	0	(4,621.52)				
	420001 - OVERTIME - 1.5 TIME	0	4,581.46	(4,581.46)	0	(4,581.46)				
	440101 - HOLIDAY WORKED	0	194.64	(194.64)	0	(194.64)				
	450001 - VACATION	0	19,618.32	(19,618.32)	0	(19,618.32)				
	460001 - SICK LEAVE	0	11,064.10	(11,064.10)	0	(11,064.10)				
	490001 - OTHER LEAVE	0	2,074.57	(2,074.57)	0	(2,074.57)				
Personnel Services			511,270.00	313,446.54	197,823.46	0	197,823.46	38.69%		
5200100 - ADMINISTRATION			1,454,459.98	1,003,331.42	451,128.56	138,836.07	312,292.49	31.02%		
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELPHONE RENTAL	4,120.00	598.00	3,522.00	0	3,522.00	85.49%		
		502508 - TELEPHONE OTHER	0	585.00	(585.00)	0	(585.00)			
		507000 - PROFESSIONAL SERVICES	437,000.00	5,209.25	431,790.75	642.04	431,148.71	98.81%		
		507010 - MIS SERVICE FEES	0	243.00	(243.00)	0	(243.00)			
		507015 - SECURITY SERVICES	0	285,846.65	(285,846.65)	302,153.35	(588,000.00)			
		510000 - REPAIR & MAINTENANCE-CONT	3,500.00	43.00	3,457.00	43.00	3,414.00	98.77%		
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	50.00	(50.00)	0	(50.00)			
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	9,168.25	(9,168.25)	0	(9,168.25)			
	Contractual Services			444,620.00	301,743.15	142,876.85	302,838.39	(159,961.54)	32.13%	
	Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	6,600.00	0	6,600.00	100.00%		
	781201 - PERA-COORDINATED	113,249.98	90,987.43	22,262.55	0	22,262.55	19.66%			
	781301 - FICA-ASDI	93,620.37	73,644.59	19,975.78	0	19,975.78	21.34%			
	782101 - MEDICARE	21,894.95	17,235.03	4,659.92	0	4,659.92	21.28%			
	782701 - DENTAL INSURANCE	26,040.00	21,700.00	4,340.00	0	4,340.00	16.67%			

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		782801 - VEBA - EXPENSE	0	34,525.00	(34,525.00)	0	(34,525.00)	
		782901 - HEALTH INSURANCE	512,316.00	269,562.00	242,754.00	0	242,754.00	47.38%
		784001 - SEVERANCE	.25	0	0.25	0	0.25	100.00%
		786001 - LIFE INSURANCE	2,697.00	2,044.50	652.50	0	652.50	24.19%
		786301 - L/T DISABILITY INS	4,681.17	3,409.10	1,272.07	0	1,272.07	27.17%
	Fringes		781,099.71	513,107.65	267,992.06	0	267,992.06	34.31%
	Materials / Other	605001 - REGISTRATION FEE & TUITION	0	1,341.00	(1,341.00)	0	(1,341.00)	
		610000 - ADMINISTRATION SUPPLIES	0	12,447.62	(12,447.62)	3,205.69	(15,653.31)	
		611000 - OPERATING SUPPLIES	70,000.00	65,208.33	4,791.67	24,259.38	(19,467.71)	6.85%
		613000 - REPAIR & MAINT SUPPLIES	0	509.40	(509.40)	0	(509.40)	
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	319.76	(319.76)	0	(319.76)	
		617001 - UNIFORMS CLOTHING PERS	7,000.00	4,621.33	2,378.67	65,937.65	(63,558.98)	33.98%
		619000 - OTHER OPERATING COSTS	120.00	891.87	(771.87)	0	(771.87)	-643.23%
	Materials / Other		77,120.00	85,339.31	(8,219.31)	93,402.72	(101,622.03)	-10.66%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,510,005.00	862,550.66	647,454.34	0	647,454.34	42.88%
		400020 - SALARIES/WAGES - PREMIUM	0	33,079.15	(33,079.15)	0	(33,079.15)	
		400030 - SALARIES/WAGES - SHIFT	0	92,321.06	(92,321.06)	0	(92,321.06)	
		400501 - BACK PAY - REGULAR TIME	0	24,287.24	(24,287.24)	0	(24,287.24)	
		404401 - PAYMENT FOR COMP TIME	0	4,408.54	(4,408.54)	0	(4,408.54)	
		410001 - OVERTIME - REGULAR	0	9,580.58	(9,580.58)	0	(9,580.58)	
		420001 - OVERTIME - 1.5 TIME	0	42,249.64	(42,249.64)	0	(42,249.64)	
		440101 - HOLIDAY WORKED	0	7,666.56	(7,666.56)	0	(7,666.56)	
		450001 - VACATION	0	87,631.97	(87,631.97)	0	(87,631.97)	
		460001 - SICK LEAVE	0	45,700.58	(45,700.58)	0	(45,700.58)	
		461001 - UNUSED SICK LEAVE	0	263.04	(263.04)	0	(263.04)	
		490001 - OTHER LEAVE	0	5,466.63	(5,466.63)	0	(5,466.63)	
	Personnel Services		1,510,005.00	1,215,205.65	294,799.35	0	294,799.35	19.52%
5200200 - CUSTODIAL AND SECURITY			2,812,844.71	2,115,395.76	697,448.95	396,241.11	301,207.84	24.80%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	630,002.00	220,288.42	409,713.58	1,830,707.67	(1,420,994.09)	65.03%
		509201 - FLEET SUPPLY ESD	540.00	450.00	90.00	0	90.00	16.67%
		509205 - FLEET ADMINISTRATION	1,411.00	1,175.78	235.22	0	235.22	16.67%
		509301 - EQUIPMENT LABOR ESD	144.00	0	144.00	0	144.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	1,160,892.00	325,609.17	835,282.83	411,959.41	423,323.42	71.95%
		510101 - ESD CONTRACTUAL REPAIRS	8.00	0	8.00	0	8.00	100.00%
		512000 - UTILITIES	450,000.00	0	450,000.00	0	450,000.00	100.00%
		512003 - REFUSE DISPOSAL	45,000.00	28,930.70	16,069.30	7,983.38	8,085.92	35.71%
		512004 - STEAM	0	131,242.85	(131,242.85)	65,402.74	(196,645.59)	
		512006 - WATER-CHILLED	0	190,323.64	(190,323.64)	94,883.21	(285,206.85)	
		512007 - WATER & SEWER	115,000.00	99,974.67	15,025.33	0	15,025.33	13.07%
		512201 - ELECTRICITY	400,000.00	320,995.50	79,004.50	583,933.93	(504,929.43)	19.75%
		513000 - MISCELLANEOUS	3,000.00	1,286.00	1,714.00	250.00	1,464.00	57.13%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	3,777.00	11,534.73	(7,757.73)	0	(7,757.73)	-205.39%
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	18,656.08	(18,656.08)	0	(18,656.08)	
	Contractual Services		2,809,774.00	1,350,467.54	1,459,306.46	2,995,120.34	(1,535,813.88)	51.94%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	3,596.66	(3,596.66)	0	(3,596.66)	
		781201 - PERA-COORDINATED	96,002.50	52,479.52	43,522.98	0	43,522.98	45.34%
		781301 - FICA-ASDI	79,362.40	41,829.25	37,533.15	0	37,533.15	47.29%
		782101 - MEDICARE	18,560.65	9,803.04	8,757.61	0	8,757.61	47.18%
		782701 - DENTAL INSURANCE	12,600.00	5,074.13	7,525.87	0	7,525.87	59.73%
		782801 - VEBA - EXPENSE	0	11,901.81	(11,901.81)	0	(11,901.81)	
		782901 - HEALTH INSURANCE	215,193.00	97,078.38	118,114.62	0	118,114.62	54.89%
		784001 - SEVERANCE	.10	59.56	(59.56)	0	(59.56)	59,660.00%
		786001 - LIFE INSURANCE	1,305.00	646.42	658.58	0	658.58	50.47%
		786301 - L/T DISABILITY INS	3,967.67	1,868.94	2,098.73	0	2,098.73	52.90%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	14,909.90	(370.90)	0	(370.90)	-2.55%
	Fringes		441,530.12	239,247.61	202,282.51	0	202,282.51	45.81%
	Materials / Other	604002 - PARKING	0	12.32	(12.32)	0	(12.32)	
		605001 - REGISTRATION FEE & TUITION	0	152.00	(152.00)	0	(152.00)	
		609101 - ESD EQUIPMENT PARTS	50.00	0	50.00	0	50.00	100.00%
		609201 - ESD EQUIPMENT FUEL	394.00	146.81	247.19	0	247.19	62.74%
		610000 - ADMINISTRATION SUPPLIES	0	194.40	(194.40)	0	(194.40)	
		610003 - COMPUTER SOFTWARE	0	380.00	(380.00)	30.00	(410.00)	
		611000 - OPERATING SUPPLIES	1,000.00	346.53	653.47	0	653.47	65.35%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	167,825.55	(17,825.55)	70,676.02	(88,501.57)	-11.88%
		613001 - BUILDING SUPPLIES	0	0	0	0	0	
		613002 - CARPENTRY SUPPLIES	0	286.63	(286.63)	0	(286.63)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	400.00	0	400.00	0	400.00	100.00%
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	115.04	(115.04)	0	(115.04)	
		613009 - EQUIPMENT REPAIR SUPPLIES	400.00	0	400.00	0	400.00	100.00%
		616000 - TAXES LICENSES & FEES	3,000.00	200.00	2,800.00	0	2,800.00	93.33%
		616002 - LICENSE FEES & PERMITS	0	2,494.60	(2,494.60)	73.00	(2,567.60)	
		617001 - UNIFORMS CLOTHING PERS	350.00	140.00	210.00	0	210.00	60.00%
		619000 - OTHER OPERATING COSTS	200.00	0	200.00	0	200.00	100.00%
		619201 - MEMBERSHIPS & DUES	400.00	96.53	303.47	0	303.47	75.87%
	Materials / Other		156,194.00	172,390.41	(16,196.41)	70,779.02	(86,975.43)	-10.37%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,280,038.00	615,787.18	664,250.82	0	664,250.82	51.89%
		400020 - SALARIES/WAGES - PREMIUM	0	5,099.00	(5,099.00)	0	(5,099.00)	
		400501 - BACK PAY - REGULAR TIME	0	1,763.26	(1,763.26)	0	(1,763.26)	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		404401 - PAYMENT FOR COMP TIME	0	16.91	(16.91)	0	(16.91)	
		410001 - OVERTIME - REGULAR	0	1,295.24	(1,295.24)	0	(1,295.24)	
		420001 - OVERTIME - 1.5 TIME	0	7,199.01	(7,199.01)	0	(7,199.01)	
		430001 - OVERTIME - DOUBLE TIME	0	6,832.49	(6,832.49)	0	(6,832.49)	
		450001 - VACATION	0	48,641.05	(48,641.05)	0	(48,641.05)	
		460001 - SICK LEAVE	0	19,888.87	(19,888.87)	0	(19,888.87)	
		461001 - UNUSED SICK LEAVE	0	3,637.44	(3,637.44)	0	(3,637.44)	
		490001 - OTHER LEAVE	0	2,803.32	(2,803.32)	0	(2,803.32)	
		Personnel Services	1,280,038.00	712,963.77	567,074.23	0	567,074.23	44.30%
5200300 - REPAIRS AND IMPROVEMENTS			4,687,536.12	2,475,069.33	2,212,466.79	3,065,899.36	(853,432.57)	47.20%
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	5,287.00	29,713.00	5,074.04	24,638.96	84.89%
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	11,623.20	128,335.80	25,508.08	102,827.72	91.70%
		Contractual Services	174,959.00	16,910.20	158,048.80	30,582.12	127,466.68	90.33%
	Fringes	781201 - PERA-COORDINATED	0	608.16	(608.16)	0	(608.16)	
		781301 - FICA-ASDI	0	490.50	(490.50)	0	(490.50)	
		782101 - MEDICARE	0	115.56	(115.56)	0	(115.56)	
		782701 - DENTAL INSURANCE	0	62.50	(62.50)	0	(62.50)	
		782801 - VEBA - EXPENSE	0	178.94	(178.94)	0	(178.94)	
		782901 - HEALTH INSURANCE	0	1,333.30	(1,333.30)	0	(1,333.30)	
		786001 - LIFE INSURANCE	0	7.57	(7.57)	0	(7.57)	
		786301 - L/T DISABILITY INS	0	22.72	(22.72)	0	(22.72)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	463.29	(463.29)	0	(463.29)	
		Fringes	0	3,282.54	(3,282.54)	0	(3,282.54)	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	20,327.10	19,672.90	5,066.58	14,606.32	49.18%
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	5,911.01	12,088.99	0	12,088.99	67.16%
		Materials / Other	58,000.00	26,238.11	31,761.89	5,066.58	26,695.31	54.76%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	6,569.85	(6,569.85)	0	(6,569.85)	
		400020 - SALARIES/WAGES - PREMIUM	0	158.98	(158.98)	0	(158.98)	
		410001 - OVERTIME - REGULAR	0	60.02	(60.02)	0	(60.02)	
		420001 - OVERTIME - 1.5 TIME	0	533.58	(533.58)	0	(533.58)	
		430001 - OVERTIME - DOUBLE TIME	0	1,272.63	(1,272.63)	0	(1,272.63)	
		490001 - OTHER LEAVE	0	711.24	(711.24)	0	(711.24)	
		Personnel Services	0	9,306.30	(9,306.30)	0	(9,306.30)	
5200400 - ADULT DETENTION CENTER			232,959.00	55,737.15	177,221.85	35,648.70	141,573.15	76.07%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,001.00	46,677.31	(11,676.31)	81,873.55	(93,549.86)	-33.36%
		507015 - SECURITY SERVICES	0	6,120.00	(6,120.00)	1,025.00	(7,145.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	116,673.51	173,326.49	30,768.90	142,557.59	59.77%
		513000 - MISCELLANEOUS	5,000.00	982.60	4,017.40	317.40	3,700.00	80.35%
		Contractual Services	330,001.00	170,453.42	159,547.58	113,984.85	45,562.73	48.35%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	6.98	(6.98)	0	(6.98)	
		781201 - PERA-COORDINATED	17,937.90	1,117.08	16,820.82	0	16,820.82	93.77%
		781301 - FICA-ASDI	14,828.90	1,017.26	13,811.64	0	13,811.64	93.14%
		782101 - MEDICARE	3,467.53	223.59	3,243.94	0	3,243.94	93.55%
		782701 - DENTAL INSURANCE	2,520.00	89.88	2,430.12	0	2,430.12	96.43%
		782801 - VEBA - EXPENSE	0	126.11	(126.11)	0	(126.11)	
		782901 - HEALTH INSURANCE	43,039.00	944.11	42,094.89	0	42,094.89	97.81%
		784001 - SEVERANCE	.16	2.78	(2.94)	0	(2.94)	1,882.05%
		786001 - LIFE INSURANCE	261.00	11.55	249.45	0	249.45	95.57%
		786301 - L/T DISABILITY INS	741.45	28.15	713.30	0	713.30	96.20%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	420.08	278.92	0	278.92	39.90%
		Fringes	83,494.63	3,987.57	79,507.06	0	79,507.06	95.22%
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	35,000.00	2,452.75	32,547.25	0	32,547.25	92.99%
		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	2,452.75	50,147.25	0	50,147.25	95.34%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	239,179.00	14,535.26	224,643.74	0	224,643.74	93.92%
		400020 - SALARIES/WAGES - PREMIUM	0	18.00	(18.00)	0	(18.00)	
		410001 - OVERTIME - REGULAR	0	195.50	(195.50)	0	(195.50)	
		420001 - OVERTIME - 1.5 TIME	0	111.35	(111.35)	0	(111.35)	
		Personnel Services	239,179.00	14,860.11	224,318.89	0	224,318.89	93.79%
5200500 - MBC - WORK FOR OTHERS			705,274.63	191,753.85	513,520.78	113,984.85	399,535.93	72.81%
TOTAL MUNICIPAL BUILDING COMMISSION			9,893,074.43	5,841,287.51	4,051,786.92	3,750,610.09	301,176.83	40.96%

Discussion and Action Agenda Item: 2

Date: December 13, 2017

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 was \$56,764 on October 31, 2017.

HP funds have recently been used to support two major City Hall/Courthouse restoration projects:

- In March 2015, the board approved reserving \$470,000 to support the Clock Restoration Project. The project is complete and an estimated \$240,000 is expected to be returned to the HP Fund.
- \$125,000 has been approved by the board for the Bells Support System Repair Project. This project is nearing completion and staff anticipates the bells to be back in service on December 22, 2017.

Staff is planning to coordinate the initial lighting of the building exterior (part of the Exterior Improvements Capital Project) with the bells return on December 22nd.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$	602,347
2017 Expenditures to 10/31/2017		\$	(20,946)
2017 Received Revenue to 10/31/2017		\$	58,548
Reserve for Clock Tower Project (MBC Board Approval 3/16/2015)		\$	(470,000)
(The amount to draw for the Clock Project so far \$115,080.5 + \$109,952.89= \$225,033.39)			
Reserve for Bell Support System Project (MBC Board Approval 7/18/2016)		\$	(60,000)
Macdonald & Mack Inv#21632.1, PO#577882 - 2016		\$	3,627
	2017 Bell Project Balance	\$	(56,373)
Macdonald & Mack Inv#21632.2, PO#577882 - 2017		\$	2,928
Macdonald & Mack Inv#21632.3, PO#577882 - 2017		\$	1,879
Macdonald & Mack Inv#21632.4, PO#577882 - 2017		\$	487
Macdonald & Mack Inv#21632.4, PO#599235 - 2017		\$	350
Macdonald & Mack Inv#21632.5, PO#577882 - 2017		\$	725
Macdonald & Mack Inv#21632.6, PO#599235 - 2017		\$	1,819
		\$	(48,185)
Add'l Reserve for Bell Support System Proj.(MBC Board Approval 6/29/17)		\$	(65,000)
Ending Fund Balance - 3110H		\$	56,764

Discussion and Action Item: 3

Date: December 13, 2017

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: **Exclusive Catering and Event Management contract**
Discussion and Action Item: 3

The MBC Catering and Event Sales/Management RFP issued August 15, 2017 requested proposals from experienced catering companies to help the MBC achieve its goals of increased location rental and revenue, favorable event pricing, and improved efficiency.

The RFP requested proposals based on two business models:

1. Model A: Approved Caterer and
2. Model B: Exclusive Caterer and Event Management.

Two proposals were received and each proposer bid on both models.

Based on evaluations of the written proposals, team interviews, and references, staff is recommending Model B for the MBC. Staff is also requesting authority to proceed with negotiations with Atlas Grill, LLC and if successful, entering into an exclusive caterer, event management and sales contract with Atlas.

Discussion and Action Item: 4

Date: December 13, 2017

**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: MNHS Cultural & Heritage grant – MBC archives project
Discussion and Action Item: 4**

MBC staff applied for a Minnesota Historical & Cultural Heritage grant for an Archive Collections Project. Staff is pleased to report that a grant award in the amount of \$38,000 was awarded to the project.

The grant will be used for organizing the new archive room and will include labeling and filing of unmarked documents, organizing existing inventory, (both electronic and non-electronic documents), flattening and scanning of drawings, and drawing repair where needed. The grant will also be used to create a searchable electronic database for all MBC Board actions.

Per the grant requirements, the MBC will match the proposed award. Accordingly, staff is requesting authority to accept and expend the Minnesota Historical & Cultural Heritage grant in the amount of \$38,000.