



**Municipal Building Commission Meeting
December 22, 2016 12:15 PM
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) *Approve minutes from the November 28, 2016 meeting.*
- 2) Approve Contract Summary.

COMMUNICATION AGENDA ITEMS:

- 1) 2017 – 2021 Capital Budget.
- 2) Relocation of designated smoking area.
- 3) Clock Face Project update

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through November 2016.
- 2) Approve MBC Historic Preservation fund balance and expenditure.
- 3) Approve 2017 Operating budget.
- 4) Approve release of RFP and contracting for catering and events program.
- 5) Approve use of existing Exterior Improvement capital appropriation.
- 6) Approve contract with MSSB.
- 7) *Approve UASI grant for security cameras.*
- 8) *Approve 2016 Operating Funds Carry Forward request.*

Consent Agenda Item: 1

Date: December 22, 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 November 28, 2016 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
November 28, 2016

President Jan Callison called the Municipal Building Commission (MBC) meeting to order at 11:34 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

CONSENT AGENDA ITEM

1. Commissioner McLaughlin moved to approve the September 22, 2016 meeting minutes. Mayor Hodges seconded and the motion carried:

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

DISCUSSION & ACTION AGENDA ITEMS

1. Council President Johnson moved to approve Allied Barton expenditures for 2016 in an amount not to exceed \$255,000 and further authorize the 2017 Allied Barton expenditure amount of not to exceed \$260,000. Mayor Hodges seconded. The motion carried:

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

2. Council President Johnson moved to approve the request for board authorization to apply for a Federal Employer Identification Number for the MBC. Mayor Hodges seconded. The motion carried:

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

3. Council President Johnson moved to discuss a response to a violation of the Building Use Rules. After discussion, Council President Johnson amended the motion, to direct staff to prepare a response letter to the offender. Commissioner McLaughlin seconded. The motion carried:

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

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
November 28, 2016

CLOSED AGENDA ITEM

Chair Callison closed the meeting at 12:05 PM pursuant to Minnesota Statute §13D.05, subdivision (3)(d), to discuss emergency-response procedures.

1. Council President Johnson moved to proceed with discussion regarding security and emergency response and enforcement procedures. Commissioner McLaughlin seconded. The motion carried:

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

Following discussion, staff and partners were advised to review the existing policies to ensure clarity around communication, responsibility, and authority.

ADJOURN

Commissioner McLaughlin moved to adjourn at 12:43 pm. Chair Callison seconded. The motion carried:

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

Consent Agenda Item: 2

Date: December 22, 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 November 30, 2016. These contracts do not exceed \$50,000. Staff requests approval of the attached summary report.

Professional Service Contracts through 11/30/2016

Contract	Supplier Name	Description	Begin Date	Expire Date	Authorized Amount	Encumbered	Remaining Balance
C-38607	BRAMAN AND ASSOCIATES, INC.	MBC-REAL ESTATE ADVISORY SRVC	8/1/2014	12/31/2016	50,000.00	-	47,500.00
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000.00	-	22,505.36
C-37751	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTUAL CONSULTING	12/1/2013	12/31/2016	50,000.00	-	943.16
C-40614	ENCOMPASS, INC.	MBC-PROF ENG & FORENSIC SRVCS	3/15/2016	1/31/2017	42,650.00	42,650.00	-
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	21,870.00	387.54
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2016	50,000.00	3,900.00	27,090.00
C-40209	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000.00	2,177.28	38,700.00
C-35971	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEER & PROF LIGHTING	8/1/2012	7/31/2017	50,000.00	29.51	12,494.40
C-38007	FIRENET SYSTEMS, INC.	MBC-CH FIRE SYSTEM MAINTENANCE	2/2/2014	12/31/2016	50,000.00	-	7.50
C-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50,000.00	-	50,000.00
C-41462	INDUSTRIAL HYGIENE SERVICES CORP	MBC-UPGRADE HAZARDOUS MATERIAL	9/15/2016	3/31/2017	24,800.00	22,065.17	-
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	35,132.19	-
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2016	50,000.00	4,974.16	6,574.17
C-40252	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VERTICAL TRANSPORTATION	12/1/2015	12/31/2016	26,100.00	-	285.00
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	46,992.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	17,980.25	23,000.00
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50,000.00	12,145.75	32,000.00
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-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2016	50,000.00	12,365.94	13,329.98
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	7/28/2017	25,000.00	17,560.00	7,440.00
C-39645	MACDONALD AND MACK ARCHITECTS	MBC-ARCHITECTURAL CONSULTING	5/1/2015	12/31/2017	50,000.00	-	0.30
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000.00	4,764.00	24,195.85
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	608.00	31,616.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000.00	-	19,359.88
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000.00	3,854.50	28,426.00
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	20,482.08	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	6,500.00	40,560.00
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50,000.00	-	50,000.00
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2016	50,000.00	0.01	36,697.49
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2017	30,000.00	5,344.92	7,186.00
C-41614	SEBESTA, INC.	MBC-PROTECTION OPERATOR AID	11/10/2016	1/31/2017	15,450.00	14,950.00	500.00
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	25,960.00	1,963.00
C-38538	SEBESTA, INC.	MBC-STRUCTURAL ENGINEERING	4/1/2014	12/31/2016	50,000.00	-	10,576.25
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2017	50,000.00	6,775.00	36,750.00
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	5/31/2017	50,000.00	-	11,224.53
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2017	12,500.00	7,731.25	4,226.25
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2016	50,000.00	-	48,765.00

Communication Agenda Item: 1

Date: December 22, 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: 2017 – 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. Following the CLIC and CBTF processes, the updated 2017 combined City/County request is \$8,545,000.

		Capital Budget Request					
MBC Projects	Priority	2017	2018	2019	2020	2021	2017 to 2021 Totals
Life Safety	1	\$1,230,000	\$350,000	\$200,000	\$250,000	\$100,000	\$2,130,000
Mechanical	2	\$900,000	\$505,000	\$925,000	\$820,000	\$0	\$3,150,000
Critical Power	3	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
Elevators	4	\$181,000	\$0	\$0	\$0	\$0	\$181,000
Exterior	5	\$1,234,000	\$2,255,000	\$1,895,000	\$0	\$0	\$5,384,000
Total		\$8,545,000	\$3,110,000	\$3,020,000	\$1,070,000	\$100,000	\$15,845,000

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; adding fire sprinkling in the rotunda gallery, corner shafts, attic and 4th and 5th Street Towers; 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/Safety project. Design Development is near completion for Stages 22 and 23, with construction contract award anticipated for early 2017.

- 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 aging and undersized emergency power systems located in the building. The existing backup power systems are close to being physically and functionally obsolete. This project will ensure compliance as to what should be on emergency power and that an appropriate amount of emergency power is available. MBC, County and City representatives reviewed design proposals and selected a vendor for the mechanical and electrical design; the 2017 funds are for construction.

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 2016 to identify 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.

Current Freight Elevator Project: Bids were received for the new Freight Elevator installation and modernization of existing Service Elevator; bids were rejected because they exceeded the project budget. The project scope and design are being revised with the intent to re-issue the bid documents in early 2017, using the County's Best Value process.

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 has identified known masonry problems and is investigating masonry concerns on the 4th Street Clock Tower. The initial window forensic analysis has been completed; simple and extensive repair options are being tested and scheduled to be completed by early 2017. It is anticipated that the project scope for exterior improvements will be expanded to include exterior lighting and antenna removal.

Communication Agenda Item: 2

Date: December 22, 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: **Relocation of designated smoking area**
Communication Agenda Item: 2

The City Hall/Courthouse designated smoking areas are located along the 4th Street (north) side of the building, at the two recessed areas to the east and west side of the building entrances. Benches, flower pots and ash trays are located at each recessed area. The current count of smokers ranges from 30 to 50 smokers per day, evenly spread out through a 24-hour period. The majority of smokers primarily work in two different City departments.

Over the last few months, staff has received requests for non-smoking seating along 4th Street, to be used when waiting for a ride and/or congregating before entering the building. There isn't sufficient room to add additional seating.

In order to provide non-smoking seating, staff is exploring the option of limiting the designated smoking area to either the east or west side recessed area; but not both. One side could be designated smoking and the opposite side, non-smoking. Another option is to relocate the designated smoking area to the 3rd Avenue (west side) entrance. This is a smaller area, and seating is currently not available at this entrance.

This is a communication item at this time. Staff will continue to monitor the usage and is requesting feedback on the issue of relocating the designated smoking area.

Communication Agenda Item: 3

Date: December 22, 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 update**
Communication Agenda Item: 3

The Clock Face replacement project is progressing well. MacPherson Towne has completed the interior masonry work on all four clock faces. The general contractor, Versacon and subcontractor, Americlock have completed the demolition of the south and east clock faces. The clock framing and glass installation has started on the south face. Once the frame and glass is installed, the electrical lighting rough-in will be started.

The installation of each clock face is estimated to take two weeks, however, the time-line may be condensed as efficiencies are learned from each face. The plan calls for working counter clockwise around the building.

From the first two clock faces, MBC staff has distributed approximately 200 clock pieces to area artists. Additional pieces will be distributed as demolition continues to occur. The MBC will preserve one complete clock face for future display.

The original contract amount for the clock project was \$2,196,730. Staff recently instituted a design change in the lighting structure, which resulted in a negative change order in the amount of -\$123,008.88. With this change order, the current construction total is \$2,073,721. The approved budget is \$2,662,000.

Based on passing the original contracted completion date of November 21st, the MBC is assessing a \$200.00 per day liquidated damages fee. The updated completion date is March 22, 2017.

During the project, multiple masonry cracks have been identified on the north side of the tower below the clock face. Staff will utilize the clock scaffolding to determine if additional cracks exist on the other three sides of the tower. Once the tower has been completely assessed, informal bids for repair will be requested. Preliminary conversations with City procurement indicate that necessary repair work can be completed through a change order to the clock project. The exterior improvements capital project will fund the masonry crack repair work. Staff will continue to update the Board on the repair issue.

Discussion and Action Agenda Item: 1

Date: December 22, 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 November 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 November 30, 2016.

The City's Fund Balance at the MBC is \$2,109,945 as of November 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 12/8/2016</i>	<i>For Period End 11/30/2016</i>		
				<i>Percent of Year Remaining</i>			<i>8%</i>
				Including Open Pos			
Department	Budget	YTD Actual	Unspent POs	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,524,950	\$1,275,353	\$53,137	87%	13%	\$196,460	
5200200 Custodial & Security	\$2,695,612	\$2,245,304	\$140,153	88%	12%	\$310,156	
5200300 Repairs & Improvements	\$3,990,454	\$2,740,830	\$828,334	89%	11%	\$421,290	
Subtotal	\$8,211,016	\$6,261,487	\$1,021,623	89%	11%	\$927,906	
5200400 Adult Detention Center	\$212,959	\$74,384	\$37,537	53%	47%	\$101,038	
5200500 Work for Others	\$699,999	\$69,393	\$101,495	24%	76%	\$529,110	
Total	\$9,123,974	\$6,405,264	\$1,160,656	83%	17%	\$1,558,054	

31100 - MUNICIPAL BUILDING COMMISSION								
Budget vs Actuals - Expenses								
Year-to-Date Expenses as of November 30, 2016								
Percent of Year Remaining: 8%								
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	15,854.63	1,441.37	0	1,441.37	8.33%
		501401 - BIS APPLICATION SUPPORT	5,064.00	4,642.00	422.00	0	422.00	8.33%
		501501 - BIS OPERATING CHARGES	10,738.00	9,843.13	894.87	0	894.87	8.33%
		501601 - BIS DATA CONNECTIVITY CHARGES	10.00	9.13	0.87	0	0.87	8.70%
		501801 - BIS SPECIAL CHARGES	1,042.00	955.13	86.87	0	86.87	8.34%
		502101 - POSTAGE	250.00	166.35	83.65	0	83.65	33.46%
		502508 - TELEPHONE OTHER	0	130.00	(130.00)	0	(130.00)	
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	931.79	68.21	0	68.21	6.82%
		506101 - GENERAL FUND OVERHEAD	108,850.00	99,781.00	9,069.00	0	9,069.00	8.33%
		507000 - PROFESSIONAL SERVICES	118,507.00	133,560.02	(15,053.02)	113,935.88	(128,988.90)	-12.70%
		507010 - MIS SERVICE FEES	0	71,087.44	(71,087.44)	119,848.26	(190,935.70)	
		507019 - OTHER PROFESSIONAL SERVICES	100,000.00	1,895.00	98,105.00	0	98,105.00	98.11%
		508200 - PARKING LOT/SPACE RENT	2,460.00	2,393.88	66.12	126.12	(60.00)	2.69%
		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	27,835.59	(27,835.59)	7,524.00	(35,359.59)	
		513007 - MISCELLANEOUS CONTRACTUAL SRV	8,100.00	1,002.28	7,097.72	0	7,097.72	87.63%
	Contractual Services		373,567.00	370,170.75	3,396.25	241,434.26	(238,038.01)	0.91%
	Fringes	781201 - PERA-COORDINATED	37,781.48	19,699.60	18,081.88	0	18,081.88	47.86%
		781301 - FICA-ASDI	31,232.20	15,863.37	15,368.83	0	15,368.83	49.21%
		782101 - MEDICARE	7,304.89	3,710.74	3,594.15	0	3,594.15	49.20%
		782701 - DENTAL INSURANCE	5,040.00	2,091.88	2,948.12	0	2,948.12	58.49%
		782801 - VEBA - EXPENSE	0	5,355.28	(5,355.28)	0	(5,355.28)	
		782901 - HEALTH INSURANCE	86,365.00	46,059.27	40,305.73	0	40,305.73	46.67%
		786001 - LIFE INSURANCE	522.00	265.98	256.02	0	256.02	49.05%
		786301 - L/T DISABILITY INS	1,561.86	774.97	786.89	0	786.89	50.38%
		788801 - WORKERS' COMP-REINSURANCE	0	44,054.78	(44,054.78)	11,414.05	(55,468.83)	
		789901 - WORKERS' COMP - ADMIN	45,000.00	0	45,000.00	0	45,000.00	100.00%
	Fringes		214,807.43	137,875.87	76,931.56	11,414.05	65,517.51	35.81%
	Materials / Other	602301 - MERF ADDITIONAL - FIXED	334,800.00	306,900.00	27,900.00	0	27,900.00	8.33%
		605001 - REGISTRATION FEE & TUITION	5,000.00	6,139.09	(1,139.09)	0	(1,139.09)	-22.78%
		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	53,258.00	1,742.00	0	1,742.00	3.17%
		610003 - COMPUTER SOFTWARE	0	250.00	(250.00)	0	(250.00)	
		610004 - OFFICE SUPPLIES	5,500.00	2,251.26	3,248.74	2,813.72	435.02	59.07%
		611000 - OPERATING SUPPLIES	0	35.15	(35.15)	0	(35.15)	
		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	24.25	(24.25)	0	(24.25)	
		614004 - CONCRETE	0	0	0	226.38	(226.38)	
		616000 - TAXES LICENSES & FEES	600.00	0	600.00	24,881.50	(24,281.50)	100.00%
		619000 - OTHER OPERATING COSTS	200.00	303.22	(103.22)	0	(103.22)	-51.61%
		619017 - MISC OTHER OPERATING COST	25,823.00	4,927.00	20,896.00	0	20,896.00	80.92%
		619201 - MEMBERSHIPS & DUES	1,500.00	1,235.50	264.50	0	264.50	17.63%
		619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	232.68	117.32	1,521.36	(1,404.04)	33.52%
	Materials / Other		432,823.00	376,043.35	56,779.65	29,704.16	27,075.49	13.12%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	503,752.39	244,547.09	259,205.30	0	259,205.30	51.45%
		450001 - VACATION	0	18,788.00	(18,788.00)	0	(18,788.00)	
		460001 - SICK LEAVE	0	2,928.12	(2,928.12)	0	(2,928.12)	
	Personnel Services		503,752.39	266,263.21	237,489.18	0	237,489.18	47.14%
	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	1,275,353.18	249,596.64	282,552.47	(32,955.83)	16.37%
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELPHONE RENTAL	4,120.00	510.00	3,610.00	0	3,610.00	87.62%
		502508 - TELEPHONE OTHER	0	260.00	(260.00)	0	(260.00)	
		507000 - PROFESSIONAL SERVICES	280,739.00	180.00	280,559.00	300.00	280,259.00	99.94%
		507015 - SECURITY SERVICES	0	289,984.12	(289,984.12)	539,176.14	(829,160.26)	
		510000 - REPAIR & MAINTENANCE-CONT	3,500.00	3,010.30	489.70	1,878.94	(1,389.24)	13.99%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	652.00	(652.00)	0	(652.00)	
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	8,127.15	(8,127.15)	0	(8,127.15)	
	Contractual Services		288,359.00	302,723.57	(14,364.57)	541,355.08	(555,719.65)	-4.98%
	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	94,511.27	21,478.45	0	21,478.45	18.52%
		781301 - FICA-ASDI	95,885.62	75,940.46	19,945.16	0	19,945.16	20.80%
		782101 - MEDICARE	22,425.03	17,764.23	4,660.80	0	4,660.80	20.78%
		782701 - DENTAL INSURANCE	26,040.00	23,860.12	2,179.88	0	2,179.88	8.37%
		782801 - VEBA - EXPENSE	0	32,479.77	(32,479.77)	0	(32,479.77)	
		782901 - HEALTH INSURANCE	511,164.00	299,992.68	211,171.32	0	211,171.32	41.31%
		785001 - UNEMPLOYMENT COMPENSATION	0	760.15	(760.15)	0	(760.15)	
		786001 - LIFE INSURANCE	2,697.00	2,206.27	490.73	0	490.73	18.20%

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		786301 - L/T DISABILITY INS	4,794.13	3,714.75	1,079.38	0	1,079.38	22.51%
	Fringes		785,595.50	552,270.60	233,324.90	0	233,324.90	29.70%
	Materials / Other	602004 - SETTLEMENTS	0	(433.22)	433.22	0	433.22	
		610000 - ADMINISTRATION SUPPLIES	0	10,359.17	(10,359.17)	2,869.14	(13,228.31)	
		610003 - COMPUTER SOFTWARE	0	0	0	0	0	
		611000 - OPERATING SUPPLIES	70,000.00	75,661.01	(5,661.01)	48,823.26	(54,484.27)	-8.09%
		611003 - CLEANING SUPPLIES	0	732.00	(732.00)	0	(732.00)	
		613000 - REPAIR & MAINT SUPPLIES	0	28.80	(28.80)	0	(28.80)	
		617001 - UNIFORMS CLOTHING PERS	5,000.00	2,190.98	2,809.02	10,545.70	(7,736.68)	56.18%
		619000 - OTHER OPERATING COSTS	120.00	975.79	(855.79)	0	(855.79)	-713.16%
	Materials / Other		75,120.00	89,514.53	(14,394.53)	62,238.10	(76,632.63)	-19.16%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,546,537.91	1,073,920.77	472,617.14	0	472,617.14	30.56%
		400020 - SALARIES/WAGES - PREMIUM	0	4,493.55	(4,493.55)	0	(4,493.55)	
		400030 - SALARIES/WAGES - SHIFT	0	23,280.95	(23,280.95)	0	(23,280.95)	
		400501 - BACK PAY - REGULAR TIME	0	342.40	(342.40)	0	(342.40)	
		401001 - RED. IN EMPLOYEE EARNINGS	0	(232.94)	232.94	0	232.94	
		404401 - PAYMENT FOR COMP TIME	0	6,889.59	(6,889.59)	0	(6,889.59)	
		410001 - OVERTIME - REGULAR	0	974.80	(974.80)	0	(974.80)	
		420001 - OVERTIME - 1.5 TIME	0	33,409.40	(33,409.40)	0	(33,409.40)	
		440101 - HOLIDAY WORKED	0	6,968.36	(6,968.36)	0	(6,968.36)	
		450001 - VACATION	0	101,478.51	(101,478.51)	0	(101,478.51)	
		460001 - SICK LEAVE	0	48,199.86	(48,199.86)	0	(48,199.86)	
		490001 - OTHER LEAVE	0	1,069.92	(1,069.92)	0	(1,069.92)	
	Personnel Services		1,546,537.91	1,300,795.17	245,742.74	0	245,742.74	15.89%
	5200200 - CUSTODIAL AND SECURITY		2,695,612.41	2,245,303.87	450,308.54	603,593.18	(153,284.64)	16.71%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	502000 - COMMUNICATION SERVICES	0	614.47	(614.47)	0	(614.47)	
		502001 - ALARM SERVICE	0	0	0	0	0	
		507000 - PROFESSIONAL SERVICES	90,000.00	179,072.00	(89,072.00)	173,172.85	(262,244.85)	-98.97%
		509201 - FLEET SUPPLY ESD	1,893.00	495.00	1,398.00	0	1,398.00	73.85%
		509205 - FLEET ADMINISTRATION	0	1,240.25	(1,240.25)	0	(1,240.25)	
		509301 - EQUIPMENT LABOR ESD	194.00	1,205.65	(1,011.65)	0	(1,011.65)	-521.47%
		510000 - REPAIR & MAINTENANCE-CONT	830,000.00	534,938.29	295,061.71	666,316.03	(371,254.32)	35.55%
		510005 - EQUIPMENT - MOBILE REPAIR/MNT	0	0	0	402.50	(402.50)	
		510101 - ESD CONTRACTUAL REPAIRS	0	363.58	(363.58)	0	(363.58)	
		511001 - DELIVERY SERVICES	0	12.36	(12.36)	0	(12.36)	
		512000 - UTILITIES	600,000.00	0	600,000.00	0	600,000.00	100.00%
		512003 - REFUSE DISPOSAL	45,000.00	32,976.36	12,023.64	80,880.67	(68,857.03)	26.72%
		512004 - STEAM	0	130,275.90	(130,275.90)	300,668.08	(430,943.98)	
		512006 - WATER-CHILLED	0	231,699.79	(231,699.79)	355,570.61	(587,270.40)	
		512007 - WATER & SEWER	115,000.00	99,704.25	15,295.75	(997.57)	16,293.32	13.30%
		512201 - ELECTRICITY	450,000.00	366,220.41	83,779.59	467,730.93	(383,951.34)	18.62%
		513000 - MISCELLANEOUS	6,777.00	700.00	6,077.00	610.25	5,466.75	89.67%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	10,041.92	(10,041.92)	0	(10,041.92)	
	Contractual Services		2,138,864.00	1,589,560.23	549,303.77	2,044,354.35	(1,495,050.58)	25.68%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	4,572.51	(4,572.51)	0	(4,572.51)	
		781201 - PERA-COORDINATED	94,334.21	53,638.73	40,695.48	0	40,695.48	43.14%
		781301 - FICA-ASDI	77,983.95	42,008.77	35,975.18	0	35,975.18	46.13%
		782101 - MEDICARE	18,238.45	9,827.26	8,411.19	0	8,411.19	46.12%
		782701 - DENTAL INSURANCE	12,600.00	5,522.16	7,077.84	0	7,077.84	56.17%
		782801 - VEBA - EXPENSE	0	11,333.70	(11,333.70)	0	(11,333.70)	
		782901 - HEALTH INSURANCE	215,913.00	109,565.13	106,347.87	0	106,347.87	49.25%
		786001 - LIFE INSURANCE	1,305.00	624.63	680.37	0	680.37	52.14%
		786301 - L/T DISABILITY INS	3,898.85	1,835.40	2,063.45	0	2,063.45	52.92%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	12,531.70	2,007.30	0	2,007.30	13.81%
	Fringes		438,812.45	251,459.99	187,352.46	0	187,352.46	42.70%
	Materials / Other	609101 - ESD EQUIPMENT PARTS	0	529.38	(529.38)	0	(529.38)	
		609201 - ESD EQUIPMENT FUEL	636.00	233.38	402.62	0	402.62	63.31%
		610000 - ADMINISTRATION SUPPLIES	0	434.49	(434.49)	7,850.00	(8,284.49)	
		611000 - OPERATING SUPPLIES	400.00	383.80	16.20	357.07	(340.87)	4.05%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	165,731.59	(15,731.59)	77,551.54	(93,283.13)	-10.49%
		613001 - BUILDING SUPPLIES	0	6,961.52	(6,961.52)	7,607.50	(14,569.02)	
		613002 - CARPENTRY SUPPLIES	0	0	0	0	0	
		613003 - ELECTRICAL SUPPLIES	0	360.40	(360.40)	682.38	(1,042.78)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	0	2,098.89	(2,098.89)	0	(2,098.89)	
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	265.60	(265.60)	0	(265.60)	
		616000 - TAXES LICENSES & FEES	0	451.50	(451.50)	0	(451.50)	
		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	180,609.29	(25,623.29)	94,048.49	(119,671.78)	-16.53%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,257,791.45	624,548.06	633,243.39	0	633,243.39	50.35%
		400020 - SALARIES/WAGES - PREMIUM	0	1,240.35	(1,240.35)	0	(1,240.35)	
		400501 - BACK PAY - REGULAR TIME	0	(2,648.99)	2,648.99	0	2,648.99	
		420001 - OVERTIME - 1.5 TIME	0	10,387.69	(10,387.69)	0	(10,387.69)	
		430001 - OVERTIME - DOUBLE TIME	0	4,593.40	(4,593.40)	0	(4,593.40)	
		440101 - HOLIDAY WORKED	0	67.10	(67.10)	0	(67.10)	
		450001 - VACATION	0	49,808.80	(49,808.80)	0	(49,808.80)	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		460001 - SICK LEAVE	0	24,141.28	(24,141.28)	0	(24,141.28)	
		461001 - UNUSED SICK LEAVE	0	4,674.64	(4,674.64)	0	(4,674.64)	
		490001 - OTHER LEAVE	0	2,388.15	(2,388.15)	0	(2,388.15)	
	Personnel Services		1,257,791.45	719,200.48	538,590.97	0	538,590.97	42.82%
5200300 - REPAIRS AND IMPROVEMENTS			3,990,453.90	2,740,829.99	1,249,623.91	2,138,402.84	(888,778.93)	31.32%
5200400 - ADULT DETENTION CENTER	Capital Outlay	802000 - EQUIPMENT	0	0	0	0	0	
	Capital Outlay		0	0	0	0	0	
	Contractual Services	507000 - PROFESSIONAL SERVICES	15,000.00	5,000.00	10,000.00	0	10,000.00	66.67%
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	37,788.85	102,170.15	27,421.39	74,748.76	73.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	1,516.34	(1,516.34)	0	(1,516.34)	
	Contractual Services		154,959.00	44,305.19	110,653.81	27,421.39	83,232.42	71.41%
	Fringes	781201 - PERA-COORDINATED	0	230.22	(230.22)	0	(230.22)	
		781301 - FICA-ASDI	0	165.35	(165.35)	0	(165.35)	
		782101 - MEDICARE	0	38.68	(38.68)	0	(38.68)	
		782701 - DENTAL INSURANCE	0	24.98	(24.98)	0	(24.98)	
		782801 - VEBA - EXPENSE	0	74.12	(74.12)	0	(74.12)	
		782901 - HEALTH INSURANCE	0	539.56	(539.56)	0	(539.56)	
		786001 - LIFE INSURANCE	0	2.80	(2.80)	0	(2.80)	
		786301 - L/T DISABILITY INS	0	8.18	(8.18)	0	(8.18)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	146.05	(146.05)	0	(146.05)	
	Fringes		0	1,229.94	(1,229.94)	0	(1,229.94)	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	14,002.48	25,997.52	11,941.12	14,056.40	64.99%
		611003 - CLEANING SUPPLIES	0	0	0	0	0	
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	11,149.82	6,850.18	3,460.58	3,389.60	38.06%
	Materials / Other		58,000.00	25,152.30	32,847.70	15,401.70	17,446.00	56.63%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	3,696.59	(3,696.59)	0	(3,696.59)	
		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	
	Personnel Services		0	3,696.59	(3,696.59)	0	(3,696.59)	
5200400 - ADULT DETENTION CENTER			212,959.00	74,384.02	138,574.98	42,823.09	95,751.89	65.07%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	10,551.93	24,448.07	9,464.46	14,983.61	69.85%
		507015 - SECURITY SERVICES	0	6,050.00	(6,050.00)	3,175.00	(9,225.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	38,962.13	251,037.87	106,624.90	144,412.97	86.56%
		513000 - MISCELLANEOUS	5,000.00	0	5,000.00	0	5,000.00	100.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	585.00	(585.00)	0	(585.00)	
	Contractual Services		330,000.00	56,149.06	273,850.94	119,264.36	154,586.58	82.99%
	Fringes	781201 - PERA-COORDINATED	17,586.35	708.46	16,877.89	0	16,877.89	95.97%
		781301 - FICA-ASDI	14,537.69	555.19	13,982.50	0	13,982.50	96.18%
		782101 - MEDICARE	3,399.97	129.85	3,270.12	0	3,270.12	96.18%
		782701 - DENTAL INSURANCE	2,520.00	84.86	2,435.14	0	2,435.14	96.63%
		782801 - VEBA - EXPENSE	0	182.23	(182.23)	0	(182.23)	
		782901 - HEALTH INSURANCE	43,183.00	1,529.46	41,653.54	0	41,653.54	96.46%
		786001 - LIFE INSURANCE	261.00	10.57	250.43	0	250.43	95.95%
		786301 - L/T DISABILITY INS	726.44	29.17	697.27	0	697.27	95.98%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	15.00	684.00	0	684.00	97.85%
	Fringes		82,913.44	3,244.79	79,668.65	0	79,668.65	96.09%
	Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	0	0	1,301.76	(1,301.76)	
		613000 - REPAIR & MAINT SUPPLIES	35,000.00	809.47	34,190.53	816.38	33,374.15	97.69%
		613008 - CARPET	0	0	0	0	0	
		614001 - MAINTENANCE/CONSTRUCTION MTR	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	809.47	51,790.53	2,118.14	49,672.39	98.46%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	234,485.68	9,115.15	225,370.53	0	225,370.53	96.11%
		400020 - SALARIES/WAGES - PREMIUM	0	7.75	(7.75)	0	(7.75)	
		420001 - OVERTIME - 1.5 TIME	0	67.14	(67.14)	0	(67.14)	
	Personnel Services		234,485.68	9,190.04	225,295.64	0	225,295.64	96.08%
5200500 - MBC - WORK FOR OTHERS			699,999.12	69,393.36	630,605.76	121,382.50	509,223.26	90.09%
TOTAL MUNICIPAL BUILDING COMMISSION			9,123,974.25	6,405,264.42	2,718,709.83	3,188,754.08	(470,044.25)	29.80%

Discussion and Action Agenda Item: 2

Date: December 22, 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 was \$68,019 on November 30, 2016.

Estimated marketing expenses for 2017 are \$16,000.

Staff is requesting approval of the HP Fund balance and approval of expenditures in 2017 up to \$16,000 for marketing and equipment for the catering and events program.

Beginning Balance (Fund 3110H)		\$ 545,486
2016 Expenditures to 11/29/2016		\$ (11,814)
2016 Received Revenue to 11/29/2016		\$ 64,347
Reserve for Clock Tower Project (MBC Board Approval 3/16/2015)		\$ (470,000)
Reserve for Bell Support System Project (MBC Board Approval 7/18/2016)		\$ (60,000)
Ending Fund Balance - 3110H		\$ 68,019

Discussion and Action Agenda Item: 3

Date: December 22, 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: 2017 Operating Budget
Discussion and Action Agenda Item: 3

The 2017 Operating Budget request is \$9,339,153 including Work for Others (WFO). This budget funds 55 full-time equivalent positions.

Revenues	2016 Adopted	2017 Budget	\$ Change	% Change
Property Taxes	8,189,781	8,417,291	227,510	2.8%
Local Government Aid	234,193	216,587	(17,606)	-7.5%
Work for Others	700,000	705,275	5,275	0.8%
<i>Total Revenues</i>	<i>9,123,974</i>	<i>9,339,153</i>	<i>215,179</i>	<i>2.4%</i>
Expenditures	2016 Adopted	2017 Budget	\$ Change	% Change
Administration	1,524,949	1,454,459	(70,491)	-4.6%
Custodial & Security	2,695,613	2,812,845	117,233	4.3%
Repairs & Improvements	3,990,453	4,153,615	163,161	4.1%
<i>Subtotal Shared Expenditures</i>	<i>8,211,015</i>	<i>8,420,918</i>	<i>209,903</i>	<i>2.6%</i>
Adult Detention Center (county)	212,959	212,959	-	0.0%
Work for Others (self-funded)	700,000	705,275	5,275	0.8%
<i>Total Expenditures</i>	<i>9,123,974</i>	<i>9,339,153</i>	<i>215,178</i>	<i>2.4%</i>

The 2017 Operating Budget meets the City of Minneapolis' and Hennepin County's tax allocation guidelines. Excluding the WFO budget:

1. The City's share is \$5,077,101
2. The County's share is \$3,556,777

Accordingly, staff requests that the MBC Board approve the 2017 revenue and expense operating budget of \$9,339,153 (including WFO);

Discussion and Action Agenda Item: 4

Date: December 22, 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: **Catering and Events Program**
Discussion and Action Agenda Item: 4

The MBC currently contracts with Atlas Grill, Chowgirls Catering, Joseph Catering, and Mintahoe Catering for the catering and events program. These contracts will expire February 28, 2017.

Staff has been working with Manask and Associates, a nationally recognized earned income consulting firm that specializes in the improvement of the financial and operational performance of foodservices and facility rentals. Locally, Manask has provided consulting and advisory services to a number of institutions including the Minneapolis Institute of Arts, Como Park Zoo and most recently the MN History Center and Mill City Museum. Manask and Associates assisted the MBC in 2005 when the Catering and Events program was originally implemented.

An issue identified in the MBC's program is the lack of a trained salesperson to manage the program. Potential options to address the issue include contracting with a professional sales organization to represent the MBC, or negotiating with an exclusive caterer to provide the services. The benefits of an exclusive agreement include dedicated staff and sales support, a better financial proposal that includes commission guarantees, and familiarity with the facility and operations. The current caterers and additional local caterers have expressed their interest in an exclusive agreement.

If an exclusive agreement is pursued, staff has the ability to negotiate a variety of factors, including variety of price points and buy-out options.

Staff is requesting approval to develop and release a Request for Proposals with two options:

- 1) Exclusive Caterer: This option includes the caterer taking responsibility for sales and event management;
- 2) Non-Exclusive Caterer: This option includes the MBC contracting separately with each caterer and a professional event manager.

Staff will return to the MBC Board with a summary of proposals received and recommendations for approval.

Additionally, due to the anticipated complexity of issuing and evaluating a tiered RFP, staff is also requesting approval to negotiate and execute an up to 1-year extension with each of the current caterers.

Below is a summary of findings from the Manask assessment and study:

Minneapolis City Hall/Hennepin County Courthouse Building

- Rental Venue and Opportunities – the building is a very popular wedding venue and well suited for this purpose. The current caterers believe a lot more weddings would be booked if the booking process was made easier. A major deterrent is the lack of experienced event staff available to support prospective clients. They also believe there is an ability to increase bookings with corporate and other social events.
- Rental Rates and Competition – current rental rates are reasonable as compared to other competing venues for weddings and there may be an opportunity for the MBC to raise rental rates if a better overall rental program is put in place.
- Client Staffing and Event Booking– the lack of availability of dedicated and trained event coordinator is a factor in the loss of prospective wedding clients. There is little to no outbound sales, cold calling, or promotional pursuits by MBC staff. MBC staff (front desk, custodial, security) do a good job and are responsive but process is not as structured as most competitive event venues.
- Marketing, Advertising and Promotion- Budgeting and selection of print and online advertising is commendable; however without professional sales monitoring and analysis it is unclear if producing optimal results.

Financial and Statistical Event History

- MBC is averaging about 18 total events annually, mostly weddings
- Current caterers share the events about equally
- Average estimated total catering sales per event: \$8,829
- Average commission received per event: \$1,400
- Average commission % paid per event: 16%
- Average event Rental Fee paid to MBC by client: \$2,450

Local Market, Venue Competition and Caterer Commission Rates

According to caterer data, there are about 20,000 weddings in the Twin Cities annually and the MBC building is a very popular wedding venue, easy to work in, with reasonable rental rates. Competitive venues have exclusive caterer relationships, others offer multiple preferred caterers and contract with professional event staff.

Discussion and Action Agenda Item: 5

Date: December 22, 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: **Use of existing Exterior Improvement appropriation**
Discussion and Action Agenda Item: 5

MBC staff is currently in the process of preparing an RFP for the Exterior Improvements capital project. This will be finalized in early 2017, after the completion of our window repair study. The scope of the project currently includes waterproofing, window repair/replacement and masonry work.

More recently, staff have been assessing the removal of roof antennas and satellite dishes. We are also looking at investigating exterior lighting options.

Staff is looking to combine all of this work under one RFP so that design efforts are coordinated, and the complicated and costly access issues can be addressed under one project.

At this time, MBC staff is requesting board authorization to utilize the existing exterior improvement capital appropriation for the pre-design and cost estimate of the additional lighting and antenna/satellite removal scope. To complete the funding, the MBC will request additional capital funding to cover the additional lighting and antenna/dish removal in 2017 from the City and County.

Staff will provide a scope update to the board upon finalization of the predesign and cost estimating for the lighting design and antenna removal as well as the results of the window study. Upon receipt of the information, staff anticipates requesting approval to release an RFP for design services starting with schematic design for the Exterior Improvements project to include the original scope of waterproofing, windows, and masonry, and the additional elements of exterior lighting and removal of roof antennas/satellite dishes, and to contract with the selected vendor.

Discussion and Action Agenda Item: 6

Date: December 22, 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: **Contract with Minnesota State Services for the Blind**
Discussion and Action Agenda Item: 6

The MBC has contracted with Minnesota State Services for the Blind (MSSB) for vending services since approximately 1985. There are a total of 10 vending machines located in the City Hall/Courthouse, distributed between the basement commons and 3rd floor break area. The machines offer a variety of beverages - coffee, soda, tea, juice; sandwiches, yogurt, and snacks.

Ms. Bonnie Robertson, the previous vendor, recently retired and Mr. Paul Bloomst has been assigned to the City Hall/Courthouse. His other locations include the Hennepin County Government Center, Downtown Library and Federal Courthouse.

The terms of the MBC contract are similar to Hennepin County and City of Minneapolis terms; no commission assessment or rental fee is charged.

Accordingly, staff is requesting authority to enter into a three (3) year agreement with Minnesota State Services for the Blind to provide vending services in the City Hall/Courthouse for the time period of January 1, 2017 through December 31, 2019.

Discussion and Action Agenda Item: 7

Date: December 22, 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: **Urban Area Security Initiative (UASI) Grant**
Agenda Item: 7

MBC staff recently applied for a UASI grant from the Department of Homeland Security through the City of Minneapolis Office of Emergency Management, for the installation of (20) IP based CCTV cameras. Staff is pleased to report that a grant award in the amount of \$76,600.00 was awarded to the project.

The total project cost will be funded out of the MBC 2017 operating budget and will be reimbursed through the grant funds. The work is scheduled to start in February 2017.

Accordingly, staff is requesting authority to accept and expend the UASI grant in the amount of \$76,600.00.

Discussion and Action Agenda Item: 8

Date: December 22, 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 Operating Funds Carry Forward Request**
Discussion and Action Agenda Item: 8

The MBC is in the process of planned life-cycle carpet replacement in various areas of the building, both City and County spaces. The order has been placed through an existing pricing contract.

Staff was recently notified that only a portion of the order will be able to be received and installed by December 31, 2016.

Accordingly, pending approval by City and County budget staff, MBC staff is requesting board approval to carry forward up to \$48,000 from the 2016 operating budget to the 2017 operating budget to pay the remaining costs of the project.