



**Municipal Building Commission Meeting
June 29th 2017 11:30 AM
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the April 27th, 2017 meeting.
- 2) Approve Contract Summary.

COMMUNICATION AGENDA ITEMS:

- 1) 2018 – 2022 Capital Budget.
- 2) 2016 Audit.

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through May 2017.
- 2) Approve MBC Historic Preservation fund balance.
- 3) Approve contract with ADP.
- 4) Approve position reclassification and hiring.
- 5) Approve Exterior Lighting project.
- 6) Approve Historic Preservation fund expenditure.
- 7) Approve AFSCME labor contract.
- 8) Approve Non-Represented financial terms.

Consent Agenda Item: 1

Date: June 29, 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 April 25, 2017 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
April 25, 2017

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 9:12 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. February 21, 2017 minutes;
2. Contract Summary as of April 18, 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 Preliminary Capital Budget
2. Catering RFP Update
3. Payroll / Benefit Conversion

DISCUSSION & ACTION AGENDA ITEMS

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

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

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

Jan Callison	Yea	Betsy Hodges	Absent
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DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
April 25, 2017

Peter McLaughlin Yea Barbara Johnson Yea

3. Chair Callison moved to approve acceptance and expenditure of an additional \$3,000.00 Urban Area Security Initiative (UASI) grant. Council President Johnson seconded. The motion carried:

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

4. Council President Johnson moved to approve relocation of the City Hall/Courthouse designated smoking area; the east side recessed area (4th Avenue) is the designated smoking area.

Chair Callison seconded. The motion carried:

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

5. Chair Callison opened discussion regarding exterior lighting for the building. No action was taken. After discussion, staff was directed to research additional options, including lower cost alternatives for both exterior and interior tower lighting. Staff will return with options and a recommendation.

6. Commissioner McLaughlin moved to approve the 2017 Carillon Bell concert schedule. Council President Johnson seconded. The motion carried:

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

7. Council President Johnson moved to approve relocation of the Hennepin County Protector Statue from the City Hall/Courthouse rotunda, ground floor, to the Sheriff's Enforcement Services Division in Brooklyn Park. Commissioner McLaughlin seconded. The motion carried:

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

ADJOURN

Commissioner McLaughlin moved to adjourn at 9:58 AM. Council President Johnson seconded. The motion carried:

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

Consent Agenda Item: 2

Date: June 29, 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 May 31, 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 05/31/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000	-	22,505
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000	6,990	388
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2017	50,000	3,500	27,090
C-35971	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEER & PROF LIGHTING	8/1/2012	7/31/2017	50,000	30	12,494
C-40209	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000	853	38,700
C-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50,000	-	50,000
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2018	50,000	6,231	4,179
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000	29,915	-
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120	-	46,992
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2017	50,000	12,037	13,659
C-40435	KARGES FAULCONBRIDGE, INC.	MBC-EE DESIGN-STAGES 22 AND 23	12/3/2015	12/31/2017	50,000	-	38,092
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50,000	2,708	32,000
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000	4,113	23,000
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	12/31/2017	50,000	1	37,637
C-41363	MACDONALD AND MACK ARCHITECTS	MBC-BELLS SYSTEM	7/29/2016	7/28/2017	25,000	11,525	5,040
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000	13,137	1,690
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480	5,619	21,584
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000	-	19,360
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000	13,477	11,440
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2017	50,000	-	49,230
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2017	50,000	-	36,481
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	12/31/2017	50,000	9,457	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000	240	40,560
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2017	50,000	0	36,697
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50,000	-	50,000
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2017	50,000	19,538	44
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000	-	1,963
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTUAL	2/1/2013	1/31/2018	50,000	1	36,370
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	5/31/2017	50,000	-	10,666
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2017	50,000	6,472	35,450
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2018	37,500	18,364	5,000
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2017	50,000	-	48,765

SA Contracts >\$50k as of 05/31/2017

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	55,789	8,876
C-41525	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-CRITICAL POWER SUPPORT SER	9/1/2016	8/31/2017	154,000	138,600	-
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INS TEST & MAIN	1/1/2017	12/31/2019	115,000	78,578	10,816
C-41583	GILBERT MECHANICAL CONTRACTORS, INC.	MBC-PROVIDE LABOR FOR FORENSIC	8/31/2016	8/31/2017	79,501	-	-
C-20735	HENNEPIN COUNTY	MBC-SECUR IN CITY HALL-A040143	1/1/2004	12/31/2019	1,111,032	3,843	579,446
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465	246,582	1,706,018
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000	431,295	25,611,231
C-22128	KARGES FAULCONBRIDGE, INC.	MBC-ARCH/ENG-STAGE V11-XV-MECH	4/19/2005	12/31/2018	783,940	36,941	296,992
C-40118	MOHAGEN AND HANSEN ARCHITECTURAL	MBC-ARCHITECTURAL DESIGN SRVCS	11/2/2015	12/31/2017	149,300	6,410	554
C-41951	PEOPLES ELECTRIC COMPANY, INC.	MBC- CH PREVENTATIVE MAINTENAC	1/30/2017	12/31/2021	309,300	187,170	-
C-42223	ROBERT HALF INT'L	MBC-PROVIDE PAYROLL & PROJ MNG	5/1/2017	4/30/2022	100,000	-	100,000
C-41061	SUBURBAN ELEVATOR OF MINNESOTA	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	4/30/2019	150,850	65,493	39,700
C-41988	SUN MECHANICAL, INC.	MBC-ADC PLUMBING IMPROVE AT CH	2/7/2017	12/31/2017	247,800	247,800	-
C-40097	VERSAACON INC	MBC-CLOCK RESTORATION PROJECT	10/23/2015	12/31/2017	2,196,730	261,088	-
C-39049	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	MBC-A142834-CH CLOCK RESTORE	1/1/2015	5/31/2017	90,000	3,484	169

Contracts <\$100k as of 05/31/2017							
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	6/30/2017	14,520	14,520	-
C-42033	DISPLAY ARTS WORLDWIDE, INC.	MBC- CLOCK RESTORATION PROJECT	3/3/2017	5/31/2017	3,760	-	-
C-42089	MACDONALD AND MACK ARCHITECTS	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	6/30/2017	12,267	11,767	500
C-41805	ROZIN SECURITY CONSULTING, LLC	MBC-PROVIDE PROF SECURITY	12/15/2016	3/30/2017	4,800	-	-
C-42208	SMUDA, SEAN	MBC-ARCHITECTURAL PHOTOGRAPHY	4/5/2017	10/5/2017	2,750	2,750	-
Pricing Contracts as of 05/31/2017							
Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
PC-00153	ATOMIC RECYCLING, INC.	BC-WASTE REMOVAL/RECYCLING	1/1/2017	12/31/2019	8,000	-	7,600
02-00394D	BLOOMINGTON ELECTRIC COMPANY	MBC - ELECTRICAL SERVICES	1/1/2013	6/30/2017	500,000	53,351	206,240
02-00420	CORVAL CONSTRUCTORS, INC.	MBC - PLUMBING SERVICES	1/1/2014	6/30/2017	200,000	1,207	141,600
06-00555	DALCO ENTERPRISES, INC.	MBC: Cleaning supplies	4/1/2015	8/31/2017	100,000	2,587	31,083
02-00467	DYNAMIC RECYCLING, INC.	CW - ELECTRONICS RECYCLING	6/1/2015	12/31/2017	35,000	858	10,450
06-00519	G AND K SERVICES, INC.	MBC: Mat rental service	2/1/2015	1/31/2018	12,000	2,565	6,873
PC-00147A	GILBERT MECHANICAL CONTRACTORS, INC.	MBC - Control Services	1/1/2017	12/31/2019	10,000	2,476	6,244
02-00394B	JULIUS B. NELSON & SON, INC.	MBC- PAINTING SERVICES	1/1/2013	6/30/2017	850,000	38,790	269,937
02-00394G	MODERN HEATING AND AIR CONDITIONING, INC	MBC - PIPEFITTING SERVICES	1/1/2013	6/30/2017	275,000	27,694	66,168
02-00394E	NORTHERN AIR CORPORATION	MBC - ELECTRICAL SERVICES	1/2/2013	6/30/2017	150,000	-	91,639
02-00394F	NORTHERN AIR CORPORATION	MBC - PIPEFITTING SERVICES	1/3/2013	6/30/2017	225,000	3,751	72,733
02-00420A	NORTHERN AIR CORPORATION	MBC - PLUMBING SERVICES	1/1/2014	6/30/2017	225,000	290	4,796
PC-00147	NORTHERN AIR CORPORATION	MBC-CONTROL SERVICES	1/1/2017	12/31/2019	40,000	1,419	33,448
PC-00076	TRI-CONSTRUCTION, INC.	MBC: CARPENTRY SERVICES	4/1/2016	3/31/2018	75,000	-	75,000
03-00751	VIDEOTRONIX, INC.	MBC: City Hall security update	5/23/2012	5/31/2017	250,000	68,829	7,519
PC-00125	VIKING AUTOMATIC SPRINKLER CO	MBC: SPRINKLER FITTER SERVICES	9/1/2016	8/31/2019	15,000	3,325	9,672
02-00454	WASTE MANAGEMENT OF MN, INC.	MBC - RUBBISH HAULING	1/1/2015	12/31/2017	155,000	2,072	52,207
02-00371	ZIEGLER, INC.	MBC-BACKUP GENERATOR MAINT	1/1/2012	12/31/2017	210,000	1,868	36,478

Communication Agenda Item: 1

Date: June 29, 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

2018 – 2022 Proposed Capital Budget

Staff submitted 2018 – 2022 capital funding requests to the City and County for the four projects identified below. Staff presented these requests to the City Capital Long-Range Improvement Committee (CLIC) on May 5, 2017, and completed a review with County Finance and Facility Services on June 7, 2017

The combined 2018 Capital Project funding request is \$6,376,000. The MBC's average annual capital request (2016 – 2018) has been approximately \$5.9M.

MBC Projects	Priority	Balances (as of 5/31/17)	Combined 2018 - 2022 Capital Budget Request					2018 - 2022
			2018	2019	2020	2021	2022	
Life Safety (MBC01)	1	\$1,362,678	\$1,000,000	\$2,400,000	\$130,000	\$130,000		\$3,660,000
Mechanical (MBC02)	2	\$2,828,329		\$750,000	\$1,000,000	\$650,000	\$300,000	\$2,700,000
Exterior (MBC10)	3	\$2,502,233	\$4,800,000					\$4,800,000
Elevators (MBC11)	4	\$181,000	\$576,000	\$2,956,000				\$3,532,000
Total		\$6,874,240	\$6,376,000	\$6,106,000	\$1,130,000	\$780,000	\$300,000	\$14,692,000

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.

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. 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.

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.

Exterior Improvements: This project identifies problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. The initial window forensic analysis has been completed and MBC/City/HC staff have consensus on the repair option that involves addressing the snap trim edges with sealant, replacing weather stripping, and resetting the upper sash. This option is projected to give 10 more years of useful life at a cost of \$400,000 - \$600,000. The project scope for exterior improvements will be expanded to include exterior lighting and antenna removal.

Elevator Modifications: The proposed MBC Elevator Capital Project modernizes six (6) of the fifteen (15) existing passenger 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.

Communication Agenda Item: 2

Date: June 29, 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: **Audit 2016**
Communication Agenda Item: 2

The Office of the State Auditor (OSA) recently completed its Management and Compliance Report for the Municipal Building Commission for the year ending December 31, 2016. The audit considered the MBC's internal control over financial reporting.

The audit disclosed no instances of noncompliance or other matters required to be reported under *Government Auditing Standards*, and therefore issued an unmodified/clean opinion, which is the best rating available.

Discussion and Action Agenda Item: 1

Date: June 29, 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 May 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 May 31, 2017.

The City's Fund Balance at the MBC is \$1,858,934 as of May 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						
		<i>Report Generated 6/12/2017</i>	<i>For Period End 5/31/2017</i>			
		<i>Percent of Year Remaining</i>		<i>58%</i>		
Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,454,460	\$431,117	30%	70%	\$1,023,343	
5200200 Custodial & Security	\$2,812,845	\$1,002,127	36%	64%	\$1,810,718	
5200300 Repairs & Improvements	\$4,687,536	\$1,168,137	25%	75%	\$3,519,400	
Subtotal	\$8,954,841	\$2,601,381	29%	71%	\$6,353,460	
5200400 Adult Detention Center	\$232,959	\$27,214	12%	88%	\$205,745	
5200500 Work for Others	\$705,275	\$81,632	12%	88%	\$623,643	
Total	\$9,893,075	\$2,710,226	27%	73%	\$7,182,849	

31100 - MUNICIPAL BUILDING COMMISSION										
Budget vs Actuals - Expenses										
Year-to-Date Expenses as of May 31, 2017										
Percent of Year Remaining: 58%										
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	100.00%		
		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	8,073.35	11,302.65	0	11,302.65	58.33%		
		501401 - BIS APPLICATION SUPPORT	4,673.00	1,947.10	2,725.90	0	2,725.90	58.33%		
		501501 - BIS OPERATING CHARGES	11,700.00	4,875.00	6,825.00	0	6,825.00	58.33%		
		501801 - BIS SPECIAL CHARGES	76.00	31.65	44.35	0	44.35	58.36%		
		502101 - POSTAGE	250.00	65.08	184.92	0	184.92	73.97%		
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	120.00	880.00	0	880.00	88.00%		
		506101 - GENERAL FUND OVERHEAD	107,740.00	44,891.69	62,848.31	0	62,848.31	58.33%		
		507000 - PROFESSIONAL SERVICES	118,507.00	9,261.50	109,245.50	35,552.08	73,693.42	92.18%		
		507010 - MIS SERVICE FEES	0	41,766.98	(41,766.98)	53,474.66	(95,241.64)			
		507019 - OTHER PROFESSIONAL SERVICES	100,000.00	0	100,000.00	0	100,000.00	100.00%		
		508200 - PARKING LOT/SPACE RENT	2,460.00	1,196.94	1,263.06	1,203.06	60.00	51.34%		
		511000 - TRANSPORTATION	250.00	0	250.00	0	250.00	100.00%		
		513000 - MISCELLANEOUS	8,100.00	2,846.75	5,253.25	4,526.75	726.50	64.85%		
	Contractual Services			374,132.00	115,076.04	259,055.96	94,756.55	164,299.41	69.24%	
	Fringes	781201 - PERA-COORDINATED	38,345.20	11,198.12	27,147.08	0	27,147.08	70.80%		
		781301 - FICA-ASDI	31,699.43	9,005.49	22,693.94	0	22,693.94	71.59%		
		782101 - MEDICARE	7,413.47	2,109.23	5,304.24	0	5,304.24	71.55%		
		782701 - DENTAL INSURANCE	5,040.00	1,240.00	3,800.00	0	3,800.00	75.40%		
		782801 - VEBA - EXPENSE	0	3,800.00	(3,800.00)	0	(3,800.00)			
		782901 - HEALTH INSURANCE	86,077.00	28,720.00	57,357.00	0	57,357.00	66.63%		
		784001 - SEVERANCE	.05	0	(0.05)	0	(0.05)	100.00%		
		786001 - LIFE INSURANCE	522.00	181.25	340.75	0	340.75	65.28%		
		786301 - L/T DISABILITY INS	1,584.92	456.00	1,128.92	0	1,128.92	71.23%		
		788801 - WORKERS' COMP-REINSURANCE	38,000.00	4,308.72	33,691.28	7,636.50	26,054.78	88.66%		
	Fringes			208,681.98	61,018.81	147,663.17	7,636.50	140,026.67	70.76%	
	Materials / Other	602301 - MERF ADDITIONAL - FIXED	226,800.00	94,500.00	132,300.00	0	132,300.00	58.33%		
		605001 - REGISTRATION FEE & TUITION	5,000.00	4,195.25	804.75	0	804.75	16.10%		
		606000 - TRAVEL EXPENSE	4,000.00	0	4,000.00	0	4,000.00	100.00%		
		608000 - INSURANCE	55,000.00	0	55,000.00	0	55,000.00	100.00%		
		610004 - OFFICE SUPPLIES	5,500.00	1,007.39	4,492.61	891.07	3,601.54	81.68%		
		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	0	200.00	0	200.00	100.00%		
		619017 - MISC OTHER OPERATING COST	25,824.00	0	25,824.00	0	25,824.00	100.00%		
		619201 - MEMBERSHIPS & DUES	1,500.00	195.00	1,305.00	636.00	669.00	87.00%		
		619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	1,702.35	(1,352.35)	80.03	(1,432.38)	-386.39%		
	Materials / Other			324,824.00	101,768.94	223,055.06	26,714.98	196,340.08	68.67%	
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	511,270.00	130,454.87	380,815.13	0	380,815.13	74.48%		
		400030 - SALARIES/WAGES - SHIFT	0	801.10	(801.10)	0	(801.10)			
		420001 - OVERTIME - 1.5 TIME	0	2,860.12	(2,860.12)	0	(2,860.12)			
		450001 - VACATION	0	9,119.33	(9,119.33)	0	(9,119.33)			
		460001 - SICK LEAVE	0	9,019.89	(9,019.89)	0	(9,019.89)			
		490001 - OTHER LEAVE	0	998.08	(998.08)	0	(998.08)			
	Personnel Services			511,270.00	153,253.39	358,016.61	0	358,016.61	70.02%	
	5200100 - ADMINISTRATION			1,454,459.98	431,117.18	1,023,342.80	129,108.03	894,234.77	70.36%	
	5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	4,120.00	208.00	3,912.00	0	3,912.00	94.95%	
			502508 - TELEPHONE OTHER	0	130.00	(130.00)	0	(130.00)		
			507000 - PROFESSIONAL SERVICES	437,000.00	5,119.25	431,880.75	732.04	431,148.71	98.83%	
			507015 - SECURITY SERVICES	0	110,565.89	(110,565.89)	737,434.11	(848,000.00)		
			510000 - REPAIR & MAINTENANCE-CONT	3,500.00	43.00	3,457.00	43.00	3,414.00	98.77%	
		Contractual Services		444,620.00	116,066.14	328,553.86	738,209.15	(409,655.29)	73.90%	
		Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	6,600.00	0	6,600.00	100.00%	
			781201 - PERA-COORDINATED	113,249.98	43,404.43	69,845.55	0	69,845.55	61.67%	
			781301 - FICA-ASDI	93,620.37	34,597.57	59,022.80	0	59,022.80	63.04%	
			782101 - MEDICARE	21,894.95	8,103.06	13,791.89	0	13,791.89	62.99%	
			782701 - DENTAL INSURANCE	26,040.00	10,075.00	15,965.00	0	15,965.00	61.31%	
			782801 - VEBA - EXPENSE	0	16,835.00	(16,835.00)	0	(16,835.00)		
			782901 - HEALTH INSURANCE	512,316.00	128,021.00	384,295.00	0	384,295.00	75.01%	
			784001 - SEVERANCE	.25	0	0.25	0	0.25	100.00%	
			786001 - LIFE INSURANCE	2,697.00	1,029.50	1,667.50	0	1,667.50	61.83%	
			786301 - L/T DISABILITY INS	4,681.17	1,710.45	2,970.72	0	2,970.72	63.46%	
		Fringes			781,099.71	243,776.01	537,323.70	0	537,323.70	68.79%
		Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	7,082.12	(7,082.12)	8,571.19	(15,653.31)		
			611000 - OPERATING SUPPLIES	70,000.00	37,728.60	32,271.40	28,845.22	3,426.18	46.10%	
			613000 - REPAIR & MAINT SUPPLIES	0	177.76	(177.76)	0	(177.76)		
			617001 - UNIFORMS CLOTHING PERS	7,000.00	1,195.71	5,804.29	8,345.83	(2,541.54)	82.92%	
			619000 - OTHER OPERATING COSTS	120.00	891.87	(771.87)	0	(771.87)	-643.23%	
		Materials / Other			77,120.00	47,076.06	30,043.94	45,762.24	(15,718.30)	38.96%
		Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,510,005.00	485,676.41	1,024,328.59	0	1,024,328.59	67.84%	
			400020 - SALARIES/WAGES - PREMIUM	0	2,371.69	(2,371.69)	0	(2,371.69)		
			400030 - SALARIES/WAGES - SHIFT	0	11,862.63	(11,862.63)	0	(11,862.63)		
			400501 - BACK PAY - REGULAR TIME	0	1,120.00	(1,120.00)	0	(1,120.00)		
			404401 - PAYMENT FOR COMP TIME	0	3,137.32	(3,137.32)	0	(3,137.32)		

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		420001 - OVERTIME - 1.5 TIME	0	23,223.26	(23,223.26)	0	(23,223.26)	
		440101 - HOLIDAY WORKED	0	4,585.22	(4,585.22)	0	(4,585.22)	
		450001 - VACATION	0	34,664.45	(34,664.45)	0	(34,664.45)	
		460001 - SICK LEAVE	0	24,635.78	(24,635.78)	0	(24,635.78)	
		490001 - OTHER LEAVE	0	3,931.91	(3,931.91)	0	(3,931.91)	
		Personnel Services	1,510,005.00	595,208.67	914,796.33	0	914,796.33	60.58%
5200200 - CUSTODIAL AND SECURITY			2,812,844.71	1,002,126.88	1,810,717.83	783,971.39	1,026,746.44	64.37%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	630,002.00	155,965.43	474,036.57	323,789.60	150,246.97	75.24%
		509201 - FLEET SUPPLY ESD	540.00	225.00	315.00	0	315.00	58.33%
		509205 - FLEET ADMINISTRATION	1,411.00	587.88	823.12	0	823.12	58.34%
		509301 - EQUIPMENT LABOR ESD	144.00	0	144.00	0	144.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	1,160,892.00	164,321.47	996,570.53	291,672.89	704,897.64	85.85%
		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	16,287.42	28,712.58	2,871.66	25,840.92	63.81%
		512004 - STEAM	0	72,341.29	(72,341.29)	124,304.30	(196,645.59)	
		512006 - WATER-CHILLED	0	52,892.06	(52,892.06)	232,314.79	(285,206.85)	
		512007 - WATER & SEWER	115,000.00	36,376.84	78,623.16	0	78,623.16	68.37%
		512201 - ELECTRICITY	400,000.00	123,844.84	276,155.16	781,084.59	(504,929.43)	69.04%
		513000 - MISCELLANEOUS	3,000.00	300.00	2,700.00	900.00	1,800.00	90.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	3,777.00	4,603.68	(826.68)	0	(826.68)	-21.89%
		Contractual Services	2,809,774.00	627,745.91	2,182,028.09	1,756,937.83	425,090.26	77.66%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	2,040.22	(2,040.22)	0	(2,040.22)	
		781201 - PERA-COORDINATED	96,002.50	25,277.16	70,725.34	0	70,725.34	73.67%
		781301 - FICA-ASDI	79,362.40	20,444.79	58,917.61	0	58,917.61	74.24%
		782101 - MEDICARE	18,560.65	4,787.37	13,773.28	0	13,773.28	74.21%
		782701 - DENTAL INSURANCE	12,600.00	2,506.27	10,093.73	0	10,093.73	80.11%
		782801 - VEBA - EXPENSE	0	6,059.59	(6,059.59)	0	(6,059.59)	
		782901 - HEALTH INSURANCE	215,193.00	50,966.46	164,226.54	0	164,226.54	76.32%
		784001 - SEVERANCE	10	59.56	(59.56)	0	(59.56)	59,660.00%
		786001 - LIFE INSURANCE	1,305.00	296.62	1,008.38	0	1,008.38	77.27%
		786301 - L/T DISABILITY INS	3,967.67	878.93	3,088.74	0	3,088.74	77.85%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	9,514.32	5,024.68	0	5,024.68	34.56%
		Fringes	441,530.12	122,831.29	318,698.83	0	318,698.83	72.18%
	Materials / Other	604002 - PARKING	0	8.32	(8.32)	0	(8.32)	
		609101 - ESD EQUIPMENT PARTS	50.00	0	50.00	0	50.00	100.00%
		609201 - ESD EQUIPMENT FUEL	394.00	117.36	276.64	0	276.64	70.21%
		611000 - OPERATING SUPPLIES	1,000.00	46.70	953.30	0	953.30	95.33%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	60,156.09	89,843.91	74,208.83	15,635.08	59.90%
		613001 - BUILDING SUPPLIES	0	0	0	0	0	
		613002 - CARPENTRY SUPPLIES	0	25.00	(25.00)	0	(25.00)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	400.00	0	400.00	0	400.00	100.00%
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	15.09	(15.09)	0	(15.09)	
		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	0	350.00	0	350.00	100.00%
		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	63,159.69	93,034.31	74,281.83	18,752.48	59.56%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,280,038.00	305,550.68	974,487.32	0	974,487.32	76.13%
		400020 - SALARIES/WAGES - PREMIUM	0	403.50	(403.50)	0	(403.50)	
		400501 - BACK PAY - REGULAR TIME	0	512.46	(512.46)	0	(512.46)	
		420001 - OVERTIME - 1.5 TIME	0	5,566.54	(5,566.54)	0	(5,566.54)	
		430001 - OVERTIME - DOUBLE TIME	0	4,125.78	(4,125.78)	0	(4,125.78)	
		450001 - VACATION	0	20,644.41	(20,644.41)	0	(20,644.41)	
		460001 - SICK LEAVE	0	12,328.22	(12,328.22)	0	(12,328.22)	
		461001 - UNUSED SICK LEAVE	0	3,637.44	(3,637.44)	0	(3,637.44)	
		490001 - OTHER LEAVE	0	1,630.67	(1,630.67)	0	(1,630.67)	
		Personnel Services	1,280,038.00	354,399.70	925,638.30	0	925,638.30	72.31%
5200300 - REPAIRS AND IMPROVEMENTS			4,687,536.12	1,168,136.59	3,519,399.53	1,831,219.66	1,688,179.87	75.08%
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	4,784.20	135,174.80	17,590.80	117,584.00	96.58%
		Contractual Services	174,959.00	10,071.20	164,887.80	22,664.84	142,222.96	94.24%
	Fringes	781201 - PERA-COORDINATED	0	188.66	(188.66)	0	(188.66)	
		781301 - FICA-ASDI	0	162.18	(162.18)	0	(162.18)	
		782101 - MEDICARE	0	38.78	(38.78)	0	(38.78)	
		782701 - DENTAL INSURANCE	0	35.85	(35.85)	0	(35.85)	
		782801 - VEBA - EXPENSE	0	109.84	(109.84)	0	(109.84)	
		782901 - HEALTH INSURANCE	0	830.17	(830.17)	0	(830.17)	
		786001 - LIFE INSURANCE	0	3.95	(3.95)	0	(3.95)	
		786301 - L/T DISABILITY INS	0	11.99	(11.99)	0	(11.99)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	328.91	(328.91)	0	(328.91)	
		Fringes	0	1,710.33	(1,710.33)	0	(1,710.33)	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	7,587.75	32,412.25	7,615.42	24,796.83	81.03%
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	3,871.35	14,128.65	0	14,128.65	78.49%
		Materials / Other	58,000.00	11,459.10	46,540.90	7,615.42	38,925.48	80.24%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	2,646.51	(2,646.51)	0	(2,646.51)	
		400020 - SALARIES/WAGES - PREMIUM	0	1.30	(1.30)	0	(1.30)	
		420001 - OVERTIME - 1.5 TIME	0	270.30	(270.30)	0	(270.30)	
		430001 - OVERTIME - DOUBLE TIME	0	586.30	(586.30)	0	(586.30)	
		490001 - OTHER LEAVE	0	469.15	(469.15)	0	(469.15)	
		Personnel Services	0	3,973.56	(3,973.56)	0	(3,973.56)	
5200400 - ADULT DETENTION CENTER			232,959.00	27,214.19	205,744.81	30,280.26	175,464.55	88.32%
5200500 - MBC -	Contractual Services	507000 - PROFESSIONAL SERVICES	35,001.00	7,975.75	27,025.25	18,524.25	8,501.00	77.21%

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
WORK FOR OTHERS		507015 - SECURITY SERVICES	0	1,290.00	(1,290.00)	1,025.00	(2,315.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	64,970.36	225,029.64	4,440.80	220,588.84	77.60%
		513000 - MISCELLANEOUS	5,000.00	982.60	4,017.40	317.40	3,700.00	80.35%
		Contractual Services	330,001.00	75,218.71	254,782.29	24,307.45	230,474.84	77.21%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	6.98	(6.98)	0	(6.98)	
		781201 - PERA-COORDINATED	17,937.90	269.33	17,668.57	0	17,668.57	98.50%
		781301 - FICA-ASDI	14,828.90	229.53	14,599.37	0	14,599.37	98.45%
		782101 - MEDICARE	3,467.53	53.82	3,413.71	0	3,413.71	98.45%
		782701 - DENTAL INSURANCE	2,520.00	30.88	2,489.12	0	2,489.12	98.77%
		782801 - VEBA - EXPENSE	0	65.57	(65.57)	0	(65.57)	
		782901 - HEALTH INSURANCE	43,039.00	504.37	42,534.63	0	42,534.63	98.83%
		784001 - SEVERANCE	.16	2.78	(2.94)	0	(2.94)	1,882.05%
		786001 - LIFE INSURANCE	261.00	3.93	257.07	0	257.07	98.49%
		786301 - L/T DISABILITY INS	741.45	11.03	730.42	0	730.42	98.51%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	153.48	545.52	0	545.52	78.04%
		Fringes	83,494.63	1,331.70	82,162.93	0	82,162.93	98.41%
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	35,000.00	1,929.29	33,070.71	0	33,070.71	94.49%
		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	1,929.29	50,670.71	0	50,670.71	96.33%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	239,179.00	3,040.53	236,138.47	0	236,138.47	98.73%
		420001 - OVERTIME - 1.5 TIME	0	111.35	(111.35)	0	(111.35)	
		Personnel Services	239,179.00	3,151.88	236,027.12	0	236,027.12	98.68%
5200500 - MBC - WORK FOR OTHERS		705,274.63	81,631.58	623,643.05	24,307.45	599,335.60	88.43%	
TOTAL MUNICIPAL BUILDING COMMISSION		9,893,074.43	2,710,226.42	7,182,848.01	2,798,886.79	4,383,961.22	72.60%	

Discussion and Action Agenda Item: 2

Date: June 29, 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 \$83,953 on May 31, 2017.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$	602,347
2017 Expenditures to 5/31/2017		\$	(16,803)
2017 Received Revenue to 5/31/2017		\$	19,975
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)
	Macdonald & Mack Inv#21632.1, PO#577882 - 2016	\$	3,627
	Macdonald & Mack Inv#21632.2, PO#577882 - 2017	\$	2,928
	Macdonald & Mack Inv#21632.3, PO#577882 - 2017	\$	1,879
		\$	(51,565)
Ending Fund Balance - 3110H		\$	83,953

Discussion and Action Agenda Item: 3

Date: June 29, 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: Payroll Service
Agenda Item: 3**

The MBC issued a Request for Information and viewed software demonstrations from four payroll vendors. Based on a review of options, the “software and dedicated support model, as opposed to software only is appropriate for the MBC. This model provides the software and payroll support resources to remotely assist the MBC.

Because the vendor ADP can provide assistance that is the most similar to the level provided by the City, staff recommends that the ADP comprehensive payroll and HR product is the appropriate vendor. The proposed contract will be for two years at an estimated annual cost of \$41,884.30. The annual cost is calculated on a monthly per employee fee basis of \$60.50 plus additional expenses. Additionally, the MBC negotiated one free month of service per year of the contract.

ADP contract details:

- Estimated Annual Cost based on MBC data: \$41,884.30.

Base Includes: Workforce Now Comprehensive Payroll and HR, Workforce Now Document Cloud, Monthly Administrative Fee, Annual Processing (W2's & 1099's.) Carrier Fees.

- To allow for additional expenses such as multiple carrier fees (\$1400.00 each), staff is requesting contract authority of an amount not to exceed \$50,000.

Accordingly, staff requests authority to enter into a contract with ADP, for a two year contract, for an annual not to exceed amount of \$50,000 to provide comprehensive payroll and HR services to the MBC.

Discussion and Action Agenda Item: 4

Date: June 29th 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: **Approve reclassification and authority to hire**
Agenda Item: 4

In tandem to the payroll and benefits conversion, staff recommends creating a Human Resources (HR) Coordinator position to fulfill payroll and benefits administration responsibilities. A majority of these responsibilities are currently performed by the City and will be transitioned to the MBC. Additionally, responsibilities such as managing vendor relationships will also be required by MBC staff.

The HR coordinator position will replace an existing, vacant administrative assistant position and will be charged with being responsible for all aspects of MBC's payroll and benefits functions. The position will include a generalist's knowledge to oversee solicitations, create and manage vendor relationships and contracts with payroll-service provider, benefits consultants, and multiple insurance providers.

Similar City and County positions are paid between \$50,000 to 80,000 annually. Staff is finalizing the compensation schedule. Attached is a draft position description.

Accordingly, staff is requesting authority to reclassify the administrative assistance position to a Human Resources Coordinator and to fill the position.

Title: Human Resources Coordinator

The Human Resources Coordinator is responsible for all aspects of the Commission's payroll and benefits functions, and possesses a generalist's knowledge to fulfill cyclical activities, assist management and employees. The coordinator oversees provider contracts and vendor services.

Job Functions

- Manage and coordinate activities, projects and reporting for payroll and benefits.
- Ensure timely and accurate processing of biweekly payroll, annual enrollment and other cyclical functions.
- Interpret human resources rules, procedures and policies to employees in verbal and written formats.
- Assist employees in making decisions during open enrollment and qualifying events.
- Develop or revise policies and procedures and communicate to staff.
- Advise employees on eligibility for benefits, coverage amounts, cost-sharing, and claim procedures.
- Maintain benefit records and prepare documents necessary for implementing benefit coverage.
- Maintain knowledge of, and ensure compliance with, Federal and State laws, regulations, standards and reporting requirements.
- Oversee solicitations, develop requirements, and create and manage contracts with payroll-service provider, benefits consultants, and insurance providers. Resolve vendor-performance issues on the Commission's and employees' behalves.
- Oversee Health Wellness plan and potential for additional Financial wellness plan.
- Advise management on resolving complaints, questions or problems through legal and best-practices research.

Education and Experience

- Bachelors degree in business administration, industrial relations, human resources administration, public administration, psychology, or a closely related field; and
- At least three years combined experience working in payroll and benefits.

Knowledge, Abilities and Skills

- Knowledge of Human Resources policies, procedures, laws, standards and government regulations for payroll and benefits administration;

- Ability to express oneself clearly and precisely in both verbal and written communications; analyze facts and exercise sound judgment in arriving at conclusions; initiate and prioritize multiple projects and assignments; and review detailed information for accuracy.
- Skilled in interpersonal communication, data analysis, project management, decision making, and problem resolution.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	55,079	58,103	61,123	64,356	67,756	71,964	76,172
Hourly	26.48	27.93	29.39	30.94	32.58	34.60	36.62

Salary based on City of Minneapolis [HR Consultant position](#)

DRAFT

Discussion and Action Agenda Item: 5

Date: June 29th, 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: **Approve Exterior Lighting project and authority to contract**
Agenda Item: 5

Staff has developed an additional exterior lighting option that reduces the cost and is appropriate to the architectural style of the building. Lighting scheme D focuses on lighting the 4th and 5th street towers and adding lights at the tower base, the upper window columns, and the top of the structure.

The estimated costs are as follows:

- | | |
|---|------------------|
| • Construction: | \$210,000 |
| • Design through Construction Administration: | \$ 70,000 |
| Total | \$280,000 |

The costs for this project will be paid out of the MBC's exterior improvement capital fund. MBC staff met with State Historic Preservation and HPC representatives and are confident that the project will be approved. The project is estimated to be completed by late 2017 or early 2018.

The MBC will self-perform the 4th Street work, and if needed, with the assistance of Premier Electric. The 5th Street Tower lighting work will be bid.

Accordingly, MBC staff is requesting board approval to proceed with lighting scheme D and contract as required.

Discussion and Action Agenda Item: 6

Date: June 29th, 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: **Approve Expenditure from Historic preservation fund**
Agenda Item: 6

Staff has identified several structural and functional issues regarding the bell support system located on the balcony – 13th floor. The most urgent concern is the support for the largest (7,000 lb.) bell where the steel plate between the bell and supporting timber has deteriorated significantly. At the July 2016 meeting, the Board approved the expenditure of \$60,000 from the Historic Preservation fund to start an engineering analysis and drawings to reinforce the support system.

A market-based cost estimate for the proposed work is detailed below:

Description	Cost
Design Fees	\$19,960
Re-support North Bells	\$69,000
Re-support South Bells	\$21,000
Contingency (15%)	\$13,500
Total Estimated Construction Cost	\$123,460
Approved amount to date:	\$60,000
Remaining Funding needed:	\$63,460

The current Historic Preservation fund balance is \$83,953. There is also approximately \$241,000 in Historic Preservation fund money remaining in the Clock Restoration Project, which will be transferred back to the Historic Preservation fund when the project is closed.

Accordingly, staff is requesting approval to utilize up to \$65,000 from the Historic Preservation fund for the Bell Support project and solicit bids and contract with the lowest reasonable bidder.

Discussion and Action Agenda Item: 7

Date: June 29, 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: Approve AFSCME labor contract
Agenda Item: 7**

The MBC has been negotiating with AFSCME Council 5, Local 9 representatives, as MBC staff are considered a unit under the City's AFSCME contract.

There are 28 MBC employees represented by AFSCME; 17 custodians, 4 utility, 2 custodial foremen, and 5 security workers.

The collective bargaining process has reached a tentative agreement. Accordingly, staff requests approval of the attached tentative agreement.

Executive Summary of Tentative Agreement between the Municipal Building Commission & AFSCME Local 9: Custodians and Security Officers Unit

Duration: 36-month agreement: January 1, 2017 – December 31, 2019

Coverage: 28 employees who are Custodians; Security Officers, Utility Workers and Custodial Foreman

Overview

- Top steps are increased 2.25% in 2017 and 2018 and 2.50% in 2019.
- Lowest custodial step is set at \$15.00 in 2017.
- New Step 9 created for Security Officers to align with County Security Officers schedule in number of steps.
- All other steps are increased between 2% to 3% to achieve a consistent 6.50% or 6.00% difference between each step up to the highest step. The 2% to 3% increases replace the Across-the-Board increases with the purpose of gradually bringing all steps to a 5% “best practice” difference within the next ten years.

Effective January 1, 2017 – General Terms

- Allows regular step progression with satisfactory or better performance.
- Increases the Compensation Time Bank from 40 to 80 hours.
- Reduces new-hire probationary period from one year to six months.
- Adds new on-call language similar to Trades’ contract.
- Increases Security Officer annual uniform allowance to \$550 from \$375.
- Formalizes the Custodian Foreman’s \$1.50 per hour safety-premium.
- Increases night-shift differential by \$.10 per hour to \$1.00.
- Increases Adult Detention Center premium by \$.35 per hour to \$.70.
- Extends \$1.00 shift differential to weekend-day staff who do not receive the night-shift differential (weekend staff only receive one of the differentials, not both).

Effective January 1, 2017 – Financial Terms

- Increases Step 8 for Custodians, Security Officers and Utility Workers and Step 1 for Custodial Foreman by 2.25%.
- Sets Custodian Step 1 at \$15.00 per hour.
- Increases Custodian steps 2 through 7 by amounts to achieve a 6.75% split alteration from Step 8 to Step 2. For example, Step 7 is 6.75% less than Step 8 and Step 6 is 6.75% less than Step 7.
- Increases Security Officer and Utility Worker steps 1 through 7 by amounts to achieve a 6.15% split alteration from Step 8 to Step 1.
- Creates a new Security Officer Step 9 that is 3.00% higher than Step 8 (after Step 8 was increased by 2.25%).
- Increases year-end longevity payment by 2.25%.

Effective January 1, 2018 – Financial Terms

- Increases Step 8 for Custodians, Security Officers and Utility Workers and Step 1 for Custodial Foreman by 2.25%.
- Increases Custodian Step 1 by 2.25%.
- Increases Custodian steps 2 through 7 by amounts to achieve a 6.60% split alteration from Step 8 to Step 2.
- Increases Security Officer and Utility Worker steps 1 through 7 by amounts to achieve a 6.10% split alteration from Step 8 down.
- Creates a new Security Officer Step 9 that is 3.00% higher than Step 8 (after Step 8 was increased by 2.25%).
- Increases year-end longevity payment by 2.25%.

Effective January 1, 2019 – Financial Terms

- Increases Step 8 for Custodians, Security Officers and Utility Workers and Step 1 for Custodial Foreman by 2.50%.
- Increases Custodian Step 1 by 2.50%.
- Increases Custodian steps 2 through 7 by amounts to achieve a 6.50% split alteration from Step 8 to Step 2.
- Increases Security Officer and Utility Worker steps 1 through 7 by amounts to achieve a 6.00% split alteration from Step 8 down.
- Creates a new Security Officer Step 9 that is 3.00% higher than Step 8 (after Step 8 was increased by 2.50%).
- Increases year-end longevity payment by 2.50%.

1) 2016 Salary Schedule

Class	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Labor Grade I - Custodians	\$13.92	\$15.02	\$16.08	\$17.11	\$18.21	\$19.22	\$20.41	\$22.29
Security Officer	\$15.97	\$17.04	\$18.10	\$19.14	\$20.24	\$21.25	\$22.44	\$24.37
Labor Grade II - Utility	\$16.03	\$17.11	\$18.18	\$19.21	\$20.31	\$21.33	\$22.52	\$24.59
Labor Grade III - Foreman	\$25.90							

2) 2017 Salary Schedule

Class	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Labor Grade I - Custodians	\$15.00	\$15.40	\$16.44	\$17.55	\$18.74	\$20.00	\$21.35	\$22.79	Not. Appl.
Security Officer	\$16.41	\$17.42	\$18.49	\$19.63	\$20.83	\$22.11	\$23.47	\$24.92	\$ 25.67
Labor Grade II - Utility	\$16.56	\$17.58	\$18.66	\$19.80	\$21.02	\$22.31	\$23.69	\$25.14	Not. Appl.
Labor Grade III - Foreman	\$26.48								
Percent increase in rates from 2016 to 2017									
Labor Grade I - Custodians	7.76%	2.54%	2.25%	2.58%	2.89%	4.06%	4.61%	2.25%	
Security Officer	2.75%	2.22%	2.15%	2.54%	2.93%	4.07%	4.61%	2.25%	
Labor Grade II - Utility	3.29%	2.72%	2.62%	3.09%	3.50%	4.61%	5.18%	2.25%	
Labor Grade III - Foreman	2.25%								

3) 2018 Salary Schedule

Class	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Labor Grade I - Custodians	\$15.34	\$15.88	\$16.93	\$18.05	\$19.24	\$20.51	\$21.86	\$23.30	Not. Appl.
Security Officer	\$16.83	\$17.86	\$18.95	\$20.11	\$21.33	\$22.63	\$24.01	\$25.48	\$ 26.24
Labor Grade II - Utility	\$16.99	\$18.02	\$19.12	\$20.29	\$21.52	\$22.84	\$24.23	\$25.71	Not. Appl.
Labor Grade III - Foreman	\$27.08								
Percent increase in rates from 2017 to 2018									
Labor Grade I - Custodians	2.25%	3.12%	2.97%	2.83%	2.68%	2.54%	2.39%	2.25%	
Security Officer	2.59%	2.54%	2.49%	2.44%	2.39%	2.35%	2.30%	2.25%	2.25%
Labor Grade II - Utility	2.59%	2.54%	2.49%	2.44%	2.39%	2.35%	2.30%	2.25%	
Labor Grade III - Foreman	2.25%								

4) 2019 Salary Schedule

Class	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Labor Grade I - Custodians	\$15.72	\$16.37	\$17.43	\$18.57	\$19.77	\$21.06	\$22.43	\$23.89	Not. Appl.
Security Officer	\$17.37	\$18.41	\$19.52	\$20.69	\$21.93	\$23.24	\$24.64	\$26.12	\$ 26.90
Labor Grade II - Utility	\$17.53	\$18.58	\$19.69	\$20.87	\$22.13	\$23.45	\$24.86	\$26.35	Not. Appl.
Labor Grade III - Foreman	\$27.76								
Percent increase in rates from 2018 to 2019									
Labor Grade I - Custodians	2.50%	3.08%	2.98%	2.89%	2.79%	2.69%	2.60%	2.50%	
Security Officer	3.18%	3.08%	2.98%	2.89%	2.79%	2.69%	2.60%	2.50%	2.50%
Labor Grade II - Utility	3.18%	3.08%	2.98%	2.89%	2.79%	2.69%	2.60%	2.50%	
Labor Grade III - Foreman	2.50%								

Discussion and Action Agenda Item: 8

Date: June 29, 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: Approve Non-represented terms
Agenda Item: 8**

The financial terms for MBC Non-represented and appointed employees have historically adhered to the percentages negotiated in the MBC- AFSCME labor contract. The proposed financial terms are listed below.

Wages and Longevity:

Effective 01/01/2017:	2.25% wage and longevity increase; step movement allowed.
Effective 01/01/2018:	2.25% wage and longevity increase; step movement allowed.
Effective 01/01/2019:	2.50% wage and longevity Increase; step movement allowed.

Accordingly, MBC staff is requesting authority to implement the above financial terms for MBC Non-represented and appointed employees.