



**Municipal Building Commission Meeting
February 26, 2016 12:30 PM
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the December 17, 2015 meeting.
- 2) Approve Contract Summary.
- 3) Approve 2016 Board meeting schedule.

COMMUNICATION AGENDA ITEMS:

- 1) 2016 – 2020 Capital Budget.
- 2) 125-year Cornerstone Celebration.
- 3) Security Project update.
- 4) Pay Equity Compliance report.

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through January 31, 2016.
- 2) Approve MBC Historic Preservation fund balance.
- 3) Approve catering contract extensions.
- 4) Approve Hennepin County Security contract.
- 5) Approve Elevator Maintenance bid release and contract.
- 6) Approve MBC staggered retirement program.
- 7) Approve carpentry pricing contracts.
- 8) Approve City Hall/Courthouse space assignments.

Consent Agenda Item: 1

Date: XX, 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 December 17, 2015 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
December 17, 2015

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 10:03 a.m. at the City Hall/Courthouse Hearing Room 333. Present were:

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

CONSENT AGENDA ITEMS

1. Mayor Hodges moved to approve these consent agenda items:
 - a. September 8, 2015 minutes;
 - b. Contract Summary as of November 30, 2015; and
 - c. Historic Preservation Fund Balance as of November 30, 2015.

Council President Johnson seconded and the motion carried:

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

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2016 – 2020 Capital Budget
2. Clock Face Restoration Project
3. 125-year Cornerstone Celebration
4. 2016 Bell Concert Schedule

DISCUSSION & ACTION AGENDA ITEMS

1. Council President Johnson moved to approve the expenditure report through November 30, 2015. Commissioner McLaughlin seconded. The motion carried:

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

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

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
December 17, 2015

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

3. Council President Johnson moved to approve the 2016 Operating Budget. Commissioner McLaughlin seconded. The motion carried:

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

4. Council President Johnson moved to approve use of the Hennepin County contract with Allied Barton for the duration of the County contract including any authorized contract extension, to increase the 2015 not to exceed amount to \$165,000, and approve a not-to-exceed amount of \$170,000 for 2016. Commissioner Callison seconded. The motion carried:

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

5. Commissioner McLaughlin moved to approve the use of Hennepin County to continue providing Information Technology and Telecommunications services until such time that either party cancels the contract, in an annual amount not to exceed \$105,000. Council President Johnson seconded. The motion carried:

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

6. Commissioner McLaughlin moved to approve the authority to negotiate a three-year, \$200-per-month lease with Vang Enterprises for the ground-floor café space. Mayor Hodges seconded. The motion carried:

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

7. Council President Johnson moved to approve the release of an RFP for design services for the Critical Power and Exterior Improvements capital projects and contract with the selected vendors. authority to negotiate a three-year, \$200-per-month lease with Vang Enterprises for the ground-floor café space. Mayor Hodges seconded. The motion carried:

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

8. Council President Johnson moved to approve the 2016 – 2017 Building Trades labor contract. Commissioner McLaughlin seconded. The motion carried:

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
December 17, 2015

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

CLOSED AGENDA ITEMS

Chair Callison closed the meeting at 10:30 a.m. pursuant to Minnesota Statutes §13D.05, subdivision (3)(b), to discuss a workers' compensation claim, and for a Security Briefing and Security Communication pursuant to Minnesota Statutes §13D.05, subdivision (3)(d).

ADJOURN

Council President Johnson moved to adjourn at 11:19 a.m. Commissioner McLaughlin seconded. The motion carried:

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

Date: February 26, 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 February 9, 2016. These contracts do not exceed \$50,000. Staff requests approval of the attached summary report.

Professional Service Contracts through 2/9/2016

<i>Contract #</i>	<i>Vendor Name</i>	<i>Description</i>	<i>Start Date</i>	<i>Encumbered</i>	<i>Remaining</i>
C-39411	ANDERSON, TREVOR R.	MBC-ARCHITECTURAL SERVICES	4/1/2015	17,404.50	-
C-38607	BRAMAN AND ASSOCIATES, INC.	MBC-REAL ESTATE ADVISORY SRVC	8/1/2014	-	47,500.00
C-37751	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTUAL CONSULTING	12/1/2013	-	943.16
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	-	22,505.36
C-38287	ENGINEERING DESIGN INITIATIVE, LTD	MBC-MAYOR OFFICE RENO-ENGINEER	6/1/2014	12,822.47	864.92
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	-	49,987.54
C-36791	ERIKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	-	37,730.00
C-35971	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEER & PROF LIGHTING	8/1/2012	29.51	12,494.40
C-39693	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-CRITICAL POWER ASSESSMENTS	8/1/2015	2,265.00	-
C-40209	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	22,800.00	25,700.00
C-38007	FIRENET SYSTEMS, INC.	MBC-CH FIRE SYSTEM MAINTENANCE	2/2/2014	2,947.07	0.50
C-39286	FIRENET SYSTEMS, INC.	MBC-FIRE SYSTEM INSPECTION	2/1/2015	2,365.00	10,810.00
C-40266	FIRENET SYSTEMS, INC.	MBC-FIRE SYSTEMS SVCS-CITY HAL	4/1/2015	2,054.00	-
C-40151	GIANCOLA, NICOLA S.	MBC-FINANCIAL SERVICES	11/1/2015	17,224.50	0.50
C-38117	GROTTE, BRIAN C.	MBC-CAD & DRAFTING SERVICES	4/1/2014	6,590.00	0.50
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	6,609.92	10,761.03
C-40252	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VERTICAL TRANSPORTATION	12/1/2015	10,900.00	-
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12,694.74	19,677.35
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	3,508.00	34,130.00
C-37754	MACDONALD AND MACK ARCHITECTS	MBC-CLOCK TOWER-CONSULT	1/1/2014	588.17	0.46
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	1,840.00	39,296.25
C-39645	MACDONALD AND MACK ARCHITECTS	MBC-ARCHITECTURAL CONSULTING	5/1/2015	19,565.14	0.30
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	13,124.88	6,560.00
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12,465.50	42,300.00
C-38472	ORFIELD LABORATORIES, INC.	MBC-ACOUSTICAL CONSULT/DESIGN	7/1/2014	175.00	32,130.00
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	-	49,230.00
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	1,198.85	35,282.05
C-39760	ROBERT HALF INT'L	MBC-BUDGET PREP/ANALYSIS	4/1/2015	-	0.20
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	-	40,116.50
C-39913	ROBLES FLORES, SANDRA	MBC-ONSITE COORDINATOR	8/1/2015	-	14,257.50
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	-	47,600.00
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	6,887.50	29,810.00
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	-	50,000.00
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	3,175.00	11,000.00
C-38538	SEBESTA, INC.	MBC-STRUCTURAL ENGINEERING	4/1/2014	7,982.19	32,510.25
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTUAL	2/1/2013	10,828.30	33,791.32
C-39291	SMITHS BELL AND CLOCK SERVICE	MBC-BELL CHIME INSPECTION SRVC	3/1/2015	-	49,450.00
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	-	11,224.53
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	-	50,000.00
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	-	48,765.00

Consent Agenda Item: 3

Date: February 26th, 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 schedule**
Consent Agenda Item: 3

The 2016 MBC board meeting schedule is as follows. With the exception of April 5th, all meetings will be held in City Hall, Room 326C.

- February 26th, 12:30-1:30 p.m.
- April 5th, 11 – 12:00 p.m. (City Hall, Conference Room 319)
- July 18th, 1:30 – 2:30 p.m.
- September 22nd, 11 – 12 p.m.
- December 15th, 10 – 11:00 a.m.

The schedule and meeting information is posted on the MBC website under: [MBC Board Documents](#).

Staff requests approval of the 2016 meeting schedule

Communication Agenda Item: 1

Date: February 26th, 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 – 2020 Capital Budget**
Communication Agenda Item: 1

Staff submitted the MBC's 2016-2020 capital project requests to the City on April 9 and the County on May 22, 2015. The combined City/County 2016 request is \$2.9 million and was approved in the City and County's final budget.

		Capital Budget Request						
MBC Projects	Carryover Funds to 2016	2016	2017	2018	2019	2020	2016 to 2020 (excluding carryover)	
Life Safety	\$400,000	\$0	\$50,000	\$200,000	\$100,000	\$100,000	\$450,000	
Mechanical	\$1,900,000	\$0	\$0	\$500,000	\$900,000	\$800,000	\$2,200,000	
Elevators	\$850,000	\$1,250,000	\$0	\$0	\$0	\$0	\$1,250,000	
Critical Power	\$70,000	\$400,000	\$4,000,000	\$450,000	\$0	\$0	\$4,850,000	
Exterior	\$0	\$1,250,000	\$2,100,000	\$2,200,000	\$1,850,000	\$0	\$7,400,000	
Total	\$3,220,000	\$2,900,000	\$6,150,000	\$3,350,000	\$2,850,000	\$900,000	\$16,150,000	

The combined Mechanical/Life Safety Program is divided into a total of 23 stages; 4 stages remain (15, 19, 20, 21).

Life Safety Improvements: Initial work for stages 23 and 22 has started. The project continues installation of sprinkler, fire alarm, smoke detection, stairway pressurization, and public-address systems throughout the entire facility; removal of asbestos materials; and installation of new fire proofing material.

Additional Life Safety Improvements: The MBC has contracted with Michaud Cooley Erickson (MCE) to expand and develop the 2011 Life Safety study into a schematic design and cost estimate. MCE has completed the investigation portion and is currently completing the schematic design and cost estimate. The MBC will then add this scope and cost to our 2017-2021 Life Safety Capital Request.

Mechanical Systems Upgrades: This project renovates and upgrades the heating, ventilating, and air conditioning (HVAC) systems in the City Hall/Courthouse. The firm Mohagen Hansen has been hired for Stage 22 and 23 architectural services, which includes assessing the feasibility and costs of a bike facility in the basement area. The stage 22 and 23 work is scheduled to be completed in late 2017.

Communication Agenda Item: 1

Elevator Modifications: This project will convert the existing passenger/freight elevator into a passenger elevator and install a new freight elevator. Busch Architects has recently completed the design development drawings and specifications. Construction Documents are scheduled to be completed by March 15, 2016. Concurrently the MBC is contracting for a comprehensive assessment of all other elevators to prepare a 20 year capital plan that will be used to update our Elevator Capital request for future years.

Critical Power: This project will upgrade the building's emergency power systems, which supply only minimal requirements for evacuation and uninterruptible power for MECC-911. Limited backup exists for HVAC, environmental controls, security monitoring, general lighting, and power receptacles. An RFP for design development and cost estimates has been released; responses are due in mid-March 2016.

Exterior Improvements: This project identifies problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. A 2015 window assessment and repair mock-up provided minimal reduction in air infiltration. As a follow up, the MBC solicited multiply vendors to further assess and provide design recommendations. Staff will pursue three approaches: simple repairs including caulking, more extensive repairs, and ultimately window replacement. This work will include pre and post testing data and will be completed prior to soliciting vendors for full design.

Communication Agenda Item: 2

Date: February 26th, 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: **Planning the 125th Cornerstone Anniversary celebration**
Communication Agenda Item: 2

Staff is planning an event to commemorate the 125th anniversary of the laying of the City Hall/Courthouse cornerstone. The event will be hosted by the current MBC Board and is scheduled for Monday, July 11th, 2016 from 12:00-1:00 p.m.

In addition to commemorating the laying of the cornerstone, the goal is to bring people into the building. Preliminary plans include a social media campaign to count down 125 days prior to the July 11th event. As part of the campaign, employees and members of the public will be asked to share a memory and/or memorabilia of the experience in the building

The Hennepin History Museum and Hennepin County Library are compiling material for a series of exhibits that showcase the history of the building. A media campaign will be developed to promote awareness of the event and an expanded building tour will be developed. The City/County choir will provide musical entertainment.

To promote participation in the events, staff is discussing the feasibility of offering a limited number of attendees the opportunity to access the bell tower. Staff will continue to keep the Board informed.

Communication Agenda Item: 3

Date: February 26, 2016

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

From: Erin Delaney

Subject: **City Hall/Courthouse Security Project Update**
Communication Agenda Item: 3

At the December 2015 meeting, the Board directed staff to begin working with various security and law enforcement partners to develop a set of working policies and procedures for City Hall.

The MBC took the lead in drafting a Project Charter and forming a Steering Committee. The Steering Committee is composed of representatives from Minneapolis Police, Hennepin County Sheriff's Office, the Office of Emergency Management and management from MBC, Hennepin County and City of Minneapolis Security.

The overarching goal of the project is to develop a mutually agreeable restricted access plan for the building, and the project charter identifies the following focus areas:

1. Building Security Procedures
2. Building Use Policies
3. Active Shooter
4. Notification/Communication

Steering Committee meetings have started to address the four areas identified above. Staff is planning to present its preliminary findings at the July 18th Board meeting.

Communication Agenda Item: 4

Date: February 26, 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 Pay Equity Report**
Communication Agenda Item: 4

In January 2016, staff submitted the MBC's Pay Equity Implementation Report to Minnesota Management and Budget (MMB). The report covers the 2013 – 2015 reporting cycle.

On February 17, 2016 the MBC received notice from MMB that all requirements of the Local Government Pay Equity Act (§471.991-999) have been met by the MBC.

As required under the law, the MBC completes the report every three years.

Discussion and Action Agenda Item: 1

Date: February 26th, 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 January 31, 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 January 31, 2016.

The MBC Operating Fund Balance is \$1,603,169 as of January 31, 2016.

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

Municipal Building Commission 2016						
Budget vs YTD Actuals - Expenses						
					<i>For Period End</i>	1/31/2016
					<i>Percent of Year Remaining</i>	92%
Department		Budget	YTD Actual	% Budget Spent	% Budget Remaining	\$ Remaining
5200100	Administration	\$1,524,950	\$79,962	5%	95%	\$1,444,988
5200200	Custodial & Security	\$2,695,612	(\$52,931)	-2%	102%	\$2,748,543
5200300	Repairs & Improvements	\$3,990,454	\$31,332	1%	99%	\$3,959,122
	Subtotal	\$8,211,016	\$58,362	1%	99%	\$8,152,654
5200400	Adult Detention Center	\$212,959	\$6,432	3%	97%	\$206,527
5200500	Work for Others	\$699,999	\$1,229	0%	100%	\$698,770
	Total	\$9,123,974	\$66,023	1%	99%	\$9,057,951

31100 - MUNICIPAL BUILDING COMMISSION								
Budget vs Actuals - Expenses								
Year-to-Date Expenses as of January 31, 2016								
Percent of Year Remaining: 92%								
Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Avail After Encumb	Percent Remaining
5200100 - ADMINISTRATION								
Contractual Services	501101 - BENEFITS ADMIN FEE		17,296.00	1,441.33	15,854.67	0	15,854.67	91.67%
	501401 - BIS APPLICATION SUPPORT		5,064.00	422.00	4,642.00	0	4,642.00	91.67%
	501501 - BIS OPERATING CHARGES		10,738.00	894.83	9,843.17	0	9,843.17	91.67%
	501601 - BIS DATA CONNECTIVITY CHARGE		10.00	0.83	9.17	0	9.17	91.70%
	501801 - BIS SPECIAL CHARGES		1,042.00	86.83	955.17	0	955.17	91.67%
	502101 - POSTAGE		250.00	18.06	231.94	0	231.94	92.78%
	502508 - TELEPHONE OTHER		0	(195.00)	195.00	0	195.00	
	505000 - PRINTING COPYING BINDING MIC		1,000.00	0	1,000.00	0	1,000.00	100.00%
	506101 - GENERAL FUND OVERHEAD		108,850.00	9,071.00	99,779.00	0	99,779.00	91.67%
	507000 - PROFESSIONAL SERVICES		118,507.00	8,249.25	110,257.75	48,696.25	61,561.50	93.04%
	507010 - MIS SERVICE FEES		0	0	0	97,083.14	(97,083.14)	
	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	398.98	2,061.02	2,121.02	(60.00)	83.78%
	511000 - TRANSPORTATION		250.00	0	250.00	0	250.00	100.00%
	513000 - MISCELLANEOUS		0	0	0	0	0	
	513007 - MISCELLANEOUS CONTRACTUAL		8,100.00	0	8,100.00	0	8,100.00	100.00%
Contractual Services			373,567.00	20,388.11	353,178.89	147,900.41	205,278.48	94.54%
Fringes	781201 - PERA-COORDINATED		37,781.48	1,230.90	36,550.58	0	36,550.58	96.74%
	781301 - FICA-ASDI		31,232.20	987.02	30,245.18	0	30,245.18	96.84%
	782101 - MEDICARE		7,304.89	231.61	7,073.28	0	7,073.28	96.83%
	782701 - DENTAL INSURANCE		5,040.00	192.00	4,848.00	0	4,848.00	96.19%
	782901 - HEALTH INSURANCE		86,365.00	4,719.00	81,646.00	0	81,646.00	94.54%
	786001 - LIFE INSURANCE		522.00	21.75	500.25	0	500.25	95.83%
	786301 - L/T DISABILITY INS		1,561.86	64.29	1,497.57	0	1,497.57	95.88%
	788801 - WORKERS' COMP-REINSURANCE		0	2,199.79	(2,199.79)	43,800.21	(46,000.00)	
	789901 - WORKERS' COMP - ADMIN		45,000.00	0	45,000.00	0	45,000.00	100.00%
Fringes			214,807.43	9,646.36	205,161.07	43,800.21	161,360.86	95.51%
Materials / Other	602301 - MERF ADDITIONAL - FIXED		334,800.00	27,900.00	306,900.00	0	306,900.00	91.67%
	605001 - REGISTRATION FEE & TUITION		5,000.00	0	5,000.00	0	5,000.00	100.00%
	606000 - TRAVEL EXPENSE		4,000.00	0	4,000.00	0	4,000.00	100.00%
	608000 - INSURANCE		55,000.00	0	55,000.00	55,000.00	0	100.00%
	610004 - OFFICE SUPPLIES		5,500.00	32.24	5,467.76	642.79	4,824.97	99.41%
	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%
	616000 - TAXES LICENSES & FEES		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		25,823.00	0	25,823.00	0	25,823.00	100.00%
	619201 - MEMBERSHIPS & DUES		1,500.00	(90.00)	1,590.00	623.00	967.00	106.00%
	619401 - REFRESHMENTS - FOOD & BEVER		350.00	0	350.00	33.63	316.37	100.00%
Materials / Other			432,823.00	27,842.24	404,980.76	56,521.17	348,459.59	93.57%
Personal Services	400001 - SALARIES/WAGES - REGULAR		503,752.39	20,722.65	483,029.74	0	483,029.74	95.89%
	450001 - VACATION		0	528.79	(528.79)	0	(528.79)	
	460001 - SICK LEAVE		0	833.46	(833.46)	0	(833.46)	
Personal Services			503,752.39	22,084.90	481,667.49	0	481,667.49	95.62%
5200100 - ADMINISTRATION			1,524,949.82	79,961.61	1,444,988.21	248,221.79	1,196,766.42	94.76%
5200200 - CUSTODIAL AND SECURITY								
Contractual Services	502401 - RAD/PAGE/CELPHONE RENTAL		4,120.00	0	4,120.00	0	4,120.00	100.00%
	507000 - PROFESSIONAL SERVICES		280,739.00	0	280,739.00	0	280,739.00	100.00%
	507015 - SECURITY SERVICES		0	(85,849.18)	85,849.18	300,000.00	(214,150.82)	
	510000 - REPAIR & MAINTENANCE-CONT		3,500.00	0	3,500.00	0	3,500.00	100.00%
Contractual Services			288,359.00	(85,849.18)	374,208.18	300,000.00	74,208.18	129.77%
Fringes	781101 - MERF-NORMAL COSTS		6,600.00	304.40	6,295.60	0	6,295.60	95.39%
	781201 - PERA-COORDINATED		115,989.72	6,162.88	109,826.84	0	109,826.84	94.69%
	781301 - FICA-ASDI		95,885.62	4,885.80	90,999.82	0	90,999.82	94.90%
	782101 - MEDICARE		22,425.03	1,146.37	21,278.66	0	21,278.66	94.89%
	782701 - DENTAL INSURANCE		26,040.00	1,696.75	24,343.25	0	24,343.25	93.48%
	782901 - HEALTH INSURANCE		511,164.00	27,498.28	483,665.72	0	483,665.72	94.62%
	785001 - UNEMPLOYMENT COMPENSATIC		0	0	0	0	0	
	786001 - LIFE INSURANCE		2,697.00	192.22	2,504.78	0	2,504.78	92.87%
	786301 - L/T DISABILITY INS		4,794.13	328.47	4,465.66	0	4,465.66	93.15%
Fringes			785,595.50	42,215.17	743,380.33	0	743,380.33	94.63%
Materials / Other	602004 - SETTLEMENTS		0	(128,433.22)	128,433.22	0	128,433.22	
	610003 - COMPUTER SOFTWARE		0	0	0	0	0	
	611000 - OPERATING SUPPLIES		70,000.00	1,901.19	68,098.81	38,872.00	29,226.81	97.28%
	617001 - UNIFORMS CLOTHING PERS		5,000.00	1,125.00	3,875.00	9,532.03	(5,657.03)	77.50%
	619000 - OTHER OPERATING COSTS		120.00	0	120.00	0	120.00	100.00%
Materials / Other			75,120.00	(125,407.03)	200,527.03	48,404.03	152,123.00	266.94%
Personal Services	400001 - SALARIES/WAGES - REGULAR		1,546,537.91	102,314.47	1,444,223.44	0	1,444,223.44	93.38%
	404401 - PAYMENT FOR COMP TIME		0	1,461.01	(1,461.01)	0	(1,461.01)	
	420001 - OVERTIME - 1.5 TIME		0	3,509.64	(3,509.64)	0	(3,509.64)	
	450001 - VACATION		0	5,122.13	(5,122.13)	0	(5,122.13)	
	460001 - SICK LEAVE		0	3,702.85	(3,702.85)	0	(3,702.85)	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Avail After Encumb	Percent Remaining	
Personal Services			1,546,537.91	116,110.10	1,430,427.81	0	1,430,427.81	92.49%	
5200200 - CUSTODIAL AND SECURITY			2,695,612.41	(52,930.94)	2,748,543.35	348,404.03	2,400,139.32	101.96%	
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	502001 - ALARM SERVICE	0	0	0	24,683.62	(24,683.62)		
		507000 - PROFESSIONAL SERVICES	90,000.00	0	90,000.00	314,727.46	(224,727.46)	100.00%	
		509201 - FLEET SUPPLY ESD	1,893.00	45.00	1,848.00	0	1,848.00	97.62%	
		509205 - FLEET ADMINISTRATION	0	112.75	(112.75)	0	(112.75)		
		509301 - EQUIPMENT LABOR ESD	194.00	0	194.00	0	194.00	100.00%	
		510000 - REPAIR & MAINTENANCE-CONT	830,000.00	(11,497.30)	841,497.30	696,329.89	145,167.41	101.39%	
		512000 - UTILITIES	600,000.00	0	600,000.00	0	600,000.00	100.00%	
		512003 - REFUSE DISPOSAL	45,000.00	0	45,000.00	51,750.00	(6,750.00)	100.00%	
		512004 - STEAM	0	(25,000.00)	25,000.00	231,229.13	(206,229.13)		
		512006 - WATER-CHILLED	0	(20,000.00)	20,000.00	304,708.54	(284,708.54)		
		512007 - WATER & SEWER	115,000.00	(5,407.94)	120,407.94	(799.91)	121,207.85	104.70%	
		512201 - ELECTRICITY	450,000.00	0	450,000.00	416,283.23	33,716.77	100.00%	
		513000 - MISCELLANEOUS	6,777.00	0	6,777.00	710.25	6,066.75	100.00%	
	Contractual Services			2,138,864.00	(61,747.49)	2,200,611.49	2,039,622.21	160,989.28	102.89%
		Fringes	781001 - SUPPLEMENTAL PENSION	0	319.67	(319.67)	0	(319.67)	
			781201 - PERA-COORDINATED	94,334.21	3,608.90	90,725.31	0	90,725.31	96.17%
			781301 - FICA-ASDI	77,983.95	3,040.37	74,943.58	0	74,943.58	96.10%
			782101 - MEDICARE	18,238.45	713.63	17,524.82	0	17,524.82	96.09%
			782701 - DENTAL INSURANCE	12,600.00	499.73	12,100.27	0	12,100.27	96.03%
			782901 - HEALTH INSURANCE	215,913.00	10,989.64	204,923.36	0	204,923.36	94.91%
			786001 - LIFE INSURANCE	1,305.00	56.60	1,248.40	0	1,248.40	95.66%
			786301 - L/T DISABILITY INS	3,898.85	166.44	3,732.41	0	3,732.41	95.73%
			787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	722.89	13,816.11	0	13,816.11	95.03%
	Fringes			438,812.45	20,117.87	418,694.58	0	418,694.58	95.42%
		Materials / Other	609201 - ESD EQUIPMENT FUEL	636.00	31.00	605.00	0	605.00	95.13%
		610000 - ADMINISTRATION SUPPLIES	0	0	0	18,382.21	(18,382.21)		
		611000 - OPERATING SUPPLIES	400.00	0	400.00	0	400.00	100.00%	
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	6,188.75	143,811.25	66,544.33	77,266.92	95.87%	
		613001 - BUILDING SUPPLIES	0	86.70	(86.70)	23,383.06	(23,469.76)		
		613003 - ELECTRICAL SUPPLIES	0	0	0	661.74	(661.74)		
		613005 - PLUMBING/PIPEFITTING SUPPLIE	0	0	0	6,429.57	(6,429.57)		
		616000 - TAXES LICENSES & FEES	0	0	0	110.00	(110.00)		
		616002 - LICENSE FEES & PERMITS	3,000.00	0	3,000.00	0	3,000.00	100.00%	
		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	0	400.00	0	400.00	100.00%	
Materials / Other			154,986.00	6,306.45	148,679.55	115,510.91	33,168.64	95.93%	
	Personal Services	400001 - SALARIES/WAGES - REGULAR	1,257,791.45	63,195.07	1,194,596.38	0	1,194,596.38	94.98%	
		400501 - BACK PAY - REGULAR TIME	0	(3,487.77)	3,487.77	0	3,487.77		
		420001 - OVERTIME - 1.5 TIME	0	1,082.02	(1,082.02)	0	(1,082.02)		
		450001 - VACATION	0	396.17	(396.17)	0	(396.17)		
		460001 - SICK LEAVE	0	794.54	(794.54)	0	(794.54)		
		461001 - UNUSED SICK LEAVE	0	4,674.64	(4,674.64)	0	(4,674.64)		
Personal Services			1,257,791.45	66,654.67	1,191,136.78	0	1,191,136.78	94.70%	
5200300 - REPAIRS AND IMPROVEMENTS			3,990,453.90	31,331.50	3,959,122.40	2,155,133.12	1,803,989.28	99.21%	
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	0	15,000.00	0	15,000.00	100.00%
			510000 - REPAIR & MAINTENANCE-CONT	139,959.00	0	139,959.00	21,688.24	118,270.76	100.00%
	Contractual Services			154,959.00	0	154,959.00	21,688.24	133,270.76	100.00%
		Fringes	781201 - PERA-COORDINATED	0	333.23	(333.23)	0	(333.23)	
			781301 - FICA-ASDI	0	262.09	(262.09)	0	(262.09)	
			782101 - MEDICARE	0	61.56	(61.56)	0	(61.56)	
			782701 - DENTAL INSURANCE	0	95.25	(95.25)	0	(95.25)	
			782901 - HEALTH INSURANCE	0	1,378.72	(1,378.72)	0	(1,378.72)	
			786001 - LIFE INSURANCE	0	10.78	(10.78)	0	(10.78)	
			786301 - L/T DISABILITY INS	0	18.45	(18.45)	0	(18.45)	
	Fringes			0	2,160.08	(2,160.08)	0	(2,160.08)	
		Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	0	40,000.00	9,752.55	30,247.45	100.00%
			611003 - CLEANING SUPPLIES	0	0	0	0	0	
			613000 - REPAIR & MAINT SUPPLIES	18,000.00	0	18,000.00	8,965.09	9,034.91	100.00%
	Materials / Other			58,000.00	0	58,000.00	18,717.64	39,282.36	100.00%
		Personal Services	400001 - SALARIES/WAGES - REGULAR	0	3,186.52	(3,186.52)	0	(3,186.52)	
			404401 - PAYMENT FOR COMP TIME	0	(19.51)	19.51	0	19.51	
			450001 - VACATION	0	992.57	(992.57)	0	(992.57)	
			460001 - SICK LEAVE	0	112.37	(112.37)	0	(112.37)	
	Personal Services			0	4,271.95	(4,271.95)	0	(4,271.95)	
	5200400 - ADULT DETENTION CENTER			212,959.00	6,432.03	206,526.97	40,405.88	166,121.09	96.98%
	5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	0	35,000.00	175.00	34,825.00	100.00%
			507015 - SECURITY SERVICES	0	0	0	1,300.00	(1,300.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	0	290,000.00	21,232.53	268,767.47	100.00%	
		513000 - MISCELLANEOUS	5,000.00	0	5,000.00	0	5,000.00	100.00%	
Contractual Services			330,000.00	0	330,000.00	22,707.53	307,292.47	100.00%	
		Fringes	781201 - PERA-COORDINATED	17,586.35	67.02	17,519.33	0	17,519.33	99.62%
			781301 - FICA-ASDI	14,537.69	56.21	14,481.48	0	14,481.48	99.61%

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Avail After Encumb	Percent Remaining
		782101 - MEDICARE	3,399.97	13.21	3,386.76	0	3,386.76	99.61%
		782701 - DENTAL INSURANCE	2,520.00	12.27	2,507.73	0	2,507.73	99.51%
		782901 - HEALTH INSURANCE	43,183.00	212.56	42,970.44	0	42,970.44	99.51%
		786001 - LIFE INSURANCE	261.00	1.40	259.60	0	259.60	99.46%
		786301 - L/T DISABILITY INS	726.44	3.81	722.63	0	722.63	99.48%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	0	699.00	0	699.00	100.00%
	Fringes		82,913.44	366.48	82,546.96	0	82,546.96	99.56%
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	35,000.00	0	35,000.00	723.09	34,276.91	100.00%
		613008 - CARPET	0	0	0	0	0	
		614001 - MAINTENANCE/CONSTRUCTION	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	0	52,600.00	723.09	51,876.91	100.00%
	Personal Services	400001 - SALARIES/WAGES - REGULAR	234,485.68	862.24	233,623.44	0	233,623.44	99.63%
	Personal Services		234,485.68	862.24	233,623.44	0	233,623.44	99.63%
5200500 - MBC - WORK FOR OTHERS			699,999.12	1,228.72	698,770.40	23,430.62	675,339.78	99.82%
TOTAL-MUNICIPAL BUILDING COMMISSION			9,123,974.25	66,022.92	9,057,951.33	2,815,595.44	6,242,355.89	99.28%

Discussion and Action Agenda Item: 2

Date: February 26th, 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 \$545,486 on January 31, 2016, though \$470,000 is reserved for the Clock Face Project, per board action at the March 6, 2015 meeting.

Additionally, staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 545,486
2015 Expenditures to 1/31/2016		\$ (2,880)
2015 Received Revenue to 1/31/2016		\$ 3,687
Reserve for Clock Tower Project (MBC Board Approval 3/16/2015)		\$ (470,000)
Ending Fund Balance - 3110H		\$ 76,293

Discussion and Action Agenda Item: 3

Date: February 26th, 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 Contracts Extension
Discussion and Action Agenda Item: 3

The City Hall/Courthouse Catering and Events program currently offers clients the choice of four caterers; they are listed below.

1. Atlas Grill
2. Chowgirls Killer Catering
3. Joseph Catering
4. Mintahoe Catering and Events

The current caterers' contracts expire February 28, 2016. As provided in the contract, these agreements may be extended for an additional term pursuant to mutual written agreement of the parties and subject to approval by the MBC board.

MBC staff would like to further assess the current local catering market to determine if any changes should be made to the program, and for that reason offered a 1 year extension to the current caterers. The MBC has received written confirmation from all four caterers of their interest in extending their contract for an additional one year term.

Accordingly, MBC staff is requesting approval of a one year contract extension with each of the above caterers.

Discussion Action Item: 4

Date: February 26th, 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: **Hennepin County Security contract**
Discussion Action Item: 4

The MBC security program consists of in-house MBC Security staff, staff and dispatch support from Hennepin County, and staff support from contractor Allied Barton Security.

Since 2007, the MBC has entered into contracts with Hennepin County to augment MBC security services.

In 2011, the Hennepin County and MBC Boards entered into a Master Agreement for general security services. Specific security tasks are outlined in a service level agreement attached to the master agreement.

MBC and Hennepin County security staff have negotiated an updated service level agreement, which will be attached to the Master Agreement. The 2016 cost is estimated at \$223,000, plus additional security technology fees that are paid to the vendor through Hennepin County.

Accordingly, staff is requesting approval to proceed with the updated service level agreement; as attached to the Master Agreement in an annual amount not to exceed \$260,000 until such time as either party renegotiates the service level agreement terms.

Discussion Action Agenda Item: 5

Date: February 26th, 2016

To: **Municipal Building Commission Board:**

Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barbara Johnson

From: Erin Delaney

Subject: **City Hall/Courthouse Elevator Maintenance Contract**
Discussion Action Agenda Item: 5

The MBC currently has a full coverage elevator maintenance contract with ThyssenKrupp, which will expire on April 30th, 2016. There are a total of 13 elevators and 1 “service waiter” under the contract. The currently monthly amount is \$3912.00.

There have been performance issues with ThyssenKrupp. Through negotiations with counsel, ThyssenKrupp has agreed to not bid on the future contract and credit the MBC for \$24,000.

The MBC retained elevator consultant, VDA, to assist in drafting the updated elevator maintenance specifications and monitor compliance upon contract award. The initial contract term will be for (3) years, and for an additional 2 years upon mutual consent between the MBC and vendor.

Accordingly, staff is requesting approval to release a Request for Bid for City Hall/Courthouse elevator maintenance services and to contract with the lowest responsible bidder.

Discussion and Action Agenda Item: 6

Date: February 26th, 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: **Staggered Retirement Program**
Discussion and Action Agenda Item: 6

Both the City of Minneapolis and Hennepin County offer staggered retirement programs through PERA – Public Employees Retirement Association. The program allows eligible employees to receive a PERA pension without completely separating from service; participants are exempt from the PERA earning limit that applies prior to full Social Security retirement age.

Program requirements include: Employees must be at least 62, participate in the Basic or Coordinated PERA fund and reduce hours by at least 25%. Once enrolled in the program, employee stops earning PERA service credits.

The City and County programs are very similar and require that individual department directors approve an employee's request to participate. The employer is under no obligation to approve an employee's request.

Staff recommends that a similar program be established at the MBC to allow long term employees to stagger their retirement and provide training to replacement employees.

Accordingly, staff is requesting MBC Board authority to establish a PERA staggered retirement program that mirrors the terms adopted by the City of Minneapolis.

Discussion and Action Item: 7

Date: February 26th, 2016

To: **Municipal Building Commission Board:**

Commissioner Jan Callison, President
Mayor Betsy Hodges, Vice President
Commissioner Peter McLaughlin
Council President Barb Johnson

From: Erin Delaney

Subject: **Carpentry Pricing contracts**
Agenda Item: 7

To supplement trades staff carpentry services, especially during the Mechanical/Life Safety upgrade projects, the MBC contracts with vendors solicited through public bids.

On January 6th, 2016 bids were released through City of Minneapolis Official Publication No. 8213. On January 27th, 2016, the bids listed below were received. In order to have sufficient options available, staff is recommending approval of the two low bids.

Morcon Construction	\$95.00 per hour
Bowens Companies, LLC	\$74.92 per hour
Standard Construction, LLC	\$73.00 per hour
Tri-Construction	\$71.50 per hour
Marge Magnuson Constr.	\$71.50 per hour

The MBC has reviewed the bid with the two low bidders and believe it meets the technical and staffing requirements of the MBC. The Department has reviewed and approved the Affirmative Action Plan for Tri-Construction and Marge Magnuson Construction and approved their plans.

Accordingly, staff is requesting that the MBC Board approve and authorize the pricing contract with Tri-Construction and Marge Magnuson Construction, for carpentry services at the City Hall/Courthouse, at the rates outlined above. Pricing contracts are established for a one (1) year period of time with the option to extend the contract for two (2) additional years at one (1) year periods with rate increases to be based on the Consumer Price Index (CPI).

Discussion and Action Agenda Item: 8

Date: February 26th, 2016

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

From: Erin Delaney

Subject: **City Hall/Courthouse Space Assignment**
Discussion and Action Agenda Item: 8

The City is requesting a different space assignment to accommodate the MPD Crime Lab operations, City Property Services has requested that Rooms 103 and 115, located in the northwest corner of First Floor, be assigned to the City. The total area for these suites is just over 2,000 sq. ft.

These suites are currently considered swing space; so in order to accommodate upcoming swing space needs, the MBC has requested in exchange that rooms 102, 121 and 129 be assigned to the MBC. The total area for these suites is just under 2,000 sq. ft. All of these locations are currently unoccupied.

Any upgrades to the 103 and 115 space will be the responsibility of the City, including an assessment to determine the appropriate level of cooling for the space.

Accordingly the staff requests board approval to assign rooms 103 and 115 to the City of Minneapolis and rooms 102, 121, and 129 to the MBC.