



**Municipal Building Commission Meeting
April 25, 2017 9:00 AM
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the February 21, 2017 meeting.
- 2) Approve Contract Summary.

COMMUNICATION AGENDA ITEMS:

- 1) 2018 – 2022 Preliminary Capital Budget.
- 2) Catering RFP Update.
- 3) Payroll/benefit conversion.

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through March 2017.
- 2) Approve MBC Historic Preservation fund balance and expenditure.
- 3) Approve additional UASI security grant funding.
- 4) Approve relocation of designated smoking area.
- 5) Approve Exterior Lighting rendering and authority to contract.
- 6) Approve 2017 Carillon Bell concert schedule.
- 7) Request to relocate Hennepin County Protector Statue.

Consent Agenda Item: 1

Date: April 25, 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 February 21, 2017 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
February 21, 2017

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 12:04 PM 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 (delayed arrival)

CONSENT AGENDA ITEMS

1. Commissioner McLaughlin moved to approve these consent agenda items:
 - a. December 22, 2016 minutes;
 - b. Contract Summary as of January 30, 2017
 - c. 2017 Board Meeting Schedule

Council President Johnson seconded and the motion carried:

Jan Callison	Yea	Betsy Hodges	Not Present
Peter McLaughlin	Yea	Barbara Johnson	Yea

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2017 – 2021 Capital Budget
2. Clock Face Project Update; MBC Board members interested in clock face unveiling event.

DISCUSSION & ACTION AGENDA ITEMS

1. Commissioner McLaughlin moved to approve the expenditure report through December 31, 2016. Council President Johnson seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Not Present
Peter McLaughlin	Yea	Barbara Johnson	Yea

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Municipal Building Commission Meeting Minutes
February 21, 2017

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

Jan Callison	Yea	Betsy Hodges	Not Present
Peter McLaughlin	Yea	Barbara Johnson	Yea

3. Commissioner McLaughlin moved to approve carrying forward \$553,921 of the 2016-operating budget to fund the completion of the Stages 22/23, 2016 Carpet, and ADC Card Reader projects in 2017. Council President Johnson seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Not Present
Peter McLaughlin	Yea	Barbara Johnson	Yea

Vice President, Mayor Hodges entered the meeting.

4. Chair Callison moved to approve the Purchasing Expenditure Authority request, authorizing the MBC Director to:
- a. Continue compliance with City purchasing/procurement policies;
 - b. Continue utilizing City Contract Management for issuing solicitations and for authority to execute contracts and standard agreements [general and target market];
 - c. Approve expenditures up to \$100,000, in compliance with City Contract Management oversight, including use of pre-approved templates for maximum 5-year terms.
 - d. Continue providing a list of all standard agreements signed by the MBC Director at each board meeting, and moving forward, staff will include standard agreements, formal contracts and pricing contracts.

Council President Johnson seconded. The motion carried:

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

5. Mayor Hodges moved to approve the release of pricing contract bids for the four (4) core services of Plumbing, Pipefitting, Painting, and Electrical, and to contract with the two low bidders for each core service, for the term of 3 years, plus 2 (one-year) extensions and for the following annual not to exceed amounts:

Plumbing:	\$300,000
Pipefitting:	\$150,000
Painting:	\$300,000

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Electrical: \$250,000

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 release of construction bids for Stages 23 and 22 and to contract with the lowest responsible bidder. Council President Johnson seconded. The motion carried:

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

7. Mayor Hodges moved to approve the release of a Request for Proposals for full design services starting with design development for the Life Safety Scope as identified in the Michaud Cooley Erickson schematic design, and to contract with the chosen vendor. Commissioner McLaughlin seconded. The motion carried:

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

8. Council President Johnson moved to approve the release of a Request for Proposals for full design services for modernization of passenger elevators 1-6 (rotunda and 5th street cars) and to contract with the chosen vendor. Mayor Hodges seconded. The motion carried:

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

9. Council President Johnson moved to approve the appointment of the MBC Director as the entity's Data Practices Responsible Authority, authorizing them to take all actions necessary to assure that all programs, procedures, and forms used by the MBC are in compliance with the Data Practices Act, and for the MBC to adopt the model policies developed by IPAD (Information Policy Analysis Division) regarding access to government data and to notify the Commissioner of Administration of such adoption. Mayor Hodges seconded. The motion carried:

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

Chair Callison requested that staff provide a copy of the MBC's policy and summary of research as to any blanket policies that may cover administrative duties of a

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Municipal Building Commission Meeting Minutes
February 21, 2017

board or commission such as the MBC.

10. Board Members discussed the request from the Hennepin County Sheriff’s Office (HCSO) to relocate the Hennepin County Protector Statue, which is currently located on the rotunda ground floor just outside Room 6. This item was laid-over for future consideration. Board members requested MBC staff to further discuss with HCSO and report back.
11. Commissioner McLaughlin moved to approve proceeding with a contract with The Chewery for the ground floor café space. Mayor Hodges seconded. Commissioner McLaughlin exited the meeting. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Not Present	Barbara Johnson	Yea

ADJOURN

Mayor Hodges moved to adjourn at 12:52 PM. Council President Johnson seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Yea
Peter McLaughlin	Not Present	Barbara Johnson	Yea

Consent Agenda Item: 2

Date: April 25, 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 April 18, 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 04/18/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-27924	ATLAS RESTAURANTS, LLC	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000.00	-	22,505.36
C-28000	CHOWGIRLS, INC.	MBC-CATERING SERVICE AGREEMENT	3/2/2010	2/28/2017	1.00	-	1.00
C-42033	DISPLAY ARTS WORLDWIDE, INC.	MBC- CLOCK RESTORATION PROJECT	3/3/2017	5/31/2017	3,475.00	-	3,475.00
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	7,982.00	387.54
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2017	50,000.00	3,500.00	27,090.00
C-35971	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEER & PROF LIGHTING	8/1/2012	7/31/2017	50,000.00	29.51	12,494.40
C-40209	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000.00	1,328.97	38,700.00
C-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50,000.00	-	50,000.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	-	1.00
C-41462	INDUSTRIAL HYGIENE SERVICES CORP	MBC-UPGRADE HAZARDOUS MATERIAL	9/15/2016	3/31/2017	24,800.00	22,065.17	-
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2018	50,000.00	4,886.30	5,524.17
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	30,381.38	-
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	46,992.00
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2017	50,000.00	12,037.14	13,658.78
C-40435	KARGES FAULCONBRIDGE, INC.	MBC-EE DESIGN-STAGES 22 AND 23	12/3/2015	12/31/2017	50,000.00	-	38,092.39
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50,000.00	3,607.75	32,000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	8,649.25	23,000.00
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	12/31/2017	50,000.00	1.01	37,636.99
C-41363	MACDONALD AND MACK ARCHITECTS	MBC-BELLS SYSTEM	7/29/2016	7/28/2017	25,000.00	11,525.31	5,040.00
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000.00	13,137.00	1,689.71
C-39645	MACDONALD AND MACK ARCHITECTS	MBC-ARCHITECTURAL CONSULTING	5/1/2015	12/31/2017	50,000.00	-	0.30
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	6,460.00	21,584.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000.00	-	19,359.88
C-27922	MINTAHOE, INC.	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2017	1.00	-	1.00
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000.00	14,880.75	10,036.00
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2017	50,000.00	-	49,230.00
C-28069	PHOENIX CATERING	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2017	1.00	-	1.00
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2017	50,000.00	-	36,480.90
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	12/31/2017	50,000.00	12,164.73	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	340.00	40,560.00
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2017	50,000.00	0.01	36,697.49
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50,000.00	-	50,000.00
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2017	50,000.00	29,917.42	663.50
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	25,960.00	1,963.00
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	5/31/2017	50,000.00	-	10,666.03
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2017	50,000.00	7,087.40	35,450.00
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2018	37,500.00	2,870.00	25,000.00
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2017	50,000.00	-	48,765.00

Contracts >\$50k as of 04/18/2017

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-40004	BUSCH ARCHITECTS, INC.	MBC-DESIGN SVS FOR FREIGHT ELE	9/30/2015	12/30/2017	191,389.00	55,789.14	8,875.50
C-41525	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-CRITICAL POWER SUPPORT SER	9/1/2016	8/31/2017	154,000.00	138,600.00	-
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INS TEST & MAIN	1/1/2017	12/31/2019	115,000.00	4,065.00	110,000.00
C-41583	GILBERT MECHANICAL CONTRACTORS, INC.	MBC-PROVIDE LABOR FOR FORENSIC	8/31/2016	8/31/2017	79,500.87	22,399.55	-
C-20735	HENNEPIN COUNTY	MBC-SECUR IN CITY HALL-A040143	1/1/2004	12/31/2019	1,111,032.00	3,842.65	579,445.93
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465.00	-	2,034,017.66
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	510,037.92	25,611,231.15
C-22128	KARGES FAULCONBRIDGE, INC.	MBC-ARCH/ENG-STAGE V11-XV-MECH	4/19/2005	12/31/2018	783,940.00	55,617.35	296,992.35
C-40118	MOHAGEN AND HANSEN ARCHITECTURAL	MBC-ARCHITECTURAL DESIGN SRVCS	11/2/2015	12/31/2017	143,515.00	1,545.14	553.50
C-41951	PEOPLES ELECTRIC COMPANY, INC.	MBC- CH PREVENTATIVE MAINTENAC	1/30/2017	12/31/2021	309,300.00	309,300.00	-
C-41061	SUBURBAN ELEVATOR OF MINNESOTA	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	4/30/2019	150,850.00	50,313.00	67,249.50
C-41988	SUN MECHANICAL, INC.	MBC-ADC PLUMBING IMPROVE AT CH	2/7/2017	12/31/2017	247,800.00	247,800.00	-
C-40097	VERSACON INC	MBC-CLOCK RESTORATION PROJECT	10/23/2015	12/31/2017	2,196,730.00	506,567.28	-
C-39049	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	MBC-A142834-CH CLOCK RESTORE	1/1/2015	5/31/2017	90,000.00	4,781.00	168.85

Contracts <\$100k as of 04/18/2017

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	14,520.00	-	14,520.00
C-42089	MACDONALD AND MACK ARCHITECTS	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	6/30/2017	12,267.00	11,767.00	500.00
C-41805	ROZIN SECURITY CONSULTING, LLC	MBC-PROVIDE PROF SECURITY	12/15/2016	3/30/2017	4,800.00	4,800.00	-

Pricing Contracts as of 04/18/2017

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	8,000.00	-	7,600.00
02-00394D	BLOOMINGTON ELECTRIC COMPANY	MBC - ELECTRICAL SERVICES	1/1/2013	6/30/2017	500,000.00	46,351.35	213,239.72
02-00420	CORVAL CONSTRUCTORS, INC.	MBC - PLUMBING SERVICES	1/1/2014	6/30/2017	200,000.00	1,206.50	141,599.91
06-00555	DALCO ENTERPRISES, INC.	MBC: Cleaning supplies	4/1/2015	8/31/2017	100,000.00	2,947.34	35,987.78
02-00467	DYNAMIC RECYCLING, INC.	CW - ELECTRONICS RECYCLING	6/1/2015	12/31/2017	25,000.00	857.71	818.83
06-00519	G AND K SERVICES, INC.	MBC: Mat rental service	2/1/2015	1/31/2018	12,000.00	2,564.67	6,873.40
PC-00147A	GILBERT MECHANICAL CONTRACTORS, INC.	MBC - Control Services	1/1/2017	12/31/2019	10,000.00	2,518.45	7,481.55
03-00754	HILLER STORES, INC.	MBC: Carpet & resilient floor	6/11/2012	2/28/2017	151,350.00	38,653.13	4,079.42
02-00394B	JULIUS B. NELSON & SON, INC.	MBC- PAINTING SERVICES	1/1/2013	6/30/2017	850,000.00	38,790.00	269,937.22
02-00394E	NORTHERN AIR CORPORATION	MBC - ELECTRICAL SERVICES	1/2/2013	6/30/2017	150,000.00	-	91,638.75
02-00394F	NORTHERN AIR CORPORATION	MBC - PIPEFITTING SERVICES	1/3/2013	6/30/2017	225,000.00	3,751.00	72,733.39
02-00420A	NORTHERN AIR CORPORATION	MBC - PLUMBING SERVICES	1/1/2014	6/30/2017	225,000.00	770.00	4,795.87
PC-00147	NORTHERN AIR CORPORATION	MBC-CONTROL SERVICES	1/1/2017	12/31/2019	40,000.00	180.66	34,686.03
PC-00076	TRI-CONSTRUCTION, INC.	MBC: CARPENTRY SERVICES	4/1/2016	3/31/2018	75,000.00	-	75,000.00
03-00751	VIDEOTRONIX, INC.	MBC: City Hall security update	5/23/2012	5/31/2017	250,000.00	68,829.05	7,624.11
PC-00125	VIKING AUTOMATIC SPRINKLER CO	MBC: SPRINKLER FITTER SERVICES	9/1/2016	8/31/2019	15,000.00	3,325.00	9,671.83
02-00454	WASTE MANAGEMENT OF MN, INC.	MBC - RUBBISH HAULING	1/1/2015	12/31/2017	155,000.00	4,732.48	52,206.68
02-00371	ZIEGLER, INC.	MBC-BACKUP GENERATOR MAINT	1/1/2012	12/31/2017	210,000.00	1,868.20	36,478.10

Communication Agenda Item: 1

Date: April 25, 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 Preliminary Capital Projects
 Communication Agenda Item: 1

Preliminary 2018 – 2022 Proposed Capital Budget

Staff has submitted 2018 – 2022 capital funding requests to the City and County for the four projects identified below. Also shown are three capital projects in progress, which are currently fully funded.

The combined 2018 Capital Project funding request is \$6,376,000.

MBC Projects	Priority	Capital Budget Request					2018 - 2022 Project Totals
		2018	2019	2020	2021	2022	
Life Safety	1	\$1,000,000	\$2,400,000	\$130,000	\$130,000	\$0	\$3,660,000
Mechanical	2	\$0	\$750,000	\$1,000,000	\$650,000	\$300,000	\$2,700,000
Exterior	3	\$4,800,000	\$0	\$0	\$0	\$0	\$4,800,000
Elevators	4	\$576,000	\$2,956,000	\$0	\$0	\$0	\$3,532,000
Critical Power							\$0
Freight Elevator							\$0
Clock Resotation							\$0
Total		\$6,376,000	\$6,106,000	\$1,130,000	\$780,000	\$300,000	\$14,692,000

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

Life/Safety Improvements: The MBC Life Safety project upgrades and improves the infrastructure of the City Hall / Courthouse. The program includes installation of building sprinkler, fire alarm, smoke detection, stairway pressurization, and public address systems, update of building exits and stairs, and installation of fireproofing, smoke barriers and purge systems. Additional work proposed for 2017 addresses concerns not previously incorporated in the current 23 stage project including adding smoke barriers in the rotunda, 5th street lobbies and the Adult Detention Center; adding fire

sprinkling in the rotunda gallery, corner shafts, attic and 4th and 5th Street Towers; adding exit signage and occupant notification.

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. Bids are being reviewed 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.) The estimated start date is May 2017.

Exterior Improvements: This project identifies problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. The 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.

Current Service Elevator Project: In late 2016, bids were rejected for construction of a new service elevator and modernization of existing service elevator because they exceeded the project budget. As required in the contract, the project architect is developing a redesign that adheres to the budget.

Communication Agenda Item: 2

Date: April 25, 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: **Catering RFP update**
Communication Agenda Item: 2

As authorized at the December 22 2016 Board meeting, staff is working with Manask and Associates to develop a Request for Proposals for Minneapolis City Hall/Hennepin County Courthouse catering. Staff has also negotiated and executed 1-year extension agreements with each of the current caterers.

The RFP under development includes two different business model options as follows:

- A. **Approved Caterers:** the MBC will enter into an exclusive (with exceptions) agreement with a maximum of three (3) service providers to provide catered food, non-alcoholic and alcoholic beverages and catering related services customarily provided by these service providers. Under this business model, Clients will be able choose any one of the three (3) caterers for their event during non-business hours.
- B. **Exclusive Caterer, Event Management & Sales:** the MBC will enter into an exclusive (with exceptions) agreement with one (1) service provider to provide catered food, non-alcoholic and alcoholic beverages, catering related services, event management and facility rental / event sales. Under this business model, Clients will use the exclusive service provider for all booking, event management and handle food, beverage and related needs for their event during non-business hours.

The MBC will select and proceed with Business Model A or B as described above after reviewing proposals received in response to the RFP. Prospective service providers may propose on one (1) or both Business Models.

Depending on the Business Model selected, the agreement(s) are estimated to be awarded by the end of December 2017 or early 2018, and the provision of catering services for City Hall/Courthouse events is expected to commence on March 1, 2018.

Staff anticipates returning to the December 2017 MBC Board meeting with a summary of proposals received and recommendations for approval.

Communication Agenda Item: 3

Date: April 25, 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/Benefit conversion
Communication Agenda Item: 3

The City has administered the MBC's payroll for years and employees have participated in the City's Benefits program since 1998. The City is requesting that the MBC solicit vendors for its own payroll and benefits program, effective January 1st, 2018. The MBC's receipts and expenditures, general ledger, and accounts payable/receivable will remain on the City's system. City Finance staff have informally said that the MBC can remain on the City's payroll module until a viable solution is successfully implemented.

Payroll:

Many payroll vendors exist but generally follow one of two business models. Low-cost vendors simply offer web-based software for processing payroll and little support beyond a helpdesk. The client is required to maintain accurate payroll data and resolve non-technical problems on their own, such as correcting data entry errors.

"Full service" vendors assign a payroll specialist to each client, similar to the City payroll staff who works with the MBC. The assigned specialist is familiar with the client's business operations and works closely with the client to ensure that payroll processing occurs with minimal errors. The specialist is also responsible for updating payroll and HR information.

MBC staff has issued a Request for Information to nine payroll vendors: ADP, Ceridian, Fuse Workforce, Intuit, IOIpay, Paychex, Paycom, Paylocity, and Sage. Non-binding responses are due Friday, May 5th. The MBC's payroll complexity requires significant vendor assistance in configuring the software and ongoing assistance.

Intuit and Paylocity have stated that they cannot meet the MBC's key requirements. One requirement is a dedicated payroll specialist to assist with payroll administration because MBC staff do not have the knowledge or availability to assume City payroll staff's responsibilities. Another key requirement is data transmission to the City's financial system for accurate expenditure reporting and for direct deposit/paycheck

Communication Agenda Item: 3

issuance through the City's Treasury Department. Ceridian has informally responded that it can meet all of the MBC's requirements and intends to submit more information. The other vendors have not sent responses or submitted questions.

Preliminary Time-line

By June 30: evaluate and select a vendor. City Finance staff will participate in second-round evaluations to ensure compatibility with the City's financial system and policies.

By September 30: vendor has configured data-entry screens, pay rules, reports and queries to MBC specifications.

By November 30: complete parallel testing of the new payroll solution to ensure accurate processing.

By December 31: train all MBC staff on self-service time entry.

Benefits:

The MBC has 44 employees plus 8 retirees receiving health care insurance, qualifying the MBC as a "large employer" in the health insurance market. Staff has notified the AFSCME and Minneapolis Building Trades Labor unions.

The MBC is using a City of Minneapolis standard agreement to negotiate a contract with Associated Risk and Benefits to serve as a benefits broker. Associated staff are conducting initial research to determine plan availability and costs under both small and large (50+) employer plans. The insurance carrier will compensate the broker directly. MBC staff intend to find a plan that replicates employees' current choices.

Preliminary Time-line

By May 31: execute contract with Associated Risk and Benefits.

By August 31: select potential plans to offer to employees.

September 1 to October 31: information sessions and one-on-one assistance for employees on options.

November 1 to December 15: employees make enrollment decision.

Discussion and Action Agenda Item: 1

Date: April 25, 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 March 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 March 31, 2017.

The City's Fund Balance at the MBC is \$1,958,045 as of March 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 4/18/2017</i>	<i>For Period End 3/31/2017</i>	
						<i>Percent of Year Remaining</i>	<i>75%</i>
Department	Budget	YTD Actual	Unspent POs	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,454,460	\$248,221		17%	83%	\$1,206,240	
5200200 Custodial & Security	\$2,812,845	\$507,251		18%	82%	\$2,305,594	
5200300 Repairs & Improvements	\$4,687,536	\$496,912		11%	89%	\$4,190,624	
Subtotal	\$8,954,841	\$1,252,384		14%	86%	\$7,702,457	
5200400 Adult Detention Center	\$232,959	\$13,712		6%	94%	\$219,247	
5200500 Work for Others	\$705,275	\$46,830		7%	93%	\$658,444	
Total	\$9,893,075	\$1,312,926		13%	87%	\$8,580,149	

31100 - MUNICIPAL BUILDING COMMISSION										
Budget vs Actuals - Expenses										
Year-to-Date Expenses as of March 31, 2017										
Percent of Year Remaining: 75%										
Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget		
5200100 - ADMINISTRATION	Capital Outlay	802000 - EQUIPMENT	0	0	0	0	0			
		804001 - OTHER CAPITAL OUTLAYS	35,552.00	0	35,552.00	0	35,552.00	100.00%		
	Capital Outlay		35,552.00	0	35,552.00	0	35,552.00	100.00%		
	Contractual Services	501101 - BENEFITS ADMIN FEE	19,376.00	4,844.01	14,531.99	0	14,531.99	75.00%		
		501401 - BIS APPLICATION SUPPORT	4,673.00	1,168.26	3,504.74	0	3,504.74	75.00%		
		501501 - BIS OPERATING CHARGES	11,700.00	2,925.00	8,775.00	0	8,775.00	75.00%		
		501801 - BIS SPECIAL CHARGES	76.00	18.99	57.01	0	57.01	75.01%		
		502101 - POSTAGE	250.00	41.23	208.77	0	208.77	83.51%		
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	0	1,000.00	0	1,000.00	100.00%		
		506101 - GENERAL FUND OVERHEAD	107,740.00	26,935.03	80,804.97	0	80,804.97	75.00%		
		507000 - PROFESSIONAL SERVICES	118,507.00	310.00	118,197.00	24,503.58	93,693.42	99.74%		
		507010 - MIS SERVICE FEES	0	25,206.24	(25,206.24)	70,035.40	(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	797.96	1,662.04	1,602.04	60.00	67.56%		
		511000 - TRANSPORTATION	250.00	0	250.00	0	250.00	100.00%		
		513000 - MISCELLANEOUS	8,100.00	1,798.75	6,301.25	5,574.75	726.50	77.79%		
	Contractual Services			374,132.00	64,045.47	310,086.53	101,715.77	208,370.76	82.88%	
	Fringes	781201 - PERA-COORDINATED	38,345.20	5,851.92	32,493.28	0	32,493.28	84.74%		
		781301 - FICA-ASDI	31,699.43	4,707.48	26,991.95	0	26,991.95	85.15%		
		782101 - MEDICARE	7,413.47	1,104.06	6,309.41	0	6,309.41	85.11%		
		782701 - DENTAL INSURANCE	5,040.00	620.00	4,420.00	0	4,420.00	87.70%		
		782801 - VEBA - EXPENSE	0	1,900.00	(1,900.00)	0	(1,900.00)			
		782901 - HEALTH INSURANCE	86,077.00	14,360.00	71,717.00	0	71,717.00	83.32%		
		784001 - SEVERANCE	.05	0	(0.05)	0	(0.05)	100.00%		
		786001 - LIFE INSURANCE	522.00	108.75	413.25	0	413.25	79.17%		
		786301 - L/T DISABILITY INS	1,584.92	273.60	1,311.32	0	1,311.32	82.74%		
		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	33,234.53	175,447.45	7,636.50	167,810.95	84.07%	
	Materials / Other	602301 - MERF ADDITIONAL - FIXED	226,800.00	56,700.00	170,100.00	0	170,100.00	75.00%		
		605001 - REGISTRATION FEE & TUITION	5,000.00	195.00	4,805.00	0	4,805.00	96.10%		
		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	633.99	4,866.01	983.98	3,882.03	88.47%		
		611000 - OPERATING SUPPLIES	50.00	0	50.00	0	50.00	100.00%		
		611004 - CHEMICAL SUPPLIES & GASES	0	49.85	(49.85)	0	(49.85)			
		611014 - PAPER GOODS	0	24.31	(24.31)	0	(24.31)			
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	61.19	(61.19)	0	(61.19)			
		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)	0	(1,352.35)	-386.39%		
	Materials / Other			324,824.00	59,561.69	265,262.31	26,501.48	238,760.83	81.66%	
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	511,270.00	75,983.97	435,286.03	0	435,286.03	85.14%		
		400030 - SALARIES/WAGES - SHIFT	0	507.53	(507.53)	0	(507.53)			
		420001 - OVERTIME - 1.5 TIME	0	2,096.46	(2,096.46)	0	(2,096.46)			
		450001 - VACATION	0	5,772.43	(5,772.43)	0	(5,772.43)			
		460001 - SICK LEAVE	0	7,018.45	(7,018.45)	0	(7,018.45)			
	Personnel Services			511,270.00	91,378.84	419,891.16	0	419,891.16	82.13%	
	5200100 - ADMINISTRATION			1,454,459.98	248,220.53	1,206,239.45	135,853.75	1,070,385.70	82.93%	
	5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	4,120.00	104.00	4,016.00	0	4,016.00	97.48%	
			507000 - PROFESSIONAL SERVICES	437,000.00	0	437,000.00	5,532.04	431,467.96	100.00%	
			507015 - SECURITY SERVICES	0	0	0	260,000.00	(260,000.00)		
			510000 - REPAIR & MAINTENANCE-CONT	3,500.00	0	3,500.00	497.71	3,002.29	100.00%	
		Contractual Services			444,620.00	104.00	444,516.00	266,029.75	178,486.25	99.98%
		Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	6,600.00	0	6,600.00	100.00%	
			781201 - PERA-COORDINATED	113,249.98	22,598.25	90,651.73	0	90,651.73	80.05%	
			781301 - FICA-ASDI	93,620.37	18,046.51	75,573.86	0	75,573.86	80.72%	
			782101 - MEDICARE	21,894.95	4,232.27	17,662.68	0	17,662.68	80.67%	
			782701 - DENTAL INSURANCE	26,040.00	5,642.00	20,398.00	0	20,398.00	78.33%	
			782801 - VEBA - EXPENSE	0	8,350.00	(8,350.00)	0	(8,350.00)		
			782901 - HEALTH INSURANCE	512,316.00	70,126.00	442,190.00	0	442,190.00	86.31%	
			784001 - SEVERANCE	.25	0	0.25	0	0.25	100.00%	
			786001 - LIFE INSURANCE	2,697.00	609.00	2,088.00	0	2,088.00	77.42%	
			786301 - L/T DISABILITY INS	4,681.17	1,021.14	3,660.03	0	3,660.03	78.19%	
		Fringes			781,099.71	130,625.17	650,474.54	0	650,474.54	83.28%
		Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	4,174.71	(4,174.71)	11,478.60	(15,653.31)		
			611000 - OPERATING SUPPLIES	70,000.00	18,026.08	51,973.92	32,660.20	19,313.72	74.25%	
			613000 - REPAIR & MAINT SUPPLIES	0	177.76	(177.76)	0	(177.76)		
			617001 - UNIFORMS CLOTHING PERS	7,000.00	988.35	6,011.65	8,345.83	(2,334.18)	85.88%	
			619000 - OTHER OPERATING COSTS	120.00	0	120.00	0	120.00	100.00%	
		Materials / Other			77,120.00	23,366.90	53,753.10	52,484.63	1,268.47	69.70%
		Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,510,005.00	288,588.31	1,221,416.69	0	1,221,416.69	80.89%	
			400020 - SALARIES/WAGES - PREMIUM	0	1,396.33	(1,396.33)	0	(1,396.33)		
			400030 - SALARIES/WAGES - SHIFT	0	6,891.30	(6,891.30)	0	(6,891.30)		
			404401 - PAYMENT FOR COMP TIME	0	2,627.90	(2,627.90)	0	(2,627.90)		

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	13,700.85	(13,700.85)	0	(13,700.85)	
		440101 - HOLIDAY WORKED	0	4,585.22	(4,585.22)	0	(4,585.22)	
		450001 - VACATION	0	17,921.53	(17,921.53)	0	(17,921.53)	
		460001 - SICK LEAVE	0	14,521.54	(14,521.54)	0	(14,521.54)	
		490001 - OTHER LEAVE	0	2,921.99	(2,921.99)	0	(2,921.99)	
	Personnel Services		1,510,005.00	353,154.97	1,156,850.03	0	1,156,850.03	76.61%
5200200 - CUSTODIAL AND SECURITY			2,812,844.71	507,251.04	2,305,593.67	318,514.38	1,987,079.29	81.97%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	630,002.00	21,140.72	608,861.28	408,316.59	200,544.69	96.64%
		509201 - FLEET SUPPLY ESD	540.00	135.00	405.00	0	405.00	75.00%
		509205 - FLEET ADMINISTRATION	1,411.00	352.72	1,058.28	0	1,058.28	75.00%
		509301 - EQUIPMENT LABOR ESD	144.00	0	144.00	0	144.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	1,160,892.00	33,724.75	1,127,167.25	293,178.46	833,988.79	97.09%
		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	7,904.96	37,095.04	10,054.12	27,040.92	82.43%
		512004 - STEAM	0	29,442.20	(29,442.20)	167,203.39	(196,645.59)	
		512006 - WATER-CHILLED	0	17,048.63	(17,048.63)	268,158.22	(285,206.85)	
		512007 - WATER & SEWER	115,000.00	25,382.44	89,617.56	0	89,617.56	77.93%
		512201 - ELECTRICITY	400,000.00	52,843.52	347,156.48	378,450.48	(31,294.00)	86.79%
		513000 - MISCELLANEOUS	3,000.00	0	3,000.00	1,300.00	1,700.00	100.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	3,777.00	737.50	3,039.50	0	3,039.50	80.47%
	Contractual Services		2,809,774.00	188,712.44	2,621,061.56	1,526,661.26	1,094,400.30	93.28%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	1,059.87	(1,059.87)	0	(1,059.87)	
		781201 - PERA-COORDINATED	96,002.50	12,884.16	83,118.34	0	83,118.34	86.58%
		781301 - FICA-ASDI	79,362.40	10,729.23	68,633.17	0	68,633.17	86.48%
		782101 - MEDICARE	18,560.65	2,515.15	16,045.50	0	16,045.50	86.45%
		782701 - DENTAL INSURANCE	12,600.00	1,204.15	11,395.85	0	11,395.85	90.44%
		782801 - VEBA - EXPENSE	0	2,954.55	(2,954.55)	0	(2,954.55)	
		782901 - HEALTH INSURANCE	215,193.00	25,766.47	189,426.53	0	189,426.53	88.03%
		784001 - SEVERANCE	.10	0	(0.10)	0	(0.10)	100.00%
		786001 - LIFE INSURANCE	1,305.00	169.35	1,135.65	0	1,135.65	87.02%
		786301 - L/T DISABILITY INS	3,967.67	509.34	3,458.33	0	3,458.33	87.16%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	6,633.08	7,905.92	0	7,905.92	54.38%
	Fringes		441,530.12	64,425.35	377,104.77	0	377,104.77	85.41%
	Materials / Other	609101 - ESD EQUIPMENT PARTS	50.00	0	50.00	0	50.00	100.00%
		609201 - ESD EQUIPMENT FUEL	394.00	80.32	313.68	0	313.68	79.61%
		611000 - OPERATING SUPPLIES	1,000.00	0	1,000.00	0	1,000.00	100.00%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	33,243.53	116,756.47	80,221.48	36,534.99	77.84%
		613001 - BUILDING SUPPLIES	0	0	0	7,548.70	(7,548.70)	
		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	332.00	(332.00)	73.00	(405.00)	
		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	96.53	303.47	0	303.47	75.87%
	Materials / Other		156,194.00	33,967.47	122,226.53	87,843.18	34,383.35	78.25%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,280,038.00	179,418.90	1,100,619.10	0	1,100,619.10	85.98%
		400020 - SALARIES/WAGES - PREMIUM	0	254.27	(254.27)	0	(254.27)	
		420001 - OVERTIME - 1.5 TIME	0	4,432.42	(4,432.42)	0	(4,432.42)	
		430001 - OVERTIME - DOUBLE TIME	0	1,359.04	(1,359.04)	0	(1,359.04)	
		450001 - VACATION	0	10,121.35	(10,121.35)	0	(10,121.35)	
		460001 - SICK LEAVE	0	9,072.87	(9,072.87)	0	(9,072.87)	
		461001 - UNUSED SICK LEAVE	0	3,637.44	(3,637.44)	0	(3,637.44)	
		490001 - OTHER LEAVE	0	1,510.64	(1,510.64)	0	(1,510.64)	
	Personnel Services		1,280,038.00	209,806.93	1,070,231.07	0	1,070,231.07	83.61%
5200300 - REPAIRS AND IMPROVEMENTS			4,687,536.12	496,912.19	4,190,623.93	1,614,504.44	2,576,119.49	89.40%
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	0	35,000.00	0	35,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	3,541.00	136,418.00	11,482.00	124,936.00	97.47%
	Contractual Services		174,959.00	3,541.00	171,418.00	11,482.00	159,936.00	97.98%
	Fringes	781201 - PERA-COORDINATED	0	8.15	(8.15)	0	(8.15)	
		781301 - FICA-ASDI	0	28.08	(28.08)	0	(28.08)	
		782101 - MEDICARE	0	7.44	(7.44)	0	(7.44)	
		782701 - DENTAL INSURANCE	0	16.75	(16.75)	0	(16.75)	
		782801 - VEBA - EXPENSE	0	51.33	(51.33)	0	(51.33)	
		782901 - HEALTH INSURANCE	0	387.96	(387.96)	0	(387.96)	
		786001 - LIFE INSURANCE	0	2.19	(2.19)	0	(2.19)	
		786301 - L/T DISABILITY INS	0	6.51	(6.51)	0	(6.51)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	205.89	(205.89)	0	(205.89)	
	Fringes		0	714.30	(714.30)	0	(714.30)	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	5,258.26	34,741.74	10,826.03	23,915.71	86.85%
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	3,247.47	14,752.53	3,237.99	11,514.54	81.96%
	Materials / Other		58,000.00	8,505.73	49,494.27	14,064.02	35,430.25	85.33%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	957.20	(957.20)	0	(957.20)	
		400020 - SALARIES/WAGES - PREMIUM	0	(6.50)	6.50	0	6.50	
	Personnel Services		0	950.70	(950.70)	0	(950.70)	
5200400 - ADULT DETENTION CENTER			232,959.00	13,711.73	219,247.27	25,546.02	193,701.25	94.11%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,001.00	5,287.00	29,714.00	26,500.00	3,214.00	84.89%
		507015 - SECURITY SERVICES	0	0	0	1,025.00	(1,025.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	36,669.18	253,330.82	24,940.30	228,390.52	87.36%

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		513000 - MISCELLANEOUS	5,000.00	0	5,000.00	1,300.00	3,700.00	100.00%
	Contractual Services		330,001.00	41,956.18	288,044.82	53,765.30	234,279.52	87.29%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	6.98	(6.98)	0	(6.98)	
		781201 - PERA-COORDINATED	17,937.90	163.61	17,774.29	0	17,774.29	99.09%
		781301 - FICA-ASDI	14,828.90	135.52	14,693.38	0	14,693.38	99.09%
		782101 - MEDICARE	3,467.53	31.82	3,435.71	0	3,435.71	99.08%
		782701 - DENTAL INSURANCE	2,520.00	19.10	2,500.90	0	2,500.90	99.24%
		782801 - VEBA - EXPENSE	0	44.12	(44.12)	0	(44.12)	
		782901 - HEALTH INSURANCE	43,039.00	364.17	42,674.83	0	42,674.83	99.15%
		784001 - SEVERANCE	.16	0	(0.16)	0	(0.16)	100.00%
		786001 - LIFE INSURANCE	261.00	2.46	258.54	0	258.54	99.06%
		786301 - L/T DISABILITY INS	741.45	7.14	734.31	0	734.31	99.04%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	82.54	616.46	0	616.46	88.19%
	Fringes		83,494.63	857.46	82,637.17	0	82,637.17	98.97%
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	35,000.00	1,343.98	33,656.02	0	33,656.02	96.16%
		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	1,343.98	51,256.02	0	51,256.02	97.44%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	239,179.00	2,561.50	236,617.50	0	236,617.50	98.93%
		420001 - OVERTIME - 1.5 TIME	0	111.35	(111.35)	0	(111.35)	
	Personnel Services		239,179.00	2,672.85	236,506.15	0	236,506.15	98.88%
	5200500 - MBC - WORK FOR OTHERS		705,274.63	46,830.47	658,444.16	53,765.30	604,678.86	93.36%
	TOTAL MUNICIPAL BUILDING COMMISSION		9,893,074.43	1,312,925.96	8,580,148.47	2,148,183.89	6,431,964.58	86.73%

Discussion and Action Agenda Item: 2

Date: April 25, 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 \$75,310 on March 31, 2017.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 602,347
2017 Expenditures to 3/31/2017		\$ (13,531)
2017 Received Revenue to 3/31/2017		\$ 8,060
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		\$ 75,310

Discussion and Action Agenda Item: 3

Date: April 25, 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: **Urban Area Security Initiative (UASI) Grant**
Agenda Item: 3

As approved by the MBC Board on December 22, 2016, staff accepted a \$76,600 UASI grant from the Department of Homeland Security through the City of Minneapolis Office of Emergency Management. The grant is for the installation of (36) IP based CCTV cameras.

Unclaimed money remained, so MBC staff applied for an additional amount of \$3,000 to cover the complete cost of the project. The UASI Grant Administrator recently approved staff's request. The entire cost of the project is approximately \$79,600 and will be covered by grant dollars. The work is scheduled to start in mid May 2017.

Accordingly, staff is requesting authority to accept and expend the additional \$3,000.00 UASI grant.

Discussion and Action Agenda Item: 4

Date: April 25, 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 Relocation of City Hall/Courthouse designated smoking area**
Agenda Item: 4

As communicated to the MBC Board on December 22nd 2016, the City Hall/Courthouse designated smoking areas are located along the 4th Street (north) side of the building, at the two recessed areas to the east and west side of the center building entrances.

Benches, flowerpots and ashtrays are located at each recessed area. The current count of smokers remains consistent at 65-75 per day, evenly spread out through a 24-hour period. The majority of smokers primarily work in two different City departments.

Staff received requests for seating along 4th Street that is not located in smoking areas. There is not sufficient room to add additional seating without changing the size of the designated smoking areas. MBC staff consulted with the City of Minneapolis Smoke-Free Committee about options to change the size of the designated smoking area. The committee is in agreement with the MBC's proposed plan to split the two areas and designate the east side (4th Avenue) as the smoking area and the west side (3rd Avenue) as a non-smoking area.

MBC staff also talked with users of the designated smoking area, and the majority were thankful that the designated area remains in close proximity to the building. The MBC will order new signage and communicate the new location to City and County employees.

As such, staff is requesting Board authority that the east side recessed area (4th Avenue) be the designated smoking area for the City Hall/Courthouse.

Discussion and Action Agenda Item: 5

Date: April 25, 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 rendering and authority to contract
Agenda Item: 5

At the December 22, 2016 meeting, the MBC Board approved staff's request to use the existing Exterior Improvement capital appropriation for the pre-design and cost estimate of exterior lighting and antenna/satellite removal. The current appropriation includes sufficient funding for the full lighting project.

The goal of the exterior lighting is to enhance the style of the building, by accenting the weightiness of the design. The intent is to complete the lighting project prior to the Super Bowl in January 2018.

Staff is presenting renderings and cost estimates for 3 different designs. The design cost for each rendering is estimated at \$95,000. The construction costs are as follows:

Description	4th and 5th Street Towers	Additional Façade Lighting	Totals
<i>Option A</i>	\$605,000	\$740,000	\$1,345,000
<i>Option B</i>	\$580,000	\$560,000	\$1,140,000
<i>Option C</i>	\$455,000	\$230,000	\$685,000

A preliminary review has been completed with the Minneapolis Heritage Preservation Commission (HPC) and a meeting is planned with the State Historic Preservation Office (SHPO). The HPC was supportive provided the work was reversible and not visible from the ground. The preliminary concern from SHPO is that the lighting is not original and adds to light pollution.

Staff recommends focusing on one or two towers at this time and has requested a financial break out of costs to light each tower separately. MBC staff recommends Option C because it best suites the building style, and creates the least light pollution in the most cost effective manner.

Accordingly, staff is requesting authority to proceed with exterior lighting on the towers only as shown in Option C and as such, to release bids and contracts for design and construction at a cost of approximately \$550,000.

Discussion and Action Agenda Item: 6

Date: April 25, 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: 2017 Carillon Bell Concert Schedule
Discussion and Action Agenda Item: 6

Staff is requesting approval of the 2017 Carillon Bell concert schedule. All concerts are Noon to 1:00 p.m. except as noted.

Friday, May 5
Friday, May 12
Wednesday, May 17 (Syttende Mai)
Friday, May 19
Sunday, May 21 (2:00-4:00 PM)
Friday, May 26
Monday, May 29 (Memorial Day)
Friday, June 2
Friday, June 9
Sunday, June 11 (2:00-4:00 PM)
Wednesday, June 14 (Flag Day)
Friday, June 16
Friday, June 23
Wednesday, June 28 (Svenskarnas Dag)
Friday, June 30
Tuesday, July 4 (Independence Day)
Friday, July 7
Sunday, July 9 (2:00-4:00 PM)
Friday, July 14
Friday, July 21
Friday, July 28
Friday, August 4
Friday, August 11
Sunday, August 13 (2:00-4:00 PM)
Friday, August 18

Friday, August 25
Friday, September 1
Monday, September 4 (Labor Day)
Friday, September 8
Sunday, September 10 (2:00-4:00 PM)
Friday, September 15
Wednesday, September 20 (Rosh Hashanah)
Friday, September 22
Friday, September 29
Friday, October 6
Sunday, October 8 (2:00-4:00 PM)
Monday, October 9 (Columbus Day)
Tuesday, October 31 (Reformation Day)
Saturday, November 11 (Veterans Day)
Thursday, November 23 (Thanksgiving)
Wednesday, December 13 (Hanukkah)
Wednesday, December 20 (Holiday Pops)
Thursday, December 21 (Christmas week)
Friday, December 22 (Christmas week)
Sunday, December 24 (4:30-5:30 PM) (Christmas Eve)
Monday, December 25 (Christmas Day)
Tuesday, December 26 (Kwanzaa)
Sunday, December 31 (11:00 PM-12:30 AM) (New Year's Eve)

Discussion and Action Agenda Item: 7

Date: April 25, 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: Request to Relocate HC Protector Statue
Agenda Item: 7

At the February 21, 2017 meeting, the Board reviewed the Hennepin County Sheriff's office request to relocate the "Hennepin County Protector" statue. It is currently located on the rotunda ground floor just outside the Sheriff's office in Room 6. The request is to relocate it to the Sheriff's Enforcement Services Division at 9401 83rd Avenue North, Brooklyn Park.

The Hennepin County Sheriff's supervisor's union, which is listed as a contributor to the statue, supports the Sheriff's Administration request to relocate the statue.

The sculptor is Rodger M. Brodin. The marble base of the statue is 38" wide x 26.5" high. The height of the girl is 57" inches from the floor and the height of the officer is 76" from the floor.

Staff is requesting direction as to the request to relocate the statue.