



**Municipal Building Commission Meeting  
August 17<sup>th</sup> 2017 11:00 AM  
City Hall/Courthouse Hearing Room 326C**

**AGENDA (Revised)**

**CALL MEETING TO ORDER**

**CONSENT AGENDA ITEMS:**

- 1) Approve minutes from the June 29, 2017 meeting
- 2) Approve contract summary

**COMMUNICATION AGENDA ITEMS:**

- 1) 2018 – 2022 Capital Budget
- 2) Payroll/Benefits transition update
- 3) Catering RFP update

**DISCUSSION AND ACTION AGENDA ITEMS:**

- 1) Approve expenditure report through July 2017
- 2) Approve MBC historic preservation fund balance
- 3) Approve acceptance of security grant
- 4) Approve security officer position conversion
- 5) Approve owner's project representative contract
- 6) Approve carpentry services pricing contracts

**Consent Agenda Item: 1**

**Date: August 17, 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 June 29, 2017 Board meeting minutes.

DRAFT – UNAPPROVED  
**Municipal Building Commission Meeting Minutes**  
**June 29, 2017**

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 11:35 AM at the City Hall/Courthouse Hearing Room 326C. Present were:

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

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

**CONSENT AGENDA ITEMS**

Commissioner McLaughlin moved to approve these consent agenda items:

1. April 27, 2017 minutes;
2. Contract Summary as of May 31, 2017

Council President Johnson seconded and the motion carried:

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

**COMMUNICATION AGENDA ITEMS**

Staff reviewed the following communication items:

1. 2018 - 2022 Capital Budget
2. 2016 Financial Management and Compliance Audit

**DISCUSSION & ACTION AGENDA ITEMS**

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

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

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

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

DRAFT – UNAPPROVED  
**Municipal Building Commission Meeting Minutes**  
**June 29, 2017**

3. Council President Johnson moved to approve contracting with ADP to provide comprehensive payroll and HR services to the MBC for a two-year contract period at an annual not-to-exceed amount of \$50,000. Chair Callison seconded. The motion carried:

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

4. Commissioner McLaughlin moved to approve reclassification of an existing, vacant administrative assistant position to a Human Resources Coordinator and authority to hire and fill the position. Council President Johnson seconded. The motion carried:

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

5. Council President Johnson moved to approve Lighting Scheme D for the Exterior Lighting Project and to contract as required to complete the project. Commissioner McLaughlin seconded. The motion carried:

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

6. Council President Johnson moved to approve using up to \$65,000 from the Historic Preservation Fund for the Bell Support Project, and to solicit bids and contract with the lowest reasonable bidder. Commissioner McLaughlin seconded. The motion carried:

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

7. Commissioner McLaughlin moved to approve the Tentative Agreement between the Municipal Building Commission and AFSCME Local 9: Custodians and Security Officers Unit for January 1, 2017 – December 31, 2019. Council President Johnson seconded. The motion carried:

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

8. Council President Johnson moved to approve the financial terms of the Tentative Agreement between the Municipal Building Commission and AFSCME Local 9: Custodians and Security Officers Unit for January 1, 2017 – December 31, 2019 for MBC Non-Represented and appointed employees. Commissioner McLaughlin seconded. The motion carried:

DRAFT – UNAPPROVED  
**Municipal Building Commission Meeting Minutes**  
**June 29, 2017**

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

**ADJOURN**

Council President Johnson moved to adjourn at 12:07 PM. Commissioner McLaughlin seconded. The motion carried:

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

## Consent Agenda Item: 2

**Date:** August 17, 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 July 31, 2017. The summary report includes:

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

Staff requests approval of the attached summary report.

**SA Contracts <\$50k as of 07/31/2017**

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-42421	ASSOCIATED FINANCIAL GROUP, LLC	MBC-DESIGN A PLAN FOR INSURANC	4/1/2017	4/1/2019	1.00	-	1.00
C-27924	ATLAS RESTAURANTS, LLC	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000.00	-	22,505.36
C-28000	CHOWGIRLS, INC.	MBC-CATERING SERVICE AGREEMENT	3/2/2010	2/28/2018	1.00	-	1.00
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	6,990.00	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-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	5,059.18	3,008.17
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROCESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	27,099.39	-
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	42,064.00
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	2,014.75	32,000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	4,113.25	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	9,963.58	5,040.00
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000.00	2,300.99	1,689.71
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	4,783.00	21,584.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000.00	-	19,359.88
C-40209	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000.00	-	38,700.00
C-27922	MINTAHOE, INC.	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000.00	12,431.00	12,265.75
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2017	50,000.00	-	49,230.00
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2017	50,000.00	-	36,480.90
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	12/31/2017	50,000.00	954.45	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	1,084.00	39,520.00
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	3,321.67	43.50
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	4.40	1,963.00
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTUAL	2/1/2013	1/31/2018	50,000.00	1.02	36,370.31
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2017	50,000.00	6,472.40	35,450.00
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2018	37,500.00	11,817.49	5,000.00
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2017	50,000.00	-	48,765.00

**SA Contracts >\$50k as of 07/31/2017**

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-40004	BUSCH ARCHITECTS, INC.	MBC-DESIGN SVS FOR FREIGHT ELE	9/30/2015	12/30/2017	191,389.00	55,789.14	8,875.50
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INS TEST & MAIN	1/1/2017	12/31/2019	115,000.00	78,578.00	10,816.00
C-20735	HENNEPIN COUNTY	MBC-SECUR IN CITY HALL-A040143	1/1/2004	12/31/2019	1,111,032.00	3,842.65	579,445.93
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465.00	246,582.35	1,706,017.66
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	395,818.44	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	17,451.84	296,992.35
C-42597	L S BLACK CONSTRUCTORS, INC.	MBC-FURNISH ALL LABOR FOR CH	6/19/2017	1/31/2019	2,804,421.00	-	2,804,421.00
C-41525	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-CRITICAL POWER SUPPORT SER	9/1/2016	8/31/2017	154,000.00	115,500.00	-
C-40118	MOHAGEN AND HANSEN ARCHITECTURAL	MBC-ARCHITECTURAL DESIGN SRVCS	11/2/2015	12/31/2017	149,300.00	1,626.15	553.50
C-41951	PEOPLES ELECTRIC COMPANY, INC.	MBC- CH PREVENTATIVE MAINTENAC	1/30/2017	12/31/2021	309,300.00	187,170.00	-
C-42223	ROBERT HALF INT'L	MBC-PROVIDE PAYROLL & PROJ MNG	5/1/2017	4/30/2022	100,000.00	42,977.63	50,000.00
C-42610	SCHULER AND SHOOK, INC.	MBC-PROVIDE LIGHTNING DESIGN	7/1/2017	12/31/2018	78,310.00	78,310.00	-
C-41061	SUBURBAN ELEVATOR OF MINNESOTA	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	4/30/2019	150,850.00	63,354.25	39,699.50
C-41988	SUN MECHANICAL, INC.	MBC-ADC PLUMBING IMPROVE AT CH	2/7/2017	12/31/2017	247,800.00	216,421.50	-
C-40097	VERSACON INC	MBC-CLOCK RESTORATION PROJECT	10/23/2015	12/31/2017	2,196,730.00	228,626.72	-

**Contracts <\$100k as of 07/31/2017**

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-42032	COST PLANNING AND MANAGEMENT	MBC-COST EST FOR SERV ELEVATOR	3/3/2017	12/31/2018	14,520.00	10,295.00	-
C-42033	DISPLAY ARTS WORLDWIDE, INC.	MBC- CLOCK RESTORATION PROJECT	3/3/2017	5/31/2017	3,760.00	-	-
C-42089	MACDONALD AND MACK ARCHITECTS	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	12/31/2018	12,267.00	8,113.00	500.00
C-41805	ROZIN SECURITY CONSULTING, LLC	MBC-PROVIDE PROF SECURITY	12/15/2016	3/30/2017	4,800.00	-	-
C-42208	SMUDA, SEAN	MBC-ARCHITECTURAL PHOTOGRAPHY	4/5/2017	10/5/2017	2,750.00	312.08	-

**Pricing Contracts as of 07/31/2017**

Contract	Supplier Name	Description	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
PC-00246E	ARCHER MECHANICAL	MBC - HVAC SERVICES	7/1/2017	6/30/2020	50,000.00	-	50,000.00
PC-00153	ATOMIC RECYCLING, INC.	BC-WASTE REMOVAL/RECYCLING	1/1/2017	12/31/2019	8,000.00	-	6,400.00
PC-00256	BLACKHAWK INDUSTRIAL DISTRIBUTION, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	5,000.00	-	5,000.00
02-00394D	BLOOMINGTON ELECTRIC COMPANY	MBC - ELECTRICAL SERVICES	1/1/2013	9/29/2017	500,000.00	40,734.00	211,857.07
06-00555	DALCO ENTERPRISES, INC.	MBC: Cleaning supplies	4/1/2015	8/31/2017	100,000.00	7,978.11	20,459.15
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	-	8,719.55
PC-00246D	GOPHER LLC	MBC - ELECTRICAL SERVICES	7/1/2017	6/30/2020	25,000.00	-	25,000.00
PC-00255	NEEDELS SUPPLY COMPANY, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	5,000.00	-	5,000.00
PC-00147	NORTHERN AIR CORPORATION	MBC-CONTROL SERVICES	1/1/2017	12/31/2019	40,000.00	508.16	33,448.03
PC-00246A	NORTHERN AIR CORPORATION	MBC - PLUMBING SERVICES	7/1/2017	6/30/2020	300,000.00	-	300,000.00
PC-00246B	NORTHERN AIR CORPORATION	MBC - HVAC SERVICES	7/1/2017	6/30/2020	150,000.00	-	150,000.00
PC-00246	PREMIER ELECTRICAL CORPORATION	MBC - ELECTRICAL SERVICES	7/1/2017	6/30/2020	200,000.00	9,920.00	190,080.00
PC-00257	RPJ ENTERPRISES LLC	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	7/30/2018	15,000.00	-	15,000.00
PC-00246C	SCHADEGG MECHANICAL, INC.	MBC - PLUMBING SERVICES	7/1/2017	6/30/2020	50,000.00	-	50,000.00
PC-00258	THE DEREK COLE COMPANY, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	5,000.00	607.80	4,392.20
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	9/30/2017	300,000.00	97,591.70	28,493.96
PC-00125	VIKING AUTOMATIC SPRINKLER CO	MBC: SPRINKLER FITTER SERVICES	9/1/2016	8/31/2019	15,000.00	-	11,876.83
02-00454	WASTE MANAGEMENT OF MN, INC.	MBC - RUBBISH HAULING	1/1/2015	12/31/2017	155,000.00	13,305.02	35,651.68
02-00371	ZIEGLER, INC.	MBC-BACKUP GENERATOR MAINT	1/1/2012	12/31/2017	210,000.00	1,868.20	35,151.58



## Communication Agenda Item: 1

**Date:** August 17, 2017

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

**From:** Erin Delaney

**Subject:** **2018 – 2022 Capital Projects**  
**Communication Agenda Item: 1**

Staff submitted 2018 – 2022 capital funding requests to the City and County for the four projects identified below. Staff presented these requests to the City Capital Long-Range Improvement Committee (CLIC) on May 5, 2017, and to the County Capital Budgeting Task Force (CBTF) on August 14, 2017.

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

CLIC recommendations for the MBC include a 56% reduction from the submitted funding request for 2018, and a 51% reduction over the five-year period 2018 – 2022.

CBTF recommendations are expected in October 2017 per the County Capital Budget schedule.

Below is a summary of the Combined 2018 – 2022 Capital Budget Request as submitted, and a summary of the CLIC recommendation.

			Combined 2018 - 2022 Capital Budget Request					
MBC Projects	Priority	Balances (as of 5/31/17)	2018	2019	2020	2021	2022	2018 - 2022
Life Safety (MBC01)	1	\$1,362,678	\$1,000,000	\$2,400,000	\$130,000	\$130,000		\$3,660,000
Mechanical (MBC02)	2	\$2,828,329		\$750,000	\$1,000,000	\$650,000	\$300,000	\$2,700,000
Exterior (MBC10)	3	\$2,502,233	\$4,800,000					\$4,800,000
Elevators (MBC11)	4	\$181,000	\$576,000	\$2,956,000				\$3,532,000
<b>Total</b>		<b>\$6,874,240</b>	<b>\$6,376,000</b>	<b>\$6,106,000</b>	<b>\$1,130,000</b>	<b>\$780,000</b>	<b>\$300,000</b>	<b>\$14,692,000</b>
			CLIC Recommendation					
MBC Projects	Priority	Balances (as of 5/31/17)	2018	2019	2020	2021	2022	2018 - 2022
Life Safety (MBC01)	1	\$1,362,678	\$500,000	\$655,000	\$65,000	\$65,000	\$0	\$1,285,000
Mechanical (MBC02)	2	\$2,828,329	\$0	\$375,000	\$500,000	\$325,000	\$150,000	\$1,350,000
Exterior (MBC10)	3	\$2,502,233	\$830,000	\$0	\$0	\$0	\$0	\$830,000
Elevators (MBC11)	4	\$181,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>		<b>\$6,874,240</b>	<b>\$1,330,000</b>	<b>\$1,030,000</b>	<b>\$565,000</b>	<b>\$390,000</b>	<b>\$150,000</b>	<b>\$3,465,000</b>

**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 5<sup>th</sup> Street Towers; adding exit signage and occupant notification.

**Mechanical Systems Upgrades:** The MBC Mechanical Systems Upgrade includes renovation and upgrade of the heating, ventilating, and air conditioning systems which includes air-handling units, new distribution ductwork with VAV boxes, electronic controls, hot water radiation, and exhaust systems. MBC initiatives to upgrade the electrical wiring, plumbing, lighting, floor coverings, wall coverings and ceilings are also completed in the spaces during this and the Life/Safety project. The contract for Stage 23 (North and Northeast part of the basement level: Commons, Sheriff's office, City and MBC storage locations) and Stage 22 (South and Southeast part of the basement level: building utilities, MBC custodial and trades shops.) has been awarded to LS Black.

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

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

**Elevator Modifications:** The proposed MBC Elevator Capital Project modernizes six (6) of the fifteen (15) existing passenger elevators at the City Hall / Courthouse building. A comprehensive review of all elevators was completed in 2016 to identify capital level upgrades that will be required over the next 20 years. Based on this review, cars 1-6 (Rotunda and 5th Street Elevators) are in need of modernization and upgrades due to the age of the elevator equipment.

## Communication Agenda Item: 2

**Date:** August 17, 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 and Benefit Conversion  
Communication Agenda Item: 2

This is a communication update on the Payroll and Benefits conversion:

Payroll: At the June 29<sup>th</sup> meeting, the MBC Board approved a contract with ADP to provide comprehensive payroll and HR services. The transition is moving forward on schedule with an expected “go live” time entry date of September 17, 2017, to process and pay out on the first paycheck of the 4<sup>th</sup> quarter.

ADP has assigned implementation specialists responsible for specific components, such as time reporting, interfacing to the City’s general ledger and tax filing. MBC and ADP hold weekly status calls. City finance staff is called upon as needed to provide payroll and banking information to replicate a new payroll environment for the MBC.

The ADP team has setup the core time and payroll functions and will soon start importing employee data and time reporting, earning and deduction codes. Testing will begin to ensure that all paycheck calculations are accurate. Work will also begin on creating a MBC home page for employees to access payroll and benefits information.

Benefits: With the current employee count, the MBC qualifies for large group plans. Health insurers will not release their 2018 premium rates until October. The MBC’s benefits broker has received draft quotes for dental, life insurance, and long-term disability. The total cost of the draft dental rates are approximately \$1000.00 more per month than current rates.

MBC staff, MBC retirees and MBC Labor unions are receiving regular updates on the transition process.

## Communication Agenda Item: 3

**Date:** August 17, 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: 3**

The Request for Proposals for Minneapolis City Hall/Hennepin County Courthouse catering was released on July 7, 2017 and a pre proposal conference was held on August 1, 2017.

Three catering firms attended the mandatory pre proposal conference.

The two business model options listed below were reviewed with the potential proposers and a tour of the venue was provided.

- 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.

Proposals were due on August 15, 2017 and two were received.

The proposals will be evaluated by MBC staff and Manask and Associates, and a summary and recommendation to the board is anticipated at the December 2017 board meeting.

## Discussion and Action Agenda Item: 1

**Date:** August 17, 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 July 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 July 31, 2017.

The City's Fund Balance at the MBC is \$2,328,564 as of July 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 8/17/2017</i>	<i>For Period End 7/31/2017</i>			
		<i>Percent of Year Remaining</i>	<i>40%</i>			
Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,454,460	\$713,031	49%	51%	\$741,429	
5200200 Custodial & Security	\$2,812,845	\$1,447,755	51%	49%	\$1,365,090	
5200300 Repairs & Improvements	\$4,687,536	\$1,576,178	34%	66%	\$3,111,358	
<b>Subtotal</b>	<b>\$8,954,841</b>	<b>\$3,736,964</b>	<b>42%</b>	<b>58%</b>	<b>\$5,217,877</b>	
5200400 Adult Detention Center	\$232,959	\$31,347	13%	87%	\$201,612	
5200500 Work for Others	\$705,275	\$103,343	15%	85%	\$601,932	
<b>Total</b>	<b>\$9,893,075</b>	<b>\$3,871,654</b>	<b>39%</b>	<b>61%</b>	<b>\$6,021,421</b>	

31100 - MUNICIPAL BUILDING COMMISSION									
Budget vs Actuals - Expenses									
Year-to-Date Expenses as of July 31, 2017									
Percent of Year Remaining: 40%									
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%	
	<b>Capital Outlay</b>			<b>35,552.00</b>	<b>0</b>	<b>35,552.00</b>	<b>0</b>	<b>35,552.00</b>	<b>100.00%</b>
	Contractual Services	501101 - BENEFITS ADMIN FEE	19,376.00	11,302.69	8,073.31	0	8,073.31	41.67%	
		501401 - BIS APPLICATION SUPPORT	4,673.00	2,725.94	1,947.06	0	1,947.06	41.67%	
		501501 - BIS OPERATING CHARGES	11,700.00	6,825.00	4,875.00	0	4,875.00	41.67%	
		501801 - BIS SPECIAL CHARGES	76.00	44.31	31.69	0	31.69	41.70%	
		502101 - POSTAGE	250.00	79.45	170.55	0	170.55	68.22%	
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	188.00	812.00	0	812.00	81.20%	
		506101 - GENERAL FUND OVERHEAD	107,740.00	62,848.35	44,891.65	0	44,891.65	41.67%	
507000 - PROFESSIONAL SERVICES		118,507.00	31,332.76	87,174.24	63,480.82	23,693.42	73.56%		
507010 - MIS SERVICE FEES		0	57,568.20	(57,568.20)	37,430.44	(94,998.64)			
507019 - OTHER PROFESSIONAL SERVICES		100,000.00	1,000.00	99,000.00	0	99,000.00	99.00%		
508200 - PARKING LOT/SPACE RENT		2,460.00	1,595.92	864.08	804.08	60.00	35.13%		
511000 - TRANSPORTATION		250.00	0	250.00	0	250.00	100.00%		
511001 - DELIVERY SERVICES		0	12.70	(12.70)	0	(12.70)			
513000 - MISCELLANEOUS	8,100.00	5,603.57	2,496.43	3,478.75	(982.32)	30.82%			
<b>Contractual Services</b>			<b>374,132.00</b>	<b>181,126.89</b>	<b>193,005.11</b>	<b>105,194.09</b>	<b>87,811.02</b>	<b>51.59%</b>	
Fringes	781201 - PERA-COORDINATED	38,345.20	15,887.92	22,457.28	0	22,457.28	58.57%		
	781301 - FICA-ASDI	31,699.43	12,780.10	18,919.33	0	18,919.33	59.68%		
	782101 - MEDICARE	7,413.47	2,992.01	4,421.46	0	4,421.46	59.64%		
	782701 - DENTAL INSURANCE	5,040.00	1,737.91	3,302.09	0	3,302.09	65.52%		
	782801 - VEBA - EXPENSE	0	5,322.78	(5,322.78)	0	(5,322.78)			
	782901 - HEALTH INSURANCE	86,077.00	40,224.36	45,852.64	0	45,852.64	53.27%		
	784001 - SEVERANCE	.05	0	(0.05)	0	(0.05)	100.00%		
	786001 - LIFE INSURANCE	522.00	253.97	268.03	0	268.03	51.35%		
	786301 - L/T DISABILITY INS	1,584.92	639.11	945.81	0	945.81	59.68%		
	788801 - WORKERS' COMP-REINSURANCE	38,000.00	42,463.08	(4,463.08)	5,482.14	(9,945.22)	-11.74%		
	<b>Fringes</b>			<b>208,681.98</b>	<b>122,301.24</b>	<b>86,380.74</b>	<b>5,482.14</b>	<b>80,898.60</b>	<b>41.39%</b>
Materials / Other	602301 - MERF ADDITIONAL - FIXED	226,800.00	132,300.00	94,500.00	0	94,500.00	41.67%		
	604002 - PARKING	0	10.57	(10.57)	0	(10.57)			
	605001 - REGISTRATION FEE & TUITION	5,000.00	3,755.54	1,244.46	0	1,244.46	24.89%		
	606000 - TRAVEL EXPENSE	4,000.00	0	4,000.00	0	4,000.00	100.00%		
	608000 - INSURANCE	55,000.00	45,200.00	9,800.00	0	9,800.00	17.82%		
	610004 - OFFICE SUPPLIES	5,500.00	1,881.95	3,618.05	913.20	2,704.85	65.78%		
	611000 - OPERATING SUPPLIES	50.00	0	50.00	0	50.00	100.00%		
	611004 - CHEMICAL SUPPLIES & GASES	0	83.45	(83.45)	0	(83.45)			
	611014 - PAPER GOODS	0	24.31	(24.31)	0	(24.31)			
	613007 - OTHER REPAIR/MAINTENANCE SUPP	0	61.19	(61.19)	0	(61.19)			
	614004 - CONCRETE	0	0	0	226.38	(226.38)			
	616000 - TAXES LICENSES & FEES	0	0	0	24,881.50	(24,881.50)			
	616002 - LICENSE FEES & PERMITS	600.00	0	600.00	0	600.00	100.00%		
	619000 - OTHER OPERATING COSTS	200.00	0	200.00	1,072.00	(872.00)	100.00%		
	619017 - MISC OTHER OPERATING COST	25,824.00	0	25,824.00	0	25,824.00	100.00%		
	619201 - MEMBERSHIPS & DUJES	1,500.00	210.00	1,290.00	636.00	654.00	86.00%		
	619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	1,702.35	(1,352.35)	80.03	(1,432.38)	-386.39%		
<b>Materials / Other</b>			<b>324,824.00</b>	<b>185,229.36</b>	<b>139,594.64</b>	<b>27,809.11</b>	<b>111,785.53</b>	<b>42.98%</b>	
Personnel Services	400001 - SALARIES/WAGES - REGULAR	511,270.00	186,040.06	325,229.94	0	325,229.94	63.61%		
	400030 - SALARIES/WAGES - SHIFT	0	1,143.15	(1,143.15)	0	(1,143.15)			
	400501 - BACK PAY - REGULAR TIME	0	7,592.50	(7,592.50)	0	(7,592.50)			
	420001 - OVERTIME - 1.5 TIME	0	3,801.99	(3,801.99)	0	(3,801.99)			
	440101 - HOLIDAY WORKED	0	194.64	(194.64)	0	(194.64)			
	450001 - VACATION	0	14,050.84	(14,050.84)	0	(14,050.84)			
	460001 - SICK LEAVE	0	10,551.94	(10,551.94)	0	(10,551.94)			
	490001 - OTHER LEAVE	0	998.08	(998.08)	0	(998.08)			
	<b>Personnel Services</b>			<b>511,270.00</b>	<b>224,373.20</b>	<b>286,896.80</b>	<b>0</b>	<b>286,896.80</b>	<b>56.11%</b>
	<b>5200100 - ADMINISTRATION</b>			<b>1,454,459.98</b>	<b>713,030.69</b>	<b>741,429.29</b>	<b>138,485.34</b>	<b>602,943.95</b>	<b>50.98%</b>
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELPHONE RENTAL	4,120.00	312.00	3,808.00	0	3,808.00	92.43%	
		502508 - TELEPHONE OTHER	0	538.57	(538.57)	0	(538.57)		
		507000 - PROFESSIONAL SERVICES	437,000.00	5,209.25	431,790.75	642.04	431,148.71	98.81%	
		507010 - MIS SERVICE FEES	0	243.00	(243.00)	0	(243.00)		
		507015 - SECURITY SERVICES	0	144,104.21	(144,104.21)	443,895.79	(588,000.00)		
		510000 - REPAIR & MAINTENANCE-CONT	3,500.00	43.00	3,457.00	43.00	3,414.00	98.77%	
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	50.00	(50.00)	0	(50.00)		
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	15,062.15	(15,062.15)	0	(15,062.15)		
	<b>Contractual Services</b>			<b>444,620.00</b>	<b>165,562.18</b>	<b>279,057.82</b>	<b>444,580.83</b>	<b>(165,523.01)</b>	<b>62.76%</b>
	Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	6,600.00	0	6,600.00	100.00%	
		781201 - PERA-COORDINATED	113,249.98	61,273.48	51,976.50	0	51,976.50	45.90%	
		781301 - FICA-ASDI	93,620.37	49,921.95	43,698.42	0	43,698.42	46.68%	
		782101 - MEDICARE	21,894.95	11,687.01	10,207.94	0	10,207.94	46.62%	
		782701 - DENTAL INSURANCE	26,040.00	14,880.00	11,160.00	0	11,160.00	42.86%	
		782801 - VEBA - EXPENSE	0	23,560.00	(23,560.00)	0	(23,560.00)		
		782901 - HEALTH INSURANCE	512,316.00	186,992.00	325,324.00	0	325,324.00	63.50%	
		784001 - SEVERANCE	.25	0	0.25	0	0.25	100.00%	
786001 - LIFE INSURANCE		2,697.00	1,442.75	1,254.25	0	1,254.25	46.51%		
786301 - L/T DISABILITY INS		4,681.17	2,394.39	2,286.78	0	2,286.78	48.85%		
<b>Fringes</b>			<b>781,099.71</b>	<b>352,151.58</b>	<b>428,948.13</b>	<b>0</b>	<b>428,948.13</b>	<b>54.92%</b>	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget	
	Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	7,082.12	(7,082.12)	8,571.19	(15,653.31)		
		611000 - OPERATING SUPPLIES	70,000.00	47,138.85	22,861.15	28,759.64	(5,898.49)	32.66%	
		613000 - REPAIR & MAINT SUPPLIES	0	177.76	(177.76)	0	(177.76)		
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	276.87	(276.87)	0	(276.87)		
		617001 - UNIFORMS CLOTHING PERS	7,000.00	1,241.70	5,758.30	18,299.84	(12,541.54)	82.26%	
		619000 - OTHER OPERATING COSTS	120.00	891.87	(771.87)	0	(771.87)	-643.23%	
		<b>Materials / Other</b>		<b>77,120.00</b>	<b>56,809.17</b>	<b>20,310.83</b>	<b>55,630.67</b>	<b>(35,319.84)</b>	<b>26.34%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,510,005.00	672,868.74	837,136.26	0	837,136.26	55.44%	
		400020 - SALARIES/WAGES - PREMIUM	0	3,589.73	(3,589.73)	0	(3,589.73)		
		400030 - SALARIES/WAGES - SHIFT	0	16,493.68	(16,493.68)	0	(16,493.68)		
		400501 - BACK PAY - REGULAR TIME	0	35,614.68	(35,614.68)	0	(35,614.68)		
		404401 - PAYMENT FOR COMP TIME	0	3,429.46	(3,429.46)	0	(3,429.46)		
		420001 - OVERTIME - 1.5 TIME	0	32,480.45	(32,480.45)	0	(32,480.45)		
		440101 - HOLIDAY WORKED	0	6,508.04	(6,508.04)	0	(6,508.04)		
		450001 - VACATION	0	61,309.67	(61,309.67)	0	(61,309.67)		
		460001 - SICK LEAVE	0	34,890.89	(34,890.89)	0	(34,890.89)		
		490001 - OTHER LEAVE	0	6,046.95	(6,046.95)	0	(6,046.95)		
	<b>Personnel Services</b>	<b>1,510,005.00</b>	<b>873,232.29</b>	<b>636,772.71</b>	<b>0</b>	<b>636,772.71</b>	<b>42.17%</b>		
<b>5200200 - CUSTODIAL AND SECURITY</b>			<b>2,812,844.71</b>	<b>1,447,755.22</b>	<b>1,365,089.49</b>	<b>500,211.50</b>	<b>864,877.99</b>	<b>48.53%</b>	
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	630,002.00	164,987.05	465,014.95	333,647.38	131,367.57	73.81%	
		509201 - FLEET SUPPLY ESD	540.00	315.00	225.00	0	225.00	41.67%	
		509205 - FLEET ADMINISTRATION	1,411.00	823.04	587.96	0	587.96	41.67%	
		509301 - EQUIPMENT LABOR ESD	144.00	0	144.00	0	144.00	100.00%	
		510000 - REPAIR & MAINTENANCE-CONT	1,160,892.00	185,700.50	975,191.50	264,135.18	711,056.32	84.00%	
		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	22,809.06	22,190.94	13,305.02	8,885.92	49.31%	
		512004 - STEAM	0	87,641.64	(87,641.64)	109,003.95	(196,645.59)		
		512006 - WATER-CHILLED	0	73,068.67	(73,068.67)	212,138.18	(285,206.85)		
		512007 - WATER & SEWER	115,000.00	58,376.80	56,623.20	0	56,623.20	49.24%	
		512201 - ELECTRICITY	400,000.00	200,358.82	199,641.18	704,570.61	(504,929.43)	49.91%	
		513000 - MISCELLANEOUS	3,000.00	550.00	2,450.00	986.00	1,464.00	81.67%	
	513007 - MISCELLANEOUS CONTRACTUAL SRV	3,777.00	8,581.21	(4,804.21)	0	(4,804.21)	-127.20%		
		<b>Contractual Services</b>	<b>2,809,774.00</b>	<b>803,211.79</b>	<b>2,006,562.21</b>	<b>1,637,786.32</b>	<b>368,775.89</b>	<b>71.41%</b>	
	Fringes	781001 - SUPPLEMENTAL PENSION	0	2,820.77	(2,820.77)	0	(2,820.77)		
		781201 - PERA-COORDINATED	96,002.50	35,834.47	60,168.03	0	60,168.03	62.67%	
781301 - FICA-ASDI		79,362.40	28,628.70	50,733.70	0	50,733.70	63.93%		
782101 - MEDICARE		18,560.65	6,701.34	11,859.31	0	11,859.31	63.89%		
782701 - DENTAL INSURANCE		12,600.00	3,630.18	8,969.82	0	8,969.82	71.19%		
782801 - VEBA - EXPENSE		0	8,639.82	(8,639.82)	0	(8,639.82)			
782901 - HEALTH INSURANCE		215,193.00	72,296.06	142,896.94	0	142,896.94	66.40%		
784001 - SEVERANCE		.10	59.56	(59.66)	0	(59.66)	59,660.00%		
786001 - LIFE INSURANCE		1,305.00	431.47	873.53	0	873.53	66.94%		
786301 - L/T DISABILITY INS		3,967.67	1,250.95	2,716.72	0	2,716.72	68.47%		
787001 - NON-TAX FRINGE BEN-I.O.E.		14,539.00	11,060.24	3,478.76	0	3,478.76	23.93%		
		<b>Fringes</b>	<b>441,530.12</b>	<b>171,353.56</b>	<b>270,176.56</b>	<b>0</b>	<b>270,176.56</b>	<b>61.19%</b>	
Materials / Other		604002 - PARKING	0	8.32	(8.32)	0	(8.32)		
	605001 - REGISTRATION FEE & TUITION	0	200.86	(200.86)	0	(200.86)			
	609101 - ESD EQUIPMENT PARTS	50.00	0	50.00	0	50.00	100.00%		
	609201 - ESD EQUIPMENT FUEL	394.00	146.81	247.19	0	247.19	62.74%		
	610003 - COMPUTER SOFTWARE	0	380.00	(380.00)	30.00	(410.00)			
	611000 - OPERATING SUPPLIES	1,000.00	46.70	953.30	0	953.30	95.33%		
	613000 - REPAIR & MAINT SUPPLIES	150,000.00	89,618.70	60,381.30	74,987.95	(14,606.65)	40.25%		
	613001 - BUILDING SUPPLIES	0	0	0	0	0			
	613002 - CARPENTRY SUPPLIES	0	286.63	(286.63)	0	(286.63)			
	613005 - PLUMBING/PIPEFITTING SUPPLIES	400.00	0	400.00	0	400.00	100.00%		
	613007 - OTHER REPAIR/MAINTENANCE SUPP	0	179.29	(179.29)	0	(179.29)			
	613009 - EQUIPMENT REPAIR SUPPLIES	400.00	0	400.00	0	400.00	100.00%		
	616000 - TAXES LICENSES & FEES	3,000.00	200.00	2,800.00	0	2,800.00	93.33%		
	616002 - LICENSE FEES & PERMITS	0	2,494.60	(2,494.60)	73.00	(2,567.60)			
	617001 - UNIFORMS CLOTHING PERS	350.00	140.00	210.00	0	210.00	60.00%		
	619000 - OTHER OPERATING COSTS	200.00	0	200.00	0	200.00	100.00%		
	619201 - MEMBERSHIPS & DUES	400.00	96.53	303.47	0	303.47	75.87%		
	<b>Materials / Other</b>	<b>156,194.00</b>	<b>93,798.44</b>	<b>62,395.56</b>	<b>75,090.95</b>	<b>(12,695.39)</b>	<b>39.95%</b>		
Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,280,038.00	433,804.12	846,233.88	0	846,233.88	66.11%		
	400020 - SALARIES/WAGES - PREMIUM	0	825.75	(825.75)	0	(825.75)			
	400501 - BACK PAY - REGULAR TIME	0	2,304.49	(2,304.49)	0	(2,304.49)			
	420001 - OVERTIME - 1.5 TIME	0	7,258.27	(7,258.27)	0	(7,258.27)			
	430001 - OVERTIME - DOUBLE TIME	0	5,002.36	(5,002.36)	0	(5,002.36)			
	450001 - VACATION	0	37,488.79	(37,488.79)	0	(37,488.79)			
	460001 - SICK LEAVE	0	15,282.63	(15,282.63)	0	(15,282.63)			
	461001 - UNUSED SICK LEAVE	0	3,637.44	(3,637.44)	0	(3,637.44)			
	490001 - OTHER LEAVE	0	2,210.29	(2,210.29)	0	(2,210.29)			
		<b>Personnel Services</b>	<b>1,280,038.00</b>	<b>507,814.14</b>	<b>772,223.86</b>	<b>0</b>	<b>772,223.86</b>	<b>60.33%</b>	
<b>5200300 - REPAIRS AND IMPROVEMENTS</b>			<b>4,687,536.12</b>	<b>1,576,177.93</b>	<b>3,111,358.19</b>	<b>1,712,877.27</b>	<b>1,398,480.92</b>	<b>66.38%</b>	
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	5,287.00	29,713.00	5,074.04	24,638.96	84.89%	
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	4,784.20	135,174.80	33,094.00	102,080.80	96.58%	
	<b>Contractual Services</b>		<b>174,959.00</b>	<b>10,071.20</b>	<b>164,887.80</b>	<b>38,168.04</b>	<b>126,719.76</b>	<b>94.24%</b>	
Fringes	781201 - PERA-COORDINATED	0	224.73	(224.73)	0	(224.73)			
	781301 - FICA-ASDI	0	189.01	(189.01)	0	(189.01)			
	782101 - MEDICARE	0	45.05	(45.05)	0	(45.05)			

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		782701 - DENTAL INSURANCE	0	39.72	(39.72)	0	(39.72)	
		782801 - VEBA - EXPENSE	0	121.72	(121.72)	0	(121.72)	
		782901 - HEALTH INSURANCE	0	919.89	(919.89)	0	(919.89)	
		786001 - LIFE INSURANCE	0	4.40	(4.40)	0	(4.40)	
		786301 - L/T DISABILITY INS	0	13.42	(13.42)	0	(13.42)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	353.41	(353.41)	0	(353.41)	
	<b>Fringes</b>		<b>0</b>	<b>1,911.35</b>	<b>(1,911.35)</b>	<b>0</b>	<b>(1,911.35)</b>	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	9,187.67	30,812.33	6,991.50	23,820.83	77.03%
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	5,880.35	12,119.65	30.66	12,088.99	67.33%
	<b>Materials / Other</b>		<b>58,000.00</b>	<b>15,068.02</b>	<b>42,931.98</b>	<b>7,022.16</b>	<b>35,909.82</b>	<b>74.02%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	3,063.91	(3,063.91)	0	(3,063.91)	
		400020 - SALARIES/WAGES - PREMIUM	0	1.30	(1.30)	0	(1.30)	
		420001 - OVERTIME - 1.5 TIME	0	232.31	(232.31)	0	(232.31)	
		430001 - OVERTIME - DOUBLE TIME	0	586.30	(586.30)	0	(586.30)	
		490001 - OTHER LEAVE	0	412.99	(412.99)	0	(412.99)	
	<b>Personnel Services</b>		<b>0</b>	<b>4,296.81</b>	<b>(4,296.81)</b>	<b>0</b>	<b>(4,296.81)</b>	
<b>5200400 - ADULT DETENTION CENTER</b>			<b>232,959.00</b>	<b>31,347.38</b>	<b>201,611.62</b>	<b>45,190.20</b>	<b>156,421.42</b>	<b>86.54%</b>
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,001.00	23,572.25	11,428.75	81,237.75	(69,809.00)	32.65%
		507015 - SECURITY SERVICES	0	2,940.00	(2,940.00)	1,025.00	(3,965.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	65,823.51	224,176.49	1,965.90	222,210.59	77.30%
		513000 - MISCELLANEOUS	5,000.00	982.60	4,017.40	317.40	3,700.00	80.35%
	<b>Contractual Services</b>		<b>330,001.00</b>	<b>93,318.36</b>	<b>236,682.64</b>	<b>84,546.05</b>	<b>152,136.59</b>	<b>71.72%</b>
	Fringes	781001 - SUPPLEMENTAL PENSION	0	6.98	(6.98)	0	(6.98)	
		781201 - PERA-COORDINATED	17,937.90	439.29	17,498.61	0	17,498.61	97.55%
		781301 - FICA-ASDI	14,828.90	368.00	14,460.90	0	14,460.90	97.52%
		782101 - MEDICARE	3,467.53	86.20	3,381.33	0	3,381.33	97.51%
		782701 - DENTAL INSURANCE	2,520.00	48.19	2,471.81	0	2,471.81	98.09%
		782801 - VEBA - EXPENSE	0	90.68	(90.68)	0	(90.68)	
		782901 - HEALTH INSURANCE	43,039.00	731.09	42,307.91	0	42,307.91	98.30%
		784001 - SEVERANCE	.16	2.78	(2.94)	0	(2.94)	1,882.05%
		786001 - LIFE INSURANCE	261.00	6.16	254.84	0	254.84	97.64%
		786301 - L/T DISABILITY INS	741.45	15.83	725.62	0	725.62	97.86%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	153.48	545.52	0	545.52	78.04%
	<b>Fringes</b>		<b>83,494.63</b>	<b>1,948.68</b>	<b>81,545.95</b>	<b>0</b>	<b>81,545.95</b>	<b>97.67%</b>
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	35,000.00	2,238.04	32,761.96	0	32,761.96	93.61%
		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%
	<b>Materials / Other</b>		<b>52,600.00</b>	<b>2,238.04</b>	<b>50,361.96</b>	<b>0</b>	<b>50,361.96</b>	<b>95.75%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	239,179.00	5,726.67	233,452.33	0	233,452.33	97.61%
		420001 - OVERTIME - 1.5 TIME	0	111.35	(111.35)	0	(111.35)	
	<b>Personnel Services</b>		<b>239,179.00</b>	<b>5,838.02</b>	<b>233,340.98</b>	<b>0</b>	<b>233,340.98</b>	<b>97.56%</b>
<b>5200500 - MBC - WORK FOR OTHERS</b>			<b>705,274.63</b>	<b>103,343.10</b>	<b>601,931.53</b>	<b>84,546.05</b>	<b>517,385.48</b>	<b>85.35%</b>
<b>TOTAL MUNICIPAL BUILDING COMMISSION</b>			<b>9,893,074.43</b>	<b>3,871,654.32</b>	<b>6,021,420.11</b>	<b>2,481,310.36</b>	<b>3,540,109.75</b>	<b>60.87%</b>



## Discussion and Action Agenda Item: 2

**Date:** August 17, 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 \$37,228 on July 31, 2017.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 602,347
2017 Expenditures to 7/31/2017		\$ (18,390)
2017 Received Revenue to 7/31/2017		\$ 38,275
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
	<b>2017 Bell Project Approved Balance</b>	\$ (56,373)
Macdonald & Mack Inv#21632.2, PO#577882 - 2017		\$ 2,928
Macdonald & Mack Inv#21632.3, PO#577882 - 2017		\$ 1,879
Macdonald & Mack Inv#21632.4, PO#577882 - 2017		\$ 837
Macdonald & Mack Inv#21632.5, PO#577882 - 2017		\$ 725
		\$ (50,004)
Add'l Reserve for Bell Support System Project (MBC Board Approval 6/29/2017)		\$ (65,000)
<b>Ending Fund Balance - 3110H</b>		<b>\$ 37,228</b>

## Discussion and Action Agenda Item: 3

**Date:** August 17, 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**  
**Discussion and Action Item: 3**

MBC staff recently applied for a third UASI grant from the Department of Homeland Security through the City of Minneapolis Office of Emergency Management. Staff is pleased to report that a grant award in the amount of \$95,000.00 was awarded to the project. The grant period runs from January 2018 through December 2018.

The funds will be used for the installation of (5) new IP based exterior CCTV cameras, the conversion of (20) existing analog cameras to IP digital, and various other security infrastructure improvements to the facility.

The total project cost will be funded out of the MBC 2018 operating budget and will be reimbursed through the grant funds. The work is scheduled to start in January 2018.

Accordingly, staff is requesting authority to accept and expend the UASI grant in the amount of \$95,000.00

## Discussion and Action Agenda Item: 4

**Date:** August 17, 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:** **Security Officer position conversion**  
**Discussion and Action Agenda Item: 4**

Currently there are 10 budgeted MBC security staff positions; 5 are filled and 5 are vacant. The MBC positions are represented by the AFSCME labor union. Since 2012, the hours for the 5 vacant positions have been covered by a contract security company, for a total of 17 shifts (136 hours) per week. In addition, the MBC contracts with Hennepin County to provide 1 shift per week.

Staff is requesting authority to fill four of the vacant security positions with full time MBC employees, which would result in a decrease of the security contractor to approximately 3 shifts (21 hours) per week. There is no request for additional operating dollars as the positions will be funded from a decrease in the security contract. The cost to hire an MBC employee is approximately \$2000.00 more per position than the contractor fee.

This request is based on the following:

- **Increased staffing.** By having more MBC officers, coverage would increase to 3 officers as opposed to 2, during the hours of 6:00 am to 6:00 p.m. Monday-Friday. There will be 2 officers on duty during the weekend when the building is closed, with the exception of jail visitation hours.
- **The contractor's inability to fill shifts.** A large percentage of contract officers do not pass the required background checks. A contract security officer either failed to show for a scheduled shift or was late no less than 9 instances in the past 6 weeks. Hennepin County has experienced the same challenge with the contractor.
- **Recommendation.** A 2017 staffing study by the Rozin Security Consulting Firm recommended converting away from contract security staffing and increasing staffing levels. Internal staff, know the building and tenants and can be cross trained to respond to operational issues. Additionally, the depth and frequency of internal training is higher than contract security staff.
- **Flexible scheduling.** By having more MBC officers, management has more control and flexibility to adjust staffing levels and schedules as needed and on short notice. This is specifically important due to the increased number of unplanned building events.

Accordingly, staff is requesting authority to hire and fill 4 vacant security officer positions.

## Discussion and Action Agenda Item: 5

**Date:** August 17<sup>th</sup>, 2017

**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:** **Owner's Project Representative Contract**  
**Discussion and Action Agenda Item: 5**

The MBC has several large and multi-phased capital construction projects planned over the next two years. In order to effectively coordinate and manage this unusual number of concurrent projects, staff will need short-term assistance in project coordination, project management and RFP development so that the work is completed on-time and within budget.

An example of the projects includes:

- a. Stages 22/23 renovation (August 2017 – January 2019)  
\$ 2.8 M actual cost for demo and construction
- b. Critical Power Project (January – February 2019) - \$ 5.3 M estimated
- c. Electrical Service Project (October – November 2017) - \$150,000 estimated
- d. Exterior Improvements Project (June 2018 – September 2019) - \$5 M estimated
- e. New Life Safety Project – Phase A (April 2018 – December 2018) with Phases B and C to follow - \$3.7M estimated for all 3 phases
- f. Elevator 1-6 Modernization (January – December 2019) - \$3 M estimated

Accordingly, the MBC is requesting authority to use the RFP process to solicit and contract with a vendor for Owner's Project Representative Services. The RFP specifications call for a term of October 2017 through December 2019.

## **Discussion and Action Agenda Item: 6**

**Date:** August 17<sup>th</sup>, 2017

**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 services pricing contracts**  
**Discussion and Action Agenda Item: 6**

In February 2017, the MBC Board approved carpentry pricing contracts with Tri-Construction and Marge Magnuson. At this time, neither of the vendors is able to provide carpentry staff to the MBC for the stage 23/22 capitol project.

As a temporary measure, the MBC contracted for carpentry work through the target market program. However only 4 months of work is available under the \$100,000 target market limit.

Accordingly, MBC staff is requesting board approval to again solicit public pricing for carpentry services pricing contracts and to contract with the two low bidders, for an annual amount of \$250,000.