



**Municipal Building Commission Meeting
September 22nd, 2016 11:00 AM
City Hall/Courthouse 326C**

AGENDA

CALL MEETING TO ORDER

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through August 31, 2016
- 2) Approve MBC Historic Preservation fund balance
- 3) Approve RFP and vendor for Fire Alarm testing contract
- 4) Approve contract with HC for worker's compensation
- 5) Approve authority to contract for Café space
- 6) Approve receipt of draft City Hall/Courthouse Tribute Policy

CLOSED AGENDA ITEM:

- 1) Approve City Hall/Courthouse Security Project documents

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the July 18th, 2016 meeting
- 2) Approve Contract Summary

COMMUNICATION AGENDA ITEMS:

- 1) 2017 – 2021 Capital Budget Submittal
- 2) Clock Face Project

Discussion and Action Agenda Item: 1

Date: September 22, 2016

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

From: Erin Delaney

Subject: Expenditures through August 31, 2016
 Discussion and Action Agenda Item: 1

Staff requests approval of the attached MBC expenditure report. This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through August 31, 2016.

The City's Fund Balance at the MBC is \$1,565,519, as of August 31, 2016.

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

Municipal Building Commission 2016							
Budget vs YTD Actuals - Expenses							
				<i>Report Generated 9/13/2016</i>	<i>For Period End 8/31/2016</i>		
				<i>Percent of Year Remaining</i>		<i>33%</i>	
Department	Budget	YTD Actual	Unspent POs	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,524,950	\$1,014,170	\$178,044	78%	22%	\$332,736	
5200200 Custodial & Security	\$2,695,612	\$1,654,054	\$185,887	68%	32%	\$855,672	
5200300 Repairs & Improvements	\$3,990,454	\$1,921,967	\$1,414,569	84%	16%	\$653,917	
Subtotal	\$8,211,016	\$4,590,191	\$1,778,500	78%	22%	\$1,842,326	
5200400 Adult Detention Center	\$212,959	\$58,307	\$64,599	58%	42%	\$90,053	
5200500 Work for Others	\$699,999	\$32,529	\$57,966	13%	87%	\$609,505	
Total	\$9,123,974	\$4,681,026	\$1,901,065	72%	28%	\$2,541,883	

31100 - MUNICIPAL BUILDING COMMISSION
Budget vs Actuals - Expenses

Year-to-Date Expenses as of August 31, 2016
 Percent of Year Remaining: 33%

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			
	Capital Outlay		0	0	0	0	0			
	Contractual Services	501101 - BENEFITS ADMIN FEE	17,296.00	11,530.64	5,765.36	0	5,765.36	33.33%		
		501401 - BIS APPLICATION SUPPORT	5,064.00	3,376.00	1,688.00	0	1,688.00	33.33%		
		501501 - BIS OPERATING CHARGES	10,738.00	7,158.64	3,579.36	0	3,579.36	33.33%		
		501601 - BIS DATA CONNECTIVITY CHARGES	10.00	6.64	3.36	0	3.36	33.60%		
		501801 - BIS SPECIAL CHARGES	1,042.00	694.64	347.36	0	347.36	33.34%		
		502101 - POSTAGE	250.00	159.24	90.76	0	90.76	36.30%		
		502508 - TELEPHONE OTHER	0	0	0	0	0			
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	325.28	674.72	0	674.72	67.47%		
		506101 - GENERAL FUND OVERHEAD	108,850.00	72,568.00	36,282.00	0	36,282.00	33.33%		
		507000 - PROFESSIONAL SERVICES	118,507.00	123,950.24	(5,443.24)	131,646.66	(137,089.90)	-4.59%		
		507010 - MIS SERVICE FEES	0	55,442.17	(55,442.17)	135,493.53	(190,935.70)			
		507019 - OTHER PROFESSIONAL SERVICES	100,000.00	1,895.00	98,105.00	0	98,105.00	98.11%		
		508200 - PARKING LOT/SPACE RENT	2,460.00	1,795.41	664.59	724.59	(60.00)	27.02%		
		511000 - TRANSPORTATION	250.00	0	250.00	0	250.00	100.00%		
		511001 - DELIVERY SERVICES	0	83.38	(83.38)	0	(83.38)			
		513000 - MISCELLANEOUS	0	26,263.59	(26,263.59)	9,096.00	(35,359.59)			
		513007 - MISCELLANEOUS CONTRACTUAL SRV	8,100.00	815.53	7,284.47	0	7,284.47	89.93%		
		Contractual Services		373,567.00	306,064.40	67,502.60	276,960.78	(209,458.18)	18.07%	
	Fringes	781201 - PERA-COORDINATED	37,781.48	13,131.07	24,650.41	0	24,650.41	65.24%		
		781301 - FICA-ASDI	31,232.20	10,559.84	20,672.36	0	20,672.36	66.19%		
		782101 - MEDICARE	7,304.89	2,470.41	4,834.48	0	4,834.48	66.18%		
		782701 - DENTAL INSURANCE	5,040.00	1,536.00	3,504.00	0	3,504.00	69.52%		
		782801 - VEBA - EXPENSE	0	3,705.00	(3,705.00)	0	(3,705.00)			
		782901 - HEALTH INSURANCE	86,365.00	34,047.00	52,318.00	0	52,318.00	60.58%		
		786001 - LIFE INSURANCE	522.00	181.25	340.75	0	340.75	65.28%		
		786301 - L/T DISABILITY INS	1,561.86	532.65	1,029.21	0	1,029.21	65.90%		
		788801 - WORKERS' COMP-REINSURANCE	0	42,599.35	(42,599.35)	48,869.48	(91,468.83)			
		789901 - WORKERS' COMP - ADMIN	45,000.00	0	45,000.00	0	45,000.00	100.00%		
		Fringes		214,807.43	108,762.57	106,044.86	48,869.48	57,175.38	49.37%	
	Materials / Other	602301 - MERF ADDITIONAL - FIXED	334,800.00	223,200.00	111,600.00	0	111,600.00	33.33%		
		605001 - REGISTRATION FEE & TUITION	5,000.00	3,872.81	1,127.19	0	1,127.19	22.54%		
		605003 - FEE AND TUITION - NON-EMPLOYEE	0	455.00	(455.00)	0	(455.00)			
		606000 - TRAVEL EXPENSE	4,000.00	0	4,000.00	0	4,000.00	100.00%		
		608000 - INSURANCE	55,000.00	53,258.00	1,742.00	55,000.00	(53,258.00)	3.17%		
		610004 - OFFICE SUPPLIES	5,500.00	1,755.39	3,744.61	2,571.01	1,173.60	68.08%		
		611000 - OPERATING SUPPLIES	0	35.15	(35.15)	0	(35.15)			
		611004 - CHEMICAL SUPPLIES & GASES	0	32.20	(32.20)	39.45	(71.65)			
		611008 - MEDICAL & DENTAL SUPPLIES	0	0	0	221.75	(221.75)			
		611013 - MISC OPERATING SUPPLIES	50.00	0	50.00	0	50.00	100.00%		
		611014 - PAPER GOODS	0	0	0	0	0			
		616000 - TAXES LICENSES & FEES	600.00	0	600.00	0	600.00	100.00%		
		619000 - OTHER OPERATING COSTS	200.00	303.22	(103.22)	0	(103.22)	-51.61%		
		619017 - MISC OTHER OPERATING COST	25,823.00	4,927.00	20,896.00	0	20,896.00	80.92%		
		619201 - MEMBERSHIPS & DUES	1,500.00	1,235.50	264.50	0	264.50	17.63%		
		619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	232.68	117.32	1,522.23	(1,404.91)	33.52%		
		Materials / Other		432,823.00	289,306.95	143,516.05	59,354.44	84,161.61	33.16%	
	Personal Services	400001 - SALARIES/WAGES - REGULAR	503,752.39	168,223.69	335,528.70	0	335,528.70	66.61%		
		450001 - VACATION	0	14,136.48	(14,136.48)	0	(14,136.48)			
		460001 - SICK LEAVE	0	2,675.84	(2,675.84)	0	(2,675.84)			
		Personal Services		503,752.39	185,036.01	318,716.38	0	318,716.38	63.27%	
	Transfers Out	904201 - TRANSFER TO MBC CAPITAL 34200	0	125,000.00	(125,000.00)	0	(125,000.00)			
		Transfers Out		0	125,000.00	(125,000.00)	0	(125,000.00)		
	5200100 - ADMINISTRATION			1,524,949.82	1,014,169.93	510,779.89	385,184.70	125,595.19	33.49%	
	5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	4,120.00	357.00	3,763.00	0	3,763.00	91.33%	
			502508 - TELEPHONE OTHER	0	130.00	(130.00)	0	(130.00)		
			507000 - PROFESSIONAL SERVICES	280,739.00	180.00	280,559.00	300.00	280,259.00	99.94%	
			507015 - SECURITY SERVICES	0	249,223.58	(249,223.58)	579,936.68	(829,160.26)		
			510000 - REPAIR & MAINTENANCE-CONT	3,500.00	2,340.51	1,159.49	2,548.73	(1,389.24)	33.13%	
			513007 - MISCELLANEOUS CONTRACTUAL SRV	0	602.00	(602.00)	0	(602.00)		
			535001 - ACCRUED SICK LEAVE RETIREMENT	0	8,127.15	(8,127.15)	0	(8,127.15)		
			Contractual Services		288,359.00	260,960.24	27,398.76	582,785.41	(555,386.65)	9.50%
		Fringes	781101 - MERF-NORMAL COSTS	6,600.00	1,040.90	5,559.10	0	5,559.10	84.23%	
			781201 - PERA-COORDINATED	115,989.72	65,277.21	50,712.51	0	50,712.51	43.72%	
			781301 - FICA-ASDI	95,885.62	52,573.85	43,311.77	0	43,311.77	45.17%	
			782101 - MEDICARE	22,425.03	12,299.48	10,125.55	0	10,125.55	45.15%	
			782701 - DENTAL INSURANCE	26,040.00	16,928.00	9,112.00	0	9,112.00	34.99%	
			782801 - VEBA - EXPENSE	0	22,100.05	(22,100.05)	0	(22,100.05)		
			782901 - HEALTH INSURANCE	511,164.00	217,054.95	294,109.05	0	294,109.05	57.54%	
			785001 - UNEMPLOYMENT COMPENSATION	0	760.15	(760.15)	0	(760.15)		
			786001 - LIFE INSURANCE	2,697.00	1,595.00	1,102.00	0	1,102.00	40.86%	
			786301 - L/T DISABILITY INS	4,794.13	2,698.99	2,095.14	0	2,095.14	43.70%	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
	Fringes		785,595.50	392,328.58	393,266.92	0	393,266.92	50.06%
	Materials / Other	602004 - SETTLEMENTS	0	(433.22)	433.22	0	433.22	
		610000 - ADMINISTRATION SUPPLIES	0	8,132.51	(8,132.51)	5,095.80	(13,228.31)	
		610003 - COMPUTER SOFTWARE	0	0	0	0	0	
		611000 - OPERATING SUPPLIES	70,000.00	57,755.81	12,244.19	60,226.72	(47,982.53)	17.49%
		611003 - CLEANING SUPPLIES	0	732.00	(732.00)	0	(732.00)	
		613000 - REPAIR & MAINT SUPPLIES	0	28.80	(28.80)	0	(28.80)	
		617001 - UNIFORMS CLOTHING PERS	5,000.00	2,202.78	2,797.22	22,787.51	(19,990.29)	55.94%
		619000 - OTHER OPERATING COSTS	120.00	920.95	(800.95)	0	(800.95)	-667.46%
	Materials / Other		75,120.00	69,339.63	5,780.37	88,110.03	(82,329.66)	7.69%
	Personal Services	400001 - SALARIES/WAGES - REGULAR	1,546,537.91	762,747.56	783,790.35	0	783,790.35	50.68%
		400020 - SALARIES/WAGES - PREMIUM	0	3,166.19	(3,166.19)	0	(3,166.19)	
		400030 - SALARIES/WAGES - SHIFT	0	16,088.31	(16,088.31)	0	(16,088.31)	
		400501 - BACK PAY - REGULAR TIME	0	205.44	(205.44)	0	(205.44)	
		401001 - RED. IN EMPLOYEE EARNINGS	0	(232.94)	232.94	0	232.94	
		404401 - PAYMENT FOR COMP TIME	0	3,382.75	(3,382.75)	0	(3,382.75)	
		410001 - OVERTIME - REGULAR	0	1,127.98	(1,127.98)	0	(1,127.98)	
		420001 - OVERTIME - 1.5 TIME	0	26,800.11	(26,800.11)	0	(26,800.11)	
		440101 - HOLIDAY WORKED	0	2,572.48	(2,572.48)	0	(2,572.48)	
		450001 - VACATION	0	79,477.71	(79,477.71)	0	(79,477.71)	
		460001 - SICK LEAVE	0	35,019.71	(35,019.71)	0	(35,019.71)	
		490001 - OTHER LEAVE	0	1,069.92	(1,069.92)	0	(1,069.92)	
	Personal Services		1,546,537.91	931,425.22	615,112.69	0	615,112.69	39.77%
5200200 - CUSTODIAL AND SECURITY			2,695,612.41	1,654,053.67	1,041,558.74	670,895.44	370,663.30	38.64%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	502000 - COMMUNICATION SERVICES	0	614.47	(614.47)	0	(614.47)	
		502001 - ALARM SERVICE	0	0	0	7,173.96	(7,173.96)	
		507000 - PROFESSIONAL SERVICES	90,000.00	146,089.66	(56,089.66)	226,816.26	(282,905.92)	-62.32%
		509201 - FLEET SUPPLY ESD	1,893.00	360.00	1,533.00	0	1,533.00	80.98%
		509205 - FLEET ADMINISTRATION	0	902.00	(902.00)	0	(902.00)	
		509301 - EQUIPMENT LABOR ESD	194.00	1,076.50	(882.50)	0	(882.50)	-454.90%
		510000 - REPAIR & MAINTENANCE-CONT	830,000.00	422,705.18	407,294.82	913,042.47	(505,747.65)	49.07%
		510005 - EQUIPMENT - MOBILE REPAIR/MNT	0	0	0	402.50	(402.50)	
		510101 - ESD CONTRACTUAL REPAIRS	0	350.19	(350.19)	0	(350.19)	
		512000 - UTILITIES	600,000.00	0	600,000.00	0	600,000.00	100.00%
		512003 - REFUSE DISPOSAL	45,000.00	24,653.20	20,346.80	89,203.83	(68,857.03)	45.22%
		512004 - STEAM	0	83,466.92	(83,466.92)	357,423.58	(440,890.50)	
		512006 - WATER-CHILLED	0	82,533.28	(82,533.28)	504,737.12	(587,270.40)	
		512007 - WATER & SEWER	115,000.00	66,648.73	48,351.27	(997.57)	49,348.84	42.04%
		512201 - ELECTRICITY	450,000.00	246,808.52	203,191.48	587,142.82	(383,951.34)	45.15%
		513000 - MISCELLANEOUS	6,777.00	500.00	6,277.00	1,510.87	4,766.13	92.62%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	7,843.35	(7,843.35)	0	(7,843.35)	
	Contractual Services		2,138,864.00	1,084,552.00	1,054,312.00	2,686,455.84	(1,632,143.84)	49.29%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	3,217.61	(3,217.61)	0	(3,217.61)	
		781201 - PERA-COORDINATED	94,334.21	37,506.31	56,827.90	0	56,827.90	60.24%
		781301 - FICA-ASDI	77,983.95	29,141.78	48,842.17	0	48,842.17	62.63%
		782101 - MEDICARE	18,238.45	6,818.04	11,420.41	0	11,420.41	62.62%
		782701 - DENTAL INSURANCE	12,600.00	4,032.89	8,567.11	0	8,567.11	67.99%
		782801 - VEBA - EXPENSE	0	7,806.72	(7,806.72)	0	(7,806.72)	
		782901 - HEALTH INSURANCE	215,913.00	80,578.96	135,334.04	0	135,334.04	62.68%
		786001 - LIFE INSURANCE	1,305.00	456.83	848.17	0	848.17	64.99%
		786301 - L/T DISABILITY INS	3,898.85	1,342.08	2,556.77	0	2,556.77	65.58%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	6,508.84	8,030.16	0	8,030.16	55.23%
	Fringes		438,812.45	177,410.06	261,402.39	0	261,402.39	59.57%
	Materials / Other	609101 - ESD EQUIPMENT PARTS	0	390.73	(390.73)	0	(390.73)	
		609201 - ESD EQUIPMENT FUEL	636.00	205.72	430.28	0	430.28	67.65%
		610000 - ADMINISTRATION SUPPLIES	0	434.49	(434.49)	7,850.00	(8,284.49)	
		611000 - OPERATING SUPPLIES	400.00	383.80	16.20	357.07	(340.87)	4.05%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	131,381.90	18,618.10	69,124.88	(50,506.78)	12.41%
		613001 - BUILDING SUPPLIES	0	5,509.08	(5,509.08)	9,355.38	(14,864.46)	
		613002 - CARPENTRY SUPPLIES	0	0	0	0	0	
		613003 - ELECTRICAL SUPPLIES	0	166.15	(166.15)	894.04	(1,060.19)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	0	2,061.95	(2,061.95)	334.25	(2,396.20)	
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	474.28	(474.28)	0	(474.28)	
		616000 - TAXES LICENSES & FEES	0	81.90	(81.90)	0	(81.90)	
		616001 - EXCISE TAX	0	81.90	(81.90)	0	(81.90)	
		616002 - LICENSE FEES & PERMITS	3,000.00	2,700.18	299.82	0	299.82	9.99%
		617001 - UNIFORMS CLOTHING PERS	350.00	334.73	15.27	0	15.27	4.36%
		619000 - OTHER OPERATING COSTS	200.00	41.93	158.07	0	158.07	79.04%
		619201 - MEMBERSHIPS & DUES	400.00	0	400.00	0	400.00	100.00%
	Materials / Other		154,986.00	144,248.74	10,737.26	87,915.62	(77,178.36)	6.93%
	Personal Services	400001 - SALARIES/WAGES - REGULAR	1,257,791.45	448,614.60	809,176.85	0	809,176.85	64.33%
		400020 - SALARIES/WAGES - PREMIUM	0	869.79	(869.79)	0	(869.79)	
		400501 - BACK PAY - REGULAR TIME	0	(2,648.99)	2,648.99	0	2,648.99	
		420001 - OVERTIME - 1.5 TIME	0	4,052.22	(4,052.22)	0	(4,052.22)	
		430001 - OVERTIME - DOUBLE TIME	0	2,270.19	(2,270.19)	0	(2,270.19)	
		450001 - VACATION	0	35,606.93	(35,606.93)	0	(35,606.93)	
		460001 - SICK LEAVE	0	20,319.21	(20,319.21)	0	(20,319.21)	
		461001 - UNUSED SICK LEAVE	0	4,674.64	(4,674.64)	0	(4,674.64)	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		490001 - OTHER LEAVE	0	1,997.55	(1,997.55)	0	(1,997.55)	
	Personal Services		1,257,791.45	515,756.14	742,035.31	0	742,035.31	59.00%
5200300 - REPAIRS AND IMPROVEMENTS			3,990,453.90	1,921,966.94	2,068,486.96	2,774,371.46	(705,884.50)	51.84%
5200400 - ADULT DETENTION CENTER	Capital Outlay	802000 - EQUIPMENT	0	0	0	0	0	
	Capital Outlay		0	0	0	0	0	
	Contractual Services	507000 - PROFESSIONAL SERVICES	15,000.00	0	15,000.00	0	15,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	37,490.48	102,468.52	50,916.76	51,551.76	73.21%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	1,338.10	(1,338.10)	0	(1,338.10)	
	Contractual Services		154,959.00	38,828.58	116,130.42	50,916.76	65,213.66	74.94%
	Fringes	781201 - PERA-COORDINATED	0	0	0	0	0	
		781301 - FICA-ASDI	0	0	0	0	0	
		782101 - MEDICARE	0	0	0	0	0	
		782701 - DENTAL INSURANCE	0	0	0	0	0	
		782901 - HEALTH INSURANCE	0	0	0	0	0	
		786001 - LIFE INSURANCE	0	0	0	0	0	
		786301 - L/T DISABILITY INS	0	0	0	0	0	
	Fringes		0	0	0	0	0	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	10,224.54	29,775.46	16,743.33	13,032.13	74.44%
		611003 - CLEANING SUPPLIES	0	0	0	0	0	
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	9,253.77	8,746.23	4,738.63	4,007.60	48.59%
	Materials / Other		58,000.00	19,478.31	38,521.69	21,481.96	17,039.73	66.42%
	Personal Services	400001 - SALARIES/WAGES - REGULAR	0	0	0	0	0	
		404401 - PAYMENT FOR COMP TIME	0	0	0	0	0	
		450001 - VACATION	0	0	0	0	0	
		460001 - SICK LEAVE	0	0	0	0	0	
	Personal Services		0	0	0	0	0	
5200400 - ADULT DETENTION CENTER			212,959.00	58,306.89	154,652.11	72,398.72	82,253.39	72.62%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	5,416.93	29,583.07	12,814.53	16,768.54	84.52%
		507015 - SECURITY SERVICES	0	4,025.00	(4,025.00)	3,500.00	(7,525.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	12,244.77	277,755.23	63,297.11	214,458.12	95.78%
		513000 - MISCELLANEOUS	5,000.00	0	5,000.00	0	5,000.00	100.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	325.00	(325.00)	0	(325.00)	
	Contractual Services		330,000.00	22,011.70	307,988.30	79,611.64	228,376.66	93.33%
	Fringes	781201 - PERA-COORDINATED	17,586.35	477.49	17,108.86	0	17,108.86	97.28%
		781301 - FICA-ASDI	14,537.69	375.96	14,161.73	0	14,161.73	97.41%
		782101 - MEDICARE	3,399.97	87.94	3,312.03	0	3,312.03	97.41%
		782701 - DENTAL INSURANCE	2,520.00	63.11	2,456.89	0	2,456.89	97.50%
		782801 - VEBA - EXPENSE	0	123.33	(123.33)	0	(123.33)	
		782901 - HEALTH INSURANCE	43,183.00	1,108.59	42,074.41	0	42,074.41	97.43%
		786001 - LIFE INSURANCE	261.00	7.17	253.83	0	253.83	97.25%
		786301 - L/T DISABILITY INS	726.44	19.92	706.52	0	706.52	97.26%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	8.19	690.81	0	690.81	98.83%
	Fringes		82,913.44	2,271.70	80,641.74	0	80,641.74	97.26%
	Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	0	0	1,301.76	(1,301.76)	
		613000 - REPAIR & MAINT SUPPLIES	35,000.00	459.47	34,540.53	1,539.47	33,001.06	98.69%
		613008 - CARPET	0	0	0	0	0	
		614001 - MAINTENANCE/CONSTRUCTION MTF	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	459.47	52,140.53	2,841.23	49,299.30	99.13%
	Personal Services	400001 - SALARIES/WAGES - REGULAR	234,485.68	7,666.07	226,819.61	0	226,819.61	96.73%
		420001 - OVERTIME - 1.5 TIME	0	119.89	(119.89)	0	(119.89)	
	Personal Services		234,485.68	7,785.96	226,699.72	0	226,699.72	96.68%
5200500 - MBC - WORK FOR OTHERS			699,999.12	32,528.83	667,470.29	82,452.87	585,017.42	95.35%
TOTAL MUNICIPAL BUILDING COMMISSION			9,123,974.25	4,681,026.26	4,442,947.99	3,985,303.19	457,644.80	48.70%

Discussion and Action Agenda Item: 2

Date: September 22, 2016

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

From: Erin Delaney

Subject: **MBC Historic Preservation Fund Balance**
Discussion and Action Agenda Item: 2

The Historic Preservation fund balance is \$47,629 as of August 31, 2016.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 545,486
2016 Expenditures to 8/31/2016		\$ (11,010)
2016 Received Revenue to 8/31/2016		\$ 43,153
Reserve for Clock Tower Project (MBC Board Approval 3/16/2015)		\$ (470,000)
Reserve for Bell Support System Project (MBC Board Approval 7/18/2016)		\$ (60,000)
Ending Fund Balance - 3110H		\$ 47,629

Discussion and Action Agenda Item: 3

Date: September 22, 2016

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

From: Erin Delaney

**Subject: RFP and vendor for City Hall/Courthouse Fire Alarm Testing
Discussion and Action Agenda Item: 3**

The MBC has historically procured fire alarm system inspection, testing, and maintenance services through separate professional services agreements; one for the Adult Detention Center and another for the City Hall/Courthouse.

Upon review and consultation with City procurement staff, it has been determined that these scopes of work should be combined, and solicited competitively through the Request for Proposals process.

A fire systems engineering firm has been retained to develop technical and RFP specifications and the intent is to solicit and procure for the services to be effective January 2017.

Staff is requesting authority to issue an RFP for City Hall/Courthouse fire alarm system inspection, testing, and maintenance services, and to contract with the selected vendor.

Discussion and Action Agenda Item: 4

Date: September 22, 2016

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

From: Erin Delaney

**Subject: Contract with Hennepin County for worker's compensation services
Discussion and Action Agenda Item: 4**

Through a series of 3 year agreements; the MBC has contracted with Hennepin County for worker's compensation services since 2007. Both MBC and Hennepin County staff are interested in extending the agreement for an additional three (3) year term.

An updated Statement of Work (SOW) document has been drafted and will again be attached to the Master Agreement between the Municipal Building Commission and Hennepin County. The SOW specifies that Hennepin County will administer the MBC worker's compensation claims; including past, current and future claims. The cost to the MBC for these services includes the amount of actual claim payments and the MBC's pro rata share of annual administrative costs.

Hennepin County will bill the MBC estimated annual expenses at \$36,000 which includes \$1000 in administrative costs and \$35,000 in estimated claim payments.

Accordingly, staff is requesting authority to extend the SOW with Hennepin County for the administration of MBC worker's compensation claims for the time period of January 1, 2017 through December 31, 2019.

Discussion and Action Agenda Item: 5

Date: September 22, 2016

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

From: Erin Delaney

**Subject: Contract with Vendor for Café space
Discussion and Action Agenda Item: 5**

The MBC very recently received a response to the April RFP for a food service program to occupy the ground-floor café space.

The proposal is from the “Chewery,” by Lori James and Silas Houston. The Chewery is a small, startup enterprise based out of North Minneapolis, with experience in business, food service, and community connection and integration. They are familiar with the space and have assembled a team dedicated to this opportunity.

Staff is requesting authority to review the proposal, and if tenable, initiate lease negotiations and contract with the Chewery. The rent will be \$200.00 per month. The build out and minor remodeling terms will be negotiated.

Discussion Action Agenda Item: 6

Date: September 22, 2016

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

From: Erin Delaney

Subject: **City Hall/Courthouse Tribute Policy**
Discussion and Action Agenda Item: 6

At the July 18th, 2016 meeting, the MBC Board accepted the Mayor Sayles Belton tribute for placement in the City Hall/Courthouse. The Sayles Belton tribute and two existing tributes, of Council Member Brian Coyle and Council Member Van White will be placed at the 3rd floor rotunda gallery.

Board directed staff to develop a policy for tributes for the City Hall/Courthouse.

Attached is a draft Minneapolis City Hall/Hennepin County Courthouse Tribute Policy. Staff is requesting receipt and consideration of the policy and further direction on implementation.

Sources reviewed in drafting the policy include:

[Policy for Works of Art in the Minnesota State Capitol Building](#): Capitol Area Architectural and Planning Board

[Rules for submission of memorial proposals to board](#): Capitol Square Review and Advisory Board, Ohio Statehouse

[Commissioned Public Art Policy](#): Hennepin County Library Board

[Donations and Gifts Accepted by the County](#): Hennepin County Administration

[Commemorative Tributes Policy](#): Montana State University

[Policy on Commemorative Tributes](#): Virginia Polytechnic Institute and State University

[Public Art Policies and Planning](#) and Draft Policy for Memorials and Tributes: City of Minneapolis

Minneapolis City Hall/Hennepin County Courthouse Tribute Policy

This policy applies to the installation and/or placement of tributes including but not limited to statues, busts, plaques, portraits, furniture, or other permanent objects commemorating individuals, groups, or organizations, in public spaces in the Minneapolis City Hall/Hennepin County Courthouse facility.

The Municipal Building Commission board will evaluate and approve tribute requests based on the following considerations:

- Tributes must have a direct relationship to the City of Minneapolis or Hennepin County and should commemorate truly outstanding contributions either in service or achievement.
- Subjects to be commemorated by a tribute in the Minneapolis City Hall/Hennepin County Courthouse should have historical importance to the City or County.
- The person or event to be commemorated must have explicit connections to the City or County and must have affected the lives of residents: for example, the person must have made significant contributions to the City or County's public life or culture. The person or event must be of an era or date far enough in the past to allow a thoughtful historical perspective, generally ten or more years, in order that the tribute commemorate the most significant aspects of City or County life and history.
- The Minneapolis City Hall/Hennepin County Courthouse facility is a property listed on the National Register of Historic Places. Decisions about tributes shall be made within the context of the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Tributes proposed for addition to the facility shall not duplicate events or persons already commemorated in the building.
- Existing tributes shall not be removed from or moved within the facility without approval of the MBC board.
- Existing tributes may not be altered, but may be conserved or restored in accordance with professional practices and standards.

Design Guidelines: The proposed tribute must be compatible with the architectural design and decorative framework of the Minneapolis City Hall/Hennepin County Courthouse.

- Donor applicants are encouraged to consider the long-term stability, maintenance, and preservation of the proposed tribute in their planning and design. Future maintenance and preservation costs are the responsibility of the donor.
- The preferred medium for a sculptural tribute is a bronze or marble bust, approximately life-size. Bronze in low relief is the preferred medium for plaques. Pedestals and bases for busts should be of a consistent height and composition as existing busts.
- Paintings proposed for the Minneapolis City Hall/Hennepin County Courthouse shall be created using time-proven, traditional materials chosen for permanence, such as artist's oil paints on primed artist's linen supports, or on appropriately prepared plaster.

Consent Agenda Item: 1

Date: September 22, 2016

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

From: Erin Delaney

**Subject: MBC Board meeting minutes
Consent Agenda Item: 1**

Staff requests approval of the attached July 18, 2016 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
July 18, 2016

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 1:32 PM at the City Hall/Courthouse Hearing Room 319. Present were:

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

CONSENT AGENDA ITEMS

1. Council President Johnson moved to approve these consent agenda items:
 - a. April 5, 2016 minutes;
 - b. Contract Summary as of June 30, 2016; and

Commissioner McLaughlin seconded and the motion carried:

Jan Callison	Yea	Betsy Hodges	Not Yet Arrived
Peter McLaughlin	Yea	Barbara Johnson	Yea

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2017 – 2021 Capital Budget Submittal
2. 125-year Cornerstone Celebration
3. Clock Face Project
4. 2015 Audit

DISCUSSION & ACTION AGENDA ITEMS

1. Mayor Hodges moved to approve the expenditure report through June 30, 2016. Council President Johnson seconded. The motion carried:

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

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

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
July 18, 2016

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

3. Mayor Hodges moved to approve acceptance of the Sayles Belton Tribute and approve the relocation of all three tributes to the 3rd floor balcony hallway. Commissioner McLaughlin seconded. The motion carried:

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

Chair Callison requested that staff develop a policy for tributes for the City Hall/Courthouse facility.

4. Mayor Hodges moved to approve the increase to the Wiss, Janney, Elstner contract amount by \$15,000 for a total not to exceed of \$105,000. Commissioner McLaughlin seconded. The motion carried:

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

5. Mayor Hodges moved to approve authority to release the bid to repair and/or replace the bell support system and contract with the lowest responsible bidder, and further to fund the project from the MBC Historic Preservation Fund. Commissioner McLaughlin seconded. The motion carried:

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

6. Commissioner McLaughlin moved to approve proceeding with the Room 115 cooling bid and to contract with the lowest responsible bidder. Chair Callison 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 bid for the Electrical Services project and to contract with the lowest responsible bidder. Commissioner McLaughlin seconded. The motion carried:

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

8. The MBC board discussed the City Hall/Courthouse flagpole and current flag protocol. The board requested staff to:

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
July 18, 2016

1. Develop a flag policy for the City Hall/Courthouse facility; and
2. Have the condition of the current flagpole professionally assessed and if necessary repaired and/or reinforced, using a competitive bid process.

CLOSED AGENDA ITEM

Chair Callison closed the meeting at 2:24 pm pursuant to Minnesota Statutes §13D.05, subdivision (3)(d) to discuss building security documents and plans.

ADJOURN

Mayor Hodges moved to adjourn at 2:44 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: September 22, 2016

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

From: Erin Delaney

Subject: MBC Contract Summary
Consent Agenda Item: 2

Attached are the balances for MBC Professional Services Contracts as of August 31, 2016. These contracts do not exceed \$50,000. Staff requests approval of the attached summary report.

Professional Service Contracts through 8/31/2016

Contract	Supplier Name	Description	Begin Date	Expire Date	Authorized Amount	Encumbered	Remaining
C-38607	BRAMAN AND ASSOCIATES, INC.	MBC-REAL ESTATE ADVISORY SRVC	8/1/2014	12/31/2016	50,000.00	-	47,500.00
C-37751	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	12/1/2013	12/31/2016	50,000.00	-	943.16
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2016	50,000.00	-	22,505.36
C-40614	ENCOMPASS, INC.	MBC-PROF ENG & FORENSIC SRVCS	3/15/2016	12/31/2016	38,650.00	38,650.00	-
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	39,597.52	387.54
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2016	50,000.00	7,285.00	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	25,646.64	15,900.00
C-38007	FIRENET SYSTEMS, INC.	MBC-CH FIRE SYSTEM MAINTENANCE	2/2/2014	12/31/2016	50,000.00	1,337.07	-
C-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50,000.00	-	50,000.00
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2016	50,000.00	1,078.52	11,574.17
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	35,132.19	-
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	48,120.00
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTURAL & ENGINEERING	4/1/2013	12/31/2016	50,000.00	6,347.37	19,677.35
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	12,607.75	32,000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	19,070.25	23,000.00
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	12/31/2016	50,000.00	1.01	37,636.99
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2016	50,000.00	1,840.00	36,586.25
C-39645	MACDONALD AND MACK ARCHITECTS	MBC-ARCHITECTURAL CONSULTING	5/1/2015	12/31/2017	50,000.00	968.60	0.30
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	3,040.00	31,616.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000.00	-	19,359.88
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000.00	5,000.50	33,245.00
C-38472	ORFIELD LABORATORIES, INC.	MBC-ACOUSTICAL CONSULT/DESIGN	7/1/2014	12/31/2016	50,000.00	175.00	32,130.00
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2016	50,000.00	-	49,230.00
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2016	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	28,913.06	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	-	47,600.00
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2016	50,000.00	6,887.50	29,810.00
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	12/31/2016	30,000.00	7,088.92	7,617.00
C-38538	SEBESTA, INC.	MBC-STRUCTURAL ENGINEERING	4/1/2014	12/31/2016	50,000.00	-	10,576.25
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	24,665.00	7,348.00
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTURAL	2/1/2013	12/31/2016	50,000.00	15,180.01	21,191.32
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	5/31/2017	50,000.00	-	11,224.53
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2016	50,000.00	13,250.00	36,750.00
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2016	50,000.00	-	48,765.00
C-39463	WITSCHEN, LANCE L.	MBC-CUSTODIAL CONSULTING SRVC	2/1/2015	12/31/2017	50,000.00	-	49,610.00

Communication Agenda Item: 1

Date: September 22, 2016

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

From: Erin Delaney

Subject: 2017 – 2021 Capital Projects
 Communication Agenda Item: 1

Staff Proposed 2017 – 2021 Capital Budget

Staff submitted the MBC's 2017-2021 capital project requests to the City on April 6th and the County on May 27th. Following the CLIC and CBTF processes, the updated 2017 combined City/County request is \$8,545,000.

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

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

Life/Safety Improvements: The MBC Life Safety project upgrades and improves the infrastructure of the City Hall / Courthouse. The program includes installation of building sprinkler, fire alarm, smoke detection, stairway pressurization, and public address systems, update of building exits and stairs, and installation of fireproofing, smoke barriers and purge systems. Additional work proposed for 2017 addresses concerns not previously incorporated in the current 23 stage project including adding smoke barriers in the rotunda, 5th street lobbies and the Adult Detention Center; adding fire sprinkling in the rotunda gallery, corner shafts, attic and 4th and 5th Street Towers; adding exit signage and occupant notification. Staff also requested funding for plumbing improvements that would include replacement of lead/tin solder and removal of unnecessary piping and fixtures throughout the building.

Communication Agenda Item: 1

Mechanical Systems Upgrades: The MBC Mechanical Systems Upgrade includes renovation and upgrade of the heating, ventilating, and air conditioning systems which includes air-handling units, new distribution ductwork with VAV boxes, electronic controls, hot water radiation, and exhaust systems.

MBC initiatives to upgrade the electrical wiring, plumbing, lighting, floor coverings, wall coverings and ceilings are also completed in the spaces during this and the Life/Life Safety project. Design Development is currently underway for Stages 22 and 23, with construction contract award anticipated for late fall 2016. Predesign and Schematic Design Phases have been completed, including space planning and inventory.

- Stage 23 includes the North and Northeast part of the basement level: Commons, Sheriff's office storages and the MBC and City storages.
- Stage 22 includes South and Southeast part of the basement level: Sheriff's office, MBC utilities areas, and the MBC trades' shops.

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

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

Current Elevator Project: Staff is finalizing construction documents for the new Freight Elevator and the modernization of the existing Service Elevator on the 5th Street side of the building. Construction is scheduled to start in early 2017. The contract will be bid through the County's Best Value process and includes unbundling of work to ensure the participation of small business enterprises.

Exterior Improvements: This project identifies problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. The remaining areas of concern for waterproofing are around shafts one and three, which includes related heat tape replacement and the roof replacement at the 13th floor of the clock tower. The MBC has identified the major masonry problems and potential solutions and has since addressed a portion of the highest priority masonry problems. Further investigation will be required on the 4th Street Entry moisture issues. Staff continues forensic analysis of the windows to find repair options that will be tested prior to implementation. Both a simple repair and an extensive repair will be tested. The testing is anticipated to be completed in late 2016.

Communication Agenda Item: 3

Date: September 22, 2016

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

From: Erin Delaney

Subject: **City Hall/Courthouse Clock Face Project**
Communication Agenda Item: 3

The interior clock face abatement work has been completed. The interior scaffolding has been installed and the masonry work has started.

The vendor, Versacon, provided the following updated schedule:

Installation of swing stage	September 13 th – 23 rd
Demolition and Restoration of South face	October 17 th – October 28 th
East face	November 16 th – 30 th
Install 2 nd swing stage and sidewalk protection	October 3 rd – 7 th
North face	October 21 st - November 4 th
West face	November 22 nd – December 6 th
Install and test Lighting; Adjust Clock	December 6 th – 20 th
Clean-Up and Close Out	December 20-31 st

For efficiency, the project will involve removal and replacement of more than one face at a time. The new back lighting will be installed after all the faces are completed and will be turned on at one time at the completion of the project.

The schedule calls for the project to be completed in late December 2016.