



**Municipal Building Commission Meeting
February 21, 2017 12:00 PM
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the December 22, 2016 meeting.
- 2) Approve Contract Summary.
- 3) Approve 2017 Board Meeting Schedule.

COMMUNICATION AGENDA ITEMS:

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

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through December 2016.
- 2) Approve MBC Historic Preservation fund balance.
- 3) Approve carry forward request.
- 4) Approve purchasing expenditure authority.
- 5) Approve release of pricing contract bids and authority to contract.
- 6) Approve release of Stage 23/22 bid and authority to contract.
- 7) Approve release of Life Safety RFP and authority to contract.
- 8) Approve release of passenger elevator RFP and authority to contract.
- 9) Approve data practices authority and policy.
- 10) Request to relocate HC Protector Statue.
- 11) Request to approve Café contract.

Consent Agenda Item: 1

Date: February 21, 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 December 22, 2016 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
December 22, 2016

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 12:17 PM at the City Hall/Courthouse Hearing Room 326C. Present were:

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

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

CONSENT AGENDA ITEMS

1. Council President Johnson moved to approve these consent agenda items:
 - a. November 28, 2016 minutes;
 - b. Contract Summary as of November 30, 2016

Commissioner McLaughlin seconded and the motion carried:

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

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2017 – 2021 Capital Budget
2. Relocation of designated smoking area
3. Clock Face Project Update

DISCUSSION & ACTION AGENDA ITEMS

1. Council President Johnson moved to approve the expenditure report through November 30, 2016. Commissioner McLaughlin seconded. The motion carried:

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

2. Council President Johnson moved to approve the MBC Historic Preservation Fund balance and expenditure for 2017. Chair Callison seconded. The motion carried:

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Municipal Building Commission Meeting Minutes
December 22, 2016

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

3. Council President Johnson moved to approve the 2017 Operating Budget. Commissioner McLaughlin seconded. The motion carried:

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

4. Commissioner McLaughlin moved to approve the release of a Request for Proposals for Minneapolis City Hall/Hennepin County Courthouse catering, with options for exclusive and non-exclusive catering, and to negotiate and execute an up to 1-year extension with each of the current caterers. 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 authority to utilize the existing exterior improvement capital appropriation for the pre-design and cost estimate for exterior lighting and removal of roof antennas and satellite dishes. Commissioner McLaughlin seconded. The motion carried:

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

6. Commissioner McLaughlin moved to approve authority to enter into a three (3) year agreement with Minnesota State Services for the Blind to provide vending services in the City Hall/Courthouse for the time period of January 1, 2017 through December 31, 2019. Council President Johnson seconded. The motion carried:

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

7. Chair Callison moved to approve the acceptance and expenditure of the UASI security grant in the amount of \$76,600. Commissioner McLaughlin seconded. The motion carried:

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

8. Commissioner McLaughlin moved to approve the carrying forward of up to \$48,000 from the 2016 operating budget to the 2017 operating budget to pay the remaining

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December 22, 2016

costs associated with the carpet life-cycle replacement project. Chair Callison seconded. The motion carried:

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

ADJOURN

Council President Johnson moved to adjourn at 12:58 PM. Commissioner McLaughlin seconded. The motion carried:

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

Consent Agenda Item: 2

Date: February 21, 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 Professional Services Contracts as of January 30, 2017. These contracts do not exceed \$50,000. Staff requests approval of the attached summary report.

Professional Services Contracts through January 30, 2017

Contract	Supplier Name	Description	Begin Date	Expire Date	Authorized Amount	Encumbered	Remaining Balance
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000.00	-	22,505.36
C-40614	ENCOMPASS, INC.	MBC-PROF ENG & FORENSIC SRVCS	3/15/2016	1/31/2017	42,650.00	4,800.00	-
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	9,470.00	387.54
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2017	50,000.00	3,740.00	27,090.00
C-40209	ERICKSON, MICHAUD COOLEY AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000.00	1,328.97	38,700.00
C-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-40431	GROTTE, BRIAN C.	MBC-CAD AND DRAFTING SERVICES	1/1/2016	12/31/2017	50,000.00	-	50,000.00
C-41462	INDUSTRIAL HYGIENE SERVICES CORP	MBC-UPGRADE HAZARDOUS MATERIA	9/15/2016	3/31/2017	24,800.00	22,065.17	-
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	30,381.38	-
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2017	50,000.00	4,974.16	6,574.17
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	46,992.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	12,373.25	23,000.00
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50,000.00	7,852.75	32,000.00
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-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2017	50,000.00	12,365.94	13,329.98
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	13,932.51	7,440.00
C-39645	MACDONALD AND MACK ARCHITECTS	MBC-ARCHITECTURAL CONSULTING	5/1/2015	12/31/2017	50,000.00	-	0.30
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000.00	25,560.00	1,567.21
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	(228.00)	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	3,854.50	28,426.00
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	13,437.33	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	340.00	40,560.00
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50,000.00	-	50,000.00
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-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2017	30,000.00	4,552.42	7,163.50
C-41614	SEBESTA, INC.	MBC-PROTECTION OPERATOR AID	11/10/2016	1/31/2017	15,450.00	5,345.00	500.00
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	25,960.00	1,963.00
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2017	50,000.00	6,155.00	36,750.00
C-36145	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE SYSTEM INSPECTION	6/1/2012	5/31/2017	50,000.00	-	10,666.03
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2018	37,500.00	3,645.00	-
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2017	50,000.00	-	48,765.00

Consent Agenda Item: 3

Date: February 21, 2016

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

From: Erin Delaney

Subject: **MBC Board Meeting schedule**
Consent Agenda Item: 3

The 2017 MBC board meeting schedule is as follows. An October meeting is anticipated, but a date is still to be determined. Meetings will be held in City Hall, Room 326C.

- February 21 12:00 – 1:00 PM
- April 27 11:00 AM – 12:00 PM
- June 29 11:00 AM – 12:00 PM
- August 17 11:00 AM – 12:00 PM
- December 13 11:00 AM – 12:00 PM

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

Staff requests approval of the 2017 meeting schedule

Communication Agenda Item: 1

Date: February 21, 2017

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

From: Erin Delaney

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

Approved 2017 – 2021 Capital Budget

As approved by the Hennepin County Board on December 13, 2016 and the Minneapolis City Council on December 9, 2016, the combined 2017 Capital Budget is \$8,545,000. Below is the 2017 – 2021 MBC Capital Budget.

		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.

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/Safety project.

- Stage 23 includes the North and Northeast part of the basement level: Commons, Sheriff's office, City and MBC storage locations.
- Stage 22 includes South and Southeast part of the basement level: Sheriff's office, Building utilities, MBC custodial and 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 passenger elevators at the City Hall / Courthouse building. A comprehensive review of all elevators was completed in 2016 to identify capital level upgrades that will be required over the next 20 years. Based on this review, cars 1-6 (Rotunda and 5th Street Elevators) are in need of modernization and upgrades due to the age of the elevator equipment.

Current Service Elevator Project: In late 2016, bids were rejected for construction of a new service elevator and modernization of existing service elevator because they exceeded the project budget. The project scope and design are being revised with the intent to re-issue the bid documents in early 2017.

Exterior Improvements: This project identifies problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. The 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 known masonry problems and is investigating masonry concerns on the 4th Street Clock Tower. The initial window forensic analysis has been completed and staff is waiting to receive testing results and costs associated with repair options. The project scope for exterior improvements will be expanded to include exterior lighting and antenna removal.

Communication Agenda Item: 2

Date: February 21, 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: **Clock Face Project update**
Communication Agenda Item: 2

The East, South and North clock faces are operational. The West clock face is scheduled to be operational within two weeks. The interior electrical wiring for the back lighting will be starting soon and is scheduled to be completed in early March. Once the interior work is completed [which includes waterproofing, painting, and installing the back lights/curtains] staff will test the lighting levels. The sidewalk protection/scaffolding at the 4th Street entrance is also scheduled to be removed in early March.

Masonry cracks have been identified on the north side of the tower below the clock face. Repair design and assessment proposals are being solicited, and repair bids will be solicited thereafter. The repair is scheduled to occur in late May. The intention is that necessary repair work will be completed through a change order to the clock project and funded by the MBC's Exterior Improvements capital project. Staff will continue to update the Board on the repair issue.

The project remains well within the approved budget of \$2,662,000. To date, the construction total is \$2,075,916.

The estimated completion date is March 31st, 2017. Staff is requesting Board member interest in participating in a "back-lit clock face" unveiling event to celebrate the completion of the project. The optimal event time is one hour past sunset; which tentatively calls for an 8:30 p.m. start time.

Discussion and Action Agenda Item: 1

Date: February 21, 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 December 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 December 31, 2016.

The City's Fund Balance at the MBC is \$1,694,184 as of December 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 2/9/2017</i>	<i>For Period End 12/31/2016</i>		
					<i>Percent of Year Remaining</i>		<i>0%</i>
Department	Budget	YTD Actual	Unspent POs	% Spent	% Remaining	\$ Remaining	
5200100 Administration	\$1,524,950	\$1,445,111		95%	5%	\$79,839	
5200200 Custodial & Security	\$2,695,612	\$2,664,469		99%	1%	\$31,144	
5200300 Repairs & Improvements	\$3,990,454	\$3,450,024		86%	14%	\$540,429	
Subtotal	\$8,211,016	\$7,559,604		92%	8%	\$651,412	
5200400 Adult Detention Center	\$212,959	\$95,912		45%	55%	\$117,047	
5200500 Work for Others	\$699,999	\$108,466		15%	85%	\$591,533	
Total	\$9,123,974	\$7,763,982		85%	15%	\$1,359,992	

31100 - MUNICIPAL BUILDING COMMISSION

Budget vs Actuals - Expenses

Year-to-Date Expenses as of December 31, 2016

Percent of Year Remaining: 0%

Department	Expense Class Description	Account	Original Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget	
5200100 - ADMINISTRATION	Capital Outlay	802000 - EQUIPMENT	0	5,027.74	(5,027.74)	0	(5,027.74)		
	Capital Outlay		0	5,027.74	(5,027.74)	0	(5,027.74)		
	Contractual Services	501101 - BENEFITS ADMIN FEE	17,296.00	17,295.96	0.04	0	0.04	0.00%	
		501401 - BIS APPLICATION SUPPORT	5,064.00	5,064.00	0	0	0	0.00%	
		501501 - BIS OPERATING CHARGES	10,738.00	10,737.96	0.04	0	0.04	0.00%	
		501601 - BIS DATA CONNECTIVITY CHARGES	10.00	9.96	0.04	0	0.04	0.40%	
		501801 - BIS SPECIAL CHARGES	1,042.00	1,041.96	0.04	0	0.04	0.00%	
		502101 - POSTAGE	250.00	187.64	62.36	0	62.36	24.94%	
		502508 - TELEPHONE OTHER	0	0	0	0	0		
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	931.79	68.21	0	68.21	6.82%	
		506101 - GENERAL FUND OVERHEAD	108,850.00	108,850.00	0	0	0	0.00%	
		507000 - PROFESSIONAL SERVICES	118,507.00	149,735.37	(31,228.37)	92,635.70	(123,864.07)	-26.35%	
		507010 - MIS SERVICE FEES	0	95,309.88	(95,309.88)	93,852.56	(189,162.44)		
		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	2,393.88	66.12	0	66.12	2.69%	
		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	40,185.34	(40,185.34)	6,288.00	(46,473.34)		
		513007 - MISCELLANEOUS CONTRACTUAL SRV	8,100.00	1,002.28	7,097.72	0	7,097.72	87.63%	
		Contractual Services		373,567.00	434,724.40	(61,157.40)	192,776.26	(253,933.66)	-16.37%
		Fringes	781201 - PERA-COORDINATED	37,781.48	22,353.99	15,427.49	0	15,427.49	40.83%
			781301 - FICA-ASDI	31,232.20	18,008.71	13,223.49	0	13,223.49	42.34%
			782101 - MEDICARE	7,304.89	4,209.38	3,095.51	0	3,095.51	42.38%
			782701 - DENTAL INSURANCE	5,040.00	2,311.88	2,728.12	0	2,728.12	54.13%
			782801 - VEBA - EXPENSE	0	6,020.28	(6,020.28)	0	(6,020.28)	
			782901 - HEALTH INSURANCE	86,365.00	51,005.77	35,359.23	0	35,359.23	40.94%
			786001 - LIFE INSURANCE	522.00	302.23	219.77	0	219.77	42.10%
			786301 - L/T DISABILITY INS	1,561.86	857.59	704.27	0	704.27	45.09%
			788801 - WORKERS' COMP-REINSURANCE	0	44,054.78	(44,054.78)	9,468.83	(53,523.61)	
			789901 - WORKERS' COMP - ADMIN	45,000.00	0	45,000.00	0	45,000.00	100.00%
		Fringes		214,807.43	149,124.61	65,682.82	9,468.83	56,213.99	30.58%
		Materials / Other	602301 - MERF ADDITIONAL - FIXED	334,800.00	334,800.00	0	0	0	0.00%
			605001 - REGISTRATION FEE & TUITION	5,000.00	8,917.43	(3,917.43)	0	(3,917.43)	-78.35%
			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	0	1,742.00	3.17%
			610003 - COMPUTER SOFTWARE	0	250.00	(250.00)	0	(250.00)	
			610004 - OFFICE SUPPLIES	5,500.00	2,869.10	2,630.90	2,343.56	287.34	47.83%
			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	24.25	(24.25)	0	(24.25)	
			614004 - CONCRETE	0	0	0	0	0	
			616000 - TAXES LICENSES & FEES	600.00	24,881.50	(24,281.50)	0	(24,281.50)	-4,046.92%
			619000 - OTHER OPERATING COSTS	200.00	488.17	(288.17)	0	(288.17)	-144.09%
			619017 - MISC OTHER OPERATING COST	25,823.00	4,941.90	20,881.10	0	20,881.10	80.86%
			619201 - MEMBERSHIPS & DUES	1,500.00	1,871.50	(371.50)	0	(371.50)	-24.77%
			619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	314.95	35.05	139.11	(104.06)	10.01%
		Materials / Other		432,823.00	433,139.15	(316.15)	2,743.87	(3,060.02)	-0.07%
		Personnel Services	400001 - SALARIES/WAGES - REGULAR	503,752.39	275,146.25	228,606.14	0	228,606.14	45.38%
			400030 - SALARIES/WAGES - SHIFT	0	155.48	(155.48)	0	(155.48)	
		420001 - OVERTIME - 1.5 TIME	0	602.47	(602.47)	0	(602.47)		
		450001 - VACATION	0	18,951.33	(18,951.33)	0	(18,951.33)		
		460001 - SICK LEAVE	0	3,239.76	(3,239.76)	0	(3,239.76)		
	Personnel Services		503,752.39	298,095.29	205,657.10	0	205,657.10	40.83%	
	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	1,445,111.19	79,838.63	204,988.96	(125,150.33)	5.24%	
5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELLPHONE RENTAL	4,120.00	612.00	3,508.00	0	3,508.00	85.15%	
		502508 - TELEPHONE OTHER	0	520.00	(520.00)	0	(520.00)		
		507000 - PROFESSIONAL SERVICES	280,739.00	732.04	280,006.96	300.00	279,706.96	99.74%	
		507015 - SECURITY SERVICES	0	518,056.43	(518,056.43)	445,009.44	(963,065.87)		
		510000 - REPAIR & MAINTENANCE-CONT	3,500.00	3,053.30	446.70	1,381.23	(934.53)	12.76%	
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	652.00	(652.00)	0	(652.00)		
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	8,127.15	(8,127.15)	0	(8,127.15)		
		Contractual Services		288,359.00	531,752.92	(243,393.92)	446,690.67	(690,084.59)	-84.41%
		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	104,616.63	11,373.09	0	11,373.09	9.81%
			781301 - FICA-ASDI	95,885.62	83,995.04	11,890.58	0	11,890.58	12.40%
			782101 - MEDICARE	22,425.03	19,636.23	2,788.80	0	2,788.80	12.44%
			782701 - DENTAL INSURANCE	26,040.00	27,032.12	(992.12)	0	(992.12)	-3.81%
		782801 - VEBA - EXPENSE	0	35,869.77	(35,869.77)	0	(35,869.77)		

Department	Expense Class Description	Account	Original Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		782901 - HEALTH INSURANCE	511,164.00	335,659.18	175,504.82	0	175,504.82	34.33%
		785001 - UNEMPLOYMENT COMPENSATION	0	760.15	(760.15)	0	(760.15)	
		786001 - LIFE INSURANCE	2,697.00	2,409.27	287.73	0	287.73	10.67%
		786301 - L/T DISABILITY INS	4,794.13	4,051.49	742.64	0	742.64	15.49%
	Fringes		785,595.50	615,070.78	170,524.72	0	170,524.72	21.71%
	Materials / Other	602004 - SETTLEMENTS	0	(433.22)	433.22	0	433.22	
		610000 - ADMINISTRATION SUPPLIES	0	324.57	(324.57)	0	(324.57)	
		610003 - COMPUTER SOFTWARE	0	0	0	0	0	
		611000 - OPERATING SUPPLIES	70,000.00	98,210.19	(28,210.19)	38,642.18	(66,852.37)	-40.30%
		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	3,702.70	1,297.30	442.73	854.57	25.95%
		619000 - OTHER OPERATING COSTS	120.00	975.79	(855.79)	0	(855.79)	-713.16%
	Materials / Other		75,120.00	103,540.83	(28,420.83)	39,084.91	(67,505.74)	-37.83%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,546,537.91	1,166,828.44	379,709.47	0	379,709.47	24.55%
		400020 - SALARIES/WAGES - PREMIUM	0	5,008.47	(5,008.47)	0	(5,008.47)	
		400030 - SALARIES/WAGES - SHIFT	0	25,921.44	(25,921.44)	0	(25,921.44)	
		400501 - BACK PAY - REGULAR TIME	0	342.40	(342.40)	0	(342.40)	
		401001 - RED. IN EMPLOYEE EARNINGS	0	(232.94)	232.94	0	232.94	
		404401 - PAYMENT FOR COMP TIME	0	8,756.99	(8,756.99)	0	(8,756.99)	
		410001 - OVERTIME - REGULAR	0	974.80	(974.80)	0	(974.80)	
		420001 - OVERTIME - 1.5 TIME	0	37,076.32	(37,076.32)	0	(37,076.32)	
		440101 - HOLIDAY WORKED	0	6,393.69	(6,393.69)	0	(6,393.69)	
		450001 - VACATION	0	110,720.35	(110,720.35)	0	(110,720.35)	
		460001 - SICK LEAVE	0	51,244.34	(51,244.34)	0	(51,244.34)	
		490001 - OTHER LEAVE	0	1,069.92	(1,069.92)	0	(1,069.92)	
	Personnel Services		1,546,537.91	1,414,104.22	132,433.69	0	132,433.69	8.56%
5200200 - CUSTODIAL AND SECURITY			2,695,612.41	2,664,468.75	31,143.66	485,775.58	(454,631.92)	1.16%
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	502000 - COMMUNICATION SERVICES	0	614.47	(614.47)	0	(614.47)	
		502001 - ALARM SERVICE	0	0	0	0	0	
		507000 - PROFESSIONAL SERVICES	90,000.00	338,964.14	(248,964.14)	26,939.99	(275,904.13)	-276.63%
		509201 - FLEET SUPPLY ESD	1,893.00	540.00	1,353.00	0	1,353.00	71.47%
		509205 - FLEET ADMINISTRATION	0	1,353.00	(1,353.00)	0	(1,353.00)	
		509301 - EQUIPMENT LABOR ESD	194.00	1,205.65	(1,011.65)	0	(1,011.65)	-521.47%
		510000 - REPAIR & MAINTENANCE-CONT	830,000.00	703,863.35	126,136.65	301,441.78	(175,305.13)	15.20%
		510005 - EQUIPMENT - MOBILE REPAIR/MNT	0	0	0	402.50	(402.50)	
		510101 - ESD CONTRACTUAL REPAIRS	0	363.58	(363.58)	0	(363.58)	
		511001 - DELIVERY SERVICES	0	12.36	(12.36)	0	(12.36)	
		512000 - UTILITIES	600,000.00	0	600,000.00	0	600,000.00	100.00%
		512003 - REFUSE DISPOSAL	45,000.00	36,132.88	8,867.12	56,108.03	(47,240.91)	19.70%
		512004 - STEAM	0	195,110.55	(195,110.55)	285,671.42	(480,781.97)	
		512006 - WATER-CHILLED	0	304,500.77	(304,500.77)	326,228.12	(630,728.89)	
		512007 - WATER & SEWER	115,000.00	129,895.38	(14,895.38)	(997.57)	(13,897.81)	-12.95%
		512201 - ELECTRICITY	450,000.00	458,624.66	(8,624.66)	417,668.11	(426,292.77)	-1.92%
		513000 - MISCELLANEOUS	6,777.00	700.00	6,077.00	510.25	5,566.75	89.67%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	10,511.48	(10,511.48)	0	(10,511.48)	
	Contractual Services		2,138,864.00	2,182,392.27	(43,528.27)	1,413,972.63	(1,457,500.90)	-2.04%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	5,014.73	(5,014.73)	0	(5,014.73)	
		781201 - PERA-COORDINATED	94,334.21	58,467.78	35,866.43	0	35,866.43	38.02%
		781301 - FICA-ASDI	77,983.95	46,079.58	31,904.37	0	31,904.37	40.91%
		782101 - MEDICARE	18,238.45	10,773.41	7,465.04	0	7,465.04	40.93%
		782701 - DENTAL INSURANCE	12,600.00	5,944.63	6,655.37	0	6,655.37	52.82%
		782801 - VEBA - EXPENSE	0	12,318.04	(12,318.04)	0	(12,318.04)	
		782901 - HEALTH INSURANCE	215,913.00	117,868.36	98,044.64	0	98,044.64	45.41%
		786001 - LIFE INSURANCE	1,305.00	673.22	631.78	0	631.78	48.41%
		786301 - L/T DISABILITY INS	3,898.85	1,978.06	1,920.79	0	1,920.79	49.27%
		787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	15,268.39	(729.39)	0	(729.39)	-5.02%
	Fringes		438,812.45	274,386.20	164,426.25	0	164,426.25	37.47%
	Materials / Other	609101 - ESD EQUIPMENT PARTS	0	529.38	(529.38)	0	(529.38)	
		609201 - ESD EQUIPMENT FUEL	636.00	301.89	334.11	0	334.11	52.53%
		610000 - ADMINISTRATION SUPPLIES	0	434.49	(434.49)	7,850.00	(8,284.49)	
		611000 - OPERATING SUPPLIES	400.00	528.40	(128.40)	357.07	(485.47)	-32.10%
		613000 - REPAIR & MAINT SUPPLIES	150,000.00	200,198.50	(50,198.50)	50,304.79	(100,503.29)	-33.47%
		613001 - BUILDING SUPPLIES	0	6,961.52	(6,961.52)	7,607.50	(14,569.02)	
		613002 - CARPENTRY SUPPLIES	0	0	0	0	0	
		613003 - ELECTRICAL SUPPLIES	0	360.40	(360.40)	682.38	(1,042.78)	
		613005 - PLUMBING/PIPEFITTING SUPPLIES	0	2,098.89	(2,098.89)	0	(2,098.89)	
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	265.60	(265.60)	0	(265.60)	
		616000 - TAXES LICENSES & FEES	0	451.50	(451.50)	0	(451.50)	
		616001 - EXCISE TAX	0	81.90	(81.90)	0	(81.90)	
		616002 - LICENSE FEES & PERMITS	3,000.00	2,773.18	226.82	0	226.82	7.56%
		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	215,362.31	(60,376.31)	66,801.74	(127,178.05)	-38.96%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,257,791.45	674,603.84	583,187.61	0	583,187.61	46.37%
		400020 - SALARIES/WAGES - PREMIUM	0	1,268.99	(1,268.99)	0	(1,268.99)	
		400501 - BACK PAY - REGULAR TIME	0	(2,648.99)	2,648.99	0	2,648.99	

Department	Expense Class Description	Account	Original Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		420001 - OVERTIME - 1.5 TIME	0	10,557.36	(10,557.36)	0	(10,557.36)	
		430001 - OVERTIME - DOUBLE TIME	0	4,494.48	(4,494.48)	0	(4,494.48)	
		440101 - HOLIDAY WORKED	0	67.10	(67.10)	0	(67.10)	
		450001 - VACATION	0	53,929.78	(53,929.78)	0	(53,929.78)	
		460001 - SICK LEAVE	0	28,353.60	(28,353.60)	0	(28,353.60)	
		461001 - UNUSED SICK LEAVE	0	4,674.64	(4,674.64)	0	(4,674.64)	
		490001 - OTHER LEAVE	0	2,582.91	(2,582.91)	0	(2,582.91)	
		Personnel Services	1,257,791.45	777,883.71	479,907.74	0	479,907.74	38.15%
5200300 - REPAIRS AND IMPROVEMENTS			3,990,453.90	3,450,024.49	540,429.41	1,480,774.37	(940,344.96)	13.54%
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	5,000.00	10,000.00	0	10,000.00	66.67%
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	37,788.85	102,170.15	1,018.24	101,151.91	73.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	1,516.34	(1,516.34)	0	(1,516.34)	
	Contractual Services		154,959.00	44,305.19	110,653.81	1,018.24	109,635.57	71.41%
	Fringes	781201 - PERA-COORDINATED	0	1,029.98	(1,029.98)	0	(1,029.98)	
		781301 - FICA-ASDI	0	760.63	(760.63)	0	(760.63)	
		782101 - MEDICARE	0	177.03	(177.03)	0	(177.03)	
		782701 - DENTAL INSURANCE	0	101.46	(101.46)	0	(101.46)	
		782801 - VEBA - EXPENSE	0	302.27	(302.27)	0	(302.27)	
		782901 - HEALTH INSURANCE	0	2,228.36	(2,228.36)	0	(2,228.36)	
		786001 - LIFE INSURANCE	0	11.62	(11.62)	0	(11.62)	
		786301 - L/T DISABILITY INS	0	33.95	(33.95)	0	(33.95)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	469.35	(469.35)	0	(469.35)	
	Fringes		0	5,114.65	(5,114.65)	0	(5,114.65)	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	20,039.76	19,960.24	6,554.58	13,405.66	49.90%
		611003 - CLEANING SUPPLIES	0	0	0	0	0	
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	11,450.82	6,549.18	226.65	6,322.53	36.38%
	Materials / Other		58,000.00	31,490.58	26,509.42	6,781.23	19,728.19	45.71%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	14,952.17	(14,952.17)	0	(14,952.17)	
		400020 - SALARIES/WAGES - PREMIUM	0	49.40	(49.40)	0	(49.40)	
		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	
	Personnel Services		0	15,001.57	(15,001.57)	0	(15,001.57)	
5200400 - ADULT DETENTION CENTER			212,959.00	95,911.99	117,047.01	7,799.47	109,247.54	54.96%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	12,374.43	22,625.57	2,662.46	19,963.11	64.64%
		507015 - SECURITY SERVICES	0	7,675.00	(7,675.00)	3,175.00	(10,850.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	72,379.98	217,620.02	16,531.58	201,088.44	75.04%
		513000 - MISCELLANEOUS	5,000.00	0	5,000.00	0	5,000.00	100.00%
		513007 - MISCELLANEOUS CONTRACTUAL SRV	0	585.00	(585.00)	0	(585.00)	
	Contractual Services		330,000.00	93,014.41	236,985.59	22,369.04	214,616.55	71.81%
	Fringes	781201 - PERA-COORDINATED	17,586.35	808.33	16,778.02	0	16,778.02	95.40%
		781301 - FICA-ASDI	14,537.69	636.91	13,900.78	0	13,900.78	95.62%
		782101 - MEDICARE	3,399.97	148.85	3,251.12	0	3,251.12	95.62%
		782701 - DENTAL INSURANCE	2,520.00	89.91	2,430.09	0	2,430.09	96.43%
		782801 - VEBA - EXPENSE	0	189.74	(189.74)	0	(189.74)	
		782901 - HEALTH INSURANCE	43,183.00	1,679.13	41,503.87	0	41,503.87	96.11%
		786001 - LIFE INSURANCE	261.00	11.16	249.84	0	249.84	95.72%
		786301 - L/T DISABILITY INS	726.44	30.99	695.45	0	695.45	95.73%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	15.81	683.19	0	683.19	97.74%
	Fringes		82,913.44	3,610.83	79,302.61	0	79,302.61	95.65%
	Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	0	0	1,301.76	(1,301.76)	
		613000 - REPAIR & MAINT SUPPLIES	35,000.00	1,726.47	33,273.53	816.38	32,457.15	95.07%
		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	1,726.47	50,873.53	2,118.14	48,755.39	96.72%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	234,485.68	10,039.29	224,446.39	0	224,446.39	95.72%
		400020 - SALARIES/WAGES - PREMIUM	0	7.75	(7.75)	0	(7.75)	
		420001 - OVERTIME - 1.5 TIME	0	67.14	(67.14)	0	(67.14)	
	Personnel Services		234,485.68	10,114.18	224,371.50	0	224,371.50	95.69%
5200500 - MBC - WORK FOR OTHERS			699,999.12	108,465.89	591,533.23	24,487.18	567,046.05	84.50%
TOTAL MUNICIPAL BUILDING COMMISSION			9,123,974.25	7,763,982.31	1,359,991.94	2,203,825.56	(843,833.62)	14.91%

Discussion and Action Agenda Item: 2

Date: February 21, 2017

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

From: Erin Delaney

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

The Historic Preservation fund balance was \$75,975 on December 31, 2016.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 545,486
2016 Expenditures to 12/31/2016		\$ (16,492)
2016 Received Revenue to 12/31/2016		\$ 73,353
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		\$ 3,627
		\$ (56,373)
Ending Fund Balance - 3110H		\$ 75,975

Discussion and Action Agenda Item: 3

Date: February 21, 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: **2016 Operating Budget Carry Forward Request**
Discussion and Action Agenda Item: 3

The 2016 MBC Operating Budget closed out with a remaining balance of \$768,459 (including the ADC.) The following projects were in progress at the end of 2016 but due to unplanned delays, were not able to be completed by the end of the year.

Stages 22/23

Per our March 2016 schedule, the MBC planned to start the Stage 22/23 project on 8/29/2016. This project was delayed for more time to review programming. The estimated operating cost for Stage 23 is \$1.436M. At a maximum duration of 12 months, the estimated cost per month would be \$120,000. The MBC is requesting to roll forward 4 months x \$120,000 or \$480,000 to 2017 to help cover the operating budget related cost for the Stage 23 work in 2017.

2016 Carpet Project

Staff authorized the vendor to proceed with carpet replacement in City and County spaces, to be completed in 2016. The vendor later learned that the material would not arrive until 2017. On December 22, 2016 the MBC board approved the carryover of up to \$48,000 to cover the original scope. The MBC has since authorized an additional \$5,920.83 for additional moving services and scope changes for a total of \$53,921 .

ADC Card Reader Project

A project to add card readers in the Adult Detention Center was planned for late 2016 but delayed by Integrator system discussions. The estimated cost is \$20,000 and is 100% Hennepin County paid.

MBC staff has consulted with Hennepin County and City finance staff, both of which support the request. Accordingly, staff requests approval to carry forward a total of \$553,921 (including the previously authorized \$48,000) of the 2016 Operating Budget balance to fund and complete these projects in 2017. The impact to the City is \$320,353 and impact to the County is \$233,568.

Discussion and Action Agenda Item: 4

Date: February 21, 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: **Purchasing Expenditure Authority**
Discussion and Action Agenda Item: 4

The MBC follows City of Minneapolis purchasing/procurement policies and utilizes City Contract Management for issuing solicitations and for processing contracts and professional services agreements. Exceptions are approved by the MBC Board.

On September 23, 2016, the Minneapolis City Council passed an ordinance establishing the Target Market Program. The Target Market Program (TMP) gives eligible small businesses priority for City contracts up to \$100,000.

The City also adopted the use of pre-approved template contracts for commodities, construction and professional services that are anticipated to be less than \$100,000. These pre-approved templates were previously used for amounts less than \$50,000. The increase to \$100,000 was provided to allow more flexibility to implement the TMP.

As authorized in the City Council resolution for City Departments, the MBC Board must delegate authority to execute the pre-approved template contracts.

In order to remain consistent with City procurement policies, staff is requesting that the MBC Director be authorized to:

- 1) Continue compliance with City purchasing/procurement policies;
- 2) Continue utilizing City Contract Management for issuing solicitations and for authority to execute contracts and standard agreements [general and target market];
- 3) Approve expenditures up to \$100,000, in compliance with City Contract Management oversight, use of pre-approved templates for maximum 5-year terms.
- 4) Staff currently provides a list of all standard agreements signed by the MBC Director at each board meeting; moving forward, staff will include standard agreements, formal contracts and pricing contracts.

Discussion and Action Agenda Item: 5

Date: February 21, 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: **Release of bid and contract for pricing contracts**
Discussion and Action Agenda Item: 5

The MBC uses pricing contracts to supplement trades staff on an as needed basis for four core services: plumbing, painting, electrical and pipefitting. Staff is preparing updated service scopes to assist with stage related work, preventative maintenance, and after hours service work. The pricing contract vendors are solicited through public bids and include SUBP goals. The vendors are selected based on lowest hourly rate. The term of each pricing contract is 3 years, plus 2 (one-year) extensions.

Staff is requesting annual not to exceed amounts:

Plumbing: estimate of \$300,000 (2014 – 2016 High Year \$167,000)
Pipefitting: estimate of \$150,000 (2014 – 2016 High Year \$138,000)
Painting: estimate of \$300,000 (2014 – 2016 High Year \$206,000)
Electrical: estimate of \$250,000 (2014 – 2016 High Year \$148,000)

Accordingly, the MBC is requesting board approval to release pricing contract bids for the above four (4) core services and contract with the two low bidders for each core service, for the term and annual not to exceed amount listed above.

Discussion and Action Agenda Item: 6

Date: February 21, 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: **Release Stage 23/22 bid and authority to contract**
Discussion and Action Agenda Item: 6

The project architects (Mohagen Hansen) and the project Engineers (KFI) are nearing completion of the Construction Documents for Stages 23/22 of the Mechanical Life Safety upgrade. This project includes the east half of the basement and sub-basement levels and totals 45,860 square feet, of which 1,500 is occupied by the City and 4,125 is occupied by the Hennepin County Sheriff's office. Also included is 600 square feet for bicycle storage and 300 square feet for restroom/shower facilities.

The estimated construction cost by funding sources is as follows:

Stage 23 (NE Quadrant) in 2017

Operating: \$ 1,440,000

Life Safety (MBC 01): \$ 185,000

Mechanical (MBC 02): \$ 770,000

St 23 Total: \$ 2,395,000

Stage 22 (SE Quadrant) in 2018

Operating: \$ 1,190,000

Life Safety (MBC 01): \$ 190,000

Mechanical (MBC 02): \$ 1,175,000

St 22 Total: \$ 2,555,000

Accordingly, staff is requesting authority to release the bid for construction of Stages 23/22 and contract with the lowest responsible bidder.

Discussion and Action Agenda Item: 7

Date: February 21, 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: **Release Life Safety RFP and authority to contract**
Discussion and Action Agenda Item: 7

At the December 15th, 2014 meeting, the board approved the release of an RFP for design and costs estimates for life safety upgrades detailed in the 2011 Summit Fire Life Safety Report. Michaud Cooley Erickson was the selected vendor and recently completed the Schematic Design and Cost Estimate for the Life Safety Scope.

This project work has since been included in the MBC's Life Safety Capital Request. Because of the large cost, this project has been broken into three (3) phases by year as described below:

Year	Scope
2017	Smoke barriers in the Rotunda and 5 th Street lobbies including Security upgrades; completing fire sprinkling in the Rotunda galleries; tin/lead solder removal and add exit signage
2018	Complete fire sprinkling in four shafts; and add required smoke barriers in the ADC
2019	Complete fire sprinkling in the attic, 4 th Street tower and 5 th Street tower; and add attic occupant notification for the fire alarm system

The MBC is planning to contract with one design team for the entire project. Accordingly, the MBC is requesting Board approval to release an RFP for full design services starting with design development and authority to contract with the chosen vendor.

Discussion and Action Agenda Item: 8

Date: February 21, 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: **Release of passenger RFP and authority to contract.**
Discussion and Action Agenda Item: 8

In 2016, Van Deusen and Associates (VDA) completed a comprehensive review of all elevators in the City Hall/Courthouse. From this study, it was determined that elevator cars 1-6 [located in the building rotunda and 5th street entrance] are the highest priority to modernize and update because of their age and increasing repair requirements.

Based on VDA's estimates and anticipated design costs, the MBC is projecting the following costs by year for Design and Construction:

2017: \$181,000 – For Schematic Design and cost estimate for Cars 1-6

2018: \$576,000 – For Design Development, Construction Documents and Bidding for Cars 1-6

2019: \$2,955,000 – For Modernization of Cars 1-6

The 2017 design services costs associated with this work have been funded through the MBC's Capital budget program.

Accordingly, the MBC is requesting Board approval to release an RFP for full design services and authority to contract with the chosen vendor.

Discussion and Action Agenda Item: 9

Date: February 21, 2017

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

From: Erin Delaney

Subject: **Request to Designate Data Practices authority and policy**
Discussion and Action Agenda Item: 9

The Data Practices Act (Chapter 13 of Minnesota Statutes) and Minnesota Rules, Chapter 1205, assign a number of duties to government entities. The specific employees in the entity who have the authority and responsibility for carrying out these duties are the responsible authority (RA); designee (one or more); and data practices compliance official (DPCO).

Responsible Authority

Each entity must identify, designate or appoint one individual as its RA. The RA is the person who is responsible for the collection, use, and dissemination of all entity data, and for the entity's data practices decisions. Per Minnesota Rules 1205.0200 - for political subdivisions, the governing body shall appoint an individual who is an employee of the political subdivision.

Data Practices Policies

Minnesota Statutes Chapter 13 also requires that each government entity have two policies about access to government data: One policy must explain the rights of the public and the other policy must explain the rights of data subjects.

The Information Policy Analysis Division (IPAD) of the Minnesota Department of Administration has developed model policies to assist government entities in complying with these requirements. If an entity chooses to adopt these policies, they must notify the Commissioner of Administration per §MS 13.073, subd. 6.

The MBC currently does not have an individual appointed as RA and has not formally adopted policies about access to government data.

Accordingly, staff requests that the MBC Board appoint the MBC Director, as the entity's Data Practices Responsible Authority, authorizing them to take all actions necessary to assure that all programs, procedures and forms used by the MBC are in compliance with the Data practices Act.

Additionally, staff requests authorization for the MBC to adopt the model policies developed by IPAD regarding access to government data and to notify the Commissioner of Administration of such adoption.

Discussion and Action Agenda Item: 10

Date: February 21, 2017

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

From: Erin Delaney

Subject: **Request to Relocate Hennepin County Protector Statue**
Discussion and Action Agenda Item: 10

Please see Hennepin County Sheriff's office attached request to relocate the "Hennepin County Protector" statue. It is currently located on the rotunda ground floor just outside the Sherriff's office in Room 6. The request is to relocate it to the Sheriff's Enforcement Services Division at 9401 83rd Avenue North, Brooklyn Park.

Based on MBC records, then Hennepin County Sheriff Don Omodt appeared before the MBC Board in 1993 to request the placement of the statue in its current location. Then Hennepin County Board Chair, Mark Andrew, supported the request.

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

There are a total of 7 plaques on the base. One plaque lists the following contributors: HC Sheriff's Supervisors, Sheriff Don Omodt, Robert/Anne Reznick Family and Grazzini Brothers.

MBC staff is continuing to determine ownership and costs associated with a potential move.

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



HENNEPIN COUNTY SHERIFF'S OFFICE

ADMINISTRATION

Major Darrell Huggett, Administrative Services Bureau

DATE: 1 February 2017

TO: Erin M. Delaney, J.D

FROM: Major Darrell Huggett

SUBJECT: Room 6 Statue

I respectfully request that the "Hennepin County Protector" statue currently displayed outside the lobby of Room 6 in City Hall be relocated to the Hennepin County Sheriff's Office Enforcement Services Division located at 9401 83rd Avenue North, Brooklyn Park. The Sheriff's Office is in the planning stages of new renovations at the HCSO patrol headquarters and the "Hennepin County Protector" statue will be included in those design plans and displayed in an appropriate location.

Upon approval of the MBC Board, I will be happy to work with MBC on the proper removal, transport and relocation to our Patrol Headquarters.

Discussion and Action Agenda Item: 11

Date: February 21, 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: **Cafe Contract**
Discussion and Action Agenda Item: 11

At the September 22nd 2016 meeting, the Board approved staff's request to begin negotiations with Lori James regarding her proposal for the ground floor café space. The proposed business name is The Chewery. Ms. James, her husband and extended family members represent a small, startup enterprise based out of North Minneapolis. They have experience in providing food at community events/fairs and are interested in expanding their business.

Staff is requesting direction.