



**Municipal Building Commission Meeting
October 16, 2017 1:00 p.m.
City Hall/Courthouse Hearing Room 326C**

AGENDA

CALL MEETING TO ORDER

CONSENT AGENDA ITEMS:

- 1) Approve minutes from the August 17th meeting
- 2) Approve contract summary

COMMUNICATION AGENDA ITEMS:

- 1) 2018 – 2022 Capital Budget
- 2) Catering RFP update
- 3) Payroll Update
- 4) City Hall/Courthouse Recycling program

DISCUSSION AND ACTION AGENDA ITEMS:

- 1) Approve expenditure report through August 2017
- 2) Approve MBC historic preservation fund balance
- 3) Approve 2018 Operating Budget
- 4) Approve bid and contractor for critical power project
- 5) Approve 2018 medical insurance application
- 6) Approve temporary space request

Consent Agenda Item: 1

Date: October 16, 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 August 17, 2017 Board meeting minutes.

DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
August 17, 2017

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 11:03 AM at the City Hall/Courthouse Hearing Room 326C. Present were:

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

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

CONSENT AGENDA ITEMS

Commissioner McLaughlin moved to approve these consent agenda items:

1. June 29, 2017 minutes;
2. Contract Summary as of July 31, 2017

Council President Johnson seconded and the motion carried:

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

COMMUNICATION AGENDA ITEMS

Staff reviewed the following communication items:

1. 2018 - 2022 Capital Budget
2. Payroll / Benefits Transition Update
3. Catering RFP Update

DISCUSSION & ACTION AGENDA ITEMS

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

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

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

Jan Callison	Yea	Betsy Hodges	Absent
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DRAFT – UNAPPROVED
Municipal Building Commission Meeting Minutes
August 17, 2017

Peter McLaughlin Yea Barbara Johnson Yea

3. Council President Johnson moved to approve acceptance and expenditure of an additional (third) \$95,000.00 Urban Area Security Initiative (UASI) grant. Commissioner McLaughlin seconded. The motion carried:

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

4. Council President Johnson moved to approve the hiring and filling of 4 vacant security officer positions. Commissioner McLaughlin seconded. The motion carried:

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

5. Council President Johnson moved to approve the authority to use the RFP process to solicit and contract with a vendor for Owner’s Project Representative Services. Commissioner McLaughlin seconded. The motion carried:

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

6. Council President Johnson moved to approve soliciting public pricing for carpentry services pricing contracts and to contract with the two low bidders for an annual amount of \$250,000. Commissioner McLaughlin seconded. The motion carried:

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

ADJOURN

Chair Callison adjourned the meeting at 11:31 AM.

Consent Agenda Item: 2

Date: October 16, 2017

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

From: Erin Delaney

Subject: **MBC Contract Summary**
Consent Agenda Item: 2

Attached are the balances for MBC Contracts as of September 30, 2017. The summary report includes:

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

Staff requests approval of the attached summary report.

SA Contracts <\$50k as of 9/30/2017

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-42421	ASSOCIATED FINANCIAL GROUP, LLC	MBC-DESIGN A PLAN FOR INSURANC	4/1/2017	4/1/2019	1.00	-	1.00
C-27924	ATLAS RESTAURANTS, LLC	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-42871	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	6/19/2017	6/19/2020	41,884.30	-	41,884.30
C-38158	BUSCH ARCHITECTS, INC.	MBC-ARCHITECTURAL CONSULTING	4/1/2014	12/31/2017	50,000.00	-	22,505.36
C-28000	CHOWGIRLS, INC.	MBC-CATERING SERVICE AGREEMENT	3/2/2010	2/28/2018	1.00	-	1.00
C-39868	ENGINEERING DESIGN INITIATIVE, LTD	MPC-ENGINEERING SERVICES	4/1/2015	12/31/2017	50,000.00	6,990.00	387.54
C-36791	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-ENGINEERING CONSULTING SRV	4/1/2013	12/31/2017	50,000.00	16,300.00	14,290.00
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 MATERIAL	9/15/2016	9/14/2021	24,800.00	22,065.17	-
C-38152	INDUSTRIAL HYGIENE SERVICES CORP	MBC-CONSULTING SERVICES	4/1/2014	12/31/2018	50,000.00	4,009.18	4,058.17
C-40467	INDUSTRIAL HYGIENE SERVICES CORP	MBC-PROFESSIONAL SERVICES	2/1/2016	12/31/2017	50,000.00	24,963.97	-
C-40914	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-VRTCL TRNSPT CNSLTNG SRVCS	5/2/2016	4/30/2021	48,120.00	-	42,064.00
C-36740	KARGES FAULCONBRIDGE, INC.	MBC-ARCHITECTUAL & ENGINEERING	4/1/2013	12/31/2017	50,000.00	17,037.14	8,658.78
C-40435	KARGES FAULCONBRIDGE, INC.	MBC-EE DESIGN-STAGES 22 AND 23	12/3/2015	12/31/2017	50,000.00	-	38,092.39
C-40436	KARGES FAULCONBRIDGE, INC.	MBC-FIRE PROTECTION DESIGN	12/3/2015	12/31/2017	50,000.00	2,014.75	32,000.00
C-40437	KARGES FAULCONBRIDGE, INC.	MBC-PLUMBING DESIGN-22 AND 23	12/3/2015	12/31/2017	50,000.00	3,266.25	23,000.00
C-38199	LIGHTING MATTERS, INC.	MBC-CITY HALL LIGHT REDESIGN	3/1/2014	12/31/2017	50,000.00	1.01	37,636.99
C-41363	MACDONALD AND MACK ARCHITECTS	MBC-BELLS SYSTEM	7/29/2016	12/31/2018	25,000.00	9,963.58	5,040.00
C-38605	MACDONALD AND MACK ARCHITECTS	MBC-BUILDING MASONARY-CONSULT	8/1/2014	12/31/2017	50,000.00	1,849.74	1,689.71
C-40945	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2016	5/31/2021	36,480.00	3,187.00	21,584.00
C-39065	MEYER, SCHERER AND ROCKCASTLE, LTD.	MBC-ARCHITECTURAL/CONSULTING	1/1/2015	12/31/2017	50,000.00	-	19,359.88
C-40209	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-ENGINEERING SERVICES	11/1/2015	12/31/2017	50,000.00	-	38,700.00
C-35971	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-ENGINEER & PROF LIGHTING	8/1/2012	7/31/2017	50,000.00	29.51	12,494.40
C-27922	MINTAHOE, INC.	MBC-CATERING SERVICE AGREEMENT	3/1/2010	2/28/2018	1.00	-	1.00
C-36794	OLSEN FIRE INSPECTION	MBC-FIRE SYSTEM INSPECTION	4/1/2013	12/31/2017	50,000.00	7,651.00	11,957.75
C-37855	PALANISAMI AND ASSOC, INC.	MBC-ENGINEERING SERVICES	1/1/2014	12/31/2017	50,000.00	-	49,230.00
C-42664	PEOPLEFIRST HR SOLUTIONS, INC.	MBC- HR COORDINATOR POSITION	7/15/2017	9/21/2017	1,500.00	-	1,500.00
C-38554	REHDER AND ASSOCIATES, INC.	MBC-ENGINEERING CONSULTING	7/1/2014	12/31/2017	50,000.00	-	36,480.90
C-40110	ROBERT HALF INT'L	MBC-TEMP STAFF-BUTLER	10/1/2015	12/31/2017	50,000.00	954.45	-
C-39064	ROGERS, SHAUN M.	MBC-ENGINEERING SERVICES	1/1/2015	12/31/2017	50,000.00	1,000.00	39,520.00
C-38167	SAM STEWART AND ASSOCIATES, INC.	MBC-COMMISSION STUDY/CH COURT	4/1/2014	12/31/2017	50,000.00	0.01	36,697.49
C-40313	SAM STEWART AND ASSOCIATES, INC.	MBC-ENGINEERING SERVICES	12/1/2015	12/31/2017	50,000.00	-	50,000.00
C-39968	SCHULER AND SHOOK, INC.	MBC-INTERIOR LIGHTING DESIGN	8/1/2015	12/31/2017	50,000.00	2,334.17	43.50
C-40915	SEBESTA, INC.	MBC-ELCT/MECH CNSLTNG SRVCS	4/15/2016	12/31/2017	50,000.00	4.40	1,963.00
C-36756	SHORT ELLIOTT HENDRICKSON, INC.	MBC-ENGINEERING/ARCHITECTUAL	2/1/2013	1/31/2018	50,000.00	1.02	36,370.31
C-38654	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	1/1/2014	12/31/2018	50,000.00	26,017.40	15,905.00
C-41466	TAG VENTURES, INC.	MBC-PROF CATERING CONSULTING	9/15/2016	1/15/2018	37,500.00	8,826.54	5,000.00
C-38136	TEST AND BALANCE ASSOCIATES, INC.	MBC-HVAC CONSULTING SERVICES	4/1/2014	12/31/2017	50,000.00	-	48,765.00

Contracts >\$50k as of 9/30/2017

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-40004	BUSCH ARCHITECTS, INC.	MBC-DESIGN SVS FOR FREIGHT ELE	9/30/2015	12/30/2017	191,389.00	48,297.30	8,875.50
C-39924	COMMERCIAL ROOFING AND SHEET METAL, I	MBC-WATERPROOFING AND ROOFING	8/3/2015	12/31/2017	152,500.00	-	-
C-41781	FIRENET SYSTEMS, INC.	MBC-FIRE ALARM INST TEST & MAIN	1/1/2017	12/31/2019	115,000.00	52,347.00	10,816.00
C-20735	HENNEPIN COUNTY	MBC-SECUR IN CITY HALL-A040143	1/1/2004	12/31/2019	1,111,032.00	3,842.65	579,445.93
C-32008	HENNEPIN COUNTY	MBC-A110232-CH SECURITY	2/28/2011	2/28/2022	4,333,465.00	164,983.19	1,706,017.66
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	289,021.63	25,611,231.15
C-22128	KARGES FAULCONBRIDGE, INC.	MBC-ARCH/ENG-STAGE V11-XV-MECH	4/19/2005	12/31/2018	783,940.00	17,451.84	296,992.35
C-42597	LS BLACK CONSTRUCTORS, INC.	MBC-FURNISH ALL LABOR FOR CH	6/19/2017	1/31/2019	2,804,421.00	2,804,421.00	-
C-41525	MICHAUD COOLEY ERICKSON AND ASSOC.	MBC-CRITICAL POWER SUPPORT SER	9/1/2016	12/31/2019	156,600.00	38,069.15	2,600.00
C-40118	MOHAGEN AND HANSEN ARCHITECTURAL	MBC-ARCHITECTURAL DESIGN SRVCS	11/2/2015	12/31/2019	157,965.00	676.26	9,218.50
C-41951	PEOPLES ELECTRIC COMPANY, INC.	MBC- CH PREVENTATIVE MAINTENAC	1/30/2017	12/31/2021	309,300.00	169,245.51	-
C-42223	ROBERT HALF INT'L	MBC-PROVIDE PAYROLL & PROJ MNG	5/1/2017	4/30/2022	100,000.00	27,182.63	50,000.00
C-41061	SUBURBAN ELEVATOR OF MINNESOTA	MBC-VERT TRANSPRTN MAINTNCE	5/1/2016	4/30/2019	151,675.00	49,579.25	39,699.50
C-41988	SUN MECHANICAL, INC.	MBC-ADC PLUMBING IMPROVE AT CH	2/7/2017	12/31/2017	247,800.00	151,679.00	-
C-40097	VERSAACON INC	MBC-CLOCK RESTORATION PROJECT	10/23/2015	12/31/2017	2,196,730.00	228,626.72	-

Contracts <\$100k as of 9/30/2017

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
C-42032	COST PLANNING AND MANAGEMENT	MBC-COST EST FOR SERV ELEVATOR	3/3/2017	12/31/2018	14,520.00	6,150.10	-
C-42033	DISPLAY ARTS WORLDWIDE, INC.	MBC- CLOCK RESTORATION PROJECT	3/3/2017	10/31/2018	3,760.00	-	-
C-42089	MACDONALD AND MACK ARCHITECTS	MBC-PROF ARCH & STRUC ENG SERV	3/3/2017	12/31/2018	12,267.00	8,113.00	500.00
C-41805	ROZIN SECURITY CONSULTING, LLC	MBC-PROVIDE PROF SECURITY	12/15/2016	12/31/2018	4,800.00	-	-
C-42208	SMUDA, SEAN	MBC-ARCHITECTURAL PHOTOGRAPHY	4/5/2017	10/5/2017	2,750.00	-	-
C-42610	SCHULER AND SHOOK, INC.	MBC-PROVIDE LIGHTNING DESIGN	7/1/2017	12/31/2018	78,310.00	72,228.78	-

Pricing Contracts as of 9/30/2017

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Available Balance
PC-00285	ACOUSTICS ASSOCIATES, INC.	MBC - VARIOIUS BUILDING SUPP.	9/1/2017	12/31/2017	10,000.00	-	10,000.00
PC-00246E	ARCHER MECHANICAL	MBC - HVAC SERVICES	7/1/2017	6/30/2020	50,000.00	21,872.40	24,493.40
PC-00270	ASSURE QUALITY PAINTING	MBC - PAINTING SERVICES	8/1/2017	7/31/2020	100,000.00	-	100,000.00
PC-00153	ATOMIC RECYCLING, INC.	BC-WASTE REMOVAL/RECYCLING	1/1/2017	12/31/2019	8,000.00	-	6,000.00
PC-00256	BLACKHAWK INDUSTRIAL DISTRIBUTION, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	5,000.00	1,625.60	2,431.26
02-00394D	BLOOMINGTON ELECTRIC COMPANY	MBC - ELECTRICAL SERVICES	1/1/2013	9/29/2017	500,000.00	40,734.00	211,857.07
06-00555	DALCO ENTERPRISES, INC.	MBC: Cleaning supplies	4/1/2015	8/31/2018	100,000.00	5,784.85	14,859.12
PC-00291	DC GROUP, INC.	MBC - UNINTERUPTIBLE POWER SUP	9/1/2017	12/31/2021	25,000.00	-	25,000.00
02-00467	DYNAMIC RECYCLING, INC.	CW - ELECTRONICS RECYCLING	6/1/2015	12/31/2017	35,000.00	360.00	9,327.30
PC-00281	FBM WALLBOARD, INC.	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2018	20,000.00	-	20,000.00
PC-00292	FBM WALLBOARD, INC.	MBC - DRYWALL RELATED SUPPLIES	9/1/2017	12/31/2017	30,000.00	-	30,000.00
06-00519	G AND K SERVICES, INC.	MBC: Mat rental service	2/1/2015	1/31/2018	12,000.00	2,348.67	6,873.40
PC-00147A	GILBERT MECHANICAL CONTRACTORS, INC.	MBC - Control Services	1/1/2017	12/31/2019	10,000.00	-	8,719.55
PC-00246D	GOPHER LLC	MBC - ELECTRICAL SERVICES	7/1/2017	6/30/2020	25,000.00	-	23,785.00
PC-00279	HIRSHFIELD'S, INC.	MBC - PAINT & MISC. SUNDRIES	9/1/2017	6/30/2018	30,000.00	-	29,888.53
PC-00269	JPMI CONSTRUCTION COMPANY	MBC - CARPENTRY SERVICES	8/1/2017	12/31/2019	100,000.00	-	100,000.00
PC-00255	NEEDELS SUPPLY COMPANY, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	6/30/2018	5,000.00	-	5,000.00
PC-00147	NORTHERN AIR CORPORATION	MBC-CONTROL SERVICES	1/1/2017	12/31/2019	40,000.00	508.16	33,448.03
PC-00246A	NORTHERN AIR CORPORATION	MBC - PLUMBING SERVICES	7/1/2017	6/30/2020	300,000.00	154,333.04	130,000.00
PC-00246B	NORTHERN AIR CORPORATION	MBC - HVAC SERVICES	7/1/2017	6/30/2020	150,000.00	-	150,000.00
PC-00269A	NYEMA PENNOH	MBC - CARPENTRY SERVICES	8/1/2017	12/31/2019	100,000.00	-	100,000.00
PC-00278	OSSEO SAVITT PAINT STORE LLC	MBC - PAINT & MISC. SUNDRIES	9/1/2017	8/31/2018	30,000.00	-	30,000.00
PC-00270A	PAINTING BY NAKASONE, INC.	MBC - PAINTING SERVICES	8/1/2017	7/31/2020	100,000.00	-	100,000.00
PC-00246	PREMIER ELECTRICAL CORPORATION	MBC - ELECTRICAL SERVICES	7/1/2017	6/30/2020	200,000.00	9,920.00	190,080.00
PC-00262	ROYAL SUPPLY, LLC	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	10,000.00	144.00	9,712.00
PC-00257	RPJ ENTERPRISES LLC	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	7/30/2018	15,000.00	1,925.00	11,150.00
PC-00246C	SCHADEGG MECHANICAL, INC.	MBC - PLUMBING SERVICES	7/1/2017	6/30/2020	50,000.00	-	50,000.00
PC-00280	SHAW STEWART LUMBER, CO.	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2017	20,000.00	-	20,000.00
PC-00258	THE DEREK COLE COMPANY, INC.	MBC - MISC JANITORIAL SUPPLIES	7/17/2017	12/31/2017	5,000.00	1,215.60	745.40
PC-00076	TRI-CONSTRUCTION, INC.	MBC: CARPENTRY SERVICES	4/1/2016	3/31/2018	75,000.00	-	75,000.00
03-00751	VIDEOTRONIX, INC.	MBC: City Hall security update	5/23/2012	9/30/2017	300,000.00	97,591.70	27,391.46
PC-00272	VIDEOTRONIX, INC.	MBC - SECURITY SERVICES	8/1/2017	7/31/2019	40,000.00	-	40,000.00
PC-00125	VIKING AUTOMATIC SPRINKLER CO	MBC: SPRINKLER FITTER SERVICES	9/1/2016	8/31/2019	15,000.00	3,685.00	8,191.83
02-00454	WASTE MANAGEMENT OF MN, INC.	MBC - RUBBISH HAULING	1/1/2015	12/31/2017	155,000.00	10,644.20	35,651.68
PC-00289	WELNA II HARDWARE LLP	MBC - PAINT & MISC. SUNDRIES	9/1/2017	12/31/2019	30,000.00	-	30,000.00
PC-00282	WINROC CORPORATION (MIDWEST)	MBC - VARIOUS BUILDING SUPP.	9/1/2017	12/31/2017	10,000.00	9,217.28	782.72
02-00371	ZIEGLER, INC.	MBC-BACKUP GENERATOR MAINT	1/1/2012	12/31/2017	210,000.00	1,868.20	16,600.06

Communication Agenda Item: 1

Date: October 16, 2017

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

From: Erin Delaney

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

Staff presented the 2018 – 2022 capital funding request of \$6,376,000 to the City Capital Long-Range Improvement Committee (CLIC) on May 5, 2017, and to the County Capital Budgeting Task Force (CBTF) on August 14, 2017. Results of these presentations are as follows:

- CLIC recommendations for the MBC included a 56% reduction from the submitted funding request for 2018.
- CBTF recommendations for the MBC matched the MBC’s request.

The Mayor’s 2018 recommended budget was released on September 12th and is a 12% reduction from the submitted funding request for 2018. Staff has prepared adjusted plans and project phasing to coordinate with the Mayor’s recommended budget levels. Below is the Combined 2018 – 2022 Capital Budget Request as submitted, and the Mayor’s Budget recommendation.

		Capital Budget Request (Original Submission)					
MBC Projects	Priority	2018	2019	2020	2021	2022	2018 - 2022
Life Safety (MBC01)	1	\$1,000,000	\$2,400,000	\$130,000	\$130,000	\$0	\$3,660,000
Mechanical (MBC02)	2	\$0	\$750,000	\$1,000,000	\$650,000	\$300,000	\$2,700,000
Exterior (MBC10)	3	\$4,800,000	\$0	\$0	\$0	\$0	\$4,800,000
Elevators (MBC11)	4	\$576,000	\$2,956,000	\$0	\$0	\$0	\$3,532,000
Total		\$6,376,000	\$6,106,000	\$1,130,000	\$780,000	\$300,000	\$14,692,000
		Mayor Recommended _ 2018-2022 Total Capital Budget					
MBC Projects	Priority	2018	2019	2020	2021	2022	2018-2022
Life Safety	1	\$1,100,000	\$1,240,000	\$146,000	\$140,000	\$0	\$2,626,000
Mechanical	2	\$0	\$826,000	\$1,100,000	\$716,000	\$330,000	\$2,972,000
Exterior	3	\$3,860,000	\$0	\$0	\$0	\$0	\$3,860,000
Elevators	4	\$640,000	\$0	\$0	\$0	\$0	\$640,000
Total		\$5,600,000	\$2,066,000	\$1,246,000	\$856,000	\$330,000	\$10,098,000

Life/Safety Improvements with Modifications: 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, updating of building exits and stairs, and installation of fireproofing, smoke barriers and purge systems. Based on the Mayor's proposed budget, the MBC plans to address phases A and B of the new life safety scope in 2018, which would include adding smoke barriers in the rotunda, 5th street lobbies and the Adult Detention Center (ADC); adding exit signage; and adding fire sprinkling in the rotunda gallery and corner shafts. By combining the work that was planned for 2017 and 2018, design and construction costs will be reduced. Additional funding will be requested for 2019 to complete the remaining Life Safety work above the ADC, including fire sprinkling for the attic and 4th and 5th Street Towers along with occupant notification in the attic.

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

Exterior Improvements with Modifications: This project includes addressing problems related to waterproofing, windows, and masonry; and also involves the sub-basement limestone foundation and roof assessment. This project has been expanded to include exterior lighting and antenna removal. Based on the actual pricing for the exterior lighting project, we anticipate a total project cost, including design and construction, to be within the Mayor's proposed funding. The MBC plans to complete all work in one phase.

Elevator Modifications: The proposed MBC Elevator Capital Project modernizes six (6) of the fifteen (15) existing passenger elevators at the City Hall / Courthouse building. Based on the Mayor's proposed budget, the MBC plans to contract with the chosen design team to complete all design work, through Construction Documents, in 2018, and request the remaining funding for 2019 to complete all construction in one phase in 2019.

Communication Agenda Item: 2

Date: October 16, 2017

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

From: Erin Delaney

Subject: **Catering RFP update**
Communication Agenda Item: 2

Two proposals were received in response to the RFP for Minneapolis City Hall/Hennepin County Courthouse catering that was issued on July 7, 2017.

Both proposals have been deemed responsive and both are proposing for Model A and Model B. Below is a brief description of each model:

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

The proposals are currently being evaluated by MBC staff and Manask and Associates. The proposers have been invited to interview on November 7th, and a summary and recommendation to the board is anticipated at the December 2017 board meeting.

Communication Agenda Item: 3

Date: October 16, 2017

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

From: Erin Delaney

**Subject: Payroll/Benefits Transition update
Communication Agenda Item: 3**

The MBC has successfully transitioned the agency's payroll, and tax and garnishment withholdings to the vendor ADP. The first ADP paycheck is dated October 13th, 2017.

In the next phase of the payroll transition, MBC is working with City HR and Accounts Payable to set up vendor service protocols and connections for data and financial transfers for approximately 15 suppliers. The supplier services include employee and employer payments for PERA, Deferred Compensation, Union dues, and Metropass.

Both the MBC's payroll and vendor services transactions must be recorded through the City's general ledger account, which produces the MBC's expenditure reports.

In January 2018, benefit vendors for medical, dental and life insurance as well as third party administrators for minneflex plans and COBRA administration will be added to the vendor services list.

Communication Agenda Item: 4

Date: October 16, 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: **City Hall/Courthouse Recycling Program**
Communication Agenda Item: 4

Staff is pleased to provide this review of the City Hall/Courthouse recycling program.

Single sort recycling (glass, plastic, paper, aluminum, tin, cardboard) was started in January 2015. At that time, the diversion rate was 27%. The diversion rate represents the amount of waste that is diverted from landfills or incinerators because of recycling programs.

In July 2015, the MBC rolled out the Waste Reduction Resource Awareness Program (WRRAP) to all building occupants. This program introduced the mini -garbage bin. By using the mini-bins, 52,000 desk side plastic bags were eliminated annually.

In December 2015, Organics collection started and has been expanded to all City Hall/Courthouse office locations.

As of August 2017, the diversion rate has increased to 66%.

Cost savings:

As a result of the diversion rate increase, the MBC has decreased trash service pick up from 5 days per week to 3 days per week, which results in a \$300.00 weekly (\$18,000 annual) savings. Additionally, the MBC realized an annual savings of \$4,100 in the elimination of desk-side trash bags.

Future Challenges:

Staff will continue to address challenges to expand the recycling program: Up to 30% of what continues to be thrown in the trash is recyclable or compostable. The top 4 items put in the trash that are recyclable include paper towels, food, to-go containers, and plastic bags. Additionally, specific tenants bring in their own trashcans and decline to recycle.

In the near future, staff plans to expand recycling efforts in the Adult Detention Center (ADC) control rooms and restrooms.

Discussion and Action Agenda Item: 1

Date: October 16, 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 August 31, 2017**
Discussion and Action Agenda Item: 1

Staff requests approval of the attached MBC expenditure report. This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through August 31, 2017.

The City's Fund Balance at the MBC is \$2,413,696 as of August 31, 2017.

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

Municipal Building Commission 2017
Budget vs YTD Actuals - Expenses

Generated 9/18/2017

For Period End 8/31/2017

Percent of Year Remaining 33%

Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,454,460	\$795,148	55%	45%	\$659,312
5200200 Custodial & Security	\$2,812,845	\$1,713,510	61%	39%	\$1,099,335
5200300 Repairs & Improvements	\$4,687,536	\$1,869,551	40%	60%	\$2,817,985
Subtotal	\$8,954,841	\$4,378,209	49%	51%	\$4,576,632
5200400 Adult Detention Center	\$232,959	\$35,923	15%	85%	\$197,036
5200500 Work for Others	\$705,275	\$110,759	16%	84%	\$594,516
Total	\$9,893,075	\$4,524,891	46%	54%	\$5,368,184

31100 - MUNICIPAL BUILDING COMMISSION										
Budget vs Actuals - Expenses										
Year-to-Date Expenses as of August 31, 2017										
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			
		804001 - OTHER CAPITAL OUTLAYS	35,552.00	0	35,552.00	0	35,552.00	100.00%		
	Capital Outlay		35,552.00	0	35,552.00	0	35,552.00	100.00%		
	Contractual Services	501101 - BENEFITS ADMIN FEE	19,376.00	12,917.36	6,458.64	0	6,458.64	33.33%		
		501401 - BIS APPLICATION SUPPORT	4,673.00	3,115.36	1,557.64	0	1,557.64	33.33%		
		501501 - BIS OPERATING CHARGES	11,700.00	7,800.00	3,900.00	0	3,900.00	33.33%		
		501801 - BIS SPECIAL CHARGES	76.00	50.64	25.36	0	25.36	33.37%		
		502101 - POSTAGE	250.00	93.15	156.85	0	156.85	62.74%		
		505000 - PRINTING COPYING BINDING MICRO	1,000.00	188.00	812.00	0	812.00	81.20%		
		506101 - GENERAL FUND OVERHEAD	107,740.00	71,826.68	35,913.32	0	35,913.32	33.33%		
		507000 - PROFESSIONAL SERVICES	118,507.00	39,300.26	79,206.74	55,513.32	23,693.42	66.84%		
		507010 - MIS SERVICE FEES	0	57,862.89	(57,862.89)	37,135.75	(94,998.64)			
		507019 - OTHER PROFESSIONAL SERVICES	100,000.00	1,000.00	99,000.00	0	99,000.00	99.00%		
		508200 - PARKING LOT/SPACE RENT	2,460.00	1,795.41	664.59	604.59	60.00	27.02%		
		511000 - TRANSPORTATION	250.00	0	250.00	0	250.00	100.00%		
		511001 - DELIVERY SERVICES	0	12.70	(12.70)	0	(12.70)			
		513000 - MISCELLANEOUS	8,100.00	6,127.57	1,972.43	2,954.75	(982.32)	24.35%		
		513007 - MISCELLANEOUS CONTRACTUAL SRVC	0	150.00	(150.00)	0	(150.00)			
	Contractual Services			374,132.00	202,240.02	171,891.98	96,208.41	75,683.57	45.94%	
	Fringes	781201 - PERA-COORDINATED	38,345.20	18,160.10	20,185.10	0	20,185.10	52.64%		
		781301 - FICA-ASDI	31,699.43	14,605.67	17,093.76	0	17,093.76	53.92%		
		782101 - MEDICARE	7,413.47	3,418.96	3,994.51	0	3,994.51	53.88%		
		782701 - DENTAL INSURANCE	5,040.00	1,996.49	3,043.51	0	3,043.51	60.39%		
		782801 - VEBA - EXPENSE	0	6,098.14	(6,098.14)	0	(6,098.14)			
		782901 - HEALTH INSURANCE	86,077.00	46,058.81	40,018.19	0	40,018.19	46.49%		
		784001 - SEVERANCE	.05	0	(0.05)	0	(0.05)	100.00%		
		786001 - LIFE INSURANCE	522.00	291.46	230.54	0	230.54	44.16%		
		786301 - L/T DISABILITY INS	1,584.92	736.34	848.58	0	848.58	53.54%		
		788801 - WORKERS' COMP-REINSURANCE	38,000.00	42,463.08	(4,463.08)	5,482.14	(9,945.22)	-11.74%		
	Fringes			208,681.98	133,829.05	74,852.93	5,482.14	69,370.79	35.87%	
	Materials / Other	602301 - MERF ADDITIONAL - FIXED	226,800.00	151,200.00	75,600.00	0	75,600.00	33.33%		
		604002 - PARKING	0	10.57	(10.57)	0	(10.57)			
		605001 - REGISTRATION FEE & TUITION	5,000.00	3,755.54	1,244.46	0	1,244.46	24.89%		
		606000 - TRAVEL EXPENSE	4,000.00	0	4,000.00	0	4,000.00	100.00%		
		608000 - INSURANCE	55,000.00	45,200.00	9,800.00	0	9,800.00	17.82%		
		610004 - OFFICE SUPPLIES	5,500.00	2,218.13	3,281.87	959.09	2,322.78	59.67%		
		611000 - OPERATING SUPPLIES	50.00	0	50.00	0	50.00	100.00%		
		611004 - CHEMICAL SUPPLIES & GASES	0	83.45	(83.45)	0	(83.45)			
		611014 - PAPER GOODS	0	24.31	(24.31)	0	(24.31)			
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	61.19	(61.19)	0	(61.19)			
		614004 - CONCRETE	0	0	0	226.38	(226.38)			
		616000 - TAXES LICENSES & FEES	0	0	0	24,881.50	(24,881.50)			
		616002 - LICENSE FEES & PERMITS	600.00	0	600.00	0	600.00	100.00%		
		619000 - OTHER OPERATING COSTS	200.00	0	200.00	1,072.00	(872.00)	100.00%		
		619017 - MISC OTHER OPERATING COST	25,824.00	0	25,824.00	0	25,824.00	100.00%		
		619201 - MEMBERSHIPS & DUES	1,500.00	210.00	1,290.00	636.00	654.00	86.00%		
		619401 - REFRESHMENTS - FOOD & BEVERAGE	350.00	1,774.14	(1,424.14)	80.03	(1,504.17)	-406.90%		
	Materials / Other			324,824.00	204,537.33	120,286.67	27,855.00	92,431.67	37.03%	
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	511,270.00	216,713.80	294,556.20	0	294,556.20	57.61%		
		400020 - SALARIES/WAGES - PREMIUM	0	54.00	(54.00)	0	(54.00)			
		400030 - SALARIES/WAGES - SHIFT	0	1,316.20	(1,316.20)	0	(1,316.20)			
		400501 - BACK PAY - REGULAR TIME	0	4,621.52	(4,621.52)	0	(4,621.52)			
		420001 - OVERTIME - 1.5 TIME	0	3,699.30	(3,699.30)	0	(3,699.30)			
		440101 - HOLIDAY WORKED	0	194.64	(194.64)	0	(194.64)			
		450001 - VACATION	0	16,134.08	(16,134.08)	0	(16,134.08)			
		460001 - SICK LEAVE	0	10,809.86	(10,809.86)	0	(10,809.86)			
		490001 - OTHER LEAVE	0	998.08	(998.08)	0	(998.08)			
	Personnel Services			511,270.00	254,541.48	256,728.52	0	256,728.52	50.21%	
	5200100 - ADMINISTRATION			1,454,459.98	795,147.88	659,312.10	129,545.55	529,766.55	45.33%	
	5200200 - CUSTODIAL AND SECURITY	Contractual Services	502401 - RAD/PAGE/CELPHONE RENTAL	4,120.00	364.00	3,756.00	0	3,756.00	91.17%	
			502508 - TELEPHONE OTHER	0	455.00	(455.00)	0	(455.00)		
			507000 - PROFESSIONAL SERVICES	437,000.00	5,209.25	431,790.75	642.04	431,148.71	98.81%	
			507010 - MIS SERVICE FEES	0	243.00	(243.00)	0	(243.00)		
			507015 - SECURITY SERVICES	0	254,482.59	(254,482.59)	333,517.41	(588,000.00)		
			510000 - REPAIR & MAINTENANCE-CONT	3,500.00	43.00	3,457.00	43.00	3,414.00	98.77%	
			513007 - MISCELLANEOUS CONTRACTUAL SRVC	0	50.00	(50.00)	0	(50.00)		
			535001 - ACCRUED SICK LEAVE RETIREMENT	0	9,168.25	(9,168.25)	0	(9,168.25)		
		Contractual Services			444,620.00	270,015.09	174,604.91	334,202.45	(159,597.54)	39.27%
		Fringes	781101 - MERF-NORMAL COSTS	6,600.00	0	6,600.00	0	6,600.00	100.00%	
			781201 - PERA-COORDINATED	113,249.98	69,242.89	44,007.09	0	44,007.09	38.86%	
			781301 - FICA-ASDI	93,620.37	56,276.96	37,343.41	0	37,343.41	39.89%	

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		782101 - MEDICARE	21,894.95	13,173.25	8,721.70	0	8,721.70	39.83%
		782701 - DENTAL INSURANCE	26,040.00	16,585.00	9,455.00	0	9,455.00	36.31%
		782801 - VEBA - EXPENSE	0	26,900.00	(26,900.00)	0	(26,900.00)	
		782901 - HEALTH INSURANCE	512,316.00	209,832.00	302,484.00	0	302,484.00	59.04%
		784001 - SEVERANCE	.25	0	0.25	0	0.25	100.00%
		786001 - LIFE INSURANCE	2,697.00	1,645.75	1,051.25	0	1,051.25	38.98%
		786301 - L/T DISABILITY INS	4,681.17	2,737.40	1,943.77	0	1,943.77	41.52%
		Fringes		781,099.71	396,393.25	384,706.46	0	384,706.46
	Materials / Other	610000 - ADMINISTRATION SUPPLIES	0	8,390.20	(8,390.20)	7,263.11	(15,653.31)	
		611000 - OPERATING SUPPLIES	70,000.00	55,928.92	14,071.08	22,333.46	(8,262.38)	20.10%
		613000 - REPAIR & MAINT SUPPLIES	0	177.76	(177.76)	0	(177.76)	
		613007 - OTHER REPAIR/MAINTENANCE SUPP	0	356.52	(356.52)	0	(356.52)	
		617001 - UNIFORMS CLOTHING PERS	7,000.00	3,764.60	3,235.40	15,776.94	(12,541.54)	46.22%
	619000 - OTHER OPERATING COSTS	120.00	891.87	(771.87)	0	(771.87)	-643.23%	
	Materials / Other		77,120.00	69,509.87	7,610.13	45,373.51	(37,763.38)	9.87%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,510,005.00	767,500.28	742,504.72	0	742,504.72	49.17%
		400020 - SALARIES/WAGES - PREMIUM	0	4,284.59	(4,284.59)	0	(4,284.59)	
		400030 - SALARIES/WAGES - SHIFT	0	19,327.12	(19,327.12)	0	(19,327.12)	
		400501 - BACK PAY - REGULAR TIME	0	22,116.70	(22,116.70)	0	(22,116.70)	
		404401 - PAYMENT FOR COMP TIME	0	4,721.30	(4,721.30)	0	(4,721.30)	
		420001 - OVERTIME - 1.5 TIME	0	38,129.05	(38,129.05)	0	(38,129.05)	
		440101 - HOLIDAY WORKED	0	6,508.04	(6,508.04)	0	(6,508.04)	
		450001 - VACATION	0	70,830.24	(70,830.24)	0	(70,830.24)	
		460001 - SICK LEAVE	0	38,708.06	(38,708.06)	0	(38,708.06)	
		490001 - OTHER LEAVE	0	5,466.63	(5,466.63)	0	(5,466.63)	
Personnel Services		1,510,005.00	977,592.01	532,412.99	0	532,412.99	35.26%	
5200200 - CUSTODIAL AND SECURITY		2,812,844.71	1,713,510.22	1,099,334.49	379,575.96	719,758.53	39.08%	
5200300 - REPAIRS AND IMPROVEMENTS	Contractual Services	507000 - PROFESSIONAL SERVICES	630,002.00	171,604.45	458,397.55	338,339.98	120,057.57	72.76%
		509201 - FLEET SUPPLY ESD	540.00	360.00	180.00	0	180.00	33.33%
		509205 - FLEET ADMINISTRATION	1,411.00	940.62	470.38	0	470.38	33.34%
		509301 - EQUIPMENT LABOR ESD	144.00	0	144.00	0	144.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	1,160,892.00	228,096.65	932,795.35	232,264.15	700,531.20	80.35%
		510101 - ESD CONTRACTUAL REPAIRS	8.00	0	8.00	0	8.00	100.00%
		512000 - UTILITIES	450,000.00	0	450,000.00	0	450,000.00	100.00%
		512003 - REFUSE DISPOSAL	45,000.00	22,809.06	22,190.94	13,305.02	8,885.92	49.31%
		512004 - STEAM	0	102,611.98	(102,611.98)	94,033.61	(196,645.59)	
		512006 - WATER-CHILLED	0	109,916.25	(109,916.25)	175,290.60	(285,206.85)	
		512007 - WATER & SEWER	115,000.00	73,828.24	41,171.76	0	41,171.76	35.80%
		512201 - ELECTRICITY	400,000.00	239,127.70	160,872.30	665,801.73	(504,929.43)	40.22%
		513000 - MISCELLANEOUS	3,000.00	886.00	2,114.00	650.00	1,464.00	70.47%
		513007 - MISCELLANEOUS CONTRACTUAL SRVC	3,777.00	9,450.41	(5,673.41)	0	(5,673.41)	-150.21%
		535001 - ACCRUED SICK LEAVE RETIREMENT	0	18,656.08	(18,656.08)	0	(18,656.08)	
	Contractual Services		2,809,774.00	978,287.44	1,831,486.56	1,519,685.09	311,801.47	65.18%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	3,212.21	(3,212.21)	0	(3,212.21)	
		781201 - PERA-COORDINATED	96,002.50	40,889.05	55,113.45	0	55,113.45	57.41%
		781301 - FICA-ASDI	79,362.40	32,675.19	46,687.21	0	46,687.21	58.83%
		782101 - MEDICARE	18,560.65	7,647.70	10,912.95	0	10,912.95	58.80%
782701 - DENTAL INSURANCE		12,600.00	4,232.52	8,367.48	0	8,367.48	66.41%	
782801 - VEBA - EXPENSE		0	9,912.81	(9,912.81)	0	(9,912.81)		
782901 - HEALTH INSURANCE		215,193.00	82,873.26	132,319.74	0	132,319.74	61.49%	
784001 - SEVERANCE		.10	59.56	(59.66)	0	(59.66)	59,660.00%	
786001 - LIFE INSURANCE		1,305.00	501.90	803.10	0	803.10	61.54%	
786301 - L/T DISABILITY INS		3,967.67	1,457.52	2,510.15	0	2,510.15	63.27%	
787001 - NON-TAX FRINGE BEN-I.O.E.	14,539.00	11,811.68	2,727.32	0	2,727.32	18.76%		
Fringes		441,530.12	195,273.40	246,256.72	0	246,256.72	55.77%	
Materials / Other	604002 - PARKING	0	15.75	(15.75)	0	(15.75)		
	605001 - REGISTRATION FEE & TUITION	0	152.00	(152.00)	0	(152.00)		
	609101 - ESD EQUIPMENT PARTS	50.00	0	50.00	0	50.00	100.00%	
	609201 - ESD EQUIPMENT FUEL	394.00	146.81	247.19	0	247.19	62.74%	
	610003 - COMPUTER SOFTWARE	0	380.00	(380.00)	30.00	(410.00)		
	611000 - OPERATING SUPPLIES	1,000.00	167.10	832.90	57.38	775.52	83.29%	
	613000 - REPAIR & MAINT SUPPLIES	150,000.00	111,466.94	38,533.06	59,323.15	(20,790.09)	25.69%	
	613001 - BUILDING SUPPLIES	0	0	0	0	0		
	613002 - CARPENTRY SUPPLIES	0	286.63	(286.63)	0	(286.63)		
	613005 - PLUMBING/PIPEFITTING SUPPLIES	400.00	0	400.00	0	400.00	100.00%	
	613007 - OTHER REPAIR/MAINTENANCE SUPP	0	115.04	(115.04)	0	(115.04)		
	613009 - EQUIPMENT REPAIR SUPPLIES	400.00	0	400.00	0	400.00	100.00%	
	616000 - TAXES LICENSES & FEES	3,000.00	200.00	2,800.00	0	2,800.00	93.33%	
	616002 - LICENSE FEES & PERMITS	0	2,494.60	(2,494.60)	73.00	(2,567.60)		
	617001 - UNIFORMS CLOTHING PERS	350.00	140.00	210.00	0	210.00	60.00%	
	619000 - OTHER OPERATING COSTS	200.00	0	200.00	0	200.00	100.00%	
	619201 - MEMBERSHIPS & DUES	400.00	96.53	303.47	0	303.47	75.87%	
	Materials / Other		156,194.00	115,661.40	40,532.60	59,483.53	(18,950.93)	25.95%
Personnel Services	400001 - SALARIES/WAGES - REGULAR	1,280,038.00	498,608.93	781,429.07	0	781,429.07	61.05%	
	400020 - SALARIES/WAGES - PREMIUM	0	1,134.95	(1,134.95)	0	(1,134.95)		
	400501 - BACK PAY - REGULAR TIME	0	1,603.26	(1,603.26)	0	(1,603.26)		
	404401 - PAYMENT FOR COMP TIME	0	16.91	(16.91)	0	(16.91)		
	420001 - OVERTIME - 1.5 TIME	0	7,024.12	(7,024.12)	0	(7,024.12)		

Department	Expense Class Description	Account	Current Budget	Expended YTD	Remaining Available	Encumbered	Remaining Available After Encumb	Percent Remaining Budget
		430001 - OVERTIME - DOUBLE TIME	0	5,379.74	(5,379.74)	0	(5,379.74)	
		450001 - VACATION	0	42,331.18	(42,331.18)	0	(42,331.18)	
		460001 - SICK LEAVE	0	18,448.33	(18,448.33)	0	(18,448.33)	
		461001 - UNUSED SICK LEAVE	0	3,637.44	(3,637.44)	0	(3,637.44)	
		490001 - OTHER LEAVE	0	2,144.24	(2,144.24)	0	(2,144.24)	
	Personnel Services		1,280,038.00	580,329.10	699,708.90	0	699,708.90	54.66%
5200300 - REPAIRS AND IMPROVEMENTS			4,687,536.12	1,869,551.34	2,817,984.78	1,579,168.62	1,238,816.16	60.12%
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	35,000.00	5,287.00	29,713.00	5,074.04	24,638.96	84.89%
		510000 - REPAIR & MAINTENANCE-CONT	139,959.00	4,784.20	135,174.80	33,094.00	102,080.80	96.58%
	Contractual Services		174,959.00	10,071.20	164,887.80	38,168.04	126,719.76	94.24%
	Fringes	781201 - PERA-COORDINATED	0	286.38	(286.38)	0	(286.38)	
		781301 - FICA-ASDI	0	234.22	(234.22)	0	(234.22)	
		782101 - MEDICARE	0	55.61	(55.61)	0	(55.61)	
		782701 - DENTAL INSURANCE	0	46.71	(46.71)	0	(46.71)	
		782801 - VEBA - EXPENSE	0	143.10	(143.10)	0	(143.10)	
		782901 - HEALTH INSURANCE	0	1,081.42	(1,081.42)	0	(1,081.42)	
		786001 - LIFE INSURANCE	0	5.22	(5.22)	0	(5.22)	
		786301 - L/T DISABILITY INS	0	15.88	(15.88)	0	(15.88)	
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	391.27	(391.27)	0	(391.27)	
	Fringes		0	2,259.81	(2,259.81)	0	(2,259.81)	
	Materials / Other	611000 - OPERATING SUPPLIES	40,000.00	12,690.80	27,309.20	7,473.55	19,835.65	68.27%
		613000 - REPAIR & MAINT SUPPLIES	18,000.00	5,880.35	12,119.65	30.66	12,088.99	67.33%
	Materials / Other		58,000.00	18,571.15	39,428.85	7,504.21	31,924.64	67.98%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	0	3,230.40	(3,230.40)	0	(3,230.40)	
		400020 - SALARIES/WAGES - PREMIUM	0	9.43	(9.43)	0	(9.43)	
		420001 - OVERTIME - 1.5 TIME	0	355.32	(355.32)	0	(355.32)	
		430001 - OVERTIME - DOUBLE TIME	0	932.54	(932.54)	0	(932.54)	
		490001 - OTHER LEAVE	0	493.01	(493.01)	0	(493.01)	
	Personnel Services		0	5,020.70	(5,020.70)	0	(5,020.70)	
5200400 - ADULT DETENTION CENTER			232,959.00	35,922.86	197,036.14	45,672.25	151,363.89	84.58%
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	35,001.00	30,640.97	4,360.03	74,169.03	(69,809.00)	12.46%
		507015 - SECURITY SERVICES	0	3,660.00	(3,660.00)	1,025.00	(4,685.00)	
		510000 - REPAIR & MAINTENANCE-CONT	290,000.00	65,823.51	224,176.49	55,715.90	168,460.59	77.30%
		513000 - MISCELLANEOUS	5,000.00	982.60	4,017.40	317.40	3,700.00	80.35%
	Contractual Services		330,001.00	101,107.08	228,893.92	131,227.33	97,666.59	69.36%
	Fringes	781001 - SUPPLEMENTAL PENSION	0	6.98	(6.98)	0	(6.98)	
		781201 - PERA-COORDINATED	17,937.90	440.14	17,497.76	0	17,497.76	97.55%
		781301 - FICA-ASDI	14,828.90	368.64	14,460.26	0	14,460.26	97.51%
		782101 - MEDICARE	3,467.53	86.35	3,381.18	0	3,381.18	97.51%
		782701 - DENTAL INSURANCE	2,520.00	48.28	2,471.72	0	2,471.72	98.08%
		782801 - VEBA - EXPENSE	0	90.95	(90.95)	0	(90.95)	
		782901 - HEALTH INSURANCE	43,039.00	733.11	42,305.89	0	42,305.89	98.30%
		784001 - SEVERANCE	.16	2.78	(2.94)	0	(2.94)	1,882.05%
		786001 - LIFE INSURANCE	261.00	6.17	254.83	0	254.83	97.64%
		786301 - L/T DISABILITY INS	741.45	15.86	725.59	0	725.59	97.86%
		787001 - NON-TAX FRINGE BEN-I.O.E.	699.00	154.05	544.95	0	544.95	77.96%
	Fringes		83,494.63	1,953.31	81,541.32	0	81,541.32	97.66%
	Materials / Other	613000 - REPAIR & MAINT SUPPLIES	35,000.00	2,238.04	32,761.96	0	32,761.96	93.61%
		614001 - MAINTENANCE/CONSTRUCTION MTRLS	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	2,238.04	50,361.96	0	50,361.96	95.75%
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	239,179.00	5,349.19	233,829.81	0	233,829.81	97.76%
		420001 - OVERTIME - 1.5 TIME	0	111.35	(111.35)	0	(111.35)	
	Personnel Services		239,179.00	5,460.54	233,718.46	0	233,718.46	97.72%
5200500 - MBC - WORK FOR OTHERS			705,274.63	110,758.97	594,515.66	131,227.33	463,288.33	84.30%
TOTAL MUNICIPAL BUILDING COMMISSION			9,893,074.43	4,524,891.27	5,368,183.16	2,265,189.71	3,102,993.45	54.26%

Discussion and Action Agenda Item: 2

Date: October 16, 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 \$39,133 on August 31, 2017.

Staff is requesting approval of the HP Fund balance.

Beginning Balance (Fund 3110H)		\$ 602,347
2017 Expenditures to 8/31/2017		\$ (19,127)
2017 Received Revenue to 8/31/2017		\$ 40,917
Reserve for Clock Tower Project (MBC Board Approval 3/16/2015)		\$ (470,000)
Reserve for Bell Support System Project (MBC Board Approval 7/18/2016)		\$ (60,000)
Macdonald & Mack Inv#21632.1, PO#577882 - 2016		\$ 3,627
2017 Bell Project Balance		\$ (56,373)
Macdonald & Mack Inv#21632.2, PO#577882 - 2017		\$ 2,928
Macdonald & Mack Inv#21632.3, PO#577882 - 2017		\$ 1,879
Macdonald & Mack Inv#21632.4, PO#577882 - 2017		\$ 487
Macdonald & Mack Inv#21632.4, PO#599235 - 2017		\$ 350
Macdonald & Mack Inv#21632.5, PO#577882 - 2017		\$ 725
		\$ (50,004)
Add'l Reserve for Bell Support System Proj.(MBC Board Approval 6/29/17)		\$ (65,000)
Ending Fund Balance - 3110H		\$ 39,133

Discussion and Action Item: 3

Date: October 16, 2017

To: Municipal Building Commission Board:

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

From: Erin Delaney

**Subject: 2018 Operating Budget
Discussion and Action Item: 3**

The 2018 Operating Budget request is \$9,826,766 including Work for Others (WFO). This budget funds 59 full-time equivalent positions.

Revised TOTAL MBC BUDGET (including Work for Others)				
Revenues	2017 Adopted	2018 Budget	\$ Change	% Change
Property Taxes	8,417,291	8,791,573	374,282	4.4%
Local Government Aid	216,587	238,599	22,012	10.2%
Fund Balance		299,907	299,907	#DIV/0!
2016 Carry Forward	553,921		(553,921)	-100.0%
Work for Others	705,275	496,687	(208,588)	-29.6%
<i>Total Revenues</i>	<i>9,893,074</i>	<i>9,826,766</i>	<i>(66,308)</i>	<i>-0.7%</i>
Expenditures	2017 Adopted	2018 Budget	\$ Change	% Change
Administration	1,454,457	1,417,016	(37,442)	-2.6%
Custodial & Security	2,812,845	3,017,407	204,562	7.3%
Repairs & Improvements	4,687,538	4,780,656	93,118	2.0%
<i>Subtotal Shared Expenditures</i>	<i>8,954,840</i>	<i>9,215,079</i>	<i>260,239</i>	<i>2.9%</i>
Adult Detention Center (county)	232,959	115,000	(117,959)	-50.6%
Work for Others (self-funded)	705,275	496,687	(208,588)	-29.6%
<i>Total Expenditures</i>	<i>9,893,074</i>	<i>9,826,766</i>	<i>(66,308)</i>	<i>-0.7%</i>

The projected 2018 Operating Expenses exceed the County/City target allocation guidelines by 4.9% or \$462,697, due to \$170,000 in new expenses for benefits and payroll and a \$300,000 increase (25%) for owner occupied work in two stages.

The City share of this variance is \$299,907 and will be funded by the City's fund balance with the MBC. The County's share is \$162,790 and will be funded by an additional property tax allocation that has been included in the County's proposed budget.

The City's share of the 2018 operating expenditure is \$5,539,376 and the County's share of the operating expenditure is \$3,790,702. Accordingly, staff requests that the MBC Board approve the 2018 revenue and expense operating budget of \$9,826,766 (including WFO).

Discussion and Action Agenda Item: 4

Date: October 16th, 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: **Critical Power Upgrade Project bid and contract**
Discussion and Action Agenda Item: 4

As part of the MBC's Critical Power Project, which addresses ongoing safety and electrical systems upgrades in the City Hall/Courthouse building including the Adult Detention Center, the MBC hired Michaud Cooley Erickson (MCE) to design and oversee the construction of a refurbished emergency power distribution system.

The existing backup power systems for the building are physically and functionally obsolete. This project upgrades and replaces aging and undersized equipment, and will ensure compliance as to what should be on emergency power and that an appropriate amount of emergency power is available.

MCE's completed design and associated construction documents address operational reliability and regulatory and legal requirements for both current and future electrical needs. Design work has been coordinated with City and County partners.

The construction cost for this project is estimated at \$4,800,000, and capital funding for the project has been allocated. The tentative schedule calls for releasing the bid in December 2017.

Accordingly, MBC staff is requesting authority to release the bid for construction of the Critical Power Upgrade Project, and to contract with the lowest responsible bidder.

Discussion and Action Agenda Item: 5

Date: October 16, 2017

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

From: Erin Delaney

Subject: **2018 Employer Applications for Benefits**
Discussion and Action Agenda Item: 5

The MBC hired Associated Risk and Benefits as a benefits consultant to advise on benefit plan options. As previously reported, the MBC received draft quotes for dental, life insurance, long-term disability and small employer group health plans. These quotes have been included in the 2018 operating budget estimate.

Accordingly, staff is requesting authority to complete the following benefit applications for coverage effective January 1st, 2018:
Medical: Medica – Large Group employer
Dental: Delta
Life Insurance and LTD: Standard

These plans are recommended by the broker because they closely match current plan designs and are similar to the City's plans. Staff will provide the 2018 premium rates at the December Board meeting.

The following is a projected benefits schedule:

Complete Benefit Applications:	October 2017
Communicate to staff/labor	October 2017
Provider Meetings with employees	October / November 2017
Contract with Third party administrators:	October / November 2017
Open Enrollment	November 13 th -24 th 2017
Set up Vendor payments	December 2017
Effective date of new plans	January 1 st , 2018

Discussion and Action Agenda Item: 6

Date: October 16, 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: **Temporary space request**
Discussion and Action Agenda Item: 6

The City is requesting to temporarily use room 107, for a period of two months, starting in November 2017 through February 6th, 2018. Room 107 is 3500 square feet and assigned to the MBC to use as swing space in relocating tenants during the mechanical/life safety stage work. MBC staff and materials originally designated for room 107 will be relocated to accommodate the request.

- November - December 2017 Newly elected City officials
- January – February 2018 JIC -Joint Information Center for Super Bowl
Will be used as a multi-jurisdictional location

Modifications to the space will be the responsibility of the City. All participants will be required to comply with City Hall/Courthouse security and access procedures. During the JIC use, the Minneapolis Police will station an officer at the 107 entrance for security assistance.

Accordingly, staff requests authority to approve the City's request for the temporary use of City Hall/Courthouse room 107, through February 2018.