



## **Municipal Building Commission Meeting**

**June 5, 2024, 9:00 a.m.**

**Meeting location: City Hall/Courthouse Conference Room 143**

### **AGENDA**

#### **INTRODUCTIONS:**

#### **INFORMATIONAL AGENDA ITEMS:**

- 1) 2025 – 2027 capital funding request
- 2) 2025 preliminary operating budget
- 3) *Door Open Minneapolis* Event
- 4) Payroll/Benefits Assistance

#### **CONSENT AGENDA ITEMS:**

- 5) Approve May 1, 2024, meeting minutes
- 6) Approve MBC contract summary

#### **DISCUSSION AND ACTION AGENDA ITEMS:**

- 7) Approve MBC expenditure report
- 8) Approve MBC historic preservation fund balance
- 9) Approve amendment for MBC Mechanical/Life Safety and City Restack project

## Informational Agenda Item: 1

**Date:** June 5, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **2025-2027 Capital Funding Request**  
**Informational Agenda Item: 1**

Listed below is the MBC's Capital Funding request for 2025-2027. Staff presented the funding request to CLIC (City) in late April and will present to CBTF (County) on July 29. Capital funding is split 50-50 between the City and County unless the project is specific to one entity.

This is informational only; no action is requested at this time.

MBC 2025-2027 Capital Funding Request						
	Project Name	Priority	2025 request	2026 request	2027 Request	Total
New	Fire Alarm Upgrades Includes both City Hall and ADC	1	\$75,000.00	\$1,000,000.00		\$1,075,000.00
New	Heat Exchangers for DW&HW/Pumps/Controls Replacement	2	\$50,000.00	\$600,000.00		\$650,000.00
Existing	Exterior Improvements	3	\$3,300,000.00	\$6,000,000.00		\$9,300,000.00
Existing	Elevator 12 Modernization	4	\$400,000.00	\$0.00		\$400,000.00
New	Electrical bus-ducts replacement	5	\$75,000.00	\$0.00	\$3,500,000.00	\$3,575,000.00
New	HC Only ADC Metal Framing	6	\$75,000.00	\$0.00	\$1,500,000.00	\$1,575,000.00
New	5th Street Sidewalk reconstruction	7	\$75,000.00	\$0.00	\$3,250,000.00	\$3,325,000.00
			\$4,050,000.00	\$7,600,000.00	\$8,250,000.00	\$19,900,000.00

## Informational Agenda Item: 2

**Date:** June 5, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **2025 preliminary operating budget**  
**Informational Agenda Item: 2**

Staff is starting the 2025 Operating budget process.

- The current 2024 operating budget is \$9,714,031
- Three operating cost centers are split 60% City and 40% County
- One cost center (Adult Detention Center) is 100% County

City budget staff instructions are to prepare a budget that keeps both the levy and local government aid contribution flat, and includes potential use of the City's fund balance with the MBC.

County budget instructions are to prepare a budget that is 3% higher than 2024.

MBC staff will work with City and County budget staff with intent to have a draft 2025 operating budget for review at the August 21 Board meeting.

This is informational only; no action is requested at this time.

## Informational Agenda Item: 3

**Date:** June 5, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** *Doors Open Minneapolis – 2024*  
**Informational Agenda Item: 3**

The MBC participated in the *Doors Open Minneapolis 2024* event. Over 250 community members visited the City Hall/Courthouse each day, and it continues to be one of the most popular locations of the weekend.

Activities included:

- Video of 3<sup>rd</sup> floor construction
- Video tribute of Dr. Tony Hill. *Produced by Hennepin County communications.*
- Carillon bell concerts
- Coloring station for the Father of Waters coloring book
- Tours of the rotunda and 1<sup>st</sup> floor balcony

During the event, an attempted security breach occurred and was immediately addressed by MBC security staff and MPD.

The MBC looks forward to participating in the 2025 event.

**Informational Agenda Item: 4**

**Date: June 5, 2024**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member LaTrisha Vetaw**

**From: Erin Delaney**

**Subject: Payroll/Benefit assistance  
Informational Agenda Item: 4**

Staff continues to work with County finance staff for partnership opportunities to provide payroll and benefit assistance for the MBC.

These tasks were previously completed by two (2) funded full time positions: an HR business partner and human resource specialist. Since May 2023, these positions have been vacant, and the agency has been relying on contractors.

Additional information will be available at the next Board meeting on August 21. This is informational only; no action is requested at this time.

**Consent Agenda Item: 5**

**Date: June 5, 2024**

**To: Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member LaTrisha Vetaw**

**From: Erin Delaney**

**Subject: MBC Board meeting minutes  
Consent Agenda Item: 5**

Staff requests approval of the attached May 1, 2024, MBC Board meeting minutes.

**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**May 1, 2024**

President Irene Fernando called the regular Municipal Building Commission (MBC) meeting to order at 9:33 AM at the Minneapolis Public Service Center, Room 525. Present were:

President Irene Fernando, Chair of the Hennepin County Board  
Vice President Jacob Frey, Mayor, City of Minneapolis  
Minneapolis City Council Member LaTrisha Vetaw  
Hennepin County Commissioner Marion Greene

**CONSENT AGENDA ITEMS**

Mayor Frey moved to approve the following consent items:

1. Minutes from the February 28, 2024, meeting
2. Contract Summary (through February 29, 2024)

Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

**DISCUSSION & ACTION AGENDA ITEMS**

3. Council Member Vetaw moved to approve the February 29, 2024 expenditure report. Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

4. Mayor Frey moved to approve the MBC Historic Preservation Fund balance. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

5. Mayor Frey moved to approve the following items related to the MBC Mechanical/Life Safety and City Restack Project:

- a. Amendment #1 to the Shaw Lundquist contract, in the amount of \$1,324,535, for an updated contract amount of \$25,516,317.

Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Yea	Jacob Frey	Yea
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**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**May 1, 2024**

Marion Greene      Yea                      LaTrisha Vetaw      Yea

6. Commissioner Greene moved to approve issuance of a Request for Proposals for a professional services consulting pool and contract with selected vendors. Mayor Frey seconded. A roll call vote was taken, and the motion carried:

Irene Fernando      Yea                      Jacob Frey              Yea  
Marion Greene      Yea                      LaTrisha Vetaw      Yea

**INFORMATIONAL ITEM**

The following item was discussed:

7. Payroll/Human Resources assistance

**CLOSED AGENDA**

8. Commissioner Greene moved that the board go into closed session at 9:44 AM pursuant to MN Statutes 13D.05 to receive and discuss security briefings. President Fernando seconded. A roll call vote was taken, and the motion carried:

Irene Fernando      Yea                      Jacob Frey              Yea  
Marion Greene      Yea                      LaTrisha Vetaw      Yea

A roll call of those present was taken:

- President Irene Fernando
- Vice President Jacob Frey
- Commissioner Marion Greene
- Council Member LaTrisha Vetaw
- MBC Director Erin Delaney
- Hennepin County Attorney Kelly Pierce
- City Operations Officer Margaret Anderson Kelliher
- City Property Services Director Barbara O'Brien

Commissioner Greene moved for adjournment of the Closed Session at 9:59 AM. President Fernando seconded. A roll call vote was taken, and the motion carried:

Irene Fernando      Yea                      Jacob Frey              Yea  
Marion Greene      Yea                      LaTrisha Vetaw      Yea



**UNAPPROVED**  
**Municipal Building Commission Meeting Minutes**  
**May 1, 2024**

**ADJOURNMENT**

The meeting was adjourned at 10 AM by President Fernando.

## Consent Agenda Item: 6

**Date:** June 5, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **MBC Contract Summary**  
**Consent Agenda Item: 6**

Attached are the balances for MBC Contracts through March 31, 2024. The summary report includes:

- Professional Services Contracts
- Master Contracts- *currently under solicitation*
- Pricing Contracts
- Bid Contracts
- Other Contracts (Service, Revenue, MOU's etc.)

**Professional Services Contracts as of 3/31/2024**

Contract	Supplier Name	Descr.	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0007742	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	11/26/2023	11/25/2025	100,000.00	89,105.92	10,894.08	0.00
COM0000931A	BUILDING SYSTEMS HOLDINGS LLC.	MBC - CONSULTING POOL	5/15/2019	12/31/2024	431,834.05	22,591.00	355,059.21	54,183.84
C-43202	DRT BENEFITS CORP/ BRI PARENT INC.	MBC- COBRA ADMIN RETIREE SERV	11/29/2017	12/31/2024	20,000.00	4,989.00	15,011.00	0.00
COM0004996	FIRENET SYSTEMS, INC	MBC-FIRE SYST INSPECTIONS	3/14/2022	3/14/2024	480,000.00	58,497.25	172,161.25	249,341.50
COM0005966	FIRENET SYSTEMS, INC	MBC-SMOKE DAMPER TESTING	10/1/2022	12/31/2024	175,000.00	80,275.00	94,725.00	0.00
COM0003961	JOHN A. VAN DEUSEN & ASSOCIATES, INC.	MBC-ELEVATOR CONSULTING	5/1/2021	5/1/2026	81,000.00	42,687.50	36,822.50	1,490.00
COM0003948	J. PELZL CONSULTING LLC	MBC-ORG DEVELOPMENT_HR CONSULT	6/1/2021	6/1/2026	20,000.00	4,125.00	15,875.00	0.00
COM0002763	ROGERS, SHAUN M.	MBC- REPAIRS & IMPROVEMENTS	7/1/2020	7/1/2025	100,000.00	74,289.99	25,710.01	0.00
COM0001293	SUMMIT FIRE PROTECTION COMPANY	MBC-FIRE PROTECTION CONSULTING	7/15/2019	7/15/2024	150,000.00	106,203.00	43,797.00	0.00
COM0006780	SYSTEM SOFT TECHNOLOGIES INC.	MBC-TEMPORARY STAFFING	5/1/2023	4/30/2024	175,000.00	39,179.69	135,821.31	0.00
COM0004187	WOLD ARCHITECT AND ENGINEERS	MBC-MLS_CITY TI DESIGN PH 3	8/31/2021	8/31/2024	2,831,124.00	525,717.62	2,291,840.16	13,566.22

**Master Contracts as of 3/31/2024**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0000671	ERICKSEN ELLISON AND ASSOCIATE, INC.	MBC-MC CONSULTING POOL	2/1/2019	4/15/2024	1,000,000.00	393.75	151,057.19	848,549.06

**Pricing Contracts as of 3/31/2024**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005559	ALLIANCE MECHANICAL SVCS	MBC - HVAC REPAIR & MAINTENANCE	6/24/2022	6/30/2024	118,000.00	45,046.00	72,954.00	0.00
COM0007431	DRAIN KING, INC.	MBC- DRAIN CLEANING SERVICES	11/1/2023	10/31/2024	67,500.00	67,500.00	0.00	0.00
COM0005900	PWF SOLUTIONS, INC.	MBC- MISC. JANITORIAL PRODUCTS	9/9/2022	8/31/2024	175,000.00	24,609.29	150,390.71	0.00

**Bids as of 3/31/2024**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0003448	LVC COMPANIES, INC.	MBC- FIRE PROTECTION INSPECTION	3/11/2021	3/10/2026	186,175.00	119,108.59	67,066.41	0.00
COM0003333	PAINTING BY NAKASONE, INC	MBC- PAINTING SERVICES	2/1/2021	1/31/2025	685,000.00	173,206.69	511,793.31	0.00
COM0007041	PREFERRED ELECTRIC, INC.	MBC- BUILDING-WIDE ELECTRICAL	6/27/2023	6/30/2024	2,462,042.18	2,462,042.18	0.00	0.00
COM0002838	QUALUS SERVICES	MBC - SWITCHGEAR MAINTENANCE	9/16/2020	12/31/2024	264,854.00	0.00	151,601.00	113,253.00
COM0006688	REILING CONSTRUCTION CO., INC.	MBC-JOURNEYMAN CARPENTRY SERV	4/5/2023	4/30/2024	88,000.00	88,000.00	0.00	0.00
COM0003737	RJM CONSTRUCTION, LLC.	MBC-CH RESTACKING PH-2	5/10/2021	5/15/2024	5,409,702.20	60,007.66	5,349,694.54	0.00
COM0004086	SCHINDLER ELEVATOR CORPORATION	MBC-VERT TRANSPRTN MAINTNCE	9/27/2021	10/1/2024	305,580.00	139,528.91	166,051.09	0.00
COM0007568	SHAW LUNDQUIST ASSOCIATES, INC	MBC-RFP CITY HALL RESTACK PH	11/27/2023	6/30/2026	24,191,782.00	20,981,646.04	2,000,546.86	1,209,589.10
COM0006975	SHEEHY CONSTRUCTION COMPANY	MBC-RFP CITY HALL RESTACK PH	6/26/2023	6/30/2025	2,773,792.28	321,872.26	2,313,230.41	138,689.61
COM0007779	TWIN CITY HARDWARE COMPANY, INC.	MBC: BEST LOCKS HARDWARE	2/22/2024	2/21/2025	35,000.00	30,640.50	4,359.50	0.00
COM0006990	VERSACON, INC.	MBC: REBID -CITY HALL SAFETY	6/28/2023	6/30/2024	845,630.00	24,196.75	780,933.25	40,500.00
COM0005600	VERSACON, INC.	MBC- OFFICE IMP PHASE 3A	6/29/2023	6/30/2024	1,047,405.99	48,287.77	999,118.22	0.00
COM0007135	VERSACON, INC.	MBC- PHASE 3 EARLY DEMOLITION	8/4/2023	12/31/2024	64,442.00	5,539.65	58,902.35	0.00
COM0001762	VEIT DISPOSAL SYSTEMS	MBC-CONSTRUCTION WASTE RECYCLE	1/3/2020	12/31/2024	30,000.00	9,142.33	20,857.67	0.00
COM0007851	WELNA HARDWARE, INC.	MBC-CARPET TILES PURCHASE	2/6/2023	3/5/2025	175,000.00	175,000.00	0.00	0.00
COM0007521	WELNA HARDWARE, INC.	MBC- PAINT SUPPLIES	12/15/2023	12/31/2025	75,000.00	25,000.00	0.00	50,000.00

**Other Contracts as of 3/31/2024**

Contract	Supplier Name	Descr	Begin Dt	Expire Dt	Max. Amt	Encumbered	Expended	Available Balance
COM0005214	COMPLIANCE LINE LLC	MBC-COMPLIANCE HOTLINE	4/13/2022	4/13/2027	21,000.00	16,580.00	4,420.00	0.00
C-18285	HENNEPIN COUNTY	MBC-MOU-MPOP ROOM-A020092	6/1/2001	12/31/2030	1.00	0.00	0.00	1.00
C-27394	HENNEPIN COUNTY	MBC-STEAM/CHILLED WATER TO CH	1/2/2010	12/31/2030	30,000,000.00	437,527.63	6,244,738.88	23,317,733.49
COM0003746	HENNEPIN COUNTY	MBC-A2110735_IT SVCS AGREEMENT	5/1/2021	4/30/2028	600,000.00	156,489.33	443,510.67	0.00
COM0003837	METROPOLITAN COUNCIL	MBC-METPASS COM INCNTV PRGRM	6/1/2021	5/31/2026	50,000.00	40,621.00	9,379.00	0.00
COM0006223	PROCUREMENT CONTRACT MGMT USE ONLY	MBC-COOPERATIVE AGREEMENT	1/1/2023	12/31/2026	1.00	0.00	0.00	1.00
C-44318	STATE OF MINNESOTA	MBC-CH/CRTHSE VEND AGREEMENT	8/1/2018	7/31/2025	1.00	0.00	0.00	1.00

## Discussion and Action Agenda Item: 7

**Date:** June 5, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **MBC Expenditure report**  
**Discussion and Action Agenda Item: 7**

This is a Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This report reflects expenses posted to the system from January 1 through March 31, 2024. Staff requests approval of the attached report.

**Municipal Building Commission 2024**  
**Budget vs YTD Actuals - Expenses**

*Report Generated 5/30/2024      For Period End 3/31/2024*  
*Percent of Year Remaining                      75%*

Department	Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100 Administration	\$1,730,123	\$359,500	21%	79%	\$1,370,623
5200200 Custodial & Security	\$3,360,172	\$702,211	21%	79%	\$2,657,961
5200300 Repairs & Improvements	\$3,842,737	\$779,467	20%	80%	\$3,063,270
<b>Subtotal</b>	<b>\$8,933,031</b>	<b>\$1,841,177</b>	<b>21%</b>	<b>79%</b>	<b>\$7,091,854</b>
5200400 Adult Detention Center	\$681,000	\$75,060	11%	89%	\$605,940
5200500 Work for Others	\$100,000	\$1,988	2%	98%	\$98,012
<b>Total</b>	<b>\$9,714,031</b>	<b>\$1,918,225</b>	<b>20%</b>	<b>80%</b>	<b>\$7,795,806</b>

The City's fund balance at the MBC is currently \$1,877,018. Considering the minimum required fund balance, the available balance is \$537,018. The fund balance is monitored and managed to budget.

<b>Fund Balance through 3/31/2024 - 31100</b>	<b>\$ 1,877,018</b>
<b>Minimum Fund balance amount</b>	<b>(\$1,340,000)</b>
<b>Projected End Fund Balance Amount</b>	<b>\$ 537,018</b>



Department	Expense Class Descr	Account	Current Budget	Expended YTD	Encumbrance	Remaining Available	Remaining Available After Encumb	Percent Remaining Budget
		510081 - ELEVATOR MAINTENANCE	70,000.00	23,848.96	0	46,151.04	46,151.04	65.93%
		510101 - ESD CONTRACTUAL REPAIRS	20.00	0	0	20.00	20.00	100.00%
		511000 - TRANSPORTATION	0	2,171.00	0	(2,171.00)	(2,171.00)	
		512004 - STEAM	250,000.00	100,425.09	0	149,574.91	149,574.91	59.83%
		512005 - UTILITY INSTALLATION REPAIRS	0	39,912.32	370,087.68	(39,912.32)	(410,000.00)	
		512006 - WATER-CHILLED	410,000.00	22,933.18	0	387,066.82	387,066.82	94.41%
		512007 - WATER & SEWER	150,000.00	55,114.45	0	94,885.55	94,885.55	63.26%
		512201 - ELECTRICITY	425,000.00	48,913.04	0	376,086.96	376,086.96	88.49%
		512800 - INSPECTION & TESTING FEES	2,000.00	0	0	2,000.00	2,000.00	100.00%
		513000 - MISCELLANEOUS	54,004.50	0	0	54,004.50	54,004.50	100.00%
	<b>Contractual Services</b>		<b>2,086,210.50</b>	<b>336,189.49</b>	<b>374,953.69</b>	<b>1,750,021.01</b>	<b>1,375,067.32</b>	<b>83.89%</b>
	Fringes	781201 - PERA-COORDINATED	73,829.00	21,163.52	0	52,665.48	52,665.48	71.33%
		781301 - FICA-ASDI	61,033.00	17,501.81	0	43,531.19	43,531.19	71.32%
		782101 - MEDICARE	14,274.00	4,093.20	0	10,180.80	10,180.80	71.32%
		782701 - DENTAL INSURANCE	14,617.00	3,877.15	0	10,739.85	10,739.85	73.48%
		782801 - VEBA - EXPENSE	18,581.00	5,043.78	0	13,537.22	13,537.22	72.86%
		782901 - HEALTH INSURANCE	222,003.00	56,551.63	0	165,451.37	165,451.37	74.53%
		786001 - LIFE INSURANCE	2,529.00	327.85	0	2,201.15	2,201.15	87.04%
		786301 - L/T DISABILITY INS	1,730.00	880.58	0	849.42	849.42	49.10%
		787001 - NON-TAX FRINGE BEN-I.O.E.	20,600.00	1,886.40	0	18,713.60	18,713.60	90.84%
		787601 - Other Post Employment Expense	11,609.00	0	0	11,609.00	11,609.00	100.00%
	<b>Fringes</b>		<b>440,805.00</b>	<b>111,325.92</b>	<b>0</b>	<b>329,479.08</b>	<b>329,479.08</b>	<b>74.74%</b>
	Materials / Other	601111 - PROCUREMENT CARD	3,000.00	1,167.68	0	1,832.32	1,832.32	61.08%
		605001 - REGISTRATION FEE & TUITION	2,500.00	0	0	2,500.00	2,500.00	100.00%
		609101 - ESD EQUIPMENT PARTS	25.00	0	0	25.00	25.00	100.00%
		609201 - ESD EQUIPMENT FUEL	300.00	67.49	0	232.51	232.51	77.50%
		610000 - ADMINISTRATION SUPPLIES	0	0	0	0	0	
		611000 - OPERATING SUPPLIES	145,000.00	33,113.28	64,094.96	111,886.72	47,791.76	77.16%
		611004 - CHEMICAL SUPPLIES & GASES	0	90.74	0	(90.74)	(90.74)	
		613000 - REPAIR & MAINT SUPPLIES	175,000.00	5,162.41	215,720.20	169,837.59	(45,882.61)	97.05%
		616002 - LICENSE FEES & PERMITS	2,500.00	160.00	0	2,340.00	2,340.00	93.60%
		617001 - UNIFORMS CLOTHING PERS	2,500.00	378.36	0	2,121.64	2,121.64	84.87%
		619000 - OTHER OPERATING COSTS	0	0	2,600.00	0	(2,600.00)	
		619201 - MEMBERSHIPS & DUES	500.00	0	0	500.00	500.00	100.00%
	<b>Materials / Other</b>		<b>331,325.00</b>	<b>40,139.96</b>	<b>282,415.16</b>	<b>291,185.04</b>	<b>8,769.88</b>	<b>87.89%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	984,396.00	224,489.70	0	759,906.30	759,906.30	77.20%
		400020 - SALARIES/WAGES - PREMIUM	0	540.90	0	(540.90)	(540.90)	
		400501 - BACK PAY - REGULAR TIME	0	30,533.61	0	(30,533.61)	(30,533.61)	
		410001 - OVERTIME - REGULAR	0	5,802.07	0	(5,802.07)	(5,802.07)	
		430001 - OVERTIME - DOUBLE TIME	0	322.77	0	(322.77)	(322.77)	
		450001 - VACATION	0	18,481.84	0	(18,481.84)	(18,481.84)	
		460001 - SICK LEAVE	0	9,866.21	0	(9,866.21)	(9,866.21)	
		461001 - UNUSED SICK LEAVE	0	605.05	0	(605.05)	(605.05)	
		490001 - OTHER LEAVE	0	1,169.04	0	(1,169.04)	(1,169.04)	
	<b>Personnel Services</b>		<b>984,396.00</b>	<b>291,811.19</b>	<b>0</b>	<b>692,584.81</b>	<b>692,584.81</b>	<b>70.36%</b>
<b>5200300 - REPAIRS AND IMPROVEMENTS</b>			<b>3,842,736.50</b>	<b>779,466.56</b>	<b>657,368.85</b>	<b>3,063,269.94</b>	<b>2,405,901.09</b>	<b>79.72%</b>
5200400 - ADULT DETENTION CENTER	Contractual Services	507000 - PROFESSIONAL SERVICES	79,938.00	0	0	79,938.00	79,938.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	90,000.00	332.24	0	89,667.76	89,667.76	99.63%
	<b>Contractual Services</b>		<b>169,938.00</b>	<b>332.24</b>	<b>0</b>	<b>169,605.76</b>	<b>169,605.76</b>	<b>99.80%</b>
	Fringes	781201 - PERA-COORDINATED	21,377.00	2,826.83	0	18,550.17	18,550.17	86.78%
		781301 - FICA-ASDI	17,672.00	2,167.96	0	15,504.04	15,504.04	87.73%
		782101 - MEDICARE	4,132.00	507.02	0	3,624.98	3,624.98	87.73%
		782701 - DENTAL INSURANCE	2,517.00	754.11	0	1,762.89	1,762.89	70.04%
		782801 - VEBA - EXPENSE	4,120.00	1,062.43	0	3,057.57	3,057.57	74.21%
		782901 - HEALTH INSURANCE	45,399.00	11,924.08	0	33,474.92	33,474.92	73.73%
		786001 - LIFE INSURANCE	515.00	57.59	0	457.41	457.41	88.82%
		786301 - L/T DISABILITY INS	288.00	92.82	0	195.18	195.18	67.77%
		787001 - NON-TAX FRINGE BEN-I.O.E.	0	47.53	0	(47.53)	(47.53)	
	<b>Fringes</b>		<b>96,020.00</b>	<b>19,440.37</b>	<b>0</b>	<b>76,579.63</b>	<b>76,579.63</b>	<b>79.75%</b>
	Materials / Other	611000 - OPERATING SUPPLIES	80,000.00	9,757.22	0	70,242.78	70,242.78	87.80%
		613000 - REPAIR & MAINT SUPPLIES	15,000.00	7,864.21	0	7,135.79	7,135.79	47.57%
	<b>Materials / Other</b>		<b>95,000.00</b>	<b>17,621.43</b>	<b>0</b>	<b>77,378.57</b>	<b>77,378.57</b>	<b>81.45%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	285,022.00	33,490.39	0	251,531.61	251,531.61	88.25%
		400020 - SALARIES/WAGES - PREMIUM	7,210.00	1,196.58	0	6,013.42	6,013.42	83.40%
		400030 - SALARIES/WAGES - SHIFT	0	165.00	0	(165.00)	(165.00)	
		410001 - OVERTIME - REGULAR	0	316.00	0	(316.00)	(316.00)	
		420001 - OVERTIME - 1.5 TIME	27,810.00	0	0	27,810.00	27,810.00	100.00%
		450001 - VACATION	0	1,864.56	0	(1,864.56)	(1,864.56)	
		460001 - SICK LEAVE	0	632.96	0	(632.96)	(632.96)	
	<b>Personnel Services</b>		<b>320,042.00</b>	<b>37,665.49</b>	<b>0</b>	<b>282,376.51</b>	<b>282,376.51</b>	<b>88.23%</b>
<b>5200400 - ADULT DETENTION CENTER</b>			<b>681,000.00</b>	<b>75,059.53</b>	<b>0</b>	<b>605,940.47</b>	<b>605,940.47</b>	<b>88.98%</b>
5200500 - MBC - WORK FOR OTHERS	Contractual Services	507000 - PROFESSIONAL SERVICES	10,000.00	0	0	10,000.00	10,000.00	100.00%
		510000 - REPAIR & MAINTENANCE-CONT	38,400.00	0	0	38,400.00	38,400.00	100.00%
		513000 - MISCELLANEOUS	10,000.00	0	0	10,000.00	10,000.00	100.00%
	<b>Contractual Services</b>		<b>58,400.00</b>	<b>0</b>	<b>0</b>	<b>58,400.00</b>	<b>58,400.00</b>	<b>100.00%</b>
	Fringes	781201 - PERA-COORDINATED	0	54.95	0	(54.95)	(54.95)	
		781301 - FICA-ASDI	0	44.10	0	(44.10)	(44.10)	
		782101 - MEDICARE	0	10.31	0	(10.31)	(10.31)	
		782701 - DENTAL INSURANCE	0	8.66	0	(8.66)	(8.66)	
		782801 - VEBA - EXPENSE	0	12.34	0	(12.34)	(12.34)	
		782901 - HEALTH INSURANCE	0	137.35	0	(137.35)	(137.35)	
	<b>Fringes</b>		<b>0</b>	<b>267.71</b>	<b>0</b>	<b>(267.71)</b>	<b>(267.71)</b>	
	Materials / Other	611000 - OPERATING SUPPLIES	0	0	7,379.00	0	(7,379.00)	
		613000 - REPAIR & MAINT SUPPLIES	20,000.00	988.02	0	19,011.98	19,011.98	95.06%
		616002 - LICENSE FEES & PERMITS	1,000.00	0	0	1,000.00	1,000.00	100.00%
	<b>Materials / Other</b>		<b>21,000.00</b>	<b>988.02</b>	<b>7,379.00</b>	<b>20,011.98</b>	<b>12,632.98</b>	<b>95.30%</b>
	Personnel Services	400001 - SALARIES/WAGES - REGULAR	20,600.00	732.68	0	19,867.32	19,867.32	96.44%
	<b>Personnel Services</b>		<b>20,600.00</b>	<b>732.68</b>	<b>0</b>	<b>19,867.32</b>	<b>19,867.32</b>	<b>96.44%</b>
<b>5200500 - MBC - WORK FOR OTHERS</b>			<b>100,000.00</b>	<b>1,988.41</b>	<b>7,379.00</b>	<b>98,011.59</b>	<b>90,632.59</b>	<b>98.01%</b>
			<b>9,714,031.00</b>	<b>1,918,225.17</b>	<b>918,789.84</b>	<b>7,795,805.83</b>	<b>6,877,015.99</b>	<b>80.25%</b>

## Discussion and Action Agenda Item: 8

**Date:** June 5, 2024

**To:** Municipal Building Commission Board:  
Commissioner Irene Fernando, President  
Mayor Jacob Frey, Vice President  
Commissioner Marion Greene  
Council Member LaTrisha Vetaw

**From:** Erin Delaney

**Subject:** MBC Historic Preservation fund balance and expenditure  
Discussion and Action Agenda Item: 8

The current Historic Preservation fund balance is \$410,620.

Beginning Balance ( <b>Fund 3110H</b> )		\$ 408,408
2024 Received Revenue to 3/31/2024		\$ 2,213
2024 Expenditure to 3/31/2024		
<b>Ending Fund Balance - 3110H</b>		<b>\$ 410,620</b>

Accordingly, staff is requesting approval of the Historic Preservation fund balance in the amount of \$410,620.

For informational purposes, a terracotta ornament was uncovered along the top edge of the 3<sup>rd</sup> floor stair opening in the 3C project. Contingent on the condition of the ornament, there may be an opportunity to salvage the ornament and use the historic preservation fund to pay for the preservation work. Staff will keep the board updated on this issue.

## Discussion and Action Agenda Item: 9

**Date:** June 5, 2024

**To:** **Municipal Building Commission Board:**  
**Commissioner Irene Fernando, President**  
**Mayor Jacob Frey, Vice President**  
**Commissioner Marion Greene**  
**Council Member LaTrisha Vetaw**

**From:** Erin Delaney

**Subject:** **Joint MBC Mech/Life Safety and City Restack project**  
**Discussion and Action Agenda Item: 9**

Progress continues in the joint MBC Mechanical/Life Safety and City Restack project. The MBC holds the contract for this project; therefore, the board approves the contracts and amendments.

**Phase 1:** SW corner of the Ground floor. Work completed 2021.

**Phase 2:** SW corner of the 1<sup>st</sup> floor. Work completed October 2022.

**Phase 3:** SE and NE corner of 3<sup>rd</sup> and Mezzanine floors and City Restacking on Floors 1, 2, 3 & M.

Phase 3A: Room 100 and 124. Work completed May 2023.

Phase 3B: Room 51 and Room 130. Work scheduled for completion in late summer 2024.

Phase 3C: 3<sup>rd</sup> and Mezzanine floors.

### Schedule:

As reported at the May meeting, due to a delay in contract award, design changes, and unforeseen conditions discovered during demolition, the initial construction completion date of December 31, 2024 was no longer viable. Shaw Lundquist, 3C contractor, is proposing March 31, 2025, for completion of 3<sup>rd</sup> floor work. This March 31 date corresponds with ward week that allows for move back to occur when no official council business is scheduled.

To ensure a March 31 completion, Shaw Lundquist has notified the owner of the potential need for overtime hours. The owner group is responsible for overtime costs, and Shaw Lundquist has given a preliminary not to exceed estimate of \$100,000. The owner group (MBC, City, and Owner's Rep) will work with Shaw Lundquist to quantify and confirm the amount necessary and will report this to the Board at the August 21<sup>st</sup> meeting. There is sufficient project budget to fund this expenditure.

### Action Item – contract amendment:

Staff is requesting approval of an amendment to the Shaw Lundquist contract, in the amount of \$144,408.00. This amendment is comprised of the discovery of unforeseen mechanical, electrical, and flooring conditions and small design changes.

Shaw Lundquist Contract	\$24,191,782.00
Board approved amendment 05/01/2024	\$1,324,535.00
Pending contract amendment 06/05/2024	\$144,408.00
<b>Proposed New Contract Total</b>	<b>\$25,660,725.00</b>

Accordingly, staff requests approval of an amendment in the amount of \$144,408.00 to the Shaw Lundquist contract.

### Card readers:

The scope of installing card readers on employee restrooms and interior staircases (second and third floors) will be incorporated into the design and construction of this project. The installation of card readers on first floor west restrooms will start immediately upon arrival of door hardware, is estimated to arrive late June.

### Phase 3C tours:

Tours of select areas of the 3<sup>rd</sup> floor project will be tentatively scheduled for the week of July 8.