



Request for City Council Committee Action from the Department of BIS

Date December 14, 2009

To: **The Honorable Paul Ostrow, Chair, Ways and Means Committee**

Subject: **Execute a Memorandum of Understanding with the Municipal Building Commission.**

Recommendation Authorize proper city officials to execute a Memorandum of Understanding with the Municipal Building Commission regarding the Communications Hub located in City Hall.

Prepared by Robert Arko, Contract Administrator, 673-3984

Submitted by Lynn Willenbring _____, 673-2927
Chief Information Officer

Approved by Steven Bosacker _____
City Coordinator

Presenter in Committee Lynn Willenbring

Policy Review Group Not Applicable

Permanent Review Committee (PRC) Approval Not Applicable

Financial Impact: None. This initiative will be funded out of existing appropriation.

<p>Financial Impact (Check those that apply)</p> <p><input checked="" type="checkbox"/> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Other financial impact (Explain):</p> <p><input checked="" type="checkbox"/> Request provided to department's finance contact prior to the Committee Coordinator</p>
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Background/Supporting Information

The City of Minneapolis Communications Hub is located within City Hall. BIS would like to enter into a Memorandum of Understanding with the MBC to outline ownership of the equipment located within the Communications Hub, establish the services provided by the MBC for maintenance, care and security of the facility, and establish the financial responsibility of BIS for the services provided.