

**Cambridge EDA Meeting - Monday, April 20, 5:45 pm**  
**City Council Chambers, 300 3<sup>rd</sup> Avenue NE**  
Meeting Announcement and Agenda

**DUE TO THE COVID19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING**  
**It will be livestreamed on Facebook (Cambridge City Hall, Minnesota) and posted to**  
**the City's YouTube Channel**

Tentative Time	Agenda Item
5:45 pm	1. Call to Order
5:45 pm	2. Approval of Agenda
5:45 pm	3. Consent Agenda
	A. Approval of December 16, 2019 meeting minutes (p. 3)
	B. Approve EDA Draft February 2020 Financial Statements (p. 6)
	C. Housing Division March 2020 Bills ACH only, Totaling \$62,104.97 (p. 33)
	D. Approve EDA Admin Division Bills Checks #- # Totaling \$22,816.28 (p. 36)
	E. Housing Supervisor's Monthly Report (p. 46)
5:46 pm	4. Work Session
	5. Unfinished Business
5:46 pm	A. Approve Amended Proposal from Inspec/SEH for Structural Analysis for the Mall Roof (p. 47)
	6. New Business
5:55 pm	A. Approve deferment of rent payment for SAC's/Friendship Café (p. 57)
5:57 pm	B. Approve deferment of rent payment for The Gamers Den (p. 59)
6:00 pm	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes – March 16, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 16, 2020 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Lisa Iverson, Jim Godfrey, Joe Morin, and Kersten Conley.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, Economic Development Director Gustafson, and Administrator Woulfe.

**Call to Order**

Morin called the meeting to order at 5:45 p.m.

**Approval of Agenda**

Godfrey moved, seconded by Conley, to approve the agenda. Motion carried unanimously.

**Consent Agenda**

Conley moved, seconded by Godfrey, to approve consent agenda items A – E as presented:

- A. Approval of February 21, 2020 meeting minutes
- B. Approve EDA Draft January 2020 Financial Statements
- C. Housing Division February 2020 Bills ACH only, Totaling \$62,523
- D. Approve EDA Admin Division Bills Checks #116021- #116271 Totaling \$20,001.97
- E. Housing Supervisor's Monthly Report

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

**Work Session**

There were no items under the work session.

**Unfinished Business**

There were no items under the unfinished business.

**New Business**

*Approve Proposal from Inspec for Engineering Services for Roof and Roof Top Units Replacement  
at City Center Mall*

Gustafson informed the members that the roof above City Mall and City Hall, and the boiler have been repaired many times. He said the City and EDA have been budgeting for several years to have the roof, HVAC, and boiler replaced. Gustafson said he reached out to Todd Blank, City Engineer at SEH, and many other roofing companies to see if they offered design and construction services for roof replacement, and HVAC and boiler replacement. Being that this type of service is highly specialized, only Inspec offered services that addressed all of the needs for this project. Blank and other SEH staff reviewed the proposal from Inspec, and feels it is complete and at a fair fee. SEH will also provide the mechanical engineering services for the project. Cynthia Long, Senior Project Manager of Inspec, was present to review their services in more detail.

Gustafson stated that the total cost of the design and bidding services of Inspec and SEH came to \$49,323, and the total construction administration and observation services came to \$33,226. This is roughly about 10 percent of the estimated cost of the roof, HVAC, and boiler replacement, which is estimated to be between \$800,000 and \$1,000,000. The new roof and heating and cooling system would have a 30-year warranty. Gustafson said there are funds in the EDA Administration Fund and the City Hall Capital Fund to pay for the proposed contract from Inspec and SEH, as well as the project which includes the replacement of the roof and heating and cooling systems. Conley moved, seconded by Godfrey, to approve the proposal from Inspec and SEH for engineering services for roof and HVAC replacement at City Mall and City Hall not to exceed \$91,000, and to authorized the EDA president and Executive Director to sign the contract. Roll call was taken, and all member voted aye. Motion passed unanimously.

*Approve Rum River Special Education Cooperative Storage Area Buildout Additional Lease for space*

Gustafson said he was approached by Rum River Special Education Cooperative/District #6079, requesting approval to build a storage unit in front of Suite 150. He said they have been leasing this suite since November 2003, but are in need of additional storage space. Rum River Coop would be paying for all of the buildout costs, and would be using RAK Construction. This is the same company that built the EDA storage suite. Gustafson stated that Rum River Coop would have a temporary lease when the construction was completed, and then would have one lease for all of the space, old and new, starting November 1, 2020. He said the additional lease would be \$162.50 per month for the additional 325 square feet of storage. The storage unit would not affect the overall mall operations, and would only decrease table space by three spaces for any events held in the mall. Shogren moved, seconded by Godfrey, to approve the revised lease with Rum River Special Education, adding the storage suite to the existing lease for an additional \$162.50 per month, and authorizing the EDA president and Executive Director to sign the lease. Motion carried.

**Adjournment**

Godfrey moved, seconded by Conley, to adjourn the meeting at 6:06 p.m. Motion carried unanimously.

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Bob Shogren, President

ATTEST:

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Caroline Moe, Executive Director

CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 29, 2020

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(	2,094.96)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		169,955.12	
901-15500	PREPAID EXPENSES		323.50	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,232,140.52	
901-16300	SITE IMPROVEMENTS		103,618.10	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN		42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	1,728,326.20)	
	TOTAL ASSETS			537,751.04

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		245.58	
901-22600	TENANT SECURITY DEPOSITS		30,437.00	
	TOTAL LIABILITIES			30,682.58

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		187,110.44	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(	227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		18,402.25	
	BALANCE - CURRENT DATE		18,402.25	
	TOTAL FUND EQUITY			507,068.46
	TOTAL LIABILITIES AND EQUITY			537,751.04

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	75,000.00	75,000.00	13,500.00	61,500.00	18.00	76,779.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	13,500.00	61,500.00	18.00	76,779.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	28.29	471.71	5.66	881.12
TOTAL INTEREST & MISC INCOME	500.00	500.00	28.29	471.71	5.66	881.12
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	31,390.00	115,610.00	21.35	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	610.24	3,389.76	15.26	3,097.48
TOTAL RENTAL INCOME	151,000.00	151,000.00	32,000.24	118,999.76	21.19	173,416.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL FUND REVENUE	261,500.00	261,500.00	45,528.53			325,893.04

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	30,000.00	30,000.00	9,550.62	( 20,449.38)	31.84	32,010.47
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	395.22
901-49500-121 PERA (EMPLOYER)	2,250.00	2,250.00	716.29	( 1,533.71)	31.84	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	686.40	( 1,608.60)	29.91	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	2,505.75	2,505.75	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	.00	( 227.00)	.00	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	21.65	21.65	.00	73.35
<b>TOTAL PERSONAL SERVICES</b>	<b>34,772.00</b>	<b>34,772.00</b>	<b>13,480.71</b>	<b>( 21,291.29)</b>	<b>38.77</b>	<b>37,423.24</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	508.50	( 491.50)	50.85	769.51
<b>TOTAL SUPPLIES</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>508.50</b>	<b>( 491.50)</b>	<b>50.85</b>	<b>769.51</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	700.00	700.00	.00	( 700.00)	.00	208.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	( 3,000.00)	.00	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	451.62	( 2,548.38)	15.05	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	437.67	( 6,362.33)	6.44	7,462.42
901-49500-322 POSTAGE	50.00	50.00	.00	( 50.00)	.00	55.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	283.51
901-49500-340 ADVERTISING	300.00	300.00	.00	( 300.00)	.00	46.50
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>13,950.00</b>	<b>13,950.00</b>	<b>889.29</b>	<b>( 13,060.71)</b>	<b>6.37</b>	<b>12,640.15</b>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,500.00	2,500.00	.00	( 2,500.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	21.44	( 378.56)	5.36	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,524.00	1,924.00	420.67	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	( 909.00)	8.55	454.00
<b>TOTAL MISCELLANEOUS</b>	<b>4,494.00</b>	<b>4,494.00</b>	<b>2,630.44</b>	<b>( 1,863.56)</b>	<b>58.53</b>	<b>3,590.72</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>54,216.00</b>	<b>54,216.00</b>	<b>17,508.94</b>	<b>( 36,707.06)</b>	<b>32.29</b>	<b>54,423.62</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49800-210	REC, PUB & OTHER SERVICES	5,500.00	5,500.00	( 397.19)	( 5,897.19)	( 7.22)	8,639.49
	<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	( 397.19)	( 5,897.19)	( 7.22)	8,639.49
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>( 397.19)</b>	<b>( 5,897.19)</b>	<b>( 7.22)</b>	<b>8,639.49</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	.00	( 24,000.00)	.00	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	.00	( 1,800.00)	.00	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	.00	( 1,836.00)	.00	1,235.68
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	( 1,584.00)	.00	654.36
<b>TOTAL PERSONAL SERVICES</b>	<b>29,220.00</b>	<b>29,220.00</b>	<b>.00</b>	<b>( 29,220.00)</b>	<b>.00</b>	<b>19,243.02</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	379.76	( 3,620.24)	9.49	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	20.01
<b>TOTAL SUPPLIES</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>379.76</b>	<b>( 3,820.24)</b>	<b>9.04</b>	<b>2,971.99</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	1,855.42	( 30,144.58)	5.80	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	( 11,364.00)	.00	10,003.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	( 13,000.00)	.00	12,459.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	5,630.08	( 30,369.92)	15.64	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	1,225.39	( 9,274.61)	11.67	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	121.54	( 6,378.46)	1.87	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	802.34	( 2,197.66)	26.74	2,670.72
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>112,364.00</b>	<b>112,364.00</b>	<b>9,634.77</b>	<b>( 102,729.23)</b>	<b>8.57</b>	<b>104,057.84</b>
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	.00	.00	.00	620,701.08
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	.00	.00	.00	33,500.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	.00	.00	.00	69,463.10
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	.00	.00	.00	42,460.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	( 50,000.00)	.00	41,142.82
<b>TOTAL MISCELLANEOUS</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>	<b>( 50,000.00)</b>	<b>.00</b>	<b>807,267.00</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.00</b>	<b>( 6,000.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>201,784.00</b>	<b>201,784.00</b>	<b>10,014.53</b>	<b>( 191,769.47)</b>	<b>4.96</b>	<b>933,539.85</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	261,500.00	261,500.00	27,126.28			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	18,402.25			( 670,709.92)

CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 29, 2020

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	144,381.65
902-11500	ACCOUNTS RECEIVABLE	830.59
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)
	TOTAL ASSETS	<u>145,212.24</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20100	AP ALLOCATED TO OTHER FUNDS	<u>3,200.00</u>
	TOTAL LIABILITIES	3,200.00
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	141,667.29
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>344.95</u>
	BALANCE - CURRENT DATE	<u>344.95</u>
	TOTAL FUND EQUITY	<u>142,012.24</u>
	TOTAL LIABILITIES AND EQUITY	<u>145,212.24</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	47,800.00	47,800.00	10,806.00	36,994.00	22.61	73,512.00
TOTAL INTERGOVERNMENTAL REVE	47,800.00	47,800.00	10,806.00	36,994.00	22.61	73,512.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
TOTAL RENTAL INCOME	150.00	150.00	.00	150.00	.00	2,188.45
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	25.16	24.84	50.32	115.38
TOTAL INTEREST	50.00	50.00	25.16	24.84	50.32	115.38
TOTAL FUND REVENUE	48,000.00	48,000.00	10,831.16			75,815.83

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>SECT 8 ADMINISTRATIVE</b>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	3,000.00	3,000.00	3,200.00	200.00	106.67	1,875.00
902-49500-307	44,000.00	44,000.00	7,415.80	( 36,584.20)	16.85	47,010.29
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>47,000.00</u>	<u>47,000.00</u>	<u>10,615.80</u>	<u>( 36,384.20)</u>	<u>22.59</u>	<u>48,885.29</u>
<i>MISCELLANEOUS</i>						
902-49500-409	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00</u>	<u>( 1,000.00)</u>	<u>.00</u>	<u>.00</u>
<i>FUNCTION 7</i>						
902-49500-720	.00	.00	.00	.00	.00	4,000.00
<i>TOTAL FUNCTION 7</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>4,000.00</u>
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<u><u>48,000.00</u></u>	<u><u>48,000.00</u></u>	<u><u>10,615.80</u></u>	<u><u>( 37,384.20)</u></u>	<u><u>22.12</u></u>	<u><u>52,885.29</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	52,287.00	52,287.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 53,060.59)	( 53,060.59)	.00	( 303,344.05)
902-49775-376 URP PORT REC	.00	.00	644.00	644.00	.00	542.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	.00	.00	.00	715.05
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	( 129.59)	( 129.59)	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	( 129.59)	( 129.59)	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	10,486.21			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	344.95			22,930.54



CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 29, 2020

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	373,863.22	
903-10200	EDA HOUSING DIV OPERATING CASH	12,255.38	
	TOTAL ASSETS		<u>386,118.60</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	188.38	
	BALANCE - CURRENT DATE	188.38	
	TOTAL FUND EQUITY		<u>386,118.60</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,118.60</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; MISC INCOME</u>						
903-36210 INTEREST EARNINGS	1,615.00	1,615.00	376.77	1,238.23	23.33	2,269.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	376.77	1,238.23	23.33	2,269.04
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	9,826.50
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	9,826.50
 TOTAL FUND REVENUE	 1,615.00	 1,615.00	 376.77			 12,095.54

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	1,500.00	1,500.00	175.00	( 1,325.00)	11.67	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	13.39	( 101.61)	11.64	120.45
<i>TOTAL FUNCTION 1</i>		1,615.00	1,615.00	188.39	( 1,426.61)	11.67	1,695.45
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	708.00
<i>TOTAL OTHER SERVICES AND CHA</i>		.00	.00	.00	.00	.00	708.00
<b>TOTAL OTHER HOUSING BUS ACTIV</b>		<b>1,615.00</b>	<b>1,615.00</b>	<b>188.39</b>	<b>( 1,426.61)</b>	<b>11.67</b>	<b>2,403.45</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,615.00	1,615.00	188.39			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	188.38			9,692.09

CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 29, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	10,985.00	
	TOTAL ASSETS		10,985.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	10,985.00	
	BALANCE - CURRENT DATE	10,985.00	
	TOTAL FUND EQUITY		10,985.00
	TOTAL LIABILITIES AND EQUITY		10,985.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	10,985.00	24,015.00	31.39	74,816.42
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	10,985.00	24,015.00	31.39	74,816.42
TOTAL FUND REVENUE	35,000.00	35,000.00	10,985.00			74,816.42

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	( 35,000.00)	.00	74,816.42
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	( 35,000.00)	.00	74,816.42
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	( 35,000.00)	.00	74,816.42

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			74,816.42
NET REVENUES OVER EXPENDITURE	.00	.00	10,985.00			.00



CITY OF CAMBRIDGE  
 BALANCE SHEET  
 FEBRUARY 29, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		6,239.64
	TOTAL ASSETS		<u>6,239.64</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		1.64
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>6,238.00</u>	
	BALANCE - CURRENT DATE		<u>6,238.00</u>
	TOTAL FUND EQUITY		<u>6,239.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,239.64</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	352,200.00	352,200.00	79,380.00	272,820.00	22.54	480,125.00
TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	79,380.00	272,820.00	22.54	480,125.00
<u>OTHER FINANCING SOURCES</u>						
905-39203 TRANSFER IN	.00	.00	.00	.00	.00	4,000.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	4,000.00
 TOTAL FUND REVENUE	 352,200.00	 352,200.00	 79,380.00			 484,125.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	352,200.00	352,200.00	73,142.00	( 279,058.00)	20.77	457,328.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	.00	.00	.00	7,128.00
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>73,142.00</u>	<u>( 279,058.00)</u>	<u>20.77</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>73,142.00</u>	<u>( 279,058.00)</u>	<u>20.77</u>	<u>464,456.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	352,200.00	352,200.00	73,142.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	6,238.00			19,669.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,632.60
TOTAL INTEREST	.00	.00	.00	.00	.00	12,632.60
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	275,000.00	275,000.00	54,462.12	220,537.88	19.80	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	54,462.12	220,537.88	19.80	277,743.52
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL TRANSFERS FROM OTHER FU	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL FUND REVENUE	569,391.00	569,391.00	54,462.12			490,376.12

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101	FULL-TIME EMPLOYEES - REGULAR	96,512.00	96,512.00	19,072.00 ( 77,440.00)	19.76	95,263.53
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	.00 ( 2,500.00)	.00	665.00
205-41930-121	PERA (EMPLOYER)	7,452.00	7,452.00	1,430.40 ( 6,021.60)	19.19	7,041.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	1,397.65 ( 6,203.35)	18.39	7,051.80
205-41930-131	MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	4,254.90 ( 13,168.10)	24.42	16,513.20
205-41930-132	LONGEVITY PAY	2,845.00	2,845.00	.00 ( 2,845.00)	.00	.00
205-41930-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00 ( 1,200.00)	.00	1,200.00
205-41930-151	WORKERS' COMPENSATION PREMIU	575.00	575.00	.00 ( 575.00)	.00	297.68
205-41930-154	HRA/FLEX FEES	100.00	100.00	21.65 ( 78.35)	21.65	73.40
<b>TOTAL PERSONAL SERVICES</b>		<b>136,208.00</b>	<b>136,208.00</b>	<b>26,176.60 ( 110,031.40)</b>	<b>19.22</b>	<b>128,105.61</b>
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	250.00	250.00	70.99 ( 179.01)	28.40	136.02
205-41930-221	REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00 ( 200.00)	.00	.00
205-41930-240	SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00 ( 3,300.00)	.00	246.97
<b>TOTAL SUPPLIES</b>		<b>3,750.00</b>	<b>3,750.00</b>	<b>70.99 ( 3,679.01)</b>	<b>1.89</b>	<b>382.99</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00 ( 5,000.00)	.00	6,268.00
205-41930-313	IT MGMT & BACKUP	2,800.00	2,800.00	451.62 ( 2,348.38)	16.13	2,709.72
205-41930-321	TELEPHONE/CELLULAR	1,400.00	1,400.00	181.88 ( 1,218.32)	12.98	1,097.45
205-41930-331	TRAVEL/MEALS/LODGING	1,000.00	1,000.00	6.10 ( 993.90)	.61	567.79
205-41930-334	MILEAGE REIMBURSEMENT	1,200.00	1,200.00	136.39 ( 1,063.61)	11.37	606.68
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	.00 ( 200.00)	.00	184.00
205-41930-360	INSURANCE AND BONDS	.00	.00	.00 .00	.00	997.81
205-41930-381	ELECTRIC UTILITIES	.00	.00	179.48 179.48	.00	2,434.29
205-41930-383	GAS UTILITIES	.00	.00	53.50 53.50	.00	2,623.31
<b>TOTAL OTHER SERVICES &amp; CHARG</b>		<b>11,600.00</b>	<b>11,600.00</b>	<b>1,008.77 ( 10,591.23)</b>	<b>8.70</b>	<b>17,489.05</b>
<i>MISCELLANEOUS</i>						
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	.00 .00	.00	100.00
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	.00 ( 10,000.00)	.00	14,541.96
205-41930-433	DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00 ( 2,505.00)	10.54	1,965.00
205-41930-440	SCHOOLS & MEETINGS	1,500.00	1,500.00	390.00 ( 1,110.00)	26.00	1,941.50
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00 .00	.00	29,336.76
205-41930-484	NLX ACTIVITIES	.00	.00	.00 .00	.00	8,356.00
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	.00 ( 3,000.00)	.00	.00
205-41930-489	IND PARK MARKETING	10,500.00	18,000.00	.00 ( 18,000.00)	.00	2,000.00
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 ( 3,000.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>		<b>30,800.00</b>	<b>38,300.00</b>	<b>685.00 ( 37,615.00)</b>	<b>1.79</b>	<b>58,241.22</b>
<b>TOTAL EDA ADMINISTRATION</b>		<b>182,358.00</b>	<b>189,858.00</b>	<b>27,941.36 ( 161,916.64)</b>	<b>14.72</b>	<b>204,218.87</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	28,845.00	28,845.00	5,346.00	( 23,499.00)	18.53	27,321.91
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	933.28	( 6,066.72)	13.33	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	400.95	( 1,763.05)	18.53	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	465.59	( 1,741.41)	21.10	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	2,126.09	( 6,585.91)	24.40	8,248.44
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	( 1,584.00)	.00	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	10.85	( 89.15)	10.85	36.70
<b>TOTAL PERSONAL SERVICES</b>	<b>52,212.00</b>	<b>52,212.00</b>	<b>9,282.76</b>	<b>( 42,929.24)</b>	<b>17.78</b>	<b>45,959.87</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	33.99	( 166.01)	17.00	200.24
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	( 125.00)	.00	96.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,365.99	( 13,634.01)	9.11	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	1,761.74	( 1,238.26)	58.72	39.97
<b>TOTAL SUPPLIES</b>	<b>18,325.00</b>	<b>18,325.00</b>	<b>3,161.72</b>	<b>( 15,163.28)</b>	<b>17.25</b>	<b>8,193.16</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	42.65	( 307.35)	12.19	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	.00	( 6,100.00)	.00	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	1,559.25	( 20,440.75)	7.09	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	893.69	( 4,306.31)	17.19	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	310.65	( 4,089.35)	7.06	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	1,700.02	( 2,499.98)	40.48	4,202.27
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>42,250.00</b>	<b>42,250.00</b>	<b>4,506.26</b>	<b>( 37,743.74)</b>	<b>10.67</b>	<b>34,247.09</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	5,257.93	( 10,742.07)	32.86	39,786.02
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	1,716.20	216.20	114.41	2,282.50
205-47000-440 SCHOOLS & MEETINGS	.00	.00	20.00	20.00	.00	19.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	( 12,000.00)	.00	391.80
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
<b>TOTAL MISCELLANEOUS</b>	<b>29,500.00</b>	<b>29,500.00</b>	<b>6,994.13</b>	<b>( 22,505.87)</b>	<b>23.71</b>	<b>44,809.32</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>142,287.00</b>	<b>142,287.00</b>	<b>23,944.87</b>	<b>( 118,342.13)</b>	<b>16.83</b>	<b>133,209.44</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	324,645.00	332,145.00	51,886.23			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	2,575.89			152,947.81



**CAMBRIDGE EDA MEETING**  
March 16, 2020  
**BILLS LIST**

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	3/2/2020	n/a	\$ 50,829.97
ACH-Section 8 Individuals (see attached)	3/2/2020	n/a	\$ 11,275.00
Prepaid Totals			<u>\$ 62,104.97</u>

**\$ 62,104.97**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 3/1/2020-3/31/2020.

Caroline Moe, Director of Finance signature & date Caroline Moe 4/13/2020

Deb Barrett, Housing Supervisor signature & date Deb Barrett 4/14/2020

**ACH Transaction Report**

Batch #: 000229

Created On: 02/26/2020

<u>Name</u>	<u>Amount</u>
Theresa Brunnette	\$1,174.00
Bungalows of Chisago L	\$928.00
Calhoun Apartments	\$1,094.00
Cambridge Square Assoc	\$687.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$6,452.00
DJ Properties of Stanc	\$1,696.00
Elmhurst Apt. c/o Lifs	\$242.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$370.00
New Challenges, Inc.	\$4,466.00
Isanti Village Apartme	\$1,093.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$3,958.00
Legacy Townhomes	\$3,265.00
Main Street Flats LP	\$741.00
Mora HRA	\$658.97
Allen Moulton	\$291.00
Normandy Townhomes	\$3,575.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,321.00
PG Companies Redwing A	\$1,057.00
Pine Village LLC	\$11.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$996.00
Franconia Associates	\$416.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$5,145.00
Trikin Properties Inc.	\$628.00
Wyoming Limited Partne	\$1,647.00
Wyoming Limited Partne	\$2,216.00
Cambridge EDA	\$-50,829.97
<b>Batch Total:</b>	<b>\$0.00</b>

### ACH Transaction Report

Batch #: 000230

Created On: 02/26/2020

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$516.00
Bohmer, John	\$703.00
Dean & Jennifer Bondes	\$939.00
Charles Satak	\$621.00
David Findell	\$621.00
Elmer D. Harp	\$584.00
Jenell King	\$625.00
John Maher	\$377.00
Brett Nelson	\$422.00
Brian Leet	\$359.00
Michael Doran	\$548.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$508.00
Robert Blaisdell	\$985.00
Robert Mattson	\$603.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$577.00
Jordaan R. Wilkerson	\$92.00
Cambridge EDA	\$-11,275.00
<b>Batch Total:</b>	<b>\$0.00</b>

02/26/2020 09:32 #548 P.004/004

<p>CAMBRIDGE EDA MEETING</p> <p>April 20, 2020</p> <p>BILLS LIST</p>
--

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	3/19/2020	116277 - 116331	8,715.17
Prepaid Checks	3/26/2020	116365 - 116394	1,761.45
Prepaid Checks	4/1/2020	116404 - 116442	5,098.05
Prepaid Checks	4/8/2020	116452 - 116484	7,241.61

Prepaid Totals

22,816.28

**TOTAL SUBMITTED FOR APPROVAL**

**\$22,816.28**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 3/6/20-4/8/2020.

Caroline Moe 4/9/2020  
Caroline Moe, Director of Finance signature & date

Linda Gerlach 4-9-2020  
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Install Ballast in Light Fixture - Bridge Park	105.00
	Total 444:		105.00
969	Cardmember Service	Training - S. Gustafson	89.00
	Total 969:		89.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		8.50
1212	Close, Elizabeth	Refund Security Deposit, Interest, Pet Deposit	428.73
	Total 1212:		428.73
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	160.68
	Total 1686:		160.68
2411	Hillyard Inc.	Maintenance Supplies - Mall	275.66
	Total 2411:		275.66
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 105	504.00
	Total 3006:		504.00
3056	Lake Superior Laundry Inc.	Mall Rugs	69.80
	Total 3056:		69.80
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	52.50
	Total 3086:		52.50
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	251.08
	Total 3189:		597.32
3376	Marco Technologies LLC	Install 8000 Series Recorder - Bridge Park	594.90
3376	Marco Technologies LLC	Security Cameras - Bridge Park	204.54
3376	Marco Technologies LLC	Security Cameras - Bridge Park	3,818.03
	Total 3376:		4,617.47
3521	Menards	Tenant Services - Bridge Park	5.99
3521	Menards	Materials - Operating Supplies - Bridge Park	19.37
3521	Menards	Maintenance Supplies - Mall	71.43

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Maintenance Supplies - Mall	8.72
Total 3521:			105.51
3829	Minnesota Dept of Labor and Indu	Elevator Annual Operation - Bridge Park Apts	100.00
Total 3829:			100.00
4211	Northland Fire Protection	Annual Inspection Fire Alarm System - Bridge	1,601.00
Total 4211:			1,601.00
Grand Totals:			8,715.17

Dated: 3/19/2020

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/19/2020	116277	444	Bassing Electric	901-20100	105.00
03/20	03/19/2020	116286	969	Cardmember Service	205-20100	89.00
03/20	03/19/2020	116289	1140	Cintas Corporation	205-20100	8.50
03/20	03/19/2020	116290	1212	Elizabeth Close	901-20100	428.73
03/20	03/19/2020	116302	1686	Ecolab Pest Elimination Div.	901-20100	160.68
03/20	03/19/2020	116308	2411	Hillyard / Minneapolis	205-20100	275.66
03/20	03/19/2020	116312	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	504.00
03/20	03/19/2020	116313	3056	Lake Superior Laundry Inc.	205-20100	69.80
03/20	03/19/2020	116314	3086	Landworks Construction, Inc.	901-20100	52.50
03/20	03/19/2020	116318	3189	LePage and Sons	901-20100	597.32
03/20	03/19/2020	116320	3376	Marco Technologies LLC	901-20100	4,617.47
03/20	03/19/2020	116323	3521	Menards	205-20100	105.51
03/20	03/19/2020	116326	3829	MN Dept of Labor and Industry	901-20100	100.00
03/20	03/19/2020	116331	4211	Northland Fire Protection	901-20100	1,601.00
Grand Totals:						<u>8,715.17</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	89.27
Total 555:			89.27
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2411	Hillyard Inc.	Maintenance Supplies - Mall	45.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	143.52
Total 2411:			188.52
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 203	140.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 105	307.02
Total 3006:			447.02
3521	Menards	Materials - Operating Supplies - Bridge Park	29.40
Total 3521:			29.40
4886	Roof Tech	Roof Repairs - Mall	848.17
Total 4886:			848.17
5801	Verizon Wireless	wireless phone service - Economic Developmen	90.84
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.33
5801	Verizon Wireless	wireless phone service - Bridge Park	42.65
Total 5801:			154.82
Grand Totals:			1,761.45

Dated: 3/26/2020City Treasurer: Caroline Mire



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/26/2020	116365	555	Business Essentials	205-20100	89.27
03/20	03/26/2020	116369	1140	Cintas Corporation	205-20100	4.25
03/20	03/26/2020	116376	2411	Hillyard / Minneapolis	205-20100	188.52
03/20	03/26/2020	116378	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	447.02
03/20	03/26/2020	116380	3521	Menards	901-20100	29.40
03/20	03/26/2020	116388	4886	Roof Tech	205-20100	848.17
03/20	03/26/2020	116394	5801	Verizon Wireless	901-20100	154.82
Grand Totals:						<u>1,761.45</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	14.45
555	Business Essentials	Maintenance Supplies - Mall	212.40
Total 555:			197.95
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	83.97
Total 2350:			83.97
3521	Menards	Maintenance Supplies - Mall	201.85
Total 3521:			201.85
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	13.73
Total 3543:			13.73
3933	Mora HRA	March Contracted Section 8 Administration	3,707.90
Total 3933:			3,707.90
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
Total 5965:			888.40
Grand Totals:			5,098.05

Dated: 4/1/2020

City Treasurer: Caroline Mac

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/01/2020	116404	555	Business Essentials	205-20100	197.95
04/20	04/01/2020	116408	1140	Cintas Corporation	205-20100	4.25
04/20	04/01/2020	116417	2350	HD Supply Facilities Maintenance Ltd	901-20100	83.97
04/20	04/01/2020	116422	3521	Menards	205-20100	201.85
04/20	04/01/2020	116423	3543	Metro Sales, Inc.	901-20100	13.73
04/20	04/01/2020	116426	3933	Mora HRA	902-20100	3,707.90
04/20	04/01/2020	116442	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						5,098.05

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mail	102.04
	Total 555:		102.04
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2421	Redpath and Company	Completion of 2019 Audit	2,000.00
	Total 2421:		2,000.00
3501	MEI Total Elevator Solutions	April Monthly Service - Bridge Park	260.62
	Total 3501:		260.62
4011	NAC Mechanical & Electrical Serv	Spring Semi-Annual Maintenance	1,019.70
	Total 4011:		1,019.70
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	771.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	1,542.00
	Total 5191:		3,855.00
	Grand Totals:		7,241.61

Dated: 4/8/2020

City Treasurer: Caroline Tuel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/08/2020	116452	555	Business Essentials	205-20100	102.04
04/20	04/08/2020	116454	1140	Cintas Corporation	205-20100	4.25
04/20	04/08/2020	116471	3501	MEI Total Elevator Solutions	901-20100	260.62
04/20	04/08/2020	116475	4011	NAC Mechanical & Electrical Services	205-20100	1,019.70
04/20	04/08/2020	116480	2421	Redpath and Company	901-20100	2,000.00
04/20	04/08/2020	116484	5191	SPEW Health Plan	901-20100	3,855.00
Grand Totals:						<u>7,241.61</u>

Prepared by: Deb Barrett

**RE: Report on Bridge Park Apartments Housing Operations**

- Submitted MTCS report (vacancy report). One resident vacating on April 30, 2020. Trying to rent this unit for May 1<sup>st</sup>.
- New shower stall has been installed in unit #411 and had a leaky pipe repaired on 1<sup>st</sup> floor
- Busy keeping building cleaned and sanitized
- Annual unit inspections have been postponed at this time

**5A Approve Amended Proposal from Inspec for Engineering Services for Roof Structural Analysis from SEH for City Hall and City Center Mall (EDA owned parcel)**

---

**April 20, 2020**

**Author: Stan Gustafson, Economic Development Director**

**Request**

Staff is requesting approval for the amended proposal from Inspec for Engineering Services for Structural Analysis for City Hall and City Center Mall (EDA owned parcel).

**Background**

Staff has been working with Inspec and SEH on the potential need for structural engineering for the City Hall and Mall roof to make sure if additional weight of added insulation and new roof top units had adequate support. Staff provided the roof plans for both buildings City Hall and the Mall and both Inspec and SEH are reviewing these and will be contacting the manufacturer to determine the load capacity.

The attached amended proposal from Inspec is to cover the cost as indicated in Sec D. Compensation- Basic Services structural design and analysis.

Inspec Additional Coordination Services	\$1000
SEH Structural Analysis Service	\$4700
SEH Design Service* (only if needed)	<u>\$4000*</u>
<b>Total</b>	<b>\$9700</b>

Please note the \* indicates the \$4000 budget only if needed

Compensation for their services are based on both the City Hall and City Center Mall and will be proportionally paid for from the budgeted line item as listed below along with estimated reimbursable expenses as stated in the contract. The cost of the roof replacement, boiler and HVAC units if the Council and EDA move forward with this proposal the cost estimates. I am estimating approximately \$4500 for City Hall and \$6200 the Mall.

**Fiscal Note**

Funds are on hand in the EDA Administration (fund #205) and City Hall Capital Fund (fund #419) to pay for the proposed contract from Inspec as well as the project which includes structural engineering services, replacement of roof and heating/cooling systems provided the bids are within the range given by Inspec. We will review the proposed funding for the project again prior to the awarding of the contract.

**Recommendation**

Approval the amended proposal from Inspec for Structural Engineering Services for Roof analysis for City Center Mall (EDA owned parcel). Authorize the EDA President and Executive Director to sign the contract.



Smart engineering of  
roofs, walls, windows,  
pavements  
and waterproofing

April 10, 2020

Mr. Stan Gustafson  
City of Cambridge  
300 Third Avenue Northeast  
Cambridge, MN 55008

RE: Proposal for Additional Engineering Services for Roof Replacement at City Hall  
and Cambridge City Center Mall  
Cambridge, Minnesota

Dear Mr. Gustafson:

We are grateful for the opportunity to submit this proposal for additional services on the above-referenced project. We have based this proposal on our conversations, emails, and preliminary drawings during the week of March 30 through April 9, 2020.

#### A. DEFINITIONS

1. Owner/Client: City of Cambridge/EDA
2. Inspec: INSPEC, INC., Engineers/Architects
3. Mechanical/Electrical Engineer: SEH Inc.

#### B. PROJECT INFORMATION

##### 1. Context

This project involves the roof replacement of City Hall located at 300 Third Avenue Northeast, which has a roof size of approximately 28,907 square feet. This roof consists of a single-ply ballasted EPDM roof membrane and is currently drained by primary scuppers.

The Cambridge City Center Mall, located at 140 Buchanan Street North, has a roof size of approximately 31,340 square feet. This roof consists of a fully adhered EPDM membrane and is currently drained by primary scuppers.

Along with the roof replacement, the City will be replacing seventeen (17) packaged rooftop units and four (4) condensing boilers at the facility.

Our opinion of estimated construction cost would be \$800,000 - \$1,000,000 depending on roof system approved by Owner/Client.

##### 2. Owner's Known Problems or Needs

Based on the current code requirements, Inspec requested a proposal from SEH to conduct a structural analysis to verify the structural integrity of the existing structures to support the additional loads of the new rooftop units, the weight of the new roof system, and the snow drift loading on City Hall and City Center Mall. See attached SEH proposal for additional services.

5801 Duluth Street  
Minneapolis, MN 55422  
Ph. 763-546-3434  
Fax 763-546-8669

Minneapolis

Rochester

Milwaukee

Chicago

www.inspec.com



**C. BASIC SERVICES**

The following Basic Services pertain only to the Scope of Work described above.

1. Additional Design Services

City Center Mall

- a. Review existing drawings, plans, and structural joist system.
- b. Visit site to confirm structural systems.
- c. Perform code review and snow load analysis.
- d. Analyze structural capacity. New roofing and new rooftop units shall be considered in the analysis.

City Hall

- e. Review existing drawings, plans, and structural system.
- f. Perform code review.
- g. Analyze structural capacity including new roofing.

Structural Design

- h. Provide structural design including signed plans and specifications to address necessary modifications resulting from the analysis of structure at City Center Mall and City Hall Buildings.

**D. COMPENSATION – BASIC SERVICES**

Inspec will provide Additional Services for the lump sum fees stipulated below:

Inspec Additional Coordination Services .....	\$1,000
SEH Structural Analysis Services.....	\$4,700
SEH Design Services* .....	\$4,000
Total Lump Sum .....	\$9,700

\* At this time, we do not anticipate structural modifications on these buildings. If the structural analysis determines that new structural modifications are required, we request that the City budget a lump sum fee of \$4,000 for Structural Design Services. If structural modifications are not required, Inspec and their team will not invoice the design fee of \$4,000.

**E. PROJECT SCHEDULE**

The following updated schedule is proposed for the roof replacement and mechanical, electrical, and structural scope of work to accommodate the structural analysis requirement for the project.

Bidding Documents Complete	May 8, 2020
Owner Review Complete	May 22, 2020
Final Documents Issued for Bid	June 1, 2020
Bid Opening	June 19, 2020
Contracts Signed	July 2, 2020
All Shop Drawings Reviewed	July 17, 2020
Construction Start	August 17, 2020
End Construction	October 23, 2020

The following is an alternate schedule for 2021 construction schedule.

Construction Start	As early as May 17, 2021
Construction End	July 23, 2021

**F. ADDITIONAL SERVICES**

1. Based on our current knowledge of the existing conditions, we have, to the best of our ability, matched our Basic Services to the needs of your project. However, should the need arise for us to expand our services in response to conditions or events outside our control, we would, under your direction, submit a separate proposal covering such Additional Services. Additional Services are not included under Basic Services nor are they covered by the compensation thereof.
2. Additional Services may include, but are not necessarily limited to, the following:
  - a. Architectural design services for work such as interior finishes.
  - b. After-hour meetings or board meetings.
  - c. Progress meetings.
  - d. As-built drawings.

**G. COMPENSATION – ADDITIONAL SERVICES**

1. Compensation for Additional Services shall be established by separate Additional Services proposal(s) unless indicated otherwise herein.
2. Compensation for Additional Services that are provided by others but retained by Inspec shall be based on the amount billed to Inspec times a factor of 1.1.

**H. CLIENT'S RESPONSIBILITIES**

1. Client shall return a signed proposal to Inspec prior to the commencement of services.
2. Client shall provide Inspec with existing documents available.
3. The Client shall allow Inspec access to roof areas and interior spaces necessary to provide Design Services.

**I. PAYMENT PROVISIONS**

Progress payment invoices for Inspec services shall generally be submitted monthly and are payable upon receipt. Invoices shall be considered past due if not paid within thirty (30) days of invoice date.

**J. SUSPENSION OR TERMINATION OF SERVICES**

This Agreement may be terminated by either party in the event of substantial failure to perform in accordance with the terms of this Agreement through no fault of the terminating party, but only after written notice of the specific nature of the failure to perform has been submitted and after seven days opportunity to cure such failure. If this Agreement is terminated, Inspec shall be paid for services performed to the termination notice date including reimbursable expenses due.

**K. RISK ALLOCATION/DISPUTE RESOLUTION**

1. All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this Agreement, including, but not limited to, breach thereof, shall be referred for mediation under the then current Construction Industry Mediation Rules of the American Arbitration Association prior to any recourse to arbitration or litigation.
2. The Owner agrees to compensate Inspec for reasonable expenses incurred if Inspec is required to respond to legal processes which are related to Inspec's services, but that arise out of a lawsuit or proceeding to which Inspec is not a party.
3. If the Owner brings a lawsuit against Inspec that is dismissed or to which a verdict is rendered for Inspec, the Owner will reimburse Inspec for costs of defense, including but not limited to reasonable attorney's fees.
4. In recognition of the relative risks and benefits of the project to both the Client and to Inspec, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit Inspec's total liability to the Client for any and all claims, losses, costs, damages of any nature whatsoever, or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of Inspec to the Client shall not exceed \$20,000 or the total amount actually paid by Client to Inspec under this proposal, whichever is greater. It is intended that limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**L. REMARKS**

This proposal is valid for thirty (30) days, after which time Inspec reserves the right to modify and resubmit.

This Agreement represents the entire and integrated agreement between Client and Inspec and supersedes all prior negotiation, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Inspec and Client. Nothing herein shall be construed to give any rights or benefits to anyone other than Client and Inspec.

We invite you to visit our website at [www.inspec.com](http://www.inspec.com). We would welcome the opportunity to show you our office and laboratory to learn more about our areas of expertise.

This Agreement entered into as of the day and year first above written.

**For Client**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Title*

City of Cambridge

**For Inspec**

\_\_\_\_\_  
*Signature*

Cynthia J. Long

\_\_\_\_\_  
*Printed Name*

Senior Consultant/Associate

\_\_\_\_\_  
*Printed Title*

INSPEC, INC.

CL/bap

cc: Chuck Schuh, Inspec



Building a Better World  
for All of Us™

April 9, 2020

RE: Cambridge City Hall Facility  
Cambridge, Minnesota  
Improvements – Structural Add Service  
Amendment  
SEH No. INSPE 155018 14.00

Cynthia Long  
Sr. Project Manager – Inspec  
5801 Duluth Street  
Minneapolis, MN 55422

Dear Cynthia:

Inspec has requested a proposal to analyze structural systems and snow loading at the Cambridge City Hall building and City Center Mall building. Based on the results of structural analysis, Inspec has requested design services to address necessary modifications as a result of the analysis. Transmitted herewith is our proposal for professional engineering services for the work of structural analysis and structural design at the aforementioned locations.

#### PROJECT DESCRIPTION

The scope of this proposed work is described in the following text.

1. City Center Mall Analysis
  - a. Review joist system.
  - b. Visit site to confirm structural systems
  - c. Perform code review and snow load analysis
  - d. Analyze structural capacity. New roofing and new rooftop units shall be considered in the analysis.
2. City Hall Building Analysis
  - a. Review existing building plans and structural systems
  - b. Perform code review
  - c. Analyze structural capacity including new roofing.
3. Structural Design
  - a. Provide structural design including signed plans and specifications to address necessary modifications resulting from the analysis of structure at City Center Mall and City Hall Buildings.

#### DELIVERABLES

- Structural Analysis - Technical memorandum outlining the results of the analysis key findings, structural conclusions, and recommendations.
- Structural Design - Preparation of construction plans and specifications for necessary structural modifications as outlined in the technical memorandum. Depending on the results of the structural analysis, structural design may not be necessary.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnals Center Drive, St. Paul, MN 55110-3507

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

Cynthia Long  
Error! Reference source not found.  
Page 2

#### COMPENSATION\*

##### Study Phase

We propose to complete the scope of services identified above on a lump sum basis as noted below.

- Structural Analysis: \$4,700
- Structural Design: \$4,000

Total Lump Sum Fee: 8,700

**\*Structural design fee (\$4,000) will not be billed unless it is determined that structural modifications are required. If, through analysis, it is determined that no modifications to existing structures are necessary, the structural design fee will not be billed.**

#### CLOSURE

We want to thank you for the opportunity to provide Inspec with this proposal. As always, it is very important to us our services continue to meet and surpass your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have. If this proposal is acceptable, please sign and return the attached supplementary letter agreement, authorizing us to proceed with the additional services.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Nicholas Brula PE  
Project Manager  
(Lic. CO, IA, IN, MN, NC, NJ, SD, VA, WI)

dmk

Attachment

x:\v\Inspec\155018\1-gen\10-setup-cont\03-proposal\supplemental services\Inspec - cambridge supplemental structural proposal\_v2.docx

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Inspec ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective March 5, 2020, this Supplemental Letter Agreement dated April 9, 2020 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Structural Analysis at Cambridge City Center Mall and City Hall Buildings.

**Client's Authorized Representative:** Cynthia Long  
**Address:** 5801 Duluth Street  
Minneapolis, MN 55422  
**Telephone:** 763.546.3434 **email:** clong@inspec.com

**Project Manager:** Nick Brula  
**Address:** 3535 Vadnais Center Drive  
Vadnais Heights, MN 55110  
**Telephone:** 651.318.0362 **email:** nbrula@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

Please see attached letter.

**Schedule:** Please see attached letter.

**Payment:** A retainer in the amount of \$0 will be paid in advance of Consultant starting work and will be applied to the final invoice(s).

The lump sum fee is \$8700 including expenses and equipment. This fee includes \$4700 for structural analysis and \$4000 for structural design. If structural design is not required, the design fee of \$4000 will not be billed.


The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

Inspec

By:   
Title: Project Manager

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit A-2  
to Supplemental Letter Agreement  
Between Inspec (Client)  
and  
Short Elliott Hendrickson Inc. (Consultant)  
Dated April 9, 2020**

**Payments to Consultant for Services and Expenses  
Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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6A Approve Suspension of Lease Payments for Isanti County Council on Aging for City Center Mall Suites 164 &176

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April 20, 2020

Author: Stan Gustafson, Economic Development Director

Request:

Approve suspension of lease payments for May and June 2020 for Isanti County Council on Aging for suites 164 & 176 in the City Center Mall.

BACKGROUND

Because of the COVID 19 many businesses have closed by the Governors Proclamation and only allowing essential business to remain open. This has placed financial stress on Isanti County Council on Aging and we are requesting the EDA approve a lease payment suspension for the Month of May and June 2020. At this time, it is uncertain when they will be allowed to reopen and sales pick up and or whether additional time or lease suspension is needed.

A payment plan to recoup the suspended payments do not have to be decided at this time, but staff can work out a payment plan at a later date and bring that back to the EDA for review and approval.

Staff has had conversation with City Administrator Woulfe and Finance Director Moe regarding the above memo.

RECOMMENDATION

Approve the suspension of lease payments for Isanti County Council on Aging for May and June 2020. Payment plan to be worked out at a later time frame

Attachments:

- Email from Jeanie Winselman and Audrey Clough

## Stan Gustafson

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**From:** Lynda Woulfe  
**Sent:** Tuesday, April 7, 2020 2:19 PM  
**To:** Stan Gustafson  
**Subject:** FW: SAC's Rent

Please bring forward to EDA/City Council.

Lynda Woulfe, City Administrator  
City of Cambridge  
300 3<sup>rd</sup> Ave. NE  
Cambridge MN 55008  
[lwoulfe@ci.cambridge.mn.us](mailto:lwoulfe@ci.cambridge.mn.us)  
763-689-3211

**From:** [REDACTED]  
**Sent:** Tuesday, April 7, 2020 2:12 PM  
**To:** Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>  
**Subject:** SAC's Rent

Lynda,

Due to the coronavirus, we currently are not receiving any income. We are attempting to keep our take out and delivery food service available to the community. In order to do this, our employees are volunteering their time.

Therefore, we are requesting a reduced rent until the coronavirus situation is resolved. Any assistance from the City of Cambridge would be greatly appreciated.

Thank you!

Jeannie Winselman & Audrey Clough

6B Approve Suspension of Lease Payments for The Gamers Den for City Center Mall Suites 156, 142 & 174

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April 20, 2020

Author: Stan Gustafson, Economic Development Director

Request:

Approve suspension of lease payments for April and May 2020 for The Gamers Den for suites 156, 142, 174 in the City Center Mall.

BACKGROUND

Because of the COVID 19 many businesses have closed by the Governors Proclamation and only allowing essential business to remain open. This has placed financial stress on The Gamers Den and we are requesting the EDA approve a lease payment suspension for the Month of April and May 2020. At this time, it is uncertain when they will be allowed to reopen and sales pick up and or whether additional time or lease suspension is needed.

A payment plan to recoup the suspended payments do not have to be decided at this time, but staff can work out a payment plan at a later date and bring that back to the EDA for review and approval.

Staff has had conversation with City Administrator Woulfe and Finance Director Moe regarding the above memo.

RECOMMENDATION

Approve the suspension of lease payments for The Gamers Den for April and May 2020. Payment plan to be worked out at a later time frame.

Attachments:

- Letter from The Gamers Den

To the Cambridge City Council

As of today; March 27<sup>th</sup>, due to Executive Order 20-20 we will be closing our retail location for a minimum of 2 weeks. The loss of sales will greatly affect our cash flow.

As our business model includes play space, over the years we have added suites 156 and 174. Those suites were added primarily to support the organized play events we normally run but obviously we are unable to host those events at this time and don't expect we will be able to during the emergency at all. We expect this will have a lasting impact beyond April 11<sup>th</sup>, as social distancing is still going to be important in the fight against Covid 19.

Our peers who run very similar businesses in other states who have reported loss of sales due to Covid 19 and restricted events have reported 70-90% drop in sales. Our larger sales days are primarily weekends, and since Executive Order 20-04 we have only experienced one weekend. That weekend our sales numbers were down about 70% compared to a three-year average of the same weekend's sales, which falls in line with what our peers are experiencing.

We really want to survive Covid 19 and remain a business in this community. We feel the events we run and the camaraderie that exists in our player base make a difference in a lot of people's lives, being able to share a hobby socially and find like minded individuals. So, we are asking for a rent deferral or reduction to assist us in making it through.

Some ideas I've seen from peer's rental agreements is to reduce rent to a fraction or even zero during the emergency, but add months to the end of the lease equal to the missed payments. Another is simply deferred payments with a payment plan worked out later. I would ask the city to consider a similar reduction or deferral of our rent. Obviously, it will take some time to recover as a business, but we have every intention of doing so. Your help will make that more possible.

Thank you for your consideration  
Rhonda & Joe Becker  
The Gamers Den