
Cambridge City Council - City Hall Council Chambers
Tuesday, September 5, 2017, 4:00 pm
Meeting Announcement and Agenda

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda (p. 1)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for August 21, 2017 and Special Meeting Minutes for June 19, 2017 (p. 5)
- B. Draft July 2017 Financial Statements (p. 14)
- C. Purchase in Lieu of Condemnation Agreement for 611 1st Avenue East (p. 80)
- D. Accept Resignation of Part-Time Police Officer John Gillquist (p. 88)
- E. Street Closure Request for Snow Flake Parade (p. 90)
- F. Geotechnical and Sewer Televising services for 2018 Street Improvements (p. 93)
- G. Resolution R17-056 Accepting restricted donation for the Fire Department (p. 100)

5. Work Session

- A. Beyond the Yellow Ribbon Plaque Presentation (verbal)
- B. Review Emergency Action Plan and EOC activation process (p. 102)

6. Unfinished Business

- A. Teen Center & Young Life's Use of Ace Tack Building (p. 128)
- B. Authorize Updates/Remodel of Police Records & Clerical Office Space (p. 140)

7. New Business

- A. Public Hearing – Creation of Development District No. 6

1. Resolution R17-057 Adopting a Modification to the Development Program for Development District No. 6 and the Tax Increment Financing plan for the Establishment of Tax Increment Financing District No. 6-18 (see September 5, 2017 EDA packet for materials) (p. 142)
- B. Public Hearing – Contract for Private Development for Main Street Flats Limited Partnership
 1. Resolution R17-058 Main Street Flats Limited Partnership Contract for Private Development Agreement (see September 5, 2017 EDA packet for materials) (p. 142)
- C. Approve Cambridge Downtown Grant Funds for D.F. Johnson Trust (The Leader) 133-135 Main St. S. (p. 151)
- D. Approve Cambridge Downtown Grant Funds for Donald and Ruth Anne Chilson Living Trust (Chilson Jewelry) 219 Main St S (p. 154)
- E. Approve Cambridge Downtown Loan Funds for Donald and Ruth Anne Chilson Living Trust (Chilson Jewelry) 219 Main St S (p. 161)
- F. 628 2nd Ave NW Agreement to Build Home (p. 177)

8. Committee Reports

- A. Airport Advisory Board (p. 181)
- B. Allina Community Engagement Council (p. 182)
- C. Bike Isanti County (verbal)
- D. Community Education Advisory Council (p. 183)
- E. Cambridge Action Community Team (ACT on Alzheimer's) (next meeting Sept. 20th)
- F. Cambridge Downtown Task Force (verbal)
- G. Cambridge Fire Department (p. 189)
- H. Cambridge Parks, Recreation, and Trails (p. 192)
- I. Cambridge Planning Commission (p. 193)
- J. Cambridge Public Library Task Force (on hiatus)
- K. Highway 95 Design Advisory Task Force (on hiatus)
- L. Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE) (next meeting on Sept. 11, Braham City Hall)
- M. North Highway 65 Corridor Coalition (next meeting Sept. 28, Isanti County Govt. Center)
- N. North 65 Chamber of Commerce (p. 201)
- O. Toward Zero Death (TZD) (p. 202)
- P. Heartland Express Transportation Advisory Committee (TAC) (verbal)
- Q. Isanti County EDA (p. 205)

9. Mayor's Report

10. Council Concerns

- A. Installation Ceremony for New Postmaster Derek L. Hazen (p. 237)

11. City Attorney's Report

12. City Administrator's Report

13. 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.

Unless otherwise noted, all meetings are at City Hall in Council Chambers

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Sept 6	12:00 pm	Toward Zero Death (TZD) Committee
Sept 6	7:00 pm	Planning Commission Meeting
Sept 11	12:00 pm	ICICLE Meeting (Braham City Hall)
Sept 11	5:00 pm	Community Education Advisory Council (Education Services Center-IIS)
Sept 12	7:00 pm	Cambridge Parks, Trails and Recreation Commission Meeting
Sept 18	5:30 pm	EDA Meeting
Sept 18	6:00 pm	City Council Meeting
Sept 20	2:30 pm	ACT on Alzheimer's (Grace Point Crossing Chapel, River Hills)
Sept 23	10:00 am	NLX Meeting (Pine County Court House)
Sept 25	6:00 pm	Fire Dept. Meeting
Sept 25	7:00 pm	Isanti County Parks & Rec Commission (Isanti County Gov't Center)
Sept 28	7:00 pm	North Hwy 65 Corridor Coalition (Isanti County Govt. Center)
Nov. 20	2:30 pm	Long Range Financial Plan Update Meeting

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Sept 15	4-8 pm	Customer Appreciation (Main Street Downtown Cambridge)
Sept 16	All Day	Cambridge City-Wide Garage Sales
Sept 23	9:00 am – Noon	Recycle Event (City Hall Parking Lot)

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SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE CAMBRIDGE CITY COUNCIL

The complete minutes are available for public inspection at the office of the City Administrator, 300 – 3rd Ave. NE, Cambridge, Minnesota.

Regular City Council Meeting August 21, 2017

Members Present: Mayor Marlys Palmer, Council Members Joe M... Kersten Conley, and Lisa Iverson, & Jim Godfrey

- Meeting called to order at 6:01 pm.
- Agenda and Consent Agenda were approved.
- Approved extension request for storage pod.
- Approved Ordinance No. 648 Amending the Future Land Use Map for 323 and 345 4th Ave NE
- Approved Ordinance No. 649 Amending the Zoning Map for 323 and 345 4th Ave NE
- Approved Resolution No. R17-053 Preliminary Plat for Downtown Commercial 4th Plat
- Approved Resolution No. R17-054 Final Plat for Downtown Commercial 4th Plat
- Approved 2017 updates and changes to the AWAIR section of the City of Cambridge Safety Manual.
- Approved Resolution No. R17-049 for a Conditional Use Permit for Main Street Flats.
- Approved Resolution No. R17-050 Right of Way Variation for Main Street Flats.
- Approved Resolution No. R17-051 Preliminary Plat of Main Street Flats.
- Approved Resolution No. R17-052 Final Plat of Main Street Flats.
- Approved reconvening the Library Task Force and appointed Kirsten Conley as the Council representative.
- Approved letter to the editor in response to incorrect information.
- Approved authorization to proceed in negotiation regarding the property at 509 Main St N for parking violation.
- Held closed session to develop offer for the purchase of properties located at 611 and 635 1st Ave NE.
- Adjourned at 8:21 pm.

**Cambridge City Council Meeting Minutes
Monday, August 21, 2017**

A regular meeting of the Cambridge City Council was held on Monday, August 21, 2017, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Joe Morin, Jim Godfrey, and Lisa Iverson. All present, no absences.

Staff Present: City Administrator Woulfe, Police Chief Dwyer, Finance Director Moe, City Engineer Blank, Community Development Administrative Assistant Levitski

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 6:01 pm and led the public in the Pledge of Allegiance.

Citizens Forum

No citizens addressed the City Council.

Approval of the Agenda

Woulfe added 9B Letter to the Editor, 10A 509 Main Street North – Roger Cottrell, 11A Closed Session – Counteroffer for the Purchase of Property Located at 611 1st Ave E and 11B Closed Session – Counteroffer for the Purchase of Property Located at 635 1st Ave E.

Godfrey requested the addition of a 9C – Detour Stop Sign at Kennedy Street and 343rd Ave NE. Woulfe explained 343rd Ave NE is a township road so the City does not have jurisdiction in that area. Woulfe noted staff is working with the County on enforcement of that intersection. Godfrey withdrew the concern.

Morin moved, seconded by Godfrey, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda Approval

Palmer pulled D and Godfrey pulled C for discussion. Morin moved, seconded by Godfrey, to approve consent agenda Items A, B, and E:

- A. Regular and Summary City Council Meeting Minutes for August 7, 2017
- B. Warrants #106505 - #106795 and ACH/Wire items totaling \$2,816,467.90
- E. Resolution R17-055 Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract

Upon roll call Morin, Palmer, Conley, Godfrey, and Iverson voted aye, no nays. Motion carried unanimously.

C. One Day Temporary Consumption and Display Permit for Christ the King Catholic Church for September 10, 2017

Godfrey asked for more information on the event. Woulfe explained Christ the King Catholic Church in Cambridge is hosting a fall festival called September Fest which will be on Sunday, September 10th and is open to the public. It is an event that involves a pork chop dinner and other activities. Godfrey moved, seconded by Iverson, to approve as presented. Motion carried unanimously.

D. Ordinance 647 Amending City Code Title III, Chapter 32 Sister City Commission Composition

Palmer voiced concern having a member that is not a resident of the City of Cambridge given the recent discussion of not having an extra territorial member on the Planning Commission. Discussion ensued and Godfrey pointed out the ordinance indicates "if desired, the City Council may appoint one member at large to the Commission that is not a resident or business owner of the City." so in his opinion it does not mean the City must appoint a member that is not a resident.

Morin moved, seconded by Godfrey, to accept Ordinance 647 as presented. Iverson voiced concern about repeating past mistakes. Motion passed 3/2 with Iverson and Palmer voting nay.

Work Session

There were no work session agenda items.

Unfinished Business

Storage Pod Extension Request – 435 5th Ave NE

Levitski explained in May of 2016 Jean Rollin was granted a request to have a 16' x 8' temporary accessory structure on her property located at 435 5th Ave NE. Council granted the request for six months. Ms. Rollin was concerned that would not be enough time so Council directed her to come back and request an additional six months if needed. Staff did not receive any request and during a field inspection on 5th Ave NE in July, Levitski noticed the structure was still on the property. A notice was sent to Ms. Rollin to remove the structure and she has requested an extension through the month of October.

Jean Rollin took full responsibility for not coming back because of her medical circumstances. Council confirmed staff has not received any complaints.

Woulfe requested Council to have a written agreement that would permit the City to take action to remove the storage container at the owner's expense if she fails to move it by the new deadline.

Iverson moved, seconded by Godfrey, to approve the request for the extension as long as Rollin executes an agreement with the City that the City can contact Mayflower to

remove the pod at Rollin's expense if not removed by the deadline. Motion carried unanimously. Rollin agreed to the terms and will send staff that agreement in writing.

Police Garage Facility

***Review Build by Design Technical Evaluation Scores and Project Budget
Ordinance No. 648 Amending the Future Land Use Map for 323 and 345 4th Ave
NE (PIN: 15.041.0690 and 15.041.0660)***

***Ordinance No. 649 Amending the Zoning Map for 323 and 345 4th Ave NE (PIN:
15.041.0690 and 15.041.0660)***

***Resolution No. R17-053 Preliminary Plat for Downtown Commercial 4th Plat
Resolution No. R17-054 Final Plat for Downtown Commercial 4th Plat***

Morin moved, seconded by Conley, to reject all proposals for the Build by Design. Motion carried unanimously.

Woulfe explained Council can still approve Ordinances 648 and 649 along with the two Resolutions that were presented if they choose. Woulfe stated the ordinances and resolutions lay the ground work for the use for those two parcels by the City and establishes the correct zoning on the parcels. Woulfe noted one of the lots is not a buildable lot it would need to be combined with the other lot in order to make them marketable.

Morin moved, seconded by Iverson, to approve Ordinances 648 and 649 as presented. Godfrey asked for an amendment to the motion to include Resolution R17-053 and R17-054 as presented. Amendment to the motion was approved by Morin and Iverson. The amended motion carried unanimously.

New Business

Updates to AWAIR Section of Safety & Health Manual

Dwyer reported on January 24, 2017, the City of Cambridge Safety Committee conducted a full review of the City's AWAIR (A Workplace Accident and Injury Reduction) Program. The changes were arrived at after working with safety consultant, Douglas Holm of KDH Safety LLC, and the committee.

Palmer confirmed Squires has reviewed the agreement and is supportive of the request.

Godfrey moved, seconded by Iverson, to adopt the 2017 updates and changes to the AWAIR section of the City of Cambridge Safety Manual as presented. Motion carried unanimously.

Main Street Flats Project

***Resolution No. R17-049 for a Conditional Use Permit for Main Street Flats
Approve Resolution No. R17-050 Right of Way Vacation for Main Street Flats
Approve Resolution No. R17-051 Preliminary Plat of Main Street Flats
Approve Resolution No. R17-052 Final Plat of Main Street Flats***

Woulfe explained the project includes redevelopment of the northeast corner of Main St. N and 3rd Ave NE which will be a multi-family apartment.

Morin asked why they are asking for the vacation of the easement. Woulfe stated the islands are being required by staff to ensure they have the proper ingress and egress. Woulfe noted the islands currently exist. Morin voiced concern over the flow of traffic.

Godfrey asked if emergency vehicles will be able to make the "L" shaped turn indicated on the site plan. Woulfe explained the firetrucks will stage on 3rd Ave NE. Godfrey confirmed the plans meet the setback requirements. Morin asked staff to make sure sight lines were maintained. Palmer confirmed they meet the parking requirements.

Morin moved, seconded by Godfrey, to approve Resolutions R17-049, R17-050, R17-051, and R17-052 as presented. Motion carried unanimously.

2018 Local Option Sales Tax Referendum and Reconvening of Library Task Force

Woulfe stated if Council desires to put the library and local option sales tax back on the ballot, she recommended reconvening the task force and adding additional individuals.

Morin moved, seconded by Conley, to reconvene the Library Task Force. Motion carried unanimously.

Karen Lee stated they have learned a few things since the last time and presented Council with the idea to have certain mailings throughout the next year. Godfrey asked if a Park, Trails, and Recreation Board Member should be appointed to the task force given Council's discussion about adding transportation and parks to the referendum. Woulfe explained she was given the name of Melissa Harder-Chapman to add to the list and she also serves on the Parks, Trails, and Recreation Commission. Godfrey also recommended adding Ryan Redfield to the list.

Palmer inquired if the Council wanted to keep the same Council representative on the Library Task Force. After discussion, Iverson moved, seconded by Morin, to approve Conley to serve on the Library Task Force. Motion carried unanimously.

Morin moved, seconded by Iverson, to break from 7:15 pm to 7:25 pm. Motion carried unanimously.

Mayor's Report

Palmer provided an update on meetings attended and upcoming meetings and events.

Council Concerns

LMC Regional Meeting Attendance

Woulfe asked which Council members were interested in attending. Nobody voiced interest but would consider going to the metro meeting once more information is available.

Letter to the Editor

Woulfe presented the Council a letter to the editor that was in the August 10th edition of Isanti-Chisago County Star. Woulfe reminded Council about the session they attended at the League of Minnesota Cities regarding combating incorrect information. Woulfe sought direction from the Council on whether or not they want to respond to the Lewis editorial and provided a draft response for their consideration Godfrey suggested changing the word "funding" to "grants/loans". Squires confirmed there is no legal issues with sending in the letter to the newspaper.

Iverson voiced frustration regarding the perception because citizens are reading incorrect information. Godfrey voiced concern over going back and forth with the paper. Isanti-Chisago Star Editor Bill Stickles III informed Council they are allowed one rebuke each.

Iverson moved, seconded by Morin, to direct staff to publish a Letter to the Editor from the Council and to have the letter published on the City's Facebook page. Motion carried unanimously.

City Attorney's Report

509 Main Street North – Roger Cottrell

Squires stated City staff had sent a letter to Mr. Cottrell asking for compliance with the zoning code's parking requirements. The deadline for compliance has now past and there has been no contact by Mr. Cottrell. Squires asked Council if they would grant the authority to take the zoning enforcement issue to court.

Morin moved, seconded by Conley, to give staff authorization to proceed for whatever enforcement is needed to gain compliance for the parking issues at 509 Main Street North. Palmer asked if she and Godfrey should abstain because they own property adjacent to 509 Main Street N. Squires explained there is no conflict of interest because this issue does not financially affect Palmer or Godfrey. Palmer explained there has been accusations directed towards her for the City enforcing its code requirements. Upon roll call Morin, Conley, Godfrey, and Iverson voted aye, no nays, Palmer abstained due to a perceived conflict of interest. Motion carried 4/0.

Council went into closed session at 8:07 pm.

City Administrator's Report

Closed Session – This meeting was closed under Minnesota Statutes, Section 13D.05, to develop a counteroffer for the purchase of property located at 611 1st Ave E and at 635 1st Ave E.

Adjournment

Being no further business before the City Council, Godfrey moved, seconded by Conley, to adjourn the closed and regular meeting at 8:21 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

DRAFT

**Cambridge City Council Meeting Minutes
Monday, June 19, 2017**

A special meeting of the Cambridge City Council was held on Monday, June 19, 2017, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Joe Morin, Lisa Iverson, and Jim Godfrey. All present, no absences.

Staff Present: City Administrator Woulfe, Finance Director Moe, Public-Works Utilities Director Schwab, Police Chief Dwyer, Economic Development Director Stan Gustafson, Deputy Fire Chief-Emergency Management Director Pennings, and Community Development Director Westover.

Call to Order and Approval of Agenda

Palmer called the meeting to order at 2:30 pm. Morin moved, seconded by Iverson, to approve the agenda for the special meeting as presented. The motion carried unanimously.

Long Range Financial Plan Update

Review of Council's Strategic Goals and Comprehensive Plan USA 1 Map

Westover stated that as part of the recent Comprehensive Plan update a new USA 1 boundary was adopted. Westover noted the revised USA 1 boundary does not include much of the land along Spirit River Drive/Jackson Road NE that the Council expressed a desire in annexing due to the construction of the new water tower in that area.

Westover and the Council reviewed the new USA 1 boundary map and noted the reason the area along Spirit River Drive south of the new water tower location is not included in the boundary is due to:

- The City's future Sanitary Sewer System study/plan. According to our Public Works staff and City Engineer this area is not one of the first areas feasibly served with sewer.
- Many obstacles including wetlands and the Rum River play a part in the cost effectiveness to be served.
- The cost of an additional sewer crossing and the need for lift stations creates a very expensive area served with a burden to the homeowners.
- The new USA 1 boundary includes areas that are most efficiently served first.

Councilmembers expressed a desire to continue with discussions on the annexation of this area and to meet with the Isanti township representatives regarding annexation.

Preview of 2018 Budget and Levy

Moe presented the first draft of the 2018 budget and long range plan information. Moe stated to reach a levy increase of only two percent, the Council will need to cut \$650,000 from the proposed

2018 budget. Woulfe and Moe stressed that the cuts cannot be one time cuts but reoccurring costs must be cut to reduce the pressure future levies. Moe stated that if the Council reduces the 2018 proposed levy, it simply increases the levy needed in future years to sustain services.

Moe stated the initial draft of the budget and long range plan has significant increases as compared to the prior year and noted the main reasons for the increases were:

- Operating levy requests are up approximately \$430,000
 - General government budget has increased \$29K (Admin, Election, Finance, Legal, Community Development, City Hall Maintenance)
 - Public Safety budget has increased \$287,000 (Police, Fire, Emergency Management)
 - Public Works-Streets budget has increased \$62,000
 - Parks Operating budget has increased \$26,000
- Capital levy requests are up approximately \$410,000
 - Tax levy requests for Park capital has increased \$160,000
 - Tax levy requests for Pavement Management has increased \$200,000
 - Tax levy requests for Public Works Streets has increased \$60,000, but is the same amount as the plan draft from prior year
 - Tax levy requests for City Hall has increased \$50,000, but is the same amount as the plan draft from prior year
- Abatement levy requirements are down \$50,000 since we refunded this for 2018 with excess building permits. Future commitments need to be considered for 2017-2021.
- The levy for existing debt is down \$56,000 due to status of tax and assessment collections.

Woulfe and Moe requested the City Council to have a high level discussion about the major categories of the tax levy and provide direction on where the Council would like to reduce services. Councilmembers expressed a desire to retain all current services but would be willing to look at reducing the number of sidewalk miles that Public Works clear, local option sales tax for street improvement project costs, and exploring other revenue possibilities.

Councilmembers expressed the desire to continue to work on the 2018 budget with a target goal of only a two to three percent levy increase.

Adjournment

Being no further business before the City Council, Godfrey moved, seconded by Iverson, to adjourn the special meeting at 5:25 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the seven months ended July 31, 2017. Included in the Monthly Financial Reports are the following components:

Budget Snapshot

General Fund - Amended 2017 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2017 Compared to Actual

Debt Service Fund Summary: Adopted 2017 Budget Compared to Actual

Capital Fund Summary:

Adopted 2017 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2017 Budget Compared to Actual

Wastewater Utility - Adopted 2017 Budget Compared to Actual

Stormwater Utility- Adopted 2017 Budget Compared to Actual

Liquor Store – Adopted 2017 Budget Compared to Actual.

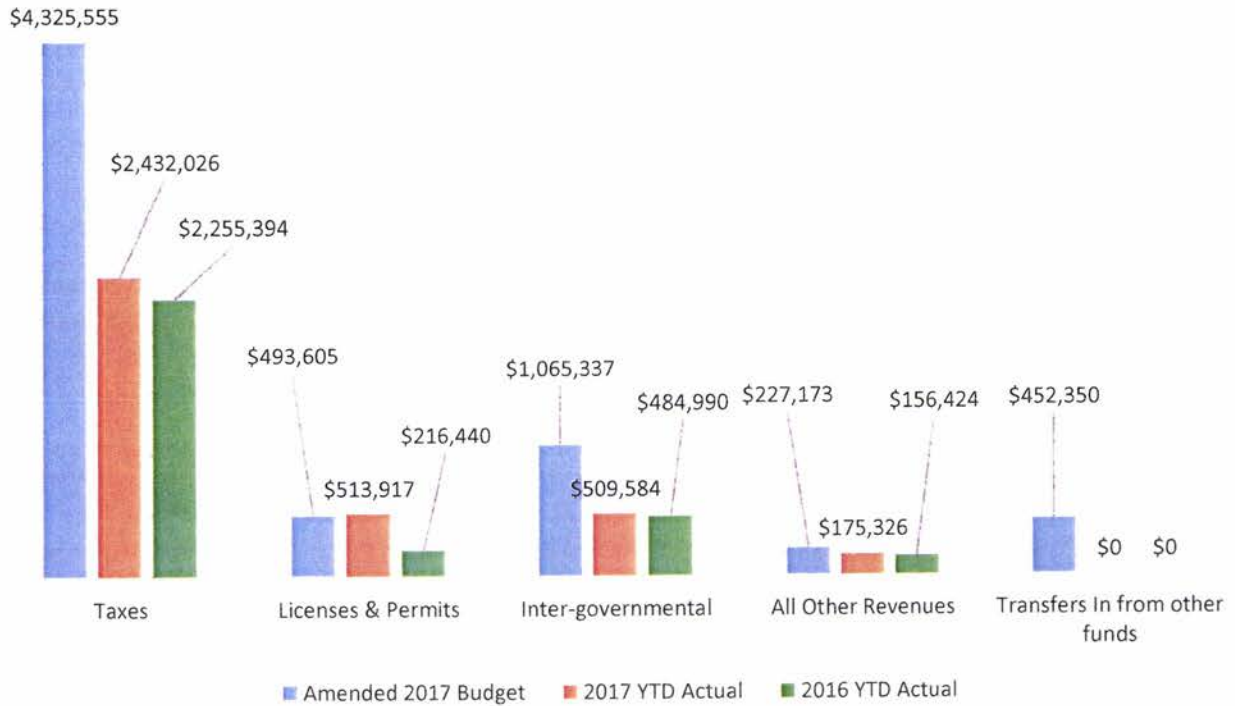
Cash and Investment Summary

Council Action Requested

NONE REQUIRED - For discussion only.

Council Financial Snap Shot

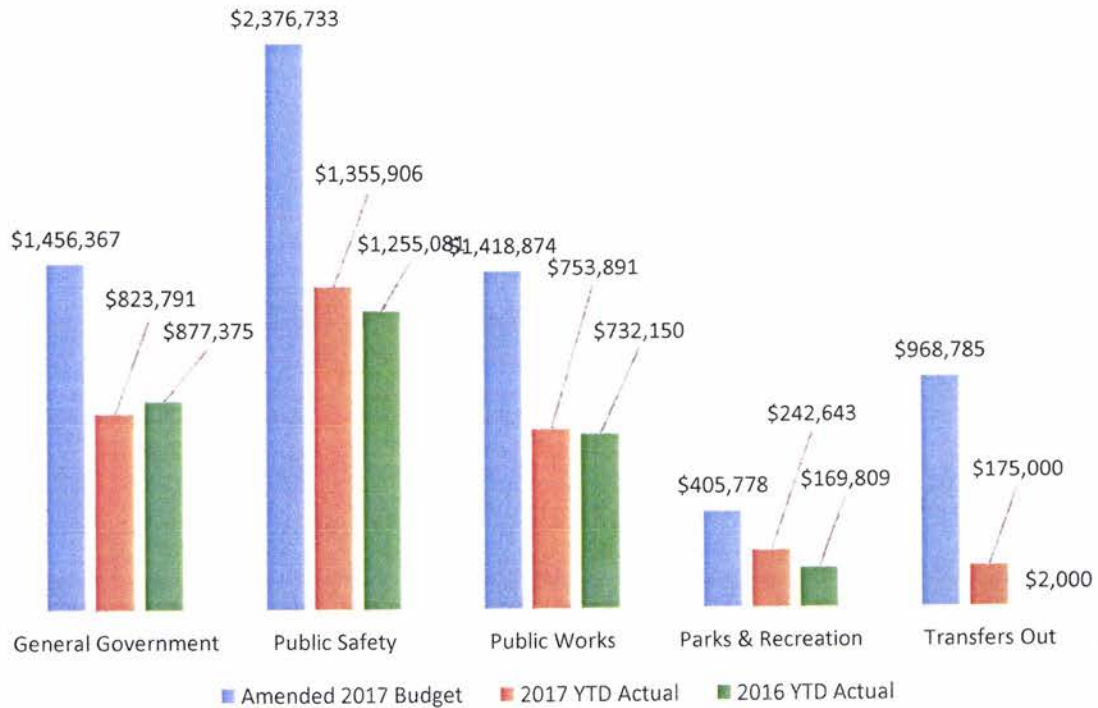
General Fund Revenue Snap Shot 7-31-17



Notes—

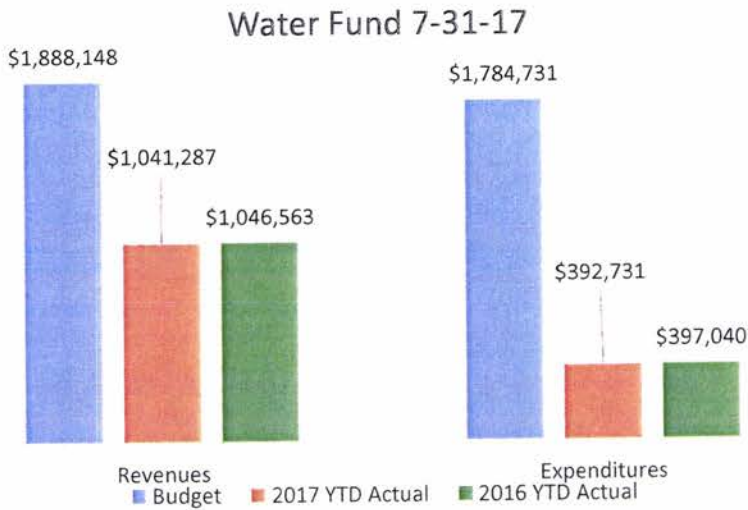
- No concerns on revenues at this time—building permit revenues significantly up from prior year.
- Tax payments are only received in July & December.
- Bulk of Inter-governmental revenue is received in July and December.
- Transfers from other funds are made near the end of the year. YTD actual will be zero until transfers made.

General Fund Expenditure Snap Shot 7-31-17

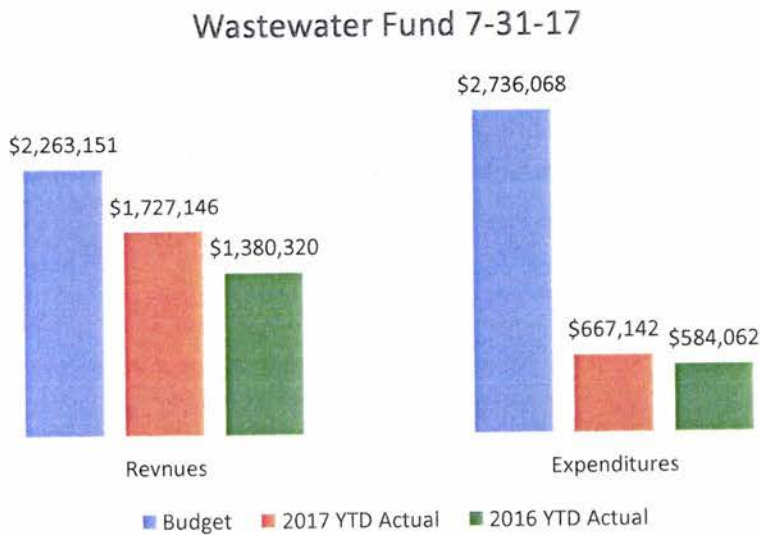


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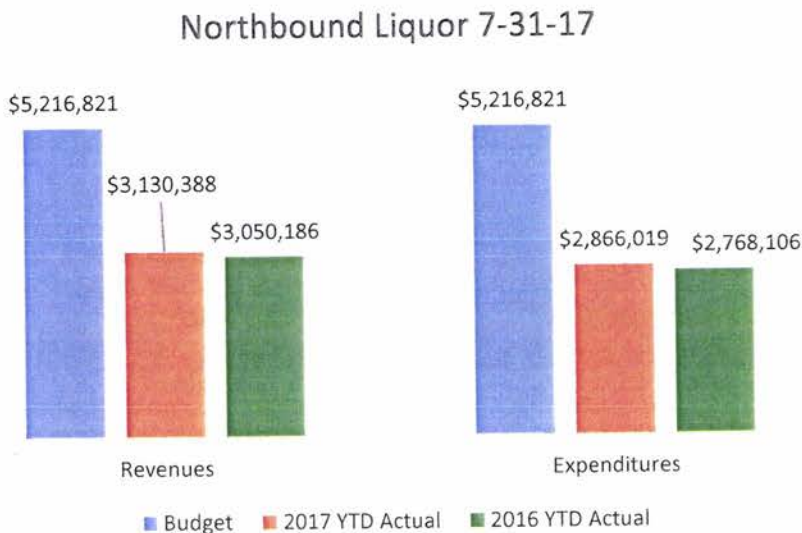
- As expected, park expenditures trending slightly higher in 2017 due to higher operating costs for new ice sheet facility, primarily in utility costs.
- Public Safety and Public Works personnel costs are trending higher in 2017 versus 2016 due to changes in the union contracts.
- Most transfers out will occur near the end of the year. Transfers to date to cover park land acquisition and prefunding of abatement commitment for 2018.



Notes—
 Water sales are not uniform through out the year—higher during summer months. No concerns with revenues or expenditures at this time. Water personnel costs are trending higher in 2017 versus 2016 due to changes in the union contracts.



Notes—
 Wastewater YTD revenues are higher than expected due to sewer access charges received from new development. Wastewater personnel costs are trending higher in 2017 versus 2016 due to changes in the union contracts. Lab and plant repair expense line items trending higher than previous year.



Northbound Sales are not uniform throughout the year—higher in summer months and in December. No concerns with revenues or expenditures at this time. Since 2016 was a record breaking year for revenue and profits, it is a positive sign that we are trending similarly.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	4,325,555.00	4,325,555.00	2,432,025.87	(1,893,529.13)	56.22	4,265,730.15
LICENSES AND PERMITS	257,871.00	493,605.00	513,917.26	20,312.26	104.12	395,991.86
INTERGOVERNMENTAL REVENUES	1,062,688.00	1,065,337.00	509,583.96	(555,753.04)	47.83	1,046,731.17
CHARGES FOR SERVICES	116,391.00	124,168.00	124,818.45	650.45	100.52	118,629.10
FINES AND FORFEITURES	40,740.00	43,250.00	18,833.47	(24,416.53)	43.55	30,994.65
OTHER	47,496.00	59,755.00	31,674.28	(28,080.72)	53.01	123,742.72
MISC REVENUE	.00	.00	.00	.00	.00	6,273.00
OTHER FINANCING SOURCES	452,350.00	452,350.00	.00	(452,350.00)	.00	516,702.00
TOTAL FUND REVENUE	6,303,091.00	6,564,020.00	3,630,853.29	(2,933,166.71)	55.31	6,504,794.65
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	55,012.00	55,012.00	37,537.62	17,474.38	68.24	42,324.46
ADMINISTRATION	244,587.00	279,860.00	142,296.10	137,563.90	50.85	227,358.95
ELECTIONS	1,200.00	1,200.00	.00	1,200.00	.00	7,612.27
FINANCE/MIS	303,047.00	303,047.00	198,769.55	104,277.45	65.59	293,749.02
LEGAL	95,000.00	95,000.00	31,130.62	63,869.38	32.77	86,016.18
BUILDING DEPARTMENT	287,347.00	290,347.00	170,113.09	120,233.91	58.59	314,174.56
ENGINEERING	30,000.00	30,000.00	14,711.74	15,288.26	49.04	25,574.93
PLANNING	239,425.00	260,162.00	150,650.25	109,511.75	57.91	398,745.31
NEW CITY HALL BUILDING	136,039.00	141,739.00	78,582.12	63,156.88	55.44	148,610.39
TOTAL GENERAL GOVERNMENT	1,391,657.00	1,456,367.00	823,791.09	632,575.91	56.56	1,544,166.07
PUBLIC SAFETY						
POLICE DEPARTMENT	2,053,466.00	2,064,567.00	1,182,889.05	881,677.95	57.29	1,863,980.60
FIRE DEPARTMENT	294,079.00	299,966.00	166,282.85	133,683.15	55.43	286,632.79
EMERGENCY MANAGEMENT	6,700.00	6,700.00	3,855.44	2,844.56	57.54	15,145.60
ANIMAL CONTROL	5,500.00	5,500.00	2,879.13	2,620.87	52.35	4,985.00
TOTAL PUBLIC SAFETY	2,359,745.00	2,376,733.00	1,355,906.47	1,020,826.53	57.05	2,170,743.99
STREETS						
STREETS	1,165,089.00	1,211,374.00	648,158.26	563,215.74	53.51	1,122,326.56
STREET LIGHTING	186,500.00	186,500.00	95,207.30	91,292.70	51.05	182,488.30
MAINTENANCE BUILDING	21,000.00	21,000.00	10,528.73	10,471.27	50.14	14,241.56
TOTAL STREETS	1,372,589.00	1,418,874.00	753,894.29	664,979.71	53.13	1,319,056.42
PARK AND RECREATION						
ICE RINK	50,000.00	54,533.00	41,339.74	13,193.26	75.81	9,046.52
PARKS & RECREATION	332,315.00	351,245.00	201,303.87	149,941.13	57.31	303,551.63

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PARK AND RECREATION	382,315.00	405,778.00	242,643.61	163,134.39	59.80	312,598.15
UNALLOCATED EXPENDITURES TRANSFERS OUT	796,785.00	968,785.00	175,000.00	793,785.00	18.06	1,020,678.00
TOTAL UNALLOCATED EXPENDITURES	796,785.00	968,785.00	175,000.00	793,785.00	18.06	1,020,678.00
TOTAL FUND EXPENDITURES	<u>6,303,091.00</u>	<u>6,626,537.00</u>	<u>3,351,235.46</u>	<u>3,275,301.54</u>	<u>50.57</u>	<u>6,367,242.63</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>(62,517.00)</u>	<u>279,617.83</u>	<u>(342,134.83)</u>		<u>137,552.02</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,298,228.00	4,298,228.00	2,288,907.20	2,009,320.80	53.25	4,174,433.09
101-31020 TAXES - DELINQUENT	25,000.00	25,000.00	37,784.87	(12,784.87)	151.14	33,879.93
101-31050 EXCESS TAX INCREMENTS	.00	.00	2,533.96	(2,533.96)	.00	6,950.81
101-31051 DECERT TIF DISTRICT PROCEE	.00	.00	1,840.66	(1,840.66)	.00	4,717.95
101-31060 PENALTIES AND INTEREST	2,327.00	2,327.00	6,219.09	(3,892.09)	267.26	8,301.91
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	.00	94,740.09	(94,740.09)	.00	37,446.46
TOTAL TAXES	4,325,555.00	4,325,555.00	2,432,025.87	1,893,529.13	56.22	4,265,730.15
<u>LICENSES AND PERMITS</u>						
101-32110 LIQUOR LICENSES	14,000.00	14,000.00	13,500.00	500.00	96.43	14,675.00
101-32111 BEER AND SET-UPS	.00	.00	.00	.00	.00	1,200.00
101-32180 CIGARETTES	3,000.00	3,200.00	.00	3,200.00	.00	3,400.00
101-32184 CABLE FRANCHISE FEES	60,000.00	60,000.00	32,793.29	27,206.71	54.66	62,943.81
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	1,250.00	.00	100.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	1,900.00	2,000.00	2,000.00	.00	100.00	.00
101-32218 CITY SHARE ELEC INSPECTIONS	2,000.00	4,720.00	5,741.80	(1,021.80)	121.65	4,851.00
101-32219 RETAINAGE OF BLDG SURCHARGE	131.00	256.00	370.44	(114.44)	144.70	437.50
101-32220 BUILDING PERMITS	140,000.00	374,448.00	411,957.83	(37,509.83)	110.02	254,183.73
101-32222 MECHANICAL PERMITS	20,000.00	11,511.00	16,028.00	(4,517.00)	139.24	27,906.77
101-32225 INVESTIGATION (PENALTY FEE)	100.00	180.00	880.00	(700.00)	488.89	704.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	500.00	375.00	510.00	(135.00)	136.00	705.00
101-32230 PLUMBING PERMITS	9,490.00	16,475.00	20,503.40	(4,028.40)	124.45	16,092.30
101-32240 SIGN PERMITS	1,500.00	1,020.00	1,230.00	(210.00)	120.59	1,662.75
101-32299 PLANNING & ZONING FEES	4,000.00	4,170.00	7,152.50	(2,982.50)	171.52	5,980.00
TOTAL LICENSES AND PERMITS	257,871.00	493,605.00	513,917.26	(20,312.26)	104.12	395,991.86
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	.00	2,649.00	2,649.80	(.80)	100.03	7,560.07
101-33401 LOCAL GOVERNMENT AID (LGA)	744,292.00	744,292.00	372,146.00	372,146.00	50.00	739,066.00
101-33404 STATE AID - OTHER	7,791.00	7,791.00	10,891.25	(3,100.25)	139.79	4,574.00
101-33405 PERA AID	5,822.00	5,822.00	2,911.00	2,911.00	50.00	5,822.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	25,000.00
101-33421 POLICE STATE AID	120,000.00	120,000.00	.00	120,000.00	.00	128,409.36
101-33422 SCHOOL DIST COST FOR OFFICER	130,756.00	130,756.00	37,245.91	93,510.09	28.49	69,957.44
101-33424 SCHOOL DIST ASST SRO#2	.00	.00	33,740.00	(33,740.00)	.00	62,315.00
101-33610 CTY GRANTS & AIDS FOR HWYS	4,027.00	4,027.00	.00	4,027.00	.00	4,027.30
TOTAL INTERGOVERNMENTAL REVE	1,062,688.00	1,065,337.00	509,583.96	555,753.04	47.83	1,046,731.17

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	.00	.00	.00	.00	.00	16.00
101-34105 SALES - MAPS, COPIES, ETC.	437.00	437.00	237.50	199.50	54.35	739.85
101-34201 POLICE DEPARTMENT REPORTS	2,000.00	2,356.00	2,762.25	(406.25)	117.24	3,147.50
101-34202 POLICE ADMINISTRATION FEES	1,500.00	2,050.00	2,150.00	(100.00)	104.88	2,170.00
101-34205 PAWN SHOP TRANSACTION REVENU	5,300.00	5,300.00	4,517.50	782.50	85.24	9,200.00
101-34206 FIRE PROT TOWNSHIP CONTRACT	105,354.00	109,503.00	109,503.39	(.39)	100.00	101,666.75
101-34210 FIRE PROTECTION ADMINISTRATION	1,800.00	2,345.00	2,345.00	.00	100.00	1,689.00
101-34925 PARK ACTIVITY FEES	.00	1,618.00	2,743.00	(1,125.00)	169.53	.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	559.00	559.81	(.81)	100.14	.00
TOTAL CHARGES FOR SERVICES	116,391.00	124,168.00	124,818.45	(650.45)	100.52	118,629.10
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	38,000.00	38,000.00	16,703.47	21,296.53	43.96	18,960.43
101-35102 PARKING FINES	990.00	1,500.00	1,080.00	420.00	72.00	3,160.00
101-35104 ANIMAL CONTROL FINES	1,750.00	1,750.00	1,050.00	700.00	60.00	1,375.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	2,000.00	.00	2,000.00	.00	7,499.22
TOTAL FINES AND FORFEITURES	40,740.00	43,250.00	18,833.47	24,416.53	43.55	30,994.65
<u>OTHER</u>						
101-36101 SPECIAL ASSESSMENT PRINC PYMT	.00	.00	.00	.00	.00	56,660.31
101-36102 SPECIAL ASSESSMENT INTEREST	.00	.00	.00	.00	.00	319.45
101-36200 MISCELLANEOUS	3,996.00	481.00	482.53	(1.53)	100.32	2,477.04
101-36210 INTEREST EARNINGS	20,000.00	21,882.00	.00	21,882.00	.00	23,178.30
101-36220 FACILITY RENTAL	15,000.00	15,000.00	8,249.75	6,750.25	55.00	23,565.00
101-36230 DONATIONS	100.00	2,000.00	3,050.00	(1,050.00)	152.50	2,450.00
101-36234 ARTS GRANT FOR CONCERT SERIES	7,900.00	17,000.00	17,000.00	.00	100.00	7,929.00
101-36240 PATRONAGE CAPITAL	500.00	500.00	.00	500.00	.00	5,633.62
101-36241 FIRE DEPT PRIVATE GRANTS	.00	.00	.00	.00	.00	780.00
101-36242 ALLINA WELLNESS GRANT	.00	2,892.00	2,892.00	.00	100.00	750.00
TOTAL OTHER	47,496.00	59,755.00	31,674.28	28,080.72	53.01	123,742.72
<u>MISC REVENUE</u>						
101-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	6,273.00
TOTAL MISC REVENUE	.00	.00	.00	.00	.00	6,273.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING SOURCES</u>							
101-39203	TRANSFERS FROM OTHER FUNDS	452,350.00	452,350.00	.00	452,350.00	.00	516,702.00
	TOTAL OTHER FINANCING SOURCES	452,350.00	452,350.00	.00	452,350.00	.00	516,702.00
	TOTAL FUND REVENUE	<u>6,303,091.00</u>	<u>6,564,020.00</u>	<u>3,630,853.29</u>			<u>6,504,794.65</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	17,441.76	(12,458.24)	58.33	21,400.20
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	1,334.10	(955.90)	58.26	1,638.82
101-41110-151 WORKERS' COMPENSATION PREMIU	120.00	120.00	67.02	(52.98)	55.85	75.35
TOTAL PERSONAL SERVICES	32,310.00	32,310.00	18,842.88	(13,467.12)	58.32	23,112.37
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	39.50	(60.50)	39.50	20.30
101-41110-210 MISCELLANEOUS OPER SUPPLIES	252.00	2,102.00	1,076.00	(1,026.00)	51.19	22.00
101-41110-213 CITIZEN'S ACADEMY COSTS	1,500.00	.00	.00	.00	.00	.00
101-41110-214 EMPLOYEE RECOGNITION	1,500.00	500.00	202.75	(297.25)	40.55	249.64
TOTAL SUPPLIES	3,352.00	2,702.00	1,318.25	(1,383.75)	48.79	291.94
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	.00	(1,500.00)	.00	405.00
101-41110-331 TRAVEL/MEALS/LODGING	1,500.00	1,500.00	2,039.26	539.26	135.95	1,322.76
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	.00	(150.00)	.00	95.04
101-41110-340 ADVERTISING	50.00	50.00	.00	(50.00)	.00	1,340.50
101-41110-360 INSURANCE AND BONDS	1,000.00	1,000.00	.00	(1,000.00)	.00	497.66
TOTAL OTHER SERVICES AND CHA	4,200.00	4,200.00	2,039.26	(2,160.74)	48.55	3,660.96
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	50.00	50.00	.00	(50.00)	.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	1,500.00	2,150.00	2,150.00	.00	100.00	1,275.00
101-41110-441 SISTER CITY ACTIVITIES	1,500.00	1,500.00	1,137.23	(362.77)	75.82	1,679.19
101-41110-455 FIREWORKS DISPLAY EXPENSES	12,000.00	12,000.00	12,050.00	50.00	100.42	12,275.00
TOTAL MISCELLANEOUS	15,150.00	15,800.00	15,337.23	(462.77)	97.07	15,259.19
TOTAL MAYOR AND CITY COUNCIL	55,012.00	55,012.00	37,537.62	(17,474.38)	68.24	42,324.46

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
101-41320-101 FULL-TIME EMPLOYEES - REGULAR	112,486.00	112,486.00	66,443.26	(46,042.74)	59.07	112,592.62
101-41320-102 FULL-TIME EMPLOYEES - OVERTIME	300.00	300.00	.00	(300.00)	.00	83.43
101-41320-103 PART-TIME - REGULAR	35,631.00	40,051.00	16,401.73	(23,649.27)	40.95	32,834.44
101-41320-121 PERA (EMPLOYER)	11,336.00	11,668.00	6,213.38	(5,454.62)	53.25	10,738.68
101-41320-122 FICA/MEDICARE (EMPLOYER)	11,562.00	11,898.00	6,175.10	(5,722.90)	51.90	10,729.76
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	15,368.00	15,368.00	11,628.22	(3,739.78)	75.67	14,280.72
101-41320-132 ADMIN-LONGEVITY PAY	2,730.00	2,730.00	.00	(2,730.00)	.00	.00
101-41320-133 ADMIN--INS DEDUCTIBLE CONTRIB	1,200.00	1,200.00	1,200.00	.00	100.00	1,200.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,222.00	1,257.00	515.61	(741.39)	41.02	901.83
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	1,000.00	4,000.00	2,192.28	(1,807.72)	54.81	183.49
101-41320-154 HRA/FLEX FEES	200.00	200.00	149.65	(50.35)	74.83	220.15
TOTAL PERSONAL SERVICES	193,035.00	201,158.00	110,919.23	(90,238.77)	55.14	183,765.12
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	611.56	(888.44)	40.77	1,356.22
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	536.79	(1,463.21)	26.84	2,063.83
101-41320-203 CITY NEWSLETTER COSTS	4,500.00	2,500.00	.00	(2,500.00)	.00	2,487.44
101-41320-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	.00
101-41320-209 SOFTWARE UPDATES	1,000.00	1,000.00	998.00	(2.00)	99.80	2,291.90
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	145.70	(354.30)	29.14	420.00
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	500.00	500.00	.00	(500.00)	.00	.00
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	950.92	(49.08)	95.09	647.99
TOTAL SUPPLIES	11,500.00	9,500.00	3,242.97	(6,257.03)	34.14	9,267.38
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	2,000.00	31,150.00	9,562.76	(21,587.24)	30.70	488.75
101-41320-313 IT MGMT & BACKUP	.00	3,000.00	1,354.86	(1,645.14)	45.16	.00
101-41320-322 POSTAGE	5,500.00	2,000.00	1,464.24	(535.76)	73.21	3,385.44
101-41320-331 TRAVEL/MEALS/LODGING	750.00	750.00	550.91	(199.09)	73.45	537.23
101-41320-334 MILEAGE REIMBURSEMENT	300.00	300.00	134.82	(165.18)	44.94	205.96
101-41320-340 ADVERTISING	1,000.00	1,000.00	.00	(1,000.00)	.00	1,340.50
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	800.00	800.00	423.98	(376.02)	53.00	1,698.50
101-41320-360 INSURANCE AND BONDS	1,900.00	1,700.00	.00	(1,700.00)	.00	1,627.77
TOTAL OTHER SERVICES AND CHA	12,250.00	40,700.00	13,491.57	(27,208.43)	33.15	9,284.15

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41320-404 REPAIR & MAINT LABOR - VEH/EQ	202.00	202.00	.00	(202.00)	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,500.00	12,200.00	10,013.73	(2,186.27)	82.08	10,447.00
101-41320-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41320-433 DUES AND SUBSCRIPTIONS	500.00	529.00	528.60	(.40)	99.92	584.30
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	14,000.00	3,575.00	(10,425.00)	25.54	13,096.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	971.00	525.00	(446.00)	54.07	915.00
101-41320-489 OTHER CONTRACTED SERVICES	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>27,802.00</u>	<u>28,502.00</u>	<u>14,642.33</u>	<u>(13,859.67)</u>	<u>51.37</u>	<u>25,042.30</u>
TOTAL ADMINISTRATION	<u>244,587.00</u>	<u>279,860.00</u>	<u>142,296.10</u>	<u>(137,563.90)</u>	<u>50.85</u>	<u>227,358.95</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>						
<i>PERSONAL SERVICES</i>						
101-41410-104 TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	6,535.02
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	6,535.02
<i>SUPPLIES</i>						
101-41410-201 OFFICE SUPPLIES - ACCESSORIES	.00	.00	.00	.00	.00	174.99
<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	174.99
<i>OTHER SERVICES AND CHARGES</i>						
101-41410-331 TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	93.18
101-41410-351 LEGAL NOTICES/ORD PUBLISHING	.00	.00	.00	.00	.00	81.20
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	.00	.00	.00	174.38
<i>MISCELLANEOUS</i>						
101-41410-408 MAINT CONTRACTS - MACH/EQUIP	1,200.00	1,200.00	.00	(1,200.00)	.00	727.88
<i>TOTAL MISCELLANEOUS</i>	1,200.00	1,200.00	.00	(1,200.00)	.00	727.88
TOTAL ELECTIONS	1,200.00	1,200.00	.00	(1,200.00)	.00	7,612.27

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FINANCE/MIS						
<i>PERSONAL SERVICES</i>						
101-41500-101	153,380.00	153,380.00	90,952.83	(62,427.17)	59.30	154,038.91
101-41500-102	100.00	100.00	.00	(100.00)	.00	.00
101-41500-121	11,839.00	11,839.00	6,821.46	(5,017.54)	57.62	11,476.32
101-41500-122	12,075.00	12,075.00	6,766.15	(5,308.85)	56.03	11,402.05
101-41500-131	30,735.00	30,735.00	23,248.44	(7,486.56)	75.64	28,554.48
101-41500-132	4,363.00	4,363.00	.00	(4,363.00)	.00	.00
101-41500-133	2,400.00	2,400.00	2,252.22	(147.78)	93.84	2,442.68
101-41500-151	1,276.00	1,276.00	565.63	(710.37)	44.33	636.79
101-41500-154	200.00	200.00	99.80	(100.20)	49.90	146.80
TOTAL PERSONAL SERVICES	216,368.00	216,368.00	130,706.53	(85,661.47)	60.41	208,698.03
<i>SUPPLIES</i>						
101-41500-201	1,400.00	1,400.00	448.61	(951.39)	32.04	1,380.45
101-41500-204	3,500.00	1,800.00	1,680.09	(119.91)	93.34	1,640.78
101-41500-209	1,000.00	1,000.00	675.00	(325.00)	67.50	1,275.00
101-41500-210	500.00	400.00	126.65	(273.35)	31.66	478.77
101-41500-240	2,000.00	1,000.00	.00	(1,000.00)	.00	2,457.00
TOTAL SUPPLIES	8,400.00	5,600.00	2,930.35	(2,669.65)	52.33	7,232.00
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301	30,000.00	30,000.00	30,000.00	.00	100.00	28,965.87
101-41500-304	1,000.00	1,138.00	2,838.00	1,700.00	249.38	.00
101-41500-308	750.00	750.00	471.00	(279.00)	62.80	565.00
101-41500-309	25,000.00	24,362.00	11,867.00	(12,495.00)	48.71	29,108.13
101-41500-313	.00	3,000.00	1,354.86	(1,645.14)	45.16	.00
101-41500-331	500.00	500.00	93.92	(406.08)	18.78	98.00
101-41500-334	440.00	440.00	120.03	(319.97)	27.28	283.50
101-41500-351	400.00	400.00	369.56	(30.44)	92.39	530.10
101-41500-360	1,600.00	1,500.00	.00	(1,500.00)	.00	1,412.64
TOTAL OTHER SERVICES AND CHA	59,690.00	62,090.00	47,114.37	(14,975.63)	75.88	60,963.24
<i>MISCELLANEOUS</i>						
101-41500-409	14,500.00	15,500.00	15,458.00	(42.00)	99.73	13,808.00
101-41500-430	365.00	205.00	.00	(205.00)	.00	245.45
101-41500-433	2,000.00	1,560.00	1,278.30	(281.70)	81.94	1,554.30
101-41500-440	1,724.00	1,724.00	1,282.00	(442.00)	74.36	1,248.00
TOTAL MISCELLANEOUS	18,589.00	18,989.00	18,018.30	(970.70)	94.89	16,855.75
TOTAL FINANCE/MIS	303,047.00	303,047.00	198,769.55	(104,277.45)	65.59	293,749.02

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304 LEGAL FEES	55,000.00	55,000.00	11,379.64	(43,620.36)	20.69	46,514.22
101-41610-305 PROSECUTION SERVICES	40,000.00	40,000.00	19,750.98	(20,249.02)	49.38	39,501.96
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>95,000.00</u>	<u>95,000.00</u>	<u>31,130.62</u>	<u>(63,869.38)</u>	<u>32.77</u>	<u>86,016.18</u>
TOTAL LEGAL	<u><u>95,000.00</u></u>	<u><u>95,000.00</u></u>	<u><u>31,130.62</u></u>	<u><u>(63,869.38)</u></u>	<u><u>32.77</u></u>	<u><u>86,016.18</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
BUILDING DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	182,573.00	182,573.00	107,113.07	(75,459.93)	58.67	219,697.14
101-41920-102 FULL-TIME EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	27.99
101-41920-121 PERA (EMPLOYER)	13,954.00	13,954.00	8,039.10	(5,914.90)	57.61	14,573.99
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,233.00	14,233.00	7,818.70	(6,414.30)	54.93	16,218.09
101-41920-131 MEDICAL/DENTAL/LIFE	46,102.00	46,102.00	34,865.34	(11,236.66)	75.63	44,054.82
101-41920-132 BLDG DEPT LONGEVITY PAY	3,485.00	3,485.00	.00	(3,485.00)	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	844.05	(2,755.95)	23.45	4,135.26
101-41920-151 WORKERS' COMPENSATION PREMIU	1,550.00	1,550.00	538.43	(1,011.57)	34.74	1,449.77
101-41920-154 HRA/FLEX FEES	250.00	250.00	149.65	(100.35)	59.86	220.15
TOTAL PERSONAL SERVICES	265,747.00	265,747.00	159,368.34	(106,378.66)	59.97	300,377.21
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	331.77	(418.23)	44.24	562.17
101-41920-209 SOFTWARE UPDATES	500.00	500.00	.00	(500.00)	.00	.00
101-41920-210 MISCELLANEOUS OPER SUPPLIES	1,200.00	1,200.00	127.00	(1,073.00)	10.58	587.72
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,600.00	2,600.00	739.61	(1,860.39)	28.45	1,103.82
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	37.66	(762.34)	4.71	468.05
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	3,300.00	3,205.64	(94.36)	97.14	.00
TOTAL SUPPLIES	6,150.00	9,150.00	4,441.68	(4,708.32)	48.54	2,721.76
<i>OTHER CHARGES & SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	.00	.00	.00	.00	.00	130.00
101-41920-309 EDP PROFESSIONAL SERVICES	1,500.00	500.00	101.25	(398.75)	20.25	2,120.62
101-41920-313 IT MGMT & BACKUP	.00	3,000.00	1,434.86	(1,565.14)	47.83	.00
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	1,700.00	946.98	(753.02)	55.70	1,673.63
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	.00	(300.00)	.00	300.39
101-41920-334 MILEAGE REIMBURSEMENT	700.00	700.00	376.21	(323.79)	53.74	415.80
101-41920-340 ADVERTISING	.00	.00	.00	.00	.00	83.85
101-41920-360 INSURANCE AND BONDS	2,500.00	2,100.00	.00	(2,100.00)	.00	2,072.37
TOTAL OTHER CHARGES & SERVIC	7,700.00	8,300.00	2,859.30	(5,440.70)	34.45	6,796.66
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00	(250.00)	.00	46.00
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,500.00	2,500.00	2,090.00	(410.00)	83.60	2,270.00
101-41920-430 MISCELLANEOUS	200.00	200.00	7.28	(192.72)	3.64	65.08
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	600.00	.00	.00	.00	.00	104.85
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	496.49	(903.51)	35.46	532.00
101-41920-440 SCHOOLS & MEETINGS	2,800.00	2,800.00	850.00	(1,950.00)	30.36	1,261.00
TOTAL MISCELLANEOUS	7,750.00	7,150.00	3,443.77	(3,706.23)	48.16	4,278.93
TOTAL BUILDING DEPARTMENT	287,347.00	290,347.00	170,113.09	(120,233.91)	58.59	314,174.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>						
<i>OTHER CHARGES & SERVICES</i>						
101-41925-303 ENGINEERING FEES	30,000.00	30,000.00	14,711.74	(15,288.26)	49.04	25,574.93
<i>TOTAL OTHER CHARGES & SERVIC</i>	<u>30,000.00</u>	<u>30,000.00</u>	<u>14,711.74</u>	<u>(15,288.26)</u>	<u>49.04</u>	<u>25,574.93</u>
TOTAL ENGINEERING	<u><u>30,000.00</u></u>	<u><u>30,000.00</u></u>	<u><u>14,711.74</u></u>	<u><u>(15,288.26)</u></u>	<u><u>49.04</u></u>	<u><u>25,574.93</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101	FULL-TIME EMPLOYEES - REGULAR	140,961.00	140,961.00	83,564.04 (57,396.96)	59.28	229,491.10
101-41935-112	PLANNING COMMISSION PAYMENTS	2,500.00	2,000.00	755.00 (1,245.00)	37.75	1,935.00
101-41935-121	PERA (EMPLOYER)	10,870.00	10,870.00	6,267.30 (4,602.70)	57.66	17,010.42
101-41935-122	FICA/MEDICARE (EMPLOYER)	11,280.00	11,280.00	6,086.75 (5,193.25)	53.96	16,793.85
101-41935-131	MEDICAL/DENTAL/LIFE	30,735.00	30,735.00	23,256.44 (7,478.56)	75.67	42,828.24
101-41935-132	PLANNING LONGEVITY PAY	3,980.00	3,980.00	.00 (3,980.00)	.00	.00
101-41935-133	PLANNING INS DEDUCTIBLE CONTRI	2,400.00	2,400.00	597.29 (1,802.71)	24.89	3,134.68
101-41935-151	WORKERS' COMPENSATION PREMIU	1,199.00	1,199.00	436.94 (762.06)	36.44	1,108.44
101-41935-154	HRA/FLEX FEES	200.00	200.00	99.80 (100.20)	49.90	220.15
	TOTAL PERSONAL SERVICES	204,125.00	203,625.00	121,063.56 (82,561.44)	59.45	312,521.88
<i>SUPPLIES</i>						
101-41935-201	OFFICE SUPPLIES	700.00	700.00	112.46 (587.54)	16.07	1,276.77
101-41935-209	SOFTWARE UPDATES	1,200.00	1,200.00	585.00 (615.00)	48.75	1,476.76
101-41935-210	MISCELLANEOUS OPER SUPPLIES	200.00	200.00	127.00 (73.00)	63.50	420.00
101-41935-212	GASOLINE/FUEL/LUBRICANTS/ADDIT	350.00	350.00	77.14 (272.86)	22.04	196.00
101-41935-221	REPAIRS & MAINT SUPP-VEH/EQUIP	200.00	350.00	426.14 76.14	121.75	16.00
101-41935-240	SMALL TOOLS & MINOR EQUIPMENT	250.00	250.00	18.12 (231.88)	7.25	495.00
	TOTAL SUPPLIES	2,900.00	3,050.00	1,345.86 (1,704.14)	44.13	3,880.53
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301	PLANNING SPECIAL PROJECTS	2,500.00	2,160.00	.00 (2,160.00)	.00	.00
101-41935-304	MISC PROFESSIONAL FEES	2,500.00	2,500.00	.00 (2,500.00)	.00	280.00
101-41935-309	EDP PROFESSIONAL SERV	1,000.00	102.00	101.25 (75)	99.26	846.25
101-41935-313	IT MGMT & BACKUP	.00	3,000.00	1,354.86 (1,645.14)	45.16	.00
101-41935-321	TELEPHONE/CELLULAR PHONES	1,500.00	.00	.00 .00	.00	897.49
101-41935-331	TRAVEL/MEALS/LODGING	500.00	350.00	46.01 (303.99)	13.15	337.65
101-41935-334	MILEAGE REIMBURSEMENT	250.00	75.00	.00 (75.00)	.00	12.20
101-41935-351	LEGAL NOTICE/ORD PUBLISH	750.00	750.00	176.08 (573.92)	23.48	551.14
101-41935-360	INSURANCE AND BONDS	11,000.00	10,500.00	.00 (10,500.00)	.00	10,229.64
	TOTAL OTHER CHARGES & SERVIC	20,000.00	19,437.00	1,678.20 (17,758.80)	8.63	13,154.37

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41935-404 REPAIRS & MAINT LABOR VEH/EQUI	300.00	.00	.00	.00	.00	.00
101-41935-409 MAINT CONTRACTS-OFFICE EQUIP	3,000.00	3,000.00	2,990.00	(10.00)	99.67	2,990.00
101-41935-430 MISCELLANEOUS	1,000.00	500.00	(621.49)	(1,121.49)	(124.30)	(4,347.11)
101-41935-431 PROPERTY SECURING EXP	.00	.00	375.00	375.00	.00	593.50
101-41935-432 ABATEMENT COSTS	.00	.00	.00	.00	.00	4,011.96
101-41935-433 DUES AND SUBSCRIPTIONS	600.00	750.00	1,063.88	313.88	141.85	1,094.87
101-41935-440 SCHOOL AND MEETINGS	1,500.00	800.00	45.00	(755.00)	5.63	582.00
101-41935-488 COMP PLAN UPDATE	.00	23,000.00	22,160.24	(839.76)	96.35	64,263.31
101-41935-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	550.00	(450.00)	55.00	.00
101-41935-490 FLYOVER PICTURES	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
TOTAL MISCELLANEOUS	12,400.00	34,050.00	26,562.63	(7,487.37)	78.01	69,188.53
TOTAL PLANNING	239,425.00	260,162.00	150,650.25	(109,511.75)	57.91	398,745.31

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101	24,920.00	24,920.00	14,503.24	(10,416.76)	58.20	25,044.81
101-41950-102	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121	1,961.00	1,961.00	1,087.74	(873.26)	55.47	1,799.76
101-41950-122	2,001.00	2,001.00	1,072.79	(928.21)	53.61	1,843.73
101-41950-131	7,684.00	7,684.00	5,805.22	(1,878.78)	75.55	7,128.90
101-41950-132	234.00	234.00	.00	(234.00)	.00	.00
101-41950-133	600.00	600.00	.00	(600.00)	.00	.00
101-41950-151	1,568.00	1,568.00	710.52	(857.48)	45.31	1,336.50
101-41950-154	50.00	50.00	25.00	(25.00)	50.00	36.75
TOTAL PERSONAL SERVICES	40,018.00	40,018.00	23,204.51	(16,813.49)	57.99	37,190.45
<i>SUPPLIES</i>						
101-41950-212	200.00	200.00	74.97	(125.03)	37.49	29.49
101-41950-215	13,000.00	13,000.00	2,426.76	(10,573.24)	18.67	6,455.06
101-41950-240	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
TOTAL SUPPLIES	14,700.00	14,700.00	2,501.73	(12,198.27)	17.02	6,484.55
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321	15,500.00	15,500.00	8,585.92	(6,914.08)	55.39	16,924.85
101-41950-360	3,000.00	2,000.00	.00	(2,000.00)	.00	1,917.45
101-41950-381	12,000.00	12,000.00	4,887.54	(7,112.46)	40.73	10,567.31
101-41950-382	1,400.00	1,400.00	849.34	(550.66)	60.67	1,348.26
101-41950-383	10,000.00	10,000.00	3,398.61	(6,601.39)	33.99	5,711.93
101-41950-384	8,000.00	.00	.00	.00	.00	7,496.29
TOTAL OTHER SERVICES AND CHA	49,900.00	40,900.00	17,721.41	(23,178.59)	43.33	43,966.09
<i>MISCELLANEOUS</i>						
101-41950-401	14,000.00	27,700.00	25,065.53	(2,634.47)	90.49	41,247.84
101-41950-409	2,921.00	4,921.00	4,501.68	(419.32)	91.48	2,595.42
101-41950-413	14,000.00	13,000.00	5,411.66	(7,588.34)	41.63	16,548.59
101-41950-430	500.00	500.00	175.60	(324.40)	35.12	577.45
TOTAL MISCELLANEOUS	31,421.00	46,121.00	35,154.47	(10,966.53)	76.22	60,969.30
TOTAL NEW CITY HALL BUILDING	136,039.00	141,739.00	78,582.12	(63,156.88)	55.44	148,610.39

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101	1,067,445.00	1,042,125.00	594,615.88	(447,509.12)	57.06	1,009,147.57
101-42100-102	69,000.00	54,000.00	36,524.85	(17,475.15)	67.64	61,372.33
101-42100-103	23,658.00	23,659.00	15,488.19	(8,170.81)	65.46	25,983.55
101-42100-104	10,000.00	25,000.00	15,960.81	(9,039.19)	63.84	19,192.80
101-42100-110	.00	15,000.00	11,081.50	(3,918.50)	73.88	14,847.81
101-42100-116	39,150.00	39,150.00	19,587.04	(19,562.96)	50.03	.00
101-42100-117	.00	7,500.00	4,522.54	(2,977.46)	60.30	7,545.15
101-42100-121	193,529.00	193,529.00	108,145.41	(85,383.59)	55.88	171,860.81
101-42100-122	22,575.00	24,750.00	12,596.18	(12,153.82)	50.89	20,898.83
101-42100-131	253,513.00	253,513.00	193,188.28	(60,324.72)	76.20	229,483.56
101-42100-132	29,744.00	29,744.00	.00	(29,744.00)	.00	.00
101-42100-133	19,200.00	19,200.00	10,880.85	(8,319.15)	56.67	14,108.13
101-42100-151	52,100.00	52,745.00	28,203.21	(24,541.79)	53.47	37,411.26
101-42100-154	1,500.00	1,500.00	762.15	(737.85)	50.81	1,155.20
<i>TOTAL PERSONAL SERVICES</i>	<i>1,781,414.00</i>	<i>1,781,415.00</i>	<i>1,051,556.89</i>	<i>(729,858.11)</i>	<i>59.03</i>	<i>1,613,007.00</i>
<i>SUPPLIES</i>						
101-42100-201	3,300.00	3,300.00	1,729.39	(1,570.61)	52.41	2,313.75
101-42100-202	1,000.00	1,000.00	323.31	(676.69)	32.33	1,500.15
101-42100-209	5,250.00	5,250.00	879.86	(4,370.14)	16.76	8,232.12
101-42100-210	7,000.00	7,000.00	3,105.10	(3,894.90)	44.36	6,171.32
101-42100-212	45,000.00	45,000.00	16,007.96	(28,992.04)	35.57	31,677.38
101-42100-213	5,000.00	5,000.00	3,049.92	(1,950.08)	61.00	3,904.06
101-42100-214	1,000.00	1,000.00	804.58	(195.42)	80.46	1,733.66
101-42100-217	3,500.00	5,500.00	952.21	(4,547.79)	17.31	1,173.17
101-42100-221	16,500.00	16,500.00	8,038.76	(8,461.24)	48.72	17,855.97
101-42100-231	26,400.00	30,400.00	15,378.26	(15,021.74)	50.59	25,963.46
101-42100-232	2,000.00	2,000.00	1,580.90	(419.10)	79.05	2,750.66
101-42100-240	8,500.00	10,100.00	5,409.85	(4,690.15)	53.56	16,320.84
<i>TOTAL SUPPLIES</i>	<i>124,450.00</i>	<i>132,050.00</i>	<i>57,260.10</i>	<i>(74,789.90)</i>	<i>43.36</i>	<i>119,596.54</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	15,000.00	3,508.00	3,189.25	(318.75)	90.91	11,065.30
101-42100-305 APPLICANT TESTING	2,200.00	5,000.00	2,793.00	(2,207.00)	55.86	4,422.55
101-42100-313 IT MGMT & BACKUP	.00	12,192.00	6,176.54	(6,015.46)	50.66	.00
101-42100-321 TELEPHONE/CELLULAR PHONES	13,332.00	13,332.00	8,404.54	(4,927.46)	63.04	12,446.40
101-42100-322 POSTAGE	300.00	300.00	.00	(300.00)	.00	282.06
101-42100-331 TRAVEL/MEALS/LODGING	4,800.00	4,800.00	1,517.54	(3,282.46)	31.62	1,590.48
101-42100-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	(200.00)	.00	211.14
101-42100-360 INSURANCE AND BONDS	35,500.00	35,500.00	.00	(35,500.00)	.00	34,190.19
101-42100-381 ELECTRIC UTILITIES	6,100.00	6,100.00	2,513.57	(3,586.43)	41.21	5,434.60
101-42100-383 GAS UTILITIES	4,000.00	4,000.00	1,673.92	(2,326.08)	41.85	2,813.36
101-42100-391 POLICE-OLD MNDOT ELECTRIC	2,000.00	2,000.00	2,013.26	13.26	100.66	4,419.17
101-42100-392 POLICE-OLD MNDOT WATER/SEWER	1,500.00	1,500.00	1,173.57	(326.43)	78.24	1,950.10
TOTAL OTHER SERVICES AND CHA	84,932.00	88,432.00	29,455.19	(58,976.81)	33.31	78,825.35
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	9,000.00	9,000.00	2,552.75	(6,447.25)	28.36	6,150.70
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	16,241.27	(5,258.73)	75.54	19,642.15
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	675.00	(825.00)	45.00	836.01
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	1,258.20	(1,441.80)	46.60	2,600.10
101-42100-413 RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00	419.19
101-42100-429 MNDOT FACILITY OPERATING COSTS	10,000.00	9,599.00	3,795.53	(5,803.47)	39.54	5,999.74
101-42100-433 DUES AND SUBSCRIPTIONS	6,270.00	6,671.00	6,734.32	63.32	100.95	4,791.02
101-42100-440 SCHOOLS AND MEETINGS	11,000.00	11,000.00	12,668.05	1,668.05	115.16	10,751.68
101-42100-489 OTHER CONTRACTED SERVICES	700.00	700.00	691.75	(8.25)	98.82	1,361.12
TOTAL MISCELLANEOUS	62,670.00	62,670.00	44,616.87	(18,053.13)	71.19	52,551.71
TOTAL POLICE DEPARTMENT	2,053,466.00	2,064,567.00	1,182,889.05	(881,677.95)	57.29	1,863,980.60

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FIRE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42200-101	73,528.00	73,528.00	42,679.26	(30,848.74)	58.04	70,339.13
101-42200-103	47,000.00	47,000.00	22,934.00	(24,066.00)	48.80	43,938.00
101-42200-121	11,991.00	11,991.00	6,914.07	(5,076.93)	57.66	11,442.76
101-42200-122	9,259.00	9,259.00	2,355.08	(6,903.92)	25.44	4,306.07
101-42200-131	15,367.00	15,367.00	11,628.22	(3,738.78)	75.67	14,280.72
101-42200-132	491.00	491.00	.00	(491.00)	.00	.00
101-42200-133	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
101-42200-151	31,393.00	31,393.00	16,813.93	(14,579.07)	53.56	25,097.99
101-42200-154	100.00	100.00	49.85	(50.15)	49.85	73.40
TOTAL PERSONAL SERVICES	190,329.00	190,329.00	103,374.41	(86,954.59)	54.31	169,478.07
<i>SUPPLIES</i>						
101-42200-201	800.00	800.00	251.23	(548.77)	31.40	123.25
101-42200-204	100.00	100.00	.00	(100.00)	.00	.00
101-42200-210	7,500.00	9,000.00	9,259.27	259.27	102.88	4,566.05
101-42200-211	.00	5,887.00	5,887.00	.00	100.00	.00
101-42200-212	7,500.00	6,000.00	3,180.30	(2,819.70)	53.01	5,390.17
101-42200-215	200.00	200.00	8.99	(191.01)	4.50	.00
101-42200-221	6,500.00	6,500.00	6,756.36	256.36	103.94	38,576.71
101-42200-223	1,000.00	1,000.00	393.83	(606.17)	39.38	169.21
101-42200-231	13,000.00	13,000.00	7,248.45	(5,751.55)	55.76	8,949.93
101-42200-240	4,000.00	4,000.00	1,049.75	(2,950.25)	26.24	797.80
101-42200-241	.00	.00	.00	.00	.00	2,883.91
TOTAL SUPPLIES	40,600.00	46,487.00	34,035.18	(12,451.82)	73.21	61,457.03
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-301	1,000.00	.00	.00	.00	.00	350.00
101-42200-304	7,500.00	4,627.00	7,101.00	2,474.00	153.47	9,735.25
101-42200-307	10,000.00	10,000.00	.00	(10,000.00)	.00	10,000.00
101-42200-313	.00	3,000.00	1,354.86	(1,645.14)	45.16	.00
101-42200-321	750.00	750.00	770.13	20.13	102.68	890.10
101-42200-331	750.00	750.00	623.93	(126.07)	83.19	752.22
101-42200-334	500.00	85.00	.00	(85.00)	.00	.00
101-42200-340	200.00	215.00	214.80	(.20)	99.91	99.00
101-42200-360	9,000.00	8,000.00	.00	(8,000.00)	.00	7,065.12
101-42200-381	15,500.00	15,340.00	6,943.27	(8,396.73)	45.26	14,931.52
101-42200-382	650.00	650.00	236.31	(413.69)	36.36	543.15
101-42200-383	5,000.00	5,000.00	2,036.08	(2,963.92)	40.72	5,512.75
TOTAL OTHER SERVICES AND CHA	50,850.00	48,417.00	19,280.38	(29,136.62)	39.82	49,879.11

CITY OF CAMBRIDGE
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FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	600.00	195.00	(405.00)	32.50	308.20
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	2,400.00	2,175.59	(224.41)	90.65	1,306.00
101-42200-433 DUES AND SUBSCRIPTIONS	1,300.00	2,467.00	3,117.00	650.00	126.35	1,165.00
101-42200-440 SCHOOLS AND MEETINGS	8,000.00	8,000.00	973.22	(7,026.78)	12.17	1,820.38
101-42200-441 GRANT FUNDED SCHOOLS	.00	1,266.00	3,132.07	1,866.07	247.40	1,219.00
<i>TOTAL MISCELLANEOUS</i>	<u>12,300.00</u>	<u>14,733.00</u>	<u>9,592.88</u>	<u>(5,140.12)</u>	<u>65.11</u>	<u>5,818.58</u>
TOTAL FIRE DEPARTMENT	<u>294,079.00</u>	<u>299,966.00</u>	<u>166,282.85</u>	<u>(133,683.15)</u>	<u>55.43</u>	<u>286,632.79</u>

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EMERGENCY MANAGEMENT						
<i>SUPPLIES</i>						
101-42300-201	OFFICE SUPPLIES	500.00	500.00	.00 (500.00)	.00	.00
101-42300-202	DUPLICATING & COPYING SUPPLIES	500.00	500.00	.00 (500.00)	.00	.00
101-42300-209	SOFTWARE UPDATES	.00	.00	.00	.00	916.00
101-42300-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	162.00 (338.00)	32.40	532.97
101-42300-240	SMALL TOOLS AND MINOR EQUIP	3,000.00	3,000.00	2,207.18 (792.82)	73.57	9,524.50
	TOTAL SUPPLIES	4,500.00	4,500.00	2,369.18 (2,130.82)	52.65	10,973.47
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304	MISC PROF SERVICES	.00	540.00	540.00	.00	2,596.25
101-42300-321	TELEPHONE	200.00	200.00	.00 (200.00)	.00	70.02
101-42300-331	TRAVEL/MEALS/LODGING	500.00	500.00	209.51 (290.49)	41.90	155.86
	TOTAL OTHER SERVICES AND CHA	700.00	1,240.00	749.51 (490.49)	60.44	2,822.13
<i>MISCELLANEOUS</i>						
101-42300-440	SCHOOLS AND MEETINGS	1,500.00	260.00	42.00 (218.00)	16.15	750.00
101-42300-441	GRANT FUNDED SCHOOLS	.00	.00	.00	.00	600.00
101-42300-489	OTHER CONTRACTED SERVICES	.00	700.00	694.75 (5.25)	99.25	.00
	TOTAL MISCELLANEOUS	1,500.00	960.00	736.75 (223.25)	76.74	1,350.00
	TOTAL EMERGENCY MANAGEMENT	6,700.00	6,700.00	3,855.44 (2,844.56)	57.54	15,145.60

CITY OF CAMBRIDGE
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FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,500.00	5,500.00	2,879.13	(2,620.87)	52.35	4,985.00
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>5,500.00</u>	<u>5,500.00</u>	<u>2,879.13</u>	<u>(2,620.87)</u>	<u>52.35</u>	<u>4,985.00</u>
TOTAL ANIMAL CONTROL	<u><u>5,500.00</u></u>	<u><u>5,500.00</u></u>	<u><u>2,879.13</u></u>	<u><u>(2,620.87)</u></u>	<u><u>52.35</u></u>	<u><u>4,985.00</u></u>

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREETS						
<i>PERSONAL SERVICES</i>						
101-43001-101	FULL-TIME EMPLOYEES - REGULAR	511,361.00	532,448.00	317,020.40 (215,427.60)	59.54	532,210.74
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	32,080.00	8,080.00	2,619.72 (5,460.28)	32.42	3,185.30
101-43001-104	TEMP/SEAS EMPLOYEES REGULAR	12,430.00	12,430.00	10,452.82 (1,977.18)	84.09	10,363.35
101-43001-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	7.41
101-43001-110	HOURS WORKED HOLIDAY	.00	2,175.00	2,173.93 (1.07)	99.95	.00
101-43001-111	OVERTIME-SNOWPLOWING	.00	24,000.00	11,350.76 (12,649.24)	47.29	23,552.55
101-43001-112	OVERTIME MOSQUITO SPRAYING	.00	.00	544.04	544.04	.00
101-43001-121	PERA (EMPLOYER)	43,397.00	43,800.00	25,028.24 (18,771.76)	57.14	41,787.22
101-43001-122	FICA/MEDICARE (EMPLOYER)	45,216.00	45,626.00	25,577.50 (20,048.50)	56.06	42,402.94
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	133,186.00	133,186.00	97,749.70 (35,436.30)	73.39	123,667.53
101-43001-132	STREETS LONGEVITY PAY	19,215.00	19,403.00	.00 (19,403.00)	.00	.00
101-43001-133	STREETS INS DEDUCTIBLE CONTRIB	10,400.00	10,400.00	4,613.45 (5,786.55)	44.36	6,988.24
101-43001-151	WORKERS' COMPENSATION PREMIU	53,429.00	53,959.00	26,116.74 (27,842.26)	48.40	40,392.61
101-43001-154	HRA/FLEX FEES	725.00	725.00	431.95 (293.05)	59.58	635.45
	TOTAL PERSONAL SERVICES	861,439.00	886,232.00	523,679.25 (362,552.75)	59.09	828,219.00
<i>SUPPLIES</i>						
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,000.00	1,000.00	1,239.99	239.99	124.00
101-43001-202	DUPLICATING AND COPYING SUPPLI	100.00	100.00	29.99 (70.01)	29.99	59.98
101-43001-204	STATIONERY, FORMS & ENVELOPES	100.00	100.00	.00 (100.00)	.00	173.75
101-43001-209	SOFTWARE UPDATES	750.00	750.00	544.00 (206.00)	72.53	.00
101-43001-210	MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	4,635.64 (7,364.36)	38.63	9,665.65
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	45,000.00	43,000.00	11,748.02 (31,251.98)	27.32	26,527.56
101-43001-215	SHOP MAINTENANCE SUPPLIES	500.00	2,500.00	870.51 (1,629.49)	34.82	1,626.51
101-43001-219	SNOW REMOVAL MATERIALS	70,000.00	70,000.00	32,898.39 (37,101.61)	47.00	48,407.43
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	42,000.00	42,000.00	27,499.66 (14,500.34)	65.48	52,769.77
101-43001-224	REPAIR & MAINT-INFRASTRUCTURE	14,000.00	14,000.00	8,499.64 (5,500.36)	60.71	15,954.45
101-43001-226	SIGNS	6,000.00	6,000.00	3,006.18 (2,993.82)	50.10	3,271.82
101-43001-240	SMALL TOOLS AND MINOR EQUIP	4,000.00	4,000.00	3,883.03 (116.97)	97.08	6,573.31
	TOTAL SUPPLIES	195,450.00	195,450.00	94,855.05 (100,594.95)	48.53	166,675.14
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304	MISC PROFESSIONAL FEES	5,000.00	2,000.00	1,347.50 (652.50)	67.38	4,434.92
101-43001-313	IT MGMT & BACKUP	.00	3,000.00	1,394.86 (1,605.14)	46.50	.00
101-43001-321	TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	6,209.82	209.82	103.50
101-43001-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00 (500.00)	.00	.00
101-43001-340	ADVERTISING	400.00	400.00	.00 (400.00)	.00	.00
101-43001-360	INSURANCE AND BONDS	20,500.00	20,500.00	.00 (20,500.00)	.00	16,084.53
101-43001-381	ELECTRIC UTILITIES	400.00	400.00	181.53 (218.47)	45.38	361.52
101-43001-382	WATER/WASTEWATER UTILITIES	600.00	600.00	312.97 (287.03)	52.16	1,183.83
101-43001-384	REFUSE HAULING	.00	8,000.00	1,775.40 (6,224.60)	22.19	.00
	TOTAL OTHER SERVICES AND CHA	33,400.00	41,400.00	11,222.08 (30,177.92)	27.11	34,407.61

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	4,000.00	4,000.00	100.00	(3,900.00)	2.50	2,119.90
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	18,000.00	822.44	(17,177.56)	4.57	9,800.53
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	.00	(3,000.00)	.00	2,151.48
101-43001-417 RENTALS - UNIFORMS	9,000.00	9,000.00	3,828.19	(5,171.81)	42.54	6,237.23
101-43001-430 MISCELLANEOUS	2,500.00	2,500.00	.00	(2,500.00)	.00	30.00
101-43001-433 DUES AND SUBSCRIPTIONS	800.00	800.00	285.45	(514.55)	35.68	1,175.94
101-43001-440 SCHOOLS AND MEETINGS	1,000.00	1,000.00	595.00	(405.00)	59.50	510.00
101-43001-444 INSECT CONTROL	7,000.00	7,000.00	5,523.00	(1,477.00)	78.90	6,824.40
101-43001-445 DISEASED TREE PROGRAM	7,500.00	7,500.00	.00	(7,500.00)	.00	24,852.15
101-43001-446 WEED CONTROL	2,500.00	2,500.00	1,858.34	(641.66)	74.33	3,325.90
101-43001-447 DOWNTOWN DECORATIONS	7,000.00	7,000.00	345.86	(6,654.14)	4.94	7,697.30
101-43001-451 TOWNSHIP PAVEMENT ASSESSMENT	.00	13,492.00	.00	(13,492.00)	.00	13,491.72
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	5,043.60	(6,956.40)	42.03	14,808.26
TOTAL MISCELLANEOUS	74,800.00	88,292.00	18,401.88	(69,890.12)	20.84	93,024.81
TOTAL STREETS	1,165,089.00	1,211,374.00	648,158.26	(563,215.74)	53.51	1,122,326.56

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>STREET LIGHTING</u>						
<i>SUPPLIES</i>						
101-43160-238 REPAIR & MAINT SUPP - INFRAST	20,000.00	10,000.00	1,556.83	(8,443.17)	15.57	9,025.02
<i>TOTAL SUPPLIES</i>	20,000.00	10,000.00	1,556.83	(8,443.17)	15.57	9,025.02
<i>OTHER SERVICES & CHARGES</i>						
101-43160-381 ELECTRIC UTILITIES	165,000.00	175,000.00	85,550.47	(89,449.53)	48.89	172,833.28
<i>TOTAL OTHER SERVICES & CHARG</i>	165,000.00	175,000.00	85,550.47	(89,449.53)	48.89	172,833.28
<i>MISCELLANEOUS</i>						
101-43160-402 SIGNAL LIGHT REPAIRS	1,500.00	1,500.00	8,100.00	6,600.00	540.00	630.00
<i>TOTAL MISCELLANEOUS</i>	1,500.00	1,500.00	8,100.00	6,600.00	540.00	630.00
TOTAL STREET LIGHTING	186,500.00	186,500.00	95,207.30	(91,292.70)	51.05	182,488.30

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>MAINTENANCE BUILDING</u>						
<i>SUPPLIES</i>						
101-43170-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	143.59	(356.41)	28.72	.00
<i>TOTAL SUPPLIES</i>	500.00	500.00	143.59	(356.41)	28.72	.00
<i>OTHER SERVICES AND CHARGES</i>						
101-43170-381 ELECTRIC UTILITIES	3,000.00	3,000.00	1,152.93	(1,847.07)	38.43	2,352.51
101-43170-382 WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	867.53	(1,132.47)	43.38	1,584.97
101-43170-383 GAS UTILITIES	13,000.00	13,000.00	7,064.68	(5,935.32)	54.34	9,463.08
<i>TOTAL OTHER SERVICES AND CHA</i>	18,000.00	18,000.00	9,085.14	(8,914.86)	50.47	13,400.56
<i>MISCELLANEOUS</i>						
101-43170-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	1,300.00	(200.00)	86.67	841.00
101-43170-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	2,500.00	2,500.00	1,300.00	(1,200.00)	52.00	841.00
TOTAL MAINTENANCE BUILDING	21,000.00	21,000.00	10,528.73	(10,471.27)	50.14	14,241.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
ICE RINK							
<i>PERSONAL SERVICES</i>							
101-45127-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	2,500.00	470.61 (2,029.39)	18.82	.00
101-45127-121	PERA (EMPLOYER)	.00	188.00	.00 (188.00)	.00	.00
101-45127-122	FICA/MEDICARE (EMPLOYER)	.00	191.00	36.01 (154.99)	18.85	.00
101-45127-151	WORKERS' COMPENSATION PREMIU	.00	119.00	.00 (119.00)	.00	.00
	TOTAL PERSONAL SERVICES	.00	2,998.00	506.62 (2,491.38)	16.90	.00
<i>SUPPLIES</i>							
101-45127-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	346.56 (153.44)	69.31	263.11
101-45127-215	SHOP MAINTENANCE SUPPLIES	102.00	102.00	.00 (102.00)	.00	.00
101-45127-221	REPAIR & MAINT SUPP - VEH/EQ	1,800.00	5,000.00	1,678.13 (3,321.87)	33.56	69.45
101-45127-223	REPAIR & MAINT SUPP - BLDGS	450.00	450.00	342.04 (107.96)	76.01	85.00
	TOTAL SUPPLIES	2,852.00	6,052.00	2,366.73 (3,685.27)	39.11	417.56
<i>OTHER SERVICES AND CHARGES</i>							
101-45127-321	TELEPHONE/CELLULAR PHONES	.00	1,500.00	707.81 (792.19)	47.19	.00
101-45127-360	INSURANCE AND BONDS	2,500.00	2,500.00	.00 (2,500.00)	.00	.00
101-45127-381	ELECTRIC UTILITIES	14,000.00	35,000.00	33,108.81 (1,891.19)	94.60	4,289.82
101-45127-382	WATER/WASTEWATER UTILITIES	1,000.00	1,000.00	417.62 (582.38)	41.76	.00
101-45127-383	GAS UTILITIES	6,000.00	4,000.00	3,220.15 (779.85)	80.50	3,915.81
	TOTAL OTHER SERVICES AND CHA	23,500.00	44,000.00	37,454.39 (6,545.61)	85.12	8,205.63
<i>MISCELLANEOUS</i>							
101-45127-401	REPAIR & MAINT LABOR - BLDGS	.00	1,000.00	702.00 (298.00)	70.20	.00
101-45127-415	RENTALS - OTHER EQUIPMENT	500.00	483.00	310.00 (173.00)	64.18	423.33
101-45127-487	ICE RINK LIGHTING LEASE	23,148.00	.00	.00	.00)	.00	.00
	TOTAL MISCELLANEOUS	23,648.00	1,483.00	1,012.00 (471.00)	68.24	423.33
	TOTAL ICE RINK	50,000.00	54,533.00	41,339.74 (13,193.26)	75.81	9,046.52

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>PARKS & RECREATION</u>						
<i>PERSONAL SERVICES</i>						
101-45200-101	111,011.00	111,863.00	65,133.61	(46,729.39)	58.23	110,121.50
101-45200-102	1,000.00	1,000.00	132.51	(867.49)	13.25	765.12
101-45200-104	12,428.00	12,428.00	5,126.89	(7,301.11)	41.25	9,825.00
101-45200-105	.00	.00	.00	.00	.00	3.75
101-45200-112	3,000.00	3,000.00	750.00	(2,250.00)	25.00	1,000.00
101-45200-121	8,510.00	8,575.00	4,894.96	(3,680.04)	57.08	8,171.37
101-45200-122	9,860.00	9,928.00	5,259.38	(4,668.62)	52.98	8,958.21
101-45200-131	30,761.00	30,761.00	23,256.44	(7,504.56)	75.60	28,561.44
101-45200-132	1,459.00	1,473.00	.00	(1,473.00)	.00	.00
101-45200-133	2,400.00	2,400.00	2,274.23	(125.77)	94.76	1,936.58
101-45200-151	5,736.00	5,775.00	3,227.00	(2,548.00)	55.88	4,629.24
101-45200-154	200.00	200.00	99.80	(100.20)	49.90	146.80
TOTAL PERSONAL SERVICES	186,365.00	187,403.00	110,154.82	(77,248.18)	58.78	174,119.01
<i>SUPPLIES</i>						
101-45200-210	3,500.00	3,500.00	3,894.43	394.43	111.27	4,040.13
101-45200-212	5,000.00	5,000.00	3,587.52	(1,412.48)	71.75	7,883.58
101-45200-221	6,000.00	7,000.00	4,959.82	(2,040.18)	70.85	5,243.18
101-45200-223	5,000.00	6,221.00	7,633.37	1,412.37	122.70	8,021.10
101-45200-226	1,000.00	800.00	.00	(800.00)	.00	.00
101-45200-227	.00	15,000.00	4,508.77	(10,491.23)	30.06	.00
101-45200-230	200.00	200.00	365.23	165.23	182.62	250.00
101-45200-240	300.00	500.00	739.83	239.83	147.97	635.88
TOTAL SUPPLIES	21,000.00	38,221.00	25,688.97	(12,532.03)	67.21	26,073.87
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304	.00	170.00	447.00	277.00	262.94	555.00
101-45200-305	500.00	530.00	4,716.00	4,186.00	889.81	361.00
101-45200-321	500.00	300.00	.00	(300.00)	.00	.00
101-45200-340	350.00	350.00	.00	(350.00)	.00	.00
101-45200-351	200.00	200.00	.00	(200.00)	.00	.00
101-45200-360	20,000.00	17,000.00	.00	(17,000.00)	.00	16,129.27
101-45200-381	24,000.00	24,000.00	9,999.25	(14,000.75)	41.66	23,139.99
101-45200-382	2,000.00	2,000.00	1,039.43	(960.57)	51.97	1,034.58
TOTAL OTHER SERVICES AND CHA	47,550.00	44,550.00	16,201.68	(28,348.32)	36.37	41,219.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	1,275.00	1,275.00	1,120.23	(154.77)	87.86	5,405.00
101-45200-415 RENTALS - OTHER EQUIPMENT	6,000.00	6,000.00	3,311.80	(2,688.20)	55.20	7,424.00
101-45200-417 RENTALS - UNIFORMS	.00	892.00	391.32	(500.68)	43.87	410.36
101-45200-430 MISCELLANEOUS	500.00	387.00	77.69	(309.31)	20.07	.00
101-45200-440 SCHOOLS AND MEETINGS	100.00	100.00	.00	(100.00)	.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	16,000.00	16,000.00	7,402.40	(8,597.60)	46.27	9,575.90
101-45200-485 PROPERTY TAXES	3,300.00	3,300.00	1,639.00	(1,661.00)	49.67	3,106.00
101-45200-486 SUMMER RECREATION	1,800.00	1,900.00	.00	(1,900.00)	.00	1,933.47
101-45200-488 LIBRARY EXPENSES	26,000.00	25,000.00	11,658.35	(13,341.65)	46.63	22,361.46
101-45200-489 SENIOR ACTIVITY CENTER EXP	.00	.00	225.00	225.00	.00	281.25
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	500.00	840.00	40.00	(800.00)	4.76	750.00
101-45200-494 CAMB/ISANTI FALL COMM EVENT	2,425.00	.00	.00	.00	.00	18.59
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	4,500.00	3,075.00	(1,425.00)	68.33	1,687.50
101-45200-496 PARKS ARTS & PROGRAMMING	15,000.00	17,825.00	19,317.61	1,492.61	108.37	9,185.38
101-45200-497 ISANTI CO MASTER TRAIL CONTRIB	.00	1,000.00	1,000.00	.00	100.00	.00
101-45200-498 PICKLEBALL GRANT EXPENDITURES	.00	2,052.00	.00	(2,052.00)	.00	.00
TOTAL MISCELLANEOUS	77,400.00	81,071.00	49,258.40	(31,812.60)	60.76	62,138.91
TOTAL PARKS & RECREATION	332,315.00	351,245.00	201,303.87	(149,941.13)	57.31	303,551.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
101-49300-720	TRANSFERS OUT - OPER TRANSFER	796,785.00	968,785.00	175,000.00	(793,785.00)	18.06	1,020,678.00
	<i>TOTAL TRANSFERS</i>	796,785.00	968,785.00	175,000.00	(793,785.00)	18.06	1,020,678.00
	TOTAL TRANSFERS OUT	796,785.00	968,785.00	175,000.00	(793,785.00)	18.06	1,020,678.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,303,091.00	6,626,537.00	3,351,235.46			6,367,242.63
NET REVENUES OVER EXPENDITURE	.00	(62,517.00)	279,617.83			137,552.02

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	65,000.00	65,000.00	49,111.85	15,888.15	75.56	71,852.05
OTHER	200.00	200.00	.00	200.00	.00	346.90
TOTAL FUND REVENUE	65,200.00	65,200.00	49,111.85	16,088.15	75.32	72,198.95
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	62,200.00	62,200.00	29,406.55	32,793.45	47.28	73,049.42
TRANSFERS OUT	3,000.00	3,000.00	.00	3,000.00	.00	.00
TOTAL AIRPORT OPERATING	65,200.00	65,200.00	29,406.55	35,793.45	45.10	73,049.42
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	29,406.55	35,793.45	45.10	73,049.42
NET REVENUE OVER EXPENDITURES	.00	.00	19,705.30	(19,705.30)		(850.47)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	9,000.00	9,000.00	9,306.64	(306.64)	103.41	9,306.64
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	18,932.52	2,067.48	90.15	24,733.00
211-34925 AIRPLANE FUEL SALES	35,000.00	35,000.00	20,872.69	14,127.31	59.64	37,812.41
TOTAL CHARGES FOR SERVICES	65,000.00	65,000.00	49,111.85	15,888.15	75.56	71,852.05
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	346.90
TOTAL OTHER	200.00	200.00	.00	200.00	.00	346.90
TOTAL FUND REVENUE	65,200.00	65,200.00	49,111.85			72,198.95

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210	1,000.00	1,000.00	240.10	(759.90)	24.01	1,735.69
211-49000-212	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
211-49000-221	4,000.00	4,000.00	1,303.55	(2,696.45)	32.59	13,608.15
211-49000-223	250.00	250.00	.00	(250.00)	.00	705.02
211-49000-226	150.00	150.00	.00	(150.00)	.00	.00
211-49000-228	2,500.00	2,500.00	315.02	(2,184.98)	12.60	1,882.93
211-49000-251	31,000.00	31,000.00	19,897.56	(11,102.44)	64.19	34,858.85
TOTAL SUPPLIES	39,900.00	39,900.00	21,756.23	(18,143.77)	54.53	52,790.64
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304	250.00	250.00	765.00	515.00	306.00	.00
211-49000-321	1,750.00	1,750.00	863.64	(886.36)	49.35	1,311.35
211-49000-331	500.00	500.00	208.47	(291.53)	41.69	.00
211-49000-334	.00	.00	128.40	128.40	.00	.00
211-49000-351	100.00	100.00	10.41	(89.59)	10.41	11.13
211-49000-360	3,800.00	3,800.00	.00	(3,800.00)	.00	3,263.59
211-49000-381	6,200.00	6,200.00	3,268.69	(2,931.31)	52.72	5,792.97
TOTAL OTHER SERVICES & CHARG	12,600.00	12,600.00	5,244.61	(7,355.39)	41.62	10,379.04
<i>MISCELLANEOUS</i>						
211-49000-401	950.00	950.00	.00	(950.00)	.00	5,169.37
211-49000-403	5,000.00	5,000.00	.00	(5,000.00)	.00	1,383.02
211-49000-404	1,000.00	1,000.00	954.13	(45.87)	95.41	1,210.00
211-49000-430	2,000.00	2,000.00	692.58	(1,307.42)	34.63	1,493.35
211-49000-433	150.00	150.00	134.00	(16.00)	89.33	224.00
211-49000-440	200.00	200.00	225.00	25.00	112.50	.00
211-49000-441	.00	.00	400.00	400.00	.00	400.00
211-49000-489	400.00	400.00	.00	(400.00)	.00	.00
TOTAL MISCELLANEOUS	9,700.00	9,700.00	2,405.71	(7,294.29)	24.80	9,879.74
TOTAL AIRPORT OPERATING	62,200.00	62,200.00	29,406.55	(32,793.45)	47.28	73,049.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 211 - AIRPORT OPERATING FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
211-49300-720	TRANSFERS OUT - OPERATING	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
	TOTAL TRANSFERS OUT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	29,406.55			73,049.42
NET REVENUES OVER EXPENDITURE	.00	.00	19,705.30			(850.47)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUNDS 303-397 - DEBT SERVICE

	ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>				
31010 CURRENT	661,995.00	661,995.00	355,722.96	306,272.04
31020 DELINQUENT	.00	.00	6,300.71	(6,300.71)
31050 TAX INCREMENT	.00	.00	96,656.87	(96,656.87)
	<u>661,995.00</u>	<u>661,995.00</u>	<u>458,680.54</u>	<u>203,314.46</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	.00	.00	22,487.44	(22,487.44)
36101/36102 "PRINCIPAL, INT & PENALTIES"	406,137.00	406,137.00	247,278.10	158,858.90
	<u>406,137.00</u>	<u>406,137.00</u>	<u>269,765.54</u>	<u>136,371.46</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	500.00	500.00	.00	500.00
31050 BOND PROCEEDS	.00	.00	96,656.87	(96,656.87)
	<u>500.00</u>	<u>500.00</u>	<u>96,656.87</u>	<u>(96,156.87)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	116,000.00	116,000.00	.00	116,000.00
	<u>116,000.00</u>	<u>116,000.00</u>	<u>.00</u>	<u>116,000.00</u>
TOTAL REVENUE	<u><u>1,184,632.00</u></u>	<u><u>1,184,632.00</u></u>	<u><u>825,102.95</u></u>	<u><u>359,529.05</u></u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
DEBT SERVICE						
47000601-610	PRINCIPAL	1,272,893.00	1,272,893.00	1,298,343.66	25,450.66	
47000611	INTEREST	181,793.00	181,793.00	170,803.34	(10,989.66)	93.95
47000620	OTHER FEES	900.00	900.00	2,250.00	1,350.00	250.00
		<u>1,455,586.00</u>	<u>1,455,586.00</u>	<u>1,471,397.00</u>	<u>15,811.00</u>	<u>101.09</u>
	TOTAL EXPENSES	<u>1,455,586.00</u>	<u>1,455,586.00</u>	<u>1,471,397.00</u>	<u>15,811.00</u>	<u>101.09</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(270,954.00)</u>	<u>(270,954.00)</u>	<u>(646,294.05)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	6,114.06	5,746.94	51.55
	11,861.00	11,861.00	6,114.06	5,746.94	51.55
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	36,212.00	36,212.00	37,721.00	(1,509.00)	104.17
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	228,565.84	(228,565.84)	.00
	36,212.00	36,212.00	266,286.84	(230,074.84)	735.36
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	.00	.00	435,653.19	(435,653.19)	.00
33160-33169 FEDERAL AID	45,000.00	45,000.00	106,095.79	(61,095.79)	235.77
33422-33422 OTHER GOVT	.00	.00	7,500.00	(7,500.00)	.00
	45,000.00	45,000.00	549,248.98	(504,248.98)	1,220.55
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,600.00	1,600.00	.00	1,600.00	.00
36230 DONATIONS	500.00	500.00	5,600.00	(5,100.00)	1,120.00
32299 UTILITY PERMITS	.00	.00	1,499.94	(1,499.94)	.00
	2,100.00	2,100.00	7,099.94	(4,999.94)	338.09
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	681,785.00	803,785.00	125,000.00	678,785.00	15.55
	681,785.00	803,785.00	125,000.00	678,785.00	15.55
TOTAL REVENUE	776,958.00	898,958.00	953,749.82	(54,791.82)	106.10

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>					
<u>CAPITAL OUTLAY</u>					
415-45200-560	PARK UPDATES	30,000.00	30,000.00	2,641.00 (27,359.00) 8.80
415-45200-580	OTHER PARK EQUIPMENT	10,000.00	10,000.00	.00 (10,000.00) .00
415-41520-596	CITY PARK LAND ACQUISITION	.00	125,000.00	126,782.07	1,782.07 101.43
417-42100-550	POLICE CAR EQUIPMENT	49,723.00	49,723.00	28,660.84 (21,062.16) 57.64
417-42100-551	POLICE CAR SQUAD CAMERA	5,300.00	5,300.00	5,300.00	.00 100.00
417-42100-590	EMERGENCY OPER CENTER EXPEND	6,000.00	6,000.00	.00 (6,000.00) .00
417-42100-570	TECHNOLOGY UPDATES	11,000.00	11,000.00	.00 (11,000.00) .00
418-43001-550	PW VEHICLE & EQUIPMENT	2,600.00	2,600.00	9,298.00	6,698.00 357.62
419-41320-580	ADMIN OTHER EQUIPMENT	2,500.00	2,500.00	.00 (2,500.00) .00
419-41500-570	FINANCE EQUIPMENT	38,500.00	38,500.00	3,259.00 (35,241.00) 8.46
419-41920-580	COMM DEV EQUIPMENT	37,000.00	34,000.00	.00 (34,000.00) .00
420-42200-540	FIRE EQUIPMENT	3,500.00	3,500.00	.00 (3,500.00) .00
423-48000-530	CI BIKE TRAIL	15,000.00	15,000.00	.00 (15,000.00) .00
426-48000-530	ICE RINK IMPROVEMENTS	.00	80,977.00	68,162.12 (12,814.88) 84.17
443-48000-223	CRACK SEALING AND SEAL COATING	170,000.00	170,000.00	86,671.00 (83,329.00) 50.98
444-48000-303	AIRPORT PROJECTS-ENGINEERING	.00	.00	96,018.00	96,018.00 .00
444-48000-530	AIRPORT PROJECTS	50,000.00	50,000.00	.00 (50,000.00) .00
		<u>431,123.00</u>	<u>634,100.00</u>	<u>426,792.03 (</u>	<u>207,307.97) 67.31</u>
<u>TRANSFERS OUT</u>					
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	.00 (100,000.00) .00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>.00 (</u>	<u>100,000.00) .00</u>
	TOTAL EXPENDITURES	<u><u>531,123.00</u></u>	<u><u>734,100.00</u></u>	<u><u>426,792.03 (</u></u>	<u><u>307,307.97) 58.14</u></u>
	NET REVENUES				
	OVER(UNDER) EXPENDITURES	<u><u>245,835.00</u></u>	<u><u>164,858.00</u></u>	<u><u>526,957.79</u></u>	

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	20,000.00	20,000.00	246.38	19,753.62	1.23	23,747.71
OPERATING REVENUE	1,768,148.00	1,768,148.00	1,041,040.98	727,107.02	58.88	1,799,985.15
OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	103,025.00
TOTAL FUND REVENUE	1,888,148.00	1,888,148.00	1,041,287.36	846,860.64	55.15	1,926,757.86
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,784,731.00	1,784,731.00	392,730.96	1,392,000.04	22.01	1,640,990.45
TOTAL WATER FUND EXPENDITURES	1,784,731.00	1,784,731.00	392,730.96	1,392,000.04	22.01	1,640,990.45
TOTAL FUND EXPENDITURES	1,784,731.00	1,784,731.00	392,730.96	1,392,000.04	22.01	1,640,990.45
NET REVENUE OVER EXPENDITURES	103,417.00	103,417.00	648,556.40	(545,139.40)		285,767.41

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	246.38	(246.38)	.00	985.20
601-36210 INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	22,762.51
TOTAL SA & INTEREST EARNINGS	20,000.00	20,000.00	246.38	19,753.62	1.23	23,747.71
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,703,148.00	1,703,148.00	986,355.35	716,792.65	57.91	1,710,520.99
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	18,889.17	(8,889.17)	188.89	25,861.73
601-37160 PENALTIES ETC.	30,000.00	30,000.00	18,625.16	11,374.84	62.08	35,120.67
601-37165 CERTIFICATION PENALTY	.00	.00	450.00	(450.00)	.00	1,350.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	16,721.30	8,278.70	66.89	27,131.76
TOTAL OPERATING REVENUE	1,768,148.00	1,768,148.00	1,041,040.98	727,107.02	58.88	1,799,985.15
<u>OTHER FINANCING SOURCES</u>						
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
601-39700 CAPITAL CONTRIBUTIONS	.00	.00	.00	.00	.00	3,025.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	103,025.00
TOTAL FUND REVENUE	1,888,148.00	1,888,148.00	1,041,287.36			1,926,757.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
601-49400-101 FULL-TIME EMPLOYEES - REGULAR	258,382.00	258,382.00	142,315.15	(116,066.85)	55.08	224,663.76
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	10,000.00	10,000.00	6,639.78	(3,360.22)	66.40	9,786.22
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	5,574.00	5,574.00	1,937.15	(3,636.85)	34.75	3,730.76
601-49400-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	241.28	(1,758.72)	12.06	1,893.44
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	473.87	(1,526.13)	23.69	1,715.89
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	6,947.78	(3,052.22)	69.48	11,597.15
601-49400-121 PERA (EMPLOYER)	21,500.00	21,500.00	11,746.44	(9,753.56)	54.63	18,670.43
601-49400-122 FICA/MEDICARE (EMPLOYER)	22,355.00	22,355.00	11,852.25	(10,502.75)	53.02	18,768.40
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	58,910.00	58,910.00	42,515.16	(16,394.84)	72.17	48,048.52
601-49400-132 LONGEVITY PAY	13,273.00	13,273.00	.00	(13,273.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	2,170.12	(2,429.88)	47.18	2,436.83
601-49400-151 WORKERS' COMPENSATION PREMIU	13,721.00	13,721.00	3,335.61	(10,385.39)	24.31	5,030.45
601-49400-154 HRA/FLEX FEES	300.00	300.00	182.60	(117.40)	60.87	243.60
TOTAL PERSONAL SERVICES	422,615.00	422,615.00	230,357.19	(192,257.81)	54.51	346,585.45
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	4,000.00	4,000.00	670.44	(3,329.56)	16.76	3,038.88
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	169.81	(830.19)	16.98	955.11
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	1,054.81	54.81	105.48	1,038.09
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	5,745.42	(6,254.58)	47.88	10,529.60
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	1,921.07	(6,078.93)	24.01	4,213.84
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	130.50	(369.50)	26.10	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	42,000.00	42,000.00	23,190.03	(18,809.97)	55.21	41,474.96
601-49400-217 TESTING	500.00	500.00	.00	(500.00)	.00	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	233.44	(4,766.56)	4.67	4,933.64
601-49400-227 UTILITY SYSTEM MAINTENANCE SUP	500.00	500.00	.00	(500.00)	.00	.00
601-49400-240 SMALL TOOLS AND MINOR EQUIP	5,000.00	5,000.00	1,699.11	(3,300.89)	33.98	6,496.77
601-49400-270 METERS AND REPAIRS	30,000.00	30,000.00	31,003.79	1,003.79	103.35	50,955.68
TOTAL SUPPLIES	109,500.00	109,500.00	65,818.42	(43,681.58)	60.11	123,810.57

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	6,526.50	1,526.50	130.53	1,805.37
601-49400-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	1,333.83	(6,666.17)	16.67	5,379.32
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	626.46	(373.54)	62.65	1,151.59
601-49400-313 IT MGMT & BACKUP	.00	.00	1,434.86	1,434.86	.00	.00
601-49400-321 TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	3,284.10	(5,715.90)	36.49	6,523.49
601-49400-322 POSTAGE	4,000.00	4,000.00	113.65	(3,886.35)	2.84	5,328.40
601-49400-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	601.61	(398.39)	60.16	595.72
601-49400-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	(200.00)	.00	188.14
601-49400-340 ADVERTISING	500.00	500.00	857.90	357.90	171.58	564.30
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	.00	(500.00)	.00	173.85
601-49400-360 INSURANCE AND BONDS	19,000.00	19,000.00	.00	(19,000.00)	.00	15,800.43
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	45,954.76	(49,045.24)	48.37	86,480.93
601-49400-382 WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	686.77	(513.23)	57.23	1,183.44
601-49400-383 GAS UTILITIES	4,000.00	4,000.00	3,570.59	(429.41)	89.26	3,655.36
601-49400-384 REFUSE HAULING	.00	.00	692.40	692.40	.00	.00
TOTAL OTHER SERVICES & CHARG	148,400.00	148,400.00	65,683.43	(82,716.57)	44.26	128,830.34
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	.00	(3,000.00)	.00	2,625.00
601-49400-406 REPAIR & MAINT - PLANT	28,000.00	28,000.00	3,059.55	(24,940.45)	10.93	14,245.84
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	.00	(10,000.00)	.00	7,884.33
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	5,137.99	(4,862.01)	51.38	5,758.82
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	(500.00)	.00	416.50
601-49400-410 WELL PROTECTION PLAN	10,000.00	10,000.00	6,964.14	(3,035.86)	69.64	26,767.41
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	.00	(75,000.00)	.00	.00
601-49400-420 DEPRECIATION	720,000.00	720,000.00	.00	(720,000.00)	.00	742,508.65
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	12,500.00	12,500.00	2,968.65	(9,531.35)	23.75	19,349.95
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	567.95	(432.05)	56.80	1,036.20
601-49400-440 MEETINGS AND SCHOOLS	2,000.00	2,000.00	1,162.50	(837.50)	58.13	1,242.09
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	7,500.00	7,500.00	2,850.43	(4,649.57)	38.01	2,936.94
601-49400-489 OTHER CONTRACTED SERVICES	7,500.00	7,500.00	8,160.71	660.71	108.81	1,092.00
TOTAL MISCELLANEOUS	887,500.00	887,500.00	30,871.92	(856,628.08)	3.48	825,863.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
601-49400-615 2001 PFA LOAN INTEREST	26,234.00	26,234.00	.00	(26,234.00)	.00	31,288.12
601-49400-617 BOND DISCOUNT	.00	.00	.00	.00	.00	7,688.40
601-49400-619 INTEREST-WATER TREATMENT 2005	103,075.00	103,075.00	.00	(103,075.00)	.00	113,359.89
601-49400-620 FISCAL AGENT FEES	450.00	450.00	.00	(450.00)	.00	695.03
601-49400-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	16,753.18
601-49400-627 INTEREST-2007 STREET BONDS	1,940.00	1,940.00	.00	(1,940.00)	.00	3,624.13
601-49400-631 2011 BOND INT EXP	3,596.00	3,596.00	.00	(3,596.00)	.00	5,395.31
601-49400-632 2012 BOND INTEREST EXPENSE	4,364.00	4,364.00	.00	(4,364.00)	.00	(31,868.10)
601-49400-634 INEREST EXP 2014 IMPROV	20,938.00	20,938.00	.00	(20,938.00)	.00	23,243.02
601-49400-635 INTEREST EXP 2015 BONDS	23,375.00	23,375.00	.00	(23,375.00)	.00	20,162.26
601-49400-636 INTEREST EXP 2016 WATER BONDS	20,244.00	20,244.00	.00	(20,244.00)	.00	12,559.12
<i>TOTAL DEBT SERVICE</i>	<u>204,216.00</u>	<u>204,216.00</u>	<u>.00</u>	<u>(204,216.00)</u>	<u>.00</u>	<u>202,900.36</u>
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	12,500.00	12,500.00	.00	(12,500.00)	.00	13,000.00
<i>TOTAL TRANSFERS</i>	<u>12,500.00</u>	<u>12,500.00</u>	<u>.00</u>	<u>(12,500.00)</u>	<u>.00</u>	<u>13,000.00</u>
TOTAL EXPENSE 400	<u><u>1,784,731.00</u></u>	<u><u>1,784,731.00</u></u>	<u><u>392,730.96</u></u>	<u><u>(1,392,000.04)</u></u>	<u><u>22.01</u></u>	<u><u>1,640,990.45</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,784,731.00	1,784,731.00	392,730.96			1,640,990.45
NET REVENUES OVER EXPENDITURE	103,417.00	103,417.00	648,556.40			285,767.41

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	30,000.00	30,000.00	353.15	29,646.85	1.18	34,812.34
OPERATING REVENUE	2,233,151.00	2,233,151.00	1,726,792.96	506,358.04	77.33	2,389,630.96
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	1,727,146.11	536,004.89	76.32	2,424,443.30
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	2,736,066.00	2,736,066.00	667,142.60	2,068,923.40	24.38	2,424,027.75
TOTAL WASTEWATER FUND EXPENDITURE	2,736,066.00	2,736,066.00	667,142.60	2,068,923.40	24.38	2,424,027.75
TOTAL FUND EXPENDITURES	2,736,066.00	2,736,066.00	667,142.60	2,068,923.40	24.38	2,424,027.75
NET REVENUE OVER EXPENDITURES	(472,915.00)	(472,915.00)	1,060,003.51	(1,532,918.51)		415.55

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	246.39	(246.39)	.00	985.23
602-36210 INTEREST EARNINGS	30,000.00	30,000.00	106.76	29,893.24	.36	33,827.11
TOTAL SA & INTEREST EARNINGS	30,000.00	30,000.00	353.15	29,646.85	1.18	34,812.34
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,198,151.00	2,198,151.00	1,236,118.41	962,032.59	56.23	2,216,630.14
602-37250 SAC CHARGES	.00	.00	471,442.93	(471,442.93)	.00	136,380.00
602-37260 PENALTIES	35,000.00	35,000.00	19,231.62	15,768.38	54.95	36,620.82
TOTAL OPERATING REVENUE	2,233,151.00	2,233,151.00	1,726,792.96	506,358.04	77.33	2,389,630.96
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	1,727,146.11			2,424,443.30

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
602-49450-101 FULL-TIME EMPLOYEES - REGULAR	434,476.00	434,476.00	226,958.07	(207,517.93)	52.24	389,190.37
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	14,000.00	14,000.00	11,773.20	(2,226.80)	84.09	19,040.19
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	11,652.00	11,652.00	2,751.45	(8,900.55)	23.61	3,669.96
602-49450-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	2,856.52	856.52	142.83	1,969.63
602-49450-115 CALL-IN PAY	5,000.00	5,000.00	1,524.29	(3,475.71)	30.49	2,894.78
602-49450-116 ON-CALL PAY	21,578.00	21,578.00	11,479.09	(10,098.91)	53.20	19,061.50
602-49450-121 PERA (EMPLOYER)	35,970.00	35,970.00	19,094.10	(16,875.90)	53.08	30,869.50
602-49450-122 FICA/MEDICARE (EMPLOYER)	37,579.00	37,579.00	19,191.78	(18,387.22)	51.07	32,229.80
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	105,012.00	105,012.00	74,039.18	(30,972.82)	70.51	85,745.43
602-49450-132 LONGEVITY PAY	14,744.00	14,744.00	.00	(14,744.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	8,200.00	8,200.00	5,671.66	(2,528.34)	69.17	7,405.34
602-49450-151 WORKERS' COMPENSATION PREMIU	25,223.00	25,223.00	11,309.52	(13,913.48)	44.84	20,742.27
602-49450-154 HRA/FLEX FEES	500.00	500.00	314.40	(185.60)	62.88	446.40
TOTAL PERSONAL SERVICES	715,934.00	715,934.00	386,963.26	(328,970.74)	54.05	613,265.17
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	17,229.41	(770.59)	95.72	21,328.73
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	500.00	500.00	552.01	52.01	110.40	2,036.61
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	1,054.82	(445.18)	70.32	1,038.09
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	5,311.83	(1,688.17)	75.88	7,234.07
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	4,518.99	(3,481.01)	56.49	5,253.03
602-49450-213 OPER SUPPLIES - PLANT EQUIP	1,000.00	1,000.00	130.50	(869.50)	13.05	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	120,500.00	120,500.00	39,256.07	(81,243.93)	32.58	60,734.82
602-49450-217 TESTING	11,000.00	11,000.00	3,205.50	(7,794.50)	29.14	7,413.50
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	5,425.62	425.62	108.51	10,816.84
602-49450-240 SMALL TOOLS & MINOR EQUIP	5,000.00	5,000.00	7,394.70	2,394.70	147.89	6,902.72
TOTAL SUPPLIES	177,500.00	177,500.00	84,079.45	(93,420.55)	47.37	122,932.41

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	7,000.00	7,000.00	928.50	(6,071.50)	13.26	3,921.63
602-49450-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	1,333.84	(6,666.16)	16.67	5,379.33
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	626.44	(373.56)	62.64	1,136.24
602-49450-313 IT MGMT & BACKUP	.00	.00	1,434.86	1,434.86	.00	.00
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	1,334.31	(3,665.69)	26.69	2,685.19
602-49450-322 POSTAGE	4,500.00	4,500.00	112.50	(4,387.50)	2.50	5,246.83
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	1,234.88	234.88	123.49	220.64
602-49450-334 MILEAGE REIMBURSEMENT	200.00	200.00	126.58	(73.42)	63.29	.00
602-49450-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	401.70
602-49450-360 INSURANCE AND BONDS	34,000.00	34,000.00	610.25	(33,389.75)	1.79	29,144.67
602-49450-381 ELECTRIC UTILITIES	120,000.00	120,000.00	67,803.00	(52,197.00)	56.50	99,967.08
602-49450-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	804.20	(2,195.80)	26.81	1,369.19
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	14,592.71	(10,407.29)	58.37	20,501.97
602-49450-384 REFUSE HAULING	.00	.00	692.50	692.50	.00	.00
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	8,486.57	(8,513.43)	49.92	16,101.90
TOTAL OTHER SERVICES & CHARG	225,900.00	225,900.00	100,121.14	(125,778.86)	44.32	186,076.37
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	3,000.00	3,000.00	.00	(3,000.00)	.00	2,301.81
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	2,260.00	(2,740.00)	45.20	3,395.00
602-49450-406 REPAIR & MAINT - PLANT	30,000.00	30,000.00	32,027.80	2,027.80	106.76	29,951.21
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	242.25	(6,757.75)	3.46	6,536.30
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	1,394.45	1,394.45	.00	1,690.25
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,000.00	1,000.00	.00	(1,000.00)	.00	1,249.48
602-49450-420 DEPRECIATION	1,295,000.00	1,295,000.00	.00	(1,295,000.00)	.00	1,180,924.47
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	206.25	(793.75)	20.63	.00
602-49450-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	4,355.90	3,355.90	435.59	690.20
602-49450-440 MEETINGS AND SCHOOLS	2,500.00	2,500.00	2,402.50	(97.50)	96.10	1,362.49
602-49450-441 MPCA FEES	10,000.00	10,000.00	7,925.00	(2,075.00)	79.25	7,392.68
602-49450-489 OTHER CONTRACTED SERVICES	86,000.00	86,000.00	45,164.60	(40,835.40)	52.52	80,590.74
TOTAL MISCELLANEOUS	1,441,500.00	1,441,500.00	95,978.75	(1,345,521.25)	6.66	1,316,084.63
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	97,162.00	97,162.00	.00	(97,162.00)	.00	102,085.13
602-49450-613 INTEREST - WASTE WATER BONDS	2,450.00	2,450.00	.00	(2,450.00)	.00	.00
602-49450-617 BOND DISCOUNT	.00	.00	.00	.00	.00	4,032.58
602-49450-620 FISCAL AGENT FEES	700.00	700.00	.00	(700.00)	.00	695.03
602-49450-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	8,924.72
602-49450-623 INTEREST XYLITE BOND 2005	.00	.00	.00	.00	.00	463.08
602-49450-627 INTEREST-2007 STREET BONDS	1,762.00	1,762.00	.00	(1,762.00)	.00	3,291.35
602-49450-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	3,003.44
602-49450-632 2012 BOND INTEREST EXP	4,233.00	4,233.00	.00	(4,233.00)	.00	4,917.10
602-49450-634 INTEREST EXP 2014 IMPROV	9,475.00	9,475.00	.00	(9,475.00)	.00	2,133.80
602-49450-635 INTEREST EXP 2015 BOND EXP	9,619.00	9,619.00	.00	(9,619.00)	.00	9,972.64
602-49450-636 INTEREST EXP 2016 SEWER BONDS	12,331.00	12,331.00	.00	(12,331.00)	.00	7,650.30
TOTAL DEBT SERVICE	137,732.00	137,732.00	.00	(137,732.00)	.00	147,169.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	37,500.00	37,500.00	.00	(37,500.00)	.00	38,500.00
<i>TOTAL TRANSFERS</i>	37,500.00	37,500.00	.00	(37,500.00)	.00	38,500.00
TOTAL EXPENSE 450	2,736,066.00	2,736,066.00	667,142.60	(2,068,923.40)	24.38	2,424,027.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,736,066.00	2,736,066.00	667,142.60			2,424,027.75
NET REVENUES OVER EXPENDITURE	(472,915.00)	(472,915.00)	1,060,003.51			415.55

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 603 - STORM WATER UTILITY FUND

<u>REVENUE</u>	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	2,149.24
OPERATING REVENUES	336,035.00	336,035.00	199,450.54	136,584.46	59.35	333,778.28
TOTAL FUND REVENUE	336,035.00	336,035.00	199,450.54	136,584.46	59.35	335,927.52
<u>EXPENDITURES</u>						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	452,548.00	452,548.00	10,865.27	441,682.73	2.40	438,846.47
TOTAL STORM SEWER FUND EXPENDITURE	452,548.00	452,548.00	10,865.27	441,682.73	2.40	438,846.47
TOTAL FUND EXPENDITURES	452,548.00	452,548.00	10,865.27	441,682.73	2.40	438,846.47
NET REVENUE OVER EXPENDITURES	(116,513.00)	(116,513.00)	188,585.27	(305,098.27)		(102,918.95)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	2,149.24
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	2,149.24
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	330,035.00	330,035.00	196,006.24	134,028.76	59.39	326,661.81
603-37360 PENALTIES	6,000.00	6,000.00	3,444.30	2,555.70	57.41	7,116.47
TOTAL OPERATING REVENUES	336,035.00	336,035.00	199,450.54	136,584.46	59.35	333,778.28
TOTAL FUND REVENUE	336,035.00	336,035.00	199,450.54			335,927.52

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>EXPENSE 500</i>						
<i>SUPPLIES</i>						
603-49500-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL SUPPLIES</i>	500.00	500.00	.00	(500.00)	.00	.00
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	4,000.00	4,000.00	6,978.50	2,978.50	174.46	8,220.50
603-49500-352 GEN INFO & PUBLIC NOTICES	250.00	250.00	6.26	(243.74)	2.50	25.64
<i>TOTAL OTHER SERVICES & CHARG</i>	4,250.00	4,250.00	6,984.76	2,734.76	164.35	8,246.14
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	28,000.00	28,000.00	3,737.13	(24,262.87)	13.35	1,919.46
603-49500-420 DEPRECIATION	380,000.00	380,000.00	.00	(380,000.00)	.00	383,870.27
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	143.38	(856.62)	14.34	1,150.96
603-49500-440 SCHOOLS AND MEETINGS	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	409,500.00	409,500.00	3,880.51	(405,619.49)	.95	386,940.69
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	2,767.00	2,767.00	.00	(2,767.00)	.00	3,766.88
603-49500-617 BOND DISCOUNT	.00	.00	.00	.00	.00	4,157.55
603-49500-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	9,121.58
603-49500-623 INTEREST-XYLITE BOND 2005	.00	.00	.00	.00	.00	693.70
603-49500-627 INTEREST-2007 STREET BONDS	1,418.00	1,418.00	.00	(1,418.00)	.00	2,648.58
603-49500-628 INTEREST EXP 2008 BONDS	513.00	513.00	.00	(513.00)	.00	.00
603-49500-629 2009 STORM BOND INT EXP	.00	.00	.00	.00	.00	656.42
603-49500-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	1,005.75
603-49500-634 INTEREST EXP 2014 STORM IMPROV	10,645.00	10,645.00	.00	(10,645.00)	.00	3,482.27
603-49500-635 INTEREST EXP 2015 BONDS	10,841.00	10,841.00	.00	(10,841.00)	.00	11,240.55
603-49500-636 INTEREST EXP 2016 STORM BONDS	12,114.00	12,114.00	.00	(12,114.00)	.00	6,886.36
<i>TOTAL DEBT SERVICE</i>	38,298.00	38,298.00	.00	(38,298.00)	.00	43,659.64
TOTAL EXPENSE 500	452,548.00	452,548.00	10,865.27	(441,682.73)	2.40	438,846.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	452,548.00	452,548.00	10,865.27			438,846.47
NET REVENUES OVER EXPENDITURE	(116,513.00)	(116,513.00)	188,585.27			(102,918.95)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	80,040.00	80,040.00	49,527.09	30,512.91	61.88	93,275.62
OPERATING REVENUES	5,136,781.00	5,136,781.00	3,080,861.38	2,055,919.62	59.98	5,394,035.19
TOTAL FUND REVENUE	5,216,821.00	5,216,821.00	3,130,388.47	2,086,432.53	60.01	5,487,310.81
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,216,821.00	5,216,821.00	2,866,019.13	2,350,801.87	54.94	5,527,518.41
TOTAL LIQUOR STORE EXPENDITURES	5,216,821.00	5,216,821.00	2,866,019.13	2,350,801.87	54.94	5,527,518.41
TOTAL FUND EXPENDITURES	5,216,821.00	5,216,821.00	2,866,019.13	2,350,801.87	54.94	5,527,518.41
NET REVENUE OVER EXPENDITURES	.00	.00	264,369.34	(264,369.34)		(40,207.60)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	400.00	400.00	764.17	(364.17)	191.04	388.50
610-36210 INTEREST EARNINGS	50.00	50.00	26.36	23.64	52.72	3,858.68
610-36220 LOTTERY SALES	79,590.00	79,590.00	48,736.56	30,853.44	61.23	89,028.44
TOTAL INTEREST & LOTTERY SALES	80,040.00	80,040.00	49,527.09	30,512.91	61.88	93,275.62
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,698,099.00	1,698,099.00	1,011,832.82	686,266.18	59.59	1,785,808.89
610-37812 SALES - BEER	2,311,768.00	2,311,768.00	1,444,270.62	867,497.38	62.47	2,429,307.61
610-37813 SALES - WINE	849,049.00	849,049.00	464,188.02	384,860.98	54.67	894,072.88
610-37815 SALES - NON-TAXABLE	136,604.00	136,604.00	88,698.64	47,905.36	64.93	151,279.30
610-37816 SALES - TAXABLE	145,010.00	145,010.00	74,987.13	70,022.87	51.71	136,207.79
610-37820 MACHINE COMMISSIONS	100.00	100.00	.00	100.00	.00	.00
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(2,913.00)	(2,913.00)	(2,485.75)	(427.25)	(85.33)	(1,959.30)
610-37840 CASH OVER AND SHORT	(936.00)	(936.00)	(630.10)	(305.90)	(67.32)	(681.98)
TOTAL OPERATING REVENUES	5,136,781.00	5,136,781.00	3,080,861.38	2,055,919.62	59.98	5,394,035.19
TOTAL FUND REVENUE	5,216,821.00	5,216,821.00	3,130,388.47			5,487,310.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIQUOR STORE						
<i>PERSONAL SERVICES</i>						
610-49750-101 FULL-TIME EMPLOYEES - REGULAR	243,922.00	243,922.00	165,465.68	(78,456.32)	67.84	249,873.78
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	2,283.53	(716.47)	76.12	4,817.25
610-49750-103 PART-TIME EMPLOYEES - REGULAR	127,395.00	127,395.00	76,019.01	(51,375.99)	59.67	125,410.86
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	.00	.00	25.97	25.97	.00	9.17
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	7,526.90	(2,473.10)	75.27	9,435.47
610-49750-121 PERA (EMPLOYER)	29,792.00	29,792.00	16,238.99	(13,553.01)	54.51	29,248.26
610-49750-122 FICA/MEDICARE (EMPLOYER)	30,388.00	30,388.00	17,425.44	(12,962.56)	57.34	28,772.31
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	61,057.00	61,057.00	45,281.42	(15,775.58)	74.16	57,122.88
610-49750-132 LONGEVITY PAY	13,126.00	13,126.00	.00	(13,126.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	1,635.43	(3,164.57)	34.07	3,782.36
610-49750-151 WORKERS' COMPENSATION PREMIU	13,534.00	13,534.00	8,514.16	(5,019.84)	62.91	11,003.48
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	(250.00)	.00	2.76
610-49750-154 HRA/FLEX FEES	300.00	300.00	194.80	(105.20)	64.93	293.50
TOTAL PERSONAL SERVICES	537,564.00	537,564.00	340,611.33	(196,952.67)	63.36	519,772.08
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	1,072.33	(2,427.67)	30.64	2,136.70
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,000.00	22,000.00	7,494.79	(14,505.21)	34.07	17,444.70
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	22,000.00	22,000.00	19,052.91	(2,947.09)	86.60	22,457.34
610-49750-240 SMALL TOOLS AND MINOR EQUIPME	847.00	847.00	.00	(847.00)	.00	3,577.84
610-49750-251 PURCHASES - LIQUOR	1,242,554.00	1,242,554.00	743,610.42	(498,943.58)	59.85	1,329,833.11
610-49750-252 PURCHASES - BEER	1,779,582.00	1,779,582.00	1,108,862.34	(670,719.66)	62.31	1,854,900.52
610-49750-253 PURCHASES WINE	600,585.00	600,585.00	324,694.53	(275,890.47)	54.06	626,985.54
610-49750-259 PURCHASES - MISCELLANEOUS	219,630.00	219,630.00	129,773.09	(89,856.91)	59.09	228,474.17
610-49750-260 FREIGHT & DRAY	34,100.00	34,100.00	19,939.00	(14,161.00)	58.47	34,858.46
610-49750-262 BREAKAGE & SHRINKAGE	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
610-49750-263 INVENTORY PRICE ADJ	1,138.00	1,138.00	.00	(1,138.00)	.00	.00
TOTAL SUPPLIES	3,927,136.00	3,927,136.00	2,354,499.41	(1,572,636.59)	59.95	4,120,668.38
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	2,750.00	2,750.00	1,277.30	(1,472.70)	46.45	4,835.45
610-49750-313 IT MGMT & BACKUP	.00	.00	1,354.86	1,354.86	.00	.00
610-49750-321 TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	4,713.82	(1,286.18)	78.56	9,552.40
610-49750-331 TRAVEL/MEALS/LODGING	500.00	500.00	151.70	(348.30)	30.34	.00
610-49750-334 MILEAGE REIMBURSEMENT	300.00	300.00	139.64	(160.36)	46.55	114.48
610-49750-340 ADVERTISING	40,020.00	40,020.00	27,004.29	(13,015.71)	67.48	38,056.63
610-49750-341 WINE TASTING EVENT COSTS	3,300.00	3,300.00	1,866.88	(1,433.12)	56.57	4,141.84
610-49750-360 INSURANCE AND BONDS	15,000.00	15,000.00	.00	(15,000.00)	.00	13,120.00
610-49750-381 ELECTRIC UTILITIES	26,000.00	26,000.00	11,962.67	(14,037.33)	46.01	24,289.28
610-49750-382 WATER/WASTEWATER UTILITIES	750.00	750.00	409.57	(340.43)	54.61	735.59
610-49750-383 GAS UTILITIES	2,000.00	2,000.00	905.46	(1,094.54)	45.27	1,110.21
610-49750-384 REFUSE HAULING	.00	.00	803.30	803.30	.00	.00
TOTAL OTHER SERVICES & CHARG	96,620.00	96,620.00	50,589.49	(46,030.51)	52.36	95,955.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 610 - LIQUOR STORE FUND

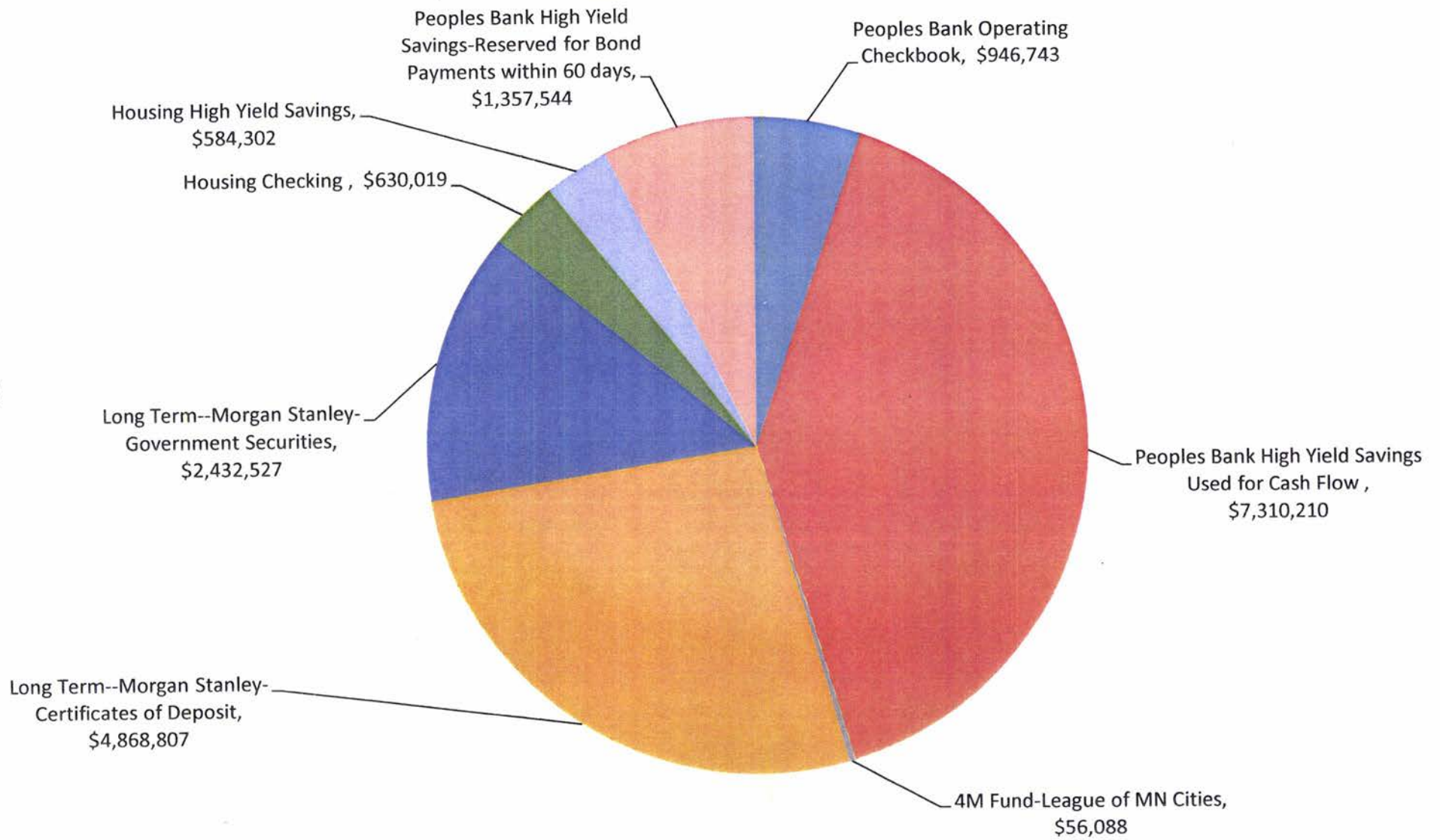
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	6,224.00	6,224.00	3,752.73	(2,471.27)	60.29	6,364.44
610-49750-420 DEPRECIATION	51,000.00	51,000.00	.00	(51,000.00)	.00	56,409.92
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	112,900.00	112,900.00	66,111.92	(46,788.08)	58.56	113,098.06
610-49750-433 DUES AND SUBSCRIPTIONS	3,557.00	3,557.00	4,142.00	585.00	116.45	3,114.00
610-49750-440 MEETINGS AND SCHOOLS	990.00	990.00	665.00	(325.00)	67.17	30.00
610-49750-453 TAXES AND LICENSES	500.00	500.00	.00	(500.00)	.00	.00
610-49750-461 LOTTERY SWEEP	40,775.00	40,775.00	23,716.70	(17,058.30)	58.16	50,960.97
610-49750-475 LOTTERY PAID OUT	35,815.00	35,815.00	21,164.00	(14,651.00)	59.09	33,321.00
610-49750-489 CONTRACT MAINTENANCE	3,740.00	3,740.00	766.55	(2,973.45)	20.50	2,823.68
<i>TOTAL MISCELLANEOUS</i>	<u>255,501.00</u>	<u>255,501.00</u>	<u>120,318.90</u>	<u>(135,182.10)</u>	<u>47.09</u>	<u>266,122.07</u>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	.00	(400,000.00)	.00	400,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	125,000.00
<i>TOTAL TRANSFERS</i>	<u>400,000.00</u>	<u>400,000.00</u>	<u>.00</u>	<u>(400,000.00)</u>	<u>.00</u>	<u>525,000.00</u>
TOTAL LIQUOR STORE	<u><u>5,216,821.00</u></u>	<u><u>5,216,821.00</u></u>	<u><u>2,866,019.13</u></u>	<u><u>(2,350,801.87)</u></u>	<u><u>54.94</u></u>	<u><u>5,527,518.41</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,216,821.00	5,216,821.00	2,866,019.13			5,527,518.41
NET REVENUES OVER EXPENDITURE	.00	.00	264,369.34			(40,207.60)

City of Cambridge Cash & Investment Summary 7-31-17



PURCHASE IN LIEU OF CONDEMNATION AGREEMENT

This Purchase in Lieu of Condemnation Agreement (the "Agreement") is made and entered into this 3rd day of September, 2017 by and between Alan D. Farr and Sadie C. Farr (Binger) husband and wife; hereby known as "Sellers" and the City of Cambridge, a Minnesota municipal corporation, ("Purchaser").

RECITALS:

A. Sellers are the fee owner of certain real property legally described as follows:

W. 70 feet of Lots 2, 3 and 6, Rasks Addition

Herein after known as the "Property".

B. Sellers wishes to convey, and Purchaser wishes to purchase, the Property, together with all rights, privileges, easements, and appurtenances belonging thereto.

AGREEMENT:

In consideration of the mutual covenants and agreements herein contained and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Purchase Price and Manner of Payment.** The total purchase price ("Purchase Price") to be paid by Purchaser for the Property is One Hundred Sixty Thousand and 00/100 Dollars (\$160,000.00), payable pursuant to Minn. Stat. §117.231 as follows:

- a. \$159,000.00 of the Purchase Price shall be paid (subject to prorations, reductions, and credits as provided below) by check at Closing.
- b. The remainder of the purchase price (\$1,000.00) will be paid into an escrow account and paid to the Sellers upon the Sellers vacating the property and demonstrating that all utilities for the property have been paid.

2. **Closing.** The Closing shall be conducted at a mutually agreeable time and place to occur no later than October 1, 2017 (the "Closing Date"). Sellers agree to deliver possession of the Property to Purchaser on the Closing Date. At the Closing, the parties shall execute and deliver the following documents:

- a. A general warranty deed executed by Sellers conveying the Property to Purchaser free and clear of all encumbrances, except the following "Permitted Encumbrances":
 - (1) All property taxes and special assessments to be paid by Seller;
 - (2) Building codes and laws and ordinances relating to zoning, land use and environmental matters;
 - (3) State and federal laws and regulations;
 - (4) Reservation of any minerals or mineral rights to the State of Minnesota; and
 - (5) Easements, restrictions, and covenants of record that are acceptable to Purchaser in Purchaser's sole discretion.
 - b. A closing statement detailing the financial terms of the closing.
 - c. All other documents reasonably necessary to transfer the Property to Purchaser free and clear of all encumbrances except the Permitted Encumbrances.
3. **Costs.** Sellers and Purchaser agree to the following allocations of costs:
- a. **Closing Costs.** Sellers shall pay all costs of issuing the title insurance commitment. Purchaser shall pay costs of Owner's Title Insurance Premium. For the remaining closing costs, Sellers and Purchasers shall pay the respective closing costs which are normally allocated to Purchaser and Seller consistent with local practices.
 - b. **Documentary Taxes.** Seller shall pay all state deed tax for the warranty deed to be delivered by Sellers under this Agreement.
 - c. **Real Estate Taxes and Levied and Pending Assessments.** General real estate taxes due in 2017 with respect to the Property shall be paid by the Seller. Sellers shall be responsible for all special assessments levied or pending against the Property as of the Closing Date.
 - d. **Utilities.** The Sellers shall pay all utilities until the date of they vacate the property.
 - e. **Recording Costs.** Sellers shall pay all recording costs relating to the Closing of the Property.
 - f. **Attorney's Fees.** Each party will pay its own attorney's fees.

4. Title.

- a. Quality of Title.** Sellers shall convey marketable title to the Property to Purchaser, subject to no liens, easements, encumbrances, conditions, reservations or restrictions other than the Permitted Encumbrances.
- b. Title Evidence.** Within ten (10) days after this Agreement is fully executed by the Parties, Sellers will obtain a commitment ("Title Commitment") for an owner's policy of insurance in the amount of the Purchase Price insuring title to the Property subject only to the Permitted Encumbrances.
- c. Purchaser's Objections.** Within ten (10) business days after receiving the Title Commitment, Purchaser shall make written objections ("Objections") to the form and/or contents of the Title Commitment. Purchaser's failure to make Objections within such time period will constitute waiver of Objections. Any matter shown on such Title Commitment and not objected to by Purchaser shall be deemed an additional "Permitted Encumbrance" hereunder. Sellers shall have ninety (90) days after receipt of the Objections to cure the Objections, during which period the Closing will be postponed as necessary. Sellers shall use their best efforts to correct any Objections. If the Objections are not cured within such 90-day period, Purchaser will, in addition to any other remedy available at law or under this Agreement, have the option to do either of the following:

 - (1) Terminate this Agreement; or
 - (2) Waive the Objections and proceed to close.

5. Representations and Warranties by Sellers. Sellers represents and warrants to Purchaser as follows:

- a. Authority.** Sellers have the requisite power and authority to enter into and perform this Agreement.
- b. Title to Property.** Sellers own the Property free and clear of all encumbrances except the Permitted Encumbrances.
- c. Rights of Others to Purchase Property.** Sellers have not entered into any other contracts for the sale of the Property.
- d. FIRPTA.** Sellers are not a "foreign person," "foreign partnership," "foreign trust" or "foreign state" as those terms are defined in § 1445 of the Internal Revenue Code.

- e. **Proceedings.** To the best knowledge of Sellers, there is no action, litigation, investigation, condemnation or proceeding of any kind pending or threatened against the Property.
- f. **Wells and Septic Systems.** Sellers represent that they are not aware of any septic systems or wells located on the Property.
- g. **Methamphetamine Production.** Pursuant to Minnesota Statutes section 152.0275, Sellers certify to Purchaser that they are not aware of any methamphetamine production that has occurred on the Property.
- h. **Blocked Persons.** Sellers have not received written notice that Sellers are:
 - (1) listed on the Specifically Designated Nationals and Blocked Persons List maintained by the Office of Foreign Assets Control, Department of the Treasury ("OFAC") pursuant to Executive Order No. 13224, 66 Fed. Reg. 49079 Sept. 25, 2001 ("Order") and/or on any other list of terrorists or terrorist organizations maintained pursuant to any of the rules and regulations of OFAC or pursuant to any other applicable Orders (such lists are collectively referred to as the "Lists");
 - (2) a person who has been determined by competent authority to be subject to the prohibitions contained in the Order; or
 - (3) owned or controlled by, or acts for or on behalf of, any person or entity who is: (x) on the Lists or any other person or entity who has been determined by competent authority to be subject to the prohibitions contained in the Order; (y) a citizen of the United States who is prohibited to engage in transactions by any trade embargo, economic sanction, or other prohibition of United States law, regulation, or Executive Order of the President of the United States; or (z) an "Embargoed Person," meaning any person, entity or government subject to trade restrictions under U.S. law, including but not limited to the International Emergency Economic Powers Act, 50 U.S.C. § 1701 et seq., the Trading with the Enemy Act, 50 U.S.C. App. 1 et seq., and any Executive Orders or regulations promulgated under such acts.
- i. Sellers acknowledges that they clearly showed intent to sell the Property and this purchase agreement is entered into voluntarily and was not made under threat of eminent domain.

- J. Sellers acknowledges that the purchase price agreed on for the Property is inclusive of any and all displaced owner-occupant relation benefits for which eligibility may exist which could include moving costs, replacement property, and differential payments for replacement property.

6. Representations and Warranties by Purchaser. Purchaser represents and warrants to Sellers as follows:

a. **Authority.** Purchaser has the requisite power and authority to enter into and perform this Agreement.

b. **Certain Proceedings.** Purchaser has no knowledge of any material actions, proceedings, or litigation that challenge, or may have the effect of preventing, delaying, illegalizing, or otherwise interfering with, this Agreement. To Purchaser's knowledge, no such matters have been threatened.

c. **Certain Representations.** Sellers acknowledges that they have not relied on any oral or written statements, representations, warranties, or assurances from Purchaser or its officers, directors, employees, agents, or consultants except those contained in this Agreement.

7. Right to Inspect. Purchaser shall have the right to enter the Property at all reasonable times and perform such surveys, tests, and investigations as Purchaser deems advisable, all at Purchaser's sole expense. Purchaser shall keep the Property free from mechanic's liens arising from its actions. Purchaser shall be responsible for any property damage or personal injury arising from its actions and shall indemnify and hold Sellers harmless from all costs, expenses, and liabilities, including attorney's fees, relating to such actions.

8. Control of Property. Subject to the provisions of this Agreement, including but not limited to those provisions in Section 7 above, until the Closing Date, Sellers shall have full responsibility and the entire liability for any and all damages or injuries of any kind whatsoever to the Property, to any and all persons, whether employees or otherwise, and to any other property from and connected to the Property.

9. Mutual Indemnification. Sellers will indemnify and hold Purchaser harmless from all liabilities (including reasonable attorney's fees in defending against such claims) arising out of claims by third parties related to act, omissions, or occurrences on, at, or with respect to the Property which occur prior to the Closing, unless such claims relate to acts, omissions, or occurrences by Purchaser or its agents, employees, or contractors. Purchaser will indemnify and hold Sellers harmless from all liabilities (including reasonable attorney's fees in defending against claims) arising out of claims by third parties relating to acts, omissions, or occurrences on, at, or with respect to the Property which occur on or after the Closing unless such claims relate to the intentional acts, omissions, or occurrences by Sellers.

10. Survival. All of the terms of this Agreement will survive and be enforceable after the Closing.

11. Notices. Any notices required or permitted to be given by any party to the other shall be given in writing, and shall be (i) hand delivered to any officer of the receiving party, or (ii) mailed in a sealed wrapper by United States registered or certified mail, return receipt requested, postage prepaid, or (iii) properly deposited with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Sellers: Alan and Sadie Farr
 611 First Ave E
 Cambridge, MN 55008

If to Purchaser: City of Cambridge
 Attn: City Administrator
 300 Third Avenue NE
 Cambridge, MN 55008

With copy to: Rupp, Anderson, Squires & Waldspurger, P.A.
 Attn: Jay Squires
 333 South Seventh Street, Suite 2800
 Minneapolis MN 55402

Notices shall be deemed effective on the earlier of the date of receipt or in the case of such deposit in the mail or overnight courier, on the first business day following such deposit. Any party may change its address for the service of notice by giving written notice of such change to the other party.

14. Captions. The captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

15. Entire Agreement. This written Agreement constitutes the complete agreement between the parties and supersedes any and all other oral or written agreements, negotiations, understandings, and representations between the parties regarding the Property. There are no verbal or written side agreements that change this Agreement.

16. Amendment; Waiver. No amendment of this Agreement, and no waiver of any provision of this Agreement, shall be effective unless set forth in a writing expressing the intent to so amend or waive, and the exact nature of such amendment or waiver, and signed by both parties (in the case of amendment) or the waiving party (in the case of waiver). No waiver of a right in any one instance shall operate as a waiver of any other right, nor as a waiver of such right in a later or separate instance.

17. Governing Law. This Agreement is made and executed under and in all respects is to be governed and construed under the laws of the State of Minnesota.

18. Binding Effect. This Agreement binds and benefits the parties and their respective successors and assigns.

19. Severability. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

20. Construction. Sellers and Purchaser have reviewed and revised this Agreement. Sellers and Purchaser acknowledge that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

21. Remedies.

- a. **Default by Purchaser.** If Purchaser defaults under this Agreement, Sellers shall have the right to terminate this Agreement by giving written notice to Purchaser. If Purchaser fails to cure such default within thirty (30) days of the date of such notice, this Agreement will terminate, or, at Sellers's option, Sellers may sue for specific performance of this Agreement or actual damages caused by Purchaser's default.
- b. **Default by Sellers.** If Sellers defaults under this Agreement, Purchaser may sue for specific performance of this Agreement or actual damages caused by Sellers default.

22. Occupation of Premises

- a. The Sellers may occupy the subject property after closing up until March 1, 2018. Sellers will continue to conduct all maintenance on the property, be responsible for interior repairs if damage occurs, and will keep property in good condition by remaining in compliance with the City's nuisance ordinances (e.g. sidewalk clearing/ice control, grass/weeds, outdoor storage, etc.)
- b. Sellers shall procure and maintain during the hold-over occupancy period insurance on all of their personal property, and waive any claims against the City for damage or loss to the same. Sellers shall also defend, indemnify, and hold the City and its officers, employees, and agents harmless from any injury, loss or damage occurring to Sellers or third parties during the hold-over occupancy period, unless the injury, loss or damage is caused by the City's negligent or wrongful act.
- c. Sellers shall pay all utilities until they vacate the premise.
- d. Sellers agree they will not lease or sublease the premise.
- e. Sellers will notify the City when Sellers vacate the premise. The City will do a final inspection and transfer utilities into the City's name.

SELLERS:

By: _____
Alan D. Farr

Dated: _____

By: _____
Sadie C. Farr

Dated: _____

PURCHASER: CITY OF CAMBRIDGE

By: _____

Dated: _____

Its: Marlys A. Palmer, Mayor

By: _____

Dated: _____

Its: Lynda J. Woulfe, City Administrator

Prepared by: Timothy Dwyer – Chief of Police

Background:

On August 23, 2017, John Gillquist officially submitted a letter of resignation as a part-time Police Officer for the City of Cambridge. Gillquist is a Deputy Sheriff for the Isanti County Sheriff's Office and was hired by Cambridge as a casual part-time Officer on March 22, 2016.

Gillquist explained in his letter that he has been selected as the new K-9 handler for the Sheriff's Office and he felt that it was only fair to resign from Cambridge, so that we would be able to add another part-time Officer who would more readily available to work shifts.

Gillquist is an excellent police officer and we will miss him, but I understand the time commitment needed to be a K-9 handler, as well as the need for us to eventually hire another part-time officer to keep our pool of part-time officer availability open to cover shifts.

Gillquist has turned in his key fob, uniforms, and department issued items to me.

Requested Council Action:

Accept the resignation of part-time Police Officer John Gillquist.

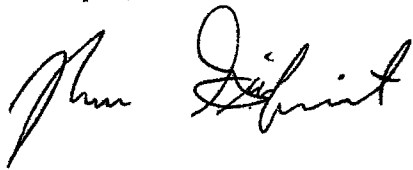
Attachment: letter of resignation

August 23, 2017

Chief Dwyer,

I would like to thank you for the opportunity given to me to work at the Cambridge Police Department part time. However, the County has recently decided to add another K9 and I have been selected as the next handler. I feel that with this responsibility I would no longer be able to pick up shifts as needed and feel that it is only fair to resign so you might be able to add another person in my place who might be more available than I am. As you already know, on my days off during the school year I am watching my kids which made it hard for me to be able to pick up open shifts. Right now I am currently in the process of starting this new position with the County and have been busy with that planning which doesn't give me a lot of free time. Once again I thank you for the opportunity. It was a pleasure working with your Department. Feel free to contact me with any questions.

Thank you,

A handwritten signature in cursive script, appearing to read "John Gillquist". The signature is written in black ink and is positioned above the printed name.

John Gillquist

Prepared by: Timothy A. Dwyer – Chief of Police
Lynda J. Woulfe, City Administrator

Background:

The City of Cambridge and the Cambridge Ambassadors partner each year to put on the Snowflake Parade. The date for 2017 is Saturday, November 18. Like last year, the route has been modified to accommodate passing by more businesses on Main Street for the parade. The parade will begin at Fern St S and 2nd Avenue SW. The floats will go east on 2nd Avenue SW to Ashland Street, turn right onto 3rd Avenue SW, then turn left onto Main Street. Floats will proceed north on Main Street until 3rd Avenue NE. This year, all floats will be directed West on 3rd Ave NW for “take down” on Ashland St N and Birch St N. The City Hall parking lot will be left open for the chili feed and people arriving to pick up their children.

Line up for the parade will begin at Anoka Ramsey Community College and units will be staged there and along 2nd Avenue SW to Fern St N.

The attached map highlights the street closures needed for the parade and the detour route for Highway 95 traffic. Administrator Woulfe has applied for a permit from MN DOT. This year, Hwy 95 traffic will not be diverted north on Cypress St or Emerson St, but instead Officers stationed at Hwy 95 and Main St will need to stop the parade and let traffic through as needed. This will hopefully avoid confusion and upset citizens. We have requested MN DOT reader board signs to warn vehicular traffic of the pending delays during the parade.

We request City Council approval to close the following streets on Saturday, November 18th:

Second Ave.	From County Road 70 (Spirit River Rd) to Main Street S
Main St.	From the 3 rd Avenue SW to 3 rd Avenue NE
Fern	From Highway 95 to the north side of Second Avenue SW
Elm	From Highway 95 to the north side of Second Avenue SW
Dellwood	From Highway 95 to the north side of Second Avenue SW
Cypress	From Highway 95 to the north side of Second Avenue SW
Birch	From Second Ave SW to the north side of Third Avenue SW
Ashland	From Second Ave SW to the south side of Third Avenue SW
Third Ave SW	From Birch St S East to Main St S
Third Ave NW	From Main St N to Cypress St (posted No Parking/Take Down)
Ashland St N	From Third Ave NW to Fifth Ave NW (posted No Parking/Take Down)
Birch St N	From Third Ave NE to Fifth Ave NW (posted No Parking/Take Down)

Reserve or Police Officers will be stationed at specific intersections to facilitate traffic flow through the detours and to assist with traffic to Cambridge Medical Center and the Emergency Room. The City provides liability insurance for this event.

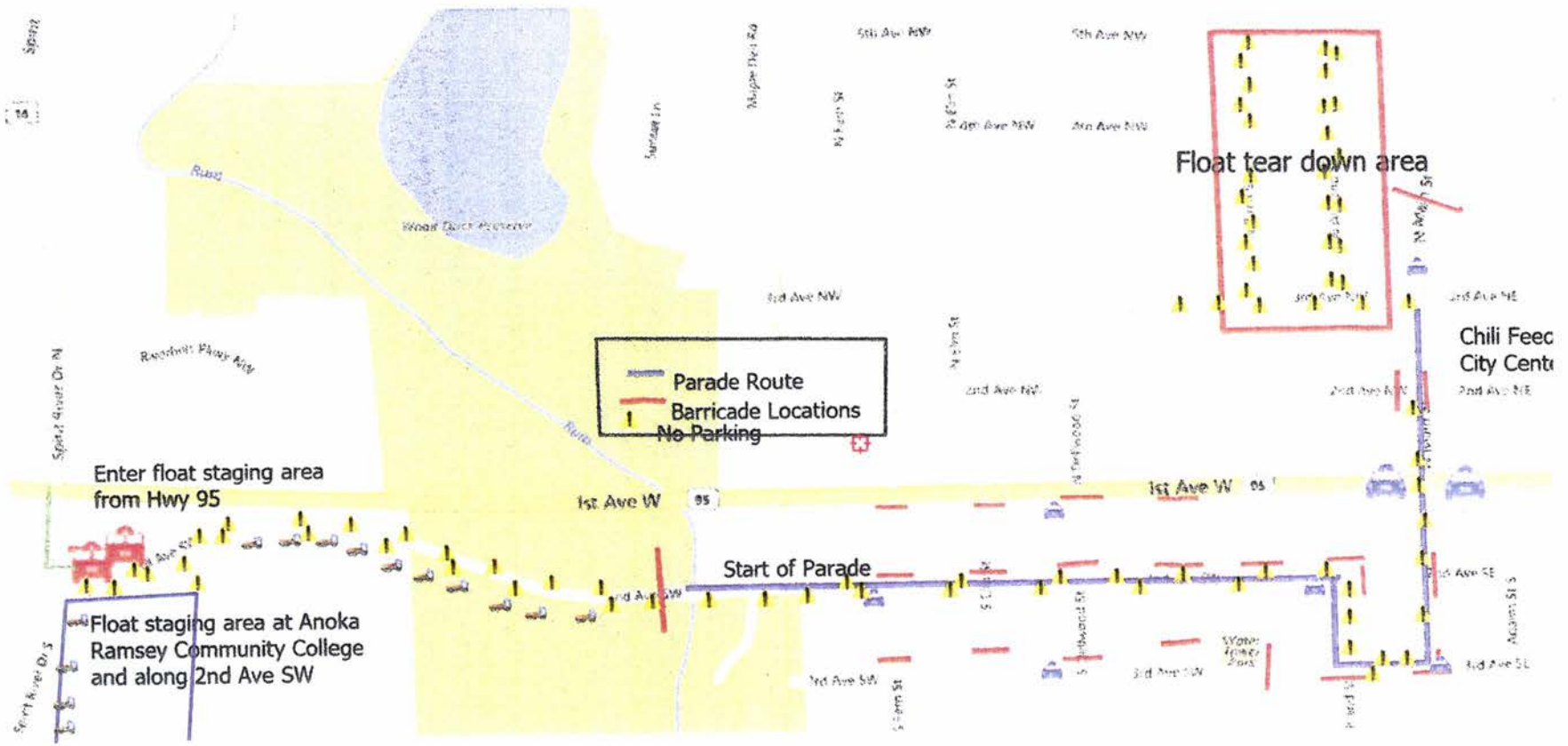
As in past years, the Police Department will declare and post for no parking along the parade route and designated take down area (see above). The City will send out letters to property owners along

2nd Avenue and Main Street and the take down area to inform them of the no parking from 5:00 – 7:30 pm on Saturday, November 21. Closure of 2nd Ave SW by City Park out to ARCC will be closed from 2:00 pm – 7:30 pm for parade line-up.

Recommended Council Action:

Approve the Snowflake Parade street closure request for the event on Saturday, November 18, 2017 as presented.

Attachment: 2017 Snowflake Parade Map



4F- 2018 Street Improvements-Authorize Geotechnical & Sewer Televising Services
September 5, 2017

Prepared by Todd Blank, City Engineer

Background

In order to properly review existing conditions and to design the proposed 2018 Street Improvements, geotechnical and sewer televising services are required. Geotechnical services consist of soil borings and lab testing, and sewer televising services consist of running a camera through existing sanitary and storm sewers within the project area.

As with past projects, proposals for these services were solicited and were received from the following:

Geotechnical Services

<u>Firm</u>	<u>Proposed Fee</u>
Chosen Valley Testing	\$3,515.00
Northern Technologies(NTI)	\$5,200.00
Independent Testing Technologies (ITT)	\$5,450.00

Sewer Televising Services

<u>Firm</u>	<u>Proposed Fee</u>
Veit	\$14,180.00
Hydro-Klean	\$14,899.00
Empire Pipe Services	\$16,960.00

Recommendation

1. Staff recommends accepting proposal from Chosen Valley Testing to provide geotechnical services for an estimated fee of \$3,515.00, and from Veit to provide sewer televising services for an estimated fee of \$14,180.00.

Attachments

1. Geotechnical services proposal from CVT and Sewer Televising proposal from Veit.



Chosen Valley
Testing



Proposal for Geotechnical Soil Borings and Factual Report:

2018 Street & Utility Improvements
Cambridge, Minnesota

Prepared for:

City of Cambridge
c/o Mr. Todd Blank, PE
SEH, Inc.

August 24, 2017
11982.17.MNS



Chosen Valley Testing, Inc.

31 First Avenue South, Rice, Minnesota 56367
Phone: 1-320-393-3306 Fax: 1-320-393-3309 Email: stcloud@chosenvallytesting.com

City of Cambridge
c/o Mr. Todd Blank, PE
3535 Vadnais Center Drive
St. Paul, MN 55110
shaupt@sehinc.com

August 10, 2017

**Re: Proposal for Geotechnical Soil Borings and Factual Report
2018 Street & Utility Improvements
Cambridge, Minnesota
Proposed Project #11982.17.MNS**

Dear Mr. Blank,

As requested, we are providing this proposal for geotechnical soil borings and evaluation for the proposed street and utility improvements in Cambridge, Minnesota. This proposal summarizes our estimated costs for the project.

Scope

Soil Borings: The borings will be sampled in accordance with the American Society for Testing and Materials (ASTM) Method of Test D1586 and D1587 procedures. Ground water level readings will be taken in the borings immediately upon completion of drilling.

Six (6) standard penetration test borings are requested for the proposed street and utility improvements. Five (5) standard penetration test borings are requested to be drilled to the depth of 15 feet and one (1) to a depth of 25 feet. The State of Minnesota now requires grouting of all holes 15 feet deep or greater, completion of abandonment forms and a filing fee payable to the State. The new process will also result in excess soil cuttings, which in this project setting will likely have to be hauled off site to an area approved by the City. For the above reasons, we have assumed that it will be adequate to shorten the 15 foot borings to 14.9 feet.

If auger refusal or unsuitable soils are encountered at any depth during drilling, SEH would be contacted prior to pulling up auger. If the shallow borings must be deepened, we have included rate adjustments to reflect the higher costs for abandonment and disposal. The higher abandonment and disposal costs are unavoidable for the 25-foot boring.

Laboratory Testing: Based on the scope of work provided, we understand 18 moisture contents test, 10 grain size analysis tests, and 4 Atterberg Limits tests are requested. Only completed laboratory tests would be billed. SEH would be contacted for additional authorization if conditions are met which might justify additional laboratory testing to facilitate analysis, or to select samples for testing.

Reports: The factual report will include the boring locations and elevations, geological background of the work site, a summary of the results of the borings and the penetration test results from the borings. We will also provide a summary of the groundwater level, if any is encountered, and a summary of the laboratory test results. The report will be issued electronically.

Access and Schedule: We understand that the boring areas are accessible to standard truck-mounted equipment. Gopher State One Call would be contacted before drilling. SEH is to stake the borings, which should eliminate the need for a utility meet. Traffic control would be provided using signs and cones. About 1 week to 10 days is normally required from authorization to completion of the drilling. Our current schedule would allow us to complete all work within the schedule required, with time to spare.

Fees and Payment

We will perform the requested work scope with the unit rates in the table below. This cost would not be exceeded without a change in work scope. Standard standby time for our drill crew is \$150 per hour.

Unit	QTY.	ITEM DESCRIPTION	UNIT COST	AMOUNT
Drilling Seivices				
mob	1	Staking, Drill Rig & Support Vehicle, per day	\$ 500.00	\$ 500.00
foot	100	Drill and Sampling, per foot	\$ 11.00	\$ 1,100.00
foot	25	Bore hole abandonment surcharge, per foot of depth from ground surface	\$ 3.00	\$ 75.00
lump sum	1	MDH sealing form prep and fees	\$ 150.00	\$ 150.00
lump sum	1	Cuttings disposal, per boring 15 feet or greater.	\$ 50.00	\$ 50.00
Laboratory Testing				
test	18	Moisture Content	\$ 5.00	\$ 90.00
test	10	Grain Size Analysis	\$ 75.00	\$ 750.00
test	4	Atterberg Limits, per test	\$ 75.00	\$ 300.00
Engineering Services				
lump sum	1	Factual Geotechnical Report	\$ 500.00	\$ 500.00
Total				\$3,515.00

The total cost would not be exceeded without a change in work scope. Any changes would be charged based on the rates indicated. The greatest potential for cost differences would be as regards deepening of the "15 foot" holes. For utility work, we normally assume that deeper drilling is only need if the borings terminate in peat. Peat soils seem unlikely in the areas to be explored.

An invoice for the work will be mailed to the client after the exploration report is completed. Payment for services is expected within 30 days. Interest will be added to invoices over 30 days.

Remarks

We appreciate the opportunity to propose geotechnical engineering services to you on this project. Please feel free to call us at (320) 393-3306 if you have any questions or desire further information.

Sincerely,
 Chosen Valley Testing, Inc.

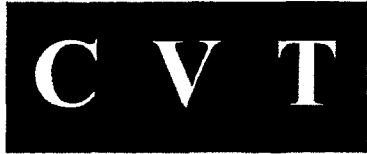
Hannah Fischer

Hannah Fischer
 Graduate Engineer

Colby T. Verdegan

Colby T. Verdegan, PE
 Sr. Geotechnical/Materials Engineer

Authorization to Proceed



Chosen Valley Testing

Proposal for Geotechnical Soil Borings and Factual Report

Project: 2016 Street & Utility Improvements
Cambridge, Minnesota

Prepared by: Chosen Valley Testing, Inc.

CVT Number: 11982.17.MNS

Commencement of the above Project or Work Package, as outlined in the attached proposal document from Chosen Valley Testing, Inc., is hereby authorized.

Authorizing Person(s):

Signature

Name / Title

Date

Signature

Name / Title

Date

VERT

**PROPOSAL FOR
TELEVISION INSPECTION
OF
STORM AND SANITARY SEWERS
2018 STREET IMPROVEMENTS
CAMBRIDGE, MINNESOTA**

SEH NO. CAMBR 143010

ADDENDUM NO. 1-AUGUST 22, 2017

PROPOSAL DUE: 10:00 A.M. FRIDAY, AUGUST 25, 2017

DATE: August 23, 2017

PROPOSAL TO: SEH
Attn: Todd Blank, Cambridge City Engineer
3535 Vadnais Center Drive
St. Paul, MN 55110

Contractor proposes to complete the work as specified for the following approximate quantities at these unit prices:

Item	Unit	Est. Quantity	Unit Price	Total
Televis 8"-15" Sanitary Sewer	LF	9,800	\$ 1.00	\$ 9,800.00
Televis 15"-30" Storm Sewer	LF	1,500	\$ 1.00	\$ 1,500.00
Clean Storm or Sanitary Sewer	LF	1,800	\$ 1.60	\$2,880.00
Total Bid				\$ 14,180.00

The City reserves the right to increase or decrease quantities as necessary to televise the existing sewer located within the proposed project area.

In submitting this Proposal, Bidder represents, as set forth in this Proposal, that:

Bidder has examined and carefully studied the Proposal and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.	Addendum Date
<u>1</u>	<u>8/22/17</u>
_____	_____

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)
(Individual's signature)

Doing business as: _____

Business address: _____

Phone No.: _____ FAX No.: _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____
(Signature of general partner - attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

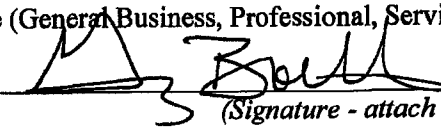
Phone No.: _____ FAX No.: _____

A Corporation

Corporation Name: Veit & Company, Inc. (SEAL)

State of Incorporation: Minnesota

Type (General Business, Professional, Service, Limited Liability): Service

By:  _____
(Signature - attach evidence of authority to sign)

Name (typed or printed): Greg Boelke, President

Title: President

(CORPORATE SEAL)

Attest:  _____
Vaughn Veit, CEO/Secretary *(Signature of Corporate Secretary)*

Business address: 14000 Veit Place
Rogers, MN 55374

Phone No.: 763/428-2242 FAX No.: _____

Date of Qualification to do business is 12/28/60

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge has received a donation of \$5000 from the TEAM Foundation for equipment for the Fire Department.

As required by MN State Statute, restricted donations must be officially accepted by the City Council.

COUNCIL ACTION

Officially accept the donations by approving the following resolution.

Attachments

Resolution No. R17-056

RESOLUTION NO. R17-056

*Resolution Accepting Restricted Donations
to the City of Cambridge Fire Department for Equipment*

WHEREAS, the Team Foundation has made a donation in the amount of \$5,000 with the restriction that the funds be used for Cambridge Fire Department Equipment;

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the donations detailed above are hereby received and accepted for the purposes as described above.

Adopted this 5th day of September, 2017.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Will Pennings Deputy Fire Chief/Emergency Management Director

Background:

Although our EOC is not activated very often it is important to familiarize participants with procedure. Historically EOC activation has been trained on but only activated 2 times under a real emergency situation. On July 1 2011 the EOC was activated due to heavy damage to straight line winds. It is important to understand that the City was able to recoup expenses associated with the storm because the EOC understood procedure. A partial activation occurred on March 10 2015 during the Arlington Fire. This emergency was smaller in scope, and only required a partial activation of the EOC. In this case understanding activation prepared us for effective actions in mitigating this emergency.

Staff, under direction of Administrator Woulfe has worked hard to prepare for and understand how the Incident Command System works. With Administrator leadership, and active participation by staff and elected officials Cambridge is capable of effective EOC Operations.

Recommendation

Review attached portions of the Emergency Operations Plan that pertain to Activation. Deputy Chief Pennings will present procedure to the Council at the meeting. Pennings will be happy to answer questions about the EOC after the presentation.

Attached Documents Include:

- A. Cambridge Emergency Operations Plan Basic Plan Revision 1 (p. 103)
- B. Cambridge Emergency Operations Plan Appendix A. 2015 (p. 111)
- C. Cambridge Emergency Operations Plan Appendix B. 2015 (p. 123)

I. Reason for Plan

Tornadoes, floods, blizzards and other natural disasters can affect the City of Cambridge. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and enemy attack pose a potential threat to public health and safety in Cambridge. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. Purpose of Plan

The City has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, manpower, and skills of both government and nongovernment professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property;
- B. Ensure the continuity of government;
- C. Sustain survivors;
- D. Repair essential facilities and utilities.

II. Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499, (Superfund Amendments and Re-authorization Act (SARA) of 1986).
- C. Minnesota Statutes, Chapter 12, as amended.
- D. City of Cambridge Ordinances, Chapter 36.
- E. Minnesota Homeland Security and Emergency Management Bulletin No. 87-1.
- F. Isanti County Emergency Plan.
- G. Mutual aid agreements.
- H. Isanti County EMS Operational Plan.
- I. Facility hazardous materials plan.

IV. Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships are shown on Chart A of this basic plan.

V. Direction and Control

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

In the City of Cambridge, the Mayor is responsible for providing overall direction and control of City government resources involved in the response to a disaster. The Deputy Fire Chief-Emergency Management Director will serve in a staff capacity to the Mayor and will coordinate all aspects of this plan. The Deputy Fire Chief-Emergency Management Director will serve as a liaison with the Isanti County Emergency Management Director.

Direction and control of the City's response to a major disaster will take place from the City of Cambridge Emergency Operating Center (EOC) located at 300 3rd Ave. NE.

(For additional EOC information, such as staffing, communications, etc., refer to the Direction and Control Annex to this Plan.)

VI. Emergency Responsibility Assignments

- A. Emergency Board - Declaration of Emergency: To provide for any local natural catastrophe or disturbance, there is hereby established an Emergency Board consisting of the Mayor, City Administrator, and Deputy Fire Chief-Emergency Management Director, or in the event a majority of said Board is not present within the City, in the judgment of the Mayor, Acting Mayor, or Senior Council person who is available (in that order).
- Any unprecedented or severe natural catastrophe or disaster shall warrant it. An emergency may be declared and the provisions of this section may be invoked; provided, however, that there shall be called a regular meeting or special meeting of Council within three days after the declaration of such emergency declaration. If such emergency declaration be disapproved at this or any subsequent Council meeting or if the emergency meeting is not called within the three day period, it shall terminate forthwith.
- B. Mayor: The Mayor is the Chief Executive Officer for the City of Cambridge. He/she will also act as the Public Information Officer (Annex J) during a disaster in the City of Cambridge. The Mayor will also appoint volunteers as needed during a disaster for which regular staffing is inadequate to handle the emergency. The Mayor may dismiss appointed volunteers at any time and require him/her to surrender any equipment and identification furnished by the City.
- C. City Council: Responsible to ratify or disapprove the emergency declaration submitted by the Emergency Board.
- D. City Administrator: The Administrator is responsible for providing overall direction and control of City government resources involved in the response to a disaster. Will keep all records of a declared emergency or whenever the EOC is activated.
- E. Deputy Fire Chief-Emergency Management Director: Will serve in a staff capacity to the Emergency Board and will see that this plan is updated as needed with a minimum review annually.
- F. Director of Finance: Will maintain a current estimate of obligations and expenditures of City funds on disaster operations.
- G. A summary of the City of Cambridge emergency responsibility assignments, by function, is shown on Charts B-B.5. Heads of various city government

departments and agencies will be responsible for carrying out the assignments shown on these charts.

- H. Responsibilities have been assigned by code letter: "P", "S", or "C".
1. "P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provisions for, that function.
 2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official of agency designated primarily responsible.
 3. "C" indicates coordination responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious responsibility. This will be especially true when nongovernment agencies are involved.

CHART B
EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P =Primary, S = Support, C = Coordination

<u>FUNCTION</u>	<u>RESPONSIBLE AGENCIES</u>	<u>REMARKS</u>
A. Warning and Notification	P = Isanti County Dispatcher S = Cambridge Police S = Cambridge Fire	"911"
B. Direction and Control	P = Mayor/Council S = City Administrator C = Deputy Fire Chief-Emergency Management Director S = Assistant Emergency Mgmt Director C = Police Chief	
C. Evacuation and Traffic Control	P = Police S = Police Reserve S = National Guard - Requested by Sheriff's Department S = Street Department S = Isanti County Sheriff's Department	
D. Search and Rescue Clearance	P = Fire Department S = Police Department S = Sheriff Department S = Mutual Aid Fire Departments S = MN SARDA	
E. Health/Medical	P = Allina Ambulance Service S = Cambridge Medical Center/Medical S = Water/Health Departments S = Sewer Department/Health S = Police S = Isanti County Health Department	
F. Fire Protection	P = Fire Department S = Fire Mutual Aid	

<u>FUNCTION</u>	<u>RESPONSIBLE AGENCIES</u>	<u>REMARKS</u>
G. Congregate Care	P = Operations-Logistics Section P = Congregate Care Unit S = Red Cross S = City Council S = County Social Services S = Salvation Army S = County Health Department	
H. Debris Clearance Clearance	P = Public Works Department S = Isanti County Hwy Dept. S = MnDOT S = Contractors	
I. Utilities	P = Waste Water Treatment Plant P = Water Department S = East Central Energy S = Connexus S = Center Point Energy S = Telephone – Century Link, Windstream S = Cable TV – US Cable S = Street Department S = Public Works Director S = Northern Natural Gas	
J. Emergency Public Information	P = Mayor/Vice Mayor S = City Administrator	
K. Damage Assessment	P = Building Official P = Damage Assessment Unit S = Building Inspector S = Red Cross S = City Engineer S = MNBO	
L. Radiological Protection & Hazmat	P = Fire Department S = Isanti County Emergency Preparedness S = Street Department S = State Department of Emergency Services S = Waste Water Treatment Plant Superintendent	

	<u>FUNCTION</u>	<u>RESPONSIBLE AGENCIES</u>	<u>REMARKS</u>
M.	Hazardous Material Response Guide	P = Fire Department S = North Branch Fire Department S = Braham Fire Department	
N.	Recovery Coordination	P = Economic Development Director S = Chamber of Commerce S = Economic Development Authority	

VII. Operations Policies

- A. Protection of life and property during an emergency is the primary responsibility of government at all levels.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions will coordinate their services to the maximum extent possible.
- C. The Cambridge Deputy Fire Chief-Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources must be utilized to the maximum before county, state, or federal assistance will be made available.
- E. Each agency, department or service of city government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. Incident command communication system will be set up initially at the scene and in charge until the EOC is in place. At the time the EOC is established and ready to take charge, they will inform the Fire Dept. (Incident Commander). From this point on, the Incident Commander will communicate to the EOC for future requests and coordinate response and communication with the EOC. The on-scene incident commander shall remain in command of all on-scene operations.

VIII. Support

- A. Isanti County Emergency Plan
 - 1. When a natural disaster or other major emergency is beyond the control or capability of local resources, the Isanti County Emergency Services

Director will be notified and the County's emergency plan will be put into action.

B. National Guard:

1. Overview: When a natural disaster or other major emergency is beyond the capability of local and County government, support from National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:
 - a. National Guard units will assist, and not be a substitute for County and/or City participation in emergency operations.
 - b. If made available, National Guard personnel remain under military command at all times, but will support and assist county and/or city forces in the accomplishment of a specific task or tasks.
2. Request Procedure:

In the case of the County and all cities that are not of the first class, the Sheriff must submit the request for assistance to the Governor's office. The City Mayor, after consulting with the County Emergency Services Director, will submit the request to the Sheriff, who will in turn contact the Governor.

C. State and Federal Agencies:

1. A summary of state and federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook for Local Government. This document was developed by the Minnesota Division of Emergency Services (DES), and is on file with the Cambridge Deputy Fire Chief-Emergency Management Director for the City of Cambridge.
2. Information and assistance in securing state or federal support may be obtained by contacting the Isanti County Emergency Services Director.
3. Federal Assistance - Hazardous Materials Incidents

The following types of assistance can be accessed through the State of Minnesota Homeland Security and Emergency Management (HSEM) duty officer.

The On-Scene Coordinator (OSC) is the federal official pre-designated by the Environmental Protection Agency or the U. S. Coast Guard to coordinate and direct Federal response and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities.

When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC will go to the scene and monitor the response of the responsible party of the State or local government.

If the responsible party is unknown or not taking appropriate action, the response is beyond the capability of State and local governments, the OSC may initiate federal actions using funding from the Federal Water Pollution Control Act Pollution Fund for oils, discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

The Regional Response Teams (RRT) are composed of representatives of Federal agencies and a representative from each state in the Federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution.

Under the National Contingency Plan, RRTs may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs may review plans developed in compliance with Title III if the local emergency planning committee so requests.

IX. Plan Updating and Distribution

- A. For purposes of this plan, the City of Cambridge Deputy Fire Chief-Emergency Management Director shall serve as the planning coordinator. As such, the Director will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once every two years. The Cambridge Deputy Fire Chief-Emergency Management Director will be responsible for ensuring this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Homeland Security and Emergency Management. In order to carry out this task, the Director may request assistance from the Isanti County Emergency Services Director.
- C. The City is in compliance with the Division of Homeland Security and Emergency Management, Federal Emergency Management, and Federal Emergency Management Agency exercise requirements as published.
- D. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the City of Cambridge. A plan distribution list will be maintained by the Deputy Fire Chief-Emergency Management Director.

I. Purpose

To provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. Responsibilities

- A. The Isanti County Dispatch is the City's Official Warning Point. The County dispatcher is responsible for relaying warnings to the Police Department and Fire Departments.
- B. The Police Officer on duty is responsible for ensuring that all warnings and notifications received are handled properly and forwarded as outlined in the Emergency Operations Plan.
- C. Upon Receipt of a warning (see Warnings in III Types of Warnings and Signals Annex A), the City Police must notify the Deputy Fire Chief-Emergency Management Director who in turn must:
1. Notify key government officials:
 - a. City Administrator
 - b. Public Works-Utilities Director
 2. Notify certain private and/or public facilities that would be affected by the warning as listed in Warning and Notification Chart A1.
 3. Determine if the EOC should be activated and request the City Administrator to begin the EOC activation calling tree.
 4. EOC Activation Process
 - a. For a City of Cambridge event/disaster/incident, the Emergency Management Director or designee will initiate the activation process.
 - b. EOC personnel report to the Cambridge City Hall EOC unless directed differently by the activation call. **EOC personnel must bring with them their credentials for access to the EOC.**
 - c. Alternate EOC location is at Isanti County Government Center. Directions for access are found in Annex R-16 Implementation of activities for widespread emergencies.

III. Supporting Documents

The Cambridge Emergency Operations Plan covers notification procedures for all hazards, and is on file in the Emergency Operation Center.

V. Authentication

November 2, 2015
Date

Will Pennings & Lynda J. Woulfe
Deputy Fire Chief-Emergency Management Dir. &
City Administrator

CHART A1

FACILITIES AND INSTALLATIONS TO POTENTIALLY NOTIFY IN CASE OF DISASTER

Schools in Cambridge

Schools Admin. Office District #911	625 Main St. N.	689-6188
Cambridge Intermediate	428 2 nd Ave. NW	691-6600
Cambridge Middle	31374 Xylite Street NE	552-6300
Cambridge Primary	310 Elm Street N.	691-6500
Cambridge High School	403 8 th Ave. NW	689-6066
Oak Land East	625 Main St. N.	552-8770
Oak Land West	625 Main St. N.	689-3344
Rum River South	801 20 th Avenue NE	552-6700
Cambridge Christian School	2211 Old Main Street S.	689-3806
Anoka Ramsey Comm. College	300 Spirit River Drive S.	433-1100

Hospitals

Cambridge Medical Center	701 Dellwood Street S.	689-7700
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Nursing/Rest Homes

Grace Point Crossing	1545 River Hills Parkway	689-1474
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Commercial Daycares

Little Red Wagon	901 Main St. S.	689-2567
Next Best Thing to Mom	390 Opportunity Blvd. N.	689-3915

Public Facilities

East Central Regional Library	244 South Birch Street	689-7390
Cambridge Senior Activity Center	140 Buchanan St. N Suite 164	689-6555
Isanti County Government Center	555 18 th Avenue SW	689-3859

Other Public Places

Sandquist Park Softball Complex	34422 Naples Street NE	
Isanti County Fairgrounds	3101 Highway 95 N.	689-2555
Industries, Inc.	601 S Cleveland	689-5434

- I. Task:
 - A. The primary concern is to warn the general public of an emergency or potential emergency within the City of Cambridge.

- II. Types of Warning and Signals:
 - A. Warning Types:
 1. Tornado warning.
 2. Other natural disasters, such as flooding, wind, rain or snow storms.
 3. Other peace-time emergencies. These are not limited to, but do include, industrial accidents, transportation accidents involving hazardous substances, and civil disorders.
 4. Attack warning.

 - B. Types of Signals:
 1. Alert or Attention Signal:
 - a. The Alert or Attention Signal is a 5 minute steady tone sirens, horns, or other devices. This signal will be repeated as deemed necessary.
 - b. This signal shall be used by Federal, State, County, and other local governments to attract the attention of the general public to the danger of any impending or actual disaster.
 - c. Public actions to be taken shall be as prescribed in published local directives or as directed by local public announcement or both. This signal shall mean to all persons:

TURN TO YOUR LOCAL RADIO OR TELEVISION STATION FOR EMERGENCY INFORMATION.

 2. Reverse 911 Messaging
The City may request Isanti County Dispatch to issue a reverse 911 message in case of a City emergency which requires notification to property owners and/or businesses.

- III. Notification:
 - A. The Isanti County Sheriff dispatcher is responsible for disseminating all warnings to the City of Cambridge Police or Fire Department which acts as the warning point for this city.

 - B. The Police Officer on duty will disseminate warnings and any pertinent information received from Isanti County dispatcher to the Deputy Fire Chief-Emergency Management Director via the most expedient means possible (cell phone, radio, or telephone). If the Fire Department is dispatched for the warning, the Fire Chief will notify the Deputy Fire Chief-Emergency Management Director.

IV. Operations:

Upon receipt of warnings, the Cambridge Police Department takes the following actions:

A. Warnings received from Isanti County Warning Point

1. Ensure that sirens have been activated as part of the tone activation systems.
2. Alert the following city officials:
Emergency Management Director (EMD)
City Administrator
Public Works-Utilities Director

The Emergency Management Director shall notify the Fire Chief and the City Administrator shall notify the Mayor and/or Council.

B. Warnings generated from within the City:

1. Natural Disaster

a. Sighted touchdown tornado or wind of 75 MPH

- 1) Notify Isanti County Dispatch of the actual tornado touchdown or winds in excess of 75 MPH, request sirens to be activated.
- 2) Activate alert sequence list to notify key government officials and key agencies and take other actions as directed.

b. All other natural disasters

- 1) The Deputy Fire Chief-Emergency Management Director will contact responsible local government officials who will advise of the actions to be taken. Government officials who, in order of succession of command, are responsible for providing the Cambridge Mayor with the actions to be taken are: Deputy Fire Chief-Emergency Management Director, City Administrator, Public Works-Utilities Director, Fire Chief and Community Development Director.
- 2) Notify Isanti County Dispatch of the weather conditions and actions the City has taken.

2. Other Disaster or Emergency Conditions

- a. Disseminate warning to the general public by requesting activation of sirens through the Isanti County Dispatch. Date, time and reason must be given at the time of this request.
- b. The City may request Isanti County Dispatch to issue a reverse 911 message in case of a City emergency which requires notification to property owners and/or businesses.

- c. Public Address System in mobile vehicles.
- d. Activate individual sirens at location of disaster scene.

3. Hazardous Materials Incident

The Hazardous Materials Incident Report form will be completed, to the extent possible, for all hazardous materials calls. (See Attachment 3.)

For a hazardous materials accident/incident involving the city requiring an evacuation, the following actions should be taken:

- a. Notify Deputy Fire Chief- Emergency Management Director.
- b. For any incident/accident involving radiological/ hazardous materials where local, county, state or federal agencies may be involved, large populations are affected, evacuation is considered, or the situation may be deemed newsworthy, contact the State Duty Officer at 1-800-422-0798.

This early notification is in addition to the responsible party statutory reporting requirement. (With proper advance notification the state can make recommendations, have expertise available, and prepare for contingency operations).

- c. Obtain accurate description of area to be warned/evacuated and, if appropriate evacuation route(s).
- d. Notify (radio/television/cable station(s)) and request activation of the Emergency Broadcast System (EBS). (See Annex J, page 1-61)
- e. Activate sirens, if appropriate. Note: The City may request Isanti County Dispatch to issue a reverse 911 message in case of a City emergency which requires notification to property owners and/or businesses. Instead of activating sirens, house-to-house or route alerting may be necessary in some circumstances.
- f. Notify population not covered by the outdoor warning system by **house-to-house, route alerting, to include alerting the deaf and blind.**
- g. Notify key staff members by telephone, radios, pagers, etc.
- h. Notify key facilities/businesses within the city.

V. Testing Procedures:

- A. Minnesota policy is that state, counties and municipalities test their public warning system at 1300 hours (1:00 PM) on the first Wednesday of each month.

- B. At 1300 hours the first Wednesday of each month, the Isanti County Warning Point will disseminate the test to the City of Cambridge via a tone activation siren system.
- C. At 1300 hours the first Wednesday of each month, the City of Cambridge will participate in the test as follows.
 - 1. Monitor the ALERT signal. This is a steady tone or blast on sirens for a period of one minute.

VI. Attachments

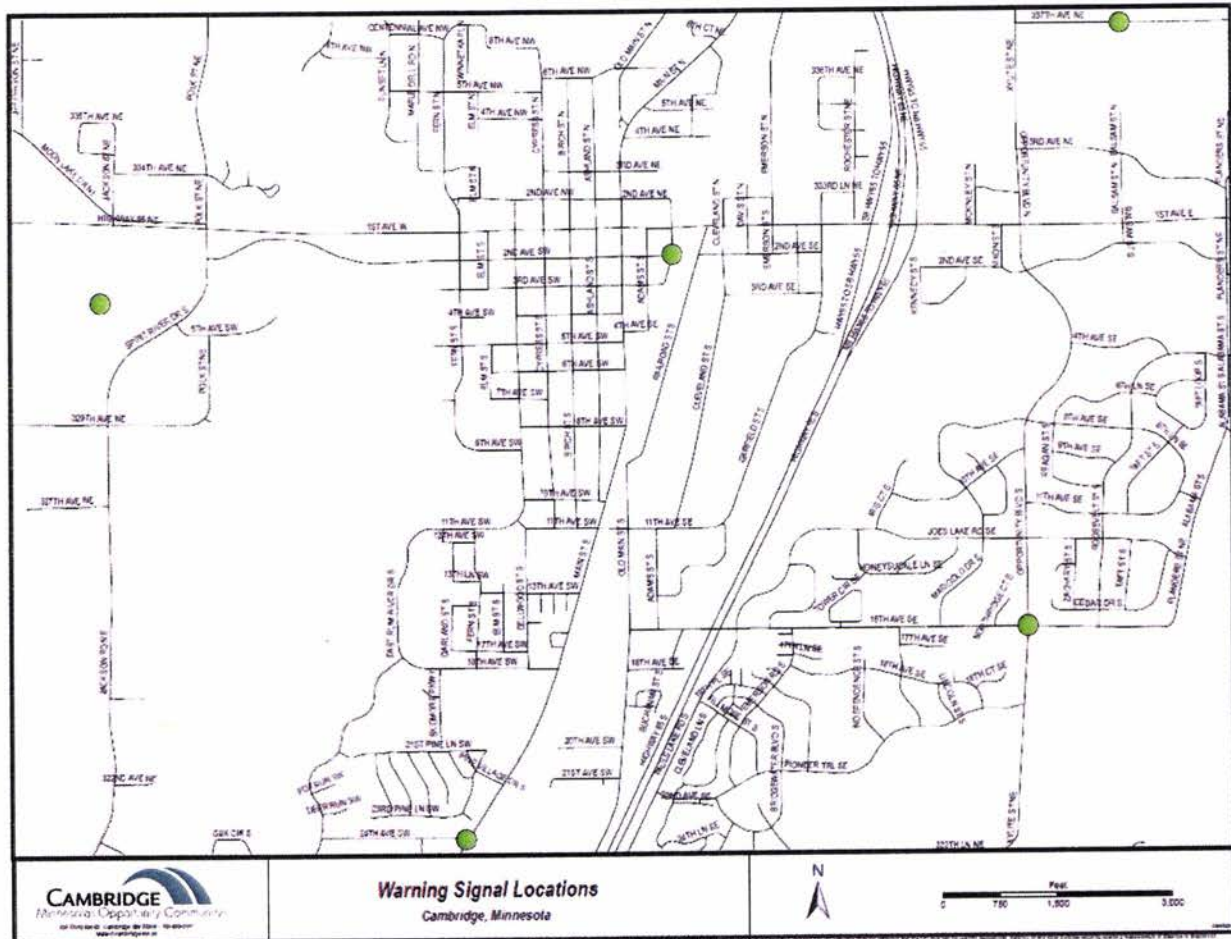
- 1. SIREN LOCATIONS IN THE CITY OF CAMBRIDGE
- 2. MAP OF CITY SIRENS
- 3. HAZARDOUS MATERIALS INCIDENT REPORT
- 4. SARA TITLE III HAZARDOUS MATERIALS INCIDENT NOTIFICATION LIST

ATTACHMENT 1

SIREN LOCATIONS

1. 24th Avenue SW and Main Street South
2. Buchanan Street South and 2nd Avenue SE
3. 16th Avenue SE and Opportunity Blvd. South
4. Spirit River Drive South (AFRC)
5. 337th Avenue NE / Balsam Street North

Attachment 2 Map of Siren Locations



**ATTACHMENT 3
HAZARDOUS MATERIALS INCIDENT REPORT**

Caller Information

Date:	Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Caller's Name:	Business:
Address:	
City	State: Zip:
Phone:	Cell:
Email address:	

RESPONSIBLE PARTY

Contact Name:	Business Name:
Address:	
City	State: Zip:
Phone:	Cell:
Email address:	

INCIDENT SPECIFICS

Incident Date:	Incident Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Incident Location:	
Material & Quantity	

Is released material near surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify:
Has the released material been contained? <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify:
Evacuation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	# of People Radius to be evacuated? _____
Materials released to	<input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Impervious Surface (asphalt, concrete...) <input type="checkbox"/> Ground (pervious surface)
General description of area affected:	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Retail/Commercial
For fixed facilities, has the material escaped from the facility or facility property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Other information:	

DESCRIPTION OF INCIDENT

Type:	<input type="checkbox"/> Spill <input type="checkbox"/> Malfunction <input type="checkbox"/> Dumping <input type="checkbox"/> Sewage Bypass <input type="checkbox"/> Complaint <input type="checkbox"/> Air Release
-------	--

IS THIS A BUSINESS OR GOVERNMENT FACILITY REPORTING IN COMPLIANCE WITH SARA TITLE III. SECTION 304?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
---	--

**ATTACHMENT 4
SARA TITLE III HAZARDOUS MATERIALS INCIDENT NOTIFICATION LIST**

Notifications

Facilities within the City of Cambridge are responsible for making the following notifications, in the order listed, in the event of an accidental release which is subject to the reporting requirements of Section 304:

1. Local Officials: 911
2. State Duty Officer (651) 649-5451 or 1-800-422-0798
3. National Response Center 800-424-8802

Notifications by the Warning Point

Key Officials for the City of Cambridge are:

Will Pennings, Deputy Fire Chief-Emergency Management Director
300 3rd Ave. NE
Cambridge, MN 55008
763-552-3270 – Office
651-403-0591 – Cell

Sean Okerlund, Fire Chief
763-286-8633 – Cell

Todd Schwab, Public Works-Utilities Director
300 3rd Ave. NE
Cambridge, MN 55008
763-552-3252 – Office
612-221-9770 – Cell

- I. Purpose
To describe how direction and control of the City of Cambridge response to a disaster will be accomplished.
- II. Responsibilities
The Mayor of Cambridge will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

Acting Mayor
City Council
City Administrator
Deputy Fire Chief-Emergency Management Director

- III. City of Cambridge Emergency Operation Center (EOC)
Direction and control of Cambridge's response to a disaster will be carried out at the Cambridge City Hall EOC at 300 3rd Ave. NE. If the Cambridge City Hall EOC is not usable at the time of a disaster, the Isanti County EOC (Isanti County Government Center, 555 18th Avenue SW) will serve as the alternate EOC.

A. Criteria for EOC Activation

The EOC will be fully activated and staffed upon the occurrence of a disaster in the City of Cambridge. The EOC may be partially activated in response to a threat, or potential threat to the safety of residents in Cambridge.

Any emergency personnel may request necessary equipment, departments and personnel to protect life and property of residents. Once the EOC is activated, all requests must be sent through the Operations/Logistics Section Chief in the EOC.

They must also notify the Emergency Management Director in the case of a disaster, who will then notify the Mayor and make a decision to activate the EOC. The Emergency Management Director will contact the City Administrator to notify him/her of the action to be taken. The City Administrator will then contact the staff members listed on the calling tree to report to the EOC.

B. Responsibility for EOC Activation

In the event of a major disaster (e.g. tornado, train derailment), EOC staff would be expected to automatically report to the EOC. However, the City Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria.

C. Staffing the EOC

The Cambridge EOC will be staffed according to the Organizational Chart on Exhibit B1. Each department/agency represented in the EOC is responsible for ensuring that its representative is familiar with the duties, which he/she is expected to perform at the EOC.

- D. The Emergency Management Director is responsible for ensuring that the EOC is operational, that the necessary maps, displays, tables and chairs, communications equipment, message logs, etc., are on hand and available for use in the EOC.
- E. Communications Capability of the EOC

Entity	Communication Capability
Cambridge EOC to other Isanti County Municipalities	Telephone Radio Cell phone
Cambridge EOC to Cambridge Medical Center	Telephone Cell phone
Cambridge EOC to state and regional EOC's	Telephone Radio Cell phone
Cambridge EOC to city department (field) units	Telephone Radio Cell phone

- F. **Communication, Incoming Calls**
The EOC call takers will be in operation during a disaster unless there is a threat to life for this individual. All incoming phone calls will be routed to the designated workstations for local, County, State and Federal offices which will be assigned at the time of emergency. It is anticipated that these additional office areas will be as close to the EOC as possible.
- G. **Message Flow in EOC**
Communications to the EOC will be done in the following manner: All requests for action will be documented by writing on forms provided. These forms will be three-part color-coded NCR paper. The top page is to be white, the second yellow, and the third pink.

Messages will be received requesting activities or actions to be taken by the EOC. These may be received by phone, by radio from field units, or from dispatcher. These requests for action must all be written out on the same message forms by whoever receives the message, stating time received. The receiver should initial and route it to the Message Controller in the EOC, or Message Controller designate.

The Message Controller or designate will receive all messages. If it is not identified as to what department is to take care of it, the Emergency Management Director will assign a department. The Message Controller will retain the white copy, then forward the pink and yellow copy to the department assigned.

The assigned department will decide on action to take and write it down with the time and initials. They will write down who the assignment is given to and the time of assignment completion. Both the yellow and pink copies will be placed in the completed message container in each assigned workstation. The pink copy will be picked-up at each workstation and retained by the Public Information Officer (PIO) for incident information.

All copies will be retained by the Documentation Unit following the emergency.

IV. Supporting Documentation

The following support materials are kept on file in each Section Chief's Emergency Operations Manual:

1. Resource Manual for lists of equipment, and services.

V. Operations:

- A. All EOC staff responsible for the operations of their particular service or assignment will report to the EOC.
- B. On determining the extent and the strategy of the emergency, necessary personnel will be contacted to report to their assigned area.
- C. **All agencies will contact the EOC before dispersal.** EOC will direct needed agencies to the needed area/incident(s).
- D. **All mutual aid equipment and personnel will be directed to a Staging Area Manager under the control of the EOC.** The field commanders will assess their needs and request additional equipment and personnel from the EOC. The EOC will funnel equipment and personnel requests to the Staging Area Manager.

VI. Supplies and Equipment

- A. The majority of the office equipment to be used in the EOC is located in the EOC work stations. Additional supplies are available in the EOC copy/mailroom as necessary.
- B. Communications equipment will consist of landlines, internet, and radio equipment located in the EOC.
 1. Telephones and internet are located in all workstations.
 2. Radios (800 MHz) are located in workstations required to have 2-way radio communications. Additional 2-channel radios may be obtained from the Cambridge Police Department and/or Fire Department.
- C. City maps, county maps, office supplies and other equipment is located in the copy/mailroom in the EOC. This equipment is to be distributed to the EOC by available personnel. The Finance/Planning Section Chief shall provide updated maps to all EOC personnel after disaster area is confirmed.
- D. The Incident Commander will ensure that food is supplied to EOC staff members. The City has an agreement with the Senior Enrichment Center to provide meals to the EOC for emergency purposes.
- E. All personnel will provide their own necessary clothing and any medications for themselves.

VII. Emergency Power:

- A. Emergency power will be supplied by the back-up generator located at Cambridge City Hall EOC.

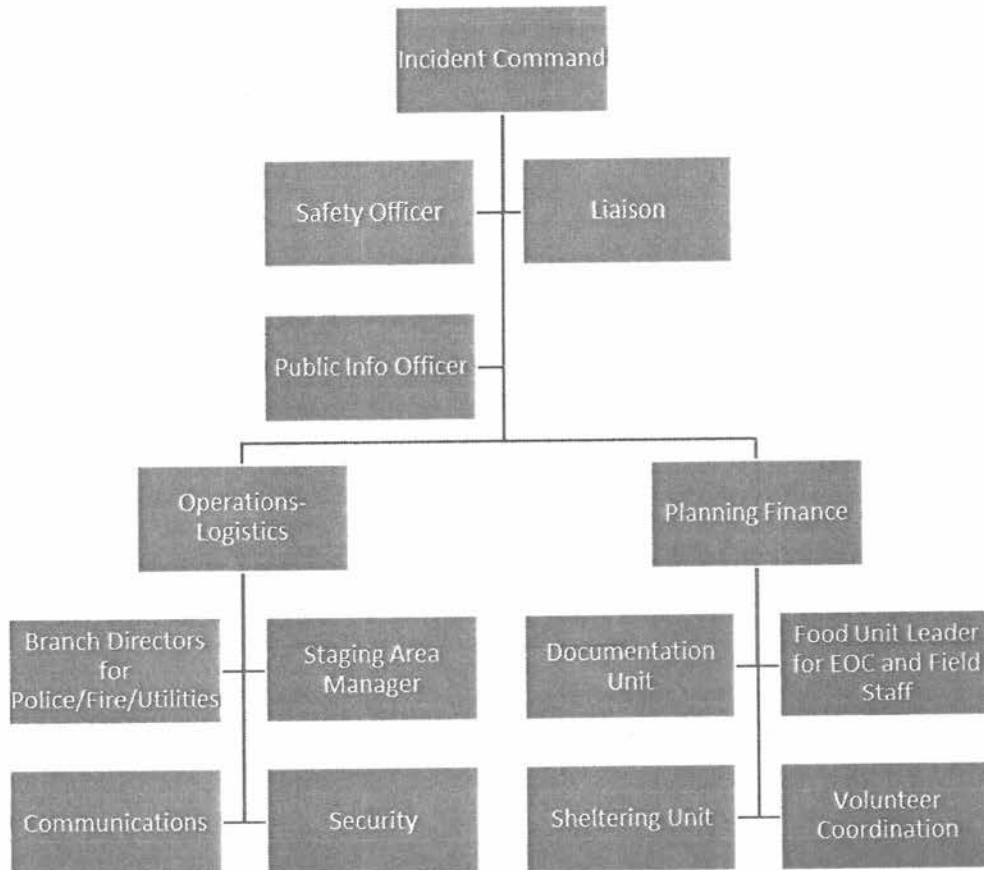
VIII. Authentication

November 2, 2015
(Date)

Will Pennings & Lynda J. Woulfe
Deputy Fire Chief- Emergency Mgmt Dir. & City Admin.

S

Exhibit B-1 Organizational Staffing Chart



Prepared by Lynda Woulfe, City Administrator

Background

I have been exploring possible options for the use of the Ace Tack Building since the City's purchase of it in July. With Discover Downtown's ongoing initiative, it is important not to have empty buildings in the downtown area. Gary Hawkins has been searching for a space for a Teen Center that would serve our area youth and provide much needed space for socialization and homework assistance. Gary had been meeting in Suite 162 and using a metal cabinet to store his supplies but when the Council had approved the Police Department's use of Suite 162 it was no longer available for the Teen Center. Chief Dwyer has recently decided that the reserves do not need to use Suite 162 and that the Police Department reception area would not move over to that space due to cost concerns.

The Council had authorized me to look into the feasibility of putting the Teen Center into the Ace Tack Building. This is what I have been able to ascertain:

1. Mike Fabini, our building official, will require an analysis of the HVAC system to prove it can support the change of use. We would also need to use only the first floor, due to it being a non-sprinkled building and there are no outside exists in the basement or second floor.
2. The building is not in great condition on the inside and has an odor to it due to the HVAC system being off for so long. We started running the ceiling fans and air exchanger to improve the air and it is getting better. We are vacuuming the carpet, cleaning out the window areas, and cleaning the windows to see if that helps the issue. Humidifiers are running in the basement to control moisture.
3. When the HVAC system is operational, anticipated monthly utility costs are \$400 - \$500 per month.
4. The ownership group for the parking lot space would require a contribution to the maintenance of the parking lot behind the building if the City was to utilize the building. We had discussed the possibility of doing a mill and overlay of that parking lot as part of the 2018 street project and that is currently their request of the City. If the City is to comply with its current parking requirements, we need to identify parking for this building.
5. Young Life is also interested in working with the Teen Center to support their work and to have events in the building as well. This will help Gary with getting sufficient volunteers and another source of revenue to help with the monthly utility costs.
6. The City has liability insurance on the building.

There is a huge, unmet need for our teens in the Cambridge community. If the Council does not approve use of the Ace Tack Building for this effort, I ask that you please consider designating Suite

162 for this purpose and allowing them to use it solely for the Teen Center. That way, they can plan for the programs that they want to provide and have a more definite place for this activity to happen. I am including in this report, a recent survey of young adults in the Cambridge area and how they perceive adults supporting them. It is an interesting read and establishing a permanent home for a Teen Center can only improve their view of how our community supports them.

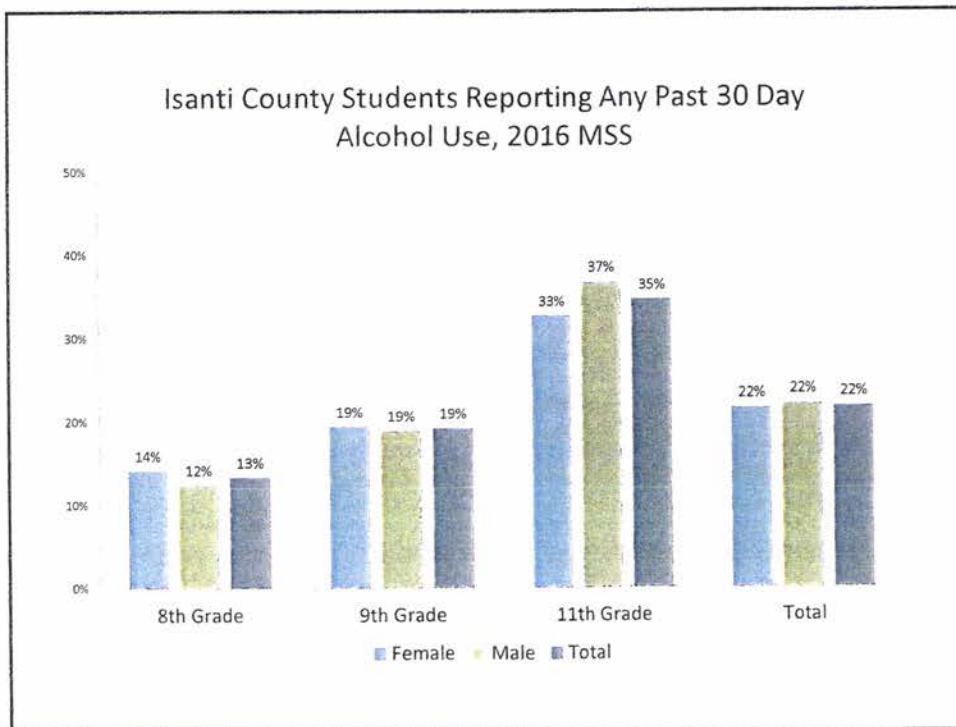
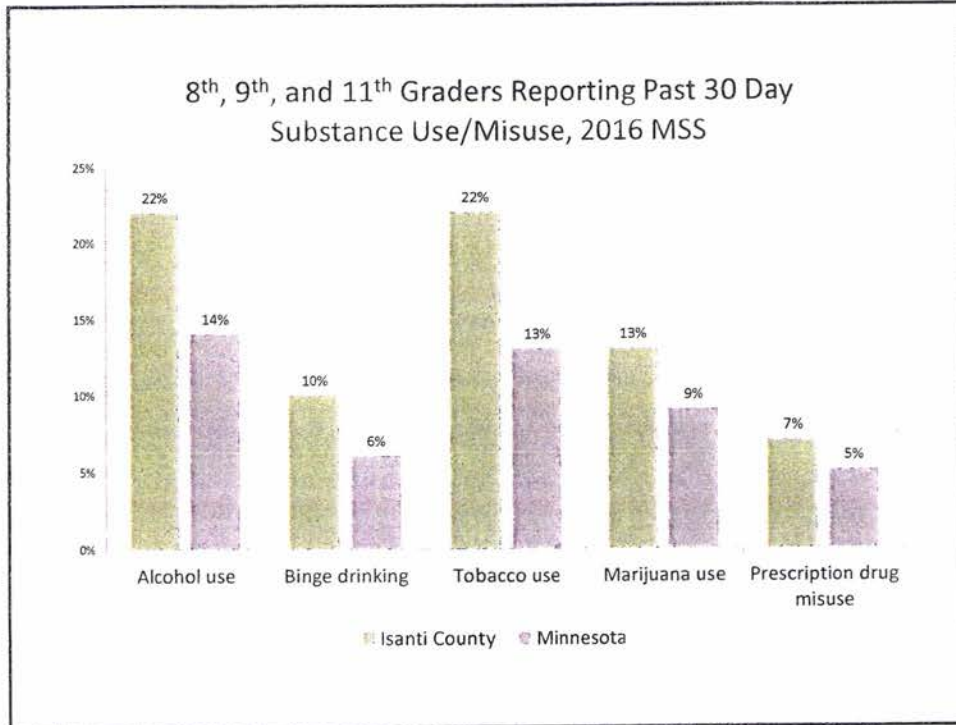
I am looking for direction on how the Council desires to proceed on this issue. Gary Hawkins and Brad Hannan will be at the Council meeting to provide additional information on the Teen Center and how they desire to work together for our community.

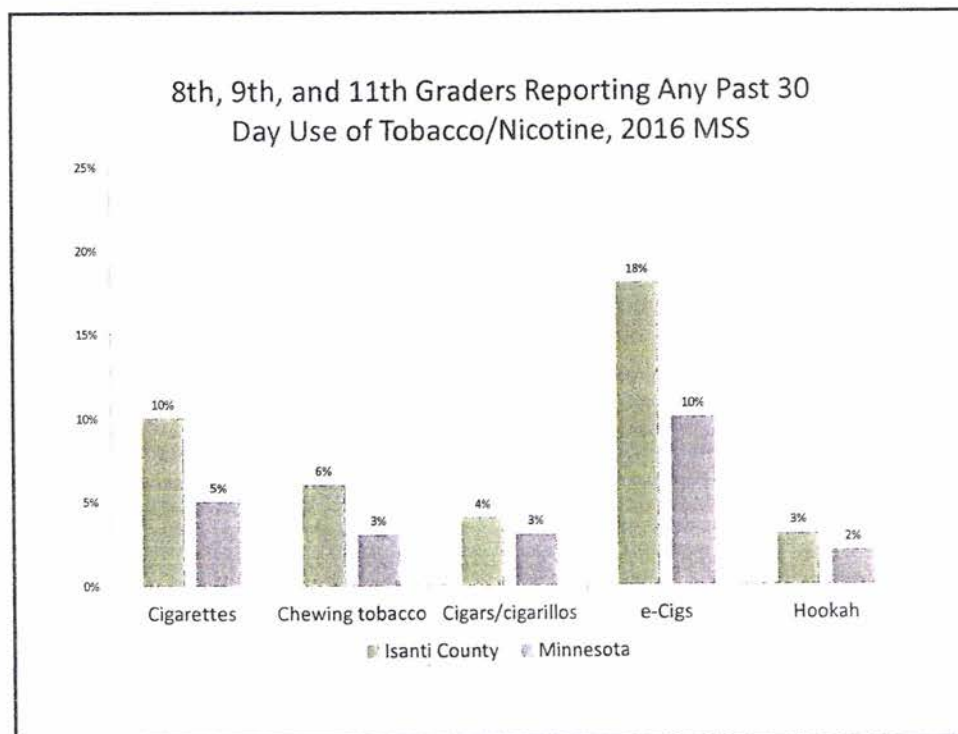
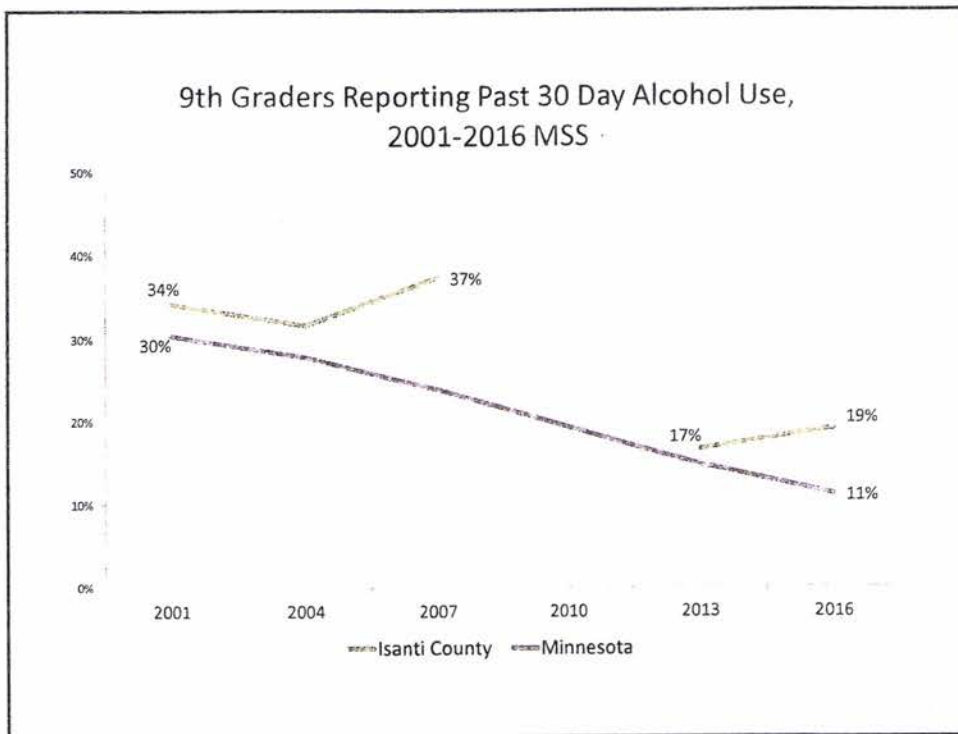
Isanti County

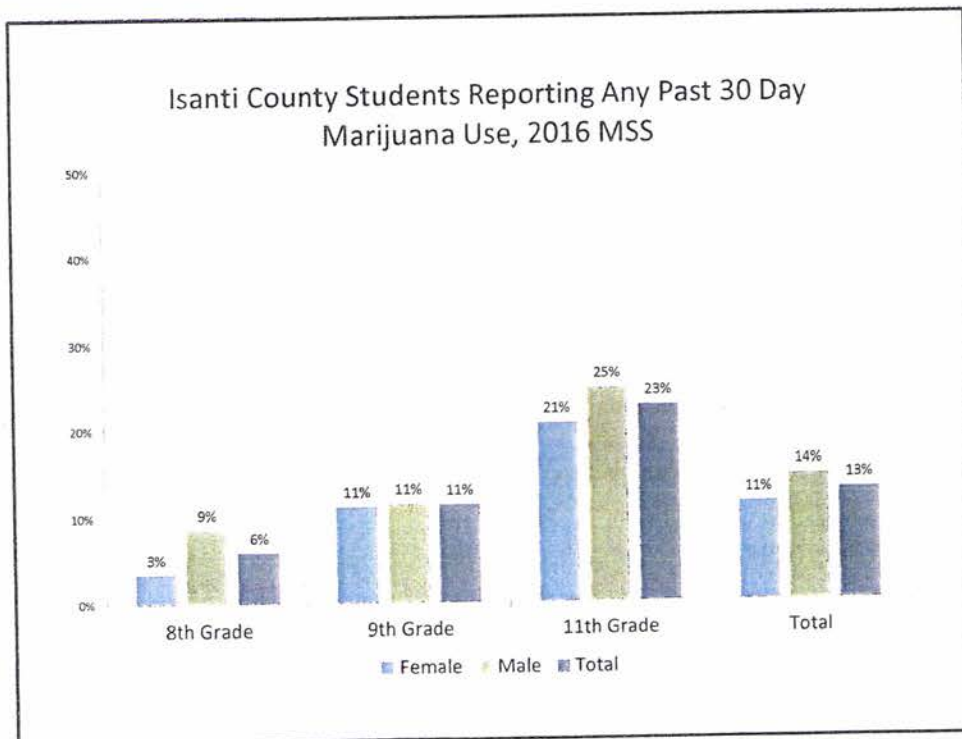
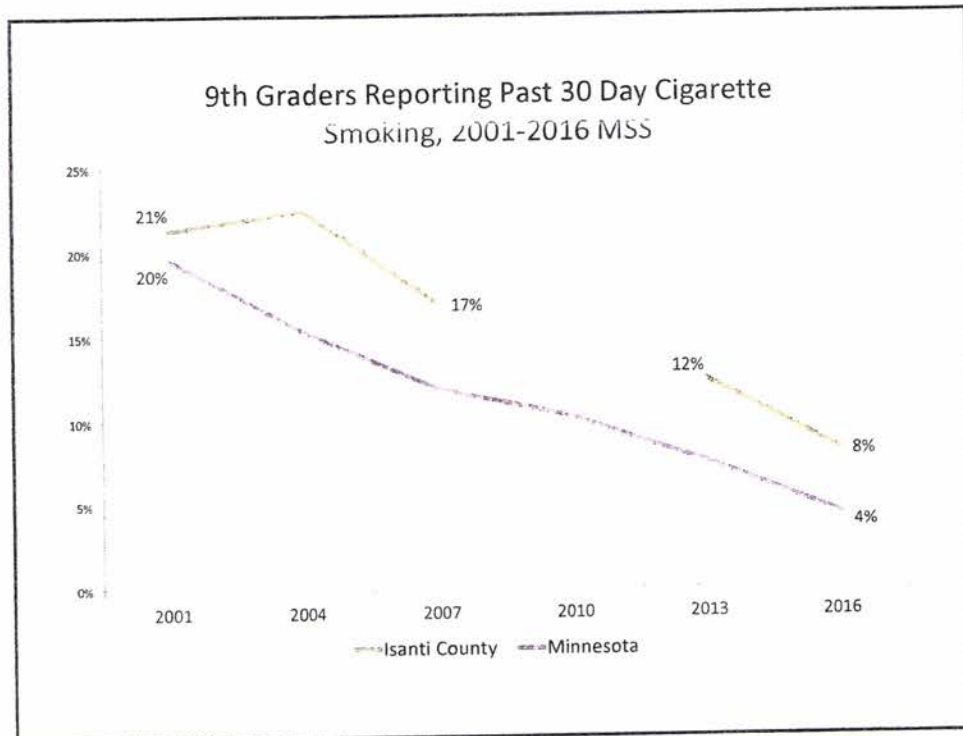
2016 MSS and Trend Data

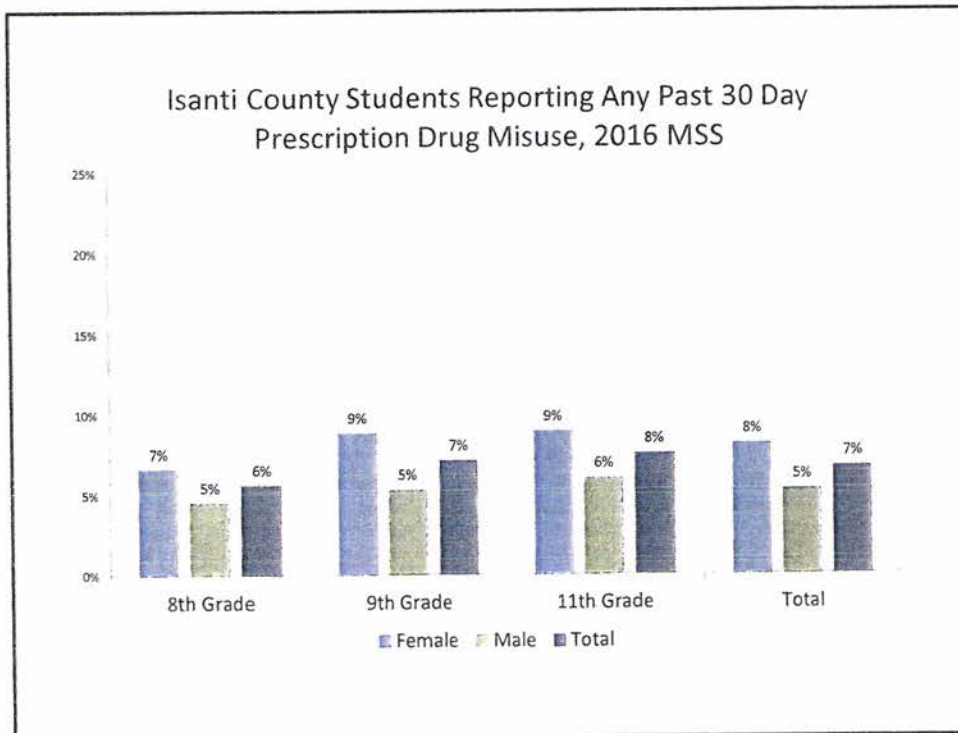
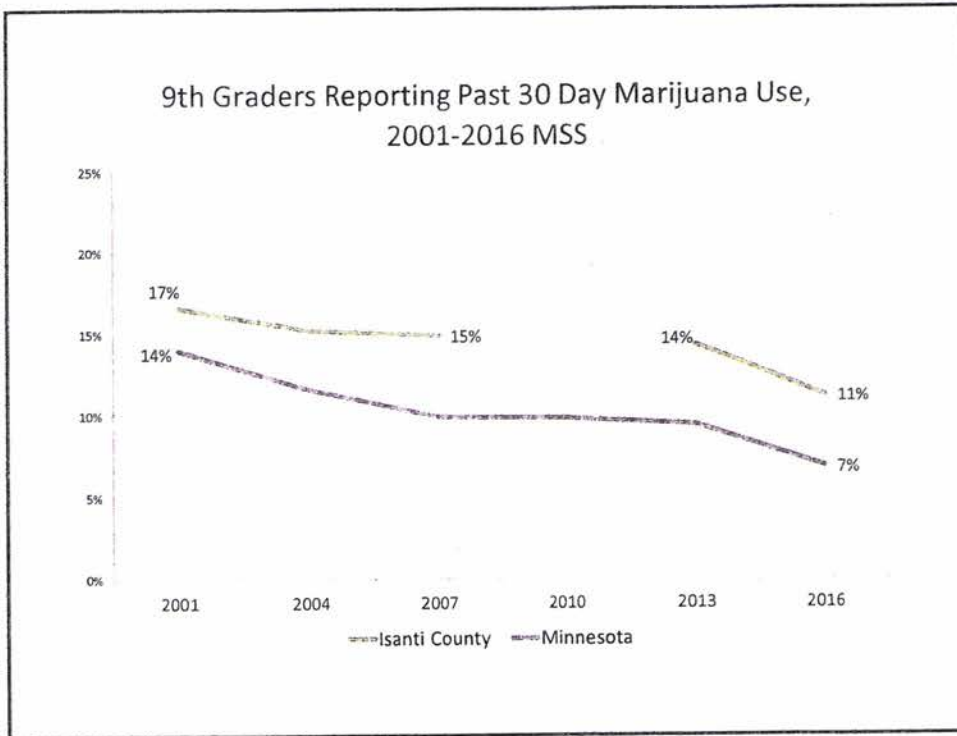
About the Survey

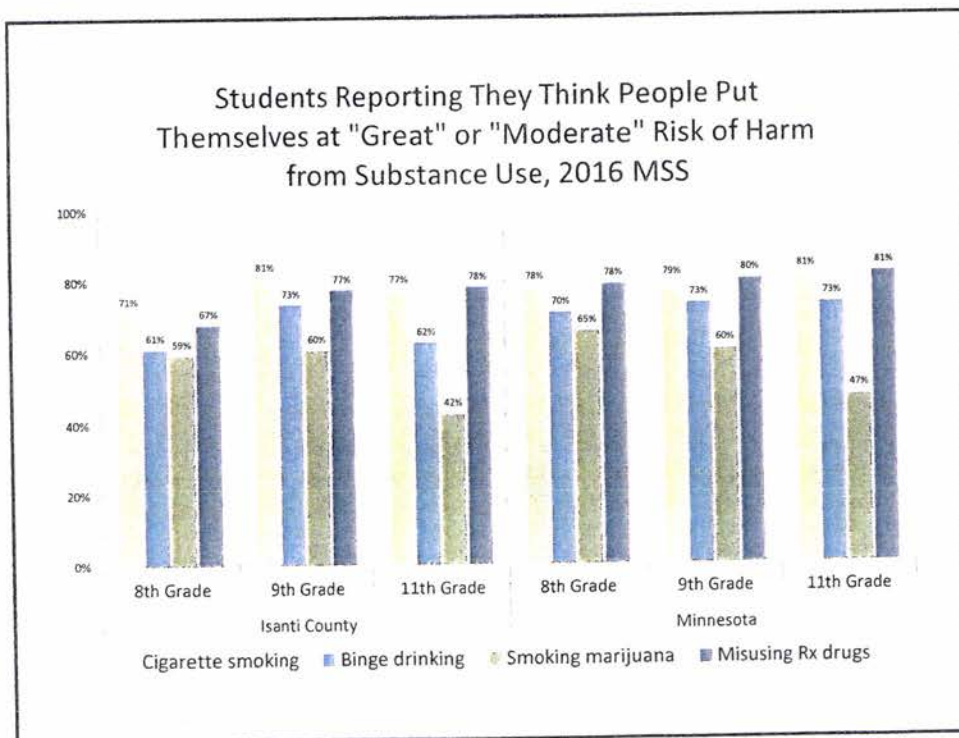
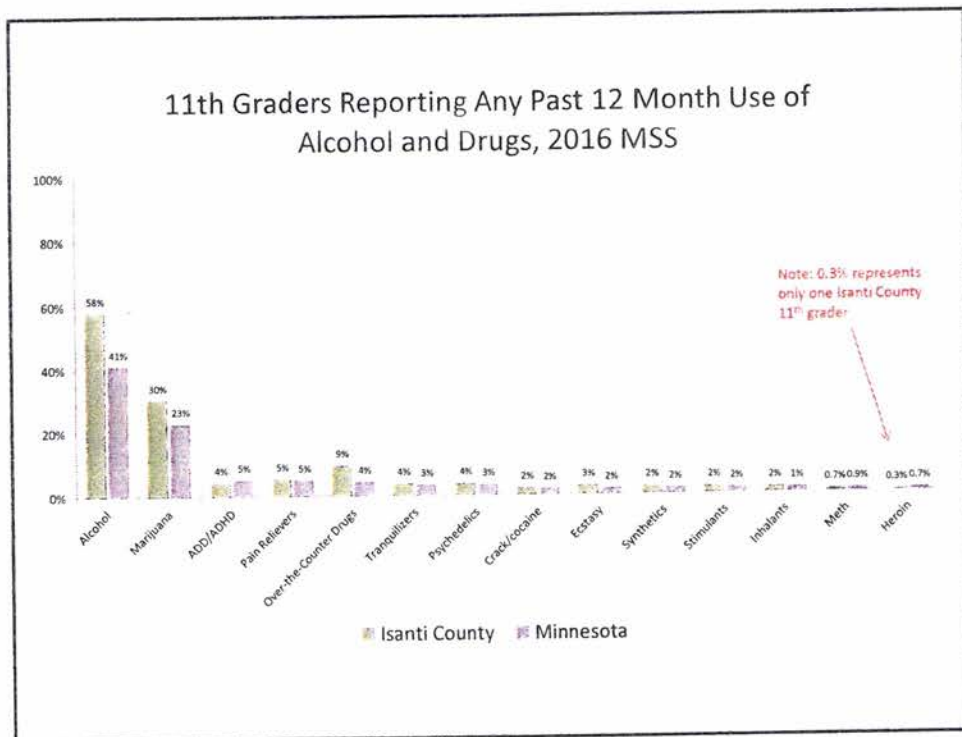
- Collaboration between Minnesota Schools and Depts. of Education, Health, Human Services, and Public Safety
- Administered in first half of 2016 to students in grades 5, 8, 9, and 11
- 85% of public school districts participated in 2016
- Statewide sample size = 168,733
- Isanti County sample size = 1,451

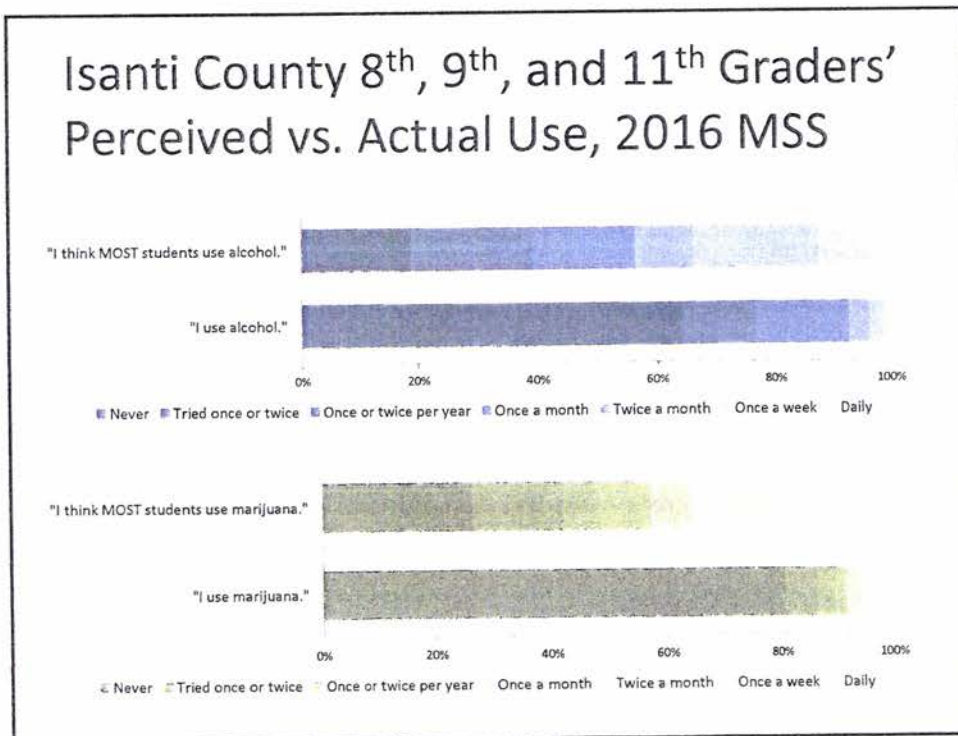
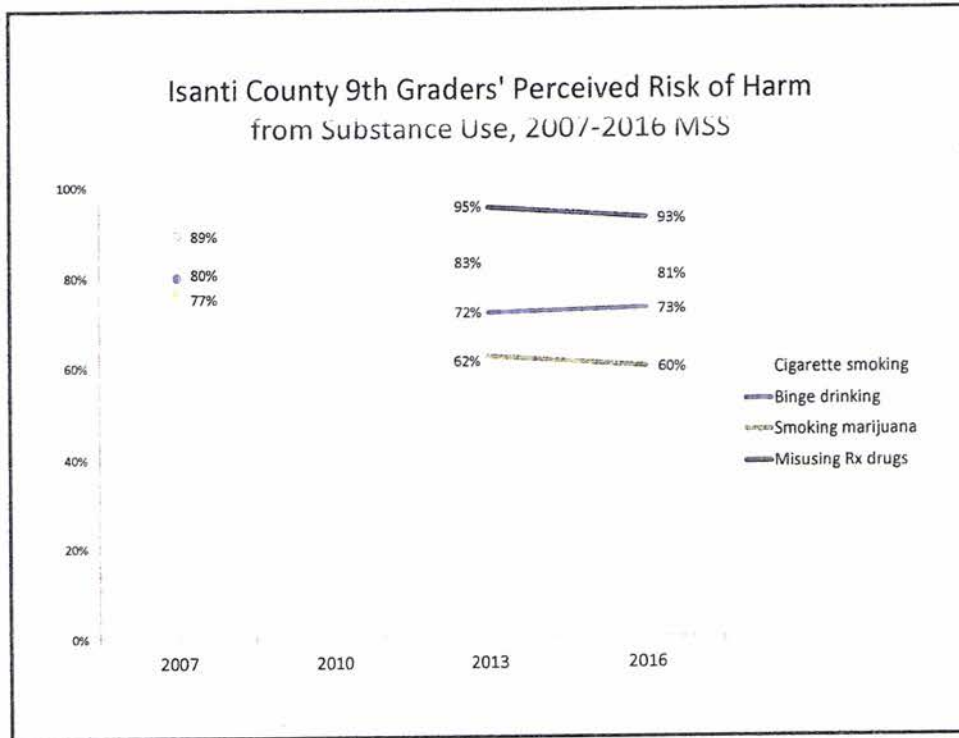












Parental Communication

89% of Isanti County 8th, 9th, and 11th graders say they can talk with their mother and/or father “most” or “some” of the time about problems they are having

(**MIN rate of 90%**)

Those who can talk to their parents are...

- **1.8x** less likely to report past month alcohol use: 20% vs. 35%
- **2.2x** less likely to report past month marijuana use: 11% vs. 24%
- **2.2x** less likely to report past month Rx drug misuse: 6% vs. 13%



Educational Engagement

- How often do you care about doing well in school?
- How often do you pay attention in class?
- How often do you go to class unprepared?
- If something interests me, I try to learn more about it.
- I think the things I learn at school are useful.
- Being a student is one of the most important parts of who I am.

Educational Engagement

73% of Isanti County 8th,
9th, and 11th graders
report greater educational
engagement

(**< MN rate of 76%**)

Those w/ greater
engagement are...

- **2.3x** less likely to report past month alcohol use: 16% vs. 36%
- **3.0x** less likely to report past month marijuana use: 8% vs. 24%
- **2.2x** less likely to report past month Rx misuse: 5% vs. 11%



Teacher-Student Relationships

- Overall, adults at my school treat students fairly
- Adults at my school listen to the students
- The school rules are fair
- At my school, teachers care about students
- Most teachers at my school are interested in me as a person

Teacher-Student Relationships

49% of Isanti County 8th, 9th, and 11th graders report better teacher-student relationships (< MN rate of 58%)

Those w/ better relationships are...

- **2.6x** less likely to report past month alcohol use: 12% vs. 31%
- **5.0x** less likely to report past month marijuana use: 4% vs. 20%
- **3.3x** less likely to report past month Rx misuse: 3% vs. 10%

Community Caring

30% of Isanti County 8th, 9th, and 11th graders report that they feel adults in the community care about them “very much” or “quite a bit” (vs MN rate of 41%)

Those who think community adults care are...

- **1.8x** less likely to report past month alcohol use: 14% vs. 25%
- **2.1x** less likely to report past month marijuana use: 7% vs. 15%
- **2.0x** less likely to report past month Rx misuse: 4% vs. 8%



Prepared by: Timothy Dwyer – Chief of Police

Background:

The current long range plan and 2017 capital outlay budget included funding to update and remodel the police department records and clerical office space. Unlike city hall, the current office furnishings in the police clerical/records area were used furniture purchased and retrofitted into the current space back in 2003, so they are well over 14 years old. Some of the over-head cabinets and under the counter file drawers are broken and in need of replacement and present a safety hazard. Overall, updates in functionality, ergonomics, and appearance are needed. The clerical and records area is what the public sees when they come to the PD and what occurs in this office area is critical in the day to day operations of the department.

I have attached some sample photos to give you an idea of the furniture's existing condition. In summary, the welds are broken on some file drawers and tape has been placed on them to hold them together; caution must be used when pulling open the door. The hinges are also broken on a few overhead bins, which make them unusable and creates a hazard to employees sitting at the desk. Bins are currently either locked or taped shut, as overall removal would reveal holes in the wall requiring repairs. The work stations themselves consist of counters which are solid and have met our needs, but unfortunately are not necessarily OSHA compliant without some ergonomic modifications. Moving the counters up decreases the space between the desk and upper bin and the wall rails cannot be adjusted higher.

Over the past three years, I have been slowly purchasing new office work stations for the individual police offices, but the clerical/records area is more complex requiring more than just the purchase of a few work stations. Ample counter space, upper/lower file storage, and adjustable height desks, and the addition of some sort of work/mail room cabinetry would make better use of this space. I have researched available options through Northern Business Solutions and Quill Inc and have found Quill provides free set up and installation versus their competitor, although we need to piece together individual furnishings to provide the needed work surfaces and options are limited. I did consult with local contractor, BJ Baas Construction, who reported he would be able to provide custom-fit office work surfaces and cabinets that would meet our needs and are OSHA compliant, within the already approved \$ 15,000 capital budget allotment.

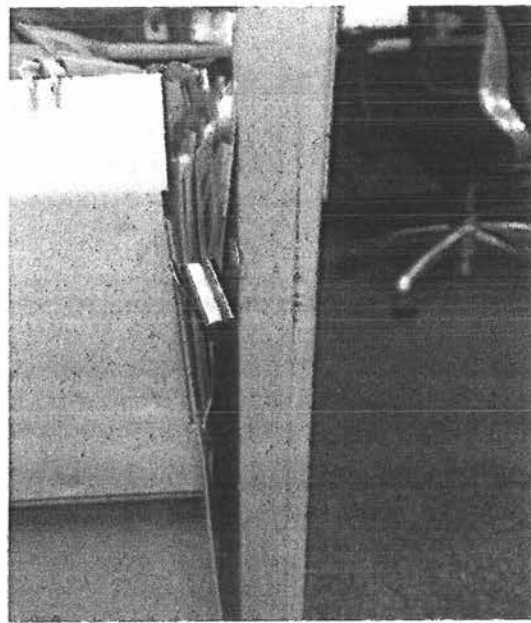
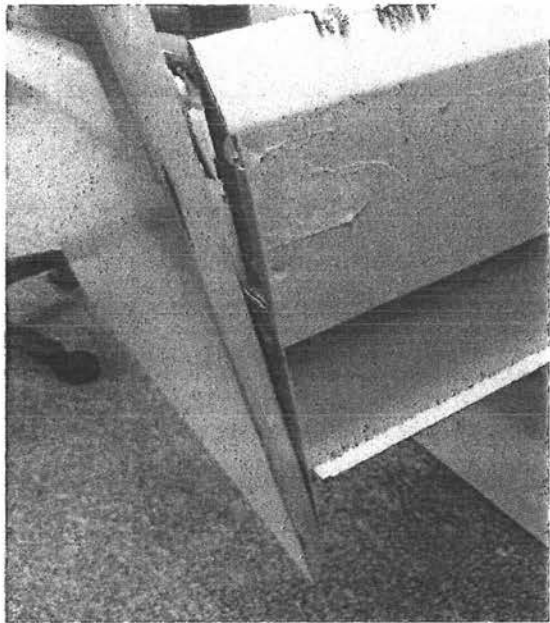
Before putting additional and costly staff and contractor time into this proposed remodel, staff is asking Council to give their pre-approval of this project, allowing us to further research and select the best value remodel purchase option, with the understanding that total cost shall not exceed \$15,000.

Recommended Council Action:

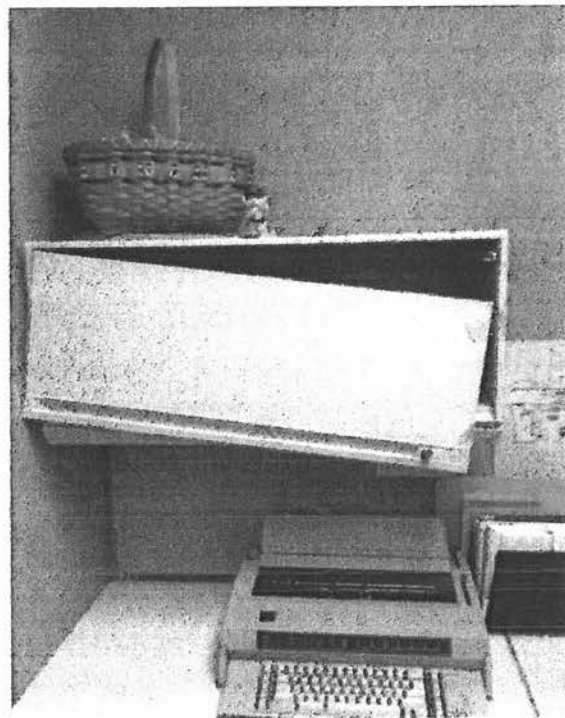
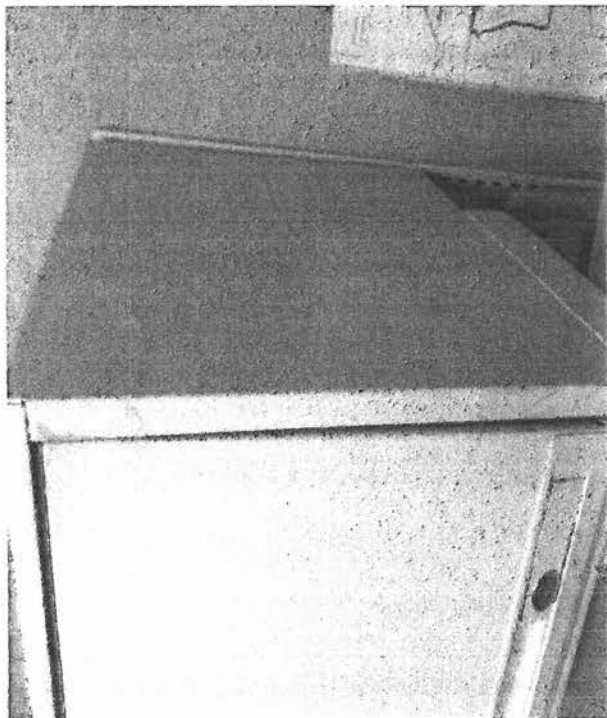
Council authorization for staff to select and proceed with the best value option to remodel and update the police department's clerical/records office space, with the furniture and installation cost not to exceed the \$ 15,000 allocated in city capital outlay funding. .

Examples justifying the need to replace existing clerical/records area office furnishings

Figure 1 & 2- Welds broken on file drawers; Have to be very careful when pulling open (taped)



Figures 3 & 4 Hinges broken on upper cabinets, making them unsafe. Taped shut & not used.



7 A & B Resolution No. 17- 056 Recommending the City Council Adopt a Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-18 and approve Resolution R17-058 Contract for Private Development with Main Street Flats Limited Partnership

September 5, 2017
Author: Stan Gustafson

Request

The EDA is requesting the City Council to hold a public hearing and approve Resolution No 17-056 Adopting a Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-18 and approve Contract for Private Development with Main Street Flats Limited partnership.

BACKGROUND

Staff has been working with Main Street Flats Limited Partnership on the development and redevelopment of four (4) sites for several years. These sites are all a part of the Tax Increment Financing Plan and Contract for Private Development that we will be discussion. Workforce housing is needed in this community as shown by past and recent studies that were prepared. This project will also provide an opportunity for redevelopment, transit orientated development and bring more pedestrian traffic to downtown Cambridge. Prior to being successful with Metro Plains we had attempted this redevelopment project here with several developers

The Developer's Corporation and Partnership is called Main Street Flats Limited Partnership which are the General Partners of Metro Plains.

Main Street Flats Limited Partnership has the four sites under contract and have been working diligently with their consultant and MPCA on one site (former gas station) to receive a clearance from them in order to move forward and purchase these properties. They have been working on this site for approximately 7 months and are anticipating a response from MPCA in October on a clearance letter or the next steps.

Main Street Flats Limited Partnership was awarded Tax Credit and Financing through Minnesota Housing Finance Agency (MHFA). The City Council has been supportive by adopting several resolutions for this project since the proposal was first presented on May 4, 2015.

Main Street Flats Limited Partnership is proposing to build a 28 unit, two-story apartment building on these sites. This project would offer 7 one bedroom apartments and 21 two bedroom apartments, all first floor units will have an outside entry, and the

second story units will feature balconies. The parking calculation meets the City's requirement. These apartments will feature an elevator, community room washer/dryer hookups, garage as well as surface parking, central air in each unit and open kitchen design. The projected building cost is approximately \$6,111,015.00.

This development will obtain several of the following goals:

- Workforce housing
- Transit orientated development
- Re-development of a blighted area
- Future Tax Base
- Downtown population growth-walking distance to shopping and entertainment

Main Street Flats Limited Partnership have submitted an application for Tax Increment Financing to assist with this project. This application was submitted to Ehlers along with their Performa for their review. The project will qualify for a Housing TIF District up to 26 years. "But For" this project would not be feasible without the use of Tax Increment Financing and staff is recommending a 26 year TIF District and up to \$344,000 in TIF flow or whichever comes first along with water and sewer access charges of \$94,500.00.

Once Developer receives all approvals they will move forward with closing on the property and all necessary steps to secure and removal of these properties to prepare for construction. They are anticipating site work to start yet this fall with construction starting in spring of 2018.

The project has received various approvals from Planning Commission and City Council as follows:

- Conditional Use Permit for Main Street Flats
- Right of Way Vacation for Main Street Flats
- Preliminary and Final Plat of Main Street Flats (p. 168)

Nick Anhut Financial Advisor with Ehlers will be available to answer questions in regards to the TIF Plan. Main Street Limited Partnership representatives will be available to answer questions regarding their development.

PROPOSED ACTION

Adopt Resolution No 17-057 to adopt a Modification to the Development Program for Development District No.6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-18 as presented.

Adopt Resolution R17-058 Contract for Private Development as presented.

Attachments:

- Contract for Private Development (refer to EDA Packet)
- Tax Increment Financing Plan prepared by Ehlers (refer to EDA Packet)
- TIF Summary (refer to EDA Packet)
- Tenant Profile (refer to EDA Packet)
- Resolution R17-057
- Resolution R17-058
- Proposed site (TIF Map) (refer to EDA Packet)
- Preliminary Building Plans (refer to EDA Packet)
- Public hearing notice (refer to EDA Packet)
- But For Analysis (refer to EDA Packet)
- Planning Commission Resolution R17-01 (refer to EDA Packet)
- Draft Planning Commission Minutes (refer to EDA Packet)

**CITY OF CAMBRIDGE
ISANTI COUNTY
STATE OF MINNESOTA**

Council member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. R17-057

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 6 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 6-18 THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.

BE IT RESOLVED by the City Council (the "Council") of the City of Cambridge, Minnesota (the "City"), as follows:

Section 1. Recitals.

1.01. The City Council of the City of Cambridge (the "City") has heretofore established Development District No. 6 and adopted a Development Program therefor. It has been proposed that the City adopt a Modification to the Development Program (the "Development Program Modification") for Development District No. 6 (the "Project Area") and establish Tax Increment Financing District No. 6-18 (the "District") therein and adopt a Tax Increment Financing Plan (the "TIF Plan") therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the "Program and Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Program and Plan, and presented for the Council's consideration.

1.02. The City has investigated the facts relating to the Program and Plan and has caused the Program and Plan to be prepared.

1.03. The City has performed all actions required by law to be performed prior to the establishment of the District and the adoption and approval of the proposed Program and Plan, including, but not limited to, notification of Isanti County and Independent School District No. 911 having taxing jurisdiction over the property to be included in the District, a review of and written comment on the Program and Plan by the City Planning Commission, and the holding of a public hearing upon published notice as required by law.

1.04. Certain written reports (the "Reports") relating to the Program and Plan and to the activities contemplated therein have heretofore been prepared by staff and consultants and submitted to the Council and/or made a part of the City files and proceedings on the Program and Plan. The Reports include data, information and/or substantiation constituting or relating to the basis for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

1.05. The City is not modifying the boundaries of Development District No. 6, but is however, modifying the Development Program therefor.

Section 2. Findings for the Adoption and Approval of the Development Program Modification.

2.01. The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Project Area would not be available for redevelopment without the financial aid to be sought under this Development Program; (b) the Development Program, as modified, will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Project Area by private enterprise; and (c) that the Development Program, as modified, conforms to the general plan for the development of the City as a whole.

Section 3. Findings for the Establishment of Tax Increment Financing District No. 6-18.

3.01. The Council hereby finds that Tax Increment Financing District No. 6-18 is in the public interest and is a "housing district" under Minnesota Statutes, Section 469.174, Subd. 11 of the Act.

3.02. The Council further finds that the proposed development would not occur solely through private investment within the reasonably foreseeable future, that the Program and Plan conform to the general plan for the development or redevelopment of the City as a whole; and that the Program and Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the development or redevelopment of the District by private enterprise.

3.03. The Council further finds, declares and determines that the City made the above findings stated in this Section and has set forth the reasons and supporting facts for each determination in writing, attached hereto as Exhibit A.

Section 4. Public Purpose.

4.01. The adoption of the Program and Plan conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the City which is already built up, to provide housing opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 5. Approval and Adoption of the Program and Plan.

5.01. The Program and Plan, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator.

5.02. The staff of the City, the City's advisors and legal counsel are authorized and directed to proceed with the implementation of the Program and Plan and to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

5.03. The Auditor of Isanti County is requested to certify the original net tax capacity of the District, as described in the Program and Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the City is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the District, for which building permits have been issued during the 18 months immediately preceding the adoption of this resolution.

5.04. The City Administrator is further authorized and directed to file a copy of the Program and Plan with the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

The motion for the adoption of the foregoing resolution was duly seconded by Council member _____, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Dated: September 5, 2017

ATTEST:

Mayor

City Administrator

(Seal)

EXHIBIT A
RESOLUTION NO. R17-057

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 6-18, as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 6-18 is a housing district as defined in M.S., Section 469.174, Subd. 11.*

TIF District No. 6-18 consists of four parcels. The development will consist of 28 units of affordable rental housing. All of which will receive tax increment assistance and will meet income restrictions described in *M.S. 469.1761*. At least 40 percent of the units/homes receiving assistance will have incomes at or below 60 percent of statewide median income. Appendix E of the TIF Plan contains background for the above finding.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the development proposed in this plan is a housing district that meets the City's objectives for development and redevelopment and is intended for occupancy in part by low and moderate income persons. All of the units will be both rent and income restricted and require operating subsidy, which means that rental revenues are insufficient to make the project economically feasible without public assistance. The necessity of public assistance is true for most affordable rental housing developments in Minnesota.

Due to the costs of building affordable new housing in the City, this project is feasible only through assistance, in part, from tax increment financing. The affordable project also requires public assistance beyond tax increment. The developer has applied for and received an allocation of federal low income tax credits, bonding allocation and other assistance from the Minnesota Housing Finance Agency (MHFA). The City's expectation of providing assistance allowed this project to score high enough among other MHFA applicants to be awarded the tax credits. Therefore, the tax increment assistance is also necessary in order to leverage additional funding resources and the federal subsidy provided by low income tax credits.

The developer has provided its project budget and financial projections (on file in City Hall) that demonstrate the need for tax increment assistance as described in the TIF Plan.

3. *Finding that the TIF Plan for Tax Increment Financing District No. 6-18 conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the TIF Plan for Tax Increment Financing District No. 6-18 will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Development District No. 6 by private enterprise.*

Through the implementation of the TIF Plan, the City will provide an impetus for residential development which is desirable or necessary for meeting housing needs of people with a variety of incomes, increased population demands, and a need for workforce housing within the City.

RESOLUTION NO. R17-058

**RESOLUTION
APPROVING CONTRACT FOR PRIVATE DEVELOPMENT FOR MAIN STREET
FLATS, CITY OF CAMBRIDGE, COUNTY OF ISANTI, STATE OF MINNESOTA**

WHEREAS, by Resolution No. R17-058, the City Council approved the Development Application for the Main Street Flats project on the terms described in the Resolution; and

WHEREAS, the City and the Developer have negotiated a Developer's Agreement governing the project; and

WHEREAS, the Developer's Agreement is attached hereto as Exhibit A; and

WHEREAS, the Developer's Agreement must be approved by the Council.

NOW, THEREFORE, be it resolved by the City Council of the City of Cambridge as follows:

1. The City Council does hereby approve the Exhibit A Main Street Flats Developer's Agreement. The City Council further agrees to allow staff with assistance from the City Attorney to make minimal changes to the agreement but do not affect the major business terms.
2. The Mayor and City Administrator are hereby authorized and directed to execute the Exhibit A document.

Adopted this ____ day of _____, 2017, by the City of Cambridge.

Mayor Marlys A. Palmer

City Administrator Lynda Woulfe

Motion by Councilmember _____, Second by Councilmember _____

Ayes:

Nays:

Resolution

RASW: 53978/aet

7C Approve Cambridge Downtown Revolving Grant Fund for D. F. Johnson Trust-The Leader, 133-135 Main St S

September 5, 2017

Prepared by: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval of additional Grant Funds for D. F. Johnson Trust (The Leader) 133-135 Main St S owner Neil Johnson from the Cambridge Downtown Revolving Grant Fund.

Background

The City Council approved the initial grant funds request on July 3, 2017 for painting, labor and lift cost. While there were working on this project they found rotten wood, cracked boards, trim and window frames in to poor of shape to paint. Additional repairs include adding 17 aluminum storm windows over existing windows with this project and additional funds are need to complete the project.

The guidelines for the Downtown Revolving Grant Fund provides a 50% match up to \$10,000 maximum for façade improvements.

Neil Johnson is requesting grant funds up to the maximum of \$8,620.00 or an additional \$2,720.00 to make the additional improvements to the façade. The estimated project cost is \$17,240.00 for preparation, painting, sign painting, materials, replace rotten and cracked boards, adding storm windows and lift rental for each side of the building

Additional project cost includes:

Labor and materials	<u>\$5,440.00</u>
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Additional Exterior Work:	\$5,440.00
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Grant terms:

Amended Estimated project cost:	\$17,240.00
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Grant amount:	\$8,620.00
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Owner Responsibility:	\$8,620.00
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Based on the guidelines established by the City Council for the Downtown Revolving Grant Fund, this project meets the guidelines and provides repairs to retain the value of this property.

All necessary building permits must be applied for. Inspections will be conducted as required by the permit and upon request for payment.

Payment will be issued to the contractor's upon completion of their work paid out at 50% from the City and the property owner is responsible for the remaining 50% and any amount that would exceed the maximum grant amount of \$8,620.00.

The project is being worked on at this time and the project must be completed by December 31, 2017.

Recommendation

Staff recommends to the City Council to approve an \$8,620.00 Cambridge Downtown Grant Funds for D.F Johnson Trust (The Leader), 133-135 Main St S, Cambridge, MN for façade improvement.

Attachments:

- Project bid

Sweedon Const 504495
 3923 Fanny Lk Rd BE
 Cambridge Minn 55008

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE			
NAME Leader Store							
ADDRESS							
CITY, STATE, ZIP Cambridge Minn.							
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RETD	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT		
1							
2	Revised Estimate.						
3	Added more windows.						
4	To original bid more						
5	work than previous bid.						
6							
7	New Bid - Total				5440.00		
8							
9	By Jim Sweedon						
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
RECEIVED BY							

adams
5805

KEEP THIS SLIP FOR REFERENCE

7D Approve Cambridge Downtown Grant Fund for Donald and Ruth Anne Chilson Living Trust-Chilson Jewelry 219 Main St S

September 5, 2017

Prepared by: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval of Grant Funds for Donald and Ruth Anne Chilson Living Trust (Chilson Jewelry) 219 Main St S owner Brian and Karen Chilson from the Cambridge Downtown Grant Fund.

Background

Brian and Karen Chilson have submitted an application for grant funds and are requesting funds to assist with improvement to their store front and north side of their building. The project includes the preparation and painting of the north wall and adding brick to their store front for more visual appeal. Both projects include labor and materials.

The guidelines for the Cambridge Downtown Grant Fund provides a 50% match up to \$10,000 maximum for façade improvements.

Brian and Karen Chilson are requesting Grant Funds up to the maximum of \$2,752.50 to make the improvements to the façade. The estimated project cost is \$5,505.00 for preparation, painting, brick work and materials

Project cost includes:

Labor and materials painting	\$1,010.00
Store front labor and materials	\$4,495.00
Grant amount:	\$2,752.50
Owner Responsibility:	\$2,752.50

Based on the guidelines established by the City Council for the Cambridge Downtown Grant Fund, this project meets the guidelines and provides repairs to retain the value of this property.

All necessary building permits must be applied for. Inspections will be conducted as required by the permit and upon request for payment.

Payment will be issued to the contractor's upon completion of their work paid out at 50% from the City and the property owner is responsible for the remaining 50% and any amount that would exceed the maximum grant amount of \$2,752.50.00.

Once approved the project will begin as soon as possible but the project must be completed by December 31, 2017.

Recommendation

Staff recommends the City Council approve grant funds of \$2,752.50 from the Cambridge Downtown Grant Fund for Donald and Ruth Anne Chilson Living Trust (Brian & Karen Chilson -Chilson Jewelry) 219 Main St S, Cambridge, MN for façade improvement.

Attachments:

- Project bid

Downtown Grant Fund Application

General Business Information

Business Name <i>Chilson Jewelers</i>		
Business Address <i>219 Main St. S, Wana</i>		
City <i>Cambridge</i>	State <i>MN</i>	Zip <i>55008</i>
Property Address for Grant Fund Application		
Trade Name or DBA: <i>Chilson Jewelers, Inc.</i>		
<i>-same-</i>		
Contact Person <i>Karen or Brian Chilson</i>		
Telephone <i>763-689-2552</i>	Email: <i>karen@chilsonjewelers.com</i>	

Type of business:

- Corporation (List Type) *S. Corp*
- Sole Owner Partnership Other _____

The Business is a New Business / Startup Existing Business

How many years in business? *40*

Description of business: *Retail Jewelry Store*

Number of employees? Full Time *3* Part Time _____

Please briefly describe the proposed project.

We plan to rebrick the front of the store & paint the brick on North side of the building.

We also plan to re-roof.

Project Budget: (Please attach contractor's bids)

Scope of Work	Cost
Re-brick front of building	\$4495.00
Paint side of building	\$1010.00
(Re-roof)	\$12,300.00
Total project cost:	\$5505.00
	(\$17,805.00)

50%
50%

Sources of Funds (reminder, City will pay 50% match, up to \$10,000 but you need to identify where your other funds are coming from. Grant proceeds are paid after proof of payment to contractor and project is 100% complete.

Personal/Business Cash	\$	2752.50
Bank Loan Amount	\$	
Grant Request (maximum \$10,000)	\$	2752.50
Total Funds	\$	5505.00

Proposed Project Start Date: September 2017

Proposed Project Completion Date: November 2017

Please note that grant guidelines require the project to be fully completed within one year.

Karen Chilson
Signature of Company Official

V. President
Position

8/23/17
Date

By signing this form, I am assuring the City of Cambridge that I have the legal right to bind my company to a legal agreement.

Please return the completed form to: Stan Gustafson
Economic Development Director
300 3rd Avenue NE
Cambridge, MN 55008

Chelson Jewelers

* demo & cleanup hallway ^{rubble}
by the hr. @ \$75.

* ~~demo~~ ready old face
of store
set all stone (pick out at the end)
grout & set sill
\$4495. = all labor & material

gran Shuler 5/24/17

D+J Masonry LLC
51126 Amber Ave
Stanchfield, MN 55080



7E Approve Cambridge Downtown Revolving Loan Fund for Donald and Ruth Anne Chilson Living Trust-Chilson Jewelry 219 Main St S

September 5, 2017

Prepared by: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval of Revolving Loan Funds for Donald and Ruth Anne Chilson Living Trust (Chilson Jewelry) 219 Main St S owner Brian and Karen Chilson from the Cambridge Downtown Revolving Loan Fund.

Background

The City Council approved the guidelines for the Cambridge Downtown Revolving Loan Fund. This fund provides for several different loan amounts, interest rate and terms to allow for a variety of projects. The minimum loan amount established was \$1,500.00 minimum and the maximum amount of \$30,000.00

Brian and Karen Chilson have submitted an application for Loan Funds to assist with improvement to their building. The project includes the replacement of their roof system including tear off based on the attached bid. The total project cost is \$12,300.00 and the Chilson's are requesting a loan of \$9,840.00 from the Revolving Loan Fund to complete this project.

Project cost includes:

Roof tear off and replacement (bid attached)	\$12,300.00
Loan amount 80%:	\$9,840.00
Owner Responsibility 20%:	\$2,460.00

Loan terms are as follows:

Loan Amount:	\$9,840.00
Years:	3 years
Interest rate:	3%
Payments:	Monthly principle & interest
Monthly Payment:	\$286.16
Collateral:	Mortgage

The applicant has provided the necessary application and fee. Their taxes and mortgage are current and staff has received a letter from Eric Wiltrout with Peoples Bank of Commerce that Chilson's Jewelry has adequate cash flow to service an additional loan of \$9,840 with the terms set above.

Once approved, a loan closing will be scheduled. Work cannot begin until loan documents have been executed. All necessary building permits must be applied for. Inspections will be conducted as required by the permit and upon request for payment.

Based on the guidelines established by the City Council for the Cambridge Downtown Revolving Loan Fund, this project meets the guidelines and provides repairs to retain the value of this property.

All necessary building permits must be applied for. Inspections will be conducted as required by the permit and upon request for payment.

Payment will be issued to the contractor's upon completion of their work paid out at 80% from the City and the property owner is responsible for the remaining 20% and any amount that would exceed the maximum loan amount of \$9,840.00. The attached loan agreement and promissory note will need to be signed and the documents recorded. The property owner is responsible for recording fees and mortgage registration tax.

Once approved the project will begin as soon as possible but the project must be completed by December 31, 2017.

Recommendation

Approve loan funds of \$9,840.00 from the Cambridge Downtown Revolving Loan Fund for Donald and Ruth Anne Chilson Living Trust (Brian & Karen Chilson-Chilson Jewelry) 219 Main St S, Cambridge, MN for roof improvement.

Attachments:

- Project bid

Cambridge Downtown Revolving Loan Fund Promissory Note

Date: September 5, 2017

The undersigned, Brian M. Chilson President and Karen A. Chilson Secretary/Treasure, Chilson Jewelry, Inc for value received, promise to pay to the order of the City of Cambridge (hereinafter called the Lender), at its main office located at 300 3rd Avenue NE Cambridge, MN 55008, money of the United States of America, the principal sum Nine Thousand eight hundred forty dollars and 00/100 dollars (\$9,840.00), together with interest (calculated on the basis of actual days elapsed and a 365-day year) on the unpaid principal hereof, until this Note is fully paid at the annual rate of three (3) percent.

Principal and interest, amortized over a three (3) year period, shall be payable in Monthly installments of \$286.16 each, beginning on the 1st day of January 2018 and on the same day of each month thereafter until on the final payment of \$286.15 is due on the 1st day of December 2020, when the entire unpaid principal and accrued and unpaid interest shall become due and payable. Each installment when paid shall be applied first in payment of accrued interest and the balance thereof shall be applied in reduction of principal.

Additional Provisions

If interest hereon is not paid when due, or if any other indebtedness of the undersigned to the Lender is not paid when due, or if a garnishment summons or a writ of attachment is issued against or served upon the Lender for the attachment of any property of the undersigned in the Lender's possession or any indebtedness owing to the undersigned, or if the undersigned shall submit to the Lender any credit application or financial statement containing information which shall prove to be incorrect in any respect when made, or if the undersigned shall fail to pay when due any indebtedness the undersigned may owe for money borrowed, or if the holder shall at any time in good faith believe that the prospect of due and punctual payment of the Note is impaired, then, in any such event, the holder hereof may, at its option, declare this Note to be immediately due and payable and thereupon this Note shall be immediately due and payable, together with all unpaid interest accrued hereon, without notice or demand; provided, however, that if this Note is payable upon demand, nothing herein contained shall preclude or limit the holder hereof from demanding payment of this Note at any time and for any reason, without notice.

This Note shall also become automatically due and payable (including unpaid interest accrued hereon) without notice or demand should the undersigned die (if an individual) or should a petition be filed by or against the undersigned under the United States Bankruptcy Code, or if a trustee, receiver or similar officer is appointed for the undersigned or for the undersigned's property. If this Note is not paid on the due date, the Lender shall have the right to set off the indebtedness evidenced by this Note against any indebtedness of the Lender to the undersigned. The remedies of the Lender as provided herein or in any other instrument securing this Note shall be cumulative and concurrent and may be pursued singly, successively, or together and, at the sole discretion of the Lender, may be exercised as often as occasion therefor shall occur, and the

failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof. The Lender shall not be deemed, by any act of omission or commission, to have waived any of its rights or remedies hereunder unless such waiver is in writing and signed by the Lender and then only to the extent specifically set forth in the writing. A waiver with reference to one event shall not be construed as continuing or as a bar to or waiver of any right or remedy as to a subsequent event.

This Note may not be amended, modified, or changed except only by an instrument in writing signed by the party against whom enforcement of any such amendment, modification, or change is sought. The holder hereof may at any time renew this Note or extend its maturity date for any period and release any security for, or any party to, this Note, all without notice to or consent of and without releasing any accommodation maker, endorser or guarantor. The undersigned agrees to pay all costs of collection, including attorney's fees and legal expenses, in the event this Note is not paid when due whether suit is commenced or not, including costs and expenses in litigation, bankruptcy, or insolvency proceedings. Presentment or other demand for payment, notice of dishonor and protest are hereby waived by the undersigned. This Note shall be governed by the substantive laws of the State of Minnesota, except insofar as the Lender may rely on the laws of the United States to justify the interest rate charged hereunder.

If any of the terms of this Note, or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Note, or the application of such terms to persons or circumstances other than those to which it is invalid or unenforceable, shall not be affected thereby, and each of the terms of this Note shall be valid and enforceable to the fullest extent permitted by law.

Chilson Jewelry, Inc

Brian M. Chilson President

Date

Karen A. Chilson Secretary/Treasure

Date

**Cambridge Downtown Revolving loan Fund
Mortgage**

THIS INDENTURE, made this 5 day of September 2017, between Brian M. Chilson President and Karen A. Chilson Secretary/Treasure Chilson Jewelry, Inc (hereinafter referred to as Mortgagor), and the City of Cambridge, Cambridge Minnesota, Mortgagee.

WITNESSETH, that the Mortgagor, in consideration of the sum of Nine Thousand eight hundred forty 00/100 Dollars (\$9,840.00), the Mortgagor in hand paid by the Mortgagee, the receipt whereof is hereby acknowledged, does hereby convey unto the Mortgagee, Forever, all of the land located in the County of Isanti, and State of Minnesota, described as follows: The South 14 feet of the North Half of Lot Five (5), Block Six (6), Original Townsite of the Village (now City) of Cambridge, EXCEPTING THEREFROM the West 46 feet 9 inches thereof. TOGETHER AND SUBJECT TO all party wall rights obligations as provided in deeds heretofore of record and also TOGETHER WITH that certain appurtenant easement dated January 13, 1963, and recorded in Book "V" of Miscellaneous, page 420. FURTHER SUBJECT TO existing easements, restrictions and reservations of record, if any.

TO HAVE AND TO HOLD THE SAME, to the Mortgagee forever. The Mortgagor covenants with Mortgagee as follows: That Mortgagor is lawfully seized of the Property and has good right to convey the same; that the Property is free from all encumbrances except as follows: Contract for DEED Donald M. Chilson and Ruthanne K. Chilson, Trustees of the Donald M. Chilson Living Trust.

PROVIDED, NEVERTHELESS, That if the Mortgagor shall pay to the Mortgagee the sum of Nine Thousand eight hundred forty 00/100 dollars (\$9,840.00), according to the terms of the promissory note of even date herewith, given by the Mortgagor to the Mortgagee (the "Note"), the final payment being due and payable on December 1, 2020 with interest at the rate of three (3%) percent per annum, and shall repay to the Mortgagee at the times and with interest as specified, all sums advanced in protecting the lien of this Mortgage, in payment of taxes of the Property, insurance premiums covering buildings thereon, principal or interest on any prior liens, expenses and attorney's fees herein provided for and sums advanced for any other purpose

authorized herein, and shall keep and perform all the covenants and agreements herein contained, then this Mortgage shall be null and void, and shall be released at the Mortgagor's expense.

AND THE MORTGAGOR covenants with the Mortgagee as follows:

1. To pay the principal sum of money and interest as specified in the Note;
2. To pay all taxes and assessments now due or that may hereinafter become liens against the Property before penalty attaches thereto;
3. To keep all buildings, improvements and fixtures now or later located on or a part of the Property insured against loss by fire, extended coverage perils, vandalism, malicious mischief and, if applicable, steam boiler explosion, for at least the amount of full and insurable value at all times while any amount remains unpaid under this Mortgage. If any of the buildings, improvements or fixtures are located in a federally designated flood zone, and if flood insurance is available for that area, Mortgagor shall procure and maintain flood insurance in amounts reasonably satisfactory to the Mortgagee. Each insurance policy shall contain a loss payable clause in favor of the Mortgagee affording all rights and privileges customarily provided under the so-called standard mortgage clause. In the event of damage to the Property by fire or other casualty, the Mortgagor shall promptly give notice of such damage to the Mortgagee and the insurance company. The Mortgagee may make proof of loss if not made promptly by the Mortgagor. The insurance shall be issued by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to the Mortgagee. The insurance policies shall provide for not less than ten days written notice to the Mortgagee before cancellation, non-renewal, termination, or change in coverage, and the Mortgagor shall deliver to the Mortgagee a duplicate original or certificate of such insurance policies;
4. To pay, when due, both principal and interest of all prior liens or encumbrances;
5. To commit or permit no waste on the Property and to keep it in good repair;
6. To complete forthwith any improvements which may hereafter be under course of construction on the Property;
7. To pay any other expenses and attorney's fees incurred by the Mortgagee by reason of litigation with any third party for the protection of the lien of this Mortgage.

In case of failure to pay said taxes and assessments, prior liens or encumbrances, expenses and attorney's fees as above specified, or to insure said buildings, improvements, and fixtures and deliver the policies as aforesaid, the Mortgagee may pay such taxes, assessments, prior liens, expenses and attorney's fees and interest thereon, or obtain such insurance, and the sums so paid shall bear interest from the date of such payment at the same rate set forth in the

Note, and shall be impressed as an additional lien upon the Property and be immediately due and payable from the Mortgagor to the Mortgagee and this Mortgage shall from date thereof secure the repayment of such advances with interest.

In case of default in any of the foregoing covenants (which includes the sale, transfer, or other conveyance, voluntarily or involuntarily, of the Property), the Mortgagor confers upon the Mortgagee the option of declaring the unpaid balance of the Note and the interest accrued thereon, together with all sums advanced hereunder, immediately due and payable without notice, and hereby authorizes and empowers the Mortgagee to foreclose this Mortgage by judicial proceedings or to sell the Property at public auction and convey the same to the purchaser in fee simple in accordance with the statute, and out of the moneys arising from such sale to retain all sums secured hereby, with interest and all legal costs and charges of such foreclosure and the maximum attorney's fee permitted by law, which costs, charges and fees the Mortgagor herein agrees to Pay.

The Mortgagor and the Mortgagee further covenant and agree as follows:

1. Mortgagor shall be furnished a conformed copy of the Note and of this Mortgage at the time of execution or after recordation hereof.
2. Upon default of any covenant or agreement by Mortgagor under the terms of the Note or this Mortgage, Mortgagee prior to foreclosure shall mail notice to Mortgagor as provided herein specifying: (a) the nature of the default by the Mortgagor; (b) the action required to cure such default; (c) a date, not less than thirty (30) days from the date the notice is mailed to Mortgagor by which such default must be cured; and (d) that failure to cure such default on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage and sale of the Property. The notice shall further inform Mortgagor of the right to reinstate after acceleration and the right to bring a court action to assert the non-existence of a default or any other defense of the Mortgagor to acceleration and sale.
3. In addition to any notice required under applicable law to be given in another manner, (a) any notice to the Mortgagor provided for in this Mortgage shall be given by mailing such notice by certified mail addressed to the Mortgagor at the Property address or at such other address as the Mortgagor may designate by notice in writing to the Mortgagee as provided herein, and (b) any notice to the Mortgagee shall be given by certified mail, return receipt requested, to Mortgagee at the following address: City of Cambridge, 300 Avenue NE, Cambridge, MN 55008 or to such other address as Mortgagee may designate by notice in writing to the Mortgagor as provided herein. Any notice provided for in this Mortgage shall be deemed to have been given to Mortgagor or Mortgagee when given in the manner designated herein.
4. The proceeds of any award or claim for damages, direct or consequential, in

connection with any condemnation or other taking of any part of the Property, or for conveyance in lieu of condemnation, are assigned and shall be paid to the Mortgagee. In the event of a total taking of the Property, the proceeds shall be applied to the sums secured by this Mortgage, whether or not then due, with any excess paid to the Mortgagor. In the event of a partial taking of the Property in which the fair market value of the Property immediately before the taking is equal to or greater than the amount of the sums secured by this Mortgage immediately before the taking, unless the Mortgagor and the Mortgagee otherwise agree in writing, the sums secured by this Mortgage shall be reduced by the amount of the proceeds multiplied by the following fraction: (a) the total amount of the sums secured immediately before the taking, divided by (b) the fair market value of the Property immediately before the taking. Any balance shall be paid to the Mortgagor. In the event of a partial taking of the Property in which the fair market value of the Property immediately before the taking is less than the amount of the sums secured immediately before the taking, unless the Mortgagor and the Mortgagee otherwise agree in writing or unless applicable law otherwise provides, the proceeds shall be applied to the sums secured by this Mortgage whether or not the sums are then due.

5. The Mortgagor shall not cause or permit the presence, use, disposal, storage, or release of any hazardous substances on or in the Property, except those solvents, oils, cleaning materials, and other substances as are used in the ordinary course of the Mortgagor's business. The Mortgagor shall not do, and will use its best efforts not to allow anyone else to do, anything affecting the Property that is in violation of any environmental law. The Mortgagor shall promptly give the Mortgagee written notice of any investigation, claim, demand, lawsuit or other action by any governmental or regulatory agency or private party involving the Property and any hazardous substance or environmental law of which the Mortgagor has actual knowledge. If the Mortgagor learns, or is notified by any governmental or regulatory authority, that any removal or other remediation of any hazardous substance affecting the Property is necessary, the Mortgagor shall promptly take all necessary remedial actions in accordance with that environmental law. As used in this paragraph, "hazardous substances" are those substances defined as toxic or hazardous substances by environmental law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. As used in this paragraph, "environmental law" means federal or state laws that relate to environmental protection.

Any forbearance by the Mortgagee in exercising any right or remedy hereunder shall not be a waiver of or preclude the exercise of any right or remedy. The terms of this Mortgage shall run with the Property and bind the parties hereto and their successors in interest. This Mortgage shall be governed by the law of the State of Minnesota. In the event that any provision or clause of this Mortgage conflicts with applicable law, such conflict shall not affect other provisions of this

Mortgage which can be given effect without the conflicting provision. To this end, the provisions of this Mortgage are declared to be severable.

IN WITNESS WHEREOF, the City Council has caused this Agreement to be duly executed in its name and behalf and the Mortgagor has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

CITY OF CAMBRIDGE, MINNESOTA

By _____
Mayor, Marlys A. Palmer

By _____
City Administrator, Lynda Woulfe

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2017 by Marlys A. Palmer and Lynda Woulfe, the Mayor and City Administrator of the City of Cambridge Minnesota, on behalf of the City.

Notary Public

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ESTIMATED REHABILITATION COSTS AND REQUESTED LOAN INFORMATION:

Describe Proposed Improvements:

New roof on both buildings

Estimated Cost of Project: \$ 12,300.00

Requested Loan Amount: \$ 9,840.00

Matching Amount: \$ 2,460.00

Sources of match: Personal Savings Mortgage Private Loan Other: _____

APPLICANT CERTIFICATION:

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification. I authorize representatives of the City of Cambridge to access the property to be improved for the purpose of inspecting or obtaining information for the rehabilitation loan program.

Karen Chilson
Signature

8/25/17
Date

REQUIRED ATTACHMENTS TO THIS APPLICATION

- Documentation of Property Ownership
- Past Three Years Income Tax Returns (if required)
- Current Year's Property Tax Statement
- Proof that Property Taxes are paid to date
- Certificate of Property Insurance
- Proof that mortgage payments are paid to date
- Signed Authority of Release Information Form
- Signed Data Privacy Statement

Item 7F
628 2nd Ave NW Agreement to Build Home

September 5, 2017

Author: Carri Levitski
Presented by: Marcia Westover

Background

Richard and Karyn Olson would like to build a new home at 628 2nd Ave NW. The Olson's would like to reside in the existing home on the lot while they build a new home. Staff found it a reasonable request as long as an agreement is executed and the following conditions are met:

1. Olson shall submit a complete building permit application for the new home construction by September 15, 2017.
2. Olson shall complete the new home construction by June 1, 2018.
3. Olson shall receive a Certificate of Occupancy for the new home by June 1, 2018.
4. Olson shall remove the existing dwelling by August 1, 2018.
5. The new home shall meet all required City codes, State Building and Fire codes.
6. The property must conform to lot coverage requirements per city code after the existing home is removed.
7. Complete restoration of the entire property will be required after construction of the new home and after the existing home is removed. This includes but is not limited to all landscaping requirements.
8. If the existing dwelling is not removed from the property by the time referenced in item 4 above, Olson agrees that the City may pursue summary enforcement of the agreement by the courts, and Olson shall in such event be responsible for all costs and expenses incurred by the City in doing so, including attorney's fees.

Attorney Squires has reviewed the agreement.

City Council Action:

Motion to approve the agreement as presented.

Attachments

1. Location Map
2. Agreement



CAMBRIDGE
 Minnesota's Opportunity Community®

300 Third Ave NE, Cambridge, MN 55008 ~ 763-689-3211
www.ci.cambridge.mn.us

628 2nd Ave NW



clevitski

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources and is to be used for reference purposes only. The City of Cambridge does not warrant that the GIS data used to prepare this map are error free, and the City of Cambridge does not represent that the GIS data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of data provided.

AGREEMENT

This Agreement is entered into by and between the City of Cambridge, Cambridge, MN ("City"), and Richard and Karyn Olson ("Olson"), property owners of 628 2nd Ave NW, Cambridge, MN 55008. The City and Olson are collectively referred to as the "Parties."

WHEREAS, Olson has requested to build a new home at 628 2nd Ave NW, Cambridge, MN 55008; and

WHEREAS, Olson has requested to keep the existing home on the lot while they build a new home; and

WHEREAS, the City Zoning Code only allows one dwelling in the R-1A zoning district; and

WHEREAS, the City finds it reasonable to allow Olson to reside in the existing home until such time that the new home has a Certificate of Occupancy and Olson is able to move in as long as the conditions listed below are met.

NOW THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises and agreements contained herein, the Parties agree as follows:

1. **Olson shall submit a complete building permit application for the new home construction by September 15, 2017.**
2. **Olson shall complete the new home construction by June 1, 2018.**
3. **Olson shall receive a Certificate of Occupancy for the new home by June 1, 2018.**
4. **Olson shall remove the existing dwelling by August 1, 2018.**
5. **The new home shall meet all required City codes, State Building and Fire codes.**
6. **The property must conform to lot coverage requirements per city code after the existing home is removed.**
7. **Complete restoration of the entire property will be required after construction of the new home and after the existing home is removed. This includes but is not limited to all landscaping requirements.**
8. **If the existing dwelling is not removed from the property by the time referenced in item 4 above, Olson agrees that the City may pursue summary enforcement of the agreement by the courts, and Olson shall in such event be responsible for all costs and expenses incurred by the City in doing so, including attorney's fees.**

By signing below, each party specifically acknowledges that it has reviewed this Agreement, that it fully understands and agrees to all of the terms set forth in this Agreement, and that it is authorized to enter into this Agreement.

Richard and Karyn Olson
Property owner-628 2nd Ave NW

Date

Lynda Woulfe, City Administrator
City of Cambridge

Date

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**CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD MEETING
AGENDA
August 31, 2017
7:00 p.m.
Cambridge City Hall, 300 3rd Avenue NE, Cambridge, Minnesota**

- I. Call to Order
- II. Approval of May 25, 2017 Minutes
- III. Approval of Agenda
- IV. Public Discussion
- V. Old Business
 - A. SEH Master Plan Update
- VI. New Business
 - A. Board Member Concerns
 - B. Storage and Commercial Hangar Lease Updates
- VII. Next Meeting is Thursday, November 30, 2017.
- VIII. Adjournment



Cambridge Medical Center
Community Engagement Council
Tuesday, July 11, 2017, 3:30-4:30pm
Foundation Room

AGENDA

3:30-3:35 Introductions

3:35-4:15 Isanti County Youth Tobacco Discussion/Brainstorming

4:15-4:25 GracePointe Crossing Updates/News

4:25 Other Updates/Sharing

NEXT MEETING:

Sept. 12

2017 MEETING DATES:

July 11, Sept 12, Nov 14

**Community Education Advisory Council Meeting
August 12, 2017
Education Services Center
5:00 – 6:30 p.m.**

- | | | |
|---|-----|------------|
| <input checked="" type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input checked="" type="checkbox"/> Approve June minutes | Joe | Approval |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, George Wimmer, Jim Godfrey, Lynn Wedlund, Kelly Anderson, Kelli Jasper Klossner, Debra Mayer, Warren Thunstrom, Dave Maurer

Staff Report:

New Business:

- Focus areas for Community Education for 2017/18 Dave
 - Program surveys
 - Adult Basic Education, Youth Programs, Adult Enrichment, Adults with Disabilities
 - Marketing
 - Ideal Early Childhood program
- Advisory Council goals Joe
 - Each year we look at areas of Community Education that we wish to focus on.

Updates:

- New software Dave
 - We are done with the transition and now live.
 - Items you should know about:
- Membership Joe
 - We still need one more adult member
 - Dave will work with the high school to get student representatives when school starts.
- Other quick updates:
 -

Next Meeting September 11th, at Isanti Intermediate School

Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program

August program updates:

- Adventure Center Preschool in Cambridge is full with a waitlist. Isanti is at 15-19 children per day and can accept more students.
- Adventure Center Before school programs both full with a waitlist.
- Adventure Center is in the process of moving to the new requirements to be able to accept Child Care Assistance from the County. A federal background check, fingerprinting and training requirements are a part of this.
- We are offering 18 sections of preschool in 2017/18. 7 full with waiting lists already.
- We have a new curriculum for preschool. Staff worked with Teaching and Learning in the process of choosing this curriculum. Training is being done at this time, with implementation this fall.
- ECFE is having a newborns class at the clinic in Isanti and at CIS. Allina in Isanti is an added class and location
- ABE has partnered with HR to offer a Para Pro prep class. This is significant on two levels:
 - It is a wonderful partnership within our district between two departments, that will benefit C-I staff.
 - It generates contact hours for our ABE program. Participation in ABE programs and classes are down in our District and around the State.
- Driver education: we are no longer able to lease cars and are in the process of exploring purchasing cars.



MINUTES

Call to order and welcome guests by:

Joe Morin-procedural 5:01

Members in attendance:

Kelli Jasper Klossner

Dave Maurer

Joe Morin

Lynn Wedlund

Jim Godfrey

Kelly Anderson

Minutes recorded by:

Dave Maurer

Approval of minutes from meeting: 4-10/2017

Motion by: Jim Godfrey

Second by: Kelli Jasper Klossner

Reports

- Funding has been approved for Highway 95 resurfacing. Start will be July 1. There is concern that the work will not be done by the time school starts.
- Highway 65 reconstruction will start this summer, with a hoped for completion date of November

New Business:

- Approval of a new member: The Advisory Council approved Debra Mayer, representing Anoka Ramsey Community College to the Council. She is replacing Eric Anderson. Motion by Lynn Wedlund, second by Kelly Anderson. Motion passed.
- Approval of FY18 budget: The Advisory Council reviewed and approved the FY18 budget. Motion by Kelli Jasper Klossner, second by Kelly Anderson. Motion passed.
- Approval of 2017/18 officers: Joe Morin was nominated as chair. Motion to approve by Kelli Jasper Klossner, second by Jim Godfrey. Motion passed and Joe Morin is the chair for 2017/18. Kelly Anderson was nominated as vice chair. Motion to approve by Kelli Jasper Klossner, second by Jim Godfrey. Motion passed and Joe Morin is the chair for 2017/18.
- Legislative update: Dave gave a brief update of the legislation that affected Community Education.

- Farewell to departing members: Joe and Dave thanked Eric and Erika who will not be returning as members. Dave and Joe will send them letters of appreciation and thanks.

- A new member will need to be found to replace Erika, representing Isanti. Members will begin to contact people about becoming a member. Discussion was also held about replacing our student representatives. Dave and Joe will work on that once school starts.

Lynn motioned that the meeting be adjourned at 5:54 pm
Jim seconded the motion. Motion passed.

Next Meeting will be August 11th at the Education Service Center

**Community Education Advisory Council Meeting
September 11, 2017
Isanti Intermediate School, Media Center
5:00 – 6:30 p.m.**

- | | | |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve xx minutes | Joe | Approval |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, George Wimmer, Jim Godfrey, Lynn Wedlund, Kelly Anderson, Kelli Jasper Klossner, Debra Mayer, Warren Thunstrom, Dave Maurer

Staff Report:

New Business:

- Focus areas for Community Education for 2017/18 Dave
 - Program surveys
 - Adult Basic Education, Youth Programs, Adult Enrichment, Adults with Disabilities
 - Marketing
 - Ideal Early Childhood program

- | | |
|---|-----|
| <input type="checkbox"/> Advisory Council goals | Joe |
| <input type="checkbox"/> . | |

Updates

- | | |
|--|------|
| <input type="checkbox"/> New software update | Dave |
| <input type="checkbox"/> . | |
| <input type="checkbox"/> Membership update | Joe |
| <input type="checkbox"/> . | |

Next Meeting September 11th, at Isanti Intermediate School

Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program

CEAC Meeting Location Calendar for 2017 - 2018

Meeting time: 5:00 - 6:30 p.m.

July – No meeting

August 14 – Education Services Center

September 11 – Isanti Intermediate School, Media Center

October 9 – Education Services Center
Staff report:

November 20 – Isanti Intermediate School, Media Center
Staff report:

December – No meeting

January 22 – Education Services Center
Staff report:

February 12 – Isanti Intermediate School, Media Center
Staff report:

March 12 – Education Services Center
Staff report:

April 16 – Adult Enrichment Center
Staff report:

May 14 – Isanti Intermediate School, Media Center
Staff report:

June 11 – Education Services Center –
Staff report:

Locations:

- Adult Enrichment Center, 540 5th Avenue NW, Cambridge, MN 55008
- Education Center, 625B Main St. North, Cambridge, MN 55008
- Isanti Intermediate School, 101 9th Avenue NE, Isanti, MN 55040

Cambridge Fire Department Annual Meeting

June 24th, 2017

Call to Order

1802 by Todd Tomczik

Members Present

C. Barnes, K. Becker, C. Bustrom, C. Carlson, R. Dale, J. DeVries, B. Dorsey, S. Duong, C. Haley, J. Henderson, J. Kowalik, C. Lindquist, D. Matchinsky, L. Milz, S. Minar, A. Mix, S. Okerlund, W. Pennings, E. Raati, B. Reents, G. Schlichting, D. Schultz, T. Schwab, N. Shatek, T. Tomczik, D. Vellenga, N. Campion, C. Mattson, M. Swanson

Others present: Lynda Wolfe, Lisa Iverson

New Business.

A motion was made by Lindquist with a second from Kowalik to except the minus from the April meeting. Approved. (The Department did not have a meeting in May because of the Imker memorial.

Pam Streed with New Pathways spoke with the membership encouraging the Fire Department to participate in the Box City event in the fall. As well as the box city event Pam presented other info on New Pathways and other fund raising events.

We set a duty crew for the parade and the fireworks for July 4th. Captain Matchinsky will be the lead and will coordinate the participants. We also took inventory to ensure adequate coverage would be available for the weekend.

Pennings recapped the search for the missing vulnerable juvenile. Pennings thanked all who assisted in their dedication and professionalism during the search. Pennings stated this was a success.

Tomczik went over a list of recent calls.

Old business

Update was given on the 3 new firefighters.

Mention was made and members were encouraged to join the region in a boat ride for the regional meeting.

We went over the Race the Rum Cambridge Day Out. The event was a success.

Review of calls

Calls were reviewed in new business.

Officer Reports

Training – Matchinsky again mentioned all of the opportunities for training.

Equipment – Pump testing to be done next week.

Technical Rescue. Nothing new.

PIO –

Motion to adjourn 18:40

Motion Milz/Seconded Vellenga /Passed

CAMBRIDGE FIRE



DEPT.

CAMBRIDGE FIRE DEPARTMENT

SEAN OKERLUND, FIRE CHIEF (763) 286-8633
TODD TOMCZIK, ASST. CHIEF (651) 248-8388
300 Third Avenue Northeast (763) 689-3211
Cambridge, MN 55008 (763) 689-0810 FAX
firedept@ci.cambridge.mn.us

CAMBRIDGE FIRE



DEPT.



Agenda

Cambridge Fire Department Monthly Meeting July 24, 2017 6:00 PM

1. Call to Order
2. Approval of June, 2017 Minutes
3. New Business
 - A. Response for July 7th, and 8th
 - B. National Night Out Aug. 1st. (Sorry about the mistake on the date in the Brigade)
 - C. Ocean Aid Rapid Deployment Craft from Safety Rescue.
 - D. Pool Fills
 - E. Date for DOC meeting.... (July 31 at 6:00 PM ???)
 - F. Customer Appreciation Sept. 15th (Have trucks set up by 4 PM.)
4. Old Business
 - A. Fair Coverage (Grandstand)
 - B. Run updates
 - C. St. Croix Boat trip.
 - D. Family Pathways homeless shelter event.
5. Officers Report
6. Relief Association Update
7. Adjourn

**PARKS, TRAILS, AND RECREATION COMMISSION
PARK TOUR (In Lieu of Regular Meeting)**

Tuesday, August 8, 2017

The Cambridge Parks, Trails, and Recreation Commission had a BUS TOUR of various City Parks.

Members Present: Joe Morin (City Council Representative), Tom Koep, and Mark Ziebarth

Members Absent: Kelli Klossner (excused), Marisa Harris-Chapman (excused), Jack Nelson (Youth Rep) (absent) and Jerry Wendorf (excused)

Others Present: Todd Schwab, Public Works Director, Marcia Westover, Community Development Director, and Joelle Tvedt from Cambridge-Isanti Community Education

Parks Visited

City Park: Discussed the addition of the new picnic shelter/amphitheater, new parking lot, public bathrooms, restored W... walls, fishing pier, future parking lot on 3rd Ave SW, and disc golf course.

Central Green Park: Discussed the addition of refrigerated hockey rinks, general skating rink, warming house, tennis and pickle ball courts. Drove by new location for dog park area.

Brown Park: Discussed the playground equipment, picnic shelter, open space and connections to wide trails.

Pioneer Park: Discussed the large open green space available in this park, parking concerns, and future connections to trails.

Peterson Park: Discussed the playground equipment, open space and connections to sidewalks and trails.

Sandquist Family Park: Discussed the many fields, playgrounds, restrooms, picnic areas and current dog park area.

Kelli Klossner
Cambridge Parks, Trails, and Recreation
Commission Chair

ATTEST:

Marcia Westover, Community Development Director

PLANNING COMMISSION MEETING MINUTES

Tuesday, August 1, 2017

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Mike Stylski, Chad Struss, Kersten Barfknecht-Conley (City Council Representative), Julie Immel, Brandon Grell, and Robert Nelson.

Members Absent: Bob Erickson (excused)

Staff Present: Marcia Westover, Community Development Director/City Planner and Stan Gustafson, Economic Development Director

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Stylski called the meeting to order at 7:03 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Struss moved, seconded by Grell to approve the agenda as presented. The motion carried 6/0.

APPROVAL OF MINUTES

July 5, 2017 Regular Meeting Minutes

Immel moved, seconded by Struss to approve the July 5, 2017 meeting minutes as presented. Motion carried 6/0.

PUBLIC COMMENT

Stylski opened the public comment period at 7:05 pm and without comments, closed the public comment period at 7:06 pm.

NEW BUSINESS

Public Hearing: Main Street Flats Conditional Use Permit to allow a multiple family dwelling

Westover explained the City received a request by Main Street Flats, LP, 801 Washington Ave. N. #108, Minneapolis, MN 55410 for a Conditional Use Permit (CUP) to build a multiple family dwelling unit in the B-1A Downtown Fringe Business

zoning district. The request is to build a two-story 28 unit multiple family dwelling on the corner of Main St. N and 3rd Ave NE. Three existing homes, a storage unit building and an old gas station building will be removed as part of this project. The applicant is working with the Minnesota Pollution Control Agency (MPCA) to mitigate any potential soil contamination from the former gas station.

Westover stated a preliminary review of the site has been done and it appears that the site requirements can be met including setbacks, parking, access, etc. Staff will perform a full Site Plan review once the project moves forward through this review process.

Westover stated that Multi Family Dwelling units are allowed in the B-1A Downtown Fringe Business district through a Conditional Use Permit (CUP). The location of the proposed multiple family dwelling is on the fringe and also adjacent to the R-3 Multiple Family zoning district along 4th Ave NE. Westover noted that the transition here from downtown to multifamily is harmonious with the intentions of the community and the Comprehensive Plan.

Westover stated the Comprehensive Plan identifies that safe, affordable, and available housing is necessary to every community. In order to encourage growth in the population and local economy, additional housing may be needed. In this case, the site is a redevelopment of existing substandard housing and the redevelopment will remove blighting influences and replace it with a project that meets community needs.

Westover stated the proposed project will provide housing that is close to downtown and conveniences associated with it (shopping, dining, professional services, and banking). In addition, if the NLX station moves into the City Center Mall, this project will provide transit-oriented housing.

Stylski opened the public hearing period at 7:08 pm.

Vern Hanson and Rob McCready, Metro Plains, 801 Washington Ave N, #108 Minneapolis, MN 55410, and Rob McCready were present at the meeting to answer questions.

Tony Gall, 120 4th Ave NE, Cambridge, MN, 55008, lives in this neighborhood and asked if this project will be Section 8 low income housing and if this will decrease the value of residential homes in the area. Gustafson stated this is not Section 8 housing; it is transit-oriented development, workforce housing and market rate apartments and does not believe the housing market will decrease.

Cody Ward, 148 4th Ave NE, Cambridge, MN, 55008, lives in the neighborhood of this project and asked if there would be any more public meetings regarding this project. Westover stated this subject will be discussed at the Monday, August 21st, City Council Meeting at 6:00 p.m. here in the Council Chambers at City Hall which is open to the public.

Stylski closed the public hearing at 7:14 p.m.

Conley moved, seconded by Struss, to recommend Council approve the resolution for the Main Street Flats Conditional Use Permit for Multiple Family Dwelling in the B-1A zoning district as long as the stated conditions can be met.

Grell asked if the parking lot plan takes into consideration guests that may visit residents and Westover replied yes the plan currently meets the city code.

Motion carried 6/0.

Public Hearing: Main Street Flats Vacation of Right-of-Way

Westover stated the City received a request by Main Street Flats, LP, 801 Washington Ave. N. #108, Minneapolis, MN 55410 to vacate a portion of Main St. N right-of-way. The request is to build a two-story 28 unit multiple family dwelling on the corner of Main St N and 3rd Ave NE. A preliminary and final plat is also being requested in addition to a Conditional Use Permit request for a multiple family dwelling in the B-1A zoning district.

Westover stated as part of the negotiations for this project, right-of-way vacation has been considered by the City and developer. The City Engineer has reviewed what portion of right-of-way can be vacated and what needs to be kept for Main Street N. Vacating this portion of the right-of-way cleans up the property lines and creates additional room for required parking.

Westover said the right-of-way vacation needs to be approved prior to approval of the preliminary and final plat so it can be shown as part of the property on the plat. The City Council has supported the financial incentives of the proposed right-of-way vacation.

Stylski opened the public hearing period at 7:19 pm.

Tony Gall, 120 4th Ave NE, Cambridge, MN, 55008, asked if the main entrance will be off of 4th Avenue or 3rd Avenue.

Westover stated ideally, for fire truck and emergency vehicle entry, there would be one way in and one way out. Westover added there are easements available for storing snow in the winter season as well.

Stylski closed the public hearing at 7:22 p.m.

Immel moved, seconded by Grell, to recommend Council approve the resolution approving the Main Street Flats Right-of-Way Vacation as long as the stated conditions can be met. Motion carried 6/0.

Public Hearing: Main Streets Preliminary Plat, and Final Plat

Westover stated the City received a request by Main Street Flats, LP, 801 Washington Ave. N. #108, Minneapolis, MN 55410 for a preliminary plat and final plat.

Westover stated the overall request is to build a two-story 28 unit multiple family dwelling on the corner of Main St. N and 3rd Ave NE. Three (3) existing homes, a storage unit building, and an old gas station building will be removed as part of this project.

Westover explained in order to build the proposed multi-family building, the property needs to be platted. The plat will combine the four (4) existing lots and a portion of existing right-of-way that is proposed to be vacated and combine them into one lot. The right-of-way vacation is also being heard with this request. The plat consists of 1.69 acres.

Stylski opened the public hearing period for the Preliminary Plat at 7:22 pm. Hearing no comments, Stylski closed the public hearing at 7:23 pm.

Nelson asked about the findings of the MPCA. Immel asked if there is a plan in place for either option depending on the MPCA findings.

Vern Hanson, Metro Plains, 801 Washington Ave N, #108 Minneapolis, MN 55410, stated Metro Plains has been working with MPCA for the past five months and so far, they have not received an adverse effect letter. The possible contamination area is not where the proposed building site is and will more than likely be made into a parking lot.

Stylski moved, seconded by Stylski, to recommend Council approve the resolution for the Main Street Preliminary Plat and Final Plat as long as the conditions stated can be met. Motion carried 6/0.

Resolution #R17-01: Finding that a Modification to Development Program for Development District No. 6 . . . conforms to the General Plans for the Development and Redevelopment of the City

Gustafson stated the Planning Commission is requested to review and approve Resolution R17-01 Finding that a Modification to Development Program for Development District No. 6 and Tax Increment Financing Plan for Tax Increment Finance District No. 6-18 conforms to the general plans for the development and redevelopment of the City.

Gustafson said staff started conversations with developers of Metro Plains in the fall of 2014 with Vern Hanson & Rob McCreedy, about a housing redevelopment and transit-orientated site for an apartment complex. Through various studies, it indicated a strong need for multi-family housing. Staff brought their concepts to City Council on May 5, 2014 for discussion and they have been supportive of this development.

Gustafson stated these apartments will feature an elevator, appliances and detached garages. The building would be sprinkled and the parking lot would meet the City's requirements. This apartment building would include 7-one bedroom units and 21-two bedroom units.

Gustafson stated the developer is seeking Tax Increment Financing (TIF) to assist with financing this project and help fill the gap of needed workforce housing.

Gustafson stated as part of the creation of this district, the Planning Commission is required to find the TIF District is in conformance with the City's general plans for development and redevelopment of the City. As described above, the program Modification and Tax Increment Financing (TIF) Plan for Development District No. 6 and TIF District No. 6-18 is in conformance with the City's Comprehensive Plan.

Gustafson explained TIF District 6-18 will be established on these four parcels. The proposed use includes the construction of a two-story apartment complex with detached garages. The proposed use of TIF is used for land cost, infrastructure, site improvement, required rain garden, parking lot and all other eligible costs.

Gustafson stated staff is recommending the Planning Commission approve Resolution R17-01 as presented, finding that the Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for TIF District No. 6-18 is in conformance with the City's Comprehensive Plan.

Mr. Hanson, Metro Plains, stated sewer and water are all sufficiently sized to meet the demand.

Grell discussed the tight turn for emergency vehicles in the parking lot and wondered if there was room for a turnaround. Westover stated further review of the site plan will be required.

Barfknecht-Conley moved, seconded by Struss to recommend the Planning Commission approve Resolution R17-01 as presented, finding that the Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for TIF District No. 6-18 is in conformance with the City's Comprehensive Plan. The motion passed 6/0.

Public Hearing: Amendment to the Future Land Use Map for 323 4th Ave NE and 345 4th Ave NE from High Density to Fringe/Transition Commercial

Westover explained the City has purchased two properties just north of the City Hall/Fire Department. The current addresses are 323 and 345 4th Ave NE. The Police Department is in need of a garage for its vehicles and equipment since the sale of the former MNDOT building on Emerson St. N. The garage in this location north of City Hall

is being considered by City Council. Requests for Proposals for the garage have been published and will be due in August.

Westover stated the properties on 4th Ave NE are currently identified as High Density Residential on the Future Land Use Map. In order for the garage to be built on these two parcels, the Future Land Use Map and the Zoning Map need to be amended. In addition, a plat accompanies this request to combine these two parcels with the City Hall parcel. The entire parcel must be zoned the same. These parcels are directly adjacent to the City Hall parcel which is identified as Fringe/Transition Commercial on the Future Land Use Map.

Westover stated the City purchased these two properties to plan for the future of the NLX transit station that has the potential to be located in the City Center Mall. If the NLX station comes to Cambridge, then the entire City Hall complex and the area along 4th Ave NE will likely change. At that time, a full rezoning amendment along 4th Ave NE would take place along with new planning efforts for the City Hall/NLX complex. In the meantime, only the two parcels proposed will be amended on the Future Land Use Map for the proposed police garage.

Stylski opened the public hearing period at 7:40 pm.

Ward asked if the NLX plan for the area will be used to build apartment buildings.

Westover stated at this point, the land will be used for a ticket depot and parking lots for possible NLX passengers.

Gall asked if the police garage was going to be a drive through building and if police cars as well as fire trucks will be driving on 4th Ave NE? If so, could a traffic light be added on 4th Avenue?

Westover stated there should not be fire trucks driving through this building on a regular basis. Westover said plans are very preliminary at the present time, overhead doors are planned on being placed on both ends of the building but the plan is to exit off of 3rd Avenue and not off of 4th Avenue and plans for the police garage are taking into consideration the residential area that this future structure will be in.

Stylski closed the public hearing at 7:47 pm.

Barfknecht-Conley moved, seconded by Stylski to recommend the Council approve the amendment to the Future Land Use Map for 323 4th Ave NE and 345 4th Ave NE from R-3 Multiple Family Residence District to B-1A Downtown Fringe Business District. Motion carried 6/0.

Public Hearing: Amendment to the Zoning Map for 323 4th Ave NE and 345 4th Ave NE from R-3 Multiple Family Residence District to B-1A Downtown Fringe Business District

Westover stated staff is looking for a motion on the draft ordinance, as may be amended by the Commission, recommending approval of the Zoning Map Amendment for the parcels located at 323 and 345 4th Ave NE (PIN: 150410690 and 150410660) from R-3 Multiple Family Residence District to B-1A Downtown Fringe Business District.

Stylski opened the public hearing period at 7:48 pm. Stylski closed the public hearing at 7:49 pm.

Nelson moved, seconded by Grell to recommend the Council approve the amendment to the Zoning Map for 323 4th Ave NE and 345 4th Ave NE from R-3 Multiple Family Residence District to B-1A Downtown Fringe Business District. Motion carried 6/0.

Public Hearing: Downtown Commercial 4th Preliminary Plat, and Final Plat (City Hall)

Westover stated the request is to combine all of the City owned property into one parcel. The preliminary plat shows the new property boundary that encompasses the existing City Hall property and the two parcels to the north. The plat removes the property lines between the two parcels along 4th Ave NE and the southern property line to allow for the police garage to be built. The plat is consistent with the City's Subdivision Ordinance.

Stylski opened the public hearing period at 7:50 pm.

Immel asked why the City chose the two parcels at 323 and 345 4th Ave NE to build the garage?

Westover explained because these two parcels are adjacent to the property the Police Department is presently on and they are owned by the City.

Stylski closed the public hearing at 7:53 pm.

Grell moved, seconded by Immel to recommend the Council approve the Downtown Commercial 4th Preliminary and Final Plats as presented. Motion carried 6/0.

OTHER BUSINESS / MISCELLANEOUS

City Council Update

Westover updated the Commission on the previous City Council meeting.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the previous Parks, Trails, and Recreation Commission (PTRC) meeting.

ADJOURNMENT

Nelson moved, seconded by Conley, to adjourn the meeting at 7:57 pm. The motion carried 6/0.

Mike Stylski
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover
Community Development Director/City Planner

DRAFT

NORTH 65 CHAMBER OF COMMERCE



Joe

AGENDA

Board of Directors Meeting

July 12, 2017: 11:30 A.M. -1:00 P.M

North 65 Chamber office – 2 Enterprise Ave NE, Suite C4, Isanti, MN 55040

- 11:30 – 11:50 A.M. Announcements/Reports** **Rebekah Becker**
- Introductions
 - City of Cambridge report **Marlys Palmer**
 - City of Isanti report **George Wimmer**
 - Announcements/Reports
 - Race the Rum/Cambridge Day Out (June 10)
 - Isanti Rodeo Jubilee Days (July 6-9)
 - Chamber Cup Golf Outing (July 31)
 - Business Expo (October 14)
-
- 11:50 A.M. Board Meeting**
- Call to order **Rebekah Becker**
 - Approval of Agenda
 - Approval of June Minutes

 - New Board/Officers/Review Position Description/Meeting schedule

 - Financial Report **Jon Swanson**

 - Retreat Follow Up **Exec Team and Staff**
 - Action Items
 - Goals

 - Member Appreciation Luncheon/BBQ – Annual Meeting
(August 16 at Cambridge Middle School) – all attend, help needed
 - New Teacher Luncheon with Rotary (August 25)
- 12:50 P.M. Next steps**
- 1:00 P.M. Adjourn** **Rebekah Becker**

OUR VISION

Bridging members together to enhance pride and quality of community by advocating for business prosperity

OUR MISSION

North 65 Chamber of Commerce, led by its members, promotes business growth, provides resources, and enhances partnerships to support a thriving community.

Isanti County Toward Zero Deaths Program
Wednesday, September 6, 2017 TZD Coalition Meeting

Cambridge City Hall

Noon

Preliminary Agenda

1. Call to Order & Introductions – Bob Bollenbeck, Coordinator
2. Review Summary of July 2017 TZD Coalition Meeting
3. Discuss State/Local Crash Data
4. Discuss Mobilizations
 - Results of Click It Or Ticket seat belt mobilization
 - August Impaired Driving Mobilization
5. Coalition Coordination Transition
6. Reflections on thirteen years of traffic safety in Isanti Co
 - Highlights & comments on TZD – What has worked? Why?
7. Next Meeting - November 8, 2017?
8. Other Business
9. Adjourn

Isanti County Towards Zero Deaths Program
Summary of the July 5, 2017 Coalition Meeting

Present: Denny O'Brien, Bob Knowles, Wade Book, Tony Buttacavoli, Tim Dwyer, Dan Owl, James Dehn, Krista Jensen, Sara Motl, Dave Mc Keen, Joell Tvedt

Staff: Bob Bollenbeck, Coordinator

The meeting was called to order by Bob Bollenbeck, Coordinator. Introductions were made. The summary of the May 2017 coalition meeting was reviewed. It was noted there was a typo on the second page. With no further changes or corrections, the summary of the May 3, 2017 coalition meeting was deemed approved by consensus.

State and local crash data was discussed. Bob noted there have been 161 fatalities statewide on Minnesota roads this year; compared to 174 at the same time last year. It was also noted that Isanti County fatalities have generally followed the state's downward trend. Unfortunately, it was also reported there was a rollover fatality on June 22 in the southern part of the county. A FRC meeting will be called to review the crash once a report is available.

Mobilizations were discussed. First, the results of the June Click It or Ticket enforcement wave were discussed. It was reported that 6,771 seat belt citations were issued along with 184 child seat violations. One driver, in another area, was noted as going 110 mph in a 55 zone and not wearing a seat belt. Locally, several agencies reported issuing seat belt citations during the mobilization.

The July Speed Enforcement Mobilization outreach was discussed. Bob said he would send a press release to local media about the wave. In addition, a radio interview is scheduled for July 7 at KBEK. It was also mentioned there will be Motorcycle enforcement on Saturdays. This led to a discussion of Motorcycle safety including more emphasis helmet use. After discussion, Bob said he could draft some media info about motorcycle safety. Later in the meeting Tony mentioned he was a cycle rider and thought public health could try to address the issue. It was suggested to have further dialogue at the next meeting.

Isanti Co. Public Health reported the grant application to continue the Isanti Coalition was being approved by the Office of Traffic Safety. The grant will again pay for coalition coordination and activities. Public Health staff Tony and Krista will lead the effort. Further discussion followed.

Coalition membership was discussed. Bob asked if everyone was getting the email messages and mailings. A few problems/changes were identified which Bob will check out.

The KBK Radio interview featuring law enforcement on June 28 was discussed. It was agreed the interview went very well with good information being relayed to the public. Dan Owl reported on the seat belt check event held locally. Significant contributions by Cub and AAA made this event possible. Local officers from several agencies participated. Brief discussion followed.

James Dehn reported on Safe Cab and that it was doing well with Princeton services now started. Under other business, it was reported that Klondike Kate (AKA Kristen Oster) will be coming to the Isanti Rodeo and that any coalition member could stop and say hello. Tony also thanked the coalition members for their Letters of Support for the grant application. James Dehn mentioned that Judge Brosnahan will continue to record "Last Place of Drink" data in Isanti County. TZD logo stickers were given to Denny and Joell to see if they could be put on school buses. We could also get some more if needed.

The next meeting was scheduled for September 6th. With no further business, the meeting was adjourned.

- Respectfully submitted by Bob Bollenbeck, Coalition Coordinator

Isanti County EDA
Meeting Minutes
April 25, 2017

Commissioner Dave Oslund, Chairperson, called the Isanti County EDA meeting to order at 9:00 a.m, welcomed everyone and introductions were made.

In attendance: Commissioner Greg Anderson, Commissioner Susan Morris, Commissioner Mike Warring, Commissioner Dave Oslund, Commissioner Terry Turnquist, Marlys Palmer, Loren Nelson, Paul Nordberg, and Randy Polzin. Bob Voss, Stan Gustafson, Judy Johnson, David Griggs, Peter Frosch, Janna King, and Kevin VanHooser were also in attendance.

Voting members absent: Becky Moritz and Greg Anderson.

The meeting minutes from the January 24, 2017, were reviewed and approved.

Judy Johnson, Peter Frosch and David Griggs showed a power point presentation of GREATERMSP. Peter gave an overview of history, vision, mission and their Board composition. David reviewed the Business Investment, research and Isanti County specific data. He stated that BRE is the backbone of EDA. He also said that high speed internet access and affordability is categorized with "quality of life" and now ranks third in what businesses are looking for when looking for sites. Peter continued to discuss regional strategy. Janna reminded GREATERMSP staff of the great stories Isanti County businesses have, e.g EDAM awards to Cambridge and Isanti for business expansion and attraction, Dalbo Cheese.

Janna gave the group an update on the activities of the Broadband Task Force.

Janna also gave the group an update on the Highway 65 Task Force. MNDOT and the Metropolitan Council conducted a "Principal Arterial Intersection Conversion Study" to look at the "at-grade" crossings on non-freeway principal arterials. TH 65 between US 10 and Bunker Lake Blvd was identified as one of the highest priority segments in the system.

Janna reviewed the Business Retention/Expansion summary for 2016. Part of the discussion focused on succession planning. The U of M Extension Service and the Univ. of St. Thomas have succession planning resources, which Isanti County could access if there is interest. Randy Polzin described a very positive experience he's had involving his family with the program at St. Thomas.

Stan Gustafson of Cambridge reported: Cortec is expanding by 17,000-18,000 square feet, there is a 21,000 square foot expansion planned at the Timber Trail retail site, the Presbyterian Homes expansion will be completed in the spring of 2018, the Walker Homes expansion will be completed in October of 2017 and Metro Plains is planning a redevelopment project sometime this year.

Bob Voss of ECRDC reported that the Small Business Administration has scheduled a Cybersecurity Colloquium for May 18th. He also reported that ECRDC sponsored a Child Care Capacity Summit. He also gave an update about their revolving loan fund. The average loan was \$30,000 this past year.

GPS 45:93 is experiencing a change in leadership. Tom Willet is no longer the Director. A group named Northspan is leading/managing GPS 45:93 at this time. The Initiative Foundation is assisting with the transition.

Commissioner Turnquist reviewed the status of the passenger rail and commuter rail. There is a new Chairperson out of Duluth. Until there is Federal funding, there will likely be no progress.

The next meeting will be at 9:00 a.m. on July 25, 2017.

The EDA meeting was adjourned at 11:00 am.

Respectfully Submitted,
Kevin VanHooser
Isanti County Administrator

Isanti County EDA

Agenda

July 25, 2017

9 – 11 am

Isanti County Government Center

Board Room

1. Call to Order ✓
2. Welcome/introductions ✓
3. Review and approval: Meeting Minutes –April 25, 2017 ✓
4. City of Isanti Tax Abatement Request: Proposed 50-Unit Hotel (tentative) ✓
5. Isanti County High Speed Internet Task Force Update
 - Design Nine Project with Isanti County EDA ✓
 - Possible GPS 45:93 Regional Initiative
6. Possible presentations or involvement
 - Workforce initiatives in Hutchinson & Alexandria (presentation) ✓
 - Creative Minnesota (presentation)
 - Economic Gardening (participation in GPS 45:93 for 2017)
 - International Economic Development Conference in Mora (Vasaloppet, MN Trade Office & others February 8, 2018) – possible sponsorship/promotion
7. Economic development updates
 - Cities ✓
 - East Central Regional Development Commission ✓
 - GPS 45:93 ✓
 - Passenger and commuter rail ✓
 - TH 65 Corridor Coalition Update ✓
8. Verify next meeting: October 24, 2017
9. Clarify meeting follow-up and next steps

EDA

add over

*City of Isanti
Alexandra
Mora*

*City of Isanti
of the
Meeting*

** Contact GPS
* Area
* Media
* Contact*

GPS 45 Broadband Work Program Options

Option One

Hold a regional broadband summit for the purpose of informing regional leaders about 1) the importance of broadband, 2) the broadband coverage in the region; 3) CenturyLink's and Frontier's CAF2 improvements (scheduled and installed); 4) current and recent local activities, including feasibility studies, committees, etc.; 5) recent region-wide partnership efforts; and 6) call to action so as not to be left behind.

Option Two

Review evaluate CAF2 improvements already installed by CenturyLink in Braham and Frontier in Lindstrom to verify network deployment and service improvements and to identify remaining deficiencies in those exchanges.

Option Three

Create a regional broadband assessment document using existing source material that lays out the case for regional action to improve broadband. The audience would be local, regional and state officials. Develop and deliver a presentation to numerous city councils, county and town boards and other organizations.

Option Four

Identify a prospective and interested provider partner and build a regional partnership model to overcome financial barriers to network deployment. Pursue national and state funding to support network deployment.



SAVE THE DATE

WHO: BUSINESS OWNERS IN EAST CENTRAL MN
WHAT: FREE ONE DAY CONFERENCE – 9AM TO 3PM
WHEN: THURSDAY, FEBRUARY 8, 2018
WHERE: THE GRAND EVENT CENTER, MORA, MN
WHY: KNOWLEDGE & NETWORKING
HOW: SIX HOURS OF YOUR TIME

Dear Business Owner,

You are cordially invited to attend an International Economic Development Conference to be held in conjunction with the 2018 International Vasaloppet Ski Exchange. The conference will be held on Thursday, February 8, 2018, from 9am to 3pm at The Grand Event Center in Mora, MN. All existing businesses located in the East Central Minnesota region are invited to attend this event. The conference, coffee breaks and lunch will be provided free of charge.



The conference theme is *“Developing Rural Business in a Global Economy”*. Expert guest speakers will discuss local, statewide, national and international topics that are important to businesses. These topics will include the following:

- Minnesota’s exports, the benefits of exporting, market trends and an overview of services provided by the Minnesota Trade Office
- The Minnesota Chamber’s perspective on global growth and how the Chamber can help your business
- International business stores from local business owners
- Financing a business through the Minnesota Dept. of Employment & Economic Development
- Regional labor market information from the Minnesota Dept. of Employment & Economic Development
- Workforce training issues

By attending this conference, you will gain international business knowledge and have the opportunity to network with fellow business owners who may become future customers and/or suppliers.

We look forward to seeing you on February 8, 2018. Watch your inbox closer to the date for an RSVP request!

Sincerely,
International Economic Development Conference Committee

International Economic Development Conference

held in conjunction with the International Vasaloppet Ski Exchange

Thursday, February 8, 2018 – 9:00am to 3:00pm

The Grand Event Center – 2025 Rowland Road – Mora, MN 55051

HOST SPONSOR

Kanabec County EDA

\$1,000

Host sponsors will receive free booth space at the conference, a five-minute presentation during the conference and logo recognition on all conference marketing materials, including invitations and agendas.

GOLD SPONSOR

Neighborhood National Bank, GPS 45:93, Minnesota Energy Resources

\$500

Gold sponsors will receive free booth space at the conference and logo recognition on all conference marketing materials, including invitations and agendas.

SILVER SPONSOR

Mora Area Chamber, ECE (Pending-Requested by Heidi)

\$250

Silver sponsors will receive logo recognition on all conference marketing materials and may purchase booth space for an additional \$50.

BRONZE SPONSOR

\$125

Bronze sponsors will receive logo recognition on all conference marketing materials.

**ISANTI COUNTY TAX ABATEMENT
FINANCING PROPOSAL REVIEW WORKSHEET**
(To be completed by the County Review Committee)

Requirements

1. The project meets the statutory requirements and county criteria set forth in the Tax Abatement Financing Policy. Isanti County Tax Abatement Policy section numbers are noted in parenthesis following each question.

Y N

- A) Meets at least one statutory public interest criteria as defined in Section I. 2 of the county policy. (I.2)
- B) Meets the statutory restriction in Section II of the county policy regarding term of the abatement. (II.1)
- C) Demonstrates consistency with Isanti County and local comprehensive plans, land use plans, zoning ordinances, design standards, and transportation plans. (V.2.b-c)
- D) Complies with statutory parcel and other financial limitations set forth in Section II of the county policy and will not exceed the 10% of the county tax levy (statutory limit) in any given year, as verified by the county Auditor / Treasurer. (II.2)
- E) Meets county criteria regarding wage rates and the provision of health care benefits. (IV.2, V.3)
- F) Will not be in direct competition with existing businesses creating a significant competitive financial advantage over existing projects of similar economic activity. (V.4)
- G) Is consistent with adjacent uses and buildings including site design, building size and material, landscaping, screening for purposes of maintaining local standards and enhancing the tax base. (V.5)
- H) Demonstrates a minimum of 20% cash equity in the private portion of the project. (May be waived for abatement dedicated to public infrastructure) (V.7)
- I) Demonstrates the ability to complete the project successfully, including past experience, credit history, reputation taking into consideration the size and scope of the project. (V.9)
- J) Demonstrates adequate financial guarantees to ensure completion of the project. (V.8)
- K) Demonstrates that the land or property price is not in excess of fair market value. (V.11)
- L) Supports the health, welfare, and safety of county residents. (V.15)

If a project meets all of the above criteria, please complete the following project ranking form.

Ranking

- | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--------------------|---|--|-----------------------------|----------------------|-----------------------------|----------------------|---|--------------------------------|-----|--------------------|---|--------------|-----|-----------------------------|--|-----------|-----|---|-----------------------------|
| 2. | The project will pay annual property taxes in the first fully assessed/non-abated year of \$ _____. | <p>Points: _____</p> <table border="0"> <tr><td>\$35,000+</td><td style="text-align: right;">5</td></tr> <tr><td>\$25,000+</td><td style="text-align: right;">4</td></tr> <tr><td>\$15,000+</td><td style="text-align: right;">3</td></tr> <tr><td>\$10,000+</td><td style="text-align: right;">2</td></tr> <tr><td>Under \$10,000</td><td style="text-align: right;">1</td></tr> </table> | \$35,000+ | 5 | \$25,000+ | 4 | \$15,000+ | 3 | \$10,000+ | 2 | Under \$10,000 | 1 | | | | | | | | | | |
| \$35,000+ | 5 | | | | | | | | | | | | | | | | | | | | | |
| \$25,000+ | 4 | | | | | | | | | | | | | | | | | | | | | |
| \$15,000+ | 3 | | | | | | | | | | | | | | | | | | | | | |
| \$10,000+ | 2 | | | | | | | | | | | | | | | | | | | | | |
| Under \$10,000 | 1 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>Job creation¹ in Isanti County by end of year 2:</p> <table border="0"> <tr><td>Number of new jobs as a result of the project</td><td style="text-align: right;">50+</td><td style="text-align: right;">5</td></tr> <tr><td>Number of existing/retained jobs divided by 10</td><td style="text-align: right;">30+</td><td style="text-align: right;">4</td></tr> <tr><td>Total full-time equivalents</td><td style="text-align: right;">20+</td><td style="text-align: right;">3</td></tr> <tr><td></td><td style="text-align: right;">10+</td><td style="text-align: right;">2</td></tr> <tr><td></td><td style="text-align: right;">Less than 10</td><td style="text-align: right;">1</td></tr> </table> | Number of new jobs as a result of the project | 50+ | 5 | Number of existing/retained jobs divided by 10 | 30+ | 4 | Total full-time equivalents | 20+ | 3 | | 10+ | 2 | | Less than 10 | 1 | <p>Points: _____</p> | | | | | |
| Number of new jobs as a result of the project | 50+ | 5 | | | | | | | | | | | | | | | | | | | | |
| Number of existing/retained jobs divided by 10 | 30+ | 4 | | | | | | | | | | | | | | | | | | | | |
| Total full-time equivalents | 20+ | 3 | | | | | | | | | | | | | | | | | | | | |
| | 10+ | 2 | | | | | | | | | | | | | | | | | | | | |
| | Less than 10 | 1 | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>Ratio of TAF over the term of the project to new full-time equivalent jobs¹ created by the project:</p> <p style="margin-left: 40px;">5</p> <p style="margin-left: 40px;">\$ of TAF per new job created</p> | <p>Points: _____</p> <table border="0"> <tr><td>\$8,000 or less</td><td></td></tr> <tr><td>\$10,000/job or less</td><td style="text-align: right;">4</td></tr> <tr><td>\$12,000/job or less</td><td style="text-align: right;">3</td></tr> <tr><td>\$15,000/job or less</td><td style="text-align: right;">2</td></tr> <tr><td>Over \$15,000/job</td><td style="text-align: right;">1</td></tr> </table> | \$8,000 or less | | \$10,000/job or less | 4 | \$12,000/job or less | 3 | \$15,000/job or less | 2 | Over \$15,000/job | 1 | | | | | | | | | | |
| \$8,000 or less | | | | | | | | | | | | | | | | | | | | | | |
| \$10,000/job or less | 4 | | | | | | | | | | | | | | | | | | | | | |
| \$12,000/job or less | 3 | | | | | | | | | | | | | | | | | | | | | |
| \$15,000/job or less | 2 | | | | | | | | | | | | | | | | | | | | | |
| Over \$15,000/job | 1 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 5. | <p>Wage level of jobs created:</p> <p style="margin-left: 40px;">Average hourly wage of jobs created</p> | <p>Points: _____</p> <table border="0"> <tr><td>Over \$21/hour</td><td style="text-align: right;">5</td></tr> <tr><td>\$18-\$21/hour</td><td style="text-align: right;">4</td></tr> <tr><td>\$14-\$17/hour</td><td style="text-align: right;">3</td></tr> <tr><td>\$10-\$13/hour</td><td style="text-align: right;">2</td></tr> <tr><td>\$9 - 10/hour</td><td style="text-align: right;">1</td></tr> <tr><td>Less than \$9/hour</td><td style="text-align: right;">0</td></tr> </table> | Over \$21/hour | 5 | \$18-\$21/hour | 4 | \$14-\$17/hour | 3 | \$10-\$13/hour | 2 | \$9 - 10/hour | 1 | Less than \$9/hour | 0 | | | | | | | | |
| Over \$21/hour | 5 | | | | | | | | | | | | | | | | | | | | | |
| \$18-\$21/hour | 4 | | | | | | | | | | | | | | | | | | | | | |
| \$14-\$17/hour | 3 | | | | | | | | | | | | | | | | | | | | | |
| \$10-\$13/hour | 2 | | | | | | | | | | | | | | | | | | | | | |
| \$9 - 10/hour | 1 | | | | | | | | | | | | | | | | | | | | | |
| Less than \$9/hour | 0 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>Ratio of private to public investment in project:</p> <table border="0" style="margin-left: 40px;"> <tr><td>\$</td><td>Private investment</td><td style="text-align: right;">5:1</td><td style="text-align: right;">5</td></tr> <tr><td>\$</td><td>Public investment</td><td style="text-align: right;">4:1</td><td style="text-align: right;">4</td></tr> <tr><td></td><td>Ratio private/public financing</td><td style="text-align: right;">3:1</td><td style="text-align: right;">3</td></tr> <tr><td></td><td></td><td style="text-align: right;">2:1</td><td style="text-align: right;">2</td></tr> <tr><td></td><td>Less than</td><td style="text-align: right;">2:1</td><td style="text-align: right;">1</td></tr> </table> | \$ | Private investment | 5:1 | 5 | \$ | Public investment | 4:1 | 4 | | Ratio private/public financing | 3:1 | 3 | | | 2:1 | 2 | | Less than | 2:1 | 1 | <p>Points: _____</p> |
| \$ | Private investment | 5:1 | 5 | | | | | | | | | | | | | | | | | | | |
| \$ | Public investment | 4:1 | 4 | | | | | | | | | | | | | | | | | | | |
| | Ratio private/public financing | 3:1 | 3 | | | | | | | | | | | | | | | | | | | |
| | | 2:1 | 2 | | | | | | | | | | | | | | | | | | | |
| | Less than | 2:1 | 1 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 7. | <p>Type of project:</p> <table border="0" style="margin-left: 40px;"> <tr><td>100% owner occupied</td><td style="text-align: right;">5</td></tr> <tr><td>Mix - owner occupied & investment</td><td style="text-align: right;">4</td></tr> <tr><td>Investment property</td><td style="text-align: right;">3</td></tr> </table> | 100% owner occupied | 5 | Mix - owner occupied & investment | 4 | Investment property | 3 | <p>Points: _____</p> | | | | | | | | | | | | | | |
| 100% owner occupied | 5 | | | | | | | | | | | | | | | | | | | | | |
| Mix - owner occupied & investment | 4 | | | | | | | | | | | | | | | | | | | | | |
| Investment property | 3 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 8. | <p>Use:</p> <table border="0" style="margin-left: 40px;"> <tr><td>Industrial or Business Park project</td><td style="text-align: right;">5</td></tr> <tr><td>Commercial rehabilitation/redevelopment/development</td><td style="text-align: right;">4</td></tr> </table> | Industrial or Business Park project | 5 | Commercial rehabilitation/redevelopment/development | 4 | <p>Points: _____</p> | | | | | | | | | | | | | | | | |
| Industrial or Business Park project | 5 | | | | | | | | | | | | | | | | | | | | | |
| Commercial rehabilitation/redevelopment/development | 4 | | | | | | | | | | | | | | | | | | | | | |

¹ Job creation: 1 full-time job = 2,080 hours per year.

	Retail rehabilitation/redevelopment	4
	Retail development	2
9.	Likelihood that the project will result in high quality, unsubsidized, spin-off development:	
	Points: _____	
	High	4
	Moderate	2
	Low	1
	Not likely	0
10.	Transition to full taxpaying status. (VI.2)	Points: _____
	For <i>non-industrial projects</i> :	
	Year 1: 50%; Year 2: 40%; Year 3: 30%; Year 4: 20%; Year 5: 10%	5
	For <i>industrial projects</i> :	
	Year 1: 75%; Year 2: 60%; Year 3: 45%; Year 4: 30%; Year 5: 15%	5
	For <i>non-industrial projects</i> :	
	Year 1: 75%; Year 2: 60%; Year 3: 45%; Year 4: 30%; Year 5: 15%	3
	For <i>industrial projects</i> :	
	Year 1: 80%; Year 2: 65%; Year 3: 50%; Year 4: 35%; Year 5: 20%; Year 6: 5%	3
	For any projects on a non-graduated basis or longer than six years, but less than 8 years.	2
	For projects longer than 8 years, but less than 10 years.	1
	For projects longer than 10 years.	0
11.	The county will also consider the following:	
	+1, 0	
	_____ A) The extent to which a business sells products or services beyond the county and brings "new" dollars into the local economy; (IV.4)	
	_____ B) The extent to which the project supports transit related development; (IV.5)	
	_____ C) The extent to which other local governments support the project, including tax abatement and other forms of public assistance; (IV.7)	
	D) The extent to which the project supports the preservation of historic properties; (IV.9)	
	_____ E) The extent to which the project improves resident access to essential goods and services; (IV.10)	
	_____ F) The extent to which the project encourages the creation of affordable housing when there is an undersupply of affordable housing in the local market. (IV.11)	
	_____ G) The extent to which the construction of new buildings or modification of existing buildings promotes sustainability. (IV.12)	

_____ H) The County will consider the extent to which relocating a business
 may result in the abandonment of an obsolete facility or create a condition
 of blight in the county. (V.12)

_____I) The extent to which the Application for Abatement demonstrates that the project
 is not financially feasible "but for" the tax abatement subsidy requested. (V.14)

+2, 0

_____ A) The extent to which the project and abatement support and/or
 finance the development of public infrastructure of value to a larger
 area. (IV.6)

_____B) The extent to which the project encourages redevelopment or revitalization of
 downtown areas or blighted properties. (IV.8)

-2, 0

_____A) The County will consider the impact of the project on the surrounding area,
 including but not limited to: pollution, traffic, noise, and the need for additional
 county expenditures for road construction, traffic control, law enforcement,
 human services, and other budgetary items. (V.13)

Total points: _____

Overall project analysis:	High	59-47 points
	Moderate	35-46 points
(Minimum points for Board consideration)	Low	22-34 points

Isanti Lakes Sources and Uses

51 Unit Best Western Plus		
Investor Equity	\$ 1,000,000.00	
City Equity (land/cash)	\$ 798,000.00	
City Equity (fees)	\$ 85,000.00	
Total Equity	\$ 1,883,000.00	30%
Long Term Debt (25 yr. Amm.)	\$ 4,298,599.00	
Total Project Costs	\$ 6,181,599.00	

Budget

Land	\$ 98,000.00
Building and Improvements	\$ 4,262,000.00
Site Prep/Soil Improvements	\$ 25,000.00
Design/FF&E Install	\$ 25,000.00
Permits and Fees	\$ 102,000.00
OS&E	\$ 113,000.00
Technology	\$ 58,299.00
Furniture, Fixtures and Equipment	\$ 550,000.00
Financing, Other Amortizable Costs	\$ 64,500.00
Architect/Engineering	\$ 155,000.00
Bank/Appraisal	\$ 2,800.00
Title Insurance/Recording/Legal/Closing	\$ 75,000.00
Signage/Franchise Fee	\$ 80,000.00
Preopening Expense (Marketing)	\$ 10,000.00
Registration Equipment & P.O.S. System	\$ 55,000.00
Market Analysis	\$ 5,000.00
Pre-opening Labor	\$ 25,000.00
Contingency	\$ 80,000.00
Working Capital	\$ 75,000.00
Pre-Opening Mgmt Fees	\$ 35,000.00
Development Fees	\$ 286,000.00
Total Estimated Costs	\$ 6,181,599.00

Isanti Hotel Project - Isanti County - Abatement - 5.12.17

Project Description	50 Unit Hotel / Pool
Entity Name	TBD
Timeframe	Construction 2017 / Substantially Completed December 31, 2017, Early 2018
Job Creation Summary (Estimated)	6-8 FT, Total of about 20 jobs including PT General Manager- \$45,000 annual Front Desk Mgmt- \$34,000 Front Desk Staff- (FT/PT)- total of 4-5 depending upon occupancy. \$14 per hour Head of Housekeeping- \$32,000 Housekeepers (FT/PT)- total of 6-10 depending upon occupancy. \$12 per hour. Maintenance man- \$15-\$18 per hour depending upon skill level.
Assessor's Estimated Initial Valuation	\$2,827,100
Estimated New Tax Capacity	55,792
Annual Estimated Property Taxes (Total 2019)	\$137,000
Annual New Isanti County Taxes (Total 2019)	\$36,901
Annual Abatement Request	See attached Tax Summary
Isanti County Tax Revenue <u>without</u> Hotel project (Total - all years)	\$14,045
Isanti County Tax Revenue <u>with</u> Hotel Project (Total - all years)	\$370,144
Isanti County Non-abated Tax Revenue (Total - all years)	\$230,190
Estimated Isanti County Abatement Request (Total-all years)	\$139,954
Tax Abatement Structure	50% 2019-2023, 40% 2024, 30% 2025, 20% 2026, 10% 2027

Summary of All Local Taxing Jurisdictions

Abatement Percentage	Actual	Estimated	50%	50%	50%	50%	50%	40%	30%	20%	10%	0%
City % of Local Taxing Jurisdiction	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%
County % of Local Taxing Jurisdiction	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%	34.5%
School % of Local Taxing Jurisdiction	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%	20.5%

YEAR	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Totals 17 - 27
Valuation (Assessor Estimate)	116,000	2,827,100	2,897,778	2,970,222	3,044,477	3,120,589	3,198,604	3,278,569	3,360,533	3,444,547	3,530,661	3,618,927	
Total Property Tax	\$ 4,298	\$ 4,298	\$ 137,000	\$ 140,000	\$ 144,000	\$ 147,000	\$ 151,000	\$ 155,000	\$ 159,000	\$ 163,000	\$ 167,000	\$ 171,000	\$ 1,371,596
Property Tax / Local Jurisdictions Only	\$ 3,336	\$ 3,336	\$ 106,960	\$ 110,000	\$ 112,450	\$ 115,300	\$ 118,000	\$ 121,200	\$ 124,300	\$ 127,400	\$ 130,600	\$ 133,900	\$ 1,072,882
Property Tax / Local Jurisdictions (No Project)	\$ 3,336	\$ 3,336	\$ 3,419	\$ 3,505	\$ 3,593	\$ 3,682	\$ 3,774	\$ 3,869	\$ 3,965	\$ 4,065	\$ 4,166	\$ 4,270	\$ 40,710
Abatement Amount Total (Revenue)			\$ 53,480	\$ 55,000	\$ 56,225	\$ 57,650	\$ 59,000	\$ 48,480	\$ 37,290	\$ 25,480	\$ 13,060	\$ -	\$ 405,665
Total City Portion of Taxes (Estimate)	\$ 1,501	\$ 1,501	\$ 48,132	\$ 49,500	\$ 50,603	\$ 51,885	\$ 53,100	\$ 54,540	\$ 55,935	\$ 57,330	\$ 58,770	\$ 60,255	\$ 482,797
City Portion of Abatement (Estimated)			\$ 24,066	\$ 24,750	\$ 25,301	\$ 25,943	\$ 26,550	\$ 21,816	\$ 16,781	\$ 11,466	\$ 5,877	\$ -	\$ 182,549
Total County Portion of Taxes (Estimate)	\$ 1,151	\$ 1,151	\$ 36,901	\$ 37,950	\$ 38,795	\$ 39,779	\$ 40,710	\$ 41,814	\$ 42,884	\$ 43,953	\$ 45,057	\$ 46,196	\$ 370,144
County Portion of Abatement (Estimated)			\$ 18,451	\$ 18,975	\$ 19,398	\$ 19,889	\$ 20,355	\$ 16,726	\$ 12,865	\$ 8,791	\$ 4,506	\$ -	\$ 139,954
Total School Portion of Taxes (Estimate)	\$ 684	\$ 684	\$ 21,927	\$ 22,550	\$ 23,052	\$ 23,637	\$ 24,190	\$ 24,846	\$ 25,482	\$ 26,117	\$ 26,773	\$ 27,450	\$ 219,941
School Portion of Abatement (Estimated)			\$ 10,963	\$ 11,275	\$ 11,526	\$ 11,818	\$ 12,095	\$ 9,938	\$ 7,644	\$ 5,223	\$ 2,677	\$ -	\$ 83,161
Net Tax after Reimbursement	\$ 4,298	\$ 4,298	\$ 83,520	\$ 85,000	\$ 87,775	\$ 89,350	\$ 92,000	\$ 106,520	\$ 121,710	\$ 137,520	\$ 153,940	\$ 171,000	

**ISANTI COUNTY
APPLICATION FOR TAX ABATEMENT**

A. APPLICANT INFORMATION

Name of Corporation/Partnership Isanti Hotel Partners, LLC

Address 921 1st Street North, Suite 202, St. Cloud, MN 56303

Primary Contact Troy Hoekstra

Address 921 1st Street North, Suite 202, St Cloud, MN 56303

Phone 320-493-6272 Fax 866-297-1171 Email hoekstratroy@gmail.com

Brief description of the corporation/partnership's business, including history, principal product or service:
Hotel Ownership Group

Brief description of the proposed project:
50 Unit Hotel with Indoor Pool. Project to be located on Tax ID parcel 16.029.0101.

Attorney Name Craig A. Hanson / Hanson Law Office, PA
Address 921 1st Street North, Suite 104, St Cloud, MN 56303
Phone 320-257-3388 Fax 320-255-9806 Email craig@hanlawoffice.com

Accountant Name Steve Baker CPA
Address Sauk Rapids Minnesota Contact: Steve Baker
Phone (320)253-5175 Fax _____ Email _____

Contractor Name To be bid
Address _____
Phone _____ Fax _____ Email _____

Engineer Name LKPV
Address St. Paul MN Contact: Mike Westermieir
Phone (651)633-123 Fax _____ Email _____

Architect Name DJR Architecture
Address Minneapolis Contact: Scott England
Phone (612) 676-2720 Fax _____ Email _____

B. PROJECT INFORMATION

1. The project will be:
 Industrial New Construction Expansion Redevelopment/Rehab
 Office/research facility that conforms to Business Park zoning standards
 Commercial redevelopment/rehabilitation
 Other _____
2. In addition to Isanti County, applicant is requesting Tax Abatement from:
 City of Braham City of Cambridge City of Isanti
3. The project will be: Owner occupied Leased space
4. Project address SW Corner of Hwy 65 and Main St. SE, Isanti, MN 55040
 Parcel identification number(s) 16.029.0101
5. Site plan and construction plans attached: Yes No
6. Total amount of Tax Abatement requested: \$ 405,664 over 9 years

City Portion	Annual <u>varies, see attached</u>	Total \$ <u>182,549</u>
County Portion	Annual <u>varies, see attached</u>	Total \$ <u>139,954</u>
ISD Portion	Annual <u>varies, see attached</u>	Total \$ <u>83,161</u>
7. Current real estate taxes on project site: \$ 4,298
 Estimated real estate taxes upon completion: Phase I \$ 137,000
 Phase II \$ _____
8. Construction start date: TBD, but anticipated September 2017
 Construction completion date: TBD, February/March 2018
- If phased project: _____ year _____ % completed
 _____ year _____ % completed

C. PUBLIC PURPOSE

It is the policy of Isanti County that the use of Tax Abatement should result in a benefit to the public. Please indicate how this project will serve a public purpose.

- Job creation/retention: Number of existing jobs 0
 Number of jobs created by project 6-8 FT, 20 PT
 Average hourly wage of jobs created/retained \$14.00 hr.
- New industrial development which will result in additional private investment in the area.
- Enhancement and/or diversification of the Isanti County economic base.
- The project contributes to the fulfillment of the County's Economic Development goals.
- Removal of blight.
- Rehabilitation of a high profile or priority site.
- Significantly increase the County's tax base.

D. SOURCES & USES

<u>SOURCES</u>	<u>NAME</u>	<u>AMOUNT</u>
Bank loan	TBD	\$ 2,040,599.70
Other private funds		\$
Owner cash equity	Isanti Hotel Partners, LLC	\$ 680,199.88
Federal grant/loan		\$
State grant/loan	City of Isanti EDA RLF	\$ 603,800 \$703,800
EDA loan	City of Isanti EDA	\$ 2,120,799
Tax Abatement	See Attached *	\$ *
ID Bonds		\$
TOTAL		\$ 5,441,599

	<u>AMOUNT</u>
<u>USES</u>	
Land acquisition	\$ 000,000 0
Site development	\$
Construction	\$
Machinery & equipment	\$
Architectural & Engineering fees	\$
Legal fees	\$
Interest during construction	\$
Debt Service Reserve	\$
Contingencies	\$
TOTAL	\$ 5,441,599

E. ADDITIONAL DOCUMENTATION AND CHECKLIST

Applicants will also be required to provide the following documentation:

- A) Written business plan, including a description of the business, ownership/management date established, products and services, and future plans.
- B) Financial statements for past two years
 - Profit and loss statement
 - Balance sheet
- C) Current financial statements
 - Profit and loss statement to date
 - Balance sheet to date
- D) Two year financial projections
- E) Personal financial statements of all major shareholders (partial)
 - Profit and loss statement
 - Current tax return
- F) Letter of Commitment from applicant pledging to complete during the proposed project duration.
- G) Letter of Commitment from the other sources of financing stating terms and conditions of their participation in the project.
- In process H) Non-refundable application deposit of \$3,000.00

I) Construction plans and itemized project construction statement. (in process with DJR)

 X J) Attach the following documentation as exhibits
 Exhibit A – Corporation/Partnership description
 Exhibit B – Description of project
 Exhibit C – List of shareholders/partners
 Exhibit D – Project analysis
 Exhibit E – List of prospective lessees
 Exhibit F – Legal description and PID Number(s)

Note: All major shareholders will be required to sign personal guarantees and a minimum assessment agreement if up front financing of the project is required.

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes Isanti County to check credit references, verify financial and other information, and share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the County after the filing of this application.

Applicant Name Isanti Hotel Partners Date 7/14/17
Troy Helit





REGION 7E: EAST CENTRAL ARTS COUNCIL

Counties: Chisago, Isanti, Kanabec, Mille Lacs, Pine

THE ANNUAL ECONOMIC IMPACT OF ARTISTS & NONPROFIT ARTS & CULTURE ORGANIZATIONS IN THIS REGION IS OVER \$17 MILLION:

ARTISTS & CREATIVE WORKERS		NONPROFIT ARTS & CULTURE ORGANIZATIONS	
SPENDING BY FULL-TIME ARTISTS AND CREATIVE WORKERS IN REGION	\$5,063,780	TOTAL SPENT BY NONPROFIT ARTS AND CULTURE ORGANIZATIONS	\$3,160,434
SPENDING BY PART-TIME ARTISTS AND CREATIVE WORKERS IN REGION	\$3,460,840	TOTAL SPENT BY ARTS AND CULTURE ATTENDEES	\$5,379,909
TOTAL ECONOMIC IMPACT FROM ARTISTS AND CREATIVE WORKERS	\$8,525,000	TOTAL ECONOMIC IMPACT FROM PARTICIPATING ORGANIZATIONS AND THEIR AUDIENCES	\$8,540,000
TOTAL ECONOMIC IMPACT BY ORGANIZATIONS AND ARTISTS		\$17,065,000	

\$104.49 economic impact per capita in this region

ARTISTS AND CREATIVE WORKERS:

Includes creative workers employed full or part time by others, as well as the self employed. Does not include student, retired, or hobbyist artists.

90% OF THIS REGION'S ARTISTS VOLUNTEER COMPARED TO:

25% OF ALL AMERICANS

35% OF ALL MINNESOTANS

TOP 3 CREATIVE JOBS:
PHOTOGRAPHER | SINGER | AUTHOR

NUMBER OF CREATIVE JOBS PER 1,000 JOBS IN THIS AREA **21.9**
(Total regional population is 163,310 of whom 78,631 are employed)

ESTIMATED NUMBER OF FULL-TIME ARTISTS AND CREATIVE WORKERS

470

ESTIMATED NUMBER OF PART-TIME ARTISTS AND CREATIVE WORKERS

1,240

TOTAL ARTISTS AND CREATIVE WORKERS

1,710

PARTICIPATING NONPROFIT ARTS AND CULTURE ORGANIZATIONS: BY DISCIPLINE

- 7 Performing arts
- 8 History and historical preservation
- 7 Visual arts and architecture
- 1 Media and communications
- 1 Literary arts
- 7 Arts multipurpose
- 21 Other

52

TOTAL ORGANIZATIONS

BY BUDGET SIZE

ATTENDANCE

ATTENDEES IN THIS REGION SPEND \$25.92 PER PERSON ABOVE THE COST OF THEIR TICKET

2017 STUDY TOTAL ARTS & CULTURE ATTENDEES

209,498

There was an overall increase of 22 participating organizations since the last study in 2015.



REGION 7E: EAST CENTRAL ARTS COUNCIL

Counties: Chisago, Isanti, Kanabec, Mille Lacs, Pine



STATE AND LOCAL GOVERNMENT REVENUES:



COMPARISONS TO OTHER MINNESOTA REGIONS

Although 8th in population size, this region is 6th in economic impact per capita, performing better than would be expected. Chisago County has the 22nd highest creative worker average wage at \$19.17/hour among all 87 counties.

While the good news is that this region has slightly higher coverage of artists with retirement plans at 29% compared to the 32% statewide average, this region is doing significantly worse in artists covered by health insurance at 9% uninsured compared to 5% statewide average.

ORGANIZATIONS PARTICIPATING IN BOTH 2015 AND 2017 STUDY

Audubon Center of the North Woods, Braham Pie Day, Cambridge Center for the Arts, Center City Opera Company, City of Milaca, City of Onamia, Depot Studios, East Central Minnesota Chorale, East Central Regional Arts Council, Elim Oasis Adult Day Health Center, Franconia Sculpture Park, Isanti County Historical Society, Kanabec County Art Association, Kanabec History Center, Milaca Area Historical Society, Milaca Fine Arts Council, Mora CAPP-Comprehensive Arts Planning Program, Mora Vasaloppet, Northern Exposures Photography Club, Old School Arts Center, Onamia Area Friends of the Library - Arts Programs, Paradise Community Theatre, Pine Center for the Arts, Princeton Area Visionary Committee, St. Croix Valley Potters Tour, We R Able, Wyoming Area Creative Arts Community

ORGANIZATIONS NEW IN 2017

Cambridge-Isanti Performing Arts Committee, Central Minnesota Art Co-op, City of Braham, City of Lindstrom - Karl Oskar Days Committee, City of Lindstrom - Park Commission, City of Mora - Arts Programs, City of Sandstone - Quality of Life Task Force, East Central Minnesota Pride, East Central School, Family Pathways, Hazelfest at Hazelden, Isanti County Parks, Isle School District - Community Education, Kanabec County Agricultural Society, Mille Lacs Band of Ojibwe/History Project, Mille Lacs County Historical Society, Minnesota Goose Garden, Northwest Company Fur Post, Onamia Public Schools Arts Project, Pine City Art Council, Pine City Heritage Players, Pine City Library Foundation/History Project, Pine County Agricultural Society, Pine County Historical Society, Princeton Public Schools Library

ORGANIZATIONS PARTICIPATING IN 2015 STUDY ONLY

Onamia Community Education

Creative Minnesota is a collaborative effort to fill the gaps in available information about Minnesota's cultural field and to improve our understanding of its importance to our quality of life and economy. It is part of a long-term endeavor to collect and report data on the creative sector every two years for analysis, education and advocacy. It leverages in-depth research made possible by Minnesota's participation in the Cultural Data Project (culturaldata.org) of Statistics

Our first Creative Minnesota report, released in 2015, was a snapshot of the health and impacts of nonprofit arts and culture organizations. Our 2017 study updates the previous study and also looks into the economic lives of artists in Minnesota.

Creative Minnesota was developed by a collaborative of arts and culture funders in partnership with Minnesota Citizens for the Arts (MCA). The Creative Minnesota team includes Minnesota Citizens for the Arts.

The McKnight Foundation, the Minnesota State Arts Board, the Forum of Regional Arts Councils of Minnesota, Target, the Bush Foundation, Marking Foundation, and Jerome Foundation, with in-kind support from Ideas that Kick, the Minnesota Historical Society and others.

We hope that arts advocates, legislators, local government officials and arts and cultural organizations will use this report to find new ways to improve their lives and economies with arts and culture.

Find much more at:
creativemn.org



Minnesota Citizens for the Arts
661 LaSalle Street #220
St. Paul, MN 55114
651-251-0868
artsMN.org
staff@artsMN.org



STUDENT SERVICES & SUPPORT



Skilled Workforce Development Plan

TIGERPATH Academics

Tiger Manufacturing

THE CHALLENGE(S)

Rising College Costs

The Skyrocketing Cost of Attending College

Percentage change in indexed college tuition and other commodities since 1976



Cost for Degree (Tuition & Fees)



\$55,360
4-years



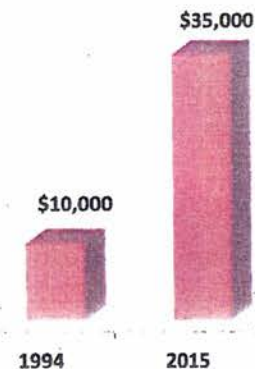
\$30,212
4-years



\$10,800
2-years

Burgeoning student debt

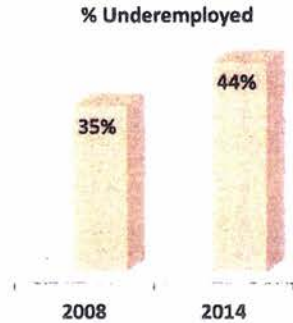
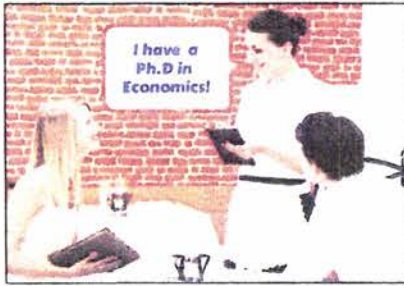
Average Student Debt



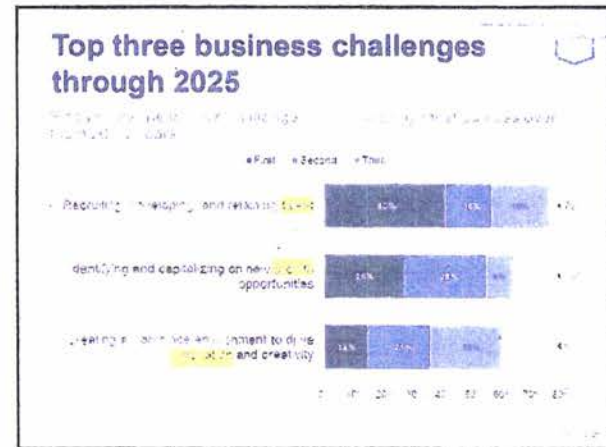
Underemployment

Of 4-year college grads

Underemployment = having a job that does not require the degree they hold.



Shortage of Skilled Workforce



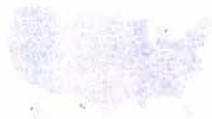
Right Now

Skilled worker shortages plague Minnesota companies from Roscau to Rochester

CNBC
Survey shows growing US shortage of skilled labor

Nationally

600,000 + skilled jobs going unfilled



Minnesota

8,000 + skilled jobs going unfilled

40,000 fewer workers than 1-year ago

Between Now and 2025

The skills gap widens...



2.7 million baby-boomer retirements
 + 700K new manufacturing jobs due to economic expansion
3.4 million new manufacturing workers needed

1.4 million Supply of new manufacturing workers

2 million Manufacturing jobs unfilled

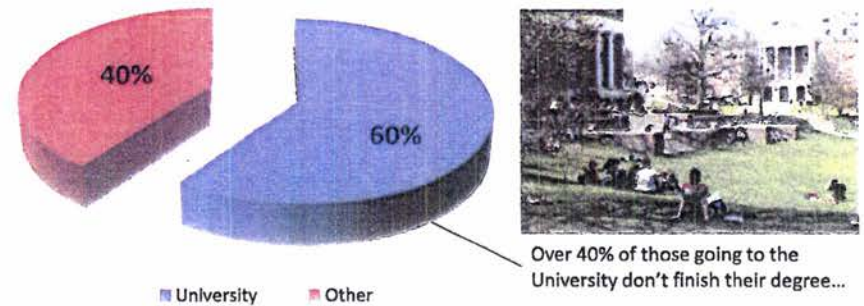
Baby-boomers all hit age 65+ by 2029...

Source: Deloitte analysis based on data from U.S. Bureau of Labor Statistics and Gallup Survey

THE DIAGNOSIS

Education / Employment Mismatch

Most High School grads are choosing the 4-year University...

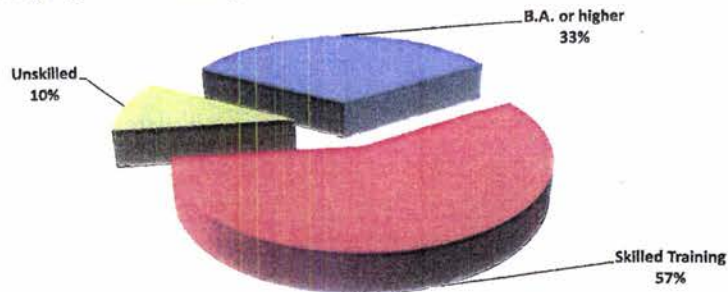


Destination of High School Grads

Harvard University Study

Educational requirements for jobs in 2018

60% are going to the University, but...



In 2018, 57% of all jobs in our economy will require some form of credentialed technical training or an Associate's Degree.

Only 33% of jobs will need a bachelor's degree or higher.

The Job Ratio is 1:2:7

In the U.S. economy, for every...

- 1 Job requiring a Master's Degree or higher,
- 2 Jobs require a Bachelor's Degree, and
- 7 Jobs require a 1-year certificate or 2-year degree.

The need...



Our premise

- ✓ The solution to the skilled workforce shortage is right in front of us.
- ✓ It's not **"recruit"** from outside, but **"reallocate"**



Build a talent pipeline



Our game plan:

1. Realign high school education.
2. Build educational pathways.
3. Change stereotypes of manufacturing.
4. Build School-Industry connections.
5. Upgrade high school CTE facilities dramatically.

THE PERScription

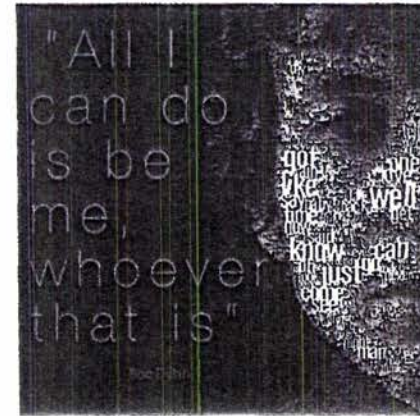
Strategy 1: Realign High School Education

TIGERPATH Academics

<p>STREAM</p> <ul style="list-style-type: none"> ✓ Mechatronics ✓ Manufacturing ✓ Design ✓ Construction ✓ Agriculture 	<p>SCI HI</p> <ul style="list-style-type: none"> ✓ Science ✓ Health Care
<p>Business</p> <ul style="list-style-type: none"> ✓ Business ✓ For-profit ✓ Private sector 	<p>Human Services</p> <ul style="list-style-type: none"> ✓ Public ✓ Non-profit ✓ Legal ✓ Armed Forces ✓ People

Liberal Arts / University

TIGERPATH Academics



Help students find the best possible educational & career fit based on their

interests

&

aptitudes

No more "one size fits all" education.

TIGERPATH Goals



Make learning much more

integrated,

hands-on

&

experiential.



Strategy 2: Build Educational Pathways

Seamless pathways to earn college credit & industry credentials *prior to high school graduation.*

✓ College credit in high school.

- Welding
- Machining
- CADD
- Mechatronics
- Building Trades



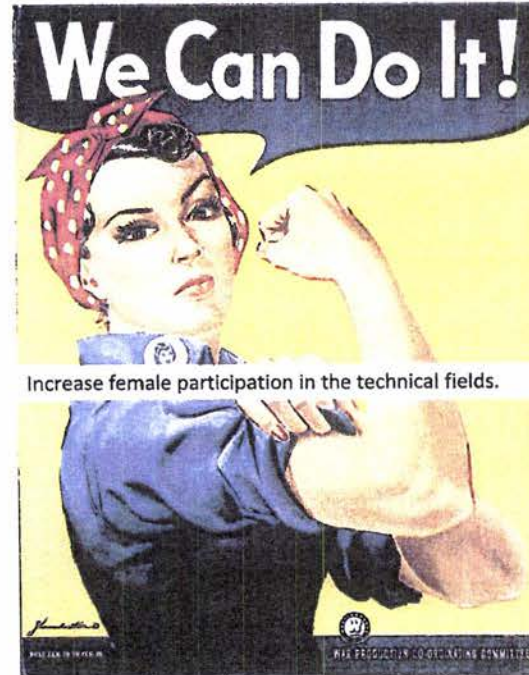
✓ Industry recognized certifications earned in high school.



Strategy 3: Change Stereotypes

Show what manufacturing looks like in the 21st century.

- ✓ Industry tours for students and parents.
- ✓ Job fairs of local manufactures at HHS.
(help students learn about all the really cool things going on at our local companies)
- ✓ Bring 21st century high-tech precision manufacturing right into the high school.
- ✓ Increase female participation.



Absolutely.

Strategy 4: Build School-Industry Relationships

"Bring school into industry and industry into school."

- ✓ **"Adopt a School"** program for local manufacturers & employers
- ✓ Senior year **internship** with employers.
- ✓ **Welding camp** for middle schoolers.
- ✓ **Tiger Manufacturing**

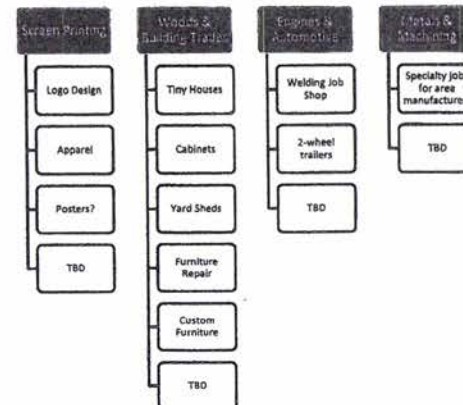
Required starting 2019-2020 school year



Tiger Manufacturing



An authentic manufacturing business based in the high school – making real products for real customers.



Tiger Manufacturing



This student-run company will...

- ✓ Add relevance to coursework.
- ✓ Provide a realistic work experience.
- ✓ Build teamwork & soft skills.
- ✓ Foster critical thinking & problem-solving skills.
- ✓ Teach entrepreneurship & business operations.
- ✓ Generate capital to keep machinery up to date.



Tiger Manufacturing



Student Job Classifications

- ✓ Office manager
 - ✓ Marketing manager
 - ✓ Machinist
 - ✓ Welder
 - ✓ Engineer
 - ✓ Production Manager
 - ✓ Maintenance Engineer
-
- Profit sharing (\$1-2 K)
 - Scholarships

Strategy 5: Upgrade CTE facilities *dramatically*

Upgrading High School Career & Technical Education facilities and equipment will...

Change the stereotype

students and parents have of manufacturing.

Get students inspired

and excited about
Career & Technical education and employment.

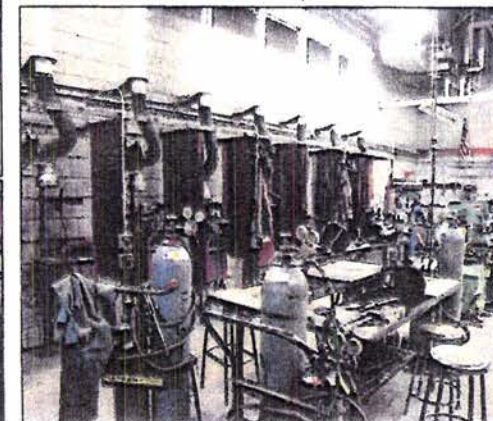
Provide world-class equipment

for students to train on.

This is what we had...



- Reinforces the old stereotype of manufacturing.
- Discourages exploration of technical education.
- "Turns off" students and parents.



This September...



Hutchinson will have the best equipped, most advanced technical education program in the State of Minnesota.

PROGRESS REPORT

TigerPath Academies implemented

Emphasizing...

1 Carefully considered career path

*What do you want to be? What are your interests?
What are you good at? Where are the jobs?*

2 Informed major or training program

Integrated, hands-on, experiential learning.

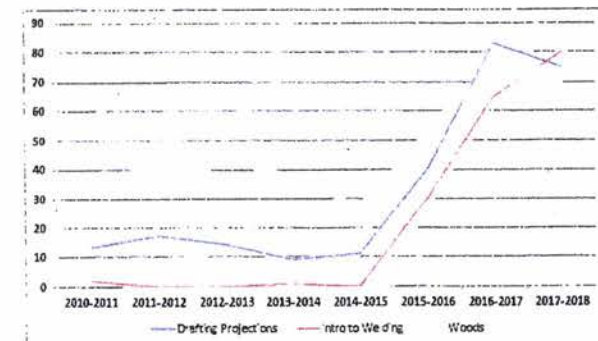
3 Skills-based education plan

Not just degree acquisition, but also *skills* acquisition.



Impact class enrollment

Enrollment in first-year "pathway" classes is up dramatically.



Educational pathways established

Seamless pathways to earn college credit & industry credentials *prior to high school graduation.*

✓ College credit in high school.

- Welding *(done)*
- Machining *(basically done)*
- CADD *(Summer)*
- Mechatronics *(done)*
- Building Trades *(Summer)*



✓ Industry recognized certifications earned in high school.

Welding Camp initiated



Spring 2016

16 students

Articulation underway

(the process of comparing the content of courses)

Welding example

Ridgewater	Course	Credits
WELD 1312	Welding processes	1 of 2
WELD 1314	Gas Welding, Brazing and Cutting I	1 of 2
WELD 1316	Shielded Metal Arc Welding I	1 of 2
WELD 1321	Blueprints/Weld Symbols	1 of 2
WELD 1324	Gas Welding, Brazing and Cutting II	1 of 2
WELD 1327	Gas Metal Arc Welding I	1 of 2

Industry tours ramping up



Marketing Initiative launched

Kids / Parents / Teachers / Community

- ✓ TigerPath Academies
- ✓ Tiger Manufacturing
- ✓ Change stereotype of manufacturing
- ✓ Career information
- ✓ Soft skills
- ✓ Where jobs really are!

The Job Ratio is 1:2:7

In the U.S. economy, for every...

- 1 Job requiring a Master's Degree or higher,
- 2 Jobs require a Bachelor's Degree, and
- 7 Jobs require a 1-year certificate or 2-year degree.

THE 10 COMMANDMENTS OF CAREER SUCCESS

1. Be Proactive
2. Wear it!
3. Prepare it!
4. Get it done!
5. Plan to succeed!
6. Be Flexible
7. Figure it out!
8. Ask for help!
9. No Whining
10. Network!

STRONG Academy

CNC MACHINIST

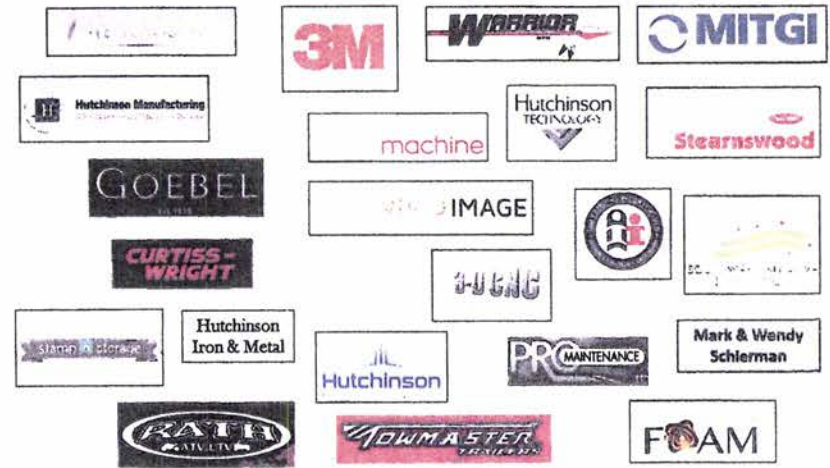
BEST FACTS

FOR OFFICERS & SERVES

GET STARTED

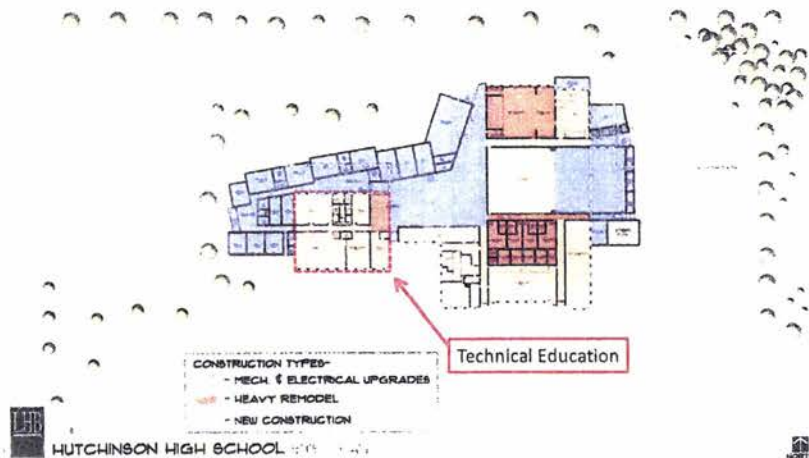
Funds Raised

\$1.2 million
22 partners



234

Modernized 21st Century High School



Next Steps

1. www.HutchTigerPath.com
2. Tiger Manufacturing (2018-2019)
3. Internships become universal (2019-2020)
4. Industry 4.0
5. TigerPath Coordinator

Resources

1. Hutchinson
2. Local employers / industry
3. Minnesota Dream It Do It
4. Cardinal Manufacturing

**Modern
Machine
Shop**

<http://www.mmsonline.com/blog/post/video-perspectives-on-cardinal-manufacturing>



Contacts

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Derek L. Hazen

Postmaster Cambridge, Minnesota

Derek Hazen began his postal career in as a TE Letter Carrier at the Golden Valley Post Office in Minneapolis, MN, in 2011. He became a full time career employee in December 2013. At that time Derek was an A/Supervisor (204-B) in the Brooklyn Center Post Office. He was promoted to Supervisor of Customer Service in April of 2014

Derek has since served in a variety of permanent and temporary management assignments including:

July of 2015 "Officer-In-Charge" of the Isanti Post Office,
August of 2015 was asked to become the "Officer-In-Charge of the Cambridge Post Office,

February 2016 he became the Postmaster of Hinckley, MN Post Office, Derek was domiciled to the Cambridge Post Office during most of this period,

Derek is a Former Branch 16 President for the National Association of Postal Supervisors (NAPS) and currently serves as Vice President Branch 16.

"I am honored by this appointment and by the trust that has been placed in me. As an organization, We have a lot of challenges to face and we will continue to see great changes. And I am very excited to be a part of the growth and success of the Cambridge Post Office.

The Cambridge Post Office has a long-standing tradition of providing excellent service to our customers. With the support of our great team we will continue to build on that tradition."



<u>Master of Ceremonies:</u>	Mark Helleermann USPS Retired
<u>Presentation of Colors:</u>	Cub Scout Pack 235 Cambridge
<u>Pledge of Allegiance:</u>	Olivia Hingtgen Derek's Goddaughter
<u>Invocation:</u>	Jacqueline Sullivan; Minister Derek's Aunt
<u>Welcome:</u>	Linda Padden Manager Post Office Operations Area 6
<u>Remarks:</u>	Mark Schannauer Manager Customer Service
<u>Installation Ceremony:</u>	Mark Schannauer Manager Customer Service
<u>Remarks/Proclamation:</u>	Honorable Marlys Palmer Mayor Cambridge, Minnesota
<u>Remarks:</u>	Derek L. Hazen/Postmaster
<u>Retirement of the Colors:</u>	Cub Scout Pack 235

~ Please join us for a "Pot Luck Luncheon"
following today's ceremony ~

A SPECIAL THANK YOU for today's presentation of the Colors
Cambridge Boy Scout Troop 417 and Cambridge Cub Scout Pack 235,
Andrew Pauly, Life Scout, Xander Levitski, Webelos Scout, Daryll Kram Webelos Scout,
Breiden Lindberg Webelos Scout, Nico Levitski Bear Scout, Jacob Pauly, Bear Scout.

Cambridge Postmasters

<u>NAME:</u>	<u>TITLE :</u>	<u>DATE APOINTED:</u>
CHARLES W. PATSOLD	POSTMASTER	06/17/1936
ANSHEIM T. WESTROM	POSTMASTER	11/30/1954
CARL.L. FINK	A/POSTMASTER	08/02/1955
DWAINE D. BABB	POSTMASTER	08/28/1966
JOHN C. SAZMA	OFFICER IN CHARGE	5/31/ 1983
JAMESG.BLUMHOEFER	POSTMASTER	09/03/1983
SARAH KENDALL	OFFICER IN CHARGE	06/23/1999
DANIEL E. STARK	POSTMASTER	06/23/1999
GREG L. GEHEREN	OFFICER IN CHARGE	UNKNOWN
LAWRENCE R. JOHNSON	POSTMASTER	05/17/2003
DEREK L. HAZEN	POSTMASTER	04/15/2017

Special Acknowledgement:

My goal was to share this day with my team as they are the reason I have the honor of being installed as Postmaster. Without their hard work and dedication I would not be be where I am today in my career. I thought it was going to be tough coming from a busy city office to a small town associate office, but they welcomed me warmly and with an open mind. I appreciate them and everything they do for me, but, especially for the professionalism they show to the Cambridge community. I look forward to leading the Cambridge team through new challenges, new growth in our area, and new opportunities. Thank you for all you do, I am proud to serve as your Postmaster.

#postalproud
Derek L. Hazen
Postmaster, Cambridge MN

"Integrity is choosing courage over comfort; Choosing what is right over what is fun, fast, or easy; and choosing to practice our values rather than simply professing them".....

Brene Brown



**UNITED STATES
POSTAL SERVICE** ®

Installation Ceremony

Derek L. Hazen

as

***Postmaster
Cambridge, MN***

***August 25, 2017
11 a.m.-3:00 p.m.***

***Cambridge City Hall
300 Third Street
Cambridge, MN 55421***

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