

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
April 4, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, April 4, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, and EDA members Lisa Iverson, Marlys Palmer, and Tiffany Kafer. All present, no absences.

Staff Present: Executive Director Woulfe and Housing Supervisor Fromm

Call to Order

Morin called the meeting to order at 4:55 pm.

Approval of Agenda

Kafer moved, seconded by Palmer, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Kafer, to approve the consent agenda items A – D, as presented:

- A. Approve March 7, 2016 EDA meeting minutes
- B. Approve EDA Draft February 2016 Financial Statements
- C. Housing Division Bills ACH batches with transactions totaling \$50,372.50
- D. Approve EDA Administration Division bills Checks #102151 - #102331 totaling \$8,381.91

Upon call of the roll, Kafer, Iverson, Lewis, Palmer, and Morin aye, no nays. Motion carried.

New Business

Housing Supervisor Report

The Housing Supervisor report was accepted as presented.

Lewis questioned if residents have voiced concern about the smoking shed. Morin reported the plan is to remove the smoking shed. Morin stated most housing authorities do not have designated smoking areas. Discussion ensued regarding the smoking shed. Fromm explained the shed is becoming an eye sore. Woulfe encouraged taking steps to discourage smoking and voiced concern that by removing the shed it will cause residents to smoke in their units. Kafer stated she has not seen this shed and would like this placed on a future agenda with pictures. The Board directed Fromm to remove the curtain from the shed and place this item on the May 2, 2016 agenda. Lewis encouraged staff to communicate to the residents that the Board is considering removing the shed if they would like to come to the next meeting for the discussion.

Capital Plan Amendment & Lighting Bid Solicitation

Fromm explained that one of the major work categories using 2015 Capital Grant money is to replace the bedroom fixtures to LED lighting. Fromm reported the fixtures were installed when the building was built in 1973 and have high voltage use. Fromm stated staff consulted with an electrician and it

was advised to retrofit the lighting rather than replace the fixture. Fromm noted the change will be considerably less costly than changing the fixtures which would allow staff to upgrade the lighting in the common areas to LED lighting at the same time. Fromm explained the Board needs to approve the change on the 2015 annual plan from "replacing" to "retrofitting" the bedroom lighting and adding the common area upgrade. Fromm added, once the Board approves the change staff would be able to solicit bids.

Lewis moved, seconded by Iverson to amend the annual & 5 year plan, authorize the Executive Director to sign the amended plans and authorize staff to solicit bids to retrofit the bedroom light fixtures in tenant units and replace the lighting in the common area with. Motion carried unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Palmer, to adjourn the meeting at 5:17 p.m. Motion carried unanimously.



Joe Morin, President

ATTEST:



Lynda J. Wolfe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	317,857.04	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	285,378.67	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,177,853.21	
901-16300	SITE IMPROVEMENTS	126,849.24	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	42,659.20	
901-16450	FURN, EQUIP, MACH-ADMIN	51,315.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,650,753.42)	
	TOTAL ASSETS		<u>1,036,088.41</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	976.73	
901-21650	ACCRUED VACATION & SICK PAY	33,095.27	
901-22600	TENANT SECURITY DEPOSITS	25,091.38	
	TOTAL LIABILITIES		<u>59,163.38</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	657,269.35	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>18,099.91</u>	
	BALANCE - CURRENT DATE	<u>18,099.91</u>	
	TOTAL FUND EQUITY		<u>976,925.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,036,088.41</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	.00	.00	13,342.00	(13,342.00)	.00	80,773.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	13,342.00	(13,342.00)	.00	80,773.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	258.00
901-36210 INTEREST EARNINGS	.00	.00	50.47	(50.47)	.00	2,203.74
TOTAL INTEREST & MISC INCOME	.00	.00	50.47	(50.47)	.00	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	.00	.00	27,393.00	(27,393.00)	.00	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	.00	.00	907.00	(907.00)	.00	7,336.25
TOTAL RENTAL INCOME	.00	.00	28,300.00	(28,300.00)	.00	162,759.50
TOTAL FUND REVENUE	.00	.00	41,692.47			245,994.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	.00	.00	.00	.00	.00	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	4,412.88	4,412.88	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	337.60	337.60	.00	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	240.87
TOTAL PERSONAL SERVICES	.00	.00	4,750.48	4,750.48	.00	28,684.88
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	.00	.00	.00	.00	.00	602.30
TOTAL SUPPLIES	.00	.00	.00	.00	.00	602.30
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-306 AUDITING	.00	.00	.00	.00	.00	2,000.00
901-49500-321 TELEPHONE EXPENSE	.00	.00	569.17	569.17	.00	6,867.62
901-49500-322 POSTAGE	.00	.00	.00	.00	.00	147.00
901-49500-340 ADVERTISING	.00	.00	.00	.00	.00	30.80
TOTAL OTHER SERVICES AND CHA	.00	.00	569.17	569.17	.00	9,045.42
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	.00	.00	1,830.00	1,830.00	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	.00	.00	59.14	59.14	.00	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	270.00	270.00	.00	2,018.00
TOTAL MISCELLANEOUS	.00	.00	2,159.14	2,159.14	.00	2,321.87
TOTAL LOW RENT ADMINISTRATION	.00	.00	7,478.79	7,478.79	.00	40,654.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR. YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	.00	.00	(288.43)	(288.43)	.00	1,353.88
	<i>TOTAL SUPPLIES</i>	.00	.00	(288.43)	(288.43)	.00	1,353.88
	TOTAL LOW RENT TENANT SERVICE	.00	.00	(288.43)	(288.43)	.00	1,353.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT MAINTENANCE</u>						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	2,967.04
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	4,092.90	4,092.90	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	313.12	313.12	.00	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	1,731.64
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	4,406.02	4,406.02	.00	29,853.43
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	.00	.00	672.10	672.10	.00	2,190.08
901-49700-212 FUEL PURCHASE	.00	.00	.00	.00	.00	110.35
<i>TOTAL SUPPLIES</i>	.00	.00	672.10	672.10	.00	2,300.43
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	.00	.00	1,622.04	1,622.04	.00	14,105.53
901-49700-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	11,622.75
901-49700-370 PAYMENT IN LIEU OF TAXES	.00	.00	.00	.00	.00	12,296.00
901-49700-381 ELECTRIC UTILITIES	.00	.00	4,483.80	4,483.80	.00	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	.00	.00	1,309.54	1,309.54	.00	8,656.74
901-49700-383 GAS UTILITIES	.00	.00	683.83	683.83	.00	4,702.40
901-49700-384 REFUSE HAULING	.00	.00	294.87	294.87	.00	1,932.56
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	8,394.08	8,394.08	.00	81,891.35
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	.00	.00	.00	.00	.00	42,443.47
<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	42,443.47
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	2,930.00	2,930.00	.00	4,176.00
<i>TOTAL IMPROVEMENTS/BETTERM</i>	.00	.00	2,930.00	2,930.00	.00	4,176.00
TOTAL LOW RENT MAINTENANCE	.00	.00	16,402.20	16,402.20	.00	160,664.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	23,592.56			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	18,099.91			43,321.21

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10010	CASH AND INVESTMENTS	11.00	
902-10200	EDA OPERATING ACCT-SECTION 8	73,100.45	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		73,111.45

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	2,789.01	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77	
	TOTAL LIABILITIES		3,392.78

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	7,309.13	
	BALANCE - CURRENT DATE	7,309.13	
	TOTAL FUND EQUITY		69,718.67
	TOTAL LIABILITIES AND EQUITY		73,111.45

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	.00	.00	7,832.00	(7,832.00)	.00	43,514.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	7,832.00	(7,832.00)	.00	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	656.45	(656.45)	.00	11,999.79
TOTAL RENTAL INCOME	.00	.00	656.45	(656.45)	.00	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	11.22	(11.22)	.00	54.17
TOTAL INTEREST	.00	.00	11.22	(11.22)	.00	54.17
TOTAL FUND REVENUE	.00	.00	8,499.67			55,567.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306 AUDIT FEES	.00	.00	.00	.00	.00	2,000.00
902-49500-307 CONTRACTED SECT 8 ADMIN	.00	.00	2,901.19	2,901.19	.00	38,638.84
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	2,901.19	2,901.19	.00	40,638.84
TOTAL SECT 8 ADMINISTRATIVE	.00	.00	2,901.19	2,901.19	.00	40,638.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	46,199.00	46,199.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(47,909.65)	(47,909.65)	.00	(303,727.00)
902-49775-376 URP PORT REC	.00	.00	.00	.00	.00	329.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(552.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(1,710.65)	(1,710.65)	.00	(223.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	(1,710.65)	(1,710.65)	.00	(223.00)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	1,190.54			40,415.84
NET REVENUES OVER EXPENDITURE	.00	.00	7,309.13			15,152.12

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2016

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	281,197.75	
903-10200	EDA HOUSING DIV OPERATING CASH	75,145.45	
	TOTAL ASSETS		<u>336,343.20</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(454.13)	
	BALANCE - CURRENT DATE	(454.13)	
	TOTAL FUND EQUITY		<u>336,343.20</u>
	TOTAL LIABILITIES AND EQUITY		<u>336,343.20</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	.00	.00	.00	.00	.00	72,109.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	.00	.00	.00	72,109.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	.00	.00	.00	.00	.00	6,446.00
TOTAL CHARGES FOR SERVICES	.00	.00	.00	.00	.00	6,446.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	2,546.52
903-36210 INTEREST EARNINGS	.00	.00	12.65	(12.65)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	12.65	(12.65)	.00	4,172.22
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	16,434.25
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	16,434.25
TOTAL FUND REVENUE	.00	.00	12.65			99,161.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	.00	.00	350.00	350.00	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	26.78	26.78	.00	120.43
	<i>TOTAL FUNCTION 1</i>	.00	.00	376.78	376.78	.00	1,695.43
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	.00	.00	90.00	90.00	.00	376.39
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	90.00	90.00	.00	376.39
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	567.00
	<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	567.00
	TOTAL OTHER HOUSING BUS ACTIV	.00	.00	466.78	466.78	.00	2,638.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	.00	.00	.00	.00	.00	71,913.00
	<i>TOTAL HAP EXPENDITURES</i>	.00	.00	.00	.00	.00	71,913.00
	TOTAL HOUSING ASSISTANCE PRO	.00	.00	.00	.00	.00	71,913.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	466.78			74,551.82
NET REVENUES OVER EXPENDITURE	.00	.00	(454.13)			24,609.65

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 29, 2016

CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	32,355.00	
904-13200	DUE FROM OTHER GOVERNMENTS	22,860.00	
	TOTAL ASSETS		<u>55,215.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

904-27200	UNRESTRICTED NET ASSETS	28,860.00	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	26,355.00	
	BALANCE - CURRENT DATE	26,355.00	
	TOTAL FUND EQUITY		<u>55,215.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>55,215.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	.00	.00	26,355.00	(26,355.00)	.00	28,860.00
	TOTAL INTERGOVERNMENTAL REVE	.00	.00	26,355.00	(26,355.00)	.00	28,860.00
	TOTAL FUND REVENUE	.00	.00	26,355.00			28,860.00
	NET REVENUES OVER EXPENDITURE	.00	.00	26,355.00			28,860.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 29, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10010	CASH AND INVESTMENTS	(11.00)	
905-10130	FSS-CASH WITH ESCROW AGENT		5,238.38	
905-10200	EDA OPERATING ACCT-SECTION 8	(5,360.22)	
	TOTAL ASSETS			(132.84)

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW		5,238.38	
	TOTAL LIABILITIES			5,238.38

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	(2,814.72)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(2,556.50)	
	BALANCE - CURRENT DATE	(2,556.50)	
	TOTAL FUND EQUITY			(5,371.22)
	TOTAL LIABILITIES AND EQUITY			(132.84)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	.00	.00	51,340.00	(51,340.00)	.00	279,272.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	51,340.00	(51,340.00)	.00	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	.00	.00	.00	3.00
TOTAL INTEREST	.00	.00	.00	.00	.00	3.00
 TOTAL FUND REVENUE	 .00	 .00	 51,340.00			 279,275.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	.00	.00	53,161.00	53,161.00	.00	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	114.00	114.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	446.00	446.00	.00	2,870.00
905-49775-375 FSS	.00	.00	127.00	127.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	48.50	48.50	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	53,896.50	53,896.50	.00	285,507.50
TOTAL HAP EXPENDITURES	.00	.00	53,896.50	53,896.50	.00	285,507.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	53,896.50			285,507.50
NET REVENUES OVER EXPENDITURE	.00	.00	(2,556.50)			(6,232.50)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33632 INIT FOUND DESIGN TEAM GRANT	.00	.00	.00	.00	.00	4,000.00
TOTAL SOURCE 33	.00	.00	.00	.00	.00	4,000.00
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	4,439.46
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	4,439.46
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	38,590.26
205-37220 RENTAL FEES	225,000.00	225,000.00	43,025.59	181,974.41	19.12	220,461.33
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	43,025.59	181,974.41	19.12	259,051.59
TOTAL FUND REVENUE	225,100.00	225,100.00	43,025.59			267,491.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00 (2,500.00)	.00	630.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	.00 (191.00)	.00	48.23
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	.00 (2,691.00)	.00	678.23
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00 (5,000.00)	.00	850.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	20.32 (729.68)	2.71	711.73
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	99.36 (150.64)	39.74	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (200.00)	.00	15.54
205-41930-360 INSURANCE AND BONDS	2,000.00	2,000.00	.00 (2,000.00)	.00	1,195.43
205-41930-381 ELECTRIC UTILITIES	.00	.00	36.03	36.03	.00	305.70
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	9.16	9.16	.00	39.06
TOTAL OTHER SERVICES & CHARG	8,200.00	8,200.00	164.87 (8,035.13)	2.01	2,917.46
<i>MISCELLANEOUS</i>						
205-41930-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	250.00 (1,750.00)	12.50	1,000.00
205-41930-440 SCHOOLS & MEETINGS	2,050.00	2,050.00	535.00 (1,515.00)	26.10	658.00
205-41930-484 NLX ACTIVITIES	.00	5,250.00	.00 (5,250.00)	.00	.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00 (3,000.00)	.00	7,160.43
205-41930-487 MN DESIGN TEAM PROJECT	6,000.00	12,500.00	585.00 (11,915.00)	4.68	2,500.00
205-41930-488 DOWNTOWN TASK FORCE	.00	3,779.00	.00 (3,779.00)	.00	600.00
205-41930-489 IND PARK MARKETING	4,600.00	5,669.00	2,350.00 (3,319.00)	41.45	19,175.01
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 (3,000.00)	.00	.00
TOTAL MISCELLANEOUS	20,650.00	37,248.00	3,720.00 (33,528.00)	9.99	31,093.44
TOTAL EDA ADMINISTRATION	31,541.00	48,139.00	3,884.87 (44,254.13)	8.07	34,689.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	25,000.00	25,000.00	3,684.79	(21,315.21)	14.74	23,894.19
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	276.36	(1,598.64)	14.74	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	272.20	(1,870.80)	12.70	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	2,415.68	(4,631.32)	34.28	6,826.92
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	716.84
205-47000-151 WORKERS' COMPENSATION PREMIU	1,871.00	1,871.00	.00	(1,871.00)	.00	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	13.25	(86.75)	13.25	36.85
TOTAL PERSONAL SERVICES	42,636.00	42,636.00	6,662.28	(35,973.72)	15.63	36,431.41
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	22.50	22.50	.00	188.49
205-47000-212 GASOLINE/FUEL	.00	.00	.00	.00	.00	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	1,863.02	(5,136.98)	26.61	6,387.33
TOTAL SUPPLIES	7,000.00	7,000.00	1,885.52	(5,114.48)	26.94	6,670.84
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	33.97	(1,566.03)	2.12	179.56
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	5,205.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	1,898.70	(19,101.30)	9.04	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	789.96	(4,910.04)	13.86	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	711.09	(5,288.91)	11.85	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	629.00	(3,871.00)	13.98	4,095.96
TOTAL OTHER SERVICES & CHARG	45,800.00	45,800.00	4,062.72	(41,737.28)	8.87	36,332.39
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	1,521.49	(8,978.51)	14.49	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	.00	(800.00)	.00	1,482.22
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	8,501.68
205-47000-490 MALL CAP FUND CONTRIBUTION	55,000.00	55,000.00	.00	(55,000.00)	.00	50,000.00
205-47000-491 WORK FORCE CENTER BUILDOUT	.00	.00	.00	.00	.00	38,453.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	3,051.47
TOTAL MISCELLANEOUS	78,300.00	78,300.00	1,521.49	(76,778.51)	1.94	113,192.56
TOTAL MALL OPERATING EXPENSE	173,736.00	173,736.00	14,132.01	(159,603.99)	8.13	192,627.20

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	205,277.00	221,875.00	18,016.88			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	3,225.00	25,008.71			40,174.72

Check Register Detail Report

Cambridge

From: 03/01/2016 To: 03/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2016	ADJST	Peoples Bank Of Commerce	Payment	49,819.50 ✓	422,865.42	ACH
03/01/2016	XFER	Peoples Bank Of Commerce	Payment	15,056.58 ✗	407,808.84	Trf to Gen Acct
03/01/2016	DEP	Peoples Bank Of Commerce	Deposit	24,246.00	432,054.84	
03/01/2016	ADJST	Peoples Bank Of Commerce	Deposit	3,313.00	435,367.84	
03/01/2016	ADJST	Peoples Bank Of Commerce	Deposit	866.45	436,234.29	
03/02/2016	DEP	Peoples Bank Of Commerce	Deposit	296.17	436,530.46	
03/02/2016	DEP	Peoples Bank Of Commerce	Deposit	289.68	436,820.14	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	5,414.00	442,234.14	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	5,665.65	447,899.79	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	6,923.00	454,822.79	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	21.00	454,843.79	
03/09/2016	DEP	Peoples Bank Of Commerce	Deposit	1,222.00	456,065.79	
03/09/2016	DEP	Peoples Bank Of Commerce	Deposit	75.00	456,140.79	
03/09/2016	DEP	Peoples Bank Of Commerce	Deposit	7,623.00	463,763.79	
03/10/2016	DEP	Peoples Bank Of Commerce	Deposit	625.25	464,389.04	
03/10/2016	DEP	Peoples Bank Of Commerce	Deposit	343.85	464,732.89	
03/11/2016	ADJST	Peoples Bank Of Commerce	Payment	299.00 ✓	464,433.89	ACH
03/11/2016	ADJST	Peoples Bank Of Commerce	Payment	254.00 ✓	464,179.89	ACH

Date: 3/30/2016
Time: 09:11:34

Cambridge EDA
Check Register Detail Report
Cambridge
From: 03/01/2016 To: 03/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/14/2016	DEP	Peoples Bank Of Commerce	Deposit	16,363.00	480,542.89	

32

LV = 50372.50

<p>CAMBRIDGE EDA MEETING April 4, 2016 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	3/10/2016	102151 - 102210	7,996.05
Prepaid Checks	3/16/2016	102241 - 102272	252.48
Prepaid Checks	3/23/2016	102292 - 102331	133.38
	Prepaid Totals		<u>8,381.91</u>
TOTAL SUBMITTED FOR APPROVAL			\$8,381.91

Vendor	Vendor Name	Description	Net Invoice Amount
1291	Conway Data, Inc.	Site Selection Magazine Ad	1,500.00
	Total 1291:		1,500.00
1661	East Central Sanitation	Trash Removal - Bridge Park	151.75
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
	Total 1661:		466.25
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		5.00
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
	Total 3056:		44.31
3076	Lakes Telecom Inc.	Door Repair - Bridge Park Apts	735.00
	Total 3076:		735.00
3086	Landworks Construction, Inc.	Salt/De-Icer- Bridge Park	75.00
	Total 3086:		75.00
3494	MDT/AIA Minnesota	MN Design Team Visit	2,500.00
	Total 3494:		2,500.00
3501	MEI Total Elevator Solutions	March Service Billing - Bridge Park Apts	218.77
	Total 3501:		218.77
3521	Menards	Materials - Bridge Park	14.98
	Total 3521:		14.98
3829	MN Dept of Labor and Industry	Elevator Annual Operation - Bridge Park Apts	100.00
	Total 3829:		100.00
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - Work Id 198696	1,521.49
	Total 4011:		1,521.49
4201	Northland Connect	Bronze Webpage - 02/29/16 - 02/28/17	179.40
	Total 4201:		179.40
5056	SelectAccount	Participant Fees - March	2.35

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5056:			2.35
5191	SPEW Health Plan	Health Insurance Premium - April	633.50
Total 5191:			633.50
Grand Totals:			7,996.05

Dated: 3/10/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/10/2016	102151	1291	Conway Data, Inc.	205-20100	1,500.00
03/16	03/10/2016	102156	1661	East Central Sanitation	205-20100	466.25
03/16	03/10/2016	102161	2046	G & K Services, Inc.	205-20100	5.00
03/16	03/10/2016	102174	3056	Lake Superior Laundry Inc.	205-20100	44.31
03/16	03/10/2016	102175	3076	Lakes Telecom Inc.	901-20100	735.00
03/16	03/10/2016	102176	3086	Landworks Construction, Inc.	901-20100	75.00
03/16	03/10/2016	102183	3494	MDT/AIA Minnesota	205-20100	2,500.00
03/16	03/10/2016	102184	3501	Minnesota Elevator, Inc	901-20100	218.77
03/16	03/10/2016	102185	3521	Menards	901-20100	14.98
03/16	03/10/2016	102191	3829	MN Dept of Labor and Industry	901-20100	100.00
03/16	03/10/2016	102193	4011	NAC Mechanical & Electrical	205-20100	1,521.49
03/16	03/10/2016	102198	4201	Northland Connect	205-20100	179.40
03/16	03/10/2016	102207	5056	SelectAccount	205-20100	2.35
03/16	03/10/2016	102210	5191	SPEW Health Plan	205-20100	633.50
Grand Totals:						<u>7,996.05</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	181.06
	Total 2411:		181.06
3521	Menards	Maintenance Supplies - Mall	31.91
	Total 3521:		31.91
5861	Walmart Community Card	Tenant Services - Bridge Park	21.73
5861	Walmart Community Card	Resident Meeting - Bridge Park	15.28
	Total 5861:		37.01
	Grand Totals:		252.48

Dated: 3/16/16

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/16/2016	102241	2046	G & K Services, Inc.	205-20100	2.50
03/16	03/16/2016	102244	2411	Hillyard / Minneapolis	205-20100	181.06
03/16	03/16/2016	102252	3521	Menards	205-20100	31.91
03/16	03/16/2016	102272	5861	Walmart Business/SYNCB	901-20100	37.01
Grand Totals:						<u>252.48</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	69.08
	Total 2986:		69.08
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
	Total 3056:		44.31
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
	Total 5801:		17.49
	Grand Totals:		133.38

Dated: 3/23/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/23/2016	102292	2046	G & K Services, Inc.	205-20100	2.50
03/16	03/23/2016	102302	2986	Konica Minolta Business	901-20100	69.08
03/16	03/23/2016	102303	3056	Lake Superior Laundry Inc.	205-20100	44.31
03/16	03/23/2016	102331	5801	Verizon Wireless	205-20100	17.49
Grand Totals:						<u>133.38</u>