

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
January 16, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, January 16, 2018 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Lisa Iverson, Marlys Palmer, Kersten Conley, and Jim Godfrey. All present, no absences.

Call to Order

Morin called the meeting to order at 5:30 pm.

Approval of Agenda

Iverson moved, seconded by Conley, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

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

- A. Approve November 20, 2017 EDA Regular Meeting Minutes, and December 5, 2017 EDA Special Meeting Minutes
- B. Approve EDA Draft November 2017 Financial Statements
- C. Housing Division Bills ACH only, Totaling \$129,169.64
- D. Approve EDA Admin Division Bills Checks #107580- #108008 Totaling \$48,692.79

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

Work Session & Unfinished Business

There was no items for the work session or unfinished business.

New Business

Housing Supervisor Report

Barrett reviewed the last month's activities.

Approve Job Description Changes for Reporting Structure Change

Moe explained in the past, the Housing Supervisor could not supervise the Housing Maintenance position since the employees were a married couple. Moe reported this situation no longer exists and over the last year there have been several instances where it has been more challenging to coordinate activities at Bridge Park since the Housing Supervisor and Housing Maintenance positions function fairly independently and work different hours to provide available staff to handle issues at Bridge Park.

Moe recommended in order to facilitate proper work flow and accountability the Housing Supervisor be assigned the responsibility for coordinating all activities at Bridge Park, including supervision of maintenance staff.

Moe noted the change should not produce a budgetary impact as it would not necessitate a pay grade increase for the Housing Supervisor.

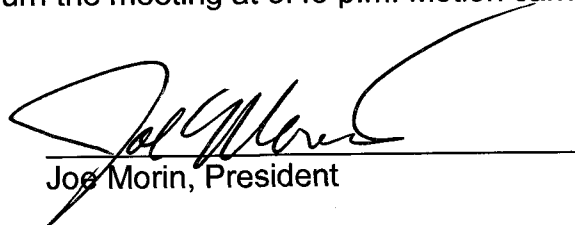
Godfrey questioned the impact on the budget and whether or not there will be more hours. Moe stated at this point they are not anticipating additional hours or a pay grade change. Godfrey confirmed there is some overlap with their hours. Moe added email is another form of communication they will use.

Conley moved, seconded by Iverson, to approve revising the job descriptions as presented and authorize staff to complete personnel reporting structure change within the Housing Division. Motion carried unanimously.

Iverson asked for an update on the asbestos project at Bridge Park. Moe explained staff has met with a local contractor and is still performing research. Moe anticipates going out for bid in April or May with work beginning in September or October. The Board discussed an option of not filling vacancies when they occur and the possible impact that could have on their PHA score. Moe explained staff can always provide HUD an explanation as to why the vacancies are not being filled temporarily. The Board consensus was to advise new tenants of the upcoming project as they fill vacancies.

Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 5:45 p.m. Motion carried unanimously.



Joe Morin, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2017

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	321,645.78	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	394,096.16	
901-15500	PREPAID EXPENSES	3,710.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,221,510.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	56,192.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,646,510.67)	
	TOTAL ASSETS		<u><u>1,173,974.26</u></u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	332.89	
901-22600	TENANT SECURITY DEPOSITS	28,716.60	
	TOTAL LIABILITIES		29,049.49

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	772,296.80	
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>71,072.20</u>	
	BALANCE - CURRENT DATE	<u>71,072.20</u>	
	TOTAL FUND EQUITY		<u><u>1,144,924.77</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,173,974.26</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	80,000.00	80,000.00	63,099.00	16,901.00	78.87	80,942.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	63,099.00	16,901.00	78.87	80,942.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	50.18	49.82	50.18	1,801.80
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,220.75	(720.75)	148.05	2,265.54
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	2,270.93	(670.93)	141.93	4,067.34
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	153,298.02	(9,298.02)	106.46	165,602.90
901-37221 LAUNDRY INCOME BRIDGE PARK	5,800.00	5,800.00	5,636.25	163.75	97.18	6,602.50
TOTAL RENTAL INCOME	149,800.00	149,800.00	158,934.27	(9,134.27)	106.10	172,205.40
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	36,000.00	36,000.00	.00	36,000.00	.00	92,883.77
TOTAL OTHER FINANCING SOURCES	36,000.00	36,000.00	.00	36,000.00	.00	92,883.77
TOTAL FUND REVENUE	<u>267,400.00</u>	<u>267,400.00</u>	<u>224,304.20</u>			<u>350,098.51</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	29,363.00	29,363.00	.00	(29,363.00)	.00	.00
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	25,638.33	25,638.33	.00	33,186.92
901-49500-121 PERA (EMPLOYER)	2,202.00	2,202.00	1,922.87	(279.13)	87.32	390.92
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,246.00	2,246.00	1,961.34	(284.66)	87.33	2,576.48
901-49500-151 WORKERS' COMPENSATION PREMIU	322.00	322.00	144.80	(177.20)	44.97	252.60
TOTAL PERSONAL SERVICES	34,133.00	34,133.00	29,667.34	(4,465.66)	86.92	36,406.92
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	1,346.80	(153.20)	89.79	733.98
TOTAL SUPPLIES	1,500.00	1,500.00	1,346.80	(153.20)	89.79	733.98
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	100.00	100.00	1,418.60	1,318.60	1,418.60	.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,600.00	600.00	120.00	3,300.00
901-49500-313 IT MGMT & BACKUP	.00	.00	2,258.10	2,258.10	.00	.00
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	6,288.53	(311.47)	95.28	7,602.32
901-49500-322 POSTAGE	250.00	250.00	.00	(250.00)	.00	94.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	281.13	181.13	281.13	441.48
901-49500-340 ADVERTISING	100.00	100.00	3.92	(96.08)	3.92	297.90
TOTAL OTHER SERVICES AND CHA	10,150.00	10,150.00	13,850.28	3,700.28	136.46	11,735.70
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	1,830.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	152.99	(247.01)	38.25	341.07
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	580.00	(420.00)	58.00	900.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	455.00	(545.00)	45.50	39.95
TOTAL MISCELLANEOUS	4,400.00	4,400.00	1,187.99	(3,212.01)	27.00	3,111.02
TOTAL LOW RENT ADMINISTRATION	50,183.00	50,183.00	46,052.41	(4,130.59)	91.77	51,987.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	200.00	200.00	(753.25)	(953.25)	(376.63)	3,335.22
<i>TOTAL SUPPLIES</i>		200.00	200.00	(753.25)	(953.25)	(376.63)	3,335.22
TOTAL LOW RENT TENANT SERVICE		200.00	200.00	(753.25)	(953.25)	(376.63)	3,335.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>LOW RENT MAINTENANCE</i>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	26,779.00	26,779.00	19,096.88	(7,682.12)	71.31	26,175.51
901-49700-121 PERA (EMPLOYER)	2,008.00	2,008.00	1,432.28	(575.72)	71.33	48.13
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,049.00	2,049.00	1,460.88	(588.12)	71.30	2,040.04
901-49700-151 WORKERS' COMPENSATION PREMIU	1,767.00	1,767.00	775.18	(991.82)	43.87	1,478.19
<i>TOTAL PERSONAL SERVICES</i>	<u>32,603.00</u>	<u>32,603.00</u>	<u>22,765.22</u>	<u>(9,837.78)</u>	<u>69.83</u>	<u>29,741.87</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	10,140.30	5,740.30	230.46	5,440.45
901-49700-212 FUEL PURCHASE	200.00	200.00	61.88	(138.12)	30.94	9.80
<i>TOTAL SUPPLIES</i>	<u>4,600.00</u>	<u>4,600.00</u>	<u>10,202.18</u>	<u>5,602.18</u>	<u>221.79</u>	<u>5,450.25</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	20,000.00	20,000.00	20,212.48	212.48	101.06	29,105.63
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	9,555.00	(2,945.00)	76.44	9,534.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	13,336.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	24,153.75	(11,546.25)	67.66	26,036.29
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	7,340.62	(2,659.38)	73.41	8,503.32
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	3,149.00	(2,851.00)	52.48	4,191.72
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	2,634.63	534.63	125.46	1,915.97
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>99,300.00</u>	<u>99,300.00</u>	<u>67,045.48</u>	<u>(32,254.52)</u>	<u>67.52</u>	<u>92,622.93</u>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	(70,000.00)	.00	46,481.84
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	1,368.33
<i>TOTAL MISCELLANEOUS</i>	<u>70,000.00</u>	<u>70,000.00</u>	<u>.00</u>	<u>(70,000.00)</u>	<u>.00</u>	<u>47,850.17</u>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	10,514.00	10,514.00	7,919.96	(2,594.04)	75.33	4,083.00
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<u>10,514.00</u>	<u>10,514.00</u>	<u>7,919.96</u>	<u>(2,594.04)</u>	<u>75.33</u>	<u>4,083.00</u>
TOTAL LOW RENT MAINTENANCE	<u><u>217,017.00</u></u>	<u><u>217,017.00</u></u>	<u><u>107,932.84</u></u>	<u><u>(109,084.16)</u></u>	<u><u>49.73</u></u>	<u><u>179,748.22</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	267,400.00	267,400.00	153,232.00			235,071.06
NET REVENUES OVER EXPENDITURE	.00	.00	71,072.20			115,027.45

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2017

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	102,236.88
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
	TOTAL ASSETS	<u>102,236.88</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20100	AP ALLOCATED TO OTHER FUNDS	3,349.68
902-20200	ACCOUNTS PAYABLE	2,789.01
	TOTAL LIABILITIES	6,138.69
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	76,999.36
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>19,098.83</u>
	BALANCE - CURRENT DATE	<u>19,098.83</u>
	TOTAL FUND EQUITY	<u>96,098.19</u>
	TOTAL LIABILITIES AND EQUITY	<u>102,236.88</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	50,000.00	50,000.00	56,699.00	(6,699.00)	113.40	54,286.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	56,699.00	(6,699.00)	113.40	54,286.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	2,000.00	2,000.00	796.66	1,203.34	39.83	1,822.08
TOTAL RENTAL INCOME	2,000.00	2,000.00	796.66	1,203.34	39.83	1,822.08
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	78.67	(78.67)	.00	75.81
TOTAL INTEREST	.00	.00	78.67	(78.67)	.00	75.81
 TOTAL FUND REVENUE	 <u>52,000.00</u>	 <u>52,000.00</u>	 <u>57,574.33</u>			 <u>56,183.89</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	3,000.00	3,000.00	3,600.00	600.00	120.00
902-49500-307	CONTRACTED SECT 8 ADMIN	48,000.00	48,000.00	39,194.74	(8,805.26)	81.66
	<i>TOTAL OTHER SERVICES AND CHA</i>	51,000.00	51,000.00	42,794.74	(8,205.26)	83.91
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	(1,000.00)	.00
	<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00	(1,000.00)	.00
	TOTAL SECT 8 ADMINISTRATIVE	52,000.00	52,000.00	42,794.74	(9,205.26)	82.30

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	307,951.00	307,951.00	.00	293,654.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(312,909.24)	(312,909.24)	.00	(293,819.00)
902-49775-376 URP PORT REC	.00	.00	639.00	639.00	.00	165.00
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(4,319.24)	(4,319.24)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(4,319.24)	(4,319.24)	.00	.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	52,000.00	52,000.00	38,475.50			41,594.07
NET REVENUES OVER EXPENDITURE	.00	.00	19,098.83			14,589.82

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2017

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	264,311.11	
903-10200	EDA HOUSING DIV OPERATING CASH	96,028.23	
	TOTAL ASSETS		<u>360,339.34</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	344,333.95	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16,005.39	
	BALANCE - CURRENT DATE	16,005.39	
	TOTAL FUND EQUITY		<u>360,339.34</u>
	TOTAL LIABILITIES AND EQUITY		<u>360,339.34</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	.00	.00	1,617.84	(1,617.84)	.00	1,662.56
TOTAL INTEREST & MISC INCOME	.00	.00	1,617.84	(1,617.84)	.00	1,662.56
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	8,000.00	8,000.00	17,083.00	(9,083.00)	213.54	8,454.00
TOTAL OTHER REVENUES	8,000.00	8,000.00	17,083.00	(9,083.00)	213.54	8,454.00
TOTAL FUND REVENUE	8,000.00	8,000.00	18,700.84			10,116.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	2,100.00	2,100.00	1,575.00	(525.00)	75.00	2,275.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	120.45	120.45	.00	174.06
	<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>1,695.45</u>	<u>(404.55)</u>	<u>80.74</u>	<u>2,449.06</u>
<u>OTHER SERVICES AND CHARGES</u>							
903-49500-304	LEGAL FEES	.00	.00	1,000.00	1,000.00	.00	.00
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	130.88
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>1,000.00</u>	<u>500.00</u>	<u>200.00</u>	<u>130.88</u>
	TOTAL OTHER HOUSING BUS ACTIV	<u><u>2,600.00</u></u>	<u><u>2,600.00</u></u>	<u><u>2,695.45</u></u>	<u><u>95.45</u></u>	<u><u>103.67</u></u>	<u><u>2,579.94</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,600.00	2,600.00	2,695.45			2,579.94
NET REVENUES OVER EXPENDITURE	5,400.00	5,400.00	16,005.39			7,536.62

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2017

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	21,654.69	
		<hr/>	
	TOTAL ASSETS		<u>21,654.69</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>21,654.69</u>	
	BALANCE - CURRENT DATE	21,654.69	
		<hr/>	
	TOTAL FUND EQUITY		<u>21,654.69</u>
	TOTAL LIABILITIES AND EQUITY		<u>21,654.69</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	36,000.00	36,000.00	21,654.69	14,345.31	60.15	64,023.77
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	21,654.69	14,345.31	60.15	64,023.77
 TOTAL FUND REVENUE	<u>36,000.00</u>	<u>36,000.00</u>	<u>21,654.69</u>			<u>64,023.77</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	36,000.00	36,000.00	.00	(36,000.00)	.00	92,883.77
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	92,883.77
	TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	92,883.77

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	36,000.00	36,000.00	.00			92,883.77
NET REVENUES OVER EXPENDITURE	.00	.00	21,654.69			(28,860.00)

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2017

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	9,615.05	
905-10200	EDA OPERATING ACCT-SECTION 8	(7,726.75)	
	TOTAL ASSETS		<u>1,888.30</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	9,615.05	
	TOTAL LIABILITIES		9,615.05
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	9,907.10	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(17,633.85)	
	BALANCE - CURRENT DATE	(17,633.85)	
	TOTAL FUND EQUITY		<u>(7,726.75)</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,888.30</u>

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	346,216.00	346,216.00	372,275.00	(26,059.00)	107.53	369,516.00
TOTAL INTERGOVERNMENTAL REVE	346,216.00	346,216.00	372,275.00	(26,059.00)	107.53	369,516.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	31.27	(31.27)	.00	4.28
TOTAL INTEREST	.00	.00	31.27	(31.27)	.00	4.28
TOTAL FUND REVENUE	346,216.00	346,216.00	372,306.27			369,520.28

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	346,216.00	346,216.00	372,556.00	26,340.00	107.61	349,774.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	145.00	145.00	.00	843.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	12,533.00	12,533.00	.00	4,906.00
905-49775-375 FSS	.00	.00	3,618.00	3,618.00	.00	741.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	1,088.12	1,088.12	.00	534.46
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>389,940.12</u>	<u>43,724.12</u>	<u>112.63</u>	<u>356,798.46</u>
TOTAL HAP EXPENDITURES	<u><u>346,216.00</u></u>	<u><u>346,216.00</u></u>	<u><u>389,940.12</u></u>	<u><u>43,724.12</u></u>	<u><u>112.63</u></u>	<u><u>356,798.46</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	346,216.00	346,216.00	389,940.12			356,798.46
NET REVENUES OVER EXPENDITURE	.00	.00	(17,633.85)			12,721.82

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33633 INIT FOUND DOWNTOWN REVITALIG	.00	.00	.00	.00	.00	5,000.00
TOTAL SOURCE 33	.00	.00	.00	.00	.00	5,000.00
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	3,937.99
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	3,937.99
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	133.75
205-37220 RENTAL FEES	210,000.00	210,000.00	212,503.33	(2,503.33)	101.19	224,699.11
TOTAL MALL OPERATING REVENUES	210,000.00	210,000.00	212,503.33	(2,503.33)	101.19	224,832.86
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	75,000.00	75,000.00	275,000.00	(200,000.00)	366.67	.00
TOTAL TRANSFERS FROM OTHER FU	75,000.00	75,000.00	275,000.00	(200,000.00)	366.67	.00
TOTAL FUND REVENUE	285,100.00	285,100.00	487,503.33			233,770.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>EDA ADMINISTRATION</i>						
<i>PERSONAL SERVICES</i>						
205-41930-101	FULL-TIME EMPLOYEES - REGULAR	87,796.00	87,796.00	82,823.20 (4,972.80)	94.34 .00
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	315.00 (2,185.00)	12.60 .00
205-41930-121	PERA (EMPLOYER)	6,730.00	6,730.00	6,211.74 (518.26)	92.30 .00
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,055.00	7,055.00	6,163.05 (891.95)	87.36 .00
205-41930-131	MEDICAL/DENTAL/LIFE	15,368.00	15,368.00	15,369.35	1.35	100.01 .00
205-41930-132	LONGEVITY PAY	1,930.00	1,930.00	.00 (1,930.00)	.00 .00
205-41930-133	DEDUCTIBLE CONTRIBUTION	.00	.00	1,434.32	1,434.32	.00 .00
205-41930-151	WORKERS' COMPENSATION PREMIU	754.00	754.00	354.55 (399.45)	47.02 .00
205-41930-154	HRA/FLEX FEES	.00	.00	68.65	68.65	.00 .00
	<i>TOTAL PERSONAL SERVICES</i>	<u>122,133.00</u>	<u>122,133.00</u>	<u>112,739.86 (</u>	<u>9,393.14)</u>	<u>92.31 .00</u>
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	.00	.00	136.72	136.72	.00 19.24
205-41930-210	MISCELLANEOUS OPER SUPPLIES	.00	.00	215.30	215.30	.00 35.68
205-41930-221	REPAIR & MAINT VEH/EQUIPMENT	.00	.00	180.00	180.00	.00 .00
205-41930-240	SMALL TOOLS & MINOR EQUIPMENT	1,500.00	1,500.00	1,282.10 (217.90)	85.47 429.99
	<i>TOTAL SUPPLIES</i>	<u>1,500.00</u>	<u>1,500.00</u>	<u>1,814.12</u>	<u>314.12</u>	<u>120.94 484.91</u>
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,747.55 (3,252.45)	34.95 5,369.97
205-41930-313	IT MGMT & BACKUP	.00	.00	2,298.10	2,298.10	.00 .00
205-41930-321	TELEPHONE/CELLULAR	.00	.00	674.00	674.00	.00 .00
205-41930-331	TRAVEL/MEALS/LODGING	750.00	750.00	1,314.59	564.59	175.28 154.86
205-41930-334	MILEAGE REIMBURSEMENT	1,050.00	1,050.00	573.79 (476.21)	54.65 883.44
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	138.00 (62.00)	69.00 38.33
205-41930-360	INSURANCE AND BONDS	2,000.00	2,000.00	1,086.87 (913.13)	54.34 1,059.91
205-41930-381	ELECTRIC UTILITIES	250.00	250.00	702.07	452.07	280.83 614.35
205-41930-382	WATER/SEWER/STORM PROPERTY A	.00	.00	370.47	370.47	.00 73.28
205-41930-383	GAS UTILITIES	250.00	250.00	96.94 (153.06)	38.78 51.36
	<i>TOTAL OTHER SERVICES & CHARG</i>	<u>9,500.00</u>	<u>9,500.00</u>	<u>9,002.38 (</u>	<u>497.62)</u>	<u>94.76 8,245.50</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
<i>MISCELLANEOUS</i>							
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	.00	.00	1,208.67	
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	9,706.41	9,706.41	.00	
205-41930-430	MISCELLANEOUS	.00	.00	.00	.00	24.66	
205-41930-433	DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	840.66 (659.34)	56.04	250.00
205-41930-440	SCHOOLS & MEETINGS	1,500.00	1,500.00	305.00 (1,195.00)	20.33	535.00
205-41930-450	TAX ABATEMENT-MAIN & 65 LLC	.00	.00	3,201.50	3,201.50	.00	.00
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	16,687.92	16,687.92	.00	.00
205-41930-484	NLX ACTIVITIES	5,250.00	5,250.00	4,830.00 (420.00)	92.00	2,625.00
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	1,172.00 (1,828.00)	39.07	2,358.00
205-41930-486	COMMUNITY COLLABORATIONS PRO	.00	.00	5,475.88	5,475.88	.00	11,280.26
205-41930-487	MN DESIGN TEAM PROJECT	.00	.00	.00	.00	.00	10,091.91
205-41930-488	DOWNTOWN TASK FORCE	.00	.00	.00	.00	.00	750.00
205-41930-489	IND PARK MARKETING	10,500.00	10,500.00	8,557.11 (1,942.89)	81.50	8,290.83
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
	<i>TOTAL MISCELLANEOUS</i>	<u>24,750.00</u>	<u>24,750.00</u>	<u>53,776.48</u>	<u>29,026.48</u>	<u>217.28</u>	<u>40,414.33</u>
	TOTAL EDA ADMINISTRATION	<u><u>157,883.00</u></u>	<u><u>157,883.00</u></u>	<u><u>177,332.84</u></u>	<u><u>19,449.84</u></u>	<u><u>112.32</u></u>	<u><u>49,144.74</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	24,920.00	24,920.00	23,215.18	(1,704.82)	93.16	24,378.26
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	9.21
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	5,139.18	2,139.18	171.31	1,485.88
205-47000-121 PERA (EMPLOYER)	1,961.00	1,961.00	1,741.14	(219.86)	88.79	1,799.76
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,201.00	2,201.00	2,107.07	(93.93)	95.73	1,889.78
205-47000-131 MEDICAL/DENTAL/LIFE	7,684.00	7,684.00	7,677.31	(6.69)	99.91	7,129.14
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,568.00	1,568.00	1,052.65	(515.35)	67.13	1,131.50
205-47000-154 HRA/FLEX FEES	50.00	50.00	34.40	(15.60)	68.80	36.75
TOTAL PERSONAL SERVICES	42,984.00	42,984.00	40,966.93	(2,017.07)	95.31	37,860.28
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	119.99	119.99	.00	138.64
205-47000-212 GASOLINE/FUEL	250.00	250.00	67.75	(182.25)	27.10	82.20
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,500.00	7,500.00	10,054.22	2,554.22	134.06	13,616.18
TOTAL SUPPLIES	7,750.00	7,750.00	10,241.96	2,491.96	132.15	13,837.02
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,800.00	1,800.00	263.79	(1,536.21)	14.66	208.87
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	4,388.00	(2,612.00)	62.69	4,289.25
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	17,542.91	(3,457.09)	83.54	19,506.29
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,351.56	(1,348.44)	76.34	5,130.22
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	3,151.90	(2,848.10)	52.53	3,810.03
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,442.54	(1,057.46)	76.50	4,088.50
TOTAL OTHER SERVICES & CHARG	46,000.00	46,000.00	33,140.70	(12,859.30)	72.05	37,033.16
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	11,500.00	11,500.00	14,639.32	3,139.32	127.30	12,265.99
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	(580.90)	(1,380.90)	(72.61)	2,269.42
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	77.85
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	2,350.00	2,350.00	.00	54,000.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	11,290.00	11,290.00	.00	.00
TOTAL MISCELLANEOUS	24,300.00	24,300.00	27,698.42	3,398.42	113.99	68,613.26
TOTAL MALL OPERATING EXPENSE	121,034.00	121,034.00	112,048.01	(8,985.99)	92.58	157,343.72

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	278,917.00	278,917.00	289,380.85			206,488.46
NET REVENUES OVER EXPENDITURE	6,183.00	6,183.00	198,122.48			27,282.39

Prepared by: Caroline Moe

Background: By law, disbursements must be approved by the EDA Board. Since there was no regular EDA meeting in December, disbursements for November and December 2017 are being presented for approval.

ACH Batch #	Date	Amount
ACH Batch 145	11/1/2017	\$47,172.92
ACH Batch 146	11/1/2017	\$17,102.00
ACH Batch 147	12/1/2017	\$46,247.72
ACH Batch 148	12/1/2017	\$17,616.00
ACH Batch 149	Void	VOID
ACH Batch 150	12/28/2017	\$139.00
ACH Batch 151	12/28/2017	\$892.00
Total		\$129,169.64

See attached for detail of batches.

Recommendation

Approve housing division disbursements as presented.

Date: 10/30/2017

Peoples Bank of Commerce / Cambridge EDA

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ACH Transaction Report

Batch #: 000146

Created On: 10/30/2017

Name	Amount
Aaron Jordan	\$524.00
Aishya R. Blackwell	\$13.00
Bohmer, John	\$1,004.00
Dean & Jennifer Bondes	\$973.00
Charles Satak	\$586.00
Chen Liu	\$5,690.00
Leeanna M. Dudley	\$87.00
Elmer D. Harp	\$572.00
Jay M. Winger	\$479.00
Jenell King	\$554.00
John Maher	\$370.00
Kathryn Dahlberg	\$498.00
Brian Leet	\$365.00
Michael Doran	\$558.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$806.00
Randall Propp	\$508.00
Richard Berget	\$265.00
Robert Blaisdell-Blais	\$386.00
Robert Mattson	\$538.00
Sharon Johnson	\$322.00
Steve Baker	\$802.00
Paul & Bethany Stiles	\$656.00
Thomas Olin	\$304.00
Cambridge EDA	\$-17,102.00
Batch Total:	\$0.00

Date: 10/30/2017

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000145

Created On: 10/30/2017

Name	Amount
Bungalows of Chisago L	\$1,478.00
Calhoun Apartments	\$1,079.00
Cambridge Square Assoc	\$1,403.00
Cambridge Town Square	\$1,065.00
PG Companies Redwing A	\$738.00
DJ Properties of Stanc	\$516.00
Erlandson - Nelson Con	\$542.00
Hanson Properties	\$269.00
Haven Properties	\$336.00
New Challenges, Inc.	\$6,133.00
Isanti Village Apartme	\$909.00
Kaizen Property Soluti	\$1,196.00
Kestrel Meadows Townho	\$3,829.00
Legacy Townhomes	\$5,638.00
Lindstrom Parkview Ass	\$401.00
Minneapolis Public Hou	\$641.46
Allen Moulton	\$531.00
Multi-Investments, LLC	\$346.00
Normandy Townhomes	\$5,033.00
North Branch Senior Ho	\$873.00
Oakhurst Apartments	\$363.00
Oakview Terrace Townho	\$1,491.00
Northern Management	\$455.00
Pleasant Knoll Apartme	\$813.00
Rush Oaks Apartments	\$367.00
Sunrise Court Apartmen	\$1,103.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$573.00
Tower Terrace Limited	\$4,018.00
Washington County HRA	\$574.46
Wyoming Limited Partne	\$2,600.00
Wyoming Limited Partne	\$1,120.00
Cambridge EDA	\$-47,172.92
Batch Total:	\$0.00

Date: 11/28/2017

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000147

Created On: 11/28/2017

<u>Name</u>	<u>Amount</u>
Bungalows of Chisago L	\$1,361.00
Calhoun Apartments	\$1,079.00
Cambridge Square Assoc	\$1,934.00
Cambridge Town Square	\$1,065.00
PG Companies Redwing A	\$738.00
DJ Properties of Stanc	\$516.00
Erlandson - Nelson Con	\$542.00
Hanson Properties	\$269.00
Haven Properties	\$336.00
New Challenges, Inc.	\$6,133.00
Isanti Village Apartme	\$909.00
Kaizen Property Soluti	\$1,196.00
Kestrel Meadows Townho	\$3,829.00
Legacy Townhomes	\$4,518.00
Lindstrom Parkview Ass	\$401.00
Minneapolis Public Hou	\$663.26
Allen Moulton	\$531.00
Multi-Investments, LLC	\$346.00
Normandy Townhomes	\$5,021.00
North Branch Senior Ho	\$873.00
Oakhurst Apartments	\$363.00
Oakview Terrace Townho	\$1,491.00
Northern Management	\$452.00
Pleasant Knoll Apartme	\$586.00
Rush Oaks Apartments	\$367.00
Sunrise Court Apartmen	\$1,103.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$573.00
Tower Terrace Limited	\$4,017.00
Washington County HRA	\$574.46
Wyoming Limited Partne	\$2,602.00
Wyoming Limited Partne	\$1,120.00
Cambridge EDA	\$-46,247.72
Batch Total:	\$0.00

Date: 11/28/2017

Peoples Bank of Commerce / Cambridge EDA

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ACH Transaction Report

Batch #: 000148

Created On: 11/28/2017

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$524.00
Aishya R. Blackwell	\$13.00
Bohmer, John	\$1,004.00
Dean & Jennifer Bondes	\$1,017.00
Charles Satak	\$586.00
Chen Liu	\$5,468.00
Christine LeCuyer	\$357.00
Leeanna M. Dudley	\$87.00
Elmer D. Harp	\$572.00
Jay M. Winger	\$479.00
Jenell King	\$554.00
John Maher	\$370.00
Kathryn Dahlberg	\$498.00
Kristine Yerigan	\$335.00
Brian Leet	\$365.00
Michael Doran	\$558.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$806.00
Randall Propp	\$508.00
Richard Berget	\$265.00
Robert Blaisdell-Blais	\$386.00
Robert Mattson	\$538.00
Sharon Johnson	\$322.00
Steve Baker	\$802.00
Paul & Bethany Stiles	\$656.00
Thomas Olin	\$304.00
Cambridge EDA	\$-17,616.00
Batch Total:	\$0.00

Date: 12/26/2017

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000150

Created On: 12/26/2017

<u>Name</u>	<u>Amount</u>
Pleasant Knoll Apartme	\$139.00
Cambridge EDA	\$-139.00
Batch Total:	\$0.00

Date: 12/26/2017

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000151
Created On: 12/26/2017

<u>Name</u>	<u>Amount</u>
Chen Liu	\$515.00
Christine LeCuyer	\$357.00
Thomas Moody	\$20.00
Cambridge EDA	\$-892.00
Batch Total:	\$0.00

<p>CAMBRIDGE EDA MEETING</p> <p>January 16, 2018</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	11/15/2017	107580 - 107614	6,505.99
Prepaid Checks	11/21/2017	107628 - 107632	1,087.00
Prepaid Checks	11/29/2017	107640 - 107701	1,854.64
Prepaid Checks	12/6/2017	107731 - 107776	6,754.71
Prepaid Checks	12/13/2017	107782 - 107841	19,743.88
Prepaid Checks	12/20/2017	107852 - 107884	4,787.25
Prepaid Checks	12/27/2017	107899 - 107936	5,924.20
Prepaid Checks	1/3/2018	107952 - 108008	2,035.12
	Prepaid Totals		48,692.79
TOTAL SUBMITTED FOR APPROVAL			\$48,692.79

Vendor	Vendor Name	Description	Net Invoice Amount
826	North 65 Chamber of Commerce	Chamber Luncheon - S. Gustafson	12.00
	Total 826:		12.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2542	Industrial Hygiene Services Corpo	Survey & Management Plan - Bridge Park	2,873.87
	Total 2542:		2,873.87
3421	Marv's True Value	Seasonal Change Over - Tractor	315.94
	Total 3421:		315.94
4737	Real Estate Publishing Corporatio	Sponsorship MN Real Estate Industrial & Econ	1,000.00
4737	Real Estate Publishing Corporatio	Sponsorship MN Real Estate Land & Hotel Sum	2,000.00
	Total 4737:		3,000.00
5058	SAC's Enrichment Center	Lunches - Economic Development	165.00
	Total 5058:		165.00
5861	Walmart Community Card	Tenant Services - Bridge Park	136.68
	Total 5861:		136.68
	Grand Totals:		6,505.99

Dated: 11/16/17City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/15/2017	107580	2046	G & K Services, Inc.	205-20100	2.50
11/17	11/15/2017	107583	2542	Industrial Hygiene Services Corporation	901-20100	2,873.87
11/17	11/15/2017	107591	3421	Marv's True Value	901-20100	315.94
11/17	11/15/2017	107597	826	North 65 Chamber of Commerce	205-20100	12.00
11/17	11/15/2017	107604	4737	Real Estate Publishing Corporation	205-20100	3,000.00
11/17	11/15/2017	107606	5058	SAC's Enrichment Center	205-20100	165.00
11/17	11/15/2017	107614	5861	Walmart Business/SYNCB	901-20100	136.68
Grand Totals:						<u>6,505.99</u>

Vendor	Vendor Name	Description	Net Invoice Amount
4919	Rupp, Anderson, Squires, &	Legal Fees - Bridge Park	210.00
Total 4919:			210.00
5965	White Bear IT Solutions LLC	SonicWALL Upgrade - Bridge Park	877.00
Total 5965:			877.00
Grand Totals:			1,087.00

Dated: 11/21/17

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/21/2017	107628	4919	Rupp, Anderson, Squires, &	901-20100	210.00
11/17	11/21/2017	107632	5965	White Bear IT Solutions LLC	901-20100	877.00
Grand Totals:						1,087.00

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	76.93
Total 555:			76.93
969	Cardmember Service	Lodging - S. Gustafson NDC Training	107.05
969	Cardmember Service	Small Tools & Equipment - Mall	266.93
Total 969:			373.98
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	200.00
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	150.00
Total 1686:			350.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			5.00
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	215.08
Total 2350:			215.08
2411	Hillyard Inc.	Maintenance Supplies - Mall	78.70
Total 2411:			78.70
2676	Isanti County Recorder	Document A471476 Satisfaction of Mortgage	46.00
Total 2676:			46.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	210.00
Total 3086:			210.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	9.68
Total 3543:			9.68
5391	TM Johnson Bros., Inc.	PTU Gas Furnace - 103 Main St S	298.00
Total 5391:			298.00
5731	UPS	Shipping Charges - Econ Development	29.10
Total 5731:			29.10
5801	Verizon Wireless	wireless phone service - Economic Developmen	84.92
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.75
5801	Verizon Wireless	wireless phone service - Bridge Park	51.50

Vendor	Vendor Name	Description	Net Invoice Amount
		Total 5801:	162.17
		Grand Totals:	1,854.64

Dated: 11/29/17

City Treasurer: Cassine Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/29/2017	107640	555	Business Essentials	205-20100	76.93
11/17	11/29/2017	107644	969	Cardmember Service	205-20100	373.98
11/17	11/29/2017	107651	1686	Ecolab Pest Elimination Div.	901-20100	350.00
11/17	11/29/2017	107655	2046	G & K Services, Inc.	205-20100	5.00
11/17	11/29/2017	107659	2350	HD Supply Facilities Maintenance Ltd	901-20100	215.08
11/17	11/29/2017	107660	2411	Hillyard / Minneapolis	205-20100	78.70
11/17	11/29/2017	107662	2676	Isanti County Recorder	205-20100	46.00
11/17	11/29/2017	107667	3086	Landworks Construction, Inc.	901-20100	210.00
11/17	11/29/2017	107674	3543	Metro Sales, Inc.	901-20100	9.68
11/17	11/29/2017	107696	5391	TM Johnson Bros., Inc.	205-20100	298.00
11/17	11/29/2017	107700	5731	UPS	205-20100	29.10
11/17	11/29/2017	107701	5801	Verizon Wireless	901-20100	162.17
Grand Totals:						1,854.64

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2233	Grimebusters Deep Surface Clea	Carpet Cleaning - Mall	1,779.84
Total 2233:			1,779.84
2676	Isanti County Recorder	Document A471600 & A471601 Satisfaction of	92.00
Total 2676:			92.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
Total 3056:			212.40
3501	MEI Total Elevator Solutions	December Service Billing	234.03
Total 3501:			234.03
3933	Mora HRA	November Contracted Section 8 Administration	3,349.68
Total 3933:			3,349.68
4487	Pine Habilitation and Supported	Wreaths - Bridge Park	60.00
Total 4487:			60.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	272.89
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	299.75
Total 5878:			572.64
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
Total 5965:			451.62
Grand Totals:			6,754.71

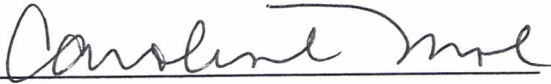
Dated: 12/7/17

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/06/2017	107731	2046	G & K Services, Inc.	205-20100	2.50
12/17	12/06/2017	107733	2233	Grimebusters Deep Surface Cleaning LLC	205-20100	1,779.84
12/17	12/06/2017	107737	2676	Isanti County Recorder	205-20100	92.00
12/17	12/06/2017	107741	3056	Lake Superior Laundry Inc.	205-20100	212.40
12/17	12/06/2017	107747	3501	Minnesota Elevator, Inc	901-20100	234.03
12/17	12/06/2017	107751	3933	Mora HRA	902-20100	3,349.68
12/17	12/06/2017	107760	4487	PHASE	901-20100	60.00
12/17	12/06/2017	107773	5878	Waste Management of WI-MN	205-20100	572.64
12/17	12/06/2017	107776	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						6,754.71

Vendor	Vendor Name	Description	Net Invoice Amount
873	Cambridge Fuel Inc	Tax Abatement per Agreement 15.136.0010	3,201.50
Total 873:			3,201.50
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	150.00
Total 1686:			150.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
Total 3056:			106.20
5426	Team Industries Cambridge Inc.	Tax Abatement per Agreement 15.047.0072	16,187.92
Total 5426:			16,187.92
5861	Walmart Community Card	Tenant Services - Bridge Park	98.26
Total 5861:			98.26
Grand Totals:			19,743.88

Dated: 12/13/17

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/13/2017	107782	873	Cambridge Fuel Inc	205-20100	3,201.50
12/17	12/13/2017	107788	1686	Ecolab Pest Elimination Div.	901-20100	150.00
12/17	12/13/2017	107806	3056	Lake Superior Laundry Inc.	205-20100	106.20
12/17	12/13/2017	107834	5426	Team Industries Cambridge Inc.	205-20100	16,187.92
12/17	12/13/2017	107841	5861	Walmart Business/SYNCB	901-20100	98.26
Grand Totals:						<u>19,743.88</u>

Vendor	Vendor Name	Description	Net Invoice Amount
560	BFB Painting, Inc	Painting - Bridge Park	800.00
	Total 560:		800.00
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Cove	2,216.02
	Total 616:		2,216.02
969	Cardmember Service	Meals - Economic Development	16.23
	Total 969:		16.23
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		5.00
3209	LHB, Inc.	Opp. Industrial Park - Project 170657.00	1,750.00
	Total 3209:		1,750.00
	Grand Totals:		4,787.25

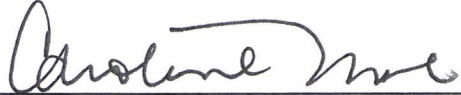
Dated: 12-20-17

City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/20/2017	107852	560	BFB Painting, Inc	901-20100	800.00
12/17	12/20/2017	107856	616	BNSF Railway Company	205-20100	2,216.02
12/17	12/20/2017	107861	969	Cardmember Service	205-20100	16.23
12/17	12/20/2017	107873	2046	G & K Services, Inc.	205-20100	5.00
12/17	12/20/2017	107884	3209	LHB, Inc.	205-20100	1,750.00
Grand Totals:						4,787.25

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	38.99
Total 555:			38.99
3933	Mora HRA	December Contracted Section 8 Administration	3,349.68
Total 3933:			3,349.68
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	336.60
Total 5116:			336.60
5721	University of Minnesota	Retail Trade Analysis	150.00
5721	University of Minnesota	Market Area Profile	750.00
Total 5721:			900.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.68
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.75
5801	Verizon Wireless	wireless phone service - Bridge Park	51.50
Total 5801:			146.93
5965	White Bear IT Solutions LLC	Hardware & Software - Economic Development	1,152.00
Total 5965:			1,152.00
Grand Totals:			5,924.20

Dated: 12-27-17

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/27/2017	107899	555	Business Essentials	205-20100	38.99
12/17	12/27/2017	107921	3933	Mora HRA	902-20100	3,349.68
12/17	12/27/2017	107926	5116	Short, Elliot, Hendrickson Inc	901-20100	336.60
12/17	12/27/2017	107930	5721	Regents of the University of Minnesota	205-20100	900.00
12/17	12/27/2017	107932	5801	Verizon Wireless	901-20100	146.93
12/17	12/27/2017	107936	5965	White Bear IT Solutions LLC	205-20100	1,152.00
Grand Totals:						5,924.20

Vendor	Vendor Name	Description	Net Invoice Amount
1701	EDAM	Organization Membership 2018	295.00
	Total 1701:		295.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		5.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	332.50
	Total 3086:		332.50
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	234.03
	Total 3501:		234.03
3521	Menards	Repair & Maint - EDA	11.97
	Total 3521:		11.97
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	12.45
	Total 3543:		12.45
4471	PHADA	Housing Authority	175.00
	Total 4471:		175.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	284.99
	Total 5878:		517.55
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		2,035.12

Dated: 1/3/18City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/03/2018	107952	1701	EDAM	205-20100	295.00
01/18	01/03/2018	107958	2046	G & K Services, Inc.	205-20100	5.00
01/18	01/03/2018	107971	3086	Landworks Construction, Inc.	901-20100	332.50
01/18	01/03/2018	107977	3501	Minnesota Elevator, Inc	901-20100	234.03
01/18	01/03/2018	107978	3521	Menards	205-20100	11.97
01/18	01/03/2018	107979	3543	Metro Sales, Inc.	901-20100	12.45
01/18	01/03/2018	107992	4471	PHADA	901-20100	175.00
01/18	01/03/2018	108005	5878	Waste Management of WI-MN	205-20100	517.55
01/18	01/03/2018	108008	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						2,035.12