

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes - September 18, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, September 18, 2017 at Cambridge City Council Chambers at 300 3rd Ave NE, Cambridge, MN 55008.

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

Staff Present: Executive Director Moe, City Administrator Woulfe, and Housing Supervisor Deb Barrett

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. August 21, 2017 EDA Regular Meeting Minutes and EDA Special Meeting Minutes for September 5, 2017
- B. July 2017 Financial statements
- C. Housing Division Bills ACH batches with transactions totaling \$62,398.92
- D. EDA Administration Division bills checks #106815- #107011 totaling \$22,372.33
- E. State of Minnesota Amendment of Lease for Department of Public Safety-Driver and Vehicle Safety Services
- F. Proposal for services from Industrial Hygiene Services Corporation
- G. Contract with BDS for Laundry Room Services

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

There were no agenda items for the Work Session or Unfinished Business.

New Business

Supervisor's Report

The Supervisor's Report was accepted as presented.

Approve Contract with Tight Miter Carpentry for Countertop Replacement

Barrett explained at the December 5, 2016 meeting, the Board approved staff to solicit for the replacement of counter tops, kitchen sinks and faucets in 8 apartments, common kitchen and laundry room.

Barrett reported staff sought bids by posting a notice on the City of Cambridge website, sending out packets, and by contacting minority contractor association through the bid process in making an effort to meet the statutory objectives of Section 3 reporting.

Barrett stated only one proposal was received by Tight Miter Company in the amount of \$21,930 and they have done several projects at Bridge Park Apartments and staff has been very satisfied with their work.

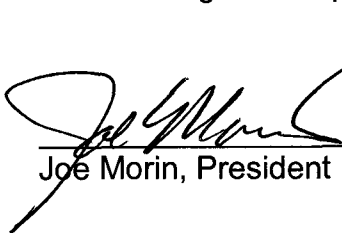
Iverson asked why they only need to replace eight countertops. Barrett stated the other countertops are in good condition and do not need to be replaced.

Conley asked if they anticipate receiving any other proposals. Moe explained there was a public bid opening and the bids are now closed. Moe stated the bid is a little higher than staff anticipated, however, the plumbing bid came in higher because more work needed to be completed. Moe explained they could wait and do the bid process during a slower construction time, but staff did not feel the bid would come in much lower. Moe explained the end date staff set was in March to entice contractors that are currently busy.

Conley moved, seconded by Iverson to accept the proposal submitted by Tight Miter Company in the amount of \$21,930 and authorize the Executive Director to sign a contract for the matter. Motion carried unanimously.

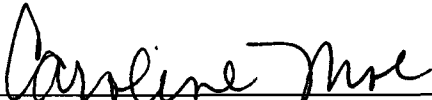
Adjournment

Godfrey moved, seconded by Conley, to adjourn the meeting at 5:42 p.m. Motion carried unanimously.



Joe Morin, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2017

LOW RENT PROGRAM-BRIDGE PARK

| <u>ASSETS</u> | | |
|-----------------------------------|---|----------------------------|
| 901-10102 | INVESTMENTS--PBC | 320,737.86 |
| 901-10200 | EDA OPERATING ACCOUNT-LOW RENT | 380,803.49 |
| 901-15500 | PREPAID EXPENSES | 1,830.00 |
| 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>1,157,893.67</u></u> |
| <u>LIABILITIES AND EQUITY</u> | | |
| <u>LIABILITIES</u> | | |
| 901-20100 | AP ALLOCATED TO OTHER FUNDS | 696.56 |
| 901-22600 | TENANT SECURITY DEPOSITS | 26,982.28 |
| | TOTAL LIABILITIES | <u>27,678.84</u> |
| <u>FUND EQUITY</u> | | |
| 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>56,362.26</u> |
| | BALANCE - CURRENT DATE | <u>56,362.26</u> |
| | TOTAL FUND EQUITY | <u><u>1,130,214.83</u></u> |
| | TOTAL LIABILITIES AND EQUITY | <u><u>1,157,893.67</u></u> |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 43,896.00 | 36,104.00 | 54.87 | 80,942.00 |
| TOTAL INTERGOVERNMENTAL REVE | 80,000.00 | 80,000.00 | 43,896.00 | 36,104.00 | 54.87 | 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 | 1,175.91 | 324.09 | 78.39 | 2,265.54 |
| TOTAL INTEREST & MISC INCOME | 1,600.00 | 1,600.00 | 1,226.09 | 373.91 | 76.63 | 4,067.34 |
| <u>RENTAL INCOME</u> | | | | | | |
| 901-37220 DWELLING RENTAL | 144,000.00 | 144,000.00 | 101,431.06 | 42,568.94 | 70.44 | 165,602.90 |
| 901-37221 LAUNDRY INCOME BRIDGE PARK | 5,800.00 | 5,800.00 | 3,986.00 | 1,814.00 | 68.72 | 6,602.50 |
| TOTAL RENTAL INCOME | 149,800.00 | 149,800.00 | 105,417.06 | 44,382.94 | 70.37 | 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 | 267,400.00 | 267,400.00 | 150,539.15 | | | 350,098.51 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 16,168.00 | | .00 | 33,186.92 |
| 901-49500-121 PERA (EMPLOYER) | 2,202.00 | 2,202.00 | 1,212.60 | (989.40) | 55.07 | 390.92 |
| 901-49500-122 FICA/MEDICARE (EMPLOYER) | 2,246.00 | 2,246.00 | 1,236.87 | (1,009.13) | 55.07 | 2,576.48 |
| 901-49500-151 WORKERS' COMPENSATION PREMIU | 322.00 | 322.00 | 102.47 | (219.53) | 31.82 | 252.60 |
| TOTAL PERSONAL SERVICES | 34,133.00 | 34,133.00 | 18,719.94 | (15,413.06) | 54.84 | 36,406.92 |
| <i>SUPPLIES</i> | | | | | | |
| 901-49500-201 OFFICE SUPPLY | 1,500.00 | 1,500.00 | 1,242.79 | (257.21) | 82.85 | 733.98 |
| TOTAL SUPPLIES | 1,500.00 | 1,500.00 | 1,242.79 | (257.21) | 82.85 | 733.98 |
| <i>OTHER SERVICES AND CHARGES</i> | | | | | | |
| 901-49500-304 LEGAL FEES | 100.00 | 100.00 | 195.00 | 95.00 | 195.00 | .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 | 1,354.86 | 1,354.86 | .00 | .00 |
| 901-49500-321 TELEPHONE EXPENSE | 6,600.00 | 6,600.00 | 3,785.68 | (2,814.32) | 57.36 | 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 | .00 | (100.00) | .00 | 441.48 |
| 901-49500-340 ADVERTISING | 100.00 | 100.00 | .00 | (100.00) | .00 | 297.90 |
| TOTAL OTHER SERVICES AND CHA | 10,150.00 | 10,150.00 | 8,935.54 | (1,214.46) | 88.03 | 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 | 109.10 | (290.90) | 27.28 | 341.07 |
| 901-49500-433 DUES AND SUBSCRIPTIONS | 1,000.00 | 1,000.00 | 340.00 | (660.00) | 34.00 | 900.00 |
| 901-49500-440 STAFF TRAINING | 1,000.00 | 1,000.00 | .00 | (1,000.00) | .00 | 39.95 |
| TOTAL MISCELLANEOUS | 4,400.00 | 4,400.00 | 449.10 | (3,950.90) | 10.21 | 3,111.02 |
| TOTAL LOW RENT ADMINISTRATION | 50,183.00 | 50,183.00 | 29,347.37 | (20,835.63) | 58.48 | 51,987.62 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 3,415.18 | 3,215.18 | 1,707.59 | 3,335.22 |
| <i>TOTAL SUPPLIES</i> | | 200.00 | 200.00 | 3,415.18 | 3,215.18 | 1,707.59 | 3,335.22 |
| TOTAL LOW RENT TENANT SERVICE | | 200.00 | 200.00 | 3,415.18 | 3,215.18 | 1,707.59 | 3,335.22 |

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

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

| | ADOPTED BUDGET | AMENDED BUDGET | YTD ACTUAL | UNUSED/ UNEARNED | % OF BUDGET | PRIOR YR YTD ACTUAL |
|--|-------------------|-------------------|------------------|----------------------|----------------|------------------------|
| LOW RENT MAINTENANCE | | | | | | |
| <i>PERSONAL SERVICES</i> | | | | | | |
| 901-49700-103 MAINT PT EMPLOYEES - REGULAR | 26,779.00 | 26,779.00 | 11,699.17 | (15,079.83) | 43.69 | 26,175.51 |
| 901-49700-121 PERA (EMPLOYER) | 2,008.00 | 2,008.00 | 877.45 | (1,130.55) | 43.70 | 48.13 |
| 901-49700-122 FICA/MEDICARE (EMPLOYER) | 2,049.00 | 2,049.00 | 894.98 | (1,154.02) | 43.68 | 2,040.04 |
| 901-49700-151 WORKERS' COMPENSATION PREMIU | 1,767.00 | 1,767.00 | 514.73 | (1,252.27) | 29.13 | 1,478.19 |
| TOTAL PERSONAL SERVICES | 32,603.00 | 32,603.00 | 13,986.33 | (18,616.67) | 42.90 | 29,741.87 |
| <i>SUPPLIES</i> | | | | | | |
| 901-49700-210 MATERIALS-OPER SUPPLIES | 4,400.00 | 4,400.00 | 6,657.49 | 2,257.49 | 151.31 | 5,440.45 |
| 901-49700-212 FUEL PURCHASE | 200.00 | 200.00 | 26.21 | (173.79) | 13.11 | 9.80 |
| TOTAL SUPPLIES | 4,600.00 | 4,600.00 | 6,683.70 | 2,083.70 | 145.30 | 5,450.25 |
| <i>OTHER SERVICES AND CHARGES</i> | | | | | | |
| 901-49700-304 CONTRACT COSTS | 20,000.00 | 20,000.00 | 8,846.00 | (11,154.00) | 44.23 | 29,105.63 |
| 901-49700-360 INSURANCE AND BONDS | 12,500.00 | 12,500.00 | .00 | (12,500.00) | .00 | 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 | 15,749.16 | (19,950.84) | 44.12 | 26,036.29 |
| 901-49700-382 WATER/WASTEWATER UTILITIES | 10,000.00 | 10,000.00 | 4,711.82 | (5,288.18) | 47.12 | 8,503.32 |
| 901-49700-383 GAS UTILITIES | 6,000.00 | 6,000.00 | 2,675.29 | (3,324.71) | 44.59 | 4,191.72 |
| 901-49700-384 REFUSE HAULING | 2,100.00 | 2,100.00 | 1,661.07 | (438.93) | 79.10 | 1,915.97 |
| TOTAL OTHER SERVICES AND CHA | 99,300.00 | 99,300.00 | 33,643.34 | (65,656.66) | 33.88 | 92,622.93 |
| <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 |
| TOTAL MISCELLANEOUS | 70,000.00 | 70,000.00 | .00 | (70,000.00) | .00 | 47,850.17 |
| <i>IMPROVEMENTS/BETTERMENTS</i> | | | | | | |
| 901-49700-502 BETTERMENTS AND ADDITIONS | 10,514.00 | 10,514.00 | 7,100.97 | (3,413.03) | 67.54 | 4,083.00 |
| TOTAL IMPROVEMENTS/BETTERM | 10,514.00 | 10,514.00 | 7,100.97 | (3,413.03) | 67.54 | 4,083.00 |
| TOTAL LOW RENT MAINTENANCE | 217,017.00 | 217,017.00 | 61,414.34 | (155,602.66) | 28.30 | 179,748.22 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 94,176.89 | | | 235,071.06 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | 56,362.26 | | | 115,027.45 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2017

SECTION 8 VOUCHERS PROGRAM

| <u>ASSETS</u> | | | |
|-------------------------------|---|-------------|------------------|
| 902-10200 | EDA OPERATING ACCT-SECTION 8 | 86,103.10 | |
| 902-16450 | FURN, EQUIP, MACH-ADMIN | 4,475.39 | |
| 902-16460 | ACCUM DEPREC-FURN,EQUIP- ADMIN | (4,475.39) | |
| | TOTAL ASSETS | | <u>86,103.10</u> |
| <u>LIABILITIES AND EQUITY</u> | | | |
| <u>LIABILITIES</u> | | | |
| 902-20200 | ACCOUNTS PAYABLE | 2,789.01 | |
| | TOTAL LIABILITIES | | 2,789.01 |
| <u>FUND EQUITY</u> | | | |
| 902-27200 | UNRESTRICTED NET ASSETS | 76,999.36 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 6,314.73 | |
| | BALANCE - CURRENT DATE | 6,314.73 | |
| | TOTAL FUND EQUITY | | <u>83,314.09</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>86,103.10</u> |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 32,457.00 | 17,543.00 | 64.91 | 54,286.00 |
| TOTAL INTERGOVERNMENTAL REVE | 50,000.00 | 50,000.00 | 32,457.00 | 17,543.00 | 64.91 | 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 | 48.59 | (48.59) | .00 | 75.81 |
| TOTAL INTEREST | .00 | .00 | 48.59 | (48.59) | .00 | 75.81 |
| TOTAL FUND REVENUE | 52,000.00 | 52,000.00 | 33,302.25 | | | 56,183.89 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 3,000.00 | 3,000.00 | 3,600.00 | 600.00 | 120.00 | 3,300.00 |
| 902-49500-307 | 48,000.00 | 48,000.00 | 25,746.76 | (22,253.24) | 53.64 | 38,294.07 |
| <i>TOTAL OTHER SERVICES AND CHA</i> | <u>51,000.00</u> | <u>51,000.00</u> | <u>29,346.76</u> | <u>(21,653.24)</u> | <u>57.54</u> | <u>41,594.07</u> |
| <i>MISCELLANEOUS</i> | | | | | | |
| 902-49500-409 | 1,000.00 | 1,000.00 | .00 | (1,000.00) | .00 | .00 |
| <i>TOTAL MISCELLANEOUS</i> | <u>1,000.00</u> | <u>1,000.00</u> | <u>.00</u> | <u>(1,000.00)</u> | <u>.00</u> | <u>.00</u> |
| TOTAL SECT 8 ADMINISTRATIVE | <u><u>52,000.00</u></u> | <u><u>52,000.00</u></u> | <u><u>29,346.76</u></u> | <u><u>(22,653.24)</u></u> | <u><u>56.44</u></u> | <u><u>41,594.07</u></u> |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 193,727.00 | 193,727.00 | .00 | 293,654.00 |
| 902-49775-374 HAP-PORTABLE RECEIV REIMB | .00 | .00 | (196,412.24) | (196,412.24) | .00 | (293,819.00) |
| 902-49775-376 URP PORT REC | .00 | .00 | 326.00 | 326.00 | .00 | 165.00 |
| <i>TOTAL HAP EXPENDITURES</i> | .00 | .00 | (2,359.24) | (2,359.24) | .00 | .00 |
| <i>TOTAL HAP OCCUPIED UNITS</i> | .00 | .00 | (2,359.24) | (2,359.24) | .00 | .00 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 26,987.52 | | | 41,594.07 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | 6,314.73 | | | 14,589.82 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2017

HOUSING-OTHER BUS ACTIVITIES

| <u>ASSETS</u> | | | |
|-----------------------------------|---|------------|-------------------|
| 903-10102 | INVESTMENTS--PBC | 263,565.03 | |
| 903-10200 | EDA HOUSING DIV OPERATING CASH | 96,561.66 | |
| | TOTAL ASSETS | | <u>360,126.69</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 | 15,792.74 | |
| | BALANCE - CURRENT DATE | 15,792.74 | |
| | TOTAL FUND EQUITY | | <u>360,126.69</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>360,126.69</u> |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 840.05 | (840.05) | .00 | 1,662.56 |
| TOTAL INTEREST & MISC INCOME | .00 | .00 | 840.05 | (840.05) | .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 | 17,923.05 | | | 10,116.56 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 1,050.00 | (1,050.00) | 50.00 | 2,275.00 |
| 903-49500-122 | FICA/MEDICARE (EMPLOYER) | .00 | .00 | 80.31 | 80.31 | .00 | 174.06 |
| <i>TOTAL FUNCTION 1</i> | | <u>2,100.00</u> | <u>2,100.00</u> | <u>1,130.31</u> | <u>(969.69)</u> | <u>53.82</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>2,130.31</u></u> | <u><u>(469.69)</u></u> | <u><u>81.94</u></u> | <u><u>2,579.94</u></u> |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 2,130.31 | | | 2,579.94 |
| NET REVENUES OVER EXPENDITURE | 5,400.00 | 5,400.00 | 15,792.74 | | | 7,536.62 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2017

CAPITAL FUND PROGRAM-HUD

| <u>ASSETS</u> | | | |
|-----------------------------------|---|------------------|------------------|
| 904-10200 | EDA OPERATING ACCOUNT-CAPITAL | <u>21,654.69</u> | |
| | 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 | <u>21,654.69</u> | |
| | 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 7 MONTHS ENDING JULY 31, 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 | 36,000.00 | 36,000.00 | 21,654.69 | | | 64,023.77 |

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

HAP SECTION 8 VOUCHERS PROGRAM

| <u>ASSETS</u> | | | |
|-------------------------------|---|-----------|-----------|
| 905-10130 | FSS-CASH WITH ESCROW AGENT | 8,201.73 | |
| 905-10200 | EDA OPERATING ACCT-SECTION 8 | 44,895.57 | |
| | | | |
| | TOTAL ASSETS | | 53,097.30 |
| <u>LIABILITIES AND EQUITY</u> | | | |
| <u>LIABILITIES</u> | | | |
| 905-22000 | FSS ESCROW | 8,201.73 | |
| | | | |
| | TOTAL LIABILITIES | | 8,201.73 |
| <u>FUND EQUITY</u> | | | |
| 905-27200 | RESTRICTED NET ASSETS-HAP | 9,907.10 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 34,988.47 | |
| | BALANCE - CURRENT DATE | 34,988.47 | |
| | TOTAL FUND EQUITY | | 44,895.57 |
| | TOTAL LIABILITIES AND EQUITY | | 53,097.30 |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 285,940.00 | 60,276.00 | 82.59 | 369,516.00 |
| TOTAL INTERGOVERNMENTAL REVE | 346,216.00 | 346,216.00 | 285,940.00 | 60,276.00 | 82.59 | 369,516.00 |
| <u>INTEREST</u> | | | | | | |
| 905-36211 HAP INTEREST INCOME | .00 | .00 | 17.91 | (17.91) | .00 | 4.28 |
| TOTAL INTEREST | .00 | .00 | 17.91 | (17.91) | .00 | 4.28 |
| TOTAL FUND REVENUE | 346,216.00 | 346,216.00 | 285,957.91 | | | 369,520.28 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 239,578.00 | (106,638.00) | 69.20 | 349,774.00 |
| 905-49775-371 HAP-UTILITY ALLOWANCES | .00 | .00 | 87.00 | 87.00 | .00 | 843.00 |
| 905-49775-372 HAP-PORTABLE PAYING OUT | .00 | .00 | 8,065.00 | 8,065.00 | .00 | 4,906.00 |
| 905-49775-375 FSS | .00 | .00 | 2,547.00 | 2,547.00 | .00 | 741.00 |
| 905-49775-377 PORT PAY OUT ADMIN FEE | .00 | .00 | 692.44 | 692.44 | .00 | 534.46 |
| <i>TOTAL HAP EXPENDITURES</i> | <u>346,216.00</u> | <u>346,216.00</u> | <u>250,969.44</u> | <u>(95,246.56)</u> | <u>72.49</u> | <u>356,798.46</u> |
| TOTAL HAP EXPENDITURES | <u>346,216.00</u> | <u>346,216.00</u> | <u>250,969.44</u> | <u>(95,246.56)</u> | <u>72.49</u> | <u>356,798.46</u> |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 250,969.44 | | | 356,798.46 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | 34,988.47 | | | 12,721.82 |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 136,895.55 | 73,104.45 | 65.19 | 224,699.11 |
| TOTAL MALL OPERATING REVENUES | 210,000.00 | 210,000.00 | 136,895.55 | 73,104.45 | 65.19 | 224,832.86 |
| <u>TRANSFERS FROM OTHER FUNDS</u> | | | | | | |
| 205-39203 TRANSFERS FROM OTHER FUNDS | 75,000.00 | 75,000.00 | 50,000.00 | 25,000.00 | 66.67 | .00 |
| TOTAL TRANSFERS FROM OTHER FU | 75,000.00 | 75,000.00 | 50,000.00 | 25,000.00 | 66.67 | .00 |
| TOTAL FUND REVENUE | 285,100.00 | 285,100.00 | 186,895.55 | | | 233,770.85 |

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

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> | | | | | | |
| 205-41930-101 | FULL-TIME EMPLOYEES - REGULAR | 87,796.00 | 87,796.00 | 51,748.00 (36,048.00) | 58.94 | .00 |
| 205-41930-112 | EDA MEETING PAYMENTS | 2,500.00 | 2,500.00 | 140.00 (2,360.00) | 5.60 | .00 |
| 205-41930-121 | PERA (EMPLOYER) | 6,730.00 | 6,730.00 | 3,881.10 (2,848.90) | 57.67 | .00 |
| 205-41930-122 | FICA/MEDICARE (EMPLOYER) | 7,055.00 | 7,055.00 | 3,851.32 (3,203.68) | 54.59 | .00 |
| 205-41930-131 | MEDICAL/DENTAL/LIFE | 15,368.00 | 15,368.00 | 11,620.10 (3,747.90) | 75.61 | .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 | 242.51 (511.49) | 32.16 | .00 |
| 205-41930-154 | HRA/FLEX FEES | .00 | .00 | 49.85 49.85 | .00 | .00 |
| | TOTAL PERSONAL SERVICES | 122,133.00 | 122,133.00 | 72,967.20 (49,165.80) | 59.74 | .00 |
| <i>SUPPLIES</i> | | | | | | |
| 205-41930-201 | OFFICE SUPPLIES | .00 | .00 | 90.64 90.64 | .00 | 19.24 |
| 205-41930-210 | MISCELLANEOUS OPER SUPPLIES | .00 | .00 | 197.31 197.31 | .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 | 1,015.17 (484.83) | 67.68 | 429.99 |
| | TOTAL SUPPLIES | 1,500.00 | 1,500.00 | 1,483.12 (16.88) | 98.87 | 484.91 |
| <i>OTHER SERVICES & CHARGES</i> | | | | | | |
| 205-41930-304 | MISC PROFESSIONAL SERVICES | 5,000.00 | 5,000.00 | 550.00 (4,450.00) | 11.00 | 5,369.97 |
| 205-41930-313 | IT MGMT & BACKUP | .00 | .00 | 1,394.86 1,394.86 | .00 | .00 |
| 205-41930-321 | TELEPHONE/CELLULAR | .00 | .00 | 378.95 378.95 | .00 | .00 |
| 205-41930-331 | TRAVEL/MEALS/LODGING | 750.00 | 750.00 | 641.24 (108.76) | 85.50 | 154.86 |
| 205-41930-334 | MILEAGE REIMBURSEMENT | 1,050.00 | 1,050.00 | 462.50 (587.50) | 44.05 | 883.44 |
| 205-41930-351 | LEGAL NOTICES/ORD PUB | 200.00 | 200.00 | .00 (200.00) | .00 | 38.33 |
| 205-41930-360 | INSURANCE AND BONDS | 2,000.00 | 2,000.00 | .00 (2,000.00) | .00 | 1,059.91 |
| 205-41930-381 | ELECTRIC UTILITIES | 250.00 | 250.00 | 402.53 152.53 | 161.01 | 614.35 |
| 205-41930-382 | WATER/SEWER/STORM PROPERTY A | .00 | .00 | 68.70 68.70 | .00 | 73.28 |
| 205-41930-383 | GAS UTILITIES | 250.00 | 250.00 | 57.69 (192.31) | 23.08 | 51.36 |
| | TOTAL OTHER SERVICES & CHARG | 9,500.00 | 9,500.00 | 3,956.47 (5,543.53) | 41.65 | 8,245.50 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | .00 | 1,208.67 |
| 205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP | .00 | .00 | 1,542.97 | 1,542.97 | .00 | .00 |
| 205-41930-430 MISCELLANEOUS | .00 | .00 | .00 | .00 | .00 | 24.66 |
| 205-41930-433 DUES AND SUBSCRIPTIONS | 1,500.00 | 1,500.00 | 499.00 | (1,001.00) | 33.27 | 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 | 5,557.11 | (4,942.89) | 52.92 | 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>42,271.38</u> | <u>17,521.38</u> | <u>170.79</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>120,678.17</u></u> | <u><u>(37,204.83)</u></u> | <u><u>76.44</u></u> | <u><u>49,144.74</u></u> |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 14,503.18 (10,416.82) | 58.20 | 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 | 2,646.34 (353.66) | 88.21 | 1,485.88 |
| 205-47000-121 | PERA (EMPLOYER) | 1,961.00 | 1,961.00 | 1,087.74 (873.26) | 55.47 | 1,799.76 |
| 205-47000-122 | FICA/MEDICARE (EMPLOYER) | 2,201.00 | 2,201.00 | 1,275.13 (925.87) | 57.93 | 1,889.78 |
| 205-47000-131 | MEDICAL/DENTAL/LIFE | 7,684.00 | 7,684.00 | 5,805.36 (1,878.64) | 75.55 | 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 | 710.50 (857.50) | 45.31 | 1,131.50 |
| 205-47000-154 | HRA/FLEX FEES | 50.00 | 50.00 | 25.00 (25.00) | 50.00 | 36.75 |
| | TOTAL PERSONAL SERVICES | 42,984.00 | 42,984.00 | 26,053.25 (16,930.75) | 60.61 | 37,860.28 |
| <i>SUPPLIES</i> | | | | | | |
| 205-47000-211 | MISC OPERATING SERVICES | .00 | .00 | 77.49 77.49 | .00 | 138.64 |
| 205-47000-212 | GASOLINE/FUEL | 250.00 | 250.00 | 29.92 (220.08) | 11.97 | 82.20 |
| 205-47000-221 | REPAIRS & MAINTENANCE SUPPLIES | 7,500.00 | 7,500.00 | 8,626.30 1,126.30 | 115.02 | 13,616.18 |
| | TOTAL SUPPLIES | 7,750.00 | 7,750.00 | 8,733.71 983.71 | 112.69 | 13,837.02 |
| <i>OTHER SERVICES & CHARGES</i> | | | | | | |
| 205-47000-321 | TELEPHONE/CELLULAR PHONES | 1,800.00 | 1,800.00 | 160.91 (1,639.09) | 8.94 | 208.87 |
| 205-47000-360 | INSURANCE AND BONDS | 7,000.00 | 7,000.00 | .00 (7,000.00) | .00 | 4,289.25 |
| 205-47000-381 | ELECTRIC UTILITIES | 21,000.00 | 21,000.00 | 10,775.85 (10,224.15) | 51.31 | 19,506.29 |
| 205-47000-382 | WATER/WASTEWATER UTILITIES | 5,700.00 | 5,700.00 | 2,832.21 (2,867.79) | 49.69 | 5,130.22 |
| 205-47000-383 | GAS UTILITIES | 6,000.00 | 6,000.00 | 2,501.93 (3,498.07) | 41.70 | 3,810.03 |
| 205-47000-384 | REFUSE HAULING | 4,500.00 | 4,500.00 | 2,140.38 (2,359.62) | 47.56 | 4,088.50 |
| | TOTAL OTHER SERVICES & CHARG | 46,000.00 | 46,000.00 | 18,411.28 (27,588.72) | 40.02 | 37,033.16 |
| <i>MISCELLANEOUS</i> | | | | | | |
| 205-47000-401 | REP & MAINT-BLDG/STRUCTURES | 11,500.00 | 11,500.00 | 6,432.59 (5,067.41) | 55.94 | 12,265.99 |
| 205-47000-413 | BNSF PARKING LOT LEASE | 800.00 | 800.00 | (580.90) (1,380.90) (72.61) | (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 | .00 .00 | .00 | 54,000.00 |
| | TOTAL MISCELLANEOUS | 24,300.00 | 24,300.00 | 5,851.69 (18,448.31) | 24.08 | 68,613.26 |
| | TOTAL MALL OPERATING EXPENSE | 121,034.00 | 121,034.00 | 59,049.93 (61,984.07) | 48.79 | 157,343.72 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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 | 179,728.10 | | | 208,488.46 |
| NET REVENUES OVER EXPENDITURE | 6,183.00 | 6,183.00 | 7,167.45 | | | 27,282.39 |

ACH Transaction Report

Batch #: 000135

Created On: 07/27/2017

| Name | Amount |
|------------------------|--------------|
| Aaron Jordan | \$524.00 |
| Aishya R. Blackwell | \$13.00 |
| Bohmer, John | \$1,075.00 |
| Dean & Jennifer Bondes | \$895.00 |
| Terrie L. Brasch | \$87.00 |
| Charles Satak | \$586.00 |
| Chen Liu | \$6,250.00 |
| Christine LeCuyer | \$357.00 |
| 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 |
| Janet Nielsen | \$739.00 |
| Michael Doran | \$560.00 |
| Penelope Murphy | \$29.00 |
| Loral Myers | \$242.00 |
| Ordeen Splittstoser | \$818.00 |
| Randall Propp | \$508.00 |
| Richard Berget | \$265.00 |
| Robert Blaisdell-Blais | \$386.00 |
| Robert Mattson | \$589.00 |
| Sharon Johnson | \$323.00 |
| Steve Baker | \$802.00 |
| Paul & Bethany Stiles | \$656.00 |
| Thomas Olin | \$309.00 |
| Cambridge EDA | \$-18,851.00 |

Batch Total: \$0.00

①

① \$63,398.92

Total August ACH EDA Hsg Dir

ACH Transaction Report

Batch #: 000134

Created On: 07/27/2017

| <u>Name</u> | <u>Amount</u> |
|------------------------|---------------|
| Bungalows of Chisago L | \$1,244.00 |
| Calhoun Apartments | \$1,067.00 |
| Cambridge Square Assoc | \$1,371.00 |
| Cambridge Town Square | \$1,076.00 |
| DJ Properties of Stanc | \$516.00 |
| Erlandson - Nelson Con | \$542.00 |
| Hanson Properties | \$270.00 |
| Haven Properties | \$335.00 |
| New Challenges, Inc. | \$7,003.00 |
| Isanti Village Apartme | \$916.00 |
| Kaizen Property Soluti | \$1,206.00 |
| Kestrel Meadows Townho | \$2,487.00 |
| Legacy Townhomes | \$6,175.00 |
| 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 | \$804.00 |
| Oakhurst Apartments | \$363.00 |
| Oakview Terrace Townho | \$1,483.00 |
| Northern Management | \$455.00 |
| Rush Oaks Apartments | \$367.00 |
| Sunrise Court Apartmen | \$1,103.00 |
| Taylors Falls Villas | \$542.00 |
| Tower Terrace Limited | \$3,465.00 |
| Washington County HRA | \$574.46 |
| Wyoming Limited Partne | \$2,600.00 |
| Wyoming Limited Partne | \$1,120.00 |
| Cambridge EDA | \$-44,036.92 |



Batch Total: \$0.00

Date: 08/30/2017

Peoples Bank of Commere / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000136

Created On: 08/30/2017

| <u>Name</u> | <u>Amount</u> |
|---------------------|---------------|
| Chen Liu | \$511.00 |
| Cambridge EDA | \$-511.00 |
| Batch Total: | \$0.00 |



| |
|--|
| <p>CAMBRIDGE EDA MEETING</p> <p>September 18, 2017</p> <p>BILLS LIST</p> |
|--|

| Disbursement Type: | Date: | Check Numbers: | Submitted For <u>Approval</u> |
|--------------------|----------------|-----------------|--|
| Prepaid Checks | 8/16/2017 | 106815 - 106849 | 288.65 |
| Prepaid Checks | 8/23/2017 | 106868 - 106895 | 4,429.27 |
| Prepaid Checks | 8/30/2017 | 106925 - 106962 | 728.90 |
| Prepaid Checks | 9/6/2017 | 106977 - 107011 | 16,925.51 |
| | Prepaid Totals | | <hr/> <u>22,372.33</u> |

TOTAL SUBMITTED FOR APPROVAL

| |
|--------------------|
| \$22,372.33 |
|--------------------|

| 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 | 156.15 |
| Total 2411: | | | 156.15 |
| 5836 | Vintage Lock | Locks Rekeyed - 100 Main St S | 130.00 |
| Total 5836: | | | 130.00 |
| Grand Totals: | | | 288.65 |

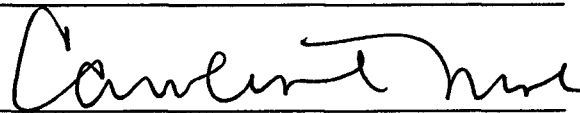
Dated: 8/16/17

City Treasurer: Caroline Moe

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|------------------------|------------------|---------------|
| 08/17 | 08/16/2017 | 106815 | 2046 | G & K Services, Inc. | 205-20100 | 2.50 |
| 08/17 | 08/16/2017 | 106820 | 2411 | Hillyard / Minneapolis | 205-20100 | 156.15 |
| 08/17 | 08/16/2017 | 106849 | 5836 | Vintage Lock | 205-20100 | 130.00 |
| Grand Totals: | | | | | | <u>288.65</u> |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|--------|--------------------------------|--|--------------------|
| 2046 | G & K Services, Inc. | Uniform Rental - Maintenance | 2.50 |
| | Total 2046: | | 2.50 |
| 2456 | Housing Data Systems | MTCS Transmittal Service 07/01/17-09/30/17 | 120.00 |
| | Total 2456: | | 120.00 |
| 3056 | Lake Superior Laundry Inc. | Mall Rugs | 54.20 |
| | Total 3056: | | 54.20 |
| 3521 | Menards | Materials - Bridge Park | 201.85 |
| | Total 3521: | | 201.85 |
| 3933 | Mora HRA | August Contracted Section 8 Administration | 3,398.94 |
| | Total 3933: | | 3,398.94 |
| 5116 | Short, Elliot, Hendrickson Inc | CAMBR City Eng. Services | 511.78 |
| | Total 5116: | | 511.78 |
| 5431 | Ted's Complete Appliance | Repair Washer - Bridge Park | 140.00 |
| | Total 5431: | | 140.00 |
| | Grand Totals: | | 4,429.27 |

Dated: 8/23/17

City Treasurer: 

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|----------------------|------------------|--------------|---------------|--------------------------------|------------------|-----------------|
| 08/17 | 08/23/2017 | 106868 | 2046 | G & K Services, Inc. | 205-20100 | 2.50 |
| 08/17 | 08/23/2017 | 106869 | 2456 | Housing Data Systems | 901-20100 | 120.00 |
| 08/17 | 08/23/2017 | 106875 | 3056 | Lake Superior Laundry Inc. | 205-20100 | 54.20 |
| 08/17 | 08/23/2017 | 106880 | 3521 | Menards | 901-20100 | 201.85 |
| 08/17 | 08/23/2017 | 106884 | 3933 | Mora HRA | 902-20100 | 3,398.94 |
| 08/17 | 08/23/2017 | 106890 | 5116 | Short, Elliot, Hendrickson Inc | 901-20100 | 511.78 |
| 08/17 | 08/23/2017 | 106895 | 5431 | Ted's Appliance | 901-20100 | 140.00 |
| Grand Totals: | | | | | | 4,429.27 |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|--------|------------------------|---|--------------------|
| 2046 | G & K Services, Inc. | Uniform Rental - Maintenance | 2.50 |
| | Total 2046: | | 2.50 |
| 3543 | Metro Sales, Inc. | Ricoh MP C2004 Color Copier Contract Base R | 11.18 |
| | Total 3543: | | 11.18 |
| 4315 | Olson, Wayne | Refund of Security Deposit & Interest | 625.34 |
| | Total 4315: | | 625.34 |
| 5836 | Vintage Lock | Keys - Bridge Park | 80.00 |
| | Total 5836: | | 80.00 |
| 5861 | Walmart Community Card | Office Supplies - Maintenance | 9.88 |
| | Total 5861: | | 9.88 |
| | Grand Totals: | | 728.90 |

Dated: 8/30/2017City Treasurer: Caroline Moe

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|------------------------|------------------|---------------|
| 08/17 | 08/30/2017 | 106925 | 2046 | G & K Services, Inc. | 205-20100 | 2.50 |
| 08/17 | 08/30/2017 | 106938 | 3543 | Metro Sales, Inc. | 901-20100 | 11.18 |
| 08/17 | 08/30/2017 | 106945 | 4315 | Wayne Olson | 901-20100 | 625.34 |
| 08/17 | 08/30/2017 | 106961 | 5836 | Vintage Lock | 901-20100 | 80.00 |
| 08/17 | 08/30/2017 | 106962 | 5861 | Walmart Business/SYNCB | 205-20100 | 9.88 |
| Grand Totals: | | | | | | <u>728.90</u> |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|--------|----------------------------------|---|--------------------|
| 1686 | Ecolab Pest Elimination Div. | Pest Control - Bridge Park | 160.31 |
| | Total 1686: | | 160.31 |
| 3056 | Lake Superior Laundry Inc. | Mall Rugs | 54.20 |
| | Total 3056: | | 54.20 |
| 3234 | Lindstrom's Painting | Painting - Mall Suite 162 | 1,125.00 |
| | Total 3234: | | 1,125.00 |
| 3501 | MEI Total Elevator Solutions | September Service Billing | 234.03 |
| | Total 3501: | | 234.03 |
| 3521 | Menards | Materials - Bridge Park | 162.50 |
| | Total 3521: | | 162.50 |
| 4011 | NAC Mechanical & Electrical | Replace Rooftop Unit - Work Id 219862 | 11,500.00 |
| | Total 4011: | | 11,500.00 |
| 4171 | Northern Business Products, Inc. | Office Supplies - EDA | 15.49 |
| | Total 4171: | | 15.49 |
| 5048 | Seasonal Property Services, LLC | Turf Maintenance - Cypress St S, 1st Ave E, 4th | 500.00 |
| | Total 5048: | | 500.00 |
| 5191 | SPEW Health Plan | Health Insurance Premium - October | 1,459.00 |
| 5191 | SPEW Health Plan | Health Insurance Premium - October | 729.50 |
| | Total 5191: | | 2,188.50 |
| 5251 | Star | Public Notice - PHA Annual Plan | 3.92 |
| | Total 5251: | | 3.92 |
| 5801 | Verizon Wireless | wireless phone service - Economic Developmen | 69.57 |
| 5801 | Verizon Wireless | wireless phone service - Maintenance Dept | 25.69 |
| 5801 | Verizon Wireless | wireless phone service - Bridge Park | 51.39 |
| | Total 5801: | | 146.65 |
| 5878 | Waste Management | Dumpster Service & Recycle - 180 Buchanan St | 383.29 |
| | Total 5878: | | 383.29 |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|---------------|-----------------------------|---------------------------|--------------------|
| 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: | | | 16,925.51 |

Dated: 9/6/17

City Treasurer: Caroline Mc

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|----------------------------------|------------------|------------------|
| 09/17 | 09/06/2017 | 106977 | 1686 | Ecolab Pest Elimination Div. | 901-20100 | 160.31 |
| 09/17 | 09/06/2017 | 106984 | 3056 | Lake Superior Laundry Inc. | 205-20100 | 54.20 |
| 09/17 | 09/06/2017 | 106987 | 3234 | Lindstrom's Painting | 205-20100 | 1,125.00 |
| 09/17 | 09/06/2017 | 106989 | 3501 | Minnesota Elevator, Inc | 901-20100 | 234.03 |
| 09/17 | 09/06/2017 | 106990 | 3521 | Menards | 901-20100 | 162.50 |
| 09/17 | 09/06/2017 | 106994 | 4011 | NAC Mechanical & Electrical | 205-20100 | 11,500.00 |
| 09/17 | 09/06/2017 | 106996 | 4171 | Northern Business Products, Inc. | 205-20100 | 15.49 |
| 09/17 | 09/06/2017 | 107000 | 5048 | Seasonal Property Services, LLC | 205-20100 | 500.00 |
| 09/17 | 09/06/2017 | 107002 | 5191 | SPEW Health Plan | 205-20100 | 2,188.50 |
| 09/17 | 09/06/2017 | 107003 | 5251 | Star | 901-20100 | 3.92 |
| 09/17 | 09/06/2017 | 107007 | 5801 | Verizon Wireless | 901-20100 | 146.65 |
| 09/17 | 09/06/2017 | 107009 | 5878 | Waste Management of WI-MN | 205-20100 | 383.29 |
| 09/17 | 09/06/2017 | 107011 | 5965 | White Bear IT Solutions LLC | 901-20100 | 451.62 |
| Grand Totals: | | | | | | <u>16,925.51</u> |