

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
February 19, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, February 19, 2019 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

Staff present: Economic Development Director Gustafson, Caroline Moe and Administrator Woulfe.

**Call to Order**

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

**Approval of Agenda**

Shogren requested to add item 6B EDA Structure. Shogren moved, seconded by Iverson, to approve the agenda as amended. Motion carried unanimously.

Iverson turned the meeting over to Woulfe for election of the President.

**Annual Meeting – Election of Officers**

Woulfe requested nominations for president. Godfrey nominated Shogren. Palmer moved, seconded by Iverson, to close nominations and to elect Bob Shogren as President of the EDA. Motion carried unanimously. Shogren assumed the role as President.

Godfrey nominated Iverson as Vice President. Godfrey moved, seconded by Shogren, to close nominations and elect Iverson as Vice President. Motion carried unanimously.

Godfrey nominated Conley as Treasurer. Godfrey moved, seconded by Palmer, to elect Conley as Treasurer. Motion carried unanimously.

Shogren moved, seconded by Godfrey, to appoint Jennifer Cole as EDA Secretary. Motion carried unanimously.

Iverson moved, seconded by Conley, to appointment Caroline Moe as Executive Director and Linda Gerlach as Assistant Treasurer. Motion carried unanimously.

**EDA Code of Conduct & Bylaws**

Woulfe explained the bylaws parallel the City Council conduct and no amendments have been made since 2016. Woulfe reviewed the purpose and function of the bylaws for EDA members. Iverson moved, seconded by Godfrey to approve the Code of Conduct & Bylaws as presented. Motion carried unanimously.

**Consent Agenda**

Iverson moved, seconded by Godfrey, to approve consent agenda items A – E:

- A. Approve EDA Regular Meeting Minutes for January 22, 2019
- B. Approve EDA Draft December 2018 Financial Statements
- C. Housing Division January 2019 Bills ACH only, Totaling \$63,866.52
- D. Approve EDA Admin Division Bills Checks #112565 - #112766 Totaling \$18,717.53
- E. Housing Supervisor’s Report

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

**Work Session**

There were no items for discussion.

**New Business**

*Asbestos Abatement Bid Results*

Moe reported the EDA Board has been working on plans to abate the asbestos found in Bridge Park Apartments and rehab the units in the process. Moe explained last summer bids were rejected since there was not a full response to our project. Moe stated the project was re-advertised in January 2019 and bids were opened February 12.

Moe stated the EDA is recommending that the Board approve the following contracts and authorize the EDA Chair and Executive Director to execute the contracts:

Name of Contractor	Bid Package	Bid Amount
VCI Environmental Inc	Asbestos Abatement & Demo	\$195,900.00
Liberty Plumbing	Plumbing	\$25,750.00
Bassing Electric	Electric	\$12,125.00
Pinnacle	Drywall	\$48,100.00

Moe reported the EDA did not receive any sealed bids for the flooring, painting or carpentry packages and per Bridge Park Procurement Policy, staff will be move to negotiated procurement. Moe stated staff will work with project manager BJ Baas to solicit proposals on these remaining packages. Moe requested the EDA call a special EDA meeting for March 4 to review and approval the solicited proposals. Moe stated work is expected to begin on April 8 and be completed by July 1.

Moe reported the complete project costs for the asbestos abatement/unit rehab are expected to be as follows:

Expected Project Costs	Expected Cost
Asbestos Abatement & Demo	\$195,900.00
Plumbing	\$25,750.00
Electric	\$12,125.00
Drywall	\$48,100.00
Flooring Replacement	\$150,000.00

Painting	\$90,000.00
Carpentry	\$15,000.00
Temporary Storage of Resident Items	\$9,000.00
Moving Company—for moving resident items	\$60,000.00
Resident Temporary Relocation Costs—hotel & meals & incidentals	\$120,000.00
Project Contingency	\$30,625.00
Project Management Costs	\$33,500.00
<b>Expected Project Cost</b>	<b>\$790,000.00</b>
<b>Funding Sources:</b>	
HUD Capital Funds	\$61,071.00
Cash on hand (still leaves \$105,000 of cash for emergencies and cash management)	\$728,929.00
<b>Total Funding Sources</b>	<b>\$790,000.00</b>
Based on the fact that we have 45 units plus common areas (approximately 3 units) that will be rehabilitated, this equates to approximately \$16,500 per unit. We believe this cost is reasonable to rehab units given the building is almost 50 years old.	

Godfrey moved, seconded by Palmer, to approve the bids from VCI Environmental Inc in the amount of \$1195,900.00; Liberty Plumbing in the amount of \$25,750.00; Bassing Electric in the amount of \$12,125.00; and Pinnacle in the amount of \$48,100.00 and authorized the EDA President & Executive Director to execute contracts. Motion carried unanimously.

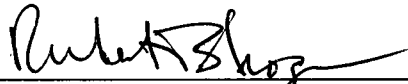
Woulfe noted the request for a special meeting on March 4 still needs EDA approval. Godfrey moved, seconded by Palmer to schedule a special EDA meeting on March 4, 2019 at 3:15pm.

#### *EDA Structure*

Shogren requested a discussion on changing the EDA membership to public appointments as opposed to the City Council serving as the EDA. Woulfe stated staff could prepare a report and discuss this at a future EDA meeting.

#### **Adjournment**

Godfrey moved, seconded by Iverson, to adjourn the meeting at 6:00 p.m. Motion carried unanimously.

  
 \_\_\_\_\_  
 Bob Shogren, President

ATTEST:

  
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 Caroline Moe, Executive Director

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 DECEMBER 31, 2018

LOW RENT PROGRAM-BRIDGE PARK

DRAFT

ASSETS

901-10010	CASH AND INVESTMENTS	(	5,904.85)	
901-10102	INVESTMENTS--PBC		323,740.43	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		497,232.01	
901-15500	PREPAID EXPENSES		2,110.00	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,243,440.52	
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	(	1,691,997.69)	
	TOTAL ASSETS			<u>1,248,142.89</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		1,035.66	
901-22600	TENANT SECURITY DEPOSITS		26,127.00	
	TOTAL LIABILITIES			27,162.66

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		817,760.01	
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		101,664.45	
	BALANCE - CURRENT DATE		101,664.45	
	TOTAL FUND EQUITY			<u>1,220,980.23</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,248,142.89</u>

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**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**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	71,599.00	8,401.00	89.50	75,931.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>71,599.00</b>	<b>8,401.00</b>	<b>89.50</b>	<b>75,931.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	45.00	55.00	45.00	50.18
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,432.28	( 932.28)	162.15	2,384.65
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>2,477.28</b>	<b>( 877.28)</b>	<b>154.83</b>	<b>2,434.83</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	170,059.47	( 26,059.47)	118.10	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	4,100.91	( 2,100.91)	205.05	5,991.26
<b>TOTAL RENTAL INCOME</b>	<b>146,000.00</b>	<b>146,000.00</b>	<b>174,160.38</b>	<b>( 28,160.38)</b>	<b>119.29</b>	<b>173,681.88</b>
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	31,915.00	16,485.00	65.94	21,654.69
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>48,400.00</b>	<b>48,400.00</b>	<b>31,915.00</b>	<b>16,485.00</b>	<b>65.94</b>	<b>21,654.69</b>
<b>TOTAL FUND REVENUE</b>	<b>276,000.00</b>	<b>276,000.00</b>	<b>280,151.66</b>			<b>273,702.40</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

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

DRAFT

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>							
<i>PERSONAL SERVICES</i>							
901-49500-103	ADMIN PART-TIME - REGULAR	31,478.00	31,478.00	40,081.15	8,603.15	127.33	27,697.84
901-49500-121	PERA (EMPLOYER)	2,360.00	2,360.00	3,006.09	646.09	127.38	2,077.34
901-49500-122	FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	3,066.22	658.22	127.33	2,118.89
901-49500-151	WORKERS' COMPENSATION PREMIU	500.00	500.00	158.45	( 341.55)	31.69	197.65
	<b>TOTAL PERSONAL SERVICES</b>	<b>36,746.00</b>	<b>36,746.00</b>	<b>46,311.91</b>	<b>9,565.91</b>	<b>126.03</b>	<b>32,091.72</b>
<i>SUPPLIES</i>							
901-49500-201	OFFICE SUPPLY	1,500.00	1,500.00	287.15	( 1,212.85)	19.14	1,346.80
	<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>287.15</b>	<b>( 1,212.85)</b>	<b>19.14</b>	<b>1,346.80</b>
<i>OTHER SERVICES AND CHARGES</i>							
901-49500-304	LEGAL FEES	1,000.00	1,000.00	.00	( 1,000.00)	.00	1,418.60
901-49500-306	AUDITING	3,000.00	3,000.00	1,100.00	( 1,900.00)	36.67	3,600.00
901-49500-313	IT MGMT & BACKUP	3,000.00	3,000.00	2,709.72	( 290.28)	90.32	2,483.91
901-49500-321	TELEPHONE EXPENSE	6,600.00	6,600.00	7,506.45	906.45	113.73	7,486.97
901-49500-322	POSTAGE	250.00	250.00	59.70	( 190.30)	23.88	.00
901-49500-331	TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	281.13
901-49500-340	ADVERTISING	100.00	100.00	274.15	174.15	274.15	3.92
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>14,050.00</b>	<b>14,050.00</b>	<b>11,650.02</b>	<b>( 2,399.98)</b>	<b>82.92</b>	<b>15,274.53</b>
<i>MISCELLANEOUS</i>							
901-49500-409	LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	( 2,000.00)	.00	.00
901-49500-413	RENTALS - OFFICE EQUIPMENT	400.00	400.00	150.56	( 249.44)	37.64	165.44
901-49500-433	DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	5,480.22	4,480.22	548.02	580.00
901-49500-440	STAFF TRAINING	1,000.00	1,000.00	499.00	( 501.00)	49.90	455.00
	<b>TOTAL MISCELLANEOUS</b>	<b>4,400.00</b>	<b>4,400.00</b>	<b>6,129.78</b>	<b>1,729.78</b>	<b>139.31</b>	<b>1,200.44</b>
	<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>56,696.00</b>	<b>56,696.00</b>	<b>64,378.86</b>	<b>7,682.86</b>	<b>113.55</b>	<b>49,913.49</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

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

DRAFT

	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	5,727.38	5,527.38	2,863.69	1,511.08
<i>TOTAL SUPPLIES</i>	200.00	200.00	5,727.38	5,527.38	2,863.69	1,511.08
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>5,727.38</b>	<b>5,527.38</b>	<b>2,863.69</b>	<b>1,511.08</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,165.00	24,165.00	3,610.20	( 20,554.80)	14.94	20,925.52
901-49700-121 PERA (EMPLOYER)	1,849.00	1,849.00	261.56	( 1,587.44)	14.15	1,569.43
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,812.00	1,812.00	276.18	( 1,535.82)	15.24	1,600.76
901-49700-151 WORKERS' COMPENSATION PREMIU	1,595.00	1,595.00	697.13	( 897.87)	43.71	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	5,954.00	5,954.00	.00	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>29,421.00</b>	<b>29,421.00</b>	<b>10,799.07</b>	<b>( 18,621.93)</b>	<b>36.71</b>	<b>25,173.51</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	6,064.85	( 818.15)	88.11	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	6.85	( 193.15)	3.43	61.88
<b>TOTAL SUPPLIES</b>	<b>7,083.00</b>	<b>7,083.00</b>	<b>6,071.70</b>	<b>( 1,011.30)</b>	<b>85.72</b>	<b>10,202.18</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	29,202.44	4,202.44	116.81	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	9,551.00	( 2,949.00)	76.41	9,555.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	( 13,000.00)	.00	13,776.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	34,403.52	( 1,596.48)	95.57	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	8,367.36	( 2,132.64)	79.69	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	2,899.01	( 3,600.99)	44.60	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	3,101.87	601.87	124.07	2,867.19
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>106,000.00</b>	<b>106,000.00</b>	<b>87,525.20</b>	<b>( 18,474.80)</b>	<b>82.57</b>	<b>88,031.95</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	65,000.00	65,000.00	.00	( 65,000.00)	.00	45,487.02
901-49700-489 OTHER CONTRACTED SERVICES	9,600.00	9,600.00	.00	( 9,600.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>74,600.00</b>	<b>74,600.00</b>	<b>.00</b>	<b>( 74,600.00)</b>	<b>.00</b>	<b>45,487.02</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	3,985.00	3,985.00	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	2,000.00	2,000.00	.00	( 2,000.00)	.00	7,919.96
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>3,985.00</b>	<b>1,985.00</b>	<b>199.25</b>	<b>7,919.96</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>219,104.00</b>	<b>219,104.00</b>	<b>108,380.97</b>	<b>( 110,723.03)</b>	<b>49.47</b>	<b>176,814.62</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,000.00	276,000.00	178,487.21			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	101,664.45			45,463.21

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2018

SECTION 8 VOUCHERS PROGRAM

**DRAFT**

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	121,416.76	
902-11500	ACCOUNTS RECEIVABLE	109.00	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)	
	TOTAL ASSETS		<u>121,525.76</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	95,259.73	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	23,477.02	
	BALANCE - CURRENT DATE	23,477.02	
	TOTAL FUND EQUITY		<u>118,736.75</u>
	TOTAL LIABILITIES AND EQUITY		<u>121,525.76</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**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	65,194.00	( 15,194.00)	130.39	61,158.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>65,194.00</b>	<b>( 15,194.00)</b>	<b>130.39</b>	<b>61,158.00</b>
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	216.00	216.00	1,409.00	( 1,193.00)	652.31	3,166.90
902-35100 FRAUD RECOVERY INCOME	.00	.00	84.00	( 84.00)	.00	.00
<b>TOTAL RENTAL INCOME</b>	<b>216.00</b>	<b>216.00</b>	<b>1,493.00</b>	<b>( 1,277.00)</b>	<b>691.20</b>	<b>3,166.90</b>
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	115.90	( 115.90)	.00	79.89
<b>TOTAL INTEREST</b>	<b>.00</b>	<b>.00</b>	<b>115.90</b>	<b>( 115.90)</b>	<b>.00</b>	<b>79.89</b>
 <b>TOTAL FUND REVENUE</b>	 <b>50,216.00</b>	 <b>50,216.00</b>	 <b>66,802.90</b>			 <b>64,404.79</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**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	1,100.00 (	1,900.00)	36.67      3,600.00
902-49500-307	CONTRACTED SECT 8 ADMIN	50,000.00	50,000.00	42,225.88 (	7,774.12)	84.45      42,544.42
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>43,325.88 (</u>	<u>9,674.12)</u>	<u>81.75      46,144.42</u>
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	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      .00</u>
	<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<u><u>54,000.00</u></u>	<u><u>54,000.00</u></u>	<u><u>43,325.88 (</u></u>	<u><u>10,674.12)</u></u>	<u><u>80.23      46,144.42</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>HAP OCCUPIED UNITS</b>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	326,068.00	326,068.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 326,713.00)	( 326,713.00)	.00	( 339,005.00)
902-49775-376 URP PORT REC	.00	.00	555.00	555.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	90.00	90.00	.00	( 739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	.00	.00	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	.00	.00	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	54,000.00	54,000.00	43,325.88			46,144.42
NET REVENUES OVER EXPENDITURE	( 3,784.00)	( 3,784.00)	23,477.02			18,260.37

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2018

**DRAFT**

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	266,032.37	
903-10200	EDA HOUSING DIV OPERATING CASH	110,205.76	
	TOTAL ASSETS		<u>376,238.13</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>16,475.65</u>	
	BALANCE - CURRENT DATE		<u>16,475.65</u>
	TOTAL FUND EQUITY		<u>376,238.13</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,238.13</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

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

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; MISC INCOME</u>							
903-36210	INTEREST EARNINGS	.00	.00	1,698.26	( 1,698.26)	.00	1,749.34
	TOTAL INTEREST & MISC INCOME	.00	.00	1,698.26	( 1,698.26)	.00	1,749.34
<u>OTHER REVENUES</u>							
903-37220	TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,774.25	( 1,774.25)	111.83	17,083.00
	TOTAL OTHER REVENUES	15,000.00	15,000.00	16,774.25	( 1,774.25)	111.83	17,083.00
	TOTAL FUND REVENUE	<u>15,000.00</u>	<u>15,000.00</u>	<u>18,472.51</u>			<u>18,832.34</u>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

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

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>OTHER HOUSING BUS ACTIV-ADMIN</b>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	1,855.00	( 245.00)	88.33	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	141.86	141.86	.00	133.81
<b>TOTAL FUNCTION 1</b>		<b>2,100.00</b>	<b>2,100.00</b>	<b>1,996.86</b>	<b>( 103.14)</b>	<b>95.09</b>	<b>1,883.81</b>
<b>OTHER SERVICES AND CHARGES</b>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	1,000.00
903-49500-305	ACCOUNTING FEES	.00	.00	.00	.00	.00	520.00
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	( 500.00)	.00	.00
<b>TOTAL OTHER SERVICES AND CHA</b>		<b>500.00</b>	<b>500.00</b>	<b>.00</b>	<b>( 500.00)</b>	<b>.00</b>	<b>1,520.00</b>
<b>TRANSFERS</b>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	( 12,400.00)	.00	.00
<b>TOTAL TRANSFERS</b>		<b>12,400.00</b>	<b>12,400.00</b>	<b>.00</b>	<b>( 12,400.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL OTHER HOUSING BUS ACTIV</b>		<b>15,000.00</b>	<b>15,000.00</b>	<b>1,996.86</b>	<b>( 13,003.14)</b>	<b>13.31</b>	<b>3,403.81</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	1,996.86			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,475.65			15,428.53

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**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	31,915.00	4,085.00	88.65	21,654.69
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
 TOTAL FUND REVENUE	 36,000.00	 36,000.00	 31,915.00			 21,654.69

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**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	31,915.00	( 4,085.00)	88.65	21,654.69
<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	31,915.00	( 4,085.00)	88.65	21,654.69
TOTAL OTHER FINANCING USES	36,000.00	36,000.00	31,915.00	( 4,085.00)	88.65	21,654.69

**CITY OF CAMBRIDGE**  
 · DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2018

DRAFT

**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	31,915.00			21,654.69
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2018

**DRAFT**

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	13,375.43	
905-10200	EDA OPERATING ACCT-SECTION 8	( 19,667.36)	
	TOTAL ASSETS		( 6,291.93)
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	13,375.43	
	TOTAL LIABILITIES		13,375.43
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	( 15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	( 4,462.89)	
	BALANCE - CURRENT DATE	( 4,462.89)	
	TOTAL FUND EQUITY		( 19,667.36)
	TOTAL LIABILITIES AND EQUITY		( 6,291.93)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**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	350,000.00	350,000.00	410,863.00	( 60,863.00)	117.39	396,525.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>410,863.00</b>	<b>( 60,863.00)</b>	<b>117.39</b>	<b>396,525.00</b>
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	84.00	( 84.00)	.00	.00
<b>TOTAL SOURCE 35</b>	<b>.00</b>	<b>.00</b>	<b>84.00</b>	<b>( 84.00)</b>	<b>.00</b>	<b>.00</b>
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	2.77	( 2.77)	.00	31.27
<b>TOTAL INTEREST</b>	<b>.00</b>	<b>.00</b>	<b>2.77</b>	<b>( 2.77)</b>	<b>.00</b>	<b>31.27</b>
 <b>TOTAL FUND REVENUE</b>	 <b>350,000.00</b>	 <b>350,000.00</b>	 <b>410,949.77</b>			 <b>396,556.27</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>HAP EXPENDITURES</b>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	346,216.00	346,216.00	403,246.00	57,030.00	116.47	402,657.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	.00	.00	.00	145.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	8,437.00	8,437.00	.00	13,347.00
905-49775-375 FSS	.00	.00	3,026.00	3,026.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	703.66	703.66	.00	1,186.84
<b>TOTAL HAP EXPENDITURES</b>	<b>346,216.00</b>	<b>346,216.00</b>	<b>415,412.66</b>	<b>69,196.66</b>	<b>119.99</b>	<b>421,667.84</b>
<b>TOTAL HAP EXPENDITURES</b>	<b>346,216.00</b>	<b>346,216.00</b>	<b>415,412.66</b>	<b>69,196.66</b>	<b>119.99</b>	<b>421,667.84</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

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

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
TOTAL FUND EXPENDITURES	<u>346,216.00</u>	<u>346,216.00</u>	<u>415,412.66</u>			<u>421,667.84</u>
NET REVENUES OVER EXPENDITURE	<u>3,784.00</u>	<u>3,784.00</u>	<u>( 4,462.89)</u>			<u>( 25,111.57)</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	200.00	200.00	4,351.46	( 4,151.46)	2,175.73	2,954.05
TOTAL INTEREST	200.00	200.00	4,351.46	( 4,151.46)	2,175.73	2,954.05
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	207,000.00	247,077.00	247,078.28	( 1.28)	100.00	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	247,077.00	247,078.28	( 1.28)	100.00	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	75,000.00	75,000.00	.00	100.00	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	75,000.00	75,000.00	.00	100.00	275,000.00
 TOTAL FUND REVENUE	 297,200.00	 322,277.00	 326,429.74			 501,237.33

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	87,796.00	87,796.00	90,303.48	2,507.48	102.86	92,201.51
205-41930-112 EDA MEETING PAYMENTS	2,500.00	750.00	525.00	( 225.00)	70.00	490.00
205-41930-121 PERA (EMPLOYER)	6,746.00	6,746.00	6,746.16	.16	100.00	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	6,685.97	597.97	109.82	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	16,065.00	( 584.00)	96.49	15,303.60
205-41930-132 LONGEVITY PAY	2,150.00	2,150.00	.00	( 2,150.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,434.32
205-41930-151 WORKERS' COMPENSATION PREMIU	685.00	685.00	427.34	( 257.66)	62.39	447.71
205-41930-154 HRA/FLEX FEES	.00	100.00	73.35	( 26.65)	73.35	73.35
<b>TOTAL PERSONAL SERVICES</b>	<b>123,814.00</b>	<b>122,164.00</b>	<b>122,026.30</b>	<b>( 137.70)</b>	<b>99.89</b>	<b>123,376.11</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	130.88	( 119.12)	52.35	136.72
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	.00	.00	.00	215.30
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	.00	.00	.00	.00	.00	196.25
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	1,229.98	( 2,070.02)	37.27	2,503.60
<b>TOTAL SUPPLIES</b>	<b>3,550.00</b>	<b>3,550.00</b>	<b>1,360.86</b>	<b>( 2,189.14)</b>	<b>38.33</b>	<b>3,051.87</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	3,423.50	( 176.50)	95.10	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	2,800.00	2,709.72	( 90.28)	96.78	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	850.00	945.55	95.55	111.24	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	476.64	( 273.36)	63.55	1,314.59
205-41930-334 MILEAGE REIMBURSEMENT	1,100.00	1,100.00	1,198.49	98.49	108.95	625.15
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	142.82	( 57.18)	71.41	138.00
205-41930-360 INSURANCE AND BONDS	1,500.00	343.00	343.00	.00	100.00	1,086.87
205-41930-381 ELECTRIC UTILITIES	400.00	1,600.00	1,688.82	88.82	105.55	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	2,500.00	2,161.26	( 338.74)	86.45	731.32
205-41930-383 GAS UTILITIES	100.00	400.00	890.84	490.84	222.71	118.44
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>8,210.00</b>	<b>14,143.00</b>	<b>13,980.64</b>	<b>( 162.36)</b>	<b>98.85</b>	<b>11,616.50</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	14,000.00	13,153.48	( 846.52)	93.95	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	( 61.43)	( 61.43)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,281.40	( 218.60)	85.43	840.66
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	763.00	( 737.00)	50.87	305.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	6,190.00	6,188.16	( 1.84)	99.97	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	31,654.00	31,654.20	.20	100.00	32,875.84
205-41930-484 NLX ACTIVITIES	6,650.00	6,650.00	6,650.00	.00	100.00	4,830.00
205-41930-485 PROPERTY TAXES	3,000.00	.00	.00	.00	.00	1,172.00
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	.00	.00	.00	.00	5,475.88
205-41930-489 IND PARK MARKETING	8,500.00	8,500.00	8,240.48	( 259.52)	96.95	9,457.11
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
<b>TOTAL MISCELLANEOUS</b>	<b>24,150.00</b>	<b>72,994.00</b>	<b>70,869.29</b>	<b>( 2,124.71)</b>	<b>97.09</b>	<b>74,421.34</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>159,724.00</b>	<b>212,851.00</b>	<b>208,237.09</b>	<b>( 4,613.91)</b>	<b>97.83</b>	<b>212,465.82</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	26,063.00	26,063.00	26,463.72	400.72	101.54	25,250.24
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	500.00	.00	( 500.00)	.00	46.05
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	6,200.00	6,593.05	393.05	106.34	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	1,977.60	( 75.40)	96.33	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	2,448.39	124.39	105.35	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	8,024.40	( 299.60)	96.40	7,643.76
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.63	( 60.37)	89.94	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	1,313.07	( 189.93)	87.36	1,346.03
205-47000-154 HRA/FLEX FEES	75.00	75.00	36.75	( 38.25)	49.00	36.75
<b>TOTAL PERSONAL SERVICES</b>	<b>44,942.00</b>	<b>47,642.00</b>	<b>47,396.61</b>	<b>( 245.39)</b>	<b>99.48</b>	<b>44,661.78</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	200.00	148.49	( 51.51)	74.25	129.99
205-47000-212 GASOLINE/FUEL	250.00	250.00	71.92	( 178.08)	28.77	67.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	10,000.00	11,000.00	11,127.07	127.07	101.16	10,305.61
<b>TOTAL SUPPLIES</b>	<b>10,250.00</b>	<b>11,450.00</b>	<b>11,347.48</b>	<b>( 102.52)</b>	<b>99.10</b>	<b>10,503.35</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	309.82	( 540.18)	36.45	289.54
205-47000-351 PUBLISHING/LEGAL NOTICES	.00	600.00	494.45	( 105.55)	82.41	.00
205-47000-360 INSURANCE AND BONDS	7,000.00	6,053.00	6,052.27	( .73)	99.99	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	18,183.11	( 2,816.89)	86.59	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,764.76	( 935.24)	83.59	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	3,651.01	( 2,348.99)	60.85	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,655.90	( 844.10)	81.24	3,727.53
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,050.00</b>	<b>44,703.00</b>	<b>37,111.32</b>	<b>( 7,591.68)</b>	<b>83.02</b>	<b>37,649.34</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	8,557.81	( 4,442.19)	65.83	16,419.16
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,300.00	( 251.08)	( 2,551.08)	( 10.92)	1,036.80
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	3,491.80	( 8,508.20)	29.10	( 133.20)
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	18,371.00	18,370.31	( .69)	100.00	11,290.00
205-47000-498 TENANT BUILD OUT	.00	105,837.00	105,836.80	( .20)	100.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>27,300.00</b>	<b>151,508.00</b>	<b>136,005.64</b>	<b>( 15,502.36)</b>	<b>89.77</b>	<b>30,962.76</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>127,542.00</b>	<b>255,303.00</b>	<b>231,861.05</b>	<b>( 23,441.95)</b>	<b>90.82</b>	<b>123,777.23</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

**DRAFT**

**FUND 205 - EDA ADMIN FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EXPENSE 300</u>							
<i>TRANSFERS</i>							
205-49300-720	TRANSFERS OUT - OPER TRANSFER	.00	.00	14,687.63	14,687.63	.00	.00
	<i>TOTAL TRANSFERS</i>	.00	.00	14,687.63	14,687.63	.00	.00
	<b>TOTAL EXPENSE 300</b>	<b>.00</b>	<b>.00</b>	<b>14,687.63</b>	<b>14,687.63</b>	<b>.00</b>	<b>.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2018**

DRAFT

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TOTAL FUND EXPENDITURES</b>	287,266.00	468,154.00	454,785.77			336,243.05
<b>NET REVENUES OVER EXPENDITURE</b>	9,934.00	( 145,877.00)	( 128,356.03)			164,994.28

### ACH Transaction Report

Batch #: 000189  
Created On: 12/27/2018

Name	Amount
Bungalows of Chisago L	\$1,225.00
Calhoun Apartments	\$1,089.00
Cambridge Square Assoc	\$1,699.00
Cambridge Town Square	\$1,415.00
PG Companies Redwing A	\$1,032.00
DJ Properties of Stanc	\$510.00
Erlandson - Nelson Con	\$555.00
Haven Properties	\$347.00
New Challenges, Inc.	\$6,020.00
Isanti Community Servi	\$74.00
Isanti Village Apartme	\$1,403.00
Kaizen Property Soluti	\$1,066.00
Kestrel Meadows Townho	\$4,372.00
Legacy Townhomes	\$3,099.00
Minneapolis Public Hou	\$685.52
Mission 61 Inc.	\$473.00
Allen Moulton	\$530.00
Osmium Holdings LLC	\$844.00
NETA Property Managemie	\$373.00
Normandy Townhomes	\$3,391.00
North Branch Senior Ho	\$1,056.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$3,416.00
Pine Village LLC	\$97.00
Rush Oaks Apartments	\$1,189.00
Sunrise Court Apartmen	\$1,092.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$528.00
Tower Terrace Limited	\$4,481.00
Wyoming Limited Partne	\$1,322.00
Wyoming Limited Partne	\$2,071.00
Cambridge EDA	\$-46,554.52

Batch Total: \$0.00

Disbursements -  
Jan Housing Div  
\$63,866.52  
ACH only



### ACH Transaction Report

Batch #: 000190

Created On: 12/27/2018

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$489.00
Bohmer, John	\$793.00
Dean & Jennifer Bondes	\$869.00
Charles Satak	\$585.00
Chen Liu	\$5,149.00
David Findell	\$554.00
Leeanna M. Dudley	\$90.00
Elmer D. Harp	\$567.00
Jenell King	\$550.00
John Maher	\$370.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$319.00
Brian Leet	\$376.00
Michael Doran	\$555.00
Loral Myers	\$272.00
Ordeen Splittstoser	\$248.00
Randall Propp	\$597.00
Richard Berget	\$264.00
Robert Blaisdell-Blais	\$1,573.00
Robert Mattson	\$585.00
Ross Goldsmith	\$172.00
Steve Baker	\$797.00
Paul & Bethany Stiles	\$668.00
Thomas Olin	\$201.00
Cambridge EDA	\$-17,312.00
<b>Batch Total:</b>	<b>\$0.00</b>



<p>CAMBRIDGE EDA MEETING February 19, 2019 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	1/16/2019	112565 - 112608	1,261.57
Prepaid Checks	1/23/2019	112617 - 112667	3,529.17
Prepaid Checks	1/30/2019	112678 - 112709	5,193.20
Prepaid Checks	2/6/2019	112721 - 112766	8,733.59
	Prepaid Totals		<hr/> <u>18,717.53</u>

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$18,717.53</b>
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Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
	Total 1140:		3.02
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	324.00
	Total 3006:		324.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/Sand - Bridge Park	437.50
	Total 3086:		437.50
3521	Menards	Materials - Bridge Park	232.51
3521	Menards	Materials - Bridge Park	38.60
	Total 3521:		271.11
5261	Star Quality Glass	Repair & Maint Bldg/Structures - Mall	185.95
	Total 5261:		185.95
5965	White Bear IT Solutions LLC	Small Tools & Equipment - EDA	39.99
	Total 5965:		39.99
	Grand Totals:		1,261.57

Dated: \_\_\_\_\_

1/16/19

City Treasurer: \_\_\_\_\_

Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/16/2019	112565	1140	Cintas Corporation	205-20100	3.02
01/19	01/16/2019	112581	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	324.00
01/19	01/16/2019	112582	3086	Landworks Construction, Inc.	901-20100	437.50
01/19	01/16/2019	112584	3521	Menards	901-20100	271.11
01/19	01/16/2019	112596	5261	Star Quality Glass	205-20100	185.95
01/19	01/16/2019	112608	5965	White Bear IT Solutions LLC	205-20100	39.99
Grand Totals:						<u>1,261.57</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	122.88
	Total 555:		122.88
969	Cardmember Service	EDAM Conference - S. Gustafson	285.00
	Total 969:		285.00
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1239	Commercial Door Systems, Inc.	Remove Existing Door, Install New Door - Riser	1,837.00
	Total 1239:		1,837.00
1716	Ehlers & Associates, Inc.	Public Finance Seminar - S. Gustafson	295.00
	Total 1716:		295.00
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3586	Midwest Environmental Consultin	Pre-Demolition Asbestos & Enviro Hazard Surv	843.00
	Total 3586:		843.00
5861	Walmart Community Card	Meals - ECRDC Meeting	7.16
5861	Walmart Community Card	Meals - ECRDC Meeting	9.66
5861	Walmart Community Card	Repairs & Maint Supplies - Economic Developm	5.94
	Total 5861:		22.76
	Grand Totals:		3,529.17

Dated: 1/23/19City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/23/2019	112617	555	Business Essentials	205-20100	122.88
01/19	01/23/2019	112618	969	Cardmember Service	205-20100	285.00
01/19	01/23/2019	112621	1140	Cintas Corporation	205-20100	3.03
01/19	01/23/2019	112622	1239	Commercial Door Systems, Inc.	205-20100	1,837.00
01/19	01/23/2019	112626	1716	Ehlers & Associates, Inc.	205-20100	295.00
01/19	01/23/2019	112633	3056	Lake Superior Laundry Inc.	205-20100	120.50
01/19	01/23/2019	112642	3586	Midwest Environmental Consulting LLC	205-20100	843.00
01/19	01/23/2019	112667	5861	Walmart Community/SYNCB	205-20100	22.76
Grand Totals:						3,529.17

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
Total 1686:			155.25
3521	Menards	Maintenance Supplies - Mall	7.08
Total 3521:			7.08
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	10.13
Total 3543:			10.13
3933	Mora HRA	January Contracted Section 8 Administration	4,044.04
Total 3933:			4,044.04
4760	Reecon, LLC	Install Suspended Ceiling - City Center Mall Suit	785.00
Total 4760:			785.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	109.18
5801	Verizon Wireless	wireless phone service - Maintenance Dept	26.50
5801	Verizon Wireless	wireless phone service - Bridge Park	52.99
Total 5801:			188.67
Grand Totals:			5,193.20

Dated: 1/30/19

City Treasurer: *Ardine Mae*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/30/2019	112678	1140	Cintas Corporation	205-20100	3.03
01/19	01/30/2019	112684	1686	Ecolab Pest Elimination Div.	901-20100	155.25
01/19	01/30/2019	112693	3521	Menards	205-20100	7.08
01/19	01/30/2019	112694	3543	Metro Sales, Inc.	901-20100	10.13
01/19	01/30/2019	112695	3933	Mora HRA	902-20100	4,044.04
01/19	01/30/2019	112702	4760	Reecon, LLC	205-20100	785.00
01/19	01/30/2019	112709	5801	Verizon Wireless	205-20100	188.67
Grand Totals:						<u>5,193.20</u>



Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1891	Fastenal Company	Maintenance Supplies - Mall	120.37
	Total 1891:		120.37
2233	Grimebusters Commercial Cleani	Strip and Wax - Mall	3,633.20
	Total 2233:		3,633.20
2411	Hillyard Inc.	Maintenance Supplies - Mall	88.75
	Total 2411:		88.75
2456	HDS, LLC	MTCS Transmittal Service 01/01/19-03/31/19	120.00
	Total 2456:		120.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 412	308.91
	Total 3006:		308.91
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3086	Landworks Construction, Inc.	Snow Removal & Salt/Sand - Bridge Park	195.00
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	120.00
	Total 3086:		315.00
3501	MEI Total Elevator Solutions	February Monthly Service - Bridge Park	238.71
	Total 3501:		238.71
4306	Olsen Fire Protection Inc.	Repair & Maint Bldg/Structures - Mall	725.00
	Total 4306:		725.00
4336	Oslund Heating & Air	Furnace Repair - Ace Tack Bldg	100.00
	Total 4336:		100.00
5058	SAC's Enrichment Center	Lunches - Economic Development	221.00
	Total 5058:		221.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - March	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - March	750.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5191:			2,250.00
5251	Star	Public Notice - Submit Bids Bridge Park	37.50
Total 5251:			37.50
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:			8,733.59

Dated: 2/6/19

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/06/2019	112721	1140	Cintas Corporation	205-20100	3.03
02/19	02/06/2019	112728	1891	Fastenal Company	205-20100	120.37
02/19	02/06/2019	112732	2233	Grimebusters Deep Surface Cleaning LLC	205-20100	3,633.20
02/19	02/06/2019	112733	2456	HDS, LLC	901-20100	120.00
02/19	02/06/2019	112734	2411	Hillyard / Minneapolis	205-20100	88.75
02/19	02/06/2019	112739	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	308.91
02/19	02/06/2019	112740	3056	Lake Superior Laundry Inc.	205-20100	120.50
02/19	02/06/2019	112741	3086	Landworks Construction, Inc.	901-20100	315.00
02/19	02/06/2019	112745	3501	MEI Total Elevator Solutions	901-20100	238.71
02/19	02/06/2019	112751	4306	Olsen Fire Protection Inc.	205-20100	725.00
02/19	02/06/2019	112752	4336	Oslund Heating & Air	205-20100	100.00
02/19	02/06/2019	112756	5058	SAC's Enrichment Center	205-20100	221.00
02/19	02/06/2019	112758	5191	SPEW Health Plan	205-20100	2,250.00
02/19	02/06/2019	112759	5251	Star	901-20100	37.50
02/19	02/06/2019	112766	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						8,733.59