
**Economic Development Authority - City Hall Council Chambers
Regular Meeting, Monday, July 15, 2019
Meeting Announcement and Agenda**

5:00 pm

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

1. Call to Order

2. Approval of Agenda (p. 1)

3. Consent Agenda Approvals

- A. Approve EDA Regular Meeting Minutes for June 17, 2019 (p. 3)
- B. Approve EDA Draft May 2019 Financial Statements (p. 5)
- C. Housing Division June 2019 ACH Disbursements, Totaling \$63,425 (p. 34)
- D. Approve EDA Admin Division June 2019 Bills Checks #113762-#114121, Totaling \$312,597.60 (p. 37)
- E. Housing Supervisor Report (p. 50)
- F. Approve lease amendment Unit 152/158 for the Department of Employment and Economic Development (CareerForce) (p. 51)
- G. Approve Pay Requests for Bridge Park Rehab (p. 58)
 - a. Steinbrecher Painting Company Final Pay App #4 EDA Resolution EDA R19-017 for \$5,467.50
 - b. Acoustics Associates Final Pay App #3 EDA Resolution EDA R19-018 for \$7,862.75
 - c. Pinnacle Wall Systems Final Pay App #3 EDA Resolution EDA R19-019 for \$1,955.00
 - d. VCI Environmental, Inc Final Pay App #3 EDA Resolution EDA R19-020 for \$10,039.87

4. Work Session

5. Unfinished Business

6. New Business

- A. 2019 PHA Plan (p. 71)
 - 1. Set Public Hearing

B. Future Plans for Housing Division of EDA

1. Central MN Housing Partnership Agreement (p. 76)
2. Resolution R19-021 Consider Exploration of Joint Power Agreement, Collaboration or Merger EDA Housing Division with Mora HRA (p. 77)

7. Adjourn

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
June 17, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 17, 2019 at Bridge Park Apartments, 121 S. Fern St, Cambridge, MN 55008

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

Staff present: Executive Director Moe, Housing Supervisor Barrett and Administrator Woulfe.

Call to Order

Shogren called the meeting to order at 2:00 pm.

Punch, Cake and Tour of Bridge Park renovation

Council provided cake and punch to the residents of Bridge Park for their patience during the renovations.

Approval of Agenda

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

Consent Agenda

Iverson moved, seconded by Palmer to approve consent agenda items A-E:

- A. Approve EDA Regular Meeting Minutes for May 20, 2019
- B. Approve EDA Draft April 2019 Financial Statements
- C. Housing Division May 2019 Disbursements, Totaling \$71,789.00
- D. Approve EDA Admin Division May 2019 Bills Checks #113565-#113755 totaling \$377,329.55
- E. Approve Pay Requests for Bridge Park Rehab
 - a. Steinbrecher Painting Company Pay App #3 EDA Resolution EDA R19-011 for \$50,967.50
 - b. VCI Environmental, Inc Pay App #2 EDA Resolution EDA R19-012 for \$95,378.82
 - c. Pinnacle Wall Systems Pay App #2 EDA Resolution EDA R19-013 for \$18,572.50
 - d. Tight Miter Carpentry Pay App #2 EDA Resolution EDA R19-014 for \$14,250.00
 - e. Bassing Electric Pay App #2 EDA Resolution EDA R19-015 for \$7,739.21
 - f. Acoustics Associates Pay App #2 EDA Resolution EDA R19-016 for \$54,392.25

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

Work Session

There were no items for discussion.

Unfinished Business

There was no unfinished business.

New Business

Housing Supervisor Report

Barrett provided the following updates on Bridge Park apartments:

- Working on HUD Reports
- Vacant units are being showed and applications processed. The goal is to have all units rented by July 1, 2019.
- Public Housing Assessment System (PHAS) Score Report: Received 86 out of a 100. See the information provided in the packet. Scores are lower than usual due to vacant units due to the renovations.
- All residents are back in their apartments.
- Processed rent checks

Adjournment

Conley moved, seconded by Iverson to adjourn the meeting at 2:38 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2019

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	7.00	
901-10102	INVESTMENTS--PBC	219,103.99	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	127,767.61	
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	54,631.03	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,739,191.70)	
	TOTAL ASSETS		<u>729,088.80</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	4,093.17	
901-22600	TENANT SECURITY DEPOSITS	24,548.00	
	TOTAL LIABILITIES		28,641.17

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	857,820.36	
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	(458,928.50)	
	BALANCE - CURRENT DATE	(458,928.50)	
	TOTAL FUND EQUITY		<u>700,447.63</u>
	TOTAL LIABILITIES AND EQUITY		<u>729,088.80</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	75,000.00	75,000.00	26,531.00	48,469.00	35.37	71,599.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	26,531.00	48,469.00	35.37	71,599.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	.00	100.00	.00	45.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	793.59	706.41	52.91	2,432.28
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	793.59	806.41	49.60	2,477.28
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,600.00	147,600.00	65,082.00	82,518.00	44.09	170,059.47
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,640.94	2,359.06	41.02	4,100.91
TOTAL RENTAL INCOME	151,600.00	151,600.00	66,722.94	84,877.06	44.01	174,160.38
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	31,915.00
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	31,915.00
TOTAL FUND REVENUE	276,600.00	276,600.00	94,047.53			280,151.66

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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>						
901-49500-103 ADMIN PART-TIME - REGULAR	35,000.00	35,000.00	20,122.86	(14,877.14)	57.49	26,721.15
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	395.22	395.22	.00	.00
901-49500-121 PERA (EMPLOYER)	2,625.00	2,625.00	1,538.85	(1,086.15)	58.62	2,004.09
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,678.00	2,678.00	1,544.13	(1,133.87)	57.66	2,044.22
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	27.36	(472.64)	5.47	158.45
901-49500-154 HRA/FLEX FEES	.00	.00	40.45	40.45	.00	.00
TOTAL PERSONAL SERVICES	40,803.00	40,803.00	23,668.87	(17,134.13)	58.01	30,927.91
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	257.18	(742.82)	25.72	287.15
TOTAL SUPPLIES	1,000.00	1,000.00	257.18	(742.82)	25.72	287.15
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	1,875.00	(1,125.00)	62.50	1,100.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,129.05	(1,870.95)	37.64	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	2,559.65	(4,240.35)	37.64	7,506.45
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	59.70
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	.00
901-49500-340 ADVERTISING	300.00	300.00	37.50	(262.50)	12.50	274.15
TOTAL OTHER SERVICES AND CHA	14,250.00	14,250.00	5,601.20	(8,648.80)	39.31	11,650.02
<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	58.04	(341.96)	14.51	150.56
901-49500-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	2,549.00	549.00	127.45	5,480.22
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	19.00	(981.00)	1.90	499.00
TOTAL MISCELLANEOUS	5,400.00	5,400.00	2,626.04	(2,773.96)	48.63	6,129.78
TOTAL LOW RENT ADMINISTRATION	61,453.00	61,453.00	32,153.29	(29,299.71)	52.32	48,994.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	800.00	800.00	1,669.86	869.86	208.73	5,727.38
<i>TOTAL SUPPLIES</i>	800.00	800.00	1,669.86	869.86	208.73	5,727.38
TOTAL LOW RENT TENANT SERVICE	800.00	800.00	1,669.86	869.86	208.73	5,727.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	23,737.00	23,737.00	.00	(23,737.00)	.00	16,970.20
901-49700-121 PERA (EMPLOYER)	1,780.00	1,780.00	.00	(1,780.00)	.00	1,263.56
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,816.00	1,816.00	.00	(1,816.00)	.00	1,298.18
901-49700-151 WORKERS' COMPENSATION PREMIU	1,567.00	1,567.00	198.74	(1,368.26)	12.68	697.13
901-49700-153 UNEMPLOYMENT	4,000.00	4,000.00	.00	(4,000.00)	.00	5,954.00
TOTAL PERSONAL SERVICES	32,900.00	32,900.00	198.74	(32,701.26)	.60	26,183.07
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	1,415.77	(5,467.23)	20.57	6,064.85
901-49700-212 FUEL PURCHASE	200.00	200.00	20.01	(179.99)	10.01	6.85
TOTAL SUPPLIES	7,083.00	7,083.00	1,435.78	(5,647.22)	20.27	6,071.70
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	30,000.00	30,000.00	13,696.42	(16,303.58)	45.65	29,202.44
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	9,551.00
901-49700-370 PAYMENT IN LIEU OF TAXES	14,000.00	14,000.00	.00	(14,000.00)	.00	12,849.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	19,230.92	(16,769.08)	53.42	34,403.52
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	3,056.39	(7,443.61)	29.11	8,367.36
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	574.76	(5,925.24)	8.84	2,899.01
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	1,197.94	(1,802.06)	39.93	3,101.87
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	37,756.43	(73,607.57)	33.90	100,374.20
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	354,584.99	354,584.99	.00	.00
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	28,409.32	28,409.32	.00	.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	54,567.62	54,567.62	.00	.00
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	42,200.00	42,200.00	.00	.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	(50,000.00)	.00	48,755.10
901-49700-489 OTHER CONTRACTED SERVICES	9,000.00	9,000.00	.00	(9,000.00)	.00	.00
TOTAL MISCELLANEOUS	59,000.00	59,000.00	479,761.93	420,761.93	813.16	48,755.10
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	.00	.00	.00	3,985.00
901-49700-502 BETTERMENTS AND ADDITIONS	4,000.00	4,000.00	.00	(4,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	4,000.00	4,000.00	.00	(4,000.00)	.00	3,985.00
TOTAL LOW RENT MAINTENANCE	214,347.00	214,347.00	519,152.88	304,805.88	242.20	185,369.07

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,600.00	276,600.00	552,976.03			240,091.31
NET REVENUES OVER EXPENDITURE	.00	.00	(458,928.50)			40,060.35

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2019

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	124,373.62	
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		124,482.62
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20100	AP ALLOCATED TO OTHER FUNDS	375.00	
902-20200	ACCOUNTS PAYABLE	2,789.01	
	TOTAL LIABILITIES		3,164.01
<u>FUND EQUITY</u>			
902-27200	UNRESTRICTED NET ASSETS	118,736.75	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	2,581.86	
	BALANCE - CURRENT DATE	2,581.86	
	TOTAL FUND EQUITY		121,318.61
	TOTAL LIABILITIES AND EQUITY		124,482.62

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	48,000.00	48,000.00	25,106.00	22,894.00	52.30	65,194.00
TOTAL INTERGOVERNMENTAL REVE		48,000.00	48,000.00	25,106.00	22,894.00	52.30	65,194.00
<u>RENTAL INCOME</u>							
902-35000	PORTABLE ADMIN FEE	.00	.00	.00	.00	.00	1,409.00
902-35100	FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	84.00
TOTAL RENTAL INCOME		.00	.00	.00	.00	.00	1,493.00
<u>INTEREST</u>							
902-36210	INTEREST EARNINGS-ADMIN FUNDS	.00	.00	41.98	(41.98)	.00	115.90
TOTAL INTEREST		.00	.00	41.98	(41.98)	.00	115.90
TOTAL FUND REVENUE		48,000.00	48,000.00	25,147.98			66,802.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	1,875.00 (1,125.00)	62.50	1,100.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	20,010.12 (23,989.88)	45.48	42,225.88
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>47,000.00</u>	<u>47,000.00</u>	<u>21,885.12 (</u>	<u>25,114.88)</u>	<u>46.56</u>	<u>43,325.88</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</u>	<u>.00</u>
	TOTAL SECT 8 ADMINISTRATIVE	<u><u>48,000.00</u></u>	<u><u>48,000.00</u></u>	<u><u>21,885.12 (</u></u>	<u><u>26,114.88)</u></u>	<u><u>45.59</u></u>	<u><u>43,325.88</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	121,589.00	121,589.00	.00	326,068.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(121,358.00)	(121,358.00)	.00	(326,713.00)
902-49775-376 URP PORT REC	.00	.00	450.00	450.00	.00	555.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	90.00
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	681.00	681.00	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	681.00	681.00	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	22,566.12			43,325.88
NET REVENUES OVER EXPENDITURE	.00	.00	2,581.86			23,477.02

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2019

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	372,153.62	
903-10200	EDA HOUSING DIV OPERATING CASH	14,309.59	
	TOTAL ASSETS		<u>386,463.21</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	376,238.13	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	10,225.08	
	BALANCE - CURRENT DATE	10,225.08	
	TOTAL FUND EQUITY		<u>386,463.21</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,463.21</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	1,000.00	1,000.00	926.04	73.96	92.60	1,698.26
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	926.04	73.96	92.60	1,698.26
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	9,826.50	5,173.50	65.51	16,774.25
TOTAL OTHER REVENUES	15,000.00	15,000.00	9,826.50	5,173.50	65.51	16,774.25
TOTAL FUND REVENUE	16,000.00	16,000.00	10,752.54			18,472.51

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2019

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	490.00	(1,610.00)	23.33	1,855.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	161.00	161.00	37.46	(123.54)	23.27	141.86
	<i>TOTAL FUNCTION 1</i>	<u>2,261.00</u>	<u>2,261.00</u>	<u>527.46</u>	<u>(1,733.54)</u>	<u>23.33</u>	<u>1,996.86</u>
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	839.00	839.00	.00	(839.00)	.00	.00
	<i>TOTAL SUPPLIES</i>	<u>839.00</u>	<u>839.00</u>	<u>.00</u>	<u>(839.00)</u>	<u>.00</u>	<u>.00</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>.00</u>	<u>(500.00)</u>	<u>.00</u>	<u>.00</u>
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	(12,400.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	<u>12,400.00</u>	<u>12,400.00</u>	<u>.00</u>	<u>(12,400.00)</u>	<u>.00</u>	<u>.00</u>
	TOTAL OTHER HOUSING BUS ACTIV	<u><u>16,000.00</u></u>	<u><u>16,000.00</u></u>	<u><u>527.46</u></u>	<u><u>(15,472.54)</u></u>	<u><u>3.30</u></u>	<u><u>1,996.86</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	16,000.00	16,000.00	527.46			1,996.86
NET REVENUES OVER EXPENDITURE	.00	.00	10,225.08			16,475.65

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2019

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	13,745.00	
		<hr/>	
	TOTAL ASSETS		13,745.00
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	13,745.00	
		<hr/>	
	BALANCE - CURRENT DATE	13,745.00	
		<hr/>	
	TOTAL FUND EQUITY		13,745.00
			<hr/>
	TOTAL LIABILITIES AND EQUITY		13,745.00
			<hr/> <hr/>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	13,745.00	22,255.00	38.18	31,915.00
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	13,745.00	22,255.00	38.18	31,915.00
TOTAL FUND REVENUE	36,000.00	36,000.00	13,745.00			31,915.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	31,915.00
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	31,915.00
	TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	31,915.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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			31,915.00
NET REVENUES OVER EXPENDITURE	.00	.00	13,745.00			.00

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2019

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10200	EDA OPERATING ACCT-SECTION 8	(13,839.32)	
	TOTAL ASSETS		(13,839.32)

LIABILITIES AND EQUITY

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	(19,667.36)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		5,828.04
	BALANCE - CURRENT DATE		5,828.04
	TOTAL FUND EQUITY	(13,839.32)
	TOTAL LIABILITIES AND EQUITY	(13,839.32)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	352,000.00	352,000.00	205,676.00	146,324.00	58.43	410,863.00
TOTAL INTERGOVERNMENTAL REVE	352,000.00	352,000.00	205,676.00	146,324.00	58.43	410,863.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	150.00	150.00	.00	150.00	.00	84.00
TOTAL SOURCE 35	150.00	150.00	.00	150.00	.00	84.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	50.00	50.00	.00	50.00	.00	2.77
TOTAL INTEREST	50.00	50.00	.00	50.00	.00	2.77
TOTAL FUND REVENUE	<u>352,200.00</u>	<u>352,200.00</u>	<u>205,676.00</u>			<u>410,949.77</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	352,200.00	352,200.00	193,838.00	(158,362.00)	55.04	403,246.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	5,553.00	5,553.00	.00	8,437.00
905-49775-375 FSS	.00	.00	.00	.00	.00	3,026.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	456.96	456.96	.00	703.66
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>199,847.96</u>	<u>(152,352.04)</u>	<u>56.74</u>	<u>415,412.66</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>199,847.96</u>	<u>(152,352.04)</u>	<u>56.74</u>	<u>415,412.66</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	352,200.00	352,200.00	199,847.96			415,412.66
NET REVENUES OVER EXPENDITURE	.00	.00	5,828.04			(4,462.89)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	2,000.00	2,000.00	.00	2,000.00	.00	4,351.46
TOTAL INTEREST	2,000.00	2,000.00	.00	2,000.00	.00	4,351.46
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	225,000.00	225,000.00	122,139.37	102,860.63	54.28	247,078.28
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	122,139.37	102,860.63	54.28	247,078.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	200,000.00	200,000.00	.00	200,000.00	.00	75,000.00
TOTAL TRANSFERS FROM OTHER FU	200,000.00	200,000.00	.00	200,000.00	.00	75,000.00
TOTAL FUND REVENUE	427,000.00	427,000.00	122,139.37			326,429.74

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	94,623.00	94,623.00	39,688.01	(54,934.99)	41.94	93,693.50
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	315.00	(2,185.00)	12.60	525.00
205-41930-121 PERA (EMPLOYER)	7,289.00	7,289.00	2,976.60	(4,312.40)	40.84	6,746.16
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,434.00	7,434.00	2,955.01	(4,478.99)	39.75	6,945.31
205-41930-131 MEDICAL/DENTAL/LIFE	17,114.00	17,114.00	8,286.00	(8,828.00)	48.42	16,065.00
205-41930-132 LONGEVITY PAY	2,553.00	2,553.00	.00	(2,553.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	761.00	761.00	85.63	(675.37)	11.25	427.34
205-41930-154 HRA/FLEX FEES	100.00	100.00	40.50	(59.50)	40.50	73.35
TOTAL PERSONAL SERVICES	133,574.00	133,574.00	55,546.75	(78,027.25)	41.59	125,675.66
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	28.47	(221.53)	11.39	130.88
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	(200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	219.98	(3,080.02)	6.67	1,229.98
TOTAL SUPPLIES	3,750.00	3,750.00	248.45	(3,501.55)	6.63	1,360.86
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	4,000.00	4,000.00	3,843.00	(157.00)	96.08	3,423.50
205-41930-313 IT MGMT & BACKUP	2,700.00	2,700.00	1,129.05	(1,570.95)	41.82	2,709.72
205-41930-321 TELEPHONE/CELLULAR	900.00	900.00	466.64	(433.36)	51.85	945.55
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	259.12	(740.88)	25.91	476.64
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	227.94	(572.06)	28.49	1,198.49
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	92.00	(108.00)	46.00	142.82
205-41930-360 INSURANCE AND BONDS	1,550.00	1,550.00	.00	(1,550.00)	.00	343.00
205-41930-381 ELECTRIC UTILITIES	1,000.00	1,000.00	992.14	(7.86)	99.21	1,688.82
205-41930-382 WATER/SEWER/STORM PROPERTY A	2,000.00	2,000.00	.00	(2,000.00)	.00	2,161.26
205-41930-383 GAS UTILITIES	300.00	300.00	2,283.16	1,983.16	761.05	890.84
TOTAL OTHER SERVICES & CHARG	14,450.00	14,450.00	9,293.05	(5,156.95)	64.31	13,980.64
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	4,865.40	(5,134.60)	48.65	13,153.48
205-41930-430 MISCELLANEOUS	.00	.00	.00	.00	.00	(61.43)
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,410.00	(90.00)	94.00	1,281.40
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	1,836.50	336.50	122.43	763.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	.00	.00	.00	.00	6,188.16
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.00	31,654.20
205-41930-484 NLX ACTIVITIES	8,357.00	8,357.00	8,356.00	(1.00)	99.99	6,650.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-41930-489 IND PARK MARKETING	9,500.00	9,500.00	.00	(9,500.00)	.00	8,240.48
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	3,000.00
TOTAL MISCELLANEOUS	36,857.00	36,857.00	16,467.90	(20,389.10)	44.68	70,869.29

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL EDA ADMINISTRATION	188,631.00	188,631.00	81,556.15	(107,074.85)	43.24	211,886.45

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

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	27,224.00	27,224.00	11,508.39	(15,715.61)	42.27	26,463.72
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	1,191.16	(1,808.84)	39.71	6,593.05
205-47000-121 PERA (EMPLOYER)	2,192.00	2,192.00	863.13	(1,328.87)	39.38	1,977.60
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	942.74	(1,293.26)	42.16	2,448.39
205-47000-131 MEDICAL/DENTAL/LIFE	8,557.00	8,557.00	4,139.60	(4,417.40)	48.38	8,024.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	539.63
205-47000-151 WORKERS' COMPENSATION PREMIU	1,653.00	1,653.00	250.49	(1,402.51)	15.15	1,313.07
205-47000-154 HRA/FLEX FEES	100.00	100.00	20.25	(79.75)	20.25	36.75
TOTAL PERSONAL SERVICES	46,562.00	46,562.00	18,915.76	(27,646.24)	40.62	47,396.61
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	68.49	(131.51)	34.25	148.49
205-47000-212 GASOLINE/FUEL	125.00	125.00	43.98	(81.02)	35.18	71.92
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	3,558.29	(11,441.71)	23.72	11,127.07
205-47000-240 SMALL TOOLS	.00	.00	15.12	15.12	.00	.00
TOTAL SUPPLIES	15,325.00	15,325.00	3,685.88	(11,639.12)	24.05	11,347.48
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	112.14	(237.86)	32.04	309.82
205-47000-351 PUBLISHING/LEGAL NOTICES	.00	.00	.00	.00	.00	494.45
205-47000-360 INSURANCE AND BONDS	5,000.00	5,000.00	.00	(5,000.00)	.00	6,052.27
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	5,730.42	(16,269.58)	26.05	18,183.11
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,003.54	(3,696.46)	35.15	4,764.76
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,343.96	(4,656.04)	22.40	3,651.01
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	2,273.73	(2,226.27)	50.53	3,855.90
TOTAL OTHER SERVICES & CHARG	43,550.00	43,550.00	11,463.79	(32,086.21)	26.32	37,111.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	17,937.23	1,937.23	112.11	8,557.81
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	2,282.50	782.50	152.17	(251.08)
205-47000-440 SCHOOLS & MEETINGS	.00	.00	19.00	19.00	.00	.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	46.80	(11,953.20)	.39	3,491.80
205-47000-490 MALL CAP FUND CONTRIBUTION	2,350.00	2,350.00	.00	(2,350.00)	.00	.00
205-47000-491 WORK FORCE CENTER BUILDOUT	45,000.00	45,000.00	.00	(45,000.00)	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	18,370.31
205-47000-498 TENANT BUILD OUT	.00	.00	.00	.00	.00	105,836.80
TOTAL MISCELLANEOUS	76,850.00	76,850.00	20,285.53	(56,564.47)	26.40	136,005.64
TOTAL MALL OPERATING EXPENSE	182,287.00	182,287.00	54,350.96	(127,936.04)	29.82	231,861.05

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2019

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	.00	.00	.00	14,687.63
<i>TOTAL TRANSFERS</i>	.00	.00	.00	.00	.00	14,687.63
TOTAL EXPENSE 300	.00	.00	.00	.00	.00	14,687.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	370,918.00	370,918.00	135,907.11			458,435.13
NET REVENUES OVER EXPENDITURE	56,082.00	56,082.00	(13,767.74)			(132,005.39)

CAMBRIDGE EDA MEETING July 15, 2019 BILLS LIST
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	6/1/2019	n/a	46,438.00
ACH-Section 8 Individuals (see attached)	6/1/2019	n/a	16,987.00
Prepaid Totals			63,425.00

TOTAL SUBMITTED FOR APPROVAL

\$63,425.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 6/1/2019-6/30/19.

Caroline Moe 7-5-19
Caroline Moe, Director of Finance signature & date

Deb Barrett 7-8-19
Deb Barrett, Housing Supervisor signature & date

ACH Transaction Report

Batch #: 000201

Created On: 05/28/2019

<u>Name</u>	<u>Amount</u>
Bungalows of Chisago L	\$2,229.00
Calhoun Apartments	\$1,099.00
Cambridge Square Assoc	\$991.00
Cambridge Town Square	\$1,415.00
PG Companies Redwing A	\$1,039.00
DJ Properties of Stanc	\$1,050.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$347.00
New Challenges, Inc.	\$5,802.00
Isanti Community Servi	\$74.00
Isanti Village Apartme	\$1,419.00
Kaizen Property Soluti	\$1,066.00
Kestrel Meadows Townho	\$3,975.00
Legacy Townhomes	\$3,033.00
Main Street Flats LP	\$920.00
Mission 61 Inc.	\$473.00
Allen Moulton	\$530.00
Osmium Holdings LLC	\$940.00
NETA Property Manageme	\$660.00
Normandy Townhomes	\$3,770.00
North Branch Senior Ho	\$338.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$3,264.00
Pine Village LLC	\$97.00
Rush Oaks Apartments	\$788.00
Sunrise Court Apartmen	\$1,092.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$564.00
Tower Terrace Limited	\$4,260.00
Wyoming Limited Partne	\$1,473.00
Wyoming Limited Partne	\$2,071.00
Cambridge EDA	\$-46,438.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000202

Created On: 05/28/2019

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$486.00
Bohmer, John	\$793.00
Dean & Jennifer Bondes	\$869.00
Charles Satak	\$585.00
Chen Liu	\$5,170.00
David Findell	\$554.00
Elmer D. Harp	\$567.00
Jenell King	\$583.00
John Maher	\$377.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$319.00
Brian Leet	\$376.00
Michael Doran	\$555.00
Loral Myers	\$267.00
Ordeen Splittstoser	\$248.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$423.00
Robert Blaisdell	\$1,150.00
Robert Mattson	\$585.00
Ross Goldsmith	\$234.00
Steve Baker	\$797.00
Paul & Bethany Stiles	\$531.00
Cambridge EDA	\$-16,987.00
Batch Total:	\$0.00

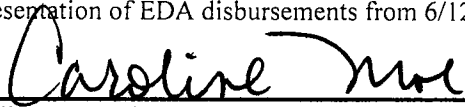
CAMBRIDGE EDA MEETING
 July 15, 2019
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	6/12/2019	113762 - 113870	282,742.01
Prepaid Checks	6/19/2019	113890 - 113935	6,427.57
Prepaid Checks	6/26/2019	113959 - 114030	8,893.71
Prepaid Checks	7/3/2019	114051 - 114121	14,534.31


	Prepaid Totals	312,597.60
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TOTAL SUBMITTED FOR APPROVAL	\$312,597.60
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I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 6/12/19-7/3/2019.



Caroline Moe, Director of Finance signature & date

 7-5-19

Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
63	Acoustics Associates Inc	2019 Pay App 2 - Furnish & Install Flooring Brid	54,392.25
	Total 63:		54,392.25
248	Anderson, Linda	Return Security Deposit	643.49
	Total 248:		643.49
444	Bassing Electric	2019 Pay App 2 - Lights Bridge Park	7,739.21
	Total 444:		7,739.21
555	Business Essentials	Maintenance Supplies - Mall	89.71
	Total 555:		89.71
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1144	City Moving and Storage	Bridge Park Moving Expense	8,800.00
	Total 1144:		8,800.00
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	1,600.00
	Total 1602:		1,600.00
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
	Total 1686:		155.25
2166	Grainger	Repair & Maint Supplies Mall	324.17
	Total 2166:		324.17
2173	GrandStay Hotel and Suites Cam	Lodging - Bridge Park	14,895.48
	Total 2173:		14,895.48
2233	Grimebusters Commercial Cleani	Burnishing Floors - Mall	345.00
	Total 2233:		345.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	47.06
2411	Hillyard Inc.	Maintenance Supplies - Mall	15.93
	Total 2411:		62.99
2421	Redpath and Company	Completion of REAC submission	375.00
2421	Redpath and Company	Completion of REAC submission	375.00

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 2421:		750.00
2771	Jimmy's Johnnys, Inc.	Storage Container Rental - Bridge Park	1,425.00
	Total 2771:		1,425.00
2933	Kim's Kleaning LLC	Clean and Wax Units - Bridge Park	600.00
2933	Kim's Kleaning LLC	Clean Units & Hallway - Bridge Park	1,050.00
2933	Kim's Kleaning LLC	Clean Units & Hallway/Bathrooms/Common Are	1,080.00
	Total 2933:		2,730.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	264.88
	Total 3006:		264.88
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
3234	Lindstrom's Painting	Painting and Repairs - Mall	3,200.00
	Total 3234:		3,200.00
3501	MEI Total Elevator Solutions	June Service Billing	253.03
	Total 3501:		253.03
3521	Menards	Maintenance Supplies - Mall	86.95
3521	Menards	Materials - Bridge Park	196.74
	Total 3521:		283.69
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	9.23
	Total 3543:		9.23
4011	NAC Mechanical & Electrical Serv	Summer Condensing Units Cleaning	1,736.90
	Total 4011:		1,736.90
4131	Nordberg's Electric Supply Inc	Bathroom Switch - Bridge Park	101.37
	Total 4131:		101.37
4490	Pinnacle Wall Systems	2019 Pay App 2 - Bridge Park	18,572.50
	Total 4490:		18,572.50
4987	Scott Olson Construction	May Mowing - Bridge Park	360.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4987:			360.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - June	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - June	771.00
Total 5191:			2,313.00
5295	Steinbrecher Painting Company	2019 Pay App 3 - Bridge Park	50,967.50
Total 5295:			50,967.50
5528	Tight Miter Carpentry, LLC	Closet Door and Closet Shelving - Bridge Park	14,250.00
Total 5528:			14,250.00
5793	VCI Environmental, Inc.	2019 Pay App 2 - Bridge Park	95,378.82
Total 5793:			95,378.82
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	267.69
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	314.48
Total 5878:			582.17
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:			282,742.01

Dated: 6/12/19

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/12/2019	113762	63	Acoustics Associates Inc	901-20100	54,392.25
06/19	06/12/2019	113764	248	Linda Anderson	901-20100	643.49
06/19	06/12/2019	113770	444	Bassing Electric	901-20100	7,739.21
06/19	06/12/2019	113776	555	Business Essentials	205-20100	89.71
06/19	06/12/2019	113784	1140	Cintas Corporation	205-20100	4.25
06/19	06/12/2019	113785	1144	City Moving and Storage	901-20100	8,800.00
06/19	06/12/2019	113790	1602	Duff Companies, LLC	205-20100	1,600.00
06/19	06/12/2019	113793	1686	Ecolab Pest Elimination Div.	901-20100	155.25
06/19	06/12/2019	113797	2166	Grainger	205-20100	324.17
06/19	06/12/2019	113798	2173	GrandStay Hotel and Suites Cambridge1674	901-20100	14,895.48
06/19	06/12/2019	113801	2233	Grimebusters Commercial Cleaning LLC	205-20100	345.00
06/19	06/12/2019	113804	2411	Hillyard / Minneapolis	205-20100	62.99
06/19	06/12/2019	113808	2771	Jimmy's Johnnys, Inc.	901-20100	1,425.00
06/19	06/12/2019	113812	2933	Kim's Kleaning LLC	901-20100	2,730.00
06/19	06/12/2019	113814	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	264.88
06/19	06/12/2019	113815	3056	Lake Superior Laundry Inc.	205-20100	60.50
06/19	06/12/2019	113819	3234	Lindstrom's Painting	205-20100	3,200.00
06/19	06/12/2019	113823	3501	MEI Total Elevator Solutions	901-20100	253.03
06/19	06/12/2019	113824	3521	Menards	901-20100	283.69
06/19	06/12/2019	113827	3543	Metro Sales, Inc.	901-20100	9.23
06/19	06/12/2019	113832	4011	NAC Mechanical & Electrical Services	205-20100	1,736.90
06/19	06/12/2019	113835	4131	Nordberg's Electric Supply Inc	901-20100	101.37
06/19	06/12/2019	113842	4490	Pinnacle Wall Systems	901-20100	18,572.50
06/19	06/12/2019	113845	2421	Redpath and Company	902-20100	750.00
06/19	06/12/2019	113849	4987	Scott Olson Construction	901-20100	360.00
06/19	06/12/2019	113852	5191	SPEW Health Plan	205-20100	2,313.00
06/19	06/12/2019	113854	5295	Steinbrecher Painting Company	901-20100	50,967.50
06/19	06/12/2019	113860	5528	Tight Miter Carpentry, LLC	901-20100	14,250.00
06/19	06/12/2019	113864	5793	VCI Environmental, Inc.	901-20100	95,378.82
06/19	06/12/2019	113867	5878	Waste Management of WI-MN	205-20100	582.17
06/19	06/12/2019	113870	5965	White Bear IT Solutions LLC	901-20100	451.62

Grand Totals:

282,742.01

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
1239	Commercial Door Systems, Inc.	Remove Existing Door, Install New Door - Mall	1,915.00
Total 1239:			1,915.00
2771	Jimmy's Johnnys, Inc.	Storage Container Rental/Pickup - Bridge Park	2,137.50
Total 2771:			2,137.50
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 105	155.00
Total 3006:			155.00
3521	Menards	Maintenance Supplies - Mall	40.96
3521	Menards	Maintenance Supplies - Mall	43.98
3521	Menards	Maintenance Supplies - Mall	7.88
Total 3521:			92.82
4886	Roof Tech	Roof Repairs - Mall	1,391.19
4886	Roof Tech	Roof Repairs - Mall	727.56
Total 4886:			2,118.75
Grand Totals:			6,427.57

Dated: _____

6/19/19

City Treasurer: _____

Caroline Inc

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/19/2019	113890	1140	Cintas Corporation	205-20100	8.50
06/19	06/19/2019	113893	1239	Commercial Door Systems, Inc.	205-20100	1,915.00
06/19	06/19/2019	113908	2771	Jimmy's Johnnys, Inc.	901-20100	2,137.50
06/19	06/19/2019	113914	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	155.00
06/19	06/19/2019	113918	3521	Menards	205-20100	92.82
06/19	06/19/2019	113935	4886	Roof Tech	205-20100	2,118.75
Grand Totals:						<u>6,427.57</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park	130.00
	Total 306:		130.00
576	BJ Baas Builders, Inc.	Construction Management Services - Bridge	5,090.68
	Total 576:		5,090.68
969	Cardmember Service	Bridge Park - Tenant Relocation	240.00
969	Cardmember Service	Bridge Park - Tenant Relocation	20.00
	Total 969:		260.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2771	Jimmy's Johnnys, Inc.	Toilet Rental - Bridge Park	236.91
	Total 2771:		236.91
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	231.00
	Total 3006:		231.00
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
3521	Menards	Materials - Bridge Park	35.23
	Total 3521:		35.23
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	10.94
	Total 3543:		10.94
4211	Northland Fire Protection	Alarm Labor - Bridge Park	685.00
	Total 4211:		685.00
4886	Roof Tech	Roof Repairs - Mall	1,260.27
	Total 4886:		1,260.27
4987	Scott Olson Construction	June Mowing - Bridge Park	360.00
	Total 4987:		360.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	88.59
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.20

Vendor	Vendor Name	Description	Net Invoice Amount
5801	Verizon Wireless	wireless phone service - Bridge Park	42.40
Total 5801:			152.19
5878	Waste Management	30 Yd Flat Rolloff - Bridge Park	376.74
Total 5878:			376.74
Grand Totals:			8,893.71

Dated: 6/26/19

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/26/2019	113959	306	ARC Irrigation, LLC	901-20100	130.00
06/19	06/26/2019	113963	576	BJ Baas Builders, Inc.	901-20100	5,090.68
06/19	06/26/2019	113966	969	Cardmember Service	901-20100	260.00
06/19	06/26/2019	113970	1140	Cintas Corporation	205-20100	4.25
06/19	06/26/2019	113984	2771	Jimmy's Johnnys, Inc.	901-20100	236.91
06/19	06/26/2019	113988	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	231.00
06/19	06/26/2019	113989	3056	Lake Superior Laundry Inc.	205-20100	60.50
06/19	06/26/2019	113995	3521	Menards	901-20100	35.23
06/19	06/26/2019	113997	3543	Metro Sales, Inc.	901-20100	10.94
06/19	06/26/2019	114005	4211	Northland Fire Protection	901-20100	685.00
06/19	06/26/2019	114012	4886	Roof Tech	205-20100	1,260.27
06/19	06/26/2019	114015	4987	Scott Olson Construction	901-20100	360.00
06/19	06/26/2019	114027	5801	Verizon Wireless	205-20100	152.19
06/19	06/26/2019	114030	5878	Waste Management of WI-MN	901-20100	376.74
Grand Totals:						<u>8,893.71</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1144	City Moving and Storage	Bridge Park Moving Expense	4,000.00
	Total 1144:		4,000.00
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	1,600.00
1602	Duff Consulting, LLC	Property Maintenance Services - Garbage Clea	100.00
	Total 1602:		1,700.00
2166	Grainger	Repair & Maint Supplies Mall	76.69
	Total 2166:		76.69
3376	Marco Technologies LLC	Service Cameras - Mall	260.00
	Total 3376:		260.00
3501	MEI Total Elevator Solutions	July Service Billing	253.03
	Total 3501:		253.03
3675	MNCAR	Exchange Access - EDC Member	555.00
	Total 3675:		555.00
3933	Mora HRA	June Contracted Section 8 Administration	3,939.00
	Total 3933:		3,939.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - August	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - August	771.00
	Total 5191:		2,313.00
5303	Stevens, Claranne	Refund & Interest on Security Deposit	434.67
	Total 5303:		434.67
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.57
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	314.48
	Total 5878:		547.05
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81

Vendor	Vendor Name	Description	Net Invoice Amount
		Total 5965:	451.62
		Grand Totals:	14,534.31

Dated: 7/3/19

City Treasurer: Caroline Mre

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/03/2019	114051	1140	Cintas Corporation	205-20100	4.25
07/19	07/03/2019	114052	1144	City Moving and Storage	901-20100	4,000.00
07/19	07/03/2019	114060	1602	Duff Companies, LLC	205-20100	1,700.00
07/19	07/03/2019	114066	2166	Grainger	205-20100	76.69
07/19	07/03/2019	114085	3376	Marco Technologies LLC	205-20100	260.00
07/19	07/03/2019	114087	3501	MEI Total Elevator Solutions	901-20100	253.03
07/19	07/03/2019	114092	3675	MNCAR Exchange	205-20100	555.00
07/19	07/03/2019	114093	3933	Mora HRA	902-20100	3,939.00
07/19	07/03/2019	114106	5191	SPEW Health Plan	205-20100	2,313.00
07/19	07/03/2019	114108	5303	Claranne Stevens	901-20100	434.67
07/19	07/03/2019	114118	5878	Waste Management of WI-MN	205-20100	547.05
07/19	07/03/2019	114121	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						14,534.31

3E Housing Supervisor Report

July 15, 2019

Prepared by: Deb Barrett

Public Housing:

- *All empty units from the Renovation Project are rented. Have one vacate for July 30th resident had to go into a memory care unit, and one for September 30th.*
- *Submitted MTCS report.*
- *No resident meeting in June.*
- *Month end for June and processed ACH for July.*

**3F Approve Department of Employment and Economic Development
(CareerForce) Lease Amendment for City Center Mall Suite 152/158**

July 15, 2019

Author: Stan Gustafson, Economic Development Director

Request:

Approve lease amendment for Department of Employment and Economic Development (CareerForce) suite 152/158 in the City Center Mall.

BACKGROUND

The Department of Employment and Economic Development (CareerForce) is requesting a lease extension for an additional 2-years from June 30, 2019 to June 30, 2021. The CareerForce has been leasing these two combined suites since 2009 and have been very good tenants for the Mall.

Current lease

The minimum rent during the term of this lease shall be at the following rates:

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
June 30, 2019	\$13.50/s.f.	\$7,515.00	\$90,180.00

Proposed lease

The minimum rent during the term of this lease shall be at the following rates

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
June 30, 2019 to June 30, 2021	\$13.90/s.f.	\$7,737.67	\$92,852.00

They are requesting several stained or worn carpet tiles to be replace by September 30, 2019 which will be completed.

RECOMMENDATION

Approve the lease amendment for the Department of Employment and Economic Development (CareerForce) suite 152/158 combined suites in the City Center Mall and authorize the Economic Development Authority President and Executive Director to sign the lease.

Attachments

Lease
Map

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 2

Lease No. 11710

THIS AMENDMENT No. 2 to Lease No. 11710 is made by and between Cambridge Economic Development Authority, hereinafter referred to as Landlord, and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant, acting for the benefit of the Department of Employment and Economic Development.

WHEREAS, Landlord and Tenant entered into Lease No. 11710, dated April 14, 2009, as may subsequently be amended, involving the lease of approximately six thousand six hundred eighty (6,680) usable square feet of office and employment services space on the first floor in Suite 152 (includes former Suite 158) in the building known as the Cambridge City Center, located at 140 Buchanan Street, Cambridge, MN 55008;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, Landlord and Tenant agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 11710 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of two (2) years, commencing July 1, 2019 and continuing through June 30, 2021 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT** Tenant shall pay Landlord rent for the Renewal Term in the sum of one hundred eighty five thousand seven hundred four and 08/100 dollars (\$185,704.08), payable in equal monthly installments of seven thousand seven hundred thirty seven and 67/100 dollars (\$7,737.67), representing an annual gross rent rate of \$13.90 per usable square foot.
3. **REMODELING**
 - 3.1 **Description** Landlord shall provide labor and materials to replace approximately fourteen (14) stained carpet tiles within the Leased Premises as designated by Landlord and Tenant's walk-through.
 - 3.2 **Date of Completion** Landlord agrees to complete said remodeling as soon as practicable, but not later than September 30, 2019.

4. **TENANT'S ALTERATIONS**

- 4.1 **Deletion** Section 14 of the Lease is hereby deleted and of no further force or effect and is replaced with the following Sections 4.2 and 4.3.
- 4.2 **Replacement** In the event Tenant desires to remodel, make alterations, additions and/or changes (hereinafter, "Alterations") to the Leased Premises, and it is determined that such Alterations are at Tenant's expense, Tenant shall not make such Alterations without the advance written consent of Landlord, which Landlord shall not unreasonably withhold. Alterations shall be approved by and arranged through Landlord as follows:
- a. Upon Tenant's request, Landlord shall provide Tenant up to three (3) written cost estimates from Landlord's vendors for desired Alterations. Landlord or Landlord's agent/management company shall not include supervision fees as a part of the cost of Alterations.
 - b. Alterations shall be documented and authorized in advance, as follows:
 - (i) Alterations totaling \$2,500.00 or less shall be set forth in and authorized by Tenant in Tenant's signed Purchase Order which shall be submitted to Landlord.
 - (ii) Alterations totaling \$2,500.01 through \$8,000.00 shall be set forth in and authorized by Tenant in a signed Remodeling Request Memo, which shall be submitted to Landlord.
 - (iii) Alterations totaling \$8,000.01 or more shall be set forth and authorized by Landlord and Tenant by way of an executed Amendment to the Lease.
- 4.3 Upon completion of said Alterations, Landlord shall pay the appropriate vendor(s), and Tenant shall reimburse Landlord within thirty (30) days following receipt of a detailed invoice from Landlord.

5. **INSURANCE AND LIABILITY**

- 5.1 **Deletion** Sections 18 of the Lease are hereby deleted and of no further force or effect and is replaced with the following Section 5.2.
- 5.2 **Replacement**
- a. **Property Damage**
 - (i) It shall be the duty of Landlord and Tenant to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary in this Lease, but subject to subsection

b, Landlord and Tenant hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage, even if such loss or damage shall have been caused by the fault or negligence of the other party or anyone for whom such party may be responsible.

(ii) Landlord shall indemnify, defend and hold Tenant harmless from any and all claims, loss, damage and expense arising from water or water-related incidents affecting the Leased Premises, except for those arising from Tenant's negligent or intentional acts or omissions.

b. Liability Subject to subsection 5.2.(ii). above, Landlord and Tenant agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Tenant's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.

6. GENERAL MAINTENANCE AND REPAIRS

6.1 Deletion Section 15.7 of the Lease are hereby deleted and of no further force or effect and is replaced with the following Section 6.2.

6.2 Replacement

a. Landlord General Responsibility Landlord, at its expense, shall provide repair and maintenance as needed to maintain the Leased Premises and the Building in good order and condition, including, but not limited to, prompt repair and maintenance of all plumbing, wiring, electrical, heating (and, if applicable, cooling) devices, ductwork, roof, foundations, concrete surfaces, walls, gutters, downspouts, sewer and other utilities, whether interior or exterior, above or below ground, including repair and maintenance of improvements or equipment added to the Leased Premises, whether or not the original cost of said improvement or equipment was borne by Tenant.

b. Exceptions to Landlord Responsibility Landlord shall not be responsible for repairs upon implements or articles which are Tenant's personal property, nor shall Landlord bear the expense of repairs to the Leased Premises necessitated by damage caused by Tenant which is beyond normal wear and tear.

7. FIRE SAFETY Landlord shall, at its expense, provide and maintain all fire extinguishers, fire alarms and fire detection systems for the Leased Premises and Building as required by applicable codes/ordinances and /or the state fire marshal.

8. **NOTICES**

8.1 **Deletion** Section 26 of the Lease is deleted and of no further force and effect and is replaced with the following Sections 8.2 and 8.3.

8.2 **Replacement** All notices or communications between Landlord and Tenant shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Section 8.3 below.

- a. when personally delivered to the addressee, or
- b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
- c. one (1) business day after deposited with an overnight courier service.

8.3 **Mailing Addresses:**

Landlord:

Cambridge Economic Development
Authority
Cambridge City Center
300 3rd Avenue NE
Cambridge MN 55008

Tenant:

Real Estate and Construction Services
Department of Administration
50 Sherburne Ave # 309
St Paul MN 55155

9. **EXECUTION IN COUNTERPARTS** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together shall constitute but one and the same Amendment. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.

10. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LANDLORD:
CAMBRIDGE ECONOMIC DEVELOPMENT
AUTHORITY

Landlord certifies that the appropriate person(s) have executed the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

TENANT:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER

By _____
Real Estate and Construction Services

Date _____

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF EMPLOYMENT AND
ECONOMIC DEVELOPMENT

By _____

Title _____

Date _____

RECOMMENDED:
STATE OF MINNESOTA
DEPARTMENT OF EMPLOYMENT AND
ECONOMIC DEVELOPMENT

By _____

Title _____

Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.

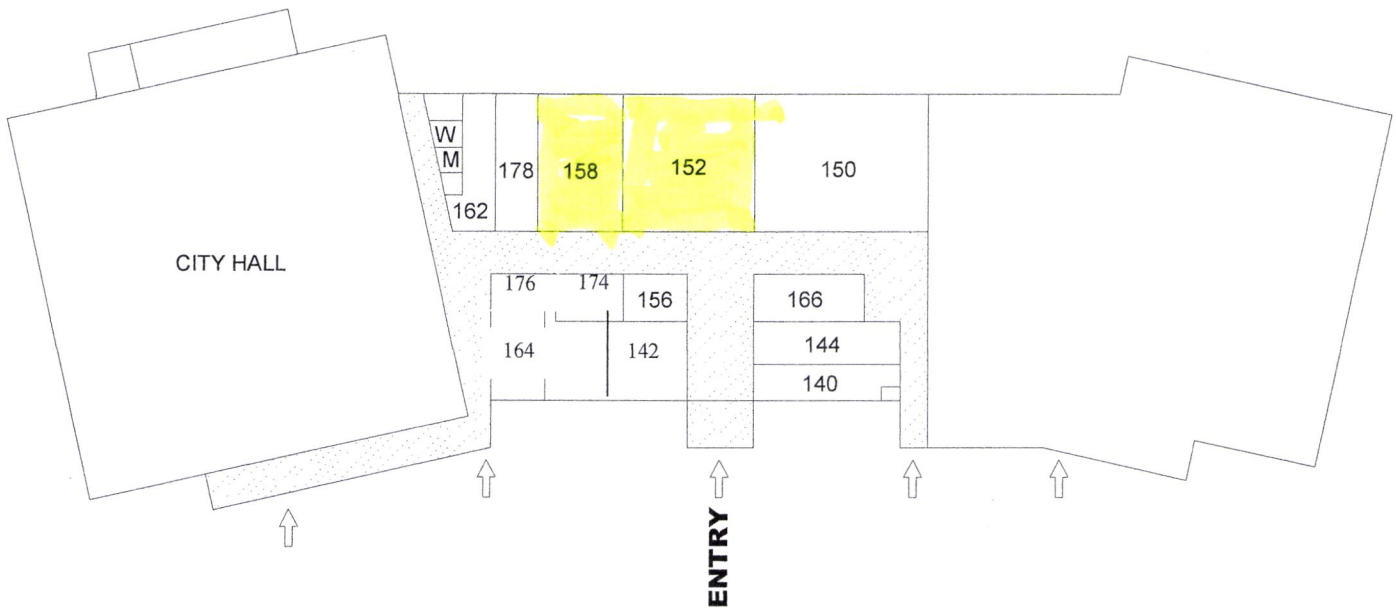
By _____

Date _____

SWIFT P.O. _____

Contract No. _____

Cambridge City Center



Prepared by: Caroline Moe, Executive Director

Background:

Work has wrapped up on asbestos abatement and unit restoration at Bridge Park Apartments. We have received pay applications from the contractors. James Todd, our project manager from BJ Baas, has reviewed the pay applications from the following contractors and is recommending that they be paid:

- a. Steinbrecher Painting Company Final Pay App #4 EDA Resolution EDA R19-017 for \$5,467.50
- b. Acoustics Associates Final Pay App #3 EDA Resolution EDA R19-018 for \$7,862.75
- c. Pinnacle Wall Systems Final Pay App #3 EDA Resolution EDA R19-019 for \$1,955.00
- d. VCI Environmental, Inc Final Pay App #3 EDA Resolution EDA R19-020 for \$10,039.87

We are working on wrapping issues with the Liberty Plumbing. We expect to bring their final payment request for approval at a future meeting.

Recommendation

Approve resolutions and pay requests as presented.

EDA Resolution R19-017

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
FINAL PAYMENT TO STEINBRECHER PAINTING
(BRIDGE PARK REHAB PROJECT)**

WHEREAS, pursuant to a written contract signed with the Cambridge EDA, Steinbrecher Painting has satisfactorily completed all work of the Bridge Park Rehab Project in accordance with such contract and;

WHEREAS, James Todd, Project Manager from BJ Baas., has reviewed the work and recommends payment in the amount of \$5,467.50 (Final Payment #4);

NOW THEREFORE, BE IT RESOLVED by the Cambridge EDA, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the Executive Director is hereby directed to authorize payment on such contract in the amount of \$5,467.50.

Adopted by the Cambridge EDA this 15th day of July, 2019.

Robert Shogren, EDA President

ATTEST:

Caroline Moe, Executive Director

TO OWNER: PROJECT: **Bridge Park Apartments**
 121 South Fern Street
 Cambridge MN 55008

APPLICATION NO.: 4 - Final Distribution to:
 PERIOD TO: 07/30/2019 OWNER
 PROJECT NOS.: CONSTRUCTION
 MANAGER
 CONTRACT DATE: 03/20/2019 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: **Steinbrecher Painting Company**
 1408 7th Street North
 PO Box 159
 Princeton MN 55371

VIA CONSTRUCTION MANAGER: **BT Boas Builders**
 VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

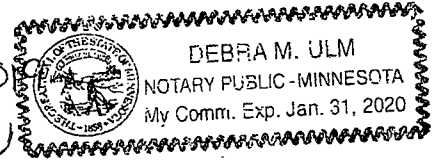
1. ORIGINAL CONTRACT SUM	\$	91,350.00
2. Net Change By Change Orders	\$	18,000.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	109,350.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702)	\$	109,350.00
5. RETAINAGE:		
a. 0.00% of Completed Work (Columns D + E on G703)	\$	0.00
b. 0.00% of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	109,350.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	103,882.50
8. CURRENT PAYMENT DUE	\$	5,467.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Steinbrecher Painting Company
 By: [Signature] Date: 7-2-19

State of: MN
 County of: Mille Lacs
 Subscribed and sworn to before me this 2nd day of July 2019
 Notary Public: [Signature]
 My Commission expires: 31-20



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:
 By: _____ Date: _____
 ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 4 - Final
 APPLICATION DATE: 07/02/2019
 PERIOD TO: 07/30/2019

ARCHITECT'S PROJECT NO.:
 Page: 2 of 2

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
	Materials	13,703.00	13,703.00			13,703.00	100.00		
	Labor	77,647.00	77,647.00			77,647.00	100.00		
	Change Order# #1	18,000.00	18,000.00			18,000.00	100.00		
	Totals:	109,350.00	109,350.00			109,350.00	100.00		

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AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

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EDA Resolution R19-018

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
FINAL PAYMENT TO ACOUSTICS ASSOCIATES INC
(BRIDGE PARK REHAB PROJECT)**

WHEREAS, pursuant to a written contract signed with the Cambridge EDA, Acoustics Associates Inc has satisfactorily completed all work of the Bridge Park Rehab Project in accordance with such contract and;

WHEREAS, James Todd, Project Manager from BJ Baas., has reviewed the work and recommends payment in the amount of \$7,862.75 (Final Payment #3);

NOW THEREFORE, BE IT RESOLVED by the Cambridge EDA, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the Executive Director is hereby directed to authorize payment on such contract in the amount of \$7,862.75.

Adopted by the Cambridge EDA this 15th day of July, 2019.

Robert Shogren, EDA President

ATTEST:

Caroline Moe, Executive Director

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: CITY OF CAMBRIDGE 300 THIRD AVENUE NE CAMBRIDGE, MN 55008	PROJECT: BRIDGE PARK APARTMENT BRIDGE PARK APARTMENT 121 S FERN ST, CAMBRIDGE, MN 55008	APPLICATION NO: Final PERIOD TO: 07/02/2019	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: ACOUSTICS ASSOCIATES, INC 1250 ZANE AVE N MINNEAPOLIS, MN 55422	VIA ARCHITECT:	CONTRACT FOR: FLOORING CONTRACT DATE: 04/17/2019 PROJECT NOS: / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 157,255.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 157,255.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 157,255.00
5. RETAINAGE:	
a. 0.00 % of Completed Work (Columns D + E on G703)	\$ 0.00
b. 0.00 % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 0.00
6. TOTAL EARNED LESS RETAINAGE	\$ 157,255.00 <i>(Line 4 minus Line 5 Total)</i>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 149,392.25 <i>(Line 6 from prior Certificate)</i>
8. CURRENT PAYMENT DUE	\$ 7,862.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE <i>(Line 3 minus Line 6)</i>	\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: ACOUSTICS ASSOCIATES, INC
By: [Signature] Date: 7/2/19
State of: MINNESOTA
County of: HENNEPIN

Subscribed and sworn to before me this 2nd day of July 2019
Notary Public: [Signature]
My commission expires: JANUARY 31, 2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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CONTINUATION PAGE

PROJECT: BRIDGE PARK APARTMENT
BRIDGE PARK APARTMENT

APPLICATION #: 3 Final
DATE OF APPLICATION: 07/02/2019
PERIOD THRU: 07/02/2019
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
1	FURNISH & INSTALL FLOORING	\$157,255.00	\$157,255.00	\$0.00	\$0.00	\$157,255.00	100%	\$0.00	
TOTALS		\$157,255.00	\$157,255.00	\$0.00	\$0.00	\$157,255.00	100%	\$0.00	

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EDA Resolution R19-019

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
FINAL PAYMENT TO PINNACLE WALL SYSTEMS
(BRIDGE PARK REHAB PROJECT)**

WHEREAS, pursuant to a written contract signed with the Cambridge EDA, Pinnacle Wall Systems has satisfactorily completed all work of the Bridge Park Rehab Project in accordance with such contract and;

WHEREAS, James Todd, Project Manager from BJ Baas., has reviewed the work through July 8, 2019 and recommends payment in the amount of \$1,955 (Final Payment #3);

NOW THEREFORE, BE IT RESOLVED by the Cambridge EDA, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the Executive Director is hereby directed to authorize payment on such contract in the amount of \$1,955.

Adopted by the Cambridge EDA this 15th day of July, 2019.

Robert Shogren, EDA President

ATTEST:

Caroline Moe, Executive Director

Application and Certificate For Payment

To Owner: BJ Baas 380 Garfield Street South Cambridge, MN 55008 From (Contractor): Pinnacle Wall Systems 1000 Kristen Court Suite 1 White Bear Lake, MN 55110 Phone: 651 653-3303	Project: Bridge Park Apts. 121 South Fern St Cambridge, MN Contractor Job Number: 19052 Via (Architect): Contract For:	Application No: 3 Date: 07/08/2019 Period To: 07/08/19 Architect's Project No: Contract Date:
--	---	---

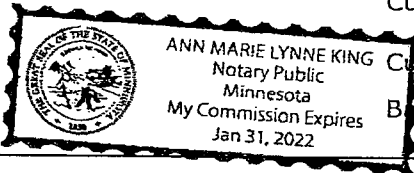
Contractor's Application For Payment

Change Order Summary	Additions	Deductions				
Change orders approved in previous months by owner		-9,000.00				
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Number</th> <th style="width:50%;">Date Approved</th> </tr> </thead> <tbody> <tr> <td>Change orders approved this month</td> <td></td> </tr> </tbody> </table>	Number	Date Approved	Change orders approved this month			
Number	Date Approved					
Change orders approved this month						
Totals						
Net change by change orders	-9,000.00					

Original contract sum	48,100.00
Net change by change orders	-9,000.00
Contract sum to date	39,100.00
Total completed and stored to date	39,100.00
Retainage	
0.0% of completed work	0.00
0.0% of stored material	0.00
Total retainage	0.00
Total earned less retainage	39,100.00
Less previous certificates of payment	37,145.00
Current sales tax	
0.000% of taxable amount	0.00
Current sales tax	0.00
Current payment due	1,955.00
Balance to finish, including retainage	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: [Signature]
 By: [Signature] Date: 7/8/19
 State of: MIN County of: Ramsey
 Subscribed and sworn to before me this 8 day of July
2019 (year). Notary public: [Signature]
 My commission expires 1/31/22



Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ _____

Architect:
 By: _____ Date: _____

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate For Payment -- page 2

To Owner: BJ Baas
 From (Contractor): Pinnacle Wall Systems
 Project: Bridge Park Apts.

Application No: 3 Date: 07/08/19 Period To: 07/08/19
 Contractor's Job Number: 19052
 Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
01	contract	48,100.00	48,100.00	0.00	0.00	48,100.00	100.00	0.00	0.00	
51	CO#1	-9,000.00	-9,000.00	0.00	0.00	-9,000.00	100.00	0.00	0.00	
Application Total		39,100.00	39,100.00	0.00	0.00	39,100.00	100.00	0.00	0.00	

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EDA Resolution R19-020

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
FINAL PAYMENT TO VCI ENVIRONMENTAL INC
(BRIDGE PARK REHAB PROJECT)**

WHEREAS, pursuant to a written contract signed with the Cambridge EDA, VCI Environmental Inc has satisfactorily completed all work of the Bridge Park Rehab Project in accordance with such contract and;

WHEREAS, James Todd, Project Manager from BJ Baas., has reviewed the work through June 2, 2019 and recommends payment in the amount of \$10,039.87 (Final Payment #3);

NOW THEREFORE, BE IT RESOLVED by the Cambridge EDA, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the Executive Director is hereby directed to authorize payment on such contract in the amount of \$10,039.87.

Adopted by the Cambridge EDA this 15th day of July, 2019.

Robert Shogren, EDA President

ATTEST:

Caroline Moe, Executive Director

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER EDA of the City of Cambridge
300 Third Ave. NE
Cambridge, MN 55008

PROJECT: Bridge Park Apartments
121 South Fern St.
Cambridge, MN 55008

APPLICATION NO: 3

Distribution to:

OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
VCI Environmental, Inc.
7094 Lake Drive, Suite 200
Lino Lakes, MN 55014

VIA ARCHITECT:

PERIOD TO: 6/2/2019

PROJECT NOS:

CONTRACT FOR:
Asbestos Abatement Services

CONTRACT DATE 3/18/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	200,797.50
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	200,797.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	200,797.50
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	\$0.00
b. % of Stored Material (Column F on G703)	\$	NA
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	200,797.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	190,757.63
8. CURRENT PAYMENT DUE	\$	10,039.87
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CONTRACTOR:

By: *David Schumann* Date: 7/9/2019

State of: Minnesota
Subscribed and sworn to before me this 9th day of July, 2019
Notary Public: *Jessica Morcomb*
My Commission expires: 1/31/2023

County of: Anoka
JESSICA MARIE MORCOMB
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2023



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2

OF 2

PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 2
APPLICATION DATE: 7/9/2019

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 6/2/2019

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Phase # 1	\$50,199.38	\$50,199.38	\$0.00	\$0.00	\$50,199.38	100.00%	\$0.00	\$0.00
2	Phase # 2	\$50,199.37	\$50,199.37	\$0.00	\$0.00	\$50,199.37	100.00%	\$0.00	\$0.00
3	Phase # 3	\$50,199.38	\$0.00	\$50,199.38	\$0.00	\$50,199.38	100.00%	\$0.00	\$0.00
4	Phase # 4	\$50,199.37	\$0.00	\$50,199.37	\$0.00	\$50,199.37	100.00%	\$0.00	\$0.00
GRAND TOTALS		\$200,797.50	\$100,398.75	\$100,398.75	\$0.00	\$200,797.50		\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

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Prepared by: Deb Barrett

Background:

On an annual basis the PHA is required to develop a Public Housing Agency (PHA) Plan in relation to the funding we receive from the US Department of Housing & Urban Development (HUD). The purpose of the PHA Plan is to provide a source for interested parties to operation, programs and services.

The Five-Year Action Plan describes the mission of our agency and our agency's long-range goals and objectives for achieving our mission over a five year, and our approach for managing programs and providing services for the upcoming year.

The 2019 Annual Plan lists the planned capital projects using 2019 Capital Fund of \$54,937.00.

The 2019-2023 Capital Fund Program describes our long range projects.

Recommendation

1. Call for public hearing on the PHA Plan on September 16, 2019 at 5:30 pm
2. Approve the 2019 Annual PHA Plan
3. Approve the 2019-2023 Capital Fund-Five Year Action Plan

PHA 5-Year and Annual Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

**OMB No. 2577-0226
Expires 4/30/2011**

1.0	PHA Information PHA Name: <u>Cambridge Economic Development Authority</u> PHA Code: <u>MN067</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>1/01/2019</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>45</u>		Number of HCV units: <u>936</u>		
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination."				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. N/A Annual Plan				

6.0	<p>PHA Plan Update</p> <ul style="list-style-type: none"> ▪ Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: ▪ No revision; ongoing <p>The Cambridge Economic Development (Cambridge EDA) aim for 2019 is to continue to work toward accomplishing the goals that are currently in place:</p> <ol style="list-style-type: none"> 1. Public Housing: <ul style="list-style-type: none"> ▪ Continue to maintain 100% occupancy rate with public housing. ▪ Continue to modernize/update our public housing units. ▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan ▪ Timely and accurate reporting of financial data and all other components of quality property management and maintenance. ▪ Continue & expand on resident involvement and services; ▪ Ensure that the PHA property continue to be managed to the highest possible standard, including regular preventive maintenance; ▪ Prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units; ▪ Strive to provide customer satisfaction through on going resident/staff communication by the way of monthly resident meetings; post notices etc.). ▪ Maintain "High Performer" status under HUD's Public Housing Assessment System (PHAS); ▪ Promote affordable housing unit development in our jurisdiction through the use of Low Income Housing Tax Credits. ▪ Maintain EDA Web Page providing program information to potential landlords. ▪ Ensure equal access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, marital status and the reliance on public assistance in the development and administration of Cambridge EDA. 2. Section 8 <ul style="list-style-type: none"> ▪ There is no revision to the Section 8 HCV Administrative Plan 3. Capital Improvements: <ul style="list-style-type: none"> ▪ Continue to make improvements to our public housing property. Continue to actively involve residents, staff and community in planning capital improvements. 4. Safety and Security: <ol style="list-style-type: none"> a. Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical b. Improvements to properties that enhance safety and security make provisions for local police and ambulance services 5. Smoke-Free Policy Enforce the smoke-free Public Housing Policies effective July 30, 2018 Update the Admission & Continued Occupancy Policy No smoking within 50 feet of entrance of building Designated smoking area is 50 feet away from structures on property All residents to sign smoke-free lease addendum Lease and resident handbook updated to include the Smoke-Free Policy 6. Violence Against Women and Justice Department Reauthorization Act of 2005 All resident to sign Lease Addendum of the VAWA – HUD-91067, HUD-5380 & HUD-5382 Update the Admission & Continued Occupancy Policy <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ol style="list-style-type: none"> 7. Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern St., Cambridge, MN
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Cambridge EDA has entered into an agreement with Mora HRA on January 1, 2016 to provide services for the administration of the Section 8 Housing Choice Program.</p>
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10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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Summary of Five Year Capital Plan 2019-2023		Estimated	Estimated	Estimated	Estimated	Estimated
		2019	2020	2021	2022	2023
Grant Amount		\$	\$	\$	\$	\$
Capital Projects						
Description						
Operations		\$ 10,985.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00
Mill/overlay, restripping parking lot		\$ 20,000.00				
Gazebo-replace rotten wood, torn screens & repaint		\$ 6,300.00				
Renovate bathrooms in 45 units		\$ 17,652.00	\$ 26,300.00	\$ 26,300.00	\$ 26,300.00	
Roof Replacement (done in 2007)					\$ 15,000.00	\$ 41,300.00
TOTAL		\$ 54,937.00	\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00

Prepared by: Caroline Moe

Issue #1—Central MN Housing Partnership Agreement

Background:

Recently, I was approached by Central MN Housing Partnership related to the Housing Division's relationship with Tower Terrace. I learned that the Housing Division owns ½ of one percent of Tower Terrace. This was a surprising revelation since when we folded the Cambridge Housing Authority into the Cambridge EDA over seventeen years ago, there was no ownership asset on the financial statements at that time.

We were contacted by Central MN Housing Partnership as the managing partner of the property, they are working to get all necessary approvals prior to starting a major property renovation. I met with the Executive Director of Central MN Housing Partnership on June 27 to get more information. The Cambridge EDA needs to make decisions about its ½ of 1% ownership stake in Tower Terrace:

Option #1: Retain ½ of 1% ownership in Tower Terrace.

Advantages to this option:

- Potential to receive distributions of \$5,000 per year beginning around 2030 of excess profits.

Disadvantages to this option:

- Cambridge EDA is potentially liable for our share of any litigation that may occur at the property including any housing discrimination lawsuits;
- Cambridge EDA needs to make a cash investment into the property. At this time, the EDA's proportionate share is estimated at \$10,000 if we support the property's refinancing or approximately \$190,000 if we do not want any risk as part of the property's refinancing.

Option #2: Relinquish the ½ of 1% ownership to Central MN Housing Partnership.

Advantages to this option:

- Cambridge EDA will be relieved of all future legal and financial obligations that could arise due to the ownership.
- Cambridge would not be required to pay any legal cost to exit the partnership if done now as it would be paid as part of legal costs of the bond issuance for the proposed Tower Terrace renovation.
- Central MN Housing Partnership will expend less cost and effort to manage Tower Terrace if it did not have to account for Cambridge EDA.

Disadvantages to this option:

- Cambridge EDA will no longer have any potential for distribution in the future.

Recommendation

Staff recommends option #2 but if the Board would like additional discussion with Central MN Housing Partnership, the Executive Director has offered to attend a future Cambridge EDA meeting.

Issue #2—Discussion of Exploration of Joint Powers, Collaboration, or Merger with Mora HRA

Background:

The Mora HRA has sent us information about a grant opportunity from the Greater Minnesota Housing Fund for small Public Housing Authorities to explore merger, collaboration or joint power options. The Mora HRA is looking for opportunities to work together with the Cambridge EDA and Braham HRA in the future.

The Braham HRA has approved a resolution in support of exploring merger, collaboration or joint power options (see attached).

Staff is recommending the Cambridge EDA consider a similar resolution for the following reasons:

- We have had an excellent experience with the Mora HRA administering our Section 8 Voucher program.
- We believe that it is not cost effective for us to expend so much staff time on HUD regulations solely for managing Bridge Park Apartments. We do not want to lose the federal funds that support the rent or capital improvement at Bridge Park, but we are interested in looking at options that may allow us to do it in a more efficient manner. Now that we have completed our major renovation, we believe that we are in an excellent position to look at new collaboration, joint power options or potentially merger.
- Exploration of these options does not commit the Board to any specific action but does give us the flexibility consider new management options.

Recommendation

Approve resolution EDA R19-021

EDA Resolution R19-021

**RESOLUTION SUPPORTING THE EXPLORATION OF A JOINT POWER AGREEMENT,
COLLABORATION, OR MERGER WITH THE MORA HOUSING AND REDEVELOPMENT
AUTHORITY (HRA)**

WHEREAS, the Cambridge EDA Housing Division operates under the regulations of the US Department of Housing and Urban Development (HUD);

WHEREAS, the Mora HRA operates under the same HUD regulations and has the ability to oversee the operations of area HRAs for compliance with HUD regulations;

NOW THEREFORE, BE IT RESOLVED by the Cambridge EDA that the Cambridge EDA Board support the exploration of a joint power agreement, collaboration or merger between the Cambridge EDA Housing Division and the Mora HRA.

Adopted by the Cambridge EDA this 15th day of July, 2019.

Robert Shogren, EDA President

ATTEST:

Caroline Moe, Executive Director