

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes - September 16, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, September 16, 2019 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: Marlys Palmer.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, Economic Development Director Gustafson and Administrator Woulfe.

Call to Order

Shogren called the meeting to order at 5:00 p.m.

Approval of Agenda

Shogren amended the agenda to move Item 5A to the last item under unfinished business. Iverson moved, seconded by Conley, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Shogren stated a change was needed to consent agenda item A in paragraph four as follows:

Hemmesch explained the parking lot at ~~Bridge Park Apartments~~ Tower Terrace needs to be fixed because it is failing inspection...

Iverson moved, seconded by Conley, to approve consent agenda items A–H:

- A. Approve EDA Regular Meeting Minutes for August 19, 2019
- B. Approve EDA Draft July 2019 Financial Statements
- C. Housing Division August 2019 ACH Disbursements, Totaling \$65,714.97
- D. Approve EDA Admin Division Bills-Checks #11484-#114685, Totaling \$12,928.77
- E. Housing Supervisor Report
- F. Resident Meeting Minutes
- G. Solicit Sealed Bids for Washer & Dryer
- H. Solicit Sealed Bids for Vending Machines

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

Work Session

There were no items under the work session.

Unfinished Business

Listing of concerns from Bridge Park Resident

Moe reported at the EDA meeting on August 19, 2019, there was discussion about a specific resident at Bridge Park that said he had a list of concerns regarding Bridge Park related to the asbestos abatement project. Moe explained staff were directed to request the resident provide a list to bring to the Board for consideration.

Moe explained the original document from the tenant is provided in the packet. Moe stated staff also listed the issues in the table shown below along with staff responses to help the board focus on which items may need board action.

Concern Raised by Resident	Staff Response
Replace Light Colored Carpet with Darker Color	Light colored carpet in the hallway was chosen prior to current housing staff employment. When the time comes to replace hallway and common areas carpet it should be a darker color with a design. However, at this time, the carpet has not reached the end of its useful life so color change will occur once carpet is worn out. Also, hallway and common area carpet was shampooed on August 20, 2019
Request all apartment walls to be painted bright white	All apartment walls were just painted as part of the renovation with an off-white. Repainting would require additional outlay of funds for request.
Replace all beige switch and outlet plates with white plastic ones. Also replace thermostat covers and knobs.	Before the asbestos abatement began the former Housing Maintenance staff was installing new outlet plates during a turnover. We recommend continuing replacement of switch/outlet plates as needed during a turnover and that all other switch/outlet plates be replaced within two years. We also recommend replacing thermostat covers and knobs within two years.
When blinds are replaced in the future, select bright white	Next time blinds are replaced, we will consider this color request.
Replace dumpster regularly.	Garbage dumpster was replaced when waste management took over. Since current staff employment, the dumpster and the recycling containers have always been by the building. Staff will discuss with future garbage hauler request for routine replacement.
Replace missing/torn/painted over seals around apartment entrance door frames.	Door seals were painted over during the asbestos project. Staff will inspect during the

	next unit inspection and replace as funding permits.
Replace the double prong clothes hanger in bathroom due to safety concerns.	Will look at during bathroom remodeling and consider replacing with a different style.
Replace damaged and poorly patched sheet rock and corner bead. Repaint with neutral color. Install thermal insulation for improving energy efficiency and noise insulation.	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least five years before this could be considered.
Spray paint the dingy fire extinguisher cabinets.	Will add to a capital fund grant to have all the fire extinguisher cabinets painted. Staff does not believe these have ever been repainted.
Cover concrete blocks with sheetrock.	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least five years before this could be considered.
Small bumps on the walls from failure to strain paint.	Paint straining will be considered in the future when painting is done.
Repaint door frames to original brown color	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least 5 years before this could be considered.
Replace painted over items such as vents and door knob stops.	Painted over vents and door knob stops should be replaced within two years.
Spray paint electric wall heaters in hallways, common areas and apartments.	Recommend we do hallway and common area painting of wall heaters within two years. Apartment heater painting should be done when units turnover.
Put door stops in the apartments.	Remaining door stoppers where removed during the asbestos project and the flooring contractor did not reinstall them. Staff will work to replace them.
Install quieter toilet flush units.	Toilet flush tanks where installed years ago and yes they are very loud. Tanks are a high-pressure tank. Staff will evaluate if this can and should be done as part of the bathroom remodeling in the capital plan.
Fix damaged concrete curb on west entrance area.	Occurred during snow removal of the parking lot. Will have repaired during the parking lot rehab in the 2019 capital fund project.
Remove old curtain rod holders in living and bedrooms. Patch, sand and repaint wall.	The curtain rod holders where supposed to be removed during the asbestos project. Some units had them removed and others units had the hangers left in the wall but the rod was removed and thrown away. Will remove during turnover.

Replace rough asphalt in parking lot.	Parking lot rehab is in the 2019 capital fund grant--this was pushed back due to the asbestos project
Buy insulated air conditioner covers for winter.	There is an insulated cloth cover for the air conditioners. Staff will check into some other type of covers.
Ensure all air conditioners have adequate insulation between unit and frame.	Air conditioners were installed approximately 9-10 years ago. Some of the air conditioners are leaking water due to them being very dirty and needing pulled out and taken outside and completely taken apart and cleaned. This has been getting done by Ted's Appliance's. It's a very slow process since it takes at least an hour if not longer to clean them. Doug's air conditioner was removed and cleaned, reinstalled with new insulation on July 17, 2019. Doug's air conditioner leaked again due to the water still inside of it from being cleaned. Doug has not complained again about his air conditioner.
Install better-insulated windows.	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least five years before this could be considered. City building official and building inspector had recently looked at Bridge Park windows and recommended to NOT replace them.
Replace all remaining fluorescent and incandescent bulbs with LEDs.	LED light bulbs are being used at Bridge Park Apartments
Install variable speed fan for building ventilation system.	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least five years before this could be considered.
Install sound reduction wall along Hwy 95 and / or increase enforcement of noise laws on Hwy 95	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least five years before this could be considered. Police Department will be notified of request from residents to increase enforcement of noise laws in the area near Bridge Park.
Concerns about barking dogs at Bridge Park Apartments.	Dogs will bark. Several residents at Bridge Park have medical, emotional support animals. No other resident has complained about dogs barking but we will continue to work on reminding residents about proper pet behavior.

Flower Garden Maintenance	Alice and Doug did a wonderful job weeding the flower garden. Staff thanked them both for the help.
Replace popcorn acoustic insulation on stairwell ceilings.	Staff will research the cost to make these changes. If minor, staff will correct issue out of maintenance budget. If too expensive, consider for future capital improvement plan project.
Replace stained/faded flooring in stairwells.	Flooring in the stairways was stained and scratched during the asbestos project. Replacement will be added to a future capital fund grant. Flooring is less than 10 years old
Replace bathroom vanity mirrors.	Renovation for all bathrooms is in the capital fund.
Replace uneven/missing caulk on bathroom and kitchen joints.	During next unit inspection process next spring, staff will specifically look for which units have uneven or missing caulk and then develop a systematic plan to address.
Replace nicotine-stained and cigarette-burned items such as showers and counter tops.	This work will be completed as part of the bathroom renovations scheduled in the capital plan.
Evaluate the amount of visitor parking spots in the parking lot	Staff will consider increasing the number of designated visitor spots when the parking lot is in the 2019 capital fund
Fix loose towel racks and wall heaters.	During next unit inspection process next spring, staff will specifically look for which units have loose towel racks and wall heaters and then a develop systematic plan to address.
Replace cracked and broken light switches and outlets that cannot hold a plug.	Residents with cracked or broken light switches and outlets that cannot hold a plug should report the maintenance need so the problem can be corrected. We will also specifically look for this issue during unit inspection next spring.
Fix water leaks and replace stained ceiling tiles in common areas.	All water leaks have been repaired. The stained ceiling tiles is from the asbestos project. We are in the process of replacing the stained tiles and hope to complete that process by 12/31/19.
Make sure units have matching drawer/door pulls.	Unmatched cabinet knobs were installed prior to current housing staff. There are 3 different style of knobs at Bridge Park. At the next unit inspection, we will make note of the number of units with mismatched knobs and will determine the cost to correct this problem. We will request the EDA Board to approve the

	expenditure to correct prior to spending funds on fixing a cosmetic issue.
Remove bugs and stains from light fixtures.	Light fixtures have been cleaned.
Secure laundry tub against wall and/or to the floor.	Will call Kraemer Plumbing to have tub attached
Clean paint from back of laundry room tub backsplash.	Staff will correct this issue by 12/31/19.
Replace or paint the scratched/corroded laundry room ceiling grid and make better fitting dryer vent routing through ceiling.	Consider for future capital improvement plan project. Due to other higher priority projects, it will be at least five years before this could be considered.
Replace cut-up/stained cutting boards in kitchens.	During the next unit inspection staff will check for ones that need replaced. Approximate cost per board is \$55.
Repair the gazebo.	Gazebo repair is already in the capital project plan--this was also pushed back due to the Asbestos Project.

Barrett explained the tenant was aware he could attend the meeting tonight to discuss the list if he wished.

Moe explained although most of the items on the list were unrelated to the asbestos project that some major remodeling is needed in the bathrooms. When this is done, it may be able the time to tie in some of the tenant suggestions.

Tower Terrace

Moe reported at the August 19, 2019 EDA meeting, Deanna Hemmesch, the Executive Director from the Central MN Housing Partnership, attended the meeting to discuss this issue with the Board. Moe explained staff were asked to have Attorney Jay Squires review the Tower Terrace documents to verify that our partnership interest was ½ of 1%. Moe explained Attorney Squires confirmed that the partnership interest is ½ of 1% as detailed in the email provided in the packet.

Moe stated the Cambridge EDA needs to make decisions about its ½ of 1% ownership stake in Tower Terrace:

Option #1: Retain ½ of 1% partnership interest 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.

Moe stated she asked Attorney Squires if he had an opinion on the recommended course of action for the Board. Moe explained he indicated he doesn't normally work with partnerships such as this and would need to do more extensive research prior to giving an attorney's opinion. Moe stated if we request such an opinion, we will incur significant attorney expense.

Conley moved, seconded by Godfrey, to approve Option 2 to Relinquish the ½ of 1% ownership to Central MN Housing Partnership. Motion carried 3 to 1 with Iverson voting nay.

Public Hearing Capital Plan

Barrett reported 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). Barrett explained the purpose of the PHA Plan is to provide a source for interested parties to operation, programs and services.

Barrett explained 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.

Barrett reported the 2019 Annual Plan lists the planned capital projects using 2019 Capital Fund of \$54,937.00. Barrett stated the 2019-2023 Capital Fund Program describes our long-range projects.

Moe stated Public Notice was published in the Isanti-Chisago County Star on July 25, 2019.

Shogren opened the public hearing at 5:31 pm. Second and third calls made. There was no one in attendance for the public hearing. Public hearing closed at 5:32 pm.

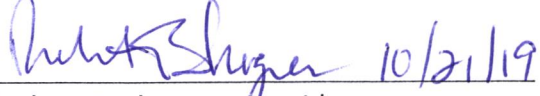
Iverson moved, seconded by Godfrey to approve the 2019 Annual PHA Plan and the 2019-2023 Capital Fund-Five Year Action Plan. Motion carried unanimously.

New Business

There was no new business for discussion.

Adjournment

Godfrey moved, seconded by Conley, to adjourn the meeting at 5:32 pm. Motion carried unanimously.



Robert T. Shogren, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2019

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(62,081.43)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	108,417.42	
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>428,546.19</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,940.36	
901-22600	TENANT SECURITY DEPOSITS	28,621.84	
	TOTAL LIABILITIES		30,562.20

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	(761,392.14)	
	BALANCE - CURRENT DATE	(761,392.14)	
	TOTAL FUND EQUITY		<u>397,983.99</u>
	TOTAL LIABILITIES AND EQUITY		<u>428,546.19</u>

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	44,449.00	30,551.00	59.27	71,599.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	44,449.00	30,551.00	59.27	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	818.46	681.54	54.56	2,432.28
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	818.46	781.54	51.15	2,477.28
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,600.00	147,600.00	93,453.00	54,147.00	63.32	170,059.47
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,705.89	2,294.11	42.65	4,100.91
TOTAL RENTAL INCOME	151,600.00	151,600.00	95,158.89	56,441.11	62.77	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	140,426.35			280,151.66

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2019

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>LOW RENT ADMINISTRATION</i>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	35,000.00	35,000.00	27,679.59	(7,320.41)	79.08	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	2,105.60	(519.40)	80.21	2,004.09
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,678.00	2,678.00	2,112.00	(566.00)	78.86	2,044.22
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	63.39	(436.61)	12.68	158.45
901-49500-154 HRA/FLEX FEES	.00	.00	49.85	49.85	.00	.00
<i>TOTAL PERSONAL SERVICES</i>	<u>40,803.00</u>	<u>40,803.00</u>	<u>32,405.65</u>	<u>(8,397.35)</u>	<u>79.42</u>	<u>30,927.91</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	257.18	(742.82)	25.72	287.15
<i>TOTAL SUPPLIES</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>257.18</u>	<u>(742.82)</u>	<u>25.72</u>	<u>287.15</u>
<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	1,580.67	(1,419.33)	52.69	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	3,791.95	(3,008.05)	55.76	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	42.00	(258.00)	14.00	274.15
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>14,250.00</u>	<u>14,250.00</u>	<u>7,289.62</u>	<u>(6,960.38)</u>	<u>51.16</u>	<u>11,650.02</u>
<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	85.18	(314.82)	21.30	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
<i>TOTAL MISCELLANEOUS</i>	<u>5,400.00</u>	<u>5,400.00</u>	<u>2,653.18</u>	<u>(2,746.82)</u>	<u>49.13</u>	<u>6,129.78</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>61,453.00</u></u>	<u><u>61,453.00</u></u>	<u><u>42,605.63</u></u>	<u><u>(18,847.37)</u></u>	<u><u>69.33</u></u>	<u><u>48,994.86</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	3,275.98	2,475.98	409.50	5,727.38
	<i>TOTAL SUPPLIES</i>	800.00	800.00	3,275.98	2,475.98	409.50	5,727.38
	TOTAL LOW RENT TENANT SERVICE	800.00	800.00	3,275.98	2,475.98	409.50	5,727.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	460.54	(1,106.46)	29.39	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	460.54	(32,439.46)	1.40	26,183.07
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	2,021.30	(4,861.70)	29.37	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	2,041.31	(5,041.69)	28.82	6,071.70
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	30,000.00	30,000.00	22,614.57	(7,385.43)	75.38	29,202.44
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	7,363.00	(4,001.00)	64.79	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	23,513.13	(12,486.87)	65.31	34,403.52
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	4,035.97	(6,464.03)	38.44	8,367.36
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	783.81	(5,716.19)	12.06	2,899.01
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	1,739.91	(1,260.09)	58.00	3,101.87
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	60,050.39	(51,313.61)	53.92	100,374.20
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	647,961.54	647,961.54	.00	.00
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	33,500.00	33,500.00	.00	.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	69,463.10	69,463.10	.00	.00
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	42,460.00	42,460.00	.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	793,384.64	734,384.64	1,344.72	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	855,936.88	641,589.88	399.32	185,369.07

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	901,818.49			240,091.31
NET REVENUES OVER EXPENDITURE	.00	.00	(761,392.14)			40,060.35

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2019

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10010	CASH AND INVESTMENTS	(3,939.00)
902-10200	EDA OPERATING ACCT-SECTION 8		139,187.41
902-11500	ACCOUNTS RECEIVABLE		109.00
902-16450	FURN, EQUIP, MACH-ADMIN		4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
	TOTAL ASSETS		<u><u>135,357.41</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20100	AP ALLOCATED TO OTHER FUNDS		3,939.00
902-20200	ACCOUNTS PAYABLE		2,789.01
	TOTAL LIABILITIES		6,728.01
<u>FUND EQUITY</u>			
902-27200	UNRESTRICTED NET ASSETS		118,736.75
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>9,892.65</u>	
	BALANCE - CURRENT DATE		<u>9,892.65</u>
	TOTAL FUND EQUITY		<u><u>128,629.40</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>135,357.41</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	44,369.00	3,631.00	92.44	65,194.00
TOTAL INTERGOVERNMENTAL REVE	48,000.00	48,000.00	44,369.00	3,631.00	92.44	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	60.74	(60.74)	.00	115.90
TOTAL INTEREST	.00	.00	60.74	(60.74)	.00	115.90
TOTAL FUND REVENUE	48,000.00	48,000.00	44,429.74			66,802.90

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	27,888.12 (16,111.88)	63.38	42,225.88
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>47,000.00</u>	<u>47,000.00</u>	<u>29,763.12 (17,236.88)</u>	<u>63.33</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 (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>29,763.12 (18,236.88)</u></u>	<u><u>62.01</u></u>	<u><u>43,325.88</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	173,665.00	173,665.00	.00	326,068.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(169,394.00)	(169,394.00)	.00	(326,713.00)
902-49775-376 URP PORT REC	.00	.00	450.00	450.00	.00	555.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	52.97	52.97	.00	.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	90.00
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	4,773.97	4,773.97	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	4,773.97	4,773.97	.00	.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	34,537.09			43,325.88
NET REVENUES OVER EXPENDITURE	.00	.00	9,892.65			23,477.02

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2019

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10010	CASH AND INVESTMENTS	(339.08)
903-10102	INVESTMENTS--PBC		372,550.68
903-10200	EDA HOUSING DIV OPERATING CASH		14,311.96
	TOTAL ASSETS		<u>386,523.56</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		10,285.43
	BALANCE - CURRENT DATE		<u>10,285.43</u>
	TOTAL FUND EQUITY		<u>386,523.56</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,523.56</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	1,325.47	(325.47)	132.55	1,698.26
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	1,325.47	(325.47)	132.55	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	11,151.97			18,472.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	805.00	(1,295.00)	38.33	1,855.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	161.00	161.00	61.54	(99.46)	38.22	141.86
	<i>TOTAL FUNCTION 1</i>	<u>2,261.00</u>	<u>2,261.00</u>	<u>866.54</u>	<u>(1,394.46)</u>	<u>38.33</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>866.54</u></u>	<u><u>(15,133.46)</u></u>	<u><u>5.42</u></u>	<u><u>1,996.86</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	866.54			1,996.86
NET REVENUES OVER EXPENDITURE	.00	.00	10,285.43			16,475.65

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2019

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	74,816.42	
		<hr/>	
	TOTAL ASSETS		74,816.42
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	74,816.42	
		<hr/>	
	BALANCE - CURRENT DATE	74,816.42	
		<hr/>	
	TOTAL FUND EQUITY		74,816.42
			<hr/>
	TOTAL LIABILITIES AND EQUITY		74,816.42
			<hr/> <hr/>

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	74,816.42	(38,816.42)	207.82	31,915.00
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	74,816.42	(38,816.42)	207.82	31,915.00
 TOTAL FUND REVENUE	<u>36,000.00</u>	<u>36,000.00</u>	<u>74,816.42</u>			<u>31,915.00</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 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	74,816.42			.00

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2019

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>	
905-10200 EDA OPERATING ACCT-SECTION 8	(12,543.32)
TOTAL ASSETS	(12,543.32)
<u>LIABILITIES AND EQUITY</u>	
<u>FUND EQUITY</u>	
905-27200 RESTRICTED NET ASSETS-HAP	(19,667.36)
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	7,124.04
BALANCE - CURRENT DATE	7,124.04
TOTAL FUND EQUITY	(12,543.32)
TOTAL LIABILITIES AND EQUITY	(12,543.32)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	284,814.00	67,186.00	80.91	410,863.00
TOTAL INTERGOVERNMENTAL REVE	352,000.00	352,000.00	284,814.00	67,186.00	80.91	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>284,814.00</u>			<u>410,949.77</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	271,365.00	(80,835.00)	77.05	403,246.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	5,868.00	5,868.00	.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>277,689.96</u>	<u>(74,510.04)</u>	<u>78.84</u>	<u>415,412.66</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>277,689.96</u>	<u>(74,510.04)</u>	<u>78.84</u>	<u>415,412.66</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	277,689.96			415,412.66
NET REVENUES OVER EXPENDITURE	.00	.00	7,124.04			(4,462.89)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	160,703.15	64,296.85	71.42	247,078.28
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	160,703.15	64,296.85	71.42	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	160,703.15			326,429.74

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	54,139.21	(40,483.79)	57.22	93,693.50
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	490.00	(2,010.00)	19.60	525.00
205-41930-121 PERA (EMPLOYER)	7,289.00	7,289.00	4,060.44	(3,228.56)	55.71	6,746.16
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,434.00	7,434.00	4,031.52	(3,402.48)	54.23	6,945.31
205-41930-131 MEDICAL/DENTAL/LIFE	17,114.00	17,114.00	11,080.20	(6,033.80)	64.74	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	185.78	(575.22)	24.41	427.34
205-41930-154 HRA/FLEX FEES	100.00	100.00	49.90	(50.10)	49.90	73.35
TOTAL PERSONAL SERVICES	133,574.00	133,574.00	75,237.05	(58,336.95)	56.33	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	5,050.50	1,050.50	126.26	3,423.50
205-41930-313 IT MGMT & BACKUP	2,700.00	2,700.00	1,580.67	(1,119.33)	58.54	2,709.72
205-41930-321 TELEPHONE/CELLULAR	900.00	900.00	644.22	(255.78)	71.58	945.55
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	286.13	(713.87)	28.61	476.64
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	343.36	(456.64)	42.92	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	265.00	(1,285.00)	17.10	343.00
205-41930-381 ELECTRIC UTILITIES	1,000.00	1,000.00	1,441.07	441.07	144.11	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	2,367.54	2,067.54	789.18	890.84
TOTAL OTHER SERVICES & CHARG	14,450.00	14,450.00	12,070.49	(2,379.51)	83.53	13,980.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	100.00	100.00	.00
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	8,379.44	(1,620.56)	83.79
205-41930-430	MISCELLANEOUS	.00	.00	.00	.00	(61.43)
205-41930-433	DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,965.00	465.00	131.00
205-41930-440	SCHOOLS & MEETINGS	1,500.00	1,500.00	1,836.50	336.50	122.43
205-41930-450	TAX ABATEMENT-MAIN & 65 LLC	.00	.00	.00	.00	.00
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	14,668.38	14,668.38	.00
205-41930-484	NLX ACTIVITIES	8,357.00	8,357.00	8,356.00	(1.00)	99.99
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00
205-41930-489	IND PARK MARKETING	9,500.00	9,500.00	1,000.00	(8,500.00)	10.53
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>36,857.00</u>	<u>36,857.00</u>	<u>36,305.32</u>	<u>(551.68)</u>	<u>98.50</u>
	TOTAL EDA ADMINISTRATION	<u><u>188,631.00</u></u>	<u><u>188,631.00</u></u>	<u><u>123,861.31</u></u>	<u><u>(64,769.69)</u></u>	<u><u>65.66</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	15,700.39	(11,523.61)	57.67	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	3,198.94	198.94	106.63	6,593.05
205-47000-121 PERA (EMPLOYER)	2,192.00	2,192.00	1,177.53	(1,014.47)	53.72	1,977.60
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	1,405.35	(830.65)	62.85	2,448.39
205-47000-131 MEDICAL/DENTAL/LIFE	8,557.00	8,557.00	5,535.34	(3,021.66)	64.69	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	556.34	(1,096.66)	33.66	1,313.07
205-47000-154 HRA/FLEX FEES	100.00	100.00	24.95	(75.05)	24.95	36.75
TOTAL PERSONAL SERVICES	46,562.00	46,562.00	27,598.84	(18,963.16)	59.27	47,396.61
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	106.74	(93.26)	53.37	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	4,638.21	(10,361.79)	30.92	11,127.07
205-47000-240 SMALL TOOLS	.00	.00	15.12	15.12	.00	.00
TOTAL SUPPLIES	15,325.00	15,325.00	4,804.05	(10,520.95)	31.35	11,347.48
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	154.74	(195.26)	44.21	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	4,921.20	(78.80)	98.42	6,052.27
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	8,265.74	(13,734.26)	37.57	18,183.11
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,935.88	(2,764.12)	51.51	4,764.76
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,621.22	(4,378.78)	27.02	3,651.01
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	2,924.69	(1,575.31)	64.99	3,655.90
TOTAL OTHER SERVICES & CHARG	43,550.00	43,550.00	20,823.47	(22,726.53)	47.82	37,111.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	29,058.13	13,058.13	181.61	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	391.80	(11,608.20)	3.27	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	31,751.43	(45,098.57)	41.32	136,005.64
TOTAL MALL OPERATING EXPENSE	182,287.00	182,287.00	84,977.79	(97,309.21)	46.62	231,861.05

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 31, 2019

FUND 205 - EDA ADMIN FUND

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
TOTAL FUND EXPENDITURES	<u>370,918.00</u>	<u>370,918.00</u>	<u>208,839.10</u>			<u>458,435.13</u>
NET REVENUES OVER EXPENDITURE	<u>56,082.00</u>	<u>56,082.00</u>	<u>(48,135.95)</u>			<u>(132,005.39)</u>

CAMBRIDGE EDA MEETING
September 16, 2019
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
ACH-Section 8 Business (see attached)	8/1/2019	n/a	47,501.97
ACH-Section 8 Individuals (see attached)	8/1/2019	n/a	17,572.00
ACH-Section 8 Business (see attached)	8/29/2019	n/a	641
Prepaid Totals			<u>65,714.97</u>

TOTAL SUBMITTED FOR APPROVAL

\$65,714.97

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 8/1/2019-8/31/2019.

Caroline Moe 9/6/19
Caroline Moe, Director of Finance signature & date

Deb Barrett 9/6/19
Deb Barrett, Housing Supervisor signature & date

ACH Transaction Report

Batch #: 000208

Created On: 07/29/2019

<u>Name</u>	<u>Amount</u>
Theresa Brunnette	\$847.00
Bungalows of Chisago L	\$2,250.00
Calhoun Apartments	\$1,099.00
Cambridge Square Assoc	\$931.00
Cambridge Town Square	\$1,415.00
PG Companies Redwing A	\$1,055.00
DJ Properties of Stanc	\$1,050.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$347.00
New Challenges, Inc.	\$5,585.00
Isanti Community Servi	\$74.00
Isanti Village Apartme	\$1,419.00
Kaizen Property Soluti	\$1,066.00
Kestrel Meadows Townho	\$3,259.00
Legacy Townhomes	\$3,033.00
Main Street Flats LP	\$920.00
Mission 61 Inc.	\$473.00
Allen Moulton	\$291.00
Osmium Holdings LLC	\$940.00
NETA Property Manageme	\$596.00
Normandy Townhomes	\$3,659.00
Normandy Townhomes LP	\$1,288.00
North Branch Senior Ho	\$338.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,471.00
Pine Village LLC	\$97.00
Rush Oaks Apartments	\$389.00
Sunrise Court Apartmen	\$1,092.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$564.00
Tower Terrace Limited	\$4,389.00
Virginia HRA	\$367.97
Wyoming Limited Partne	\$1,473.00
Wyoming Limited Partne	\$2,071.00
Cambridge EDA	\$-47,501.97
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000209

Created On: 07/29/2019

<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	\$6,177.00
David Findell	\$554.00
Elmer D. Harp	\$567.00
Jenell King	\$583.00
John Maher	\$377.00
Kristine Yerigan	\$319.00
Brian Leet	\$359.00
Michael Doran	\$555.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$248.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$458.00
Robert Blaisdell	\$1,150.00
Robert Mattson	\$585.00
Ross Goldsmith	\$488.00
Steve Baker	\$797.00
Paul & Bethany Stiles	\$531.00
Cambridge EDA	\$-17,572.00

Batch Total: \$0.00

ACH Transaction Report

Batch #: 000210

Created On: 08/28/2019

<u>Name</u>	<u>Amount</u>
Bungalows of Chisago L	\$404.00
Elmhurst Apt. c/o Lifes	\$237.00
Cambridge EDA	\$-641.00
Batch Total:	\$0.00

<p>CAMBRIDGE EDA MEETING</p> <p>September 16, 2019</p> <p>BILLS LIST</p>
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**Submitted
For
Approval**

Disbursement Type:	Date:	Check Numbers:	<u>Approval</u>
Prepaid Checks	8/21/2019	114484 - 114576	3,461.56
Prepaid Checks	8/28/2019	114588 - 114631	4,632.75
Prepaid Checks	9/4/2019	114643 - 114685	4,834.46
Prepaid Totals			12,928.77

TOTAL SUBMITTED FOR APPROVAL

\$12,928.77

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 8/9/19-9/4/2019.

Caroline Moe

Caroline Moe, Director of Finance signature & date

Linda Gerlach

Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	101.67
Total 555:			101.67
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
Total 1686:			155.25
2288	Hannan, Daniel	Security & Pet Deposit	737.65
Total 2288:			737.65
2717	J's Carpet and Upholstery Cleanin	Carpet Cleaning - Bridge Park	550.00
Total 2717:			550.00
2933	Kim's Kleaning LLC	Clean Stair Case & Elevator Entry - Bridge Park	500.00
Total 2933:			500.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	246.72
Total 3006:			246.72
3056	Lake Superior Laundry Inc.	Mall Rugs	62.10
Total 3056:			62.10
4886	Roof Tech	Roof Repairs - Mall	895.90
Total 4886:			895.90
5431	Ted's Complete Appliance	Repairs Bridgepark Apts	101.00
Total 5431:			101.00
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	57.72
Total 5886:			57.72
6071	Zee Medical Service	First Aid Kit Supplies - Bridge Park	45.05
Total 6071:			45.05
Grand Totals:			3,461.56

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 8/21/19

City Treasurer: Caroline Nye

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/21/2019	114484	555	Business Essentials	205-20100	101.67
08/19	08/21/2019	114491	1140	Cintas Corporation	205-20100	8.50
08/19	08/21/2019	114500	1686	Ecolab Pest Elimination Div.	901-20100	155.25
08/19	08/21/2019	114508	2288	Daniel Hannan	901-20100	737.65
08/19	08/21/2019	114516	2717	J's Carpet and Upholstery Cleaning LLC	901-20100	550.00
08/19	08/21/2019	114519	2933	Kim's Kleaning LLC	901-20100	500.00
08/19	08/21/2019	114521	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	246.72
08/19	08/21/2019	114522	3056	Lake Superior Laundry Inc.	205-20100	62.10
08/19	08/21/2019	114552	4886	Roof Tech	205-20100	895.90
08/19	08/21/2019	114558	5431	Ted's Appliance	901-20100	101.00
08/19	08/21/2019	114571	5886	Watson Co., Inc.	901-20100	57.72
08/19	08/21/2019	114576	6071	Zee Medical Service	901-20100	45.05
Grand Totals:						3,461.56

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1379	Custom Woodworks	Remove and Reinstall Cabinet - Bridge Park	425.00
	Total 1379:		425.00
3521	Menards	Maintenance Supplies - Mall	10.99
3521	Menards	Maintenance Supplies - Mall	5.24
	Total 3521:		16.23
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	9.30
	Total 3543:		9.30
3933	Mora HRA	August Contracted Section 8 Administration	3,919.78
	Total 3933:		3,919.78
5431	Ted's Complete Appliance	Repairs - Bridge Park	105.00
	Total 5431:		105.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	88.99
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.40
5801	Verizon Wireless	wireless phone service - Bridge Park	42.80
	Total 5801:		153.19
	Grand Totals:		4,632.75

Dated: _____

8/28/19

City Treasurer: _____

Caroline Nove

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/28/2019	114588	1140	Cintas Corporation	205-20100	4.25
08/19	08/28/2019	114592	1379	Custom Woodworks	901-20100	425.00
08/19	08/28/2019	114608	3521	Menards	205-20100	16.23
08/19	08/28/2019	114609	3543	Metro Sales, Inc.	901-20100	9.30
08/19	08/28/2019	114611	3933	Mora HRA	902-20100	3,919.78
08/19	08/28/2019	114628	5431	Ted's Appliance	901-20100	105.00
08/19	08/28/2019	114631	5801	Verizon Wireless	901-20100	153.19
Grand Totals:						<u>4,632.75</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	1,700.00
	Total 1602:		1,700.00
2166	Grainger	Repair & Maint Supplies Mall	86.66
	Total 2166:		86.66
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 307	169.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 301	138.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 102, 105	266.00
	Total 3006:		573.00
3056	Lake Superior Laundry Inc.	Mall Rugs	62.10
	Total 3056:		62.10
3501	MEI Total Elevator Solutions	September Service Billing	253.03
	Total 3501:		253.03
3521	Menards	Materials - Bridge Park	26.80
	Total 3521:		26.80
4987	Scott Olson Construction	August Mowing - Bridge Park	360.00
	Total 4987:		360.00
5261	Star Quality Glass	Repair & Maint Bldg/Structures - Mall	769.95
	Total 5261:		769.95
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
	Total 5965:		451.62
	Grand Totals:		4,834.46

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 9/4/19

City Treasurer: Caroline Mor

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/04/2019	114643	1140	Cintas Corporation	205-20100	4.25
09/19	09/04/2019	114648	1602	Duff Companies, LLC	205-20100	1,700.00
09/19	09/04/2019	114652	2166	Grainger	205-20100	86.66
09/19	09/04/2019	114659	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	573.00
09/19	09/04/2019	114660	3056	Lake Superior Laundry Inc.	205-20100	62.10
09/19	09/04/2019	114664	3501	MEI Total Elevator Solutions	901-20100	253.03
09/19	09/04/2019	114665	3521	Menards	901-20100	26.80
09/19	09/04/2019	114674	4987	Scott Olson Construction	901-20100	360.00
09/19	09/04/2019	114677	5261	Star Quality Glass	205-20100	769.95
09/19	09/04/2019	114683	5878	Waste Management of WI-MN	205-20100	547.05
09/19	09/04/2019	114685	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						4,834.46