

Cambridge EDA Meeting - Tuesday, January 21, 5:30 pm
City Council Chambers, 300 3rd Avenue NE
Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
5:30 pm	1. Call to Order
5:30 pm	2. Approval of Agenda (p. 1)
5:31 pm	3. Consent Agenda
	A. Approval of December 16, 2019 meeting minutes (p. 3)
	B. Approve EDA Draft November 2019 Financial Statements (p. 5)
	C. Housing Division December 2019 Disbursements, all ACH, Totaling \$63,281.59 (p. 34)
	D. Approve EDA Admin Division December 2019 Bills Checks #115489-#115791, Totaling \$38,196.33 (p. 38)
	E. Housing Supervisor's Monthly Report (p. 49)
	F. Resident Meeting Minutes from 1-9-2020 (p. 50)
5:32 pm	4. Work Session
5:32 pm	5. Unfinished Business
5:33 pm	6. New Business
	A. Housing Consultant Guest--Rosemary Fagrelus (p. 51)
6:00 pm	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes – December 16, 2019**

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

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

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

Call to Order

Shogren called the meeting to order at 5:30 p.m.

Approval of Agenda

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

Consent Agenda

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

- A. Approve EDA Regular Meeting Minutes for November 18, 2019
- B. Approve EDA Draft October 2019 Financial Statements
- C. Housing Division November 2019 Disbursements, all ACH, Totaling \$62,369.59
- D. Approve EDA Admin Division November 2019 Bills Checks #115243-#115465, Totaling \$10,115.66
- E. Housing Supervisor Report

Upon call of the roll, all members voted aye, with no nays. Motion carried unanimously.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under the unfinished business.

New Business

Resolution R19-024 Adoption of Housing Division 2020 Budget

Moe informed the council that the EDA Housing Division budget has only a few changes for 2020. It reflects that housing staff will continue at part-time status, and the section 8 vouchers will continue to be administered by the Mora HRA for 90% of our admin fee subsidy received from HUD. She stated that the remainder of the Housing Division will be consistent with the

2019 budget. Moe noted that the revenues and expenses are \$698,315 for 2020. Morin moved, seconded by Godfrey, to approve Resolution R19-024 Adopting the Housing Division 2020 Budget. Motion passed unanimously.

Resolution R19-025 Adoption of EDA Admin 2020 Budget

Moe presented the 2020 proposed EDA Admin budget. Conley motioned, seconded by Morin, to approve Resolution R19-025 Adoption of EDA Admin 2020 Budget as presented. Motion passed unanimously.

Resolution R19-026 Adoption of 2020 Payment Standards

Moe informed the council that the Mora HRA has contacted the City to once again establish the payment standards for Section 8 housing. The subsidy is based on the bedroom size, among other things. The Mora HRA is requesting that the council approve the resolution to adopt these payment standards, so they can start processing the payment subsidies correctly for payments beginning in January 2020. Conley moved, seconded by Iverson, to approve Resolution R19-026 Adoption of 2020 Payment Standards as presented. Motion carried unanimously.

Adjournment

Conley moved, seconded by Morin, to adjourn the meeting at 5:07 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2019

3B

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(4.70)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		75,727.21	
901-15500	PREPAID EXPENSES		2,627.00	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,243,440.52	
901-16300	SITE IMPROVEMENTS		103,618.10	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN		54,631.03	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,739,191.70)	
	TOTAL ASSETS			<u>460,559.71</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		169.00	
901-22600	TENANT SECURITY DEPOSITS		30,752.97	
	TOTAL LIABILITIES			30,921.97

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	(729,738.39)	
	BALANCE - CURRENT DATE	(729,738.39)	
	TOTAL FUND EQUITY			<u>429,637.74</u>
	TOTAL LIABILITIES AND EQUITY			<u>460,559.71</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	70,762.00	4,238.00	94.35	71,599.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	70,762.00	4,238.00	94.35	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	868.83	631.17	57.92	2,432.28
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	868.83	731.17	54.30	2,477.28
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,600.00	147,600.00	154,855.02	(7,255.02)	104.92	170,059.47
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,807.38	1,192.62	70.18	4,100.91
TOTAL RENTAL INCOME	151,600.00	151,600.00	157,662.40	(6,062.40)	104.00	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	<u>276,600.00</u>	<u>276,600.00</u>	<u>229,293.23</u>			<u>280,151.66</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	44,345.80	9,345.80	126.70	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	3,355.57	730.57	127.83	2,004.09
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,678.00	2,678.00	3,366.55	688.55	125.71	2,044.22
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	91.85	(408.15)	18.37	158.45
901-49500-154 HRA/FLEX FEES	.00	.00	68.65	68.65	.00	.00
TOTAL PERSONAL SERVICES	40,803.00	40,803.00	51,623.64	10,820.64	126.52	30,927.91
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	764.94	(235.06)	76.49	287.15
TOTAL SUPPLIES	1,000.00	1,000.00	764.94	(235.06)	76.49	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	2,483.91	(516.09)	82.80	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	6,267.06	(532.94)	92.16	7,506.45
901-49500-322 POSTAGE	50.00	50.00	55.00	5.00	110.00	59.70
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	283.51	183.51	283.51	.00
901-49500-340 ADVERTISING	300.00	300.00	46.50	(253.50)	15.50	274.15
TOTAL OTHER SERVICES AND CHA	14,250.00	14,250.00	11,010.98	(3,239.02)	77.27	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	124.64	(275.36)	31.16	150.56
901-49500-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	3,003.00	1,003.00	150.15	5,480.22
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	454.00	(546.00)	45.40	499.00
TOTAL MISCELLANEOUS	5,400.00	5,400.00	3,581.64	(1,818.36)	66.33	6,129.78
TOTAL LOW RENT ADMINISTRATION	61,453.00	61,453.00	66,981.20	5,528.20	109.00	48,994.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	6,188.37	5,388.37	773.55	5,727.38
	<i>TOTAL SUPPLIES</i>	800.00	800.00	6,188.37	5,388.37	773.55	5,727.38
	TOTAL LOW RENT TENANT SERVICE	800.00	800.00	6,188.37	5,388.37	773.55	5,727.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	147.36	(23,589.64)	.62	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	11.28	(1,804.72)	.62	1,298.18
901-49700-151 WORKERS' COMPENSATION PREMIU	1,567.00	1,567.00	489.00	(1,078.00)	31.21	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	647.64	(32,252.36)	1.97	26,183.07
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	3,448.74	(3,434.26)	50.11	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	3,468.75	(3,614.25)	48.97	6,071.70
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	30,000.00	30,000.00	33,797.30	3,797.30	112.66	29,202.44
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	10,003.00	(1,361.00)	88.02	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	33,137.82	(2,862.18)	92.05	34,403.52
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	6,581.49	(3,918.51)	62.68	8,387.36
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	1,163.72	(5,336.28)	17.90	2,899.01
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	2,438.15	(561.85)	81.27	3,101.87
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	87,121.48	(24,242.52)	78.23	100,374.20
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	649,201.08	649,201.08	.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	794,624.18	735,624.18	1,346.82	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	885,862.05	671,515.05	413.28	185,369.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	959,031.62			240,091.31
NET REVENUES OVER EXPENDITURE	.00	.00	(729,738.39)			40,060.35

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2019

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	139,980.71	
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>140,089.71</u>

LIABILITIES AND EQUITY

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	118,736.75	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>21,352.96</u>	
	BALANCE - CURRENT DATE	<u>21,352.96</u>	
	TOTAL FUND EQUITY		<u>140,089.71</u>
	TOTAL LIABILITIES AND EQUITY		<u>140,089.71</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	64,616.00	(16,616.00)	134.62	65,194.00
TOTAL INTERGOVERNMENTAL REVE	48,000.00	48,000.00	64,616.00	(16,616.00)	134.62	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	103.44	(103.44)	.00	115.90
TOTAL INTEREST	.00	.00	103.44	(103.44)	.00	115.90
TOTAL FUND REVENUE	48,000.00	48,000.00	64,719.44			66,802.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SECT 8 ADMINISTRATIVE						
<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	43,302.39	(697.61)	98.41	42,225.88
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>47,000.00</u>	<u>47,000.00</u>	<u>45,177.39</u>	<u>(1,822.61)</u>	<u>96.12</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>45,177.39</u></u>	<u><u>(2,822.61)</u></u>	<u><u>94.12</u></u>	<u><u>43,325.88</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	276,251.00	276,251.00	.00	326,068.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(278,770.00)	(278,770.00)	.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	258.09	258.09	.00	.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	90.00
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(1,810.91)	(1,810.91)	.00	.00
<i>TOTAL HAP OCCUPIED UNITS</i>	.00	.00	(1,810.91)	(1,810.91)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	43,366.48			43,325.88
NET REVENUES OVER EXPENDITURE	.00	.00	21,352.96			23,477.02

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2019

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	373,304.52	
903-10200	EDA HOUSING DIV OPERATING CASH	<u>12,879.62</u>	
	TOTAL ASSETS		<u><u>386,184.14</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	376,238.13	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>9,946.01</u>	
	BALANCE - CURRENT DATE	<u>9,946.01</u>	
	TOTAL FUND EQUITY		<u><u>386,184.14</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>386,184.14</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	2,083.88	(1,083.88)	208.39	1,698.26
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	2,083.88	(1,083.88)	208.39	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	 11,910.38			 18,472.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	1,260.00	(840.00)	60.00	1,855.00
903-49500-122 FICA/MEDICARE (EMPLOYER)	161.00	161.00	96.37	(64.63)	59.86	141.86
<i>TOTAL FUNCTION 1</i>	<u>2,261.00</u>	<u>2,261.00</u>	<u>1,356.37</u>	<u>(904.63)</u>	<u>59.99</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>						
903-49500-304 LEGAL FEES	.00	.00	608.00	608.00	.00	.00
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>608.00</u>	<u>108.00</u>	<u>121.60</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>
<i>TOTAL OTHER HOUSING BUS ACTIV</i>	<u><u>16,000.00</u></u>	<u><u>16,000.00</u></u>	<u><u>1,964.37</u></u>	<u><u>(14,035.63)</u></u>	<u><u>12.28</u></u>	<u><u>1,996.86</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	1,964.37			1,996.86
NET REVENUES OVER EXPENDITURE	.00	.00	9,946.01			16,475.65

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2019

CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 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
 NOVEMBER 30, 2019

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		6,266.68
			<u>6,266.68</u>
	TOTAL ASSETS		<u>6,266.68</u>
<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		25,934.04
			<u>25,934.04</u>
	BALANCE - CURRENT DATE		<u>25,934.04</u>
	TOTAL FUND EQUITY		<u>6,266.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,266.68</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	454,264.00	(102,264.00)	129.05	410,863.00
TOTAL INTERGOVERNMENTAL REVE	352,000.00	352,000.00	454,264.00	(102,264.00)	129.05	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	352,200.00	352,200.00	454,264.00			410,949.77

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	420,745.00	68,545.00	119.46	403,246.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	7,128.00	7,128.00	.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>428,329.96</u>	<u>76,129.96</u>	<u>121.62</u>	<u>415,412.66</u>
TOTAL HAP EXPENDITURES	<u><u>352,200.00</u></u>	<u><u>352,200.00</u></u>	<u><u>428,329.96</u></u>	<u><u>76,129.96</u></u>	<u><u>121.62</u></u>	<u><u>415,412.66</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	428,329.96			415,412.66
NET REVENUES OVER EXPENDITURE	.00	.00	25,934.04			(4,462.89)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	261,825.82	(36,825.82)	116.37	247,078.28
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	261,825.82	(36,825.82)	116.37	247,078.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	200,000.00	200,000.00	200,000.00	.00	100.00	75,000.00
TOTAL TRANSFERS FROM OTHER FU	200,000.00	200,000.00	200,000.00	.00	100.00	75,000.00
TOTAL FUND REVENUE	427,000.00	427,000.00	461,825.82			326,429.74

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	86,654.41 (7,968.59)	91.58	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	6,499.08 (789.92)	89.16	6,746.16
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,434.00	7,434.00	6,433.50 (1,000.50)	86.54	6,945.31
205-41930-131	MEDICAL/DENTAL/LIFE	17,114.00	17,114.00	16,660.20 (453.80)	97.35	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	271.62 (489.38)	35.69	427.34
205-41930-154	HRA/FLEX FEES	100.00	100.00	68.70 (31.30)	68.70	73.35
	TOTAL PERSONAL SERVICES	133,574.00	133,574.00	118,277.51 (15,296.49)	88.55	125,675.66
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	250.00	250.00	116.54 (133.46)	46.62	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	246.97 (3,053.03)	7.48	1,229.98
	TOTAL SUPPLIES	3,750.00	3,750.00	363.51 (3,386.49)	9.69	1,360.86
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304	MISC PROFESSIONAL SERVICES	4,000.00	4,000.00	5,788.00 1,788.00	144.70	3,423.50
205-41930-313	IT MGMT & BACKUP	2,700.00	2,700.00	2,483.91 (216.09)	92.00	2,709.72
205-41930-321	TELEPHONE/CELLULAR	900.00	900.00	1,006.39 106.39	111.82	945.55
205-41930-331	TRAVEL/MEALS/LODGING	1,000.00	1,000.00	567.79 (432.21)	56.78	476.64
205-41930-334	MILEAGE REIMBURSEMENT	800.00	800.00	606.68 (193.32)	75.84	1,198.49
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	138.00 (82.00)	69.00	142.82
205-41930-360	INSURANCE AND BONDS	1,550.00	1,550.00	997.81 (552.19)	64.37	343.00
205-41930-381	ELECTRIC UTILITIES	1,000.00	1,000.00	2,240.82 1,240.82	224.08	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	2,558.53 2,258.53	852.84	890.84
	TOTAL OTHER SERVICES & CHARG	14,450.00	14,450.00	16,387.93 1,937.93	113.41	13,980.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	14,541.96	4,541.96	145.42	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	1,965.00	465.00	131.00	1,281.40
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	1,941.50	441.50	129.43	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	14,668.38	14,668.38	.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	2,000.00	(7,500.00)	21.05	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	43,572.84	6,715.84	118.22	70,869.29
TOTAL EDA ADMINISTRATION	188,631.00	188,631.00	178,601.79	(10,029.21)	94.68	211,886.45

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	25,132.39	(2,091.61)	92.32	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	4,132.22	1,132.22	137.74	6,593.05
205-47000-121 PERA (EMPLOYER)	2,192.00	2,192.00	1,884.93	(307.07)	85.99	1,977.60
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	2,174.58	(61.42)	97.25	2,448.39
205-47000-131 MEDICAL/DENTAL/LIFE	8,557.00	8,557.00	8,322.62	(234.38)	97.26	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	823.18	(829.82)	49.80	1,313.07
205-47000-154 HRA/FLEX FEES	100.00	100.00	34.35	(65.65)	34.35	36.75
TOTAL PERSONAL SERVICES	46,562.00	46,562.00	42,504.27	(4,057.73)	91.29	47,396.61
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	178.99	(21.01)	89.50	148.49
205-47000-212 GASOLINE/FUEL	125.00	125.00	83.27	(41.73)	66.62	71.92
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	7,520.24	(7,479.76)	50.13	11,127.07
205-47000-240 SMALL TOOLS	.00	.00	39.97	39.97	.00	.00
TOTAL SUPPLIES	15,325.00	15,325.00	7,822.47	(7,502.53)	51.04	11,347.48
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	240.43	(109.57)	68.69	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	6,135.20	1,135.20	122.70	6,052.27
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	13,726.15	(8,273.85)	62.39	18,183.11
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,649.40	(1,050.60)	81.57	4,764.76
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	2,003.51	(3,996.49)	33.39	3,651.01
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,927.10	(572.90)	87.27	3,655.90
TOTAL OTHER SERVICES & CHARG	43,550.00	43,550.00	30,681.79	(12,868.21)	70.45	37,111.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	34,305.06	18,305.06	214.41	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	2,350.00	.00	100.00	.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	39,348.36	(37,501.64)	51.20	136,005.64
TOTAL MALL OPERATING EXPENSE	182,287.00	182,287.00	120,358.89	(61,930.11)	66.03	231,861.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 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	298,958.68			458,435.13
NET REVENUES OVER EXPENDITURE	56,082.00	56,082.00	162,867.14			(132,005.39)

CAMBRIDGE EDA MEETING
January 21, 2020
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	12/1/2019	n/a	\$ 50,622.59
ACH-Section 8 Individuals (see attached)	12/1/2019	n/a	\$ 11,005.00
ACH-Section 8 Business (see attached)	12/26/2019	n/a	\$ 1,654.00
	Prepaid Totals		<u>\$ 63,281.59</u>

\$ 63,281.59

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 12/1/2019-12/31/2019.

Caroline Moe 1/13/2020
Caroline Moe, Director of Finance signature & date

Debra Barrett 1/15/2020
Deb Barrett, Housing Supervisor signature & date

ate: 11/25/2019

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000218

Created On: 11/25/2019

<u>Name</u>	<u>Amount</u>
Theresa Brunnette	\$1,174.00
Bungalows of Chisago L	\$1,154.00
Calhoun Apartments	\$1,094.00
Cambridge Square Assoc	\$931.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$5,981.00
DJ Properties of Stanc	\$1,050.00
Elmhurst Apt. c/o Lif	\$237.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$340.00
New Challenges, Inc.	\$5,019.00
Isanti Village Apartme	\$1,093.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$4,248.00
Legacy Townhomes	\$3,242.00
Main Street Flats LP	\$931.00
Allen Moulton	\$291.00
Osmium Holdings LLC	\$950.00
Normandy Townhomes	\$3,803.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,528.00
PG Companies Redwing A	\$1,057.00
Pine Village LLC	\$129.00
Rush Oaks Apartments	\$389.00
Sunrise Court Apartmen	\$1,126.00
Franconia Associates	\$406.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$4,253.00
Virginia HRA	\$364.59
Wyoming Limited Partne	\$1,595.00
Wyoming Limited Partne	\$1,927.00
Cambridge EDA	\$-50,622.59
Batch Total:	\$0.00

Date: 11/25/2019

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000219

Created On: 11/25/2019

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$486.00
Bohmer, John	\$703.00
Dean & Jennifer Bondes	\$939.00
Charles Satak	\$585.00
David Findell	\$554.00
Leeanna M. Dudley	\$92.00
Elmer D. Harp	\$584.00
Jenell King	\$625.00
John Maher	\$377.00
Brian Leet	\$359.00
Michael Doran	\$548.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$458.00
Robert Blaisdell	\$1,150.00
Robert Mattson	\$603.00
Ross Goldsmith	\$257.00
Steve Baker	\$797.00
Paul & Bethany Stiles	\$531.00
Cambridge EDA	\$-11,005.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000220

Created On: 12/26/2019

<u>Name</u>	<u>Amount</u>
Liu's Real Estate Deve	\$856.00
DJ Properties of Stanc	\$392.00
Franconia Associates	\$406.00
Cambridge EDA	\$-1,654.00
Batch Total:	\$0.00

#247 P.002/004
12/26/2019 10:06

<p>CAMBRIDGE EDA MEETING</p> <p>January 21, 2020</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	12/11/2019	115489 - 115552	16,452.99
Prepaid Checks	12/18/2019	115563 - 115607	12,962.73
Prepaid Checks	12/26/2019	115624 - 115656	4,087.59
Prepaid Checks	1/2/2020	115672 - 115716	3,154.70
Prepaid Checks	1/9/2020	115731 - 115791	1,538.32
	Prepaid Totals		38,196.33

TOTAL SUBMITTED FOR APPROVAL

\$38,196.33

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 12/5/19-1/9/2020.

Caroline Moe 1/10/2020
Caroline Moe, Director of Finance signature & date

Linda Gerlach 1-10-2020
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	88.89
	Total 555:		88.89
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2411	Hillyard Inc.	Maintenance Supplies - Mall	84.97
	Total 2411:		84.97
2676	Isanti County Recorder	Document A488556 Mortgage	46.00
	Total 2676:		46.00
3056	Lake Superior Laundry Inc.	Mall Rugs	69.80
	Total 3056:		69.80
3521	Menards	Tenant Services - Bridge Park	3.75
3521	Menards	Materials - Operating Supplies - Bridge Park	14.98
	Total 3521:		18.73
4690	Rabens, Eva	Refund Security Deposit, Interest, Pet Deposit	924.11
	Total 4690:		924.11
5426	Team Industries Cambridge Inc.	Tax Abatement per Agreement 15.047.0072	14,668.38
	Total 5426:		14,668.38
5861	Walmart Community Card	Materials - Bridge Park	40.12
	Total 5861:		40.12
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.57
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	275.17
	Total 5878:		507.74
	Grand Totals:		16,452.99

Dated: 12/11/19

City Treasurer: Caroline T...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/11/2019	115489	555	Business Essentials	205-20100	88.89
12/19	12/11/2019	115493	1140	Cintas Corporation	205-20100	4.25
12/19	12/11/2019	115506	2411	Hillyard / Minneapolis	205-20100	84.97
12/19	12/11/2019	115512	2676	Isanti County Recorder	205-20100	46.00
12/19	12/11/2019	115515	3056	Lake Superior Laundry Inc.	205-20100	69.80
12/19	12/11/2019	115519	3521	Menards	901-20100	18.73
12/19	12/11/2019	115533	4690	Eva Rabens	901-20100	924.11
12/19	12/11/2019	115543	5426	Team Industries Cambridge Inc.	205-20100	14,668.38
12/19	12/11/2019	115551	5861	Walmart Business/SYNCB	901-20100	40.12
12/19	12/11/2019	115552	5878	Waste Management of WI-MN	205-20100	507.74
Grand Totals:						<u>16,452.99</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1716	Ehlers & Associates, Inc.	TIF/Tax Abatement Assistance - TIF Administrat	480.00
Total 1716:			480.00
2631	Isanti County Auditor-Treasurer	Payment in Lieu of Taxes 2019 - Bridge Park A	12,459.00
Total 2631:			12,459.00
5731	UPS	Shipping Charges - Econ Development	19.48
Total 5731:			19.48
Grand Totals:			12,962.73

Dated: 12/18/19

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/18/2019	115563	1140	Cintas Corporation	205-20100	4.25
12/19	12/18/2019	115571	1716	Ehlers & Associates, Inc.	205-20100	480.00
12/19	12/18/2019	115581	2631	Isanti County Auditor-Treasurer	901-20100	12,459.00
12/19	12/18/2019	115607	5731	UPS	205-20100	19.48
Grand Totals:						<u>12,962.73</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
3056	Lake Superior Laundry Inc.	Mail Rugs	69.80
	Total 3056:		69.80
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	196.56
	Total 3086:		196.56
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	9.08
	Total 3543:		9.08
3933	Mora HRA	December Contracted Section 8 Administration	3,707.90
	Total 3933:		3,707.90
4471	PHADA	HUD Lawsuit Participation	100.00
	Total 4471:		100.00
	Grand Totals:		4,087.59

Dated: 12/26/19City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/26/2019	115624	1140	Cintas Corporation	205-20100	4.25
12/19	12/26/2019	115638	3056	Lake Superior Laundry Inc.	205-20100	69.80
12/19	12/26/2019	115639	3086	Landworks Construction, Inc.	901-20100	196.56
12/19	12/26/2019	115645	3543	Metro Sales, Inc.	901-20100	9.08
12/19	12/26/2019	115647	3933	Mora HRA	902-20100	3,707.90
12/19	12/26/2019	115656	4471	Operating Reserve Litigation	903-20100	100.00
Grand Totals:						<u>4,087.59</u>

Vendor	Vendor Name	Description	Net Invoice Amount
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Cove	2,350.97
Total 616:			2,350.97
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	140.00
Total 3006:			140.00
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	52.50
Total 3086:			52.50
5801	Verizon Wireless	wireless phone service - Economic Developmen	91.06
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.43
5801	Verizon Wireless	wireless phone service - Bridge Park	42.87
Total 5801:			155.36
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:			3,154.70

Dated: 1/2/20

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/02/2020	115672	616	BNSF Railway Company	205-20100	2,350.97
01/20	01/02/2020	115677	1140	Cintas Corporation	205-20100	4.25
01/20	01/02/2020	115692	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	140.00
01/20	01/02/2020	115693	3086	Landworks Construction, Inc.	901-20100	52.50
01/20	01/02/2020	115712	5801	Verizon Wireless	901-20100	155.36
01/20	01/02/2020	115716	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>3,154.70</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2059	Synchrony Bank	Maintenance Supplies - Mall	22.50
	Total 2059:		22.50
3056	Lake Superior Laundry Inc.	Mall Rugs	62.10
	Total 3056:		62.10
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	253.03
	Total 3501:		253.03
3521	Menards	Maintenance Supplies - Mall	67.20
3521	Menards	Maintenance Supplies - Mall	227.42
	Total 3521:		294.62
4471	Public Housing Authorities Directo	Housing Authority - C. Moe	185.00
	Total 4471:		185.00
4919	Rupp, Anderson, Squires, &	November Legal Expense	208.00
	Total 4919:		208.00
5861	Walmart Community Card	Office Supplies - Bridge Park	4.57
5861	Walmart Community Card	Tenant Services - Bridge Park	52.63
	Total 5861:		57.20
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:		1,538.32

Dated: _____

1/9/2020

City Treasurer: _____

Caroline Nune

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/09/2020	115731	1140	Cintas Corporation	205-20100	4.25
01/20	01/09/2020	115759	3056	Lake Superior Laundry Inc.	205-20100	62.10
01/20	01/09/2020	115762	3501	MEI Total Elevator Solutions	901-20100	253.03
01/20	01/09/2020	115763	3521	Menards	205-20100	294.62
01/20	01/09/2020	115776	4471	PHADA	901-20100	185.00
01/20	01/09/2020	115778	4919	Rupp, Anderson, Squires, &	901-20100	208.00
01/20	01/09/2020	115783	2059	Synchrony Bank	205-20100	22.50
01/20	01/09/2020	115788	5861	Walmart Business/SYNCB	901-20100	57.20
01/20	01/09/2020	115791	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>1,538.32</u>

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). Bridge Park is at 100% Occupancy.
- Handed out and mailed Certificate of Rent Paid to current and past residents.
- Prepared re-certification packets for all current residents to complete. Resident meeting on January 9th, hand out packets to resident that attended the meeting.
- Residents enjoyed sloppy joes, chips and cookies that I prepared for them on Christmas Eve Day.
- Drew down \$10,985.00 for operations from the 2019 Capital Fund Grant

RESIDENT MEETING

JANUARY 9, 2020 AT 11:00 A.M.

- 21 RESIDENTS ATTENDED THE MEETING
- WENT OVER THE REQUIREMENTS FOR RECYCLING – NO PLASTIC BAGS, FOOD OR LIQUIDS. WILL BE HAVING A DUMPSTER BROUGHT IN INSTEAD OF HAVING THE 3 RECYCLING CONTAINERS AND RECYCLING WILL BE PICKED UP 2 TIMES A MONTH
- INFORMED RESIDENT REGARDING PLOWING OF THE PARKING LOT. MEMOS WILL BE POSTED IN THE BUILDING TO LET RESIDENTS KNOW WHEN THEY WILL NEED TO MOVE THEIR CARS OUT OF THE PARKING LOT FOR SNOW REMOVAL AND RESIDENTS NEED TO STAY OUT OF THE LOT UNTIL THE PLOWING IS COMPLETELY DONE.
- REMINDED RESIDENT THEY ARE NOT TO LET PEOPLE INTO THE PEOPLE UNLESS IT IS THEIR GUEST (PAGE 2 OF RESIDENT HANDBOOK). HAVE RECEIVED COMPLAINTS FROM OTHER RESIDENTS REGARDING THIS ISSUE.
- HAD A DISCUSSION WITH THE RESIDENTS ABOUT DOING AWAY WITH RESIDENT RESERVED PARKING SPOT, HAD 13 RESIDENTS THAT DOESN'T WANT TO CHANGE IT AND 2 RESIDENT THAT WOULD LIKE TO CHANGE IT. THE RESIDENT RESERVED PARKING WILL REMAIN AS IS AND WHEN THE PARKING LOT GETS REDONE THIS SUMMER WE WILL BE ADDING MORE SIGNS FOR THE RESERVED PARKING SPOTS. RESIDENTS NEED TO INFORM THEIR GUEST AS TO WHERE TO PARK AND SUGGESTED THEIR GUEST START USING THE FRONT ENTRANCE.
- HANDED OUT THE YEARLY RE-CERT PACKETS TO THE RESIDENTS THAT WERE PRESENT, THE REST OF THE RESIDENTS WILL NEED TO PICK UP THEIR PACKETS FROM THE OFFICE. RE-CERT PACKETS NEED TO BE COMPLETED AND TURNED IN BEFORE FEBRUARY 21, 2020, SO THAT I CAN HAVE ALL OF THEM COMPLETED BEFORE THE END OF APRIL.
- YEARLY UNIT INSPECTION WILL BE SCHEDULED FOR SOME TIME IN APRIL.

POSTED 1/9/2020

Prepared by: Caroline Moe, EDA Executive Director & City Finance Director

Background:

The Mora HRA applied for and received a grant to study the potential merger of the Cambridge Housing activities, the Braham HRA and the Mora HRA. The Cambridge EDA has previously approved resolution R19-021 in July 2019 which supported the exploration of a joint power agreement, collaboration or merger between the Cambridge EDA Housing Division and the Mora HRA. A consultant has now been selected by the Mora HRA to facilitate the exploration of options.

The consultant has asked to attend the Cambridge EDA meeting on January 21 to give a short overview of the proposed process to explore options and answer any questions the Board may have at this point. The consultant has provided the attached rough outline of how the process may proceed.

The consultant will be convening a group to look at a possible merger beginning in February. The EDA board will need to determine representatives to attend meetings on behalf of Cambridge. When selecting representative, keep in mind that the meetings for the group are likely to be during the day.

Requested Board Action:

Select members to work on the oversight committee including:

- One Primary Board member for the committee
- One staff member
- One Board member to serve as an alternate

Attachment—

Process memo received from Rosemary Fagrelus, Grant Consultant

Process for Potential MORA HRA Merger

Mora HRA has been providing supportive resources for housing and economic development authorities in neighboring communities since 2015. It has been providing administrative service on behalf of Cambridge EDA and in discussions with Braham HRA, due to their limited capacity and resources, to potentially transfer its housing programs to Mora HRA. Mora HRA has received funding to explore merger and restructuring options between Mora HRA, Cambridge EDA and Braham HRA. Rosemary Fagrelus, an affordable housing consultant, has been hired to facilitate the discussions and guide this process.

I Engagement Process

An oversight merger group will be established with representatives from Mora HRA, Cambridge EDA and Braham HRA to review the powers granted to an HRA by the State of Minnesota in delivering affordable housing programs and the roles and responsibilities of HRA commissioners. This will include meetings with representatives and key stakeholders from all three organizations. Members will agree to report back to their respective organizations on a monthly basis.

II Models and Risk Analysis

Examples and models will be presented to the committee on how this joint or merged delivery of services could be accomplished with a list of pros and cons of each.

III Decision Making Process

Through this process a potential organizational structure will be agreed upon which will include the board structure and an administrative staffing scenario.

IV Steps to Formalize Decision

As a result of the agreed upon organizational structure, a formalized process will be followed to accomplish this transition to a new organization for the future.

TIMELINE:

- Monthly merger oversight committee meetings start in February
- Exploration of a merger process completed by September 1, 2020