

Cambridge EDA Meeting - Monday, July 20, 2020, 5:45 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.

Tent. Time	Agenda Item
5:45 pm	1. Call to Order
5:45 pm	2. Approval of Agenda
5:45 pm	3. Consent Agenda
	A. Approval of June 15, 2020 meeting minutes (p. 3)
	B. Approve EDA Draft May 2020 Financial Statements (p. 6)
	C. Housing Division June 2020 Bills ACH only, Totaling \$66,783.00 (p. 34)
	D. Approve EDA Admin Division Bills Checks #116935 - #117235 Totaling \$43,062.16 (p. 38)
	E. Housing Supervisor's Monthly Report (p. 50)
	F. Resolution EDA R20-004 Approve Voluntary Transfer of Housing Choice Voucher Program to Mora HRA Effective January 1, 2021 (p. 51)
	4. Work Session
	5. Unfinished Business
5:47 pm	6. New Business
	A. Gazebo Project Update (p. 53)
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 – June 15, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 15, 2020 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

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 5:45 p.m.

Approval of Agenda

Morin moved, seconded by Iverson, to approve the agenda. Upon roll call, the motion carried unanimously.

Consent Agenda

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

- A. Approval of May 18, 2020 meeting minutes
- B. Approve EDA Draft April 2020 Financial Statements
- C. Housing Division May 2020 Bills ACH only, Totaling \$68,661.00
- D. Approve EDA Admin Division Bills Checks #116701 - #116919 Totaling \$10,626.66
- E. Housing Supervisor’s Monthly Report

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

Work Session

There were no items under the work session.

Unfinished Business

Update on Project to Increase Collaboration with Mora HRA and Braham HRA

Moe provided background information regarding the grant applied for by the Mora HRA, to study the potential merger of the Cambridge Housing activities, the Braham HRA, and the Mora HRA. The Cambridge EDA had previously approved Resolution R19-021 in July 2019 supporting the exploration of a joint power agreement, collaboration, or merger between the Cambridge EDA Housing Division, and the Mora HRA. Moe said there have been three meetings with representatives of each group. The first meeting focused on the introduction of representatives and discussion of the objectives of the grant, and the next two focused on

specific options related to increased collaboration in regards to both Bridge Park and Section 8 Voucher management.

Moe stated that due to restrictions with the bylaws for the Mora HRA, they are unable to assume the ownership for Bridge Park, or play a management role, unless there are significant staffing changes. As a result, Moe recommended that no changes occur with Bridge Park management at this time. A joint county collaboration was also discussed at the meetings, but Moe said there were not enough structural components in place for that to proceed either. She did recommend the board begin the voluntary transfer of the Cambridge EDA's Section 8 Voucher Grant to the Mora HRA. Moe stated that they already administer the Cambridge Section 8 Voucher Grant for residents of Isanti and Chisago counties under a contractual agreement, along with administering their own Section 8 Voucher Grant to residents of Kanabec and Pine counties. She said the voluntary transfer process is fairly simple, and the impact on the Cambridge EDA staff will be minimal. Council members determined that they would like to take further steps towards this voluntary transfer. Moe stated she would prepare a staff report and resolution to be presented at the July 20, 2020 EDA meeting for approval.

New Business

Bridge Park Capital Project- Gazebo Rehab

Barret stated that one of our 2019 Capital projects approved by the Board was to make repairs, rescreen and paint the Gazebo at Bridge Park. She said the work was delayed due to the Asbestos Project that was done in 2019. Staff is now looking for Board approval to solicit bids from local contractors and also advertise a request for bids on the City of Cambridge web-site. Bid solicitation would start June 22, 2020 and would be due August 11, 2020. Barret said staff is expecting the contract for the work would be approved at the August 17, 2020 Board meeting, and the work would be completed by October 15, 2020. Iverson moved, seconded by Morin, to approve staff to solicit bids for repairs, rescreen and painting of the Gazebo at Bridge Park. Motion passed unanimously.

Approve Deferment, Temporary Reduction of Lease Payments and Repayment Plan for The Gamers Den City Center Mall Suites 156, 142 & 174

Gustafson informed the members that The Gamers Den is requesting a deferment, or temporary reduction, of their lease payments for June, July, and August. They had previously requested the deferment of their April and May payments, but the COVID-19 pandemic has placed financial stress on their business through the closure. They have provided a letter to the EDA members with some proposed payment options, and have included plans to try to increase their sales while still maintaining safety and social distancing. Gustafson said The Gamers Den currently leases suites 174, 156, and 142 for a combined rent of \$2,366 per month. He said there are two options for them moving forward with payments and any rent that is past due.

Option 1 would be to defer the payments from April, May, June, July, and August. Normal lease payments would start again in September 2020, and they would need to start repaying the

deferred payments. They would have up to one year to bring all payments current. Option 2 would provide a flat payment rate of \$1,200 for the months of April, May, June, July, and August. Normal rent payments would start again in September 2020, and they would have up to one year to repay any past due rent amounts and bring them current. Morin moved, seconded by Iverson, to approve Option 2 with a flat lease payment of \$1,200 from April 2020 through August 2020. Normal lease payments would resume September 2020 with up to one year to repay any past due amounts and bring them current. Motion passed unanimously.

Approve Parking Lot Light Replacement With LED Lights

Gustafson said staff is requesting approval for eight parking lot lights to be replaced with LED lights. The parking lot lights cover both the City Hall and City Mall areas. Gustafson said the City has been converting lights over to LED for better efficiency, and has received three proposals from Apadana, LLC, Innovative Alliance, and Light the Lamp. The proposals included the cost of installation, products, recycling, and their assistance in the rebate process through ECE. The members discussed the different options and decided they would like to stay with American made products. Godfrey moved, seconded by Shogren to approve Apadana, LLC to replace and install the eight parking lot lamps, and to authorize the Mayor and the City Administrator to sign the contract. Motion passed unanimously.

Adjournment

Godfrey moved, seconded by Iverson, to adjourn the meeting at 6:05 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2020

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(4.70)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	184,234.29	
901-15500	PREPAID EXPENSES	323.50	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,232,140.52	
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	42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,728,326.20)	
	TOTAL ASSETS		<u>554,120.47</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	745.45	
901-22600	TENANT SECURITY DEPOSITS	31,168.02	
	TOTAL LIABILITIES		31,913.47

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	187,110.44	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>33,540.79</u>	
	BALANCE - CURRENT DATE	<u>33,540.79</u>	
	TOTAL FUND EQUITY		<u>522,207.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>554,120.47</u>

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

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	24,693.00	50,307.00	32.92	76,779.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	11,246.00	(11,246.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	35,939.00	39,061.00	47.92	76,779.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	74.76	425.24	14.95	881.12
TOTAL INTEREST & MISC INCOME	500.00	500.00	74.76	425.24	14.95	881.12
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	78,077.00	68,923.00	53.11	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,379.68	2,620.32	34.49	3,097.48
TOTAL RENTAL INCOME	151,000.00	151,000.00	79,456.68	71,543.32	52.62	173,416.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL FUND REVENUE	261,500.00	261,500.00	115,470.44			325,893.04

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	30,000.00	30,000.00	21,336.74	(8,663.26)	71.12	32,010.47
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	395.22
901-49500-121 PERA (EMPLOYER)	2,250.00	2,250.00	1,600.26	(649.74)	71.12	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	1,514.32	(780.68)	65.98	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	6,168.00	6,168.00	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	31.10	(195.90)	13.70	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	35.75	35.75	.00	73.35
<i>TOTAL PERSONAL SERVICES</i>	<u>34,772.00</u>	<u>34,772.00</u>	<u>30,686.17</u>	<u>(4,085.83)</u>	<u>88.25</u>	<u>37,423.24</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	674.47	(325.53)	67.45	769.51
<i>TOTAL SUPPLIES</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>674.47</u>	<u>(325.53)</u>	<u>67.45</u>	<u>769.51</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	700.00	700.00	.00	(700.00)	.00	208.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,000.00	(1,000.00)	66.67	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,221.00	(779.00)	74.03	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	1,938.17	(4,861.83)	28.50	7,462.42
901-49500-322 POSTAGE	50.00	50.00	55.00	5.00	110.00	55.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	283.51
901-49500-340 ADVERTISING	300.00	300.00	.00	(300.00)	.00	46.50
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>13,950.00</u>	<u>13,950.00</u>	<u>6,214.17</u>	<u>(7,735.83)</u>	<u>44.55</u>	<u>12,640.15</u>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	56.33	(343.67)	14.08	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,644.00	2,044.00	440.67	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	(909.00)	8.55	454.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,494.00</u>	<u>4,494.00</u>	<u>2,785.33</u>	<u>(1,708.67)</u>	<u>61.98</u>	<u>3,590.72</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>54,216.00</u></u>	<u><u>54,216.00</u></u>	<u><u>40,360.14</u></u>	<u><u>(13,855.86)</u></u>	<u><u>74.44</u></u>	<u><u>54,423.62</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	5,500.00	5,500.00	1,588.41	(3,911.59)	28.88	8,639.49
	<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	1,588.41	(3,911.59)	28.88	8,639.49
	TOTAL LOW RENT TENANT SERVICE	5,500.00	5,500.00	1,588.41	(3,911.59)	28.88	8,639.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	24,000.00	24,000.00	.00	(24,000.00)	.00	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	.00	(1,800.00)	.00	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	.00	(1,836.00)	.00	1,235.68
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	294.55	(1,289.45)	18.60	654.36
TOTAL PERSONAL SERVICES	29,220.00	29,220.00	294.55	(28,925.45)	1.01	19,243.02
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	1,445.87	(2,554.13)	36.15	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	20.01
TOTAL SUPPLIES	4,200.00	4,200.00	1,445.87	(2,754.13)	34.43	2,971.99
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	16,431.77	(15,568.23)	51.35	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,003.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	12,459.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	16,739.33	(19,260.67)	46.50	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	2,989.82	(7,510.18)	28.47	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	499.18	(6,000.82)	7.68	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	1,580.58	(1,419.42)	52.69	2,670.72
TOTAL OTHER SERVICES AND CHA	112,364.00	112,364.00	38,240.68	(74,123.32)	34.03	104,057.84
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	.00	.00	.00	620,701.08
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	.00	.00	.00	33,500.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	.00	.00	.00	69,463.10
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	.00	.00	.00	42,460.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	(50,000.00)	.00	41,142.82
TOTAL MISCELLANEOUS	50,000.00	50,000.00	.00	(50,000.00)	.00	807,267.00
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	201,784.00	201,784.00	39,981.10	(161,802.90)	19.81	933,539.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	261,500.00	261,500.00	81,929.65			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	33,540.79			(670,709.92)

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2020

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	164,584.94	
902-11500	ACCOUNTS RECEIVABLE	830.59	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>165,415.53</u>

LIABILITIES AND EQUITY

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	141,667.29	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>23,748.24</u>	
	BALANCE - CURRENT DATE	<u>23,748.24</u>	
	TOTAL FUND EQUITY		<u>165,415.53</u>
	TOTAL LIABILITIES AND EQUITY		<u>165,415.53</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	47,800.00	47,800.00	34,878.00	12,922.00	72.97	73,512.00
902-33161 COVID 19 SECT 8 ADMIN GRANT	.00	.00	12,814.00	(12,814.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	47,800.00	47,800.00	47,692.00	108.00	99.77	73,512.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
TOTAL RENTAL INCOME	150.00	150.00	.00	150.00	.00	2,188.45
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	63.52	(13.52)	127.04	115.38
TOTAL INTEREST	50.00	50.00	63.52	(13.52)	127.04	115.38
TOTAL FUND REVENUE	48,000.00	48,000.00	47,755.52			75,815.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SECT 8 ADMINISTRATIVE</i>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	AUDIT FEES	3,000.00	3,000.00	3,200.00	200.00	106.67
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	18,486.53	(25,513.47)	42.01
	<i>TOTAL OTHER SERVICES AND CHA</i>	<i>47,000.00</i>	<i>47,000.00</i>	<i>21,686.53</i>	<i>(25,313.47)</i>	<i>46.14</i>
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	(1,000.00)	.00
	<i>TOTAL MISCELLANEOUS</i>	<i>1,000.00</i>	<i>1,000.00</i>	<i>.00</i>	<i>(1,000.00)</i>	<i>.00</i>
<i>FUNCTION 7</i>						
902-49500-720	TRANSFERS OUT	.00	.00	.00	.00	.00
	<i>TOTAL FUNCTION 7</i>	<i>.00</i>	<i>.00</i>	<i>.00</i>	<i>.00</i>	<i>4,000.00</i>
	TOTAL SECT 8 ADMINISTRATIVE	48,000.00	48,000.00	21,686.53	(26,313.47)	45.18
						52,885.29

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	137,337.00	137,337.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(136,226.19)	(136,226.19)	.00	(303,344.05)
902-49775-376 URP PORT REC	.00	.00	1,104.00	1,104.00	.00	542.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	105.94	105.94	.00	715.05
<i>TOTAL HAP EXPENDITURES</i>	<u>.00</u>	<u>.00</u>	<u>2,320.75</u>	<u>2,320.75</u>	<u>.00</u>	<u>.00</u>
TOTAL HAP OCCUPIED UNITS	<u>.00</u>	<u>.00</u>	<u>2,320.75</u>	<u>2,320.75</u>	<u>.00</u>	<u>.00</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

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	24,007.28			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	23,748.24			22,930.54

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2020

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	374,422.76	
903-10200	EDA HOUSING DIV OPERATING CASH	12,258.47	
	TOTAL ASSETS		<u>386,681.23</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	751.01	
	BALANCE - CURRENT DATE	751.01	
	TOTAL FUND EQUITY		<u>386,681.23</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,681.23</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	1,615.00	1,615.00	939.40	675.60	58.17	2,269.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	939.40	675.60	58.17	2,269.04
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	9,826.50
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	9,826.50
 TOTAL FUND REVENUE	 1,615.00	 1,615.00	 939.40			 12,095.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	1,500.00	1,500.00	175.00	(1,325.00)	11.67	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	13.39	(101.61)	11.64	120.45
	<i>TOTAL FUNCTION 1</i>	<u>1,615.00</u>	<u>1,615.00</u>	<u>188.39</u>	<u>(1,426.61)</u>	<u>11.67</u>	<u>1,695.45</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	708.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>708.00</u>
	TOTAL OTHER HOUSING BUS ACTIV-	<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>188.39</u></u>	<u><u>(1,426.61)</u></u>	<u><u>11.67</u></u>	<u><u>2,403.45</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,615.00	1,615.00	188.39			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	751.01			9,692.09

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	19,685.00	
		<u>19,685.00</u>	
	TOTAL ASSETS		<u>19,685.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	19,685.00	
		<u>19,685.00</u>	
	BALANCE - CURRENT DATE	19,685.00	
		<u>19,685.00</u>	
	TOTAL FUND EQUITY		<u>19,685.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>19,685.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	35,000.00	35,000.00	19,685.00	15,315.00	56.24	74,816.42
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	19,685.00	15,315.00	56.24	74,816.42
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>19,685.00</u>			<u>74,816.42</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

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	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			74,816.42
NET REVENUES OVER EXPENDITURE	.00	.00	19,685.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 MAY 31, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		3,828.64
	TOTAL ASSETS		3,828.64
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		1.64
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	3,827.00	
	BALANCE - CURRENT DATE		3,827.00
	TOTAL FUND EQUITY		3,828.64
	TOTAL LIABILITIES AND EQUITY		3,828.64

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

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	352,200.00	352,200.00	190,770.00	161,430.00	54.17	480,125.00
TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	190,770.00	161,430.00	54.17	480,125.00
<u>OTHER FINANCING SOURCES</u>						
905-39203 TRANSFER IN	.00	.00	.00	.00	.00	4,000.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	4,000.00
 TOTAL FUND REVENUE	 <u>352,200.00</u>	 <u>352,200.00</u>	 <u>190,770.00</u>			 <u>484,125.00</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

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	185,731.00	(166,469.00)	52.73	457,328.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	1,212.00	1,212.00	.00	7,128.00
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>186,943.00</u>	<u>(165,257.00)</u>	<u>53.08</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>186,943.00</u>	<u>(165,257.00)</u>	<u>53.08</u>	<u>464,456.00</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

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	186,943.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	3,827.00			19,669.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-38210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,632.60
TOTAL INTEREST	.00	.00	.00	.00	.00	12,632.60
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	275,000.00	275,000.00	122,804.02	152,195.98	44.66	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	122,804.02	152,195.98	44.66	277,743.52
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL TRANSFERS FROM OTHER FU	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL FUND REVENUE	<u>569,391.00</u>	<u>569,391.00</u>	<u>122,804.02</u>			<u>490,376.12</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	96,512.00	96,512.00	42,002.40	(54,509.60)	43.52	95,263.53
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	490.00	(2,010.00)	19.60	665.00
205-41930-121 PERA (EMPLOYER)	7,452.00	7,452.00	3,150.18	(4,301.82)	42.27	7,041.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	3,127.96	(4,473.04)	41.15	7,051.80
205-41930-131 MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	8,517.00	(8,906.00)	48.88	16,513.20
205-41930-132 LONGEVITY PAY	2,845.00	2,845.00	.00	(2,845.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,143.42	(56.58)	95.29	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	575.00	575.00	105.00	(470.00)	18.26	297.68
205-41930-154 HRA/FLEX FEES	100.00	100.00	35.75	(64.25)	35.75	73.40
TOTAL PERSONAL SERVICES	136,208.00	136,208.00	58,571.71	(77,636.29)	43.00	128,105.61
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	141.98	(108.02)	56.79	136.02
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	.00	(3,300.00)	.00	246.97
TOTAL SUPPLIES	3,750.00	3,750.00	141.98	(3,608.02)	3.79	382.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	6,268.00
205-41930-313 IT MGMT & BACKUP	2,800.00	2,800.00	2,221.00	(579.00)	79.32	2,709.72
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	454.20	(945.80)	32.44	1,097.45
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	6.10	(993.90)	.61	567.79
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	202.40	(997.60)	16.87	606.68
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	20.00	(180.00)	10.00	184.00
205-41930-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	997.81
205-41930-381 ELECTRIC UTILITIES	.00	.00	688.80	688.80	.00	2,434.29
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	41.86	41.86	.00	.00
205-41930-383 GAS UTILITIES	.00	.00	209.09	209.09	.00	2,623.31
TOTAL OTHER SERVICES & CHARG	11,600.00	11,600.00	3,843.45	(7,756.55)	33.13	17,489.05
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	.00	.00	.00	.00	.00	100.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	935.00	(9,065.00)	9.35	14,541.96
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00	(2,505.00)	10.54	1,965.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	479.00	(1,021.00)	31.93	1,941.50
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.00	29,336.76
205-41930-484 NLX ACTIVITIES	.00	.00	.00	.00	.00	8,356.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-41930-489 IND PARK MARKETING	10,500.00	18,000.00	1,000.00	(17,000.00)	5.56	2,000.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	30,800.00	38,300.00	2,709.00	(35,591.00)	7.07	58,241.22

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL EDA ADMINISTRATION	182,358.00	189,858.00	65,266.14	(124,591.86)	34.38	204,218.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

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	28,845.00	28,845.00	11,770.79	(17,074.21)	40.81	27,321.91
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	1,313.96	(5,686.04)	18.77	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	882.81	(1,281.19)	40.80	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	971.45	(1,235.55)	44.02	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	4,255.10	(4,456.90)	48.84	8,248.44
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	356.92	(1,227.08)	22.53	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	17.90	(82.10)	17.90	36.70
TOTAL PERSONAL SERVICES	52,212.00	52,212.00	19,568.93	(32,643.07)	37.48	45,959.87
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	89.24	(110.76)	44.62	200.24
205-47000-212 GASOLINE/FUEL	125.00	125.00	23.87	(101.13)	19.10	96.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	4,270.99	(10,729.01)	28.47	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	1,761.74	(1,238.26)	58.72	39.97
TOTAL SUPPLIES	18,325.00	18,325.00	6,145.84	(12,179.16)	33.54	8,193.16
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	106.51	(243.49)	30.43	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	.00	(6,100.00)	.00	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	5,167.53	(16,832.47)	23.49	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	2,232.45	(2,967.55)	42.93	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	1,217.52	(3,182.48)	27.67	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	2,738.74	(1,461.26)	65.21	4,202.27
TOTAL OTHER SERVICES & CHARG	42,250.00	42,250.00	11,462.75	(30,787.25)	27.13	34,247.09
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	18,302.38	2,302.38	114.39	39,766.02
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	1,716.20	216.20	114.41	2,282.50
205-47000-440 SCHOOLS & MEETINGS	.00	.00	20.00	20.00	.00	19.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	93.00	(11,907.00)	.78	391.80
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-499 MALL ROOF PROJECT	.00	.00	8,301.03	8,301.03	.00	.00
TOTAL MISCELLANEOUS	29,500.00	29,500.00	28,432.61	(1,067.39)	96.38	44,809.32
TOTAL MALL OPERATING EXPENSES	142,287.00	142,287.00	65,610.13	(76,676.87)	46.11	133,209.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	324,645.00	332,145.00	130,876.27			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	(8,072.25)			152,947.81

<p>CAMBRIDGE EDA MEETING</p> <p>July 20, 2020</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	6/1/2020	n/a	\$ 53,681.00
ACH-Section 8 Individuals (see attached)	6/1/2020	n/a	\$ 11,314.00
ACH-Section 8 Business (see attached)	6/26/2020	n/a	\$ 1,788.00
	Prepaid Totals		<u>\$ 66,783.00</u>

\$ 66,783.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 6/1/2020-6/30/2020.

Caroline Moe 7/9/2020
Caroline Moe, Director of Finance signature & date

Debra Barrett 7/9/2020
Deb Barrett, Housing Supervisor signature & date

ACH Transaction Report

Batch #: 000238
Created On: 05/27/2020

Name	Amount
Bungalows of Chisago L	\$978.00
Calhoun Apartments	\$1,115.00
Cambridge Square Assoc	\$687.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$8,998.00
DJ Properties of Stanc	\$1,587.00
Elmhurst Apt. c/o Lifs	\$242.00
Erlandson Group LLC	\$556.00
Haven Properties	\$370.00
New Challenges, Inc.	\$4,466.00
Isanti Village Apartme	\$1,118.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$4,753.00
Legacy Townhomes	\$3,167.00
Main Street Flats LP	\$1,223.00
Allen Moulton	\$291.00
Normandy Townhomes	\$4,216.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,368.00
PG Companies Redwing A	\$1,160.00
Pine Village LLC	\$118.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$996.00
Franconja Associates	\$416.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$5,316.00
Trikin Properties Inc.	\$628.00
Wyoming Limited Partne	\$1,553.00
Wyoming Limited Partne	\$2,216.00
Cambridge EDA	\$53,681.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000239

Created On: 05/27/2020

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$516.00
Bohmer, John	\$753.00
Dean & Jennifer Bondes	\$1,016.00
Charles Satak	\$621.00
David Findell	\$621.00
Leeanna M. Dudley	\$92.00
Elmer D. Harp	\$584.00
Jenell King	\$551.00
John Maher	\$378.00
Brian Leet	\$408.00
Michael Doran	\$548.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$620.00
Richard Berget	\$251.00
Robert Blaisdell-Blais	\$508.00
Robert Blaisdell	\$1,085.00
Robert Mattson	\$603.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$721.00
Jordaan R. Wilkerson	\$92.00
Cambridge EDA	\$-11,314.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000240

Created On: 06/26/2020

<u>Name</u>	<u>Amount</u>
Liu's Real Estate Deve	\$247.00
Kestrel Meadows Townho	\$941.00
Main Street Flats LP	\$600.00
Cambridge EDA	\$-1,788.00
Batch Total:	\$0.00

CAMBRIDGE EDA MEETING
 July 20, 2020
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	<u>Submitted For Approval</u>
Prepaid Checks	6/10/2020	116935 - 116950	374.53
Prepaid Checks	6/17/2020	116983 - 117036	3,992.03
Prepaid Checks	6/24/2020	117059 - 117112	1,023.45
Prepaid Checks	7/1/2020	117122 - 117173	19,382.58
Prepaid Checks	7/8/2020	117181 - 117235	18,289.57
Prepaid Totals			43,062.16

TOTAL SUBMITTED FOR APPROVAL

\$43,062.16

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 6/4/20-7/8/2020.

Caroline Moe 7/9/2020
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 7-9-2020
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
3521	Menards	Maintenance Supplies - Mall	24.04
	Total 3521:		24.04
	Grand Totals:		374.53

Dated: 6/10/2020

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/10/2020	116935	1140	Cintas Corporation	205-20100	4.25
06/20	06/10/2020	116946	3189	LePage and Sons	205-20100	346.24
06/20	06/10/2020	116950	3521	Menards	205-20100	24.04
Grand Totals:						<u>374.53</u>

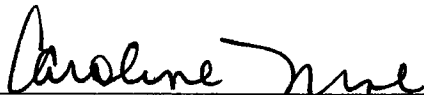
Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park	133.90
	Total 306:		133.90
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	160.68
	Total 1686:		160.68
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	2,281.00
	Total 3006:		2,281.00
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	402.44
	Total 3189:		402.44
4306	Olsen Fire Protection Inc.	Annual Fire Sprinkler Inspection - Mall	255.00
	Total 4306:		255.00
5431	Ted's Complete Appliance	Repairs Bridge Park	171.00
5431	Ted's Complete Appliance	Repairs Bridge Park	215.00
5431	Ted's Complete Appliance	Repairs Bridge Park	243.00
5431	Ted's Complete Appliance	Repairs Bridge Park	100.00
	Total 5431:		729.00
5861	Walmart Community Card	Tenant Services - Bridge Park	25.76
	Total 5861:		25.76
	Grand Totals:		3,992.03

Dated: 6/17/2020City Treasurer: Caroline Nove

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/17/2020	116983	306	ARC Irrigation, LLC	901-20100	133.90
06/20	06/17/2020	116992	1140	Cintas Corporation	205-20100	4.25
06/20	06/17/2020	117001	1686	Ecolab Pest Elimination Div.	901-20100	160.68
06/20	06/17/2020	117013	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	2,281.00
06/20	06/17/2020	117014	3189	LePage and Sons	901-20100	402.44
06/20	06/17/2020	117019	4306	Olsen Fire Protection Inc.	205-20100	255.00
06/20	06/17/2020	117029	5431	Ted's Appliance	901-20100	729.00
06/20	06/17/2020	117036	5861	Walmart Business/SYNCB	901-20100	25.76
Grand Totals:						3,992.03

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2233	Grimebusters Commercial Cleani	Burnishing Floors - Mall	325.00
Total 2233:			325.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	176.29
Total 3006:			176.29
3056	Lake Superior Laundry Inc.	Mall Rugs	77.50
Total 3056:			77.50
3521	Menards	Maintenance Supplies - Mall	55.90
3521	Menards	Small Tools & Equipment - Mall	4.99
Total 3521:			60.89
5431	Ted's Complete Appliance	Repairs - Bridge Park	225.00
Total 5431:			225.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	90.72
5801	Verizon Wireless	wireless phone service - Maintenance	21.27
5801	Verizon Wireless	wireless phone service - Bridge Park	42.53
Total 5801:			154.52
Grand Totals:			1,023.45

Dated: 6-24-2020

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/24/2020	117059	1140	Cintas Corporation	205-20100	4.25
06/20	06/24/2020	117073	2233	Grimebusters Commercial Cleaning LLC	205-20100	325.00
06/20	06/24/2020	117082	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	176.29
06/20	06/24/2020	117083	3056	Lake Superior Laundry Inc.	205-20100	77.50
06/20	06/24/2020	117088	3521	Menards	205-20100	60.89
06/20	06/24/2020	117106	5431	Ted's Appliance	901-20100	225.00
06/20	06/24/2020	117112	5801	Verizon Wireless	901-20100	154.52
Grand Totals:						1,023.45

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Credit Maintenance Supplies - Mall	13.00-
555	Business Essentials	Maintenance Supplies - Mall	54.99
Total 555:			41.99
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	2,000.00
1602	Duff Consulting, LLC	Property Maintenance Services - Bridge Park	280.00
Total 1602:			2,280.00
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	26.59
Total 2350:			26.59
2568	Inspec, Inc	Design Services RR and Mechanical Rehabilitat	11,142.63
Total 2568:			11,142.63
3501	MEI Total Elevator Solutions	July Monthly Service - Bridge Park	260.62
Total 3501:			260.62
3521	Menards	Materials - Operating Supplies - Bridge Park	31.96
3521	Menards	Maintenance Supplies - Mall	3.77
Total 3521:			35.73
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	20.33
Total 3543:			20.33
3933	Mora HRA	June Contracted Section 8 Administration	3,993.04
Total 3933:			3,993.04
5125	Sky Eye Films	Property Videography	400.00
Total 5125:			400.00
5431	Ted's Complete Appliance	Repairs Bridge Park	289.00
Total 5431:			289.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20

Vendor	Vendor Name	Description	Net Invoice Amount
		Total 5965:	888.40
		Grand Totals:	19,382.58

Dated: 7/1/2020

City Treasurer: Caroline Mace

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/20	07/01/2020	117122	555	Business Essentials	205-20100	41.99
07/20	07/01/2020	117126	1140	Cintas Corporation	205-20100	4.25
07/20	07/01/2020	117132	1602	Duff Companies, LLC	901-20100	2,280.00
07/20	07/01/2020	117139	2350	HD Supply Facilities Maintenance Ltd	901-20100	26.59
07/20	07/01/2020	117140	2568	Inspec, Inc	205-20100	11,142.63
07/20	07/01/2020	117147	3501	MEI Total Elevator Solutions	901-20100	260.62
07/20	07/01/2020	117148	3521	Menards	205-20100	35.73
07/20	07/01/2020	117149	3543	Metro Sales, Inc.	901-20100	20.33
07/20	07/01/2020	117155	3933	Mora HRA	902-20100	3,993.04
07/20	07/01/2020	117161	5125	Sky Eye Films	205-20100	400.00
07/20	07/01/2020	117163	5431	Ted's Appliance	901-20100	289.00
07/20	07/01/2020	117173	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						19,382.58

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	23.58
Total 555:			23.58
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2411	Hillyard Inc.	Maintenance Supplies - Mall	134.85
Total 2411:			134.85
3258	Local 49 H&W Fund	Health Insurance August	1,527.00
3258	Local 49 H&W Fund	Health Insurance August	763.50
3258	Local 49 H&W Fund	Health Insurance August	1,527.00
Total 3258:			3,817.50
5426	Team Industries Cambridge Inc.	Tax Abatement per Agreement 15.047.0072	14,309.39
Total 5426:			14,309.39
Grand Totals:			18,289.57

Dated: 7/8/2020

City Treasurer: Caroline Hume

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/20	07/08/2020	117181	555	Business Essentials	205-20100	23.58
07/20	07/08/2020	117184	1140	Cintas Corporation	205-20100	4.25
07/20	07/08/2020	117197	2411	Hillyard / Minneapolis	205-20100	134.85
07/20	07/08/2020	117207	3258	Local 49 H&W Fund I.U.O.E.	901-20100	3,817.50
07/20	07/08/2020	117235	5426	Team Industries Cambridge Inc.	205-20100	14,309.39
Grand Totals:						<u>18,289.57</u>

3E Housing Supervisor Report

July 20, 2020

Prepared by: Deb Barrett

Public Housing:

- Submitted MTCS report (Vacancy Report)
- Received a vacate notice for August 31st. 2020. Resident's lease does not end till September 30, 2020.
- Resident in #106 was found deceased in his apartment on June 29, 2020 by his homecare worker. Cambridge Police was called to investigate the scene, medical examiner was called and next of kin was notified.
- Month end for June and processed ACH for July.
- Had 8 Flush-mate toilet tanks replaced due to a recall
- Completed all unit inspections

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

Background:

Based on consensus from the EDA Board on June 15, 2020, staff is ready to recommend that the board begin the voluntary transfer of the Cambridge EDA's Section 8 Voucher Grant to the Mora HRA. The Mora HRA currently administers its own Section 8 Voucher Grant to residents of Kanabec and Pine Counties in addition to administering the Cambridge EDA Section 8 Voucher Grant for residents of Isanti and Chisago Counties under a contractual agreement.

Based on the research that has been done, there would be no changes in service levels to the residents of Isanti and Chisago Counties if a voluntary transfer was completed but the Mora HRA would be able to benefit from increased administrative capacity if the transfer was completed.

Cambridge EDA Staff has learned that the voluntary transfer process is fairly simple and we request that the EDA Board direct the following actions:

1. Proceed with Section 8 transfer from Cambridge EDA to Mora HRA effective January 1, 2021.
2. Send required communication to HUD at least 90 days before January 1, 2021. The Cambridge EDA and Mora HRA would need to send a letter to the HUD Field Office along with a board resolution supporting the transfer.
3. Return any unspent housing voucher funds to HUD as of 1/1/2021 and transfer any unspent administrative funds to the Mora HRA as of 1/1/2021.
4. Complete audit procedures done in 2021, including a special "close-out" process prescribed by HUD. This work will be done by our independent auditors, Redpath & Co. The cost of the audit will be set aside from unspent Section 8 administration funds prior to the transfer to Mora HRA.

Requested Board Action:

- Approve EDA Resolution R20-004 Voluntary Transfer of Section 8 to Mora HRA Effective 1/1/2021 and direct staff to complete action steps listed above.

Attachments—

- **EDA Resolution R20-004 Voluntary Transfer of Section 8 to Mora HRA Effective 1/1/2021.**

EDA RESOLUTION NO. R20-004
OF
THE ECONOMIC DEVELOPMENT AUTHORITY OF CAMBRIDGE, MINNESOTA
Voluntary Transfer of Section 8 Voucher Program to the Mora HRA

WHEREAS, the Economic Development Authority of Cambridge, Minnesota (the “EDA”) desire to permanently transfer its Section 8 Voucher Grant Program to the Mora HRA;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the EDA, as follows:

1. The EDA (MN067) agrees to transfer its Section 8 Voucher Program to the Mora HRA and complete necessary transfer actions;
2. The effective date of the transfer shall be January 1, 2021 but the EDA may take such appropriate steps prior to that time to effectuate the smooth transition of the program; and
3. The EDA’s Executive Director is authorized to work with the U.S. Department of Housing and Urban Affairs and the Mora HRA on all aspects relate to the Section 8 Voucher Program Transfer.

This Resolution shall be effective as of the 20th day of July, 2020.

President – Robert Shogren

Executive Director – Caroline Moe

Prepared by: Deb Barrett & Caroline Moe

Background:

On June 15, 2020, the EDA Board approved bid solicitation for the Gazebo rehab project that has been in our capital plan. Based on feedback we have received from contractors, we need to amend the specifications to be more accurate of the project. Attached is an updated proposal scope.

If the board approves, we will update the posting on the City's website and resend to contractors. We would like to change the due date for proposals to August 17, 2020 at 9 am to give contractors time to consider the changes. Staff would expect that the contract for the work would be approved at the August 17, 2020 Board meeting. Contractors would have until October 15, 2020 to complete their work.

Recommendation

Motion to approve updated specifications for project and updated timelines.

Invitation to Submit Proposal

The Cambridge EDA, Management Agent, located at 121 South Fern Street, Cambridge, MN 55008 is soliciting proposals for the following projects at Bridge Park Apartments, 121 South Fern Street, Cambridge, MN 55008.

- Remove and install new wood fascia on the east and west sides of the Gazebo, remove and install new screen (no doors) and staining of the Gazebo

Enclosed is the information needed to submit proposal. If you have any questions and would like to set a time to inspect the project, please call 763-552-3278. Proposals maybe picked up at Bridge Park Apartments, 121 South Fern Street, Cambridge, MN 55008. Please review and read thoroughly.

Proposals need to include all material, tax, permits, warranties and labor to complete the project.

The Cambridge Economic Development Authority reserves the right to reject any or all proposals or to waive any information in the proposal.

All proposals need to be sent to: City of Cambridge, 300 3rd Avenue NE, Cambridge, MN 55008.
Attention: C/O Executive Director, Caroline Moe

Bid opening will be on Monday, August 17, 2020, 9:00 a.m. at the Cambridge City Hall.

Proposal is scheduled to be approved by the Cambridge EDA Board on Monday, August 17, 2020.

Thank you for your time in considering this project.

Only proposals submitted in a Sealed Envelope will be accepted.

CONSTRUCTION AGREEMENT

This agreement is made this August 17, 2020 by and between Cambridge EDA-Bridge Park Apartments ("Owner") and _____ ("Contractor") located at

_____.

ARTICLE 1

THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contractor Documents for the project. The Contract Documents consist of:

- 1.1 This Agreement signed by the Owner and Contractor;
- 1.2 The attached General Conditions of the Contract;
- 1.3 According to the specifications on the proposal by:
Specifications: Principal Features in Statement of Work
- 1.4 Written change order or orders for minor changes in the Work issued after Execution of this Agreement; and
- 1.5 Other documents, if any, identified as follows: Davis Bacon payroll form and instructions that Contractor needs to submit to the Owner, prevailing wage information, general contracts conditions for contractor's information.

ARTICLE 2

DATE OF COMMENCEMENT AND COMPLETION DATE

The date of commencement shall be the date of this Agreement unless otherwise indicated below. The Contractor shall complete the Work no later than **Thursday, October 15, 2020.**

Subject to adjustment by Change Order.

ARTICLE 3

CONTRACT SUM

3.1 Subject to additions and deductions by Change Order, the Contractor Sum is:

_____.