
Economic Development Authority - City Hall Council Chambers
Regular Meeting, Tuesday, January 22, 2019
Meeting Announcement and Agenda
5:30 pm

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

1. Call to Order

2. Approval of Agenda

3. Consent Agenda Approvals

- A. Approve EDA Regular Meeting Minutes for December 17, 2018 (p. 3)
- B. Approve EDA Draft November 2018 Financial Statements (p. 6)
- C. Housing Division December 2018 Bills ACH only, Totaling \$63,525.52 (p. 34)
- D. Approve EDA Admin Division Bills Checks #112247 - #112552 Totaling \$44,863.36 (p. 37)
- E. Housing Supervisor's Report (p. 48)

4. Work Session

5. Unfinished Business

6. New Business

- A. Approve Proposal for painting areas of the City Center Mall (p. 49)
- B. Tour Main Street Flats (verbal)

7. Adjourn

This page is intentionally left blank.

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
December 17, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, December 17, 2018 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Lisa Iverson, Marlys Palmer, Jim Godfrey, Jay Squires and Kersten Conley. All present, no absences.

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

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. Approve November 19, 2018 EDA Meeting Minutes
- B. Approve EDA Draft October 2018 Financial Statements
- C. November 2018 Housing Div Bills ACH only, Totaling \$61,699.52
- D. Approve EDA Admin Division Bills Checks #111975- #112235 Totaling \$15,020.53
- E. Resolution R18-006 Adoption of Housing Division 2019 Budget
- F. Resolution R18-007 Adoption of EDA Admin 2019 Budget
- G. Implementation of Pay Study for Housing Staff
- H. Resolution R18-008 Adoption of 2019 Payment Standards

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

Work Session

Economic Development Updates

Gustafson discussed the Economic Development Authority in conjunction with City Council assisting a variety of development and re-development projects over the years.

Gustafson highlighted the current tenants of the City Center Mall, stating the Mall suites are fully leased:

- The EDA portion of the Mall has been maintained well and continues to operate very smooth.
- Workforce Center
- Rum River Special Education (recently renewed their lease and the EDA paid the buildout cost and added it to the lease payments over time)
- Department of Human Services (DHS) most recent tenant and the EDA paid the buildout cost and added it to the lease payments over time)
- SAC's/Friendship Café- The EDA/City has a good working relationship with SAC'S and can utilize the kitchen space for special events or if needed for and emergency management
- MN Department of Public Safety-Driver and Vehicle Safety Services
- Pregnancy Resource Center of Cambridge

- Just for Paws
- Gamers Den- recently renewed their lease and leased up one more additional suite

Gustafson stated the Woodcrest Park Church will be vacated at the end of 2018. The long- term goal for this area is redevelopment, cost will be obtained to have this building removed.

Gustafson provided an update on developments:

- Main Street Flats EDA/City Council assisted on this redevelopment site for a 28-unit apartment complex. 5 tenants approved, 6 in the process of final approval and many in the early preapp stage. Currently under Construction will be finished by the end of the year
- Walker Methodist EDA/City Council assisted with a 68-unit Senior Housing Development project is completed and 58 of the 68 units are leased
- Roosevelt Garden Estates EDA/City Council assisted with a 50-unit 55 plus and 36-unit apartment complex. 50-unit is under construction. It is too early for any lease up information and the 36-unit is planned to begin construction fall of 2020

Gustafson explained development studies stating the EDA has been instrumental in allowing funding for studies that provide needed information for staff and developers seeking to develop in our community, these studies include:

- Housing
- Retail
- Restaurant
- Hotel

Gustafson gave an update on Industrial Development

- Ritz Machine Works EDA/City Council assistance for an equipment loan, they started their first US operations in the first quarter 2018, adding 10 new jobs
- Stars Hollow, they continue to meet weekly on this project but Haider is still working on the final lending components

New Business

Supervisor's Report (6A)

Barrett gave a report on Bridge Park Apartments Housing Operations:

- Will be handing out certificate of rent paid forms to residents after all of December rent is paid.
- Held a resident Holiday get together on December 12th. Resident enjoyed sloppy joes & chips, sang Christmas carols.
- James Todd from BJ Bass was out and did a walk-through of all the apartments and building. Proposed schedule for asbestos abatement project is as follows:
 - Walkthroughs – 11.27-11.30 (Completed)
 - Develop Bid specs/Bid forms – 12.3-1.4.19 (In progress)
 - Advertise for bid – 1.7.19-2.8.19
 - Bid opening – 2.12.19
 - EDA Contract approvals – 2.19.19-2.20.19
 - Issue contracts – 2.21.19-3.13.19
 - Construction start 4.8.19

Approve proposal for door replacements for the mall riser room

Gustafson stated there is one door that needs to be replaced, the west side riser room door for the City Center Mall. The door is rusting out at the bottom and starting to affect the operation. There is no way to repair, only replace. The lockset and closures are part of this price and the project will be completed in the Spring of 2019. The door will be painted in the Spring of 2019.

Gustafson explained the funds will come from the 2019 budget and Fund 205-47000-401 City Center Mall. Gustafson stated the cost for the new door is \$1,837.00 through the same company who replaced the doors previously, Commercial Door System Workforce Center.

Iverson moved, seconded by Godfrey, to authorize the EDA President to sign the proposal with Commercial Door Systems, Inc. in the amount of \$1,837 to replace the mall riser room door at City Center Mall. Motion carried unanimously.

Adjournment

Godfrey moved, seconded by Palmer, to adjourn the meeting at 5:51 p.m. Motion carried unanimously.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	323,586.17	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	454,354.67	
901-15500	PREPAID EXPENSES	1,930.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,243,440.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	56,192.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,691,997.69)	
	TOTAL ASSETS		1,210,836.14

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	68.99	
901-22600	TENANT SECURITY DEPOSITS	26,845.99	
	TOTAL LIABILITIES		26,914.98

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	817,760.01	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	64,605.38	
	BALANCE - CURRENT DATE	64,605.38	
	TOTAL FUND EQUITY		1,183,921.16
	TOTAL LIABILITIES AND EQUITY		1,210,836.14

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	80,000.00	80,000.00	64,943.00	15,057.00	81.18	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	64,943.00	15,057.00	81.18	75,931.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	45.00	55.00	45.00	50.18
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,232.56	(732.56)	148.84	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	2,277.56	(677.56)	142.35	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	156,356.27	(12,356.27)	108.58	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	3,767.27	(1,767.27)	188.36	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	160,123.54	(14,123.54)	109.67	173,681.88
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL FUND REVENUE	276,000.00	276,000.00	227,344.10			273,702.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	31,478.00	31,478.00	36,592.67	5,114.67	116.25	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	2,744.46	384.46	116.29	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	2,799.35	391.35	116.25	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	124.99	(375.01)	25.00	197.65
TOTAL PERSONAL SERVICES	36,746.00	36,746.00	42,261.47	5,515.47	115.01	32,091.72
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	287.15	(1,212.85)	19.14	1,346.80
TOTAL SUPPLIES	1,500.00	1,500.00	287.15	(1,212.85)	19.14	1,346.80
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	(1,000.00)	.00	1,418.60
901-49500-306 AUDITING	3,000.00	3,000.00	1,100.00	(1,900.00)	36.67	3,600.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,483.91	(516.09)	82.80	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	6,305.38	(294.62)	95.54	7,486.97
901-49500-322 POSTAGE	250.00	250.00	59.70	(190.30)	23.88	.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	281.13
901-49500-340 ADVERTISING	100.00	100.00	274.15	174.15	274.15	3.92
TOTAL OTHER SERVICES AND CHA	14,050.00	14,050.00	10,223.14	(3,826.86)	72.76	15,274.53
<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	137.28	(262.72)	34.32	165.44
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	5,480.22	4,480.22	548.02	580.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	499.00	(501.00)	49.90	455.00
TOTAL MISCELLANEOUS	4,400.00	4,400.00	6,116.50	1,716.50	139.01	1,200.44
TOTAL LOW RENT ADMINISTRATION	56,696.00	56,696.00	58,888.26	2,192.26	103.87	49,913.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	200.00	200.00	3,196.01	2,996.01	1,598.01	1,511.08
<i>TOTAL SUPPLIES</i>	200.00	200.00	3,196.01	2,996.01	1,598.01	1,511.08
TOTAL LOW RENT TENANT SERVICE	200.00	200.00	3,196.01	2,996.01	1,598.01	1,511.08

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	24,165.00	24,165.00	3,610.20	(20,554.80)	14.94	20,925.52
901-49700-121 PERA (EMPLOYER)	1,849.00	1,849.00	261.56	(1,587.44)	14.15	1,569.43
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,812.00	1,812.00	276.18	(1,535.82)	15.24	1,600.76
901-49700-151 WORKERS' COMPENSATION PREMIU	1,595.00	1,595.00	709.23	(885.77)	44.47	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	5,954.00	5,954.00	.00	.00
TOTAL PERSONAL SERVICES	29,421.00	29,421.00	10,811.17	(18,609.83)	36.75	25,173.51
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	6,015.40	(867.60)	87.40	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	6.85	(193.15)	3.43	61.88
TOTAL SUPPLIES	7,083.00	7,083.00	6,022.25	(1,060.75)	85.02	10,202.18
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	26,418.93	1,418.93	105.68	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	9,551.00	(2,949.00)	76.41	9,555.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	13,776.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	30,676.70	(5,323.30)	85.21	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	7,819.13	(2,680.87)	74.47	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	2,733.52	(3,766.48)	42.05	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	2,636.75	136.75	105.47	2,867.19
TOTAL OTHER SERVICES AND CHA	106,000.00	106,000.00	79,836.03	(26,163.97)	75.32	88,031.95
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	65,000.00	65,000.00	.00	(65,000.00)	.00	45,487.02
901-49700-489 OTHER CONTRACTED SERVICES	9,600.00	9,600.00	.00	(9,600.00)	.00	.00
TOTAL MISCELLANEOUS	74,600.00	74,600.00	.00	(74,600.00)	.00	45,487.02
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	3,985.00	3,985.00	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	2,000.00	2,000.00	.00	(2,000.00)	.00	7,919.96
TOTAL IMPROVEMENTS/BETTERM	2,000.00	2,000.00	3,985.00	1,985.00	199.25	7,919.96
TOTAL LOW RENT MAINTENANCE	219,104.00	219,104.00	100,654.45	(118,449.55)	45.94	176,814.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,000.00	276,000.00	162,738.72			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	64,605.38			45,463.21

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	120,485.02	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>120,485.02</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20200	ACCOUNTS PAYABLE	<u>2,789.01</u>	
	TOTAL LIABILITIES		2,789.01
<u>FUND EQUITY</u>			
902-27200	UNRESTRICTED NET ASSETS	95,259.73	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>22,436.28</u>	
	BALANCE - CURRENT DATE	<u>22,436.28</u>	
	TOTAL FUND EQUITY		<u>117,696.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>120,485.02</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	50,000.00	50,000.00	60,481.00	(10,481.00)	120.96	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	60,481.00	(10,481.00)	120.96	61,158.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	216.00	216.00	.00	216.00	.00	3,166.90
902-35100 FRAUD RECOVERY INCOME	.00	.00	84.00	(84.00)	.00	.00
TOTAL RENTAL INCOME	216.00	216.00	84.00	132.00	38.89	3,166.90
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	104.64	(104.64)	.00	79.89
TOTAL INTEREST	.00	.00	104.64	(104.64)	.00	79.89
TOTAL FUND REVENUE	<u>50,216.00</u>	<u>50,216.00</u>	<u>60,669.64</u>			<u>64,404.79</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	AUDIT FEES	3,000.00	3,000.00	1,100.00 (1,900.00)	36.67	3,600.00
902-49500-307	CONTRACTED SECT 8 ADMIN	50,000.00	50,000.00	38,234.36 (11,765.64)	76.47	42,544.42
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>39,334.36 (13,665.64)</u>	<u>74.22</u>	<u>46,144.42</u>
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00 (1,000.00)</u>	<u>.00</u>	<u>.00</u>
	TOTAL SECT 8 ADMINISTRATIVE	<u><u>54,000.00</u></u>	<u><u>54,000.00</u></u>	<u><u>39,334.36 (14,665.64)</u></u>	<u><u>72.84</u></u>	<u><u>46,144.42</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	301,464.00	301,464.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(303,120.00)	(303,120.00)	.00	(339,005.00)
902-49775-376 URP PORT REC	.00	.00	555.00	555.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(1,101.00)	(1,101.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(1,101.00)	(1,101.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	54,000.00	54,000.00	38,233.36			46,144.42
NET REVENUES OVER EXPENDITURE	(3,784.00)	(3,784.00)	22,436.28			18,260.37

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2018

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	265,905.61	
903-10200	EDA HOUSING DIV OPERATING CASH	110,393.06	
	TOTAL ASSETS		376,298.67
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16,536.19	
	BALANCE - CURRENT DATE	16,536.19	
	TOTAL FUND EQUITY		376,298.67
	TOTAL LIABILITIES AND EQUITY		376,298.67

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	.00	.00	1,570.44	(1,570.44)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	1,570.44	(1,570.44)	.00	1,749.34
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
TOTAL OTHER REVENUES	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
 TOTAL FUND REVENUE	 15,000.00	 15,000.00	 18,344.69			 18,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER HOUSING BUS ACTIV-ADMIN</i>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	1,680.00	(420.00)	80.00	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	128.50	128.50	.00	133.81
<i>TOTAL FUNCTION 1</i>		2,100.00	2,100.00	1,808.50	(291.50)	86.12	1,883.81
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	1,000.00
903-49500-305	ACCOUNTING FEES	.00	.00	.00	.00	.00	520.00
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>		500.00	500.00	.00	(500.00)	.00	1,520.00
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	(12,400.00)	.00	.00
<i>TOTAL TRANSFERS</i>		12,400.00	12,400.00	.00	(12,400.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV		15,000.00	15,000.00	1,808.50	(13,191.50)	12.06	3,403.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	1,808.50			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,536.19			15,428.53

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2018

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	31,915.00	
	TOTAL ASSETS		31,915.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	31,915.00	
	BALANCE - CURRENT DATE	31,915.00	
	TOTAL FUND EQUITY		31,915.00
	TOTAL LIABILITIES AND EQUITY		31,915.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
 TOTAL FUND REVENUE	 36,000.00	 36,000.00	 31,915.00			 21,654.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	21,654.69
<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	13,373.83	
905-10200	EDA OPERATING ACCT-SECTION 8	(16,119.33)	
	TOTAL ASSETS		(2,745.50)
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	13,373.83	
	TOTAL LIABILITIES		13,373.83
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(914.86)	
	BALANCE - CURRENT DATE	(914.86)	
	TOTAL FUND EQUITY		(16,119.33)
	TOTAL LIABILITIES AND EQUITY		(2,745.50)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	350,000.00	350,000.00	375,578.00	(25,578.00)	107.31	396,525.00
TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	375,578.00	(25,578.00)	107.31	396,525.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	84.00	(84.00)	.00	.00
TOTAL SOURCE 35	.00	.00	84.00	(84.00)	.00	.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	4.28	(4.28)	.00	31.27
TOTAL INTEREST	.00	.00	4.28	(4.28)	.00	31.27
 TOTAL FUND REVENUE	 350,000.00	 350,000.00	 375,666.28			 396,556.27

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	346,216.00	346,216.00	365,100.00	18,884.00	105.45	402,657.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	.00	.00	.00	145.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	7,804.00	7,804.00	.00	13,347.00
905-49775-375 FSS	.00	.00	3,026.00	3,026.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	651.14	651.14	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>376,581.14</u>	<u>30,365.14</u>	<u>108.77</u>	<u>421,667.84</u>
TOTAL HAP EXPENDITURES	<u>346,216.00</u>	<u>346,216.00</u>	<u>376,581.14</u>	<u>30,365.14</u>	<u>108.77</u>	<u>421,667.84</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	346,216.00	346,216.00	376,581.14			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	(914.86)			(25,111.57)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	2,954.05
TOTAL INTEREST	200.00	200.00	.00	200.00	.00	2,954.05
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	207,000.00	247,077.00	233,054.17	14,022.83	94.32	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	247,077.00	233,054.17	14,022.83	94.32	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	75,000.00	75,000.00	.00	100.00	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	75,000.00	75,000.00	.00	100.00	275,000.00
 TOTAL FUND REVENUE	 297,200.00	 322,277.00	 308,054.17			 501,237.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	87,796.00	87,796.00	83,025.65	(4,770.35)	94.57	92,201.51
205-41930-112 EDA MEETING PAYMENTS	2,500.00	750.00	350.00	(400.00)	46.67	490.00
205-41930-121 PERA (EMPLOYER)	6,746.00	6,746.00	6,226.92	(519.08)	92.31	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	6,162.71	74.71	101.23	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	16,207.80	(441.20)	97.35	15,303.60
205-41930-132 LONGEVITY PAY	2,150.00	2,150.00	.00	(2,150.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,434.32
205-41930-151 WORKERS' COMPENSATION PREMIU	685.00	685.00	351.32	(333.68)	51.29	447.71
205-41930-154 HRA/FLEX FEES	.00	100.00	68.65	(31.35)	68.65	73.35
TOTAL PERSONAL SERVICES	123,814.00	122,164.00	113,593.05	(8,570.95)	92.98	123,376.11
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	130.88	(119.12)	52.35	136.72
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	.00	.00	.00	215.30
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	.00	.00	.00	.00	.00	196.25
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	2,503.60
TOTAL SUPPLIES	3,550.00	3,550.00	130.88	(3,419.12)	3.69	3,051.87
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	3,423.50	(176.50)	95.10	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	2,800.00	2,483.91	(316.09)	88.71	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	850.00	821.21	(28.79)	96.61	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	443.94	(306.06)	59.19	1,314.59
205-41930-334 MILEAGE REIMBURSEMENT	1,100.00	1,100.00	1,097.12	(2.88)	99.74	625.15
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	142.82	(57.18)	71.41	138.00
205-41930-360 INSURANCE AND BONDS	1,500.00	343.00	343.00	.00	100.00	1,086.87
205-41930-381 ELECTRIC UTILITIES	400.00	1,600.00	1,315.96	(284.04)	82.25	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	2,500.00	2,161.26	(338.74)	86.45	731.32
205-41930-383 GAS UTILITIES	100.00	400.00	411.22	11.22	102.81	118.44
TOTAL OTHER SERVICES & CHARG	8,210.00	14,143.00	12,643.94	(1,499.06)	89.40	11,616.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	14,000.00	12,380.28	(1,619.72)	88.43	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	(61.43)	(61.43)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,281.40	(218.60)	85.43	840.66
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	763.00	(737.00)	50.87	305.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	6,190.00	3,094.08	(3,095.92)	49.99	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	31,654.00	15,827.10	(15,826.90)	50.00	32,875.84
205-41930-484 NLX ACTIVITIES	6,650.00	6,650.00	6,650.00	.00	100.00	4,830.00
205-41930-485 PROPERTY TAXES	3,000.00	.00	.00	.00	.00	1,172.00
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	.00	.00	.00	.00	5,475.88
205-41930-489 IND PARK MARKETING	8,500.00	8,500.00	7,440.48	(1,059.52)	87.54	9,457.11
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
TOTAL MISCELLANEOUS	24,150.00	72,994.00	50,374.91	(22,619.09)	69.01	74,421.34
TOTAL EDA ADMINISTRATION	159,724.00	212,851.00	176,742.78	(36,108.22)	83.04	212,465.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

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	26,063.00	26,063.00	24,338.38 (1,724.62)	93.38	25,250.24
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	500.00	.00 (500.00)	.00	46.05
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	6,200.00	6,526.82	326.82	105.27	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	1,825.38 (227.62)	88.91	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	2,298.87 (25.13)	98.92	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	8,096.48 (227.52)	97.27	7,643.76
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.63 (60.37)	89.94	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	1,080.70 (422.30)	71.90	1,346.03
205-47000-154 HRA/FLEX FEES	75.00	75.00	34.40 (40.60)	45.87	36.75
TOTAL PERSONAL SERVICES	44,942.00	47,642.00	44,740.66 (2,901.34)	93.91	44,661.78
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	200.00	133.35 (66.65)	66.68	129.99
205-47000-212 GASOLINE/FUEL	250.00	250.00	71.92 (178.08)	28.77	67.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	10,000.00	11,000.00	10,459.65 (540.35)	95.09	10,305.61
TOTAL SUPPLIES	10,250.00	11,450.00	10,664.92 (785.08)	93.14	10,503.35
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	283.35 (566.65)	33.34	289.54
205-47000-351 PUBLISHING/LEGAL NOTICES	.00	600.00	494.45 (105.55)	82.41	.00
205-47000-360 INSURANCE AND BONDS	7,000.00	6,053.00	6,052.27 (.73)	99.99	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	15,362.10 (5,637.90)	73.15	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,350.15 (1,349.85)	76.32	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	3,403.23 (2,596.77)	56.72	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,066.25 (1,433.75)	68.14	3,727.53
TOTAL OTHER SERVICES & CHARG	45,050.00	44,703.00	33,011.80 (11,691.20)	73.85	37,649.34
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	6,828.76 (6,171.24)	52.53	16,419.16
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,300.00	.00 (2,300.00)	.00	1,036.80
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	3,491.80 (8,508.20)	29.10 (133.20)
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	18,371.00	18,370.31 (.69)	100.00	11,290.00
205-47000-498 TENANT BUILD OUT	.00	105,837.00	105,836.80 (.20)	100.00	.00
TOTAL MISCELLANEOUS	27,300.00	151,508.00	134,527.67 (16,980.33)	88.79	30,962.76
TOTAL MALL OPERATING EXPENSE	127,542.00	255,303.00	222,945.05 (32,357.95)	87.33	123,777.23

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	287,266.00	468,154.00	399,687.83			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	(145,877.00)	(91,633.66)			164,994.28

ACH Transaction Report

Batch #: 000186

Created On: 11/29/2018

Name	Amount
Bungalows of Chisago L	\$1,225.00
Calhoun Apartments	\$1,089.00
Cambridge Square Assoc	\$1,137.00
Cambridge Town Square	\$1,405.00
PG Companies Redwing A	\$1,032.00
DJ Properties of Stanc	\$510.00
Erlandson - Nelson Con	\$555.00
Haven Properties	\$347.00
New Challenges, Inc.	\$6,020.00
Isanti Community Servi	\$74.00
Isanti Village Apartme	\$1,403.00
Kaizen Property Soluti	\$1,066.00
Kestrel Meadows Townho	\$4,372.00
Legacy Townhomes	\$3,874.00
Minneapolis Public Hou	\$685.52
Allen Moulton	\$530.00
Osmium Holdings LLC	\$844.00
NETA Property Manageme	\$575.00
Normandy Townhomes	\$3,436.00
North Branch Senior Ho	\$1,056.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$2,701.00
Pine Village LLC	\$79.00
Rush Oaks Apartments	\$1,189.00
Sunrise Court Apartmen	\$1,116.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$528.00
Tower Terrace Limited	\$4,547.00
Wyoming Limited Partne	\$1,322.00
Wyoming Limited Partne	\$2,088.00
Cambridge EDA	\$45,905.52

Batch Total: \$0.00

December 2018
Housing ACH

① + 63,525.52

ACH Transaction Report

Batch #: 000187

Created On: 11/29/2018

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$489.00
Bohmer, John	\$793.00
Dean & Jennifer Bondes	\$869.00
Charles Satak	\$585.00
Chen Liu	\$5,137.00
David Findell	\$555.00
Leeanna M. Dudley	\$90.00
Elmer D. Harp	\$567.00
Jenell King	\$550.00
John Maher	\$370.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$319.00
Brian Leet	\$376.00
Michael Doran	\$555.00
Loral Myers	\$272.00
Ordeen Splittstoser	\$248.00
Randall Propp	\$597.00
Richard Berget	\$264.00
Robert Blaisdell-Blais	\$1,573.00
Robert Mattson	\$585.00
Ross Goldsmith	\$200.00
Steve Baker	\$798.00
Paul & Bethany Stiles	\$668.00
Thomas Olin	\$201.00
Cambridge EDA	\$-17,330.00

(1)

Batch Total: \$0.00

ACH Transaction Report

Batch #: 000188

Created On: 12/26/2018

<u>Name</u>	<u>Amount</u>
Mission 61 Inc.	\$290.00
Cambridge EDA	\$-290.00 (1)
Batch Total:	\$0.00

CAMBRIDGE EDA MEETING

January 22, 2019

BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	12/13/2018	112247 - 112311	21,434.73
Prepaid Checks	12/19/2018	112323 - 112369	3,726.94
Prepaid Checks	12/27/2018	112376 - 112409	5,157.33
Prepaid Checks	1/2/2019	112429 - 112472	2,353.77
Prepaid Checks	1/9/2019	112487 - 112552	12,190.59
	Prepaid Totals		<hr/> 44,863.36 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$44,863.36

Vendor	Vendor Name	Description	Net Invoice Amount
718	Brothers Fire & Security	Security System Doors - City Hall	774.05
	Total 718:		774.05
873	Cambridge Fuel Inc	Tax Abatement per Agreement 15.136.0010	3,094.08
	Total 873:		3,094.08
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
2468	Hunting, Ashley	Return of Security Deposit and Interest	467.79
	Total 2468:		467.79
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		241.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	267.50
	Total 3086:		267.50
3521	Menards	Materials - Bridge Park	49.45
	Total 3521:		49.45
4336	Oslund Heating & Air	Winterize 635 1st Ave E	203.00
	Total 4336:		203.00
5426	Team Industries Cambridge Inc.	Tax Abatement per Agreement 15.047.0072	15,827.10
	Total 5426:		15,827.10
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	275.17
	Total 5878:		507.73
	Grand Totals:		21,434.73

Dated: 12/13/18

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/13/2018	112247	718	Brothers Fire & Security	205-20100	774.05
12/18	12/13/2018	112249	873	Cambridge Fuel Inc	205-20100	3,094.08
12/18	12/13/2018	112252	1140	Cintas Corporation	205-20100	3.03
12/18	12/13/2018	112262	2468	Ashley Hunting	901-20100	467.79
12/18	12/13/2018	112273	3056	Lake Superior Laundry Inc.	205-20100	241.00
12/18	12/13/2018	112274	3086	Landworks Construction, Inc.	901-20100	267.50
12/18	12/13/2018	112279	3521	Menards	901-20100	49.45
12/18	12/13/2018	112291	4336	Oslund Heating & Air	205-20100	203.00
12/18	12/13/2018	112305	5426	Motek - Team Industries	205-20100	15,827.10
12/18	12/13/2018	112311	5878	Waste Management of WI-MN	205-20100	507.73
Grand Totals:						<u>21,434.73</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
Total 1140:			3.02
2166	Grainger	Repair & Maint Supplies Mall	18.38
Total 2166:			18.38
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	394.95
Total 3006:			394.95
3234	Lindstrom's Painting	Painting and Repairs - Mall	1,075.00
Total 3234:			1,075.00
4737	Real Estate Publishing Corporatio	Sponsorship MN Real Estate Journal Zone Sum	800.00
Total 4737:			800.00
5261	Star Quality Glass	Bronze Closers & Labor to Install - Bridge Park	1,289.60
Total 5261:			1,289.60
5861	Walmart Community Card	Tenant Services - Bridge Park	145.99
Total 5861:			145.99
Grand Totals:			3,726.94

Dated: 12/19/18

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/19/2018	112323	1140	Cintas Corporation	205-20100	3.02
12/18	12/19/2018	112333	2166	Grainger	205-20100	18.38
12/18	12/19/2018	112340	3008	Kramer Mechanical Plumbing & Heating Inc	901-20100	394.95
12/18	12/19/2018	112343	3234	Lindstrom's Painting	205-20100	1,075.00
12/18	12/19/2018	112354	4737	Real Estate Publishing Corporation	205-20100	800.00
12/18	12/19/2018	112359	5261	Star Quality Glass	901-20100	1,289.60
12/18	12/19/2018	112369	5861	Walmart Business/SYNCB	901-20100	145.99
Grand Totals:						<u>3,726.94</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	17.53
	Total 555:		17.53
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	13.28
	Total 3543:		13.28
3933	Mora HRA	December Contracted Section 8 Administration	3,991.52
	Total 3933:		3,991.52
4471	PHADA	Housing Authority	180.00
	Total 4471:		180.00
5391	TM Johnson Bros., Inc.	Repairs & Maintenance Bldg - Mall	955.00
	Total 5391:		955.00
	Grand Totals:		5,157.33

Dated: _____

12/27/18

City Treasurer: _____

Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/27/2018	112376	555	Business Essentials	205-20100	17.53
12/18	12/27/2018	112395	3543	Metro Sales, Inc.	901-20100	13.28
12/18	12/27/2018	112398	3933	Mora HRA	902-20100	3,991.52
12/18	12/27/2018	112402	4471	PHADA	901-20100	180.00
12/18	12/27/2018	112409	5391	TM Johnson Bros., Inc.	205-20100	955.00
Grand Totals:						<u>5,157.33</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			6.06
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
Total 1686:			155.25
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
Total 3056:			120.50
3521	Menards	Maintenance Supplies - Mall	26.34
3521	Menards	Maintenance Supplies - Mall	21.91
3521	Menards	Maintenance Supplies - Mall	34.99
Total 3521:			83.24
3675	MNCAR	Exchange Access - EDC Member	555.00
Total 3675:			555.00
5801	Verizon Wireless	Small Tools & Equipment - Economic Developm	1,229.98
5801	Verizon Wireless	wireless phone service - Economic Developmen	124.34
5801	Verizon Wireless	wireless phone service - Maintenance Dept	26.47
5801	Verizon Wireless	wireless phone service - Bridge Park	52.93
Total 5801:			1,433.72
Grand Totals:			2,353.77

Dated: 1/3/19

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/02/2019	112429	1140	Cintas Corporation	205-20100	6.06
01/19	01/02/2019	112436	1686	Ecolab Pest Elimination Div.	901-20100	155.25
01/19	01/02/2019	112445	3056	Lake Superior Laundry Inc.	205-20100	120.50
01/19	01/02/2019	112449	3521	Menards	205-20100	83.24
01/19	01/02/2019	112456	3675	MNCAR Exchange	205-20100	555.00
01/19	01/02/2019	112472	5801	Verizon Wireless	205-20100	1,433.72
Grand Totals:						<u>2,353.77</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
2411	Hillyard Inc.	Maintenance Supplies - Mall	64.28
	Total 2411:		64.28
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	238.71
	Total 3501:		238.71
3521	Menards	Maintenance Supplies - Mall	1.99
	Total 3521:		1.99
4179	Northern Lights Express NLX	Passenger Rail Alliance 2019	8,356.00
	Total 4179:		8,356.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - February	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - February	750.00
	Total 5191:		2,250.00
5861	Walmart Community Card	Tenant Services - Bridge Park	157.42
	Total 5861:		157.42
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	314.48
	Total 5878:		547.04
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:		12,190.59

Dated: _____

1/9/19

City Treasurer: _____

Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/09/2019	112487	1140	Cintas Corporation	205-20100	3.03
01/19	01/09/2019	112503	2411	Hillyard / Minneapolis	205-20100	64.28
01/19	01/09/2019	112511	3056	Lake Superior Laundry Inc.	205-20100	120.50
01/19	01/09/2019	112517	3501	MEI Total Elevator Solutions	901-20100	238.71
01/19	01/09/2019	112518	3521	Menards	205-20100	1.99
01/19	01/09/2019	112529	4179	Northern Lights Express NLX	205-20100	8,358.00
01/19	01/09/2019	112541	5191	SPEW Health Plan	205-20100	2,250.00
01/19	01/09/2019	112548	5861	Walmart Business/SYNCB	901-20100	157.42
01/19	01/09/2019	112549	5878	Waste Management of WI-MN	205-20100	547.04
01/19	01/09/2019	112552	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						12,190.59

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). Have 5 vacancies at this time due to the upcoming planned major unit renovation work we hope to start in April 2019.
- 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 17th to hand out packets.

6A Approve Painting of City Center Mall Doors and Exterior Signage Area

January 22, 2019

Author: Stan Gustafson

Request

The EDA is requested to approve the quote received from Lindstrom Painting for painting of the City Center Mall exterior doors and west side signage area.

Review

Staff has received two quotes for painting of the City Center Mall exterior metal doors and west side signage. This project is part of the long-term capital improvement project for City Center Mall in maintaining this building.

The quotes below indicate labor only the paint is separate and will be purchased by City staff and colors will match accordingly.

The following quotes were received

Affordable Painting– \$3,592.00 quote for all 9 metal doors and signage area on west side of the City Center Mall. Labor only, paint not included in bid.

Lindstrom's Painting – \$2,945.00 quote for all 9 metal doors and signage area on west side of the City Center Mall. Labor only, paint not included in bid.

Fiscal Note: This project is part of our planned capital improvement project and funds have been set aside for this expense 205-47000-401.

Recommendation

Approve the quote submitted by Lindstrom Painting in the amount of \$2,945.00 and authorize the EDA President and Executive Director to authorize staff to contact the contractor.

Attachments:

Proposals from contractors listed above



Scott Lindstrom
 50856 Lakeview Drive
 Rush City, MN 55069
320-358-3419

Name Cambridge city

Address _____

City, State, Zip _____

Date 10-29-78

Description	Amount
City Center Mall Prep + paint 8 Steel Doors + Frames	
Stain Brown wood Labor only	2,900 ⁰⁰
Plus one door	45 ⁰⁰
Fire Dept	2945
Prep + paint Garage Door Frames	
1 Steel Door + Frame Labor only	1,225 ⁰⁰
City Hall Entry Metal Prep + paint	2,750 ⁰⁰
Police Dept Block wall + Garage Door Frames	
1 Steel Door Labor only	910 ⁰⁰

Received by _____

TO BE PAID IN FULL AT COMPLETION OF JOB

ACTIVITY	QTY	RATE	AMOUNT
24 Paint:Paint Garage Door (Fire Department) Paint Garage Door Trim and Frame: Includes covering driveway; scraping loose paint; masking hardware as needed; caulking as needed; two coats high quality exterior, satin sheen, color to be determined by owner. Price is for labor only, paint will be provided by customer	7	150.00	1,050.00
24 Paint:Exterior Re-paint:Paint Exterior Door (City Center Mall) Paint Exterior Steel Door (exterior, interior, jamb, and frame): Includes sanding as needed, masking and/or removal of hardware, priming as needed, two coats high quality exterior paint (color to be determined by owner). Price is for labor only, paint will be provided by customer.	6	250.00	1,500.00
24 Paint:Exterior Re-paint:Paint Exterior Door (City Center Mall) Paint Exterior Steel Door (exterior only and frame): Includes sanding as needed, masking and/or removal of hardware, priming as needed, two coats high quality exterior paint (color to be determined by owner). Price is for labor only, paint will be provided by customer.	3 3	100.00	200.00 300.00
24 Paint:Exterior Re-paint (City Center Mall) Exterior Re-paint Signage Area: Includes covering ground and walkways as needed; mask and cover all signs and fixtures as needed; scrape any loose paint; prime as needed; paint two coats high quality exterior paint, satin sheen, colors to be determined by owner; cleanup and disposal. Price includes scaffolding as needed for over 10 feet. Price is for labor only, paint will be provided by customer	640	2.80	1,792.00
Contract By signing below both parties agree to the terms listed and this form shall serve as a legal contract, binding on both parties. Any additional work or unforeseen problems would be negotiated at such time should they arise. Job will be paid 1/2 down, and the remainder immediately upon completion.	1	0.00	0.00

Thank you for your consideration. We look forward to working with you!

TOTAL

\$7,597.00

Accepted By

Accepted Date