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**Economic Development Authority - City Hall Council Chambers**  
**Regular Meeting, Monday, March 18, 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 (p. 1)

3. Consent Agenda Approvals

- A. Approve EDA Regular Meeting Minutes for February 19, 2019 (p. 3)
- B. Approve Lease renewal with Isanti County Commission on Aging for the Senior Enrichment Center (p. 6)
- C. Approve Resolution R19-001 Amending 2018 EDA Admin Budget (p. 14)
- D. Approve EDA Draft January 2019 Financial Statements (p. 18)
- E. Housing Division February 2019 Bills ACH only, Totaling \$67,626.92 (p. 46)
- F. Approve EDA Admin Division Bills Checks #112779 - #112984 Totaling \$18,355.00 (p. 48)

4. Work Session

5. Unfinished Business

6. New Business

- A. Housing Supervisor Report (p. 56)
- B. Resident Meeting (p. 57)
- C. Asbestos Abatement and Unit Rehab Contract Approval and Amendments (p. 58)

7. Adjourn

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**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
February 19, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, February 19, 2019 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

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

**Call to Order**

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

**Approval of Agenda**

Shogren requested to add item 6B EDA Structure. Shogren moved, seconded by Iverson, to approve the agenda as amended. Motion carried unanimously.

Iverson turned the meeting over to Woulfe for election of the President.

**Annual Meeting – Election of Officers**

Woulfe requested nominations for president. Godfrey nominated Shogren. Palmer moved, seconded by Iverson, to close nominations and to elect Bob Shogren as President of the EDA. Motion carried unanimously. Shogren assumed the role as President.

Godfrey nominated Iverson as Vice President. Godfrey moved, seconded by Shogren, to close nominations and elect Iverson as Vice President. Motion carried unanimously.

Godfrey nominated Conley as Treasurer. Godfrey moved, seconded by Palmer, to elect Conley as Treasurer. Motion carried unanimously.

Shogren moved, seconded by Godfrey, to appoint Jennifer Cole as EDA Secretary. Motion carried unanimously.

Iverson moved, seconded by Conley, to appointment Caroline Moe as Executive Director and Linda Gerlach as Assistant Treasurer. Motion carried unanimously.

**EDA Code of Conduct & Bylaws**

Woulfe explained the bylaws parallel the City Council conduct and no amendments have been made since 2016. Woulfe reviewed the purpose and function of the bylaws for EDA members. Iverson moved, seconded by Godfrey to approve the Code of Conduct & Bylaws as presented. Motion carried unanimously.

**Consent Agenda**

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

- A. Approve EDA Regular Meeting Minutes for January 22, 2019
- B. Approve EDA Draft December 2018 Financial Statements
- C. Housing Division January 2019 Bills ACH only, Totaling \$63,866.52
- D. Approve EDA Admin Division Bills Checks #112565 - #112766 Totaling \$18,717.53
- E. Housing Supervisor’s Report

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

**Work Session**

There were no items for discussion.

**New Business**

*Asbestos Abatement Bid Results*

Moe reported the EDA Board has been working on plans to abate the asbestos found in Bridge Park Apartments and rehab the units in the process. Moe explained last summer bids were rejected since there was not a full response to our project. Moe stated the project was re-advertised in January 2019 and bids were opened February 12.

Moe stated the EDA is recommending that the Board approve the following contracts and authorize the EDA Chair and Executive Director to execute the contracts:

Name of Contractor	Bid Package	Bid Amount
VCI Environmental Inc	Asbestos Abatement & Demo	\$195,900.00
Liberty Plumbing	Plumbing	\$25,750.00
Bassing Electric	Electric	\$12,125.00
Pinnacle	Drywall	\$48,100.00

Moe reported the EDA did not receive any sealed bids for the flooring, painting or carpentry packages and per Bridge Park Procurement Policy, staff will be move to negotiated procurement. Moe stated staff will work with project manager BJ Baas to solicit proposals on these remaining packages. Moe requested the EDA call a special EDA meeting for March 4 to review and approval the solicited proposals. Moe stated work is expected to begin on April 8 and be completed by July 1.

Moe reported the complete project costs for the asbestos abatement/unit rehab are expected to be as follows:

Expected Project Costs	Expected Cost
Asbestos Abatement & Demo	\$195,900.00
Plumbing	\$25,750.00
Electric	\$12,125.00
Drywall	\$48,100.00
Flooring Replacement	\$150,000.00

Painting	\$90,000.00
Carpentry	\$15,000.00
Temporary Storage of Resident Items	\$9,000.00
Moving Company—for moving resident items	\$60,000.00
Resident Temporary Relocation Costs—hotel & meals & incidentals	\$120,000.00
Project Contingency	\$30,625.00
Project Management Costs	\$33,500.00
<b>Expected Project Cost</b>	<b>\$790,000.00</b>
<b>Funding Sources:</b>	
HUD Capital Funds	\$61,071.00
Cash on hand (still leaves \$105,000 of cash for emergencies and cash management)	\$728,929.00
<b>Total Funding Sources</b>	<b>\$790,000.00</b>
Based on the fact that we have 45 units plus common areas (approximately 3 units) that will be rehabilitated, this equates to approximately \$16,500 per unit. We believe this cost is reasonable to rehab units given the building is almost 50 years old.	

Godfrey moved, seconded by Palmer, to approve the bids from VCI Environmental Inc in the amount of \$1195,900.00; Liberty Plumbing in the amount of \$25,750.00; Bassing Electric in the amount of \$12,125.00; and Pinnacle in the amount of \$48,100.00 and authorized the EDA President & Executive Director to execute contracts. Motion carried unanimously.

Woulfe noted the request for a special meeting on March 4 still needs EDA approval. Godfrey moved, seconded by Palmer to schedule a special EDA meeting on March 4, 2019 at 3:15pm.

#### *EDA Structure*

Shogren requested a discussion on changing the EDA membership to public appointments as opposed to the City Council serving as the EDA. Woulfe stated staff could prepare a report and discuss this at a future EDA meeting.

#### **Adjournment**

Godfrey moved, seconded by Iverson, to adjourn the meeting at 6:00 p.m. Motion carried unanimously.

\_\_\_\_\_  
Bob Shogren, President

ATTEST:

\_\_\_\_\_  
Caroline Moe, Executive Director

### **3B – Senior Enrichment Center Lease**

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March 18, 2019

Prepared by Stan Gustafson

The Isanti County Commission on Aging is requesting a lease extension for suites 164 and 176 in the mall for an additional five years. These two units have been combined to serve the Senior Enrichment Center. The Senior Enrichment Center provides an asset to the City Center Mall and the community of Cambridge. Attached is the EDA's standard lease for rental of mall space. The lease has the following terms:

Monthly Rent: \$500 per month

Annual Rent: \$6,000.00

Utilities: Paid by Landlord

Insurance: Paid by Tenant

Prop. Taxes: Paid by Tenant

Term: Five years expiring March 31, 2024

The Senior Center will allow the city to utilize its kitchen area in case of an emergency.

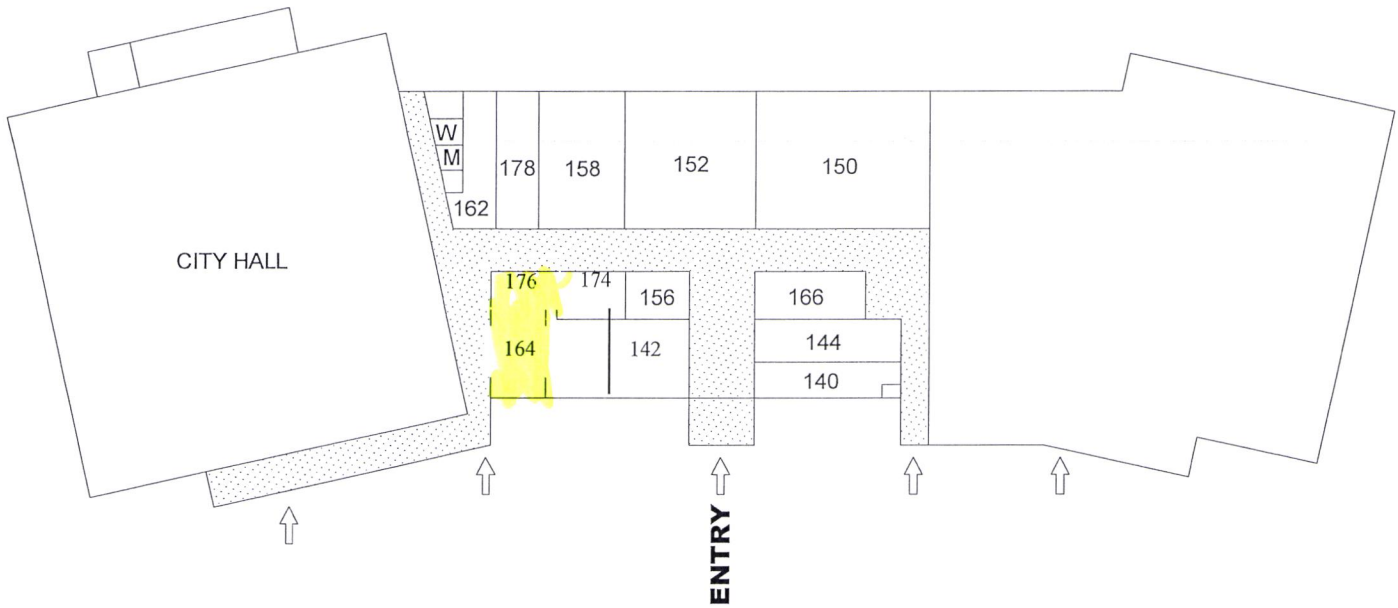
#### **Recommendation**

Approve attached lease

Attached letter from Isanti County Commission on Aging

# Exhibit A

## Cambridge City Center





*Isanti County Commission On Aging*

## SAC's Enrichment Center

140 N Buchan Street Cambridge, MN 55008

January 31, 2019

Stan Gustafson  
City of Cambridge  
Cambridge, MN 55008

Isanti County Commission on Aging unanimous voted to sign a 5-year lease at the same rate (\$500/month.)  
We thank you for your support and partnering with us these past five years.

Thank you for your continued support, and we look forward helping the city and community in the future.  
Sincerely,

Audrey Clough  
Coordinator



## CAMBRIDGE CITY CENTER LEASE

THIS AMENDED LEASE is made this 18th day of March, 2019, between the Cambridge Economic Development Authority (EDA), a municipal corporation (the "Landlord") and the Isanti County Commission on Aging (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Suite 164, Cambridge, Minnesota 55008. Suite 164 (includes the former Suite 176) will have a total of 2,294 square feet of the Cambridge City Center (the "Center") and is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises").

### LEASE TERM

The Lease Term and rent will commence the date Tenant occupies and takes possession of the Leased Premises in its entirety ("the Lease Term Commencement Date"). The approximate date for Lease Commencement is April 1, 2019, after remodeling is complete. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The first five year lease fixed annual rent will be \$500 per month, for a total annual rent of \$6,000.00. The Lease Term is five years commencing after the Lease Term Commencement Date (April 1, 2019) and ending March 31, 2023 2024. The Tenant shall have access to the Leased Premises from February 3, 2014 until the Lease Term Commencement Date for remodeling purposes.

Landlord and Tenant shall memorialize the actual Commencement Date and corresponding rent payable. If the Commencement Date is other than the first day of the month, rent payable for the first month of occupancy shall be prorated to the product obtained by multiplying the full monthly rent payable by a fraction, of which the numerator is the actual number of days in the month that the Leased Premises is occupied and the denominator of which is equal to the total number of days in the applicable calendar month.

### MINIMUM RENT

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

<u>Lease Year</u>	<u>Monthly</u>	<u>Annual</u>
April 1 <sup>st</sup> , 2019 to March 31, 2024	\$500	\$ 6,000.00

### OPTION TO RENEW

Tenant shall have the following options to renew this Lease for a period of five (5) years upon the existing terms and conditions of the Lease.

### TENANT AGREEMENT

The Tenant, in consideration of the leasing of the premises agrees as follows:

1. To pay the rent for the premises above-described.

2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring and glass in good repair, all at Tenant's expense, and at the expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.
3. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center during the term of this Lease.

Without limiting the foregoing, to the extent that personal property taxes or taxes in lieu of or as a substitute for real estate taxes are imposed with respect to the Leased Premises or directly on Tenant during the term of this Lease, Tenant shall pay such taxes (and any installments of special assessments allocable to the Leased Premises) before delinquency and shall indemnify and hold harmless Landlord from such taxes (and special assessments). Without limiting the foregoing, in the event that the Leased Premises is deemed or classified as a separate tax parcel or separate sub-tax parcel by Isanti County, Tenant shall pay before delinquency all taxes and installments of special assessments for such tax parcel or sub-tax parcel during the term of this Lease.

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Center's Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. Tenant is authorized to use its existing outdoor sign to be placed on the front portion of the building in a location as directed by the Landlord. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3<sup>rd</sup> Avenue NE location.
6. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as a Senior Enrichment Center and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises. Specifically the tenant shall comply with all Federal, State and Local regulations.

8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of One Million Five Hundred Thousand Dollars (\$1,500,000) against liability for injury to or death arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage. Said insurance shall include Landlord as an additional insured party, and shall provide that Landlord shall be given a minimum of thirty (30) days' notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.
12. The Leased Premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the Leased Premises. Landlord shall pay for all heating, air conditioning, electricity, water and gas. Tenant shall pay for telephones used in the Leased Premises.
13. Tenant shall provide all cleaning/janitorial services and supplies to the Leased Premises.

IT IS EXPRESSLY UNDERSTOOD AND AGREED BETWEEN LANDLORD AND TENANT AS FOLLOWS:

14. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
15. If, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
16. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
22. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail,

postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

*If to Landlord:*

Cambridge EDA  
Attn: Marcia Westover  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008

*If to Tenant:*

Isanti County Commission on Aging  
Attn: Lewis Leasure  
140 Buchanan St. N., Suite 164  
Cambridge, MN 55008

**ADDITIONAL PROVISIONS**

1. Tenant shall allow Northbound Liquor to use Suite 164 at least three (3) times per year for wine tasting events. Northbound Liquor shall be allowed to use the kitchen facilities and to store various items in the space (for no more than three days) for the event. The use of the space shall not interfere with the normal operations of the Senior Enrichment Center.
2. In the event the City declares an emergency, the Tenant agrees to utilize the kitchen to support emergency management staff operations.

THIS LEASE shall be binding on the parties, their personal representatives, successors and assigns.

*IN WITNESS WHEREOF*, Landlord and Tenant have signed this lease as of the day and year first above written.

**City of Cambridge, Minnesota**  
***Landlord***

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: President

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Executive Director

\_\_\_\_\_  
***Tenant***

\_\_\_\_\_  
***Tenant***

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

### **3C**

## **2018 EDA Administration Special Revenue Fund Budget Amendment**

March 18, 2019

### **Background**

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations. We have made our final entries to the 2018 EDA Admin Special Revenue fund revenue and expenditures. For clean presentation in our audit, we typically make one final amendment of the budget to reflect the final amounts for inclusion in our 2018 audit report.

We recommend the following change to the EDA Special Revenue fund budgeted revenues:

<b>Revenue Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Rental Income	\$1	Adjust to actual amounts.
Interest Income	4,151	Adjust to actual amounts—interest income was higher than anticipated.
Total	\$4,152	

We recommend the following change to the EDA Special Revenue fund budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Personal Services	\$3,515	Additional costs for accruing for compensated absence not originally anticipated.
Supplies	(\$2,189)	Minor equipment spending was less than planned.
Other Charges & Services	(\$2,280)	Adjust to actual amounts—minor savings on many budget lines as detailed on the attached.
Mall Operations	(\$23,431)	Utility and building maintenance costs were less than anticipated.
Transfer Out	\$14,688	Transfer out to Stars Hallow TIF Fund to cover administrative costs. Will recoup expenses from future project.
Total	(\$9,697)	

### **Council Action**

Approve Resolution No. R19-001 2018 EDA Administration Special Revenue Fund Budget Revision

## Resolution No. EDA R19-001

### RESOLUTION AMENDING THE 2018 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

WHEREAS, the Cambridge EDA passed Resolution R17-06 adopting the 2018 EDA Administration Budget;

WHEREAS, the Cambridge EDA passed Resolution R18-05 amending the 2018 EDA Administration Budget;

And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA,** that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

	2018 Proposed Amended Budget 3/18/19	2018 Amended Budget 11/19/18
Revenue:		
Rental income	\$247,078	\$247,077
Other income	\$4,351	\$200
Transfer In from General Fund	<u>\$75,000</u>	<u>\$75,000</u>
Total Income	<u>\$326,429</u>	<u>\$322,277</u>
Expenditures:		
Personal Services	\$125,679	\$122,164
Supplies	\$1,361	\$3,550
Other Charges & Services	\$84,857	\$87,137
Mall Operations	\$231,872	\$255,303
Transfers Out	<u>\$14,688</u>	<u>\$0</u>
Total Expenditures	<u>\$458,457</u>	<u>\$468,154</u>

Adopted this 18<sup>th</sup> Day of March, 2019

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Robert Shogren, EDA President

Attest:

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Caroline Moe, Executive Director

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2018**

			03/18/19	12/31/18	12/31/17	
			Proposed			
	Adopted	Amended	Amended	YTD	YTD	
	Budget	Budget	Budget	Actual	Actual	
	2018	2018	2018	10/31/2018	12/31/2017	
<b>OTHER FINANCING SOURCES</b>						
205-36210	Interest Earnings	200	200	4,351	4,351.46	2,954.05
205-37200	Miscellaneous				0.00	0.00
205-37220	Rental Fees	207,000	247,077	247,078	247,078.28	223,283.28
205-33632	Design Team Grant				0.00	0.00
205-33633	Init Foundation Downtown Revitalization				0.00	0.00
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>207,200</b>	<b>247,277</b>	<b>251,429</b>	<b>251,429.74</b>	<b>226,237.33</b>
205-39203	General Fund Transfer In	90,000	75,000	75,000	75,000.00	275,000.00
	<b>TOTAL TRANSFERS IN</b>	<b>90,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>275,000</b>
	<b>TOTAL REVENUES AND TRANSFERS IN</b>	<b>297,200</b>	<b>322,277</b>	<b>326,429</b>	<b>326,429.74</b>	<b>501,237.33</b>
<b>EDA Admin #41930</b>						
Personal Services						
205-41930-101	Salaries	87,796	87,796	93,694	93,693.50	92,201.51
205-41930-102	Overtime				0.00	0.00
205-41930-112	EDA Meeting Payments	2,500	750	525	525.00	490.00
205-41930-121	PERA Employer Share	6,746	6,746	6,747	6,746.16	6,729.66
205-41930-122	FICA/Medicare Employer Share/Employee Benefits	6,088	6,088	6,946	6,945.31	6,695.96
205-41930-131	Medical/Dental/Life Employer Share	16,649	16,649	16,065	16,065.00	15,303.60
205-41930-132	Longevity	2,150	2,150	0	0.00	0.00
205-41930-133	Deductible Contribution	1,200	1,200	1,200	1,200.00	1,434.32
205-41930-151	Workers' Compensation Insurance	685	685	428	427.34	447.71
205-41930-154	HRA Fees		100	74	73.35	73.35
	<b>Total Personal Services</b>	<b>123,814</b>	<b>122,164</b>	<b>125,679</b>	<b>125,675.66</b>	<b>123,376.11</b>
Supplies						
205-41930-201	Office Supplies - Accessories	250	250	131	130.88	136.72
205-41930-204	Stationary, Forms and Envelopes	0	0	0	0.00	0.00
205-41930-209	Software Updates	0	0	0	0.00	0.00
205-41930-210	Miscellaneous Operating Supplies	0	0	0	0.00	215.30
205-41930-212	Gasoline/Fuel/Lubricants/Additivs	0	0	0	0.00	0.00
205-41930-221	Repair and Maintenance Supplies - Vehicles	0	0	0	0.00	196.25
205-41930-240	Small Tools and Minor Equipment	3,300	3,300	1,230	1,229.98	2,503.60
	<b>Total Supplies</b>	<b>3,550</b>	<b>3,550</b>	<b>1,361</b>	<b>1,360.86</b>	<b>3,051.87</b>
Other Services and Charges						
205-41930-304	Miscellaneous Professional Services	3600	3600	3424	3,423.50	3,497.55
205-41930-306	McComb's Study/Hotel Study				0.00	0.00
205-41930-313	IT Mgmt		2800	2710	2,709.72	2,523.91
205-41930-321	Telephone/Cellular Phones	500	850	946	945.55	743.68
205-41930-331	Travel/Meals/Lodging	750	750	477	476.64	1,314.59
205-41930-334	Mileage Reimbursement	1100	1100	1199	1,198.49	625.15
205-41930-340	Advertising				0.00	0.00
205-41930-351	Legal Notices/Ordinance Publishing	200	200	143	142.82	138.00
205-41930-360	Insurance	1500	343	343	343.00	1,086.87
205-41930-381	Electric--Church	400	1600	1689	1,688.82	836.99
205-41930-382	Water Sewer Acq Property	60	2500	2162	2,161.26	731.32
205-41930-383	Gas--Church	100	400	891	890.84	118.44
205-41930-404	Repairs and Maintenance	0	0	0	0.00	0.00
205-41930-407	Hwy 95 Property Acq Maint Exp		14000	13154	13,153.48	10,061.85
205-41930-409	Maintenance Contracts - Office Equipment	0	0	0	0.00	0.00
205-41930-430	Miscellaneous	0	0	(61)	(61.43)	0.00
205-41930-433	Dues and Subscriptions	1,500	1,500	1,282	1,281.40	840.66
205-41930-440	Schools and Meetings	1,500	1,500	763	763.00	305.00
205-41930-450	Tax Abatement-Main & 65 LLC		6,190	6,189	6,188.16	6,403.00
205-41930-451	Tax Abatement-Motek/Team		31,654	31,655	31,654.20	32,875.84
205-41930-484	NLX Activity	6,650	6,650	6,650	6,650.00	4,830.00
205-41930-485	Property taxes on acquired land	3,000	0	0	0.00	1,172.00
205-41930-486					0.00	5,475.88
205-41930-488	Downtown Task Force				0.00	0.00
205-41930-497	EDA Web Maintenance	3,000	3,000	3,000	3,000.00	3,000.00



**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2018**

	Adopted Budget 2018	Amended Budget 2018	03/18/19 Proposed Amended Budget 2018	12/31/18 YTD Actual 10/31/2018	12/31/17 YTD Actual 12/31/2017
205-41930-487 MN Design Team				0.00	0.00
205-41930-489 Other Contracted Services--marketing	8,500	8,500	8,241	8,240.48	9,457.11
Total Other Services and Charges	32,360	87,137	84,857	84,849.93	86,037.84
<i>Total EDA Administration</i>	159,724	212,851	211,897	211,886.45	212,465.82
Mall Management					
Personal Services					
205-47000-10 Salaries	26,063	26,063	26,464	26,463.72	25,250.24
205-47000-10 Overtime	1,000	500	0	0.00	46.05
205-47000-10 Temporary Employee	3,000	6,200	6,594	6,593.05	6,121.58
205-47000-12 PERA Employer Share	2,053	2,053	1,978	1,977.60	1,886.34
205-47000-12 FICA/Medicare Employer Share/Employee Benefits	2,324	2,324	2,449	2,448.39	2,331.03
205-47000-13 Medical/Dental/Life Employer Share	8,324	8,324	8,025	8,024.40	7,643.76
205-47000-13 Deductible Contribution	600	600	540	539.63	0.00
205-47000-15 Workers' Compensation Insurance	1,503	1,503	1,314	1,313.07	1,346.03
205-47000-15 HRA/Flex Fees	75	75	37	36.75	36.75
Total Personal Services	44,942	47,642	47,401	47,396.61	44,661.78
205-47000-211 Miscellaneous Operating Supplies		200	149	148.49	129.99
205-47000-212 Gasoline	250	250	72	71.92	67.75
205-47000-221 Repair and Maintenance Supplies	10,000	11,000	11,128	11,127.07	10,305.61
Total Supplies	10,250	11,450	11,349	11,347.48	10,503.35
Other Services and Charges					
205-47000-321 Telephone/Cellular Phones	850	850	310	309.82	289.54
205-47000-351 Legal Notices/Ordinance Publishing		600	495	494.45	0.00
205-47000-360 Insurance	7,000	6,053	6,053	6,052.27	4,388.00
205-47000-381 Electric Utilities	21,000	21,000	18,184	18,183.11	20,859.83
205-47000-382 Water/Wastewater Utilities	5,700	5,700	4,765	4,764.76	4,733.14
205-47000-383 Gas Utilities	6,000	6,000	3,652	3,651.01	3,651.30
205-47000-384 Refuse Hauling	4,500	4,500	3,656	3,655.90	3,727.53
205-47000-401 Rep & Maint.-Building/Structures	13,000	13,000	8,558	8,557.81	16,419.16
205-47000-413 BNSF Parking Lot Lease	2,300	2,300	(251)	(251.08)	1,036.80
205-47000-489 Other Contracted Services	12,000	12,000	3,492	3,491.80	(133.20)
(1 205-47000-490 Mall Cap Fund & Gen Fund Contribution				0.00	2,350.00
205-47000-491 Work Force Center Remodel				0.00	0.00
205-47000-49X Senior Center Remodel				0.00	0.00
205-47000-494 Landscaping/Front Exterior Project				0.00	0.00
205-47000-495 Mall Lighting Project				0.00	0.00
205-47000-496 Mall Capital Equipment		18,371	18,371	18,370.31	11,290.00
205-47000-498 Tenant Build Out		105,837	105,837	105,836.80	0.00
Total Other Services and Charges	72,350	196,211	173,122	173,116.96	68,612.10
<i>Total Mall Management</i>	127,542	255,303	231,872	231,861.05	123,777.23
205-49300-720 Transfer Out	0	0	14,688	14,687.63	0.00
Total EDA Admin & Mall Management Expenditures	287,266	468,154	458,457	458,435.13	336,243.05
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	9,935	(145,877)	(132,028)	(132,005.39)	164,994.28

CITY OF CAMBRIDGE  
BALANCE SHEET  
JANUARY 31, 2019

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	323,905.40	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	510,314.74	
901-15500	PREPAID EXPENSES	2,110.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,243,440.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	54,631.03	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 1,739,191.70)	
	TOTAL ASSETS		1,218,540.34

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,180.83	
901-22800	TENANT SECURITY DEPOSITS	26,127.00	
	TOTAL LIABILITIES		27,307.83

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	870,669.36	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	( 227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	19,007.38	
	BALANCE - CURRENT DATE	19,007.38	
	TOTAL FUND EQUITY		1,191,232.51
	TOTAL LIABILITIES AND EQUITY		1,218,540.34

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	75,000.00	75,000.00	10,768.00	64,232.00	14.36	71,599.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	10,768.00	64,232.00	14.36	71,599.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	.00	100.00	.00	45.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	207.42	1,292.58	13.83	2,432.28
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	207.42	1,392.58	12.96	2,477.28
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,600.00	147,600.00	13,385.00	134,215.00	9.07	170,059.47
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	321.26	3,678.74	8.03	4,100.91
TOTAL RENTAL INCOME	151,600.00	151,600.00	13,706.26	137,893.74	9.04	174,160.38
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	31,915.00
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	31,915.00
TOTAL FUND REVENUE	276,600.00	276,600.00	24,681.68			280,151.66

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	35,000.00	35,000.00	3,280.69	( 31,719.31)	9.37	26,721.15
901-49500-121 PERA (EMPLOYER)	2,625.00	2,625.00	246.05	( 2,378.95)	9.37	2,004.09
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,678.00	2,678.00	245.87	( 2,432.13)	9.18	2,044.22
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	.00	( 500.00)	.00	158.45
<b>TOTAL PERSONAL SERVICES</b>	<b>40,803.00</b>	<b>40,803.00</b>	<b>3,772.61</b>	<b>( 37,030.39)</b>	<b>9.25</b>	<b>30,927.91</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	.00	( 1,000.00)	.00	287.15
<b>TOTAL SUPPLIES</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.00</b>	<b>( 1,000.00)</b>	<b>.00</b>	<b>287.15</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	( 3,000.00)	.00	1,100.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	( 2,774.19)	7.53	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	52.99	( 6,747.01)	.78	7,506.45
901-49500-322 POSTAGE	50.00	50.00	.00	( 50.00)	.00	59.70
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	.00
901-49500-340 ADVERTISING	300.00	300.00	37.50	( 262.50)	12.50	274.15
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>14,250.00</b>	<b>14,250.00</b>	<b>316.30</b>	<b>( 13,933.70)</b>	<b>2.22</b>	<b>11,650.02</b>
<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	10.13	( 389.87)	2.53	150.56
901-49500-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	.00	( 2,000.00)	.00	5,480.22
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	.00	( 1,000.00)	.00	499.00
<b>TOTAL MISCELLANEOUS</b>	<b>5,400.00</b>	<b>5,400.00</b>	<b>10.13</b>	<b>( 5,389.87)</b>	<b>.19</b>	<b>6,129.78</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>61,453.00</b>	<b>61,453.00</b>	<b>4,099.04</b>	<b>( 57,353.96)</b>	<b>6.67</b>	<b>48,994.86</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	800.00	800.00	( 1,114.21)	( 1,914.21)	( 139.28)	5,727.38
	<i>TOTAL SUPPLIES</i>	800.00	800.00	( 1,114.21)	( 1,914.21)	( 139.28)	5,727.38
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>800.00</b>	<b>800.00</b>	<b>( 1,114.21)</b>	<b>( 1,914.21)</b>	<b>( 139.28)</b>	<b>5,727.38</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	23,737.00	23,737.00	.00 (	23,737.00)	.00	16,970.20
901-49700-121 PERA (EMPLOYER)	1,780.00	1,780.00	.00 (	1,780.00)	.00	1,263.56
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,816.00	1,816.00	.00 (	1,816.00)	.00	1,298.18
901-49700-151 WORKERS' COMPENSATION PREMIU	1,567.00	1,567.00	.00 (	1,567.00)	.00	697.13
901-49700-153 UNEMPLOYMENT	4,000.00	4,000.00	.00 (	4,000.00)	.00	5,954.00
<b>TOTAL PERSONAL SERVICES</b>	<b>32,900.00</b>	<b>32,900.00</b>	<b>.00 (</b>	<b>32,900.00)</b>	<b>.00</b>	<b>26,183.07</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	271.11 (	6,611.89)	3.94	6,064.85
901-49700-212 FUEL PURCHASE	200.00	200.00	.00 (	200.00)	.00	6.85
<b>TOTAL SUPPLIES</b>	<b>7,083.00</b>	<b>7,083.00</b>	<b>271.11 (</b>	<b>6,811.89)</b>	<b>3.83</b>	<b>6,071.70</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	30,000.00	30,000.00	1,639.07 (	28,360.93)	5.46	29,202.44
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00 (	11,364.00)	.00	9,551.00
901-49700-370 PAYMENT IN LIEU OF TAXES	14,000.00	14,000.00	.00 (	14,000.00)	.00	.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	.00 (	36,000.00)	.00	34,403.52
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	557.07 (	9,942.93)	5.31	8,367.36
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	.00 (	6,500.00)	.00	2,899.01
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	222.22 (	2,777.78)	7.41	3,101.87
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>111,364.00</b>	<b>111,364.00</b>	<b>2,418.36 (</b>	<b>108,945.64)</b>	<b>2.17</b>	<b>87,525.20</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00 (	50,000.00)	.00	48,755.10
901-49700-489 OTHER CONTRACTED SERVICES	9,000.00	9,000.00	.00 (	9,000.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>.00 (</b>	<b>59,000.00)</b>	<b>.00</b>	<b>48,755.10</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	.00	.00	.00	3,985.00
901-49700-502 BETTERMENTS AND ADDITIONS	4,000.00	4,000.00	.00 (	4,000.00)	.00	.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>.00 (</b>	<b>4,000.00)</b>	<b>.00</b>	<b>3,985.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>214,347.00</b>	<b>214,347.00</b>	<b>2,689.47 (</b>	<b>211,657.53)</b>	<b>1.25</b>	<b>172,520.07</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,600.00	276,600.00	5,674.30			227,242.31
NET REVENUES OVER EXPENDITURE	.00	.00	19,007.38			52,909.35

CITY OF CAMBRIDGE  
BALANCE SHEET  
JANUARY 31, 2019

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	124,197.41
902-11500	ACCOUNTS RECEIVABLE	109.00
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)
	<b>TOTAL ASSETS</b>	<u><u>124,306.41</u></u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20200	ACCOUNTS PAYABLE	<u>2,789.01</u>
	<b>TOTAL LIABILITIES</b>	2,789.01
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	118,736.75
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>2,780.65</u>
	<b>BALANCE - CURRENT DATE</b>	<u>2,780.65</u>
	<b>TOTAL FUND EQUITY</b>	<u>121,517.40</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>124,306.41</u></u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	48,000.00	48,000.00	4,713.00	43,287.00	9.82	65,194.00
TOTAL INTERGOVERNMENTAL REVE	48,000.00	48,000.00	4,713.00	43,287.00	9.82	65,194.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	.00	.00	.00	1,409.00
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	84.00
TOTAL RENTAL INCOME	.00	.00	.00	.00	.00	1,493.00
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	8.69	( 8.69)	.00	115.90
TOTAL INTEREST	.00	.00	8.69	( 8.69)	.00	115.90
TOTAL FUND REVENUE	48,000.00	48,000.00	4,721.69			66,802.90

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	.00	( 3,000.00)	.00	1,100.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	4,044.04	( 39,955.96)	9.19	42,225.88
<i>TOTAL OTHER SERVICES AND CHA</i>		47,000.00	47,000.00	4,044.04	( 42,955.96)	8.60	43,325.88
<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>		1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
<b>TOTAL SECT 8 ADMINISTRATIVE</b>		<b>48,000.00</b>	<b>48,000.00</b>	<b>4,044.04</b>	<b>( 43,955.96)</b>	<b>8.43</b>	<b>43,325.88</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	24,886.00	24,886.00	.00	326,068.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 27,079.00)	( 27,079.00)	.00	( 326,713.00)
902-49775-376 URP PORT REC	.00	.00	90.00	90.00	.00	555.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	90.00
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	( 2,103.00)	( 2,103.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	( 2,103.00)	( 2,103.00)	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	1,941.04			43,325.88
NET REVENUES OVER EXPENDITURE	.00	.00	2,780.65			23,477.02

CITY OF CAMBRIDGE  
BALANCE SHEET  
JANUARY 31, 2019

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	266,167.94	
903-10200	EDA HOUSING DIV OPERATING CASH	110,215.17	
	TOTAL ASSETS		<u>376,383.11</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	376,238.13	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>144.98</u>	
	BALANCE - CURRENT DATE		<u>144.98</u>
	TOTAL FUND EQUITY		<u>376,383.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,383.11</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; MISC INCOME</u>						
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	144.98	855.02	14.50	1,698.26
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	144.98	855.02	14.50	1,698.26
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	.00	15,000.00	.00	16,774.25
TOTAL OTHER REVENUES	15,000.00	15,000.00	.00	15,000.00	.00	16,774.25
 TOTAL FUND REVENUE	 16,000.00	 16,000.00	 144.98			 18,472.51

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	.00	( 2,100.00)	.00	1,855.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	161.00	161.00	.00	( 161.00)	.00	141.86
	<i>TOTAL FUNCTION 1</i>	<u>2,261.00</u>	<u>2,261.00</u>	<u>.00</u>	<u>( 2,261.00)</u>	<u>.00</u>	<u>1,996.86</u>
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	839.00	839.00	.00	( 839.00)	.00	.00
	<i>TOTAL SUPPLIES</i>	<u>839.00</u>	<u>839.00</u>	<u>.00</u>	<u>( 839.00)</u>	<u>.00</u>	<u>.00</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	( 500.00)	.00	.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>.00</u>	<u>( 500.00)</u>	<u>.00</u>	<u>.00</u>
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	( 12,400.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	<u>12,400.00</u>	<u>12,400.00</u>	<u>.00</u>	<u>( 12,400.00)</u>	<u>.00</u>	<u>.00</u>
	<b>TOTAL OTHER HOUSING BUS ACTIV</b>	<u><u>16,000.00</u></u>	<u><u>16,000.00</u></u>	<u><u>.00</u></u>	<u><u>( 16,000.00)</u></u>	<u><u>.00</u></u>	<u><u>1,996.86</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	16,000.00	16,000.00	.00			1,996.86
NET REVENUES OVER EXPENDITURE	.00	.00	144.98			16,475.65



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	36,000.00	36,000.00	.00	36,000.00	.00	31,915.00
	TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	.00	36,000.00	.00	31,915.00
	TOTAL FUND REVENUE	36,000.00	36,000.00	.00			31,915.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	36,000.00	36,000.00	.00	( 36,000.00)	.00	31,915.00
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	( 36,000.00)	.00	31,915.00
	<b>TOTAL OTHER FINANCING USES</b>	<b>36,000.00</b>	<b>36,000.00</b>	<b>.00</b>	<b>( 36,000.00)</b>	<b>.00</b>	<b>31,915.00</b>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2019

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	36,000.00	36,000.00	.00			31,915.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 JANUARY 31, 2019

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	13,375.43	
905-10200	EDA OPERATING ACCT-SECTION 8	( 23,184.88)	
	TOTAL ASSETS		( 9,809.45)

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	13,375.43	
	TOTAL LIABILITIES		13,375.43

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	( 19,667.36)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	( 3,517.52)	
	BALANCE - CURRENT DATE	( 3,517.52)	
	TOTAL FUND EQUITY		( 23,184.88)
	TOTAL LIABILITIES AND EQUITY		( 9,809.45)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	352,000.00	352,000.00	35,373.00	316,627.00	10.05	410,863.00
TOTAL INTERGOVERNMENTAL REVE	352,000.00	352,000.00	35,373.00	316,627.00	10.05	410,863.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	150.00	150.00	.00	150.00	.00	84.00
TOTAL SOURCE 35	150.00	150.00	.00	150.00	.00	84.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	50.00	50.00	.00	50.00	.00	2.77
TOTAL INTEREST	50.00	50.00	.00	50.00	.00	2.77
 TOTAL FUND REVENUE	 352,200.00	 352,200.00	 35,373.00			 410,949.77

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	352,200.00	352,200.00	38,205.00	( 313,995.00)	10.85	403,246.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	633.00	633.00	.00	8,437.00
905-49775-375 FSS	.00	.00	.00	.00	.00	3,026.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	52.52	52.52	.00	703.66
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>38,890.52</u>	<u>( 313,309.48)</u>	<u>11.04</u>	<u>415,412.66</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>38,890.52</u>	<u>( 313,309.48)</u>	<u>11.04</u>	<u>415,412.66</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	352,200.00	352,200.00	38,890.52			415,412.66
NET REVENUES OVER EXPENDITURE	.00	.00	( 3,517.52)			( 4,462.89)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	2,000.00	2,000.00	.00	2,000.00	.00	4,351.46
TOTAL INTEREST	2,000.00	2,000.00	.00	2,000.00	.00	4,351.46
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	225,000.00	225,000.00	30,908.21	194,091.79	13.74	247,078.28
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	30,908.21	194,091.79	13.74	247,078.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	200,000.00	200,000.00	.00	200,000.00	.00	75,000.00
TOTAL TRANSFERS FROM OTHER FU	200,000.00	200,000.00	.00	200,000.00	.00	75,000.00
TOTAL FUND REVENUE	427,000.00	427,000.00	30,908.21			326,429.74



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	94,623.00	94,623.00	7,208.00	( 87,415.00)	7.62	93,693.50
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	( 2,500.00)	.00	525.00
205-41930-121 PERA (EMPLOYER)	7,289.00	7,289.00	540.60	( 6,748.40)	7.42	6,746.16
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,434.00	7,434.00	530.36	( 6,903.64)	7.13	6,945.31
205-41930-131 MEDICAL/DENTAL/LIFE	17,114.00	17,114.00	1,357.20	( 15,756.80)	7.93	16,065.00
205-41930-132 LONGEVITY PAY	2,553.00	2,553.00	.00	( 2,553.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	( 1,200.00)	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	761.00	761.00	.00	( 761.00)	.00	427.34
205-41930-154 HRA/FLEX FEES	100.00	100.00	.00	( 100.00)	.00	73.35
<b>TOTAL PERSONAL SERVICES</b>	<b>133,574.00</b>	<b>133,574.00</b>	<b>9,636.16</b>	<b>( 123,937.84)</b>	<b>7.21</b>	<b>125,675.66</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00	( 250.00)	.00	130.88
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	( 200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	39.99	( 3,260.01)	1.21	1,229.98
<b>TOTAL SUPPLIES</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>39.99</b>	<b>( 3,710.01)</b>	<b>1.07</b>	<b>1,360.86</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	4,000.00	4,000.00	843.00	( 3,157.00)	21.08	3,423.50
205-41930-313 IT MGMT & BACKUP	2,700.00	2,700.00	225.81	( 2,474.19)	8.36	2,709.72
205-41930-321 TELEPHONE/CELLULAR	900.00	900.00	109.18	( 790.82)	12.13	945.55
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	111.82	( 888.18)	11.18	476.64
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	.00	( 800.00)	.00	1,198.49
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	( 200.00)	.00	142.82
205-41930-360 INSURANCE AND BONDS	1,550.00	1,550.00	.00	( 1,550.00)	.00	343.00
205-41930-381 ELECTRIC UTILITIES	1,000.00	1,000.00	.00	( 1,000.00)	.00	1,688.82
205-41930-382 WATER/SEWER/STORM PROPERTY A	2,000.00	2,000.00	.00	( 2,000.00)	.00	2,161.26
205-41930-383 GAS UTILITIES	300.00	300.00	.00	( 300.00)	.00	890.84
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>14,450.00</b>	<b>14,450.00</b>	<b>1,289.81</b>	<b>( 13,160.19)</b>	<b>8.93</b>	<b>13,980.64</b>
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	.00	( 10,000.00)	.00	13,153.48
205-41930-430 MISCELLANEOUS	.00	.00	.00	.00	.00	( 61.43)
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	555.00	( 945.00)	37.00	1,281.40
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	580.00	( 920.00)	38.67	763.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	.00	.00	.00	.00	6,188.16
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.00	31,654.20
205-41930-484 NLX ACTIVITIES	8,357.00	8,357.00	8,356.00	( 1.00)	99.99	6,650.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
205-41930-489 IND PARK MARKETING	9,500.00	9,500.00	.00	( 9,500.00)	.00	8,240.48
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	( 3,000.00)	.00	3,000.00
<b>TOTAL MISCELLANEOUS</b>	<b>36,857.00</b>	<b>36,857.00</b>	<b>9,491.00</b>	<b>( 27,366.00)</b>	<b>25.75</b>	<b>70,869.29</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL EDA ADMINISTRATION	188,631.00	188,631.00	20,456.96	( 168,174.04)	10.84	211,886.45

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,224.00	27,224.00	2,090.40	( 25,133.60)	7.68	26,463.72
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	761.36	( 2,238.64)	25.38	6,593.05
205-47000-121 PERA (EMPLOYER)	2,192.00	2,192.00	156.78	( 2,035.22)	7.15	1,977.60
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	212.40	( 2,023.60)	9.50	2,448.39
205-47000-131 MEDICAL/DENTAL/LIFE	8,557.00	8,557.00	677.92	( 7,879.08)	7.92	8,024.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	539.63
205-47000-151 WORKERS' COMPENSATION PREMIU	1,653.00	1,653.00	.00	( 1,653.00)	.00	1,313.07
205-47000-154 HRA/FLEX FEES	100.00	100.00	.00	( 100.00)	.00	36.75
<b>TOTAL PERSONAL SERVICES</b>	<b>46,562.00</b>	<b>46,562.00</b>	<b>3,898.86</b>	<b>( 42,663.14)</b>	<b>8.37</b>	<b>47,396.61</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	12.11	( 187.89)	6.06	148.49
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	( 125.00)	.00	71.92
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	465.52	( 14,534.48)	3.10	11,127.07
<b>TOTAL SUPPLIES</b>	<b>15,325.00</b>	<b>15,325.00</b>	<b>477.63</b>	<b>( 14,847.37)</b>	<b>3.12</b>	<b>11,347.48</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	26.50	( 323.50)	7.57	309.82
205-47000-351 PUBLISHING/LEGAL NOTICES	.00	.00	.00	.00	.00	494.45
205-47000-360 INSURANCE AND BONDS	5,000.00	5,000.00	.00	( 5,000.00)	.00	6,052.27
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	.00	( 22,000.00)	.00	18,183.11
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	388.06	( 5,311.94)	6.81	4,764.76
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	.00	( 6,000.00)	.00	3,651.01
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	907.31	( 3,592.69)	20.16	3,655.90
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>43,550.00</b>	<b>43,550.00</b>	<b>1,321.87</b>	<b>( 42,228.13)</b>	<b>3.04</b>	<b>37,111.32</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	6,167.95	( 9,832.05)	38.55	8,557.81
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	.00	( 1,500.00)	.00	( 251.08)
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	( 12,000.00)	.00	3,491.80
205-47000-490 MALL CAP FUND CONTRIBUTION	2,350.00	2,350.00	.00	( 2,350.00)	.00	.00
205-47000-491 WORK FORCE CENTER BUILDOUT	45,000.00	45,000.00	.00	( 45,000.00)	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	18,370.31
205-47000-498 TENANT BUILD OUT	.00	.00	.00	.00	.00	105,836.80
<b>TOTAL MISCELLANEOUS</b>	<b>76,850.00</b>	<b>76,850.00</b>	<b>6,167.95</b>	<b>( 70,682.05)</b>	<b>8.03</b>	<b>136,005.64</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>182,287.00</b>	<b>182,287.00</b>	<b>11,866.31</b>	<b>( 170,420.69)</b>	<b>6.51</b>	<b>231,861.05</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EXPENSE 300</u>						
<i>TRANSFERS</i>						
205-49300-720 TRANSFERS OUT - OPER TRANSFER	.00	.00	.00	.00	.00	14,687.63
<i>TOTAL TRANSFERS</i>	.00	.00	.00	.00	.00	14,687.63
<b>TOTAL EXPENSE 300</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>14,687.63</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2019**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	370,918.00	370,918.00	32,323.27			458,435.13
NET REVENUES OVER EXPENDITURE	56,082.00	56,082.00	( 1,415.06)			( 132,005.39)

Date: 01/29/2019

Peoples Bank of Commerce / Cambridge EDA

Page: 1

**ACH Transaction Report**

Batch #: 000191

Created On: 01/29/2019

<u>Name</u>	<u>Amount</u>
Bungalows of Chisago L	\$1,225.00
Calhoun Apartments	\$1,089.00
Cambridge Square Assoc	\$1,214.00
Cambridge Town Square	\$1,415.00
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	\$4,390.00
Legacy Townhomes	\$3,047.00
Main Street Flats LP	\$577.00
Metropolitan Council H	\$3,953.40
Minneapolis Public Hou	\$685.52
Mission 61 Inc.	\$473.00
Allen Moulton	\$530.00
Osmium Holdings LLC	\$844.00
NETA Property Manageme	\$373.00
Normandy Townhomes	\$3,391.00
North Branch Senior Ho	\$1,056.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$3,247.00
Pine Village LLC	\$97.00
Rush Oaks Apartments	\$1,166.00
Sunrise Court Apartmen	\$1,092.00
Sunset Assets LLC	\$739.00
Taylor Falls Villas	\$564.00
Tower Terrace Limited	\$4,481.00
Wyoming Limited Partne	\$1,367.00
Wyoming Limited Partne	\$2,071.00
Cambridge EDA	\$-50,454.92 ①
<b>Batch Total:</b>	<b>\$0.00</b>

Housing Division  
 ACH Activity  
 Feb 2019  
 ① = \$ 67,626.92

Date: 01/29/2019

Peoples Bank of Commerce / Cambridge EDA

Page: 1

**ACH Transaction Report**

Batch #: 000192

Created On: 01/29/2019

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$486.00
Bohmer, John	\$793.00
Dean & Jennifer Bondes	\$869.00
Charles Satak	\$585.00
Chen Liu	\$5,149.00
David Findell	\$554.00
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	\$172.00
Steve Baker	\$797.00
Paul & Bethany Stiles	\$531.00
Thomas Olin	\$201.00
Cambridge EDA	\$-17,172.00
<b>Batch Total:</b>	<b>\$0.00</b>

①

<p>CAMBRIDGE EDA MEETING March 18, 2019 BILLS LIST</p>
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<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For <u>Approval</u></b>
Prepaid Checks	2/13/2019	112779 - 112824	4,515.94
Prepaid Checks	2/21/2019	112832 - 112883	4,583.36
Prepaid Checks	3/6/2019	112909 - 112984	9,255.70
		Prepaid Totals	<hr/> <u>18,355.00</u>
<b>TOTAL SUBMITTED FOR APPROVAL</b>			<b><u>\$18,355.00</u></b>



Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
Total 1686:			155.25
3086	Landworks Construction, Inc.	Salt/De-Icer - Bridge Park	90.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	115.00
Total 3086:			205.00
4011	NAC Mechanical & Electrical Serv	Repairs & Maint Bldgs/Structures - Work Id 245	2,340.00
4011	NAC Mechanical & Electrical Serv	Repairs & Maint Bldgs/Structures - Work Id 245	385.00
Total 4011:			2,725.00
4131	Nordberg's Electric Supply Inc	Stairwell Switches - Bridge Park	207.20
Total 4131:			207.20
5861	Walmart Community Card	Tenant Services - Bridge Park	83.20
5861	Walmart Community Card	Materials - Bridge Park	7.73
Total 5861:			90.93
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	222.22
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	907.31
Total 5878:			1,129.53
Grand Totals:			4,515.94

Dated: \_\_\_\_\_

2/13/19

City Treasurer: \_\_\_\_\_

Caroline King

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/13/2019	112779	1140	Cintas Corporation	205-20100	3.03
02/19	02/13/2019	112782	1686	Ecolab Pest Elimination Div.	901-20100	155.25
02/19	02/13/2019	112795	3086	Landworks Construction, Inc.	901-20100	205.00
02/19	02/13/2019	112801	4011	NAC Mechanical & Electrical Services	205-20100	2,725.00
02/19	02/13/2019	112803	4131	Nordberg's Electric Supply Inc	901-20100	207.20
02/19	02/13/2019	112823	5861	Walmart Business/SYNCB	901-20100	90.93
02/19	02/13/2019	112824	5878	Waste Management of WI-MN	205-20100	1,129.53
Grand Totals:						<u>4,515.94</u>

Vendor	Vendor Name	Description	Net Invoice Amount
596	Bloomquist Electric Inc	Install Lights at DMV	383.00
	Total 596:		383.00
1046	Centerpoint Energy	Gas Utilities - Woodcrest Park Church	13.33
	Total 1046:		13.33
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1506	Deputy Registrar #90	License Tabs - 06 Chev - Plate 581PGG	25.50
	Total 1506:		25.50
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3456	McComb Group, Ltd.	Multi-Family Apartment Demand	2,505.50
	Total 3456:		2,505.50
4038	National Development Council	Training - S. Gustafson	1,237.50
	Total 4038:		1,237.50
5391	TM Johnson Bros., Inc.	Repairs & Maintenance Bldg - Mall	295.00
	Total 5391:		295.00
	Grand Totals:		4,583.36

Dated: 2/21/19

City Treasurer: Arlene M. [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/21/2019	112832	596	Bloomquist Electric Inc	205-20100	383.00
02/19	02/21/2019	112837	1046	Centerpoint Energy	205-20100	13.33
02/19	02/21/2019	112839	1140	Cintas Corporation	205-20100	3.03
02/19	02/21/2019	112842	1506	Deputy Registrar #90	205-20100	25.50
02/19	02/21/2019	112857	3056	Lake Superior Laundry Inc.	205-20100	120.50
02/19	02/21/2019	112862	3456	McComb Group, Ltd.	205-20100	2,505.50
02/19	02/21/2019	112871	4038	National Development Council	205-20100	1,237.50
02/19	02/21/2019	112883	5391	TM Johnson Bros., Inc.	205-20100	295.00
Grand Totals:						<u>4,583.36</u>

Vendor	Vendor Name	Description	Net Invoice Amount
826	North 65 Chamber of Commerce	Chamber Luncheon - Economic Development	12.00
	Total 826:		12.00
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		6.06
1613	Dusty's Drain Cleaning, Inc.	Repair & Maintenance Bldg/Structures - Mall	425.00
	Total 1613:		425.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 206	366.79
	Total 3006:		366.79
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3086	Landworks Construction, Inc.	Snow Removal & Salt/Sand - Bridge Park	435.00
	Total 3086:		435.00
3501	MEI Total Elevator Solutions	March Monthly Service - Bridge Park	238.71
	Total 3501:		238.71
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	10.13
	Total 3543:		10.13
3933	Mora HRA	February Contracted Section 8 Administration	4,044.04
	Total 3933:		4,044.04
4020	Nan McKay & Associates, Inc	Model Admissions and Continued Occupancy	199.00
	Total 4020:		199.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	750.00
	Total 5191:		2,250.00
5261	Star Quality Glass	Repair & Maint Supplies - Mall	226.95
	Total 5261:		226.95
5801	Verizon Wireless	wireless phone service - Economic Developmen	109.18

Vendor	Vendor Name	Description	Net Invoice Amount
5801	Verizon Wireless	wireless phone service - Maintenance Dept	26.50
5801	Verizon Wireless	wireless phone service - Bridge Park	52.99
Total 5801:			188.67
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	281.23
Total 5878:			281.23
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:			9,255.70

Dated: 3/6/19

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/06/2019	112909	1140	Cintas Corporation	205-20100	6.06
03/19	03/06/2019	112917	1613	Dusty's Drain Cleaning, Inc.	205-20100	425.00
03/19	03/06/2019	112927	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	366.79
03/19	03/06/2019	112928	3056	Lake Superior Laundry Inc.	205-20100	120.50
03/19	03/06/2019	112929	3086	Landworks Construction, Inc.	901-20100	435.00
03/19	03/06/2019	112935	3501	MEI Total Elevator Solutions	901-20100	238.71
03/19	03/06/2019	112938	3543	Metro Sales, Inc.	901-20100	10.13
03/19	03/06/2019	112944	3933	Mora HRA	902-20100	4,044.04
03/19	03/06/2019	112948	4020	Nan McKay & Associates, Inc	901-20100	199.00
03/19	03/06/2019	112952	826	North 65 Chamber of Commerce	205-20100	12.00
03/19	03/06/2019	112967	5191	SPEW Health Plan	205-20100	2,250.00
03/19	03/06/2019	112969	5261	Star Quality Glass	205-20100	226.95
03/19	03/06/2019	112979	5801	Verizon Wireless	205-20100	188.67
03/19	03/06/2019	112982	5878	Waste Management of WI-MN	901-20100	281.23
03/19	03/06/2019	112984	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>9,255.70</u>

Prepared by: Deb Barrett

**RE: Report on Bridge Park Apartments Housing Operations**

- Submitted MTCS report (vacancy report). Have 5 vacancies at this time. 2 residents will be vacating the end of March.
- Completed on-line safety training
- Attended monthly staff meeting
- Resident meeting was held on February 28<sup>th</sup>, 2019
- Yearly fire alarm inspection was completed on Thursday, March 7, 2019.
- Unit inspections were done on March 12 & 13<sup>th</sup>, 2019



## RESIDENT MEETING

2/28/2019 AT 11:00 AM

- PASSED AROUND SIGN- UP SHEET FOR ALL THAT ATTENDED
- THANKED RESIDENTS THAT HAVE BEEN HELPING OUT THEIR NEIGHBORS.
- ALL RE-CERTS HAVE BEEN COMPLETED (EXCEPT FOR 1 RESIDENT). RESIDENTS WILL NEED TO STOP IN THE OFFICE AND SIGN YOUR PAPERWORK BEFORE MARCH 31<sup>ST</sup>.
- REMINDED RESIDENTS TO PLEASE SHUT OFF THE LIGHTS WHEN LEAVING THE COMMUNITY ROOM & LAUNDRY ROOM
- UNIT INSPECTION HAS BEEN SCHEDULED FOR MARCH 12<sup>TH</sup> & 13<sup>TH</sup>.
- NORTHLAND FIRE WILL BE HERE ON MARCH 7<sup>TH</sup> TO INSPECT THE FIRE ALARMS
- ASKED RESIDENTS TO PLEASE CLEAN UP AFTER THEMSELVES IN THE LAUNDRY ROOM. CLEAN OUT LINT FILTER AFTER EACH USE & NOT TO LEAVE DRYER SHEETS ON THE FLOOR.
- INFORMED RESIDENTS WE ARE MOVING FORWARD WITH THE ASBESTOS RENOVATION STARTING IN APRIL. HANDED OUT 30 DAY NOTICES TO ALL RESIDENTS. WE WILL BE DOING 2 FLOORS AT A TIME STARTING WITH 3<sup>RD</sup> & 4<sup>TH</sup> FLOORS.

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

**Background:**

As the EDA Board is aware, we have been working on plans to abate asbestos found in Bridge Park Apartments and to rehab units in the process. The project was advertised in January and bids were opened February 12. There were several bid packages that we did not receive a sealed bid for. Bridge Park Procurement Policies allow us now to use negotiated procurement if we can determine the price is fair. Our project manager, James Todd, from BJ Baas Builders has worked to obtain the negotiated amounts as listed below.

**We are recommending that the Board approve the following contracts and authorize the EDA Chair and Executive Director to execute the contracts:**

Name of Contractor	Bid Package	Bid Amount
Tight Miter	Carpentry	Handout at meeting
City Moving & Storage—performance bond is not applicable for this contract per our project manager.	Moving & Storage Pod	\$62,400.00

In addition, for contracts we have already approved on this project, we have learned due to a communication issue with our project manager that the cost of performance bonds for the contractors was a bid option, not part of the base bid. Due to the type of project, we should performance bonds. Accordingly, please approve change orders for the following contracts to reflect the addition of performance bond cost.

**We are recommending that the Board approve the following contract amendments and authorize the EDA Chair and Executive Director to execute the contracts including these amounts:**

Name of Contractor	Bid Package	Originally Approved Bid Amount	Change Order to Add Performance Bond Cost	Revised Contract Amount
VCI Environmental Inc	Asbestos Abatement & Demo	\$195,900.00	\$4,897.50	\$200,797.50
Liberty Plumbing	Plumbing	\$25,750.00	Est \$1287.50	\$27,037.50
Bassing Electric	Electric	\$12,125.00	\$363.75	\$12,488.75
Pinnacle	Drywall	\$48,100.00	\$865.00	\$48,965.00
Steinbrecher Painting Company	Painting	\$90,000.00 includes bid alternative to paint ceilings	\$1,350.00	\$91,350.00
Acoustics Associates	Flooring	\$155,755.00	\$1,500.00	\$157,255.00

Work is expected to commence at Bridge Park on April 8 and be completed by June 18.

Fiscal Note:

Complete Project Costs for the Asbestos Abatement/Unit Rehab are expected to be as follows:

<b>Expected Project Costs</b>	<b>Expected Cost</b>
Asbestos Abatement & Demo	\$200,797.50
Plumbing	\$27,037.50
Electric	\$12,488.75
Drywall	\$48,965.00
Flooring Replacement	\$157,255.00
Painting	\$91,350.00
Carpentry	\$15,000.00
Moving Company—for moving resident items & Temporary Storage	\$62,400.00
Resident Temporary Relocation Costs—hotel & meals & incidentals—amount has increased due to comments on schedule from contractors.	\$140,000.00
Project Contingency	\$1,206.25
Project Management Costs	\$33,500.00
<b>Expected Project Cost</b>	<b>\$790,000.00</b>
<b>Funding Sources:</b>	
HUD Capital Funds	\$61,071.00
Cash On Hand (still leaves \$105,000 of cash for emergencies and cash management)	\$728,929.00
<b>Total Funding Sources</b>	<b>\$790,000.00</b>
Based on the fact that we have 45 units plus common areas (approximately 3 units) that will be rehabilitated, this equates to approximately \$16,500 per unit. We believe this cost is reasonable to rehab units given the building is almost 50 years old.	



**City Moving and Storage**  
 6230 McKinley ST. NW Suite C  
 Ramsey, MN 55303  
 612-616-2888

**James Todd**  
**Project Manager**  
 763-286-2196

**Bridge Park Apartments**  
 121 S. Fern St.  
 Cambridge, MN 55008

\* Prices listed below are based on loading item's from each room and delivering items into containers on site, and returning items back to rooms when renovation is complete. Prices below do not include packing, and unpacking of materials.

1ST FLOOR	6 UNTS	\$800 IN	\$800 OUT	\$9,600.00
2ND FLOOR	11 UNTS	\$800 IN	\$800 OUT	\$17,600.00
3RD FLOOR	10 UNTS	\$800 IN	\$800 OUT	\$16,000.00
4TH FLOOR	12 UNTS	\$800 IN	\$800 OUT	\$19,200.00
<b>TOTAL:</b>	<b>39 UNTS</b>			<b>\$62,400.00</b>

Thank you for your business, it has been a pleasure working with you.

Bob Fearing  
[bobfearing@gmail.com](mailto:bobfearing@gmail.com)  
 612-616-2888