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**Economic Development Authority - City Hall Council Chambers**  
**Regular Meeting, Monday, April 16, 2018**  
**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 March 19, 2018 EDA Meeting Minutes (p. 3)
- B. Approve EDA Draft February 2018 Financial Statements (p. 7)
- C. Housing Division Bills March ACH only, Totaling \$63,711.26 (P. 35)
- D. Approve EDA Admin Division Bills Checks #109835-#110066 Totaling \$23,539.65 (p. 38)

**4. Work Session**

**5. Unfinished Business**

**6. New Business**

- A. Supervisor's Report (p. 47)
- B. Pre-emptive Roof Maintenance Proposal – City Center Mall (p. 49)

**7. Adjourn**

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**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
March 19, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 19, 2018 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

**Call to Order**

Morin called the meeting to order at 5:36 pm.

**Approval of Agenda**

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

**Consent Agenda**

Iverson moved, seconded by Godfrey, to approve the consent agenda items A - G, as presented:

- A. Approve February 5, 2018 Special Meeting Minutes and February 20, 2018 EDA Meeting Minutes
- B. Approve EDA Admin Division Bills Checks #109613-#109812 Totaling \$12,206.46
- C. Approve lease renewal with The Gamers Den
- D. Approve EDA Draft January 2018 Financial Statements
- E. February 2018 Housing Division Bills ACH only, Totaling \$64,028.72
- F. Approve Termination of Anthony Hamilton
- G. Authorize hiring of maintenance staff

Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

**Work Session & Unfinished Business**

There was no items for the work session or unfinished business.

**New Business**

***Housing Supervisor Report***

Barrett reviewed the last month's activities.

***Approve Revised Lease Including Build-Out Cost for Suite 140 Remodel with Rum River Special Education***

Gustafson explained Rum River Special Education Cooperative/District # 6079 (RRSEC) leases unit #150 & unit #144 in the City Center Mall. They have been leasing these spaces since November 1, 2003. The EDA approved the renewal of their lease for an additional 3 years in 2017 from November 1, 2017 to October 31, 2020.

Gustafson reported RRSEC is planning to remodel their interior space and is requesting the EDA assist them in paying the buildout cost in return they will pay the EDA back over the course of their remaining lease starting April 1, 2018 which is similar to what the EDA did back in 2003 when they built out this space. Gustafson described the project and noted that all necessary permits and inspections will be obtained. Gustafson reviewed the payment schedule identified in the staff report.

Concern was raised regarding the one (1) percent interest and it was noted three (3) percent is the standard rate with all other loans the City grants.

Conley moved, seconded by Iverson, to approve the revised lease with Rum River Special Education adding the build out cost to the lease payment utilizing a three percent interest rate, authorizing staff to submit to the Finance Department a request for payment from the contractor for work completed, and authorize the EDA President and Executive Director to sign the lease. Motion carried unanimously.

***Resolution R19-001 2017 Approve EDA Admin Budget Revision***

Moe presented Council with a revised resolution and reviewed the budget revisions identified in the staff report. It was noted the only item changed on the amended resolution was the total expenditures in the 2017 proposed amended budget column was adjusted from \$284,398.00 to \$336,263.00.

Iverson moved, seconded by Godfrey, to approve Resolution R19-001 2017 EDA Admin Budget Revision as amended. Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

***Approve Architectural Services for City Center Mall  
Units 162 & 178 for Tenant Build Out***

Gustafson stated staff has been working with the State of Minnesota Department of Human Services (DHS) to lease Unit 162 and 178 in the City Center Mall. They have provided staff with a layout of how they would like the suites built out. The purpose of the Architects Services is to obtain bids for remodeling costs for the space for the DHS. As part of a future lease there would be a base lease plus build out cost and utility cost. Gustafson reviewed the proposal which was identified in the staff report.

Morin stated the only difference on the drawings is an office and conference room. Iverson confirmed the fire hall will be the new voter precinct and staff has informed the Teen Center they are no longer able to use Suite 162. It was noted the Teen Center has not been meeting for quite some time.

Godfrey moved, seconded by Conley, to approve architectural services to Inside Outside Architecture, Inc up to \$3,500.00 for Architectural Construction documents, Mechanical & Electrical Engineering drawings for Unit's 162 & 178 at the City Center Mall to obtain remodeling bids for DHS. Motion carried unanimously.

**Adjournment**

Godfrey moved, seconded by Conley, to adjourn the meeting at 5:57 p.m. Motion carried unanimously.

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Joe Morin, President

ATTEST:

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Caroline Moe, Executive Director

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CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 28, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	322,116.46	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	411,384.96	
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		1,164,466.72

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	576.82	
901-20200	ACCOUNTS PAYABLE	539.66	
901-22600	TENANT SECURITY DEPOSITS	28,528.00	
	TOTAL LIABILITIES		29,644.48

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	15,506.46	
	BALANCE - CURRENT DATE	15,506.46	
	TOTAL FUND EQUITY		1,134,822.24
	TOTAL LIABILITIES AND EQUITY		1,164,466.72

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	17,686.00	62,314.00	22.11	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	17,686.00	62,314.00	22.11	75,931.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	25.00	75.00	25.00	50.18
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	411.82	1,088.18	27.45	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	436.82	1,163.18	27.30	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	28,217.00	115,783.00	19.60	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	784.71	1,215.29	39.24	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	29,001.71	116,998.29	19.86	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	<u>276,000.00</u>	<u>276,000.00</u>	<u>47,124.53</u>			<u>273,702.40</u>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018**

**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	31,478.00	31,478.00	4,460.90	( 27,017.10)	14.17	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	334.58	( 2,025.42)	14.18	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	341.26	( 2,066.74)	14.17	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	.00	( 500.00)	.00	197.65
<b>TOTAL PERSONAL SERVICES</b>	<b>36,746.00</b>	<b>36,746.00</b>	<b>5,136.74</b>	<b>( 31,609.26)</b>	<b>13.98</b>	<b>32,091.72</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	100.08	( 1,399.92)	6.67	1,346.80
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>100.08</b>	<b>( 1,399.92)</b>	<b>6.67</b>	<b>1,346.80</b>
<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	.00	( 3,000.00)	.00	3,600.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	451.62	( 2,548.38)	15.05	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	677.11	( 5,922.89)	10.26	7,486.97
901-49500-322 POSTAGE	250.00	250.00	.00	( 250.00)	.00	.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	.00	( 100.00)	.00	3.92
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>14,050.00</b>	<b>14,050.00</b>	<b>1,128.73</b>	<b>( 12,921.27)</b>	<b>8.03</b>	<b>15,274.53</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	21.59	( 378.41)	5.40	165.44
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	4,005.00	3,005.00	400.50	580.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	.00	( 1,000.00)	.00	455.00
<b>TOTAL MISCELLANEOUS</b>	<b>4,400.00</b>	<b>4,400.00</b>	<b>4,026.59</b>	<b>( 373.41)</b>	<b>91.51</b>	<b>1,200.44</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>56,696.00</b>	<b>56,696.00</b>	<b>10,392.14</b>	<b>( 46,303.86)</b>	<b>18.33</b>	<b>49,913.49</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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>						
901-49800-210 REC, PUB & OTHER SERVICES	200.00	200.00	( 1,341.21)	( 1,541.21)	( 670.61)	1,511.08
<i>TOTAL SUPPLIES</i>	200.00	200.00	( 1,341.21)	( 1,541.21)	( 670.61)	1,511.08
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>( 1,341.21)</b>	<b>( 1,541.21)</b>	<b>( 670.61)</b>	<b>1,511.08</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018**

**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	24,165.00	24,165.00	3,487.40	( 20,677.60)	14.43	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	266.79	( 1,545.21)	14.72	1,600.76
901-49700-151 WORKERS' COMPENSATION PREMIU	1,595.00	1,595.00	.00	( 1,595.00)	.00	1,077.80
<b>TOTAL PERSONAL SERVICES</b>	<b>29,421.00</b>	<b>29,421.00</b>	<b>4,015.75</b>	<b>( 25,405.25)</b>	<b>13.65</b>	<b>25,173.51</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	2,216.69	( 4,666.31)	32.21	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	61.88
<b>TOTAL SUPPLIES</b>	<b>7,083.00</b>	<b>7,083.00</b>	<b>2,216.69</b>	<b>( 4,866.31)</b>	<b>31.30</b>	<b>10,202.18</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	4,059.29	( 20,940.71)	16.24	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	.00	( 12,500.00)	.00	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	5,741.86	( 30,258.14)	15.95	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	1,463.10	( 9,036.90)	13.93	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	539.66	( 5,960.34)	8.30	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	545.79	( 1,954.21)	21.83	2,867.19
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>106,000.00</b>	<b>106,000.00</b>	<b>12,349.70</b>	<b>( 93,650.30)</b>	<b>11.65</b>	<b>88,031.95</b>
<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
<b>TOTAL MISCELLANEOUS</b>	<b>74,600.00</b>	<b>74,600.00</b>	<b>.00</b>	<b>( 74,600.00)</b>	<b>.00</b>	<b>45,487.02</b>
<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
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>3,985.00</b>	<b>1,985.00</b>	<b>199.25</b>	<b>7,919.96</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>219,104.00</b>	<b>219,104.00</b>	<b>22,567.14</b>	<b>( 196,536.86)</b>	<b>10.30</b>	<b>176,814.62</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	31,818.07			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	15,506.46			45,463.21

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 FEBRUARY 28, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	98,632.41
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)
	TOTAL ASSETS	<u>98,632.41</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>583.67</u>
	BALANCE - CURRENT DATE	<u>583.67</u>
	TOTAL FUND EQUITY	<u>95,843.40</u>
	TOTAL LIABILITIES AND EQUITY	<u>98,632.41</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	9,190.00	40,810.00	18.38	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	9,190.00	40,810.00	18.38	61,158.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	216.00	216.00	.00	216.00	.00	3,166.90
TOTAL RENTAL INCOME	216.00	216.00	.00	216.00	.00	3,166.90
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	20.03	( 20.03)	.00	79.89
TOTAL INTEREST	.00	.00	20.03	( 20.03)	.00	79.89
 TOTAL FUND REVENUE	 <u>50,216.00</u>	 <u>50,216.00</u>	 <u>9,210.03</u>			 <u>64,404.79</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	( 3,000.00)	.00	3,600.00
902-49500-307	CONTRACTED SECT 8 ADMIN	50,000.00	50,000.00	6,699.36	( 43,300.64)	13.40	42,544.42
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>6,699.36</u>	<u>( 46,300.64)</u>	<u>12.64</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</u>	<u>( 1,000.00)</u>	<u>.00</u>	<u>.00</u>
	<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<u><u>54,000.00</u></u>	<u><u>54,000.00</u></u>	<u><u>6,699.36</u></u>	<u><u>( 47,300.64)</u></u>	<u><u>12.41</u></u>	<u><u>46,144.42</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	61,703.00	61,703.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 59,976.00)	( 59,976.00)	.00	( 339,005.00)
902-49775-376 URP PORT REC	.00	.00	200.00	200.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	( 739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	1,927.00	1,927.00	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	1,927.00	1,927.00	.00	.00



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	8,626.36			46,144.42
NET REVENUES OVER EXPENDITURE	( 3,784.00)	( 3,784.00)	583.67			18,260.37

CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 28, 2018

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	264,697.90	
903-10200	EDA HOUSING DIV OPERATING CASH	<u>95,155.26</u>	
	TOTAL ASSETS		<u>359,853.16</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>90.68</u>	
	BALANCE - CURRENT DATE	<u>90.68</u>	
	TOTAL FUND EQUITY		<u>359,853.16</u>
	TOTAL LIABILITIES AND EQUITY		<u>359,853.16</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018**

**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	.00	.00	279.06	( 279.06)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	279.06	( 279.06)	.00	1,749.34
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	.00	15,000.00	.00	17,083.00
TOTAL OTHER REVENUES	15,000.00	15,000.00	.00	15,000.00	.00	17,083.00
TOTAL FUND REVENUE	<u>15,000.00</u>	<u>15,000.00</u>	<u>279.06</u>			<u>18,832.34</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	175.00	( 1,925.00)	8.33	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	13.38	13.38	.00	133.81
<i>TOTAL FUNCTION 1</i>		<u>2,100.00</u>	<u>2,100.00</u>	<u>188.38</u>	<u>( 1,911.62)</u>	<u>8.97</u>	<u>1,883.81</u>
<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>		<u>500.00</u>	<u>500.00</u>	<u>.00</u>	<u>( 500.00)</u>	<u>.00</u>	<u>1,520.00</u>
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	( 12,400.00)	.00	.00
<i>TOTAL TRANSFERS</i>		<u>12,400.00</u>	<u>12,400.00</u>	<u>.00</u>	<u>( 12,400.00)</u>	<u>.00</u>	<u>.00</u>
<i>TOTAL OTHER HOUSING BUS ACTIV</i>		<u><u>15,000.00</u></u>	<u><u>15,000.00</u></u>	<u><u>188.38</u></u>	<u><u>( 14,811.62)</u></u>	<u><u>1.26</u></u>	<u><u>3,403.81</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	188.38			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	90.68			15,428.53

CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 28, 2018

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	13,182.42	
	TOTAL ASSETS		<u>13,182.42</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>13,182.42</u>	
	BALANCE - CURRENT DATE	<u>13,182.42</u>	
	TOTAL FUND EQUITY		<u>13,182.42</u>
	TOTAL LIABILITIES AND EQUITY		<u>13,182.42</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	13,182.42	22,817.58	36.62	21,654.69
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	13,182.42	22,817.58	36.62	21,654.69
TOTAL FUND REVENUE	<u>36,000.00</u>	<u>36,000.00</u>	<u>13,182.42</u>			<u>21,654.69</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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
	TOTAL FUNCTION 7	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 2 MONTHS ENDING FEBRUARY 28, 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	13,182.42			.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
FEBRUARY 28, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT		10,689.35
905-10200	EDA OPERATING ACCT-SECTION 8	(	10,199.91)
	TOTAL ASSETS		<u>489.44</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW		10,689.35
	TOTAL LIABILITIES		10,689.35
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(	15,204.47)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>5,004.56</u>
	BALANCE - CURRENT DATE		<u>5,004.56</u>
	TOTAL FUND EQUITY	(	<u>10,199.91)</u>
	TOTAL LIABILITIES AND EQUITY		<u>489.44</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	70,848.00	279,152.00	20.24	396,525.00
TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	70,848.00	279,152.00	20.24	396,525.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	.00	.00	.00	31.27
TOTAL INTEREST	.00	.00	.00	.00	.00	31.27
TOTAL FUND REVENUE	<u>350,000.00</u>	<u>350,000.00</u>	<u>70,848.00</u>			<u>396,556.27</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	63,011.00	( 283,205.00)	18.20	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	2,278.00	2,278.00	.00	13,347.00
905-49775-375 FSS	.00	.00	357.00	357.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	197.44	197.44	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>65,843.44</u>	<u>( 280,372.56)</u>	<u>19.02</u>	<u>421,667.84</u>
<b>TOTAL HAP EXPENDITURES</b>	<u><u>346,216.00</u></u>	<u><u>346,216.00</u></u>	<u><u>65,843.44</u></u>	<u><u>( 280,372.56)</u></u>	<u><u>19.02</u></u>	<u><u>421,667.84</u></u>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	65,843.44			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	5,004.56			( 25,111.57)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	207,000.00	36,018.28	170,981.72	17.40	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	207,000.00	36,018.28	170,981.72	17.40	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	90,000.00	.00	90,000.00	.00	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	90,000.00	.00	90,000.00	.00	275,000.00
 TOTAL FUND REVENUE	 <u>297,200.00</u>	 <u>297,200.00</u>	 <u>36,018.28</u>			 <u>501,237.33</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018**

**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	87,796.00	87,796.00	13,811.20	( 73,984.80)	15.73	92,201.51
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	175.00	( 2,325.00)	7.00	490.00
205-41930-121 PERA (EMPLOYER)	6,746.00	6,746.00	1,035.84	( 5,710.16)	15.35	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	1,031.04	( 5,056.96)	16.94	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	4,099.60	( 12,549.40)	24.62	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	233.18	( 966.82)	19.43	1,434.32
205-41930-151 WORKERS' COMPENSATION PREMIU	685.00	685.00	.00	( 685.00)	.00	447.71
205-41930-154 HRA/FLEX FEES	.00	.00	26.35	26.35	.00	73.35
<b>TOTAL PERSONAL SERVICES</b>	<b>123,814.00</b>	<b>123,814.00</b>	<b>20,412.21</b>	<b>( 103,401.79)</b>	<b>16.49</b>	<b>123,376.11</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	34.97	( 215.03)	13.99	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
<b>TOTAL SUPPLIES</b>	<b>3,550.00</b>	<b>3,550.00</b>	<b>34.97</b>	<b>( 3,515.03)</b>	<b>.99</b>	<b>3,051.87</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	609.80	( 2,990.20)	16.94	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	.00	451.62	451.62	.00	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	150.99	( 349.01)	30.20	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	178.75	( 571.25)	23.83	1,314.59
205-41930-334 MILEAGE REIMBURSEMENT	1,100.00	1,100.00	219.64	( 880.36)	19.97	625.15
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	( 200.00)	.00	138.00
205-41930-360 INSURANCE AND BONDS	1,500.00	1,500.00	.00	( 1,500.00)	.00	1,086.87
205-41930-381 ELECTRIC UTILITIES	400.00	400.00	105.28	( 294.72)	26.32	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	60.00	511.76	451.76	852.93	731.32
205-41930-383 GAS UTILITIES	100.00	100.00	10.75	( 89.25)	10.75	118.44
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>8,210.00</b>	<b>8,210.00</b>	<b>2,238.59</b>	<b>( 5,971.41)</b>	<b>27.27</b>	<b>11,616.50</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	220.12	220.12	.00	10,061.85
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	295.00	( 1,205.00)	19.67	840.66
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	440.00	( 1,060.00)	29.33	305.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	.00	.00	.00	.00	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.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	3,000.00	.00	( 3,000.00)	.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	2,000.00	( 6,500.00)	23.53	9,457.11
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	( 3,000.00)	.00	3,000.00
<i>TOTAL MISCELLANEOUS</i>	<u>24,150.00</u>	<u>24,150.00</u>	<u>9,605.12</u>	<u>( 14,544.88)</u>	<u>39.77</u>	<u>74,421.34</u>
<b>TOTAL EDA ADMINISTRATION</b>	<u><u>159,724.00</u></u>	<u><u>159,724.00</u></u>	<u><u>32,290.89</u></u>	<u><u>( 127,433.11)</u></u>	<u><u>20.22</u></u>	<u><u>212,465.82</u></u>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018**

**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	26,063.00	26,063.00	4,049.60	( 22,013.40)	15.54	25,250.24
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	( 1,000.00)	.00	46.05
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	1,528.86	( 1,471.14)	50.96	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	303.72	( 1,749.28)	14.79	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	415.57	( 1,908.43)	17.88	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	2,048.46	( 6,275.54)	24.61	7,643.76
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	.00	( 1,503.00)	.00	1,346.03
205-47000-154 HRA/FLEX FEES	75.00	75.00	13.25	( 61.75)	17.67	36.75
<b>TOTAL PERSONAL SERVICES</b>	<b>44,942.00</b>	<b>44,942.00</b>	<b>8,359.46</b>	<b>( 36,582.54)</b>	<b>18.60</b>	<b>44,661.78</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	20.00	20.00	.00	129.99
205-47000-212 GASOLINE/FUEL	250.00	250.00	.00	( 250.00)	.00	67.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	10,000.00	10,000.00	4,365.97	( 5,634.03)	43.66	10,305.61
<b>TOTAL SUPPLIES</b>	<b>10,250.00</b>	<b>10,250.00</b>	<b>4,385.97</b>	<b>( 5,864.03)</b>	<b>42.79</b>	<b>10,503.35</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	51.58	( 798.42)	6.07	289.54
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	( 7,000.00)	.00	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	1,748.55	( 19,251.45)	8.33	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	744.97	( 4,955.03)	13.07	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	680.67	( 5,319.33)	11.34	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	589.67	( 3,910.33)	13.10	3,727.53
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,050.00</b>	<b>45,050.00</b>	<b>3,815.44</b>	<b>( 41,234.56)</b>	<b>8.47</b>	<b>37,649.34</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	.00	( 13,000.00)	.00	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	.00	( 12,000.00)	.00	( 133.20)
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	9,994.99	9,994.99	.00	11,290.00
<b>TOTAL MISCELLANEOUS</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>9,994.99</b>	<b>( 17,305.01)</b>	<b>36.61</b>	<b>30,962.76</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>127,542.00</b>	<b>127,542.00</b>	<b>26,555.86</b>	<b>( 100,986.14)</b>	<b>20.82</b>	<b>123,777.23</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	287,266.00	58,846.75			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	9,934.00	( 22,828.47)			164,994.28

### ACH Transaction Report

Batch #: 000157  
Created On: 02/27/2018

Name	Amount
Bungalows of Chisago L	\$1,361.00
Calhoun Apartments	\$1,079.00
Cambridge Square Assoc	\$1,293.00
Cambridge Town Square	\$990.00
PG Companies Redwing A	\$738.00
DJ Properties of Stanc	\$516.00
Erlandson - Nelson Con	\$542.00
Hanson Properties	\$269.00
Haven Properties	\$353.00
New Challenges, Inc.	\$6,133.00
Isanti Village Apartme	\$909.00
Kaizen Property Soluti	\$1,196.00
Kestrel Meadows Townho	\$4,667.00
Legacy Townhomes	\$5,213.00
Minneapolis Public Hou	\$663.26
Allen Moulton	\$531.00
Normandy Townhomes	\$4,858.00
North Branch Senior Ho	\$873.00
Oakhurst Apartments	\$363.00
<del>Oakview Terrace Townho</del>	<del>\$1,503.00</del>
Northern Management	\$452.00
Rush Oaks Apartments	\$402.00
Sunrise Court Apartmen	\$1,116.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$573.00
Tower Terrace Limited	\$4,244.00
Wyoming Limited Partne	\$1,593.00
Wyoming Limited Partne	\$1,115.00
Cambridge EDA	\$-44,284.26
Pleasant Knoll Apartme	\$725.00
Cambridge EDA	\$-725.00
<b>Batch Total:</b>	<b>\$0.00</b>

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*Housing ACH  
Activity*

*Σ① = 63,711.26*

Date: 02/27/2018

Peoples Bank of Commerce / Cambridge EDA

Page: 1

### ACH Transaction Report

Batch #: 000158

Created On: 02/27/2018

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$489.00
Bohmer, John	\$1,004.00
Dean & Jennifer Bondes	\$995.00
Charles Satak	\$585.00
Chen Liu	\$5,918.00
Christine LeCuyer	\$357.00
David Findell	\$555.00
Leeanna M. Dudley	\$87.00
Elmer D. Harp	\$572.00
Jenell King	\$554.00
John Maher	\$370.00
Kathryn Dahlberg	\$498.00
Kristine Yerigan	\$250.00
Brian Leet	\$365.00
Michael Doran	\$558.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$799.00
Randall Propp	\$508.00
Richard Berget	\$265.00
Robert Blaisdell-Blais	\$405.00
Robert Mattson	\$538.00
Sharon Johnson	\$322.00
Steve Baker	\$798.00
Paul & Bethany Stiles	\$668.00
Thomas Moody	\$339.00
Thomas Olin	\$304.00
Cambridge EDA	\$-18,345.00
<b>Batch Total:</b>	<b>\$0.00</b>

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Date: 02/27/2018

Peoples Bank of Commerc / Cambridge EDA

Page: 1

### ACH Transaction Report

Batch #: 000156

Created On: 02/27/2018

<u>Name</u>	<u>Amount</u>
Christine LeCuyer	\$357.00
Cambridge EDA	\$-357.00
<b>Batch Total:</b>	<b>\$0.00</b>

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<p>CAMBRIDGE EDA MEETING April 16, 2018 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	<b>Submitted For Approval</b>
Prepaid Checks	3/14/2018	109835 - 109884	11,655.43
Prepaid Checks	3/21/2018	109889 - 109926	1,320.84
Prepaid Checks	3/28/2018	109954 - 109995	5,709.83
Prepaid Checks	4/4/2018	110022 - 110066	4,853.55
	Prepaid Totals		<hr/> 23,539.65 <hr/>

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$23,539.65</b>
--------------------

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	313.09
	Total 2350:		313.09
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	262.50
	Total 3086:		262.50
3521	Menards	Materials - Bridge Park	19.72
	Total 3521:		19.72
3829	MN Dept of Labor and Industry	Elevator Annual Operation - Bridge Park Apts	100.00
	Total 3829:		100.00
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - Work Id 229316	9,990.00
	Total 4011:		9,990.00
4329	Orkin, LLC	Treatment Service - Bridge Park Apts	600.00
	Total 4329:		600.00
4919	Rupp, Anderson, Squires, &	January Legal Expense	108.50
	Total 4919:		108.50
5861	Walmart Community Card	Office Supplies - Bridge Park	4.37
5861	Walmart Community Card	Tenant Services - Bridge Park	134.25
	Total 5861:		138.62
	Grand Totals:		11,655.43

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

3/14/18

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

Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/14/2018	109835	2046	G & K Services, Inc.	205-20100	2.50
03/18	03/14/2018	109837	2350	HD Supply Facilities Maintenance Ltd	901-20100	313.09
03/18	03/14/2018	109844	3056	Lake Superior Laundry Inc.	205-20100	120.50
03/18	03/14/2018	109845	3086	Landworks Construction, Inc.	901-20100	262.50
03/18	03/14/2018	109851	3521	Menards	901-20100	19.72
03/18	03/14/2018	109854	3829	MN Dept of Labor and Industry	901-20100	100.00
03/18	03/14/2018	109856	4011	NAC Mechanical & Electrical	205-20100	9,990.00
03/18	03/14/2018	109859	4329	Orkin, LLC	901-20100	600.00
03/18	03/14/2018	109869	4919	Rupp, Anderson, Squires, &	205-20100	108.50
03/18	03/14/2018	109884	5861	Walmart Community/SYNCB	901-20100	138.62
Grand Totals:						<u>11,655.43</u>



Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Retail Focus Group Meals	14.94
969	Cardmember Service	Training - D. Barrett	499.00
Total 969:			513.94
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Repairs and Maint Supplies - Mall	310.00
Total 2411:			310.00
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
Total 3056:			120.50
3086	Landworks Construction, Inc.	Snow Removal & Salt/Sand - Bridge Park	194.50
Total 3086:			194.50
4201	Northland Connect	Bronze Webpage - 02/28/18 - 02/28/19	179.40
Total 4201:			179.40
Grand Totals:			1,320.84

Dated: 3/21/18City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/21/2018	109889	969	Cardmember Service	901-20100	513.94
03/18	03/21/2018	109903	2046	G & K Services, Inc.	205-20100	2.50
03/18	03/21/2018	109905	2411	Hillyard / Minneapolis	205-20100	310.00
03/18	03/21/2018	109911	3056	Lake Superior Laundry Inc.	205-20100	120.50
03/18	03/21/2018	109912	3086	Landworks Construction, Inc.	901-20100	194.50
03/18	03/21/2018	109926	4201	Northland Connect	205-20100	179.40
Grand Totals:						<u>1,320.84</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	150.00
	Total 1686:		150.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	340.67
	Total 2350:		340.67
3006	Kramer Mechanical Plumbing & H	Unit 308 Repair - Bridge Park	132.00
	Total 3006:		132.00
3376	Marco Technologies LLC	Security Cameras - Bridge Park	65.00
	Total 3376:		65.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	17.11
	Total 3543:		17.11
3675	MNCAR	Exchange Access - EDC Member	555.00
	Total 3675:		555.00
3933	Mora HRA	March Contracted Section 8 Administration	3,300.42
	Total 3933:		3,300.42
4737	Real Estate Publishing Corporatio	Sponsorship MN Real Estate Retail and Restau	1,000.00
	Total 4737:		1,000.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.76
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.79
5801	Verizon Wireless	wireless phone service - Bridge Park	51.58
	Total 5801:		147.13
	Grand Totals:		5,709.83

Dated: 3/28/18

City Treasurer: Caroline More

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/28/2018	109954	1686	Ecolab Pest Elimination Div.	901-20100	150.00
03/18	03/28/2018	109957	2046	G & K Services, Inc.	205-20100	2.50
03/18	03/28/2018	109961	2350	HD Supply Facilities Maintenance Ltd	901-20100	340.67
03/18	03/28/2018	109968	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	132.00
03/18	03/28/2018	109971	3376	Marco Technologies LLC	901-20100	65.00
03/18	03/28/2018	109975	3543	Metro Sales, Inc.	901-20100	17.11
03/18	03/28/2018	109977	3675	MNCAR Exchange	205-20100	555.00
03/18	03/28/2018	109979	3933	Mora HRA	902-20100	3,300.42
03/18	03/28/2018	109985	4737	Real Estate Publishing Corporation	205-20100	1,000.00
03/18	03/28/2018	109995	5801	Verizon Wireless	901-20100	147.13
Grand Totals:						<u>5,709.83</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2506	IDM Hospitality Consulting	Hotel Market Study	500.00
	Total 2506:		500.00
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
	Total 3056:		120.50
3501	MEI Total Elevator Solutions	April Service Billing	243.21
	Total 3501:		243.21
4211	Northland Fire Protection	Annual inspection of fire alarm system - Bridge	810.00
	Total 4211:		810.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	1,459.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	729.50
	Total 5191:		2,188.50
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	304.66
	Total 5878:		537.22
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		4,853.55

Dated: 4/4/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/18	04/04/2018	110022	2046	G & K Services, Inc.	205-20100	2.50
04/18	04/04/2018	110026	2506	IDM Consulting	205-20100	500.00
04/18	04/04/2018	110032	3056	Lake Superior Laundry Inc.	205-20100	120.50
04/18	04/04/2018	110036	3501	Minnesota Elevator, Inc	901-20100	243.21
04/18	04/04/2018	110050	4211	Northland Fire Protection	901-20100	810.00
04/18	04/04/2018	110055	5191	SPEW Health Plan	205-20100	2,188.50
04/18	04/04/2018	110064	5878	Waste Management of WI-MN	205-20100	537.22
04/18	04/04/2018	110066	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>4,853.55</u>

6A

**Date:** April 16, 2018  
**To:** EDA Board of Commissioners  
**From:** Deb Barrett, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Public Housing:**

- Will be conducting Bridge Park annual unit inspections starting April 10<sup>th</sup>.
- Submitted MTCS Report (vacancy report)
- No resident meeting in March
- One move out for April 30<sup>th</sup>. Resident went into Assisted Living
- Attended a Webinar Training with Nelrod Company on Public Housing Income & Rent Calculations on March 20-22, 2018.
- Drew down \$18,732.58 from 2017 Capital Fund
- Meet with James Todd from BJ Baas and several other contractors on Friday, April 6<sup>th</sup>. I showed them around the building and 3 different apartments. We are working with them on developing the specifications for bidding the asbestos removal project. Based on their recommendations, we expect to bring specifications to the EDA Board on May 21 for approval. Then, we would solicit bids via advertising with an expectation that the EDA Board will approve contracts on June 18. The project is expected to begin September 10.

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**6B Approve Roof Maintenance Proposal for Preemptive Roof Repairs for the City Center Mall**

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**April 16, 2018**

**Author: Stan Gustafson**

**Request**

Staff is requesting approval for preemptive roof repair and maintenance for City Center Mall.

**Review**

As the roof ages we are running into more leaks in a variety of areas and as a preemptive measure we are trying to address them by working with roofers to fix areas that can cause problems in the future. Staff does the best we can for maintenance on a variety of things but we are not roofers and this project is left to them. To minimize staff time on calls and trying to figure out where the leak is prior to the roofers coming.

Staff received two bids on the City Hall, Police and Fire Department to address the roof that shows areas that could be problematic and make the necessary repairs.

The roof will be inspected by technicians and repaired as needed: roofing boots, stack tops, flashing, roof membrane penetration areas and parapet walls, areas around skylights, scuppers, repair worn areas, tears and abrasion's.

In the proposal it identified the current situation on the roofs where repairs are needed. Based on our long range plan the roof is scheduled to be replaced in 2021 but in the meantime, we are trying to have the roof maintained the best we can.

**Quotes:**

**Roof Tech**

Repairs as per bid \$2,495.00

**Kuehn Roof Systems**

Repairs as per bid \$6,800.00

The timeline is based on weather but within 30 days.

**Fiscal Note:** There is adequate funds and they will come from 205-47000-401

**Recommendation**

Approve proposal from Roof Tech for \$2,495.00 and authorized the EDA President and Executive Director to sign the proposal with Roof Tech Commercial Industrial Roofing Solutions.

**Attachments:**

Proposal from Roof Tech

Proposal from Kuehn Roof System

# ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

## 2018 Roof Maintenance Proposal

City of Cambridge

Mall Building

140 Buchanan St. N

Cambridge MN

Prepared for:  
Stan Gustafson



Prepared by:  
Chad Oberle  
Estimator/Project Manager  
Roof Tech, Inc.  
[chad@rooftech.com](mailto:chad@rooftech.com)  
612-685-7211 Mobile  
651-351-7302 Office

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# ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

April 2, 2018

## ROOF MAINTENANCE PROPOSAL

City of Cambridge  
300 3<sup>rd</sup> Ave. NE  
Cambridge MN 55008  
Attn: Stan Gustafson

**We propose to provide the necessary labor, material and equipment in order to complete the following work as specified to the existing roofing system and repair the following to current industry standards.**

**Scope of work for retaining and repairing existing FA EPDM roof system at the building located at City Mall at 140 Buchanan St. N in Cambridge, MN is as follows:**

1. Inspect the roof systems at the described roof areas and related components, identify problematic roof issues and repair as needed to current industry standards.
2. Inspect soil stack tops/boots and replace as needed if needed. Provide and install sealant and clamps as per Industry standards.
3. Inspect and identify weathered and deteriorated flashing membrane at roof penetrations and parapet walls. Clean, prime and install new flashings as needed as per industry standards. All repairs will be completed using laminated butyl tape product.
4. All exhaust pipes that are in service will be inspected and confirmed to have an appropriate storm collar, vent pipe cover and appropriate sealant.
5. All identified deterioration including punctures, tears, abrasions and worn areas should be cleaned, primed and repaired to industry standards. All repairs will be completed using laminated butyl tape product.
6. Identify delaminated seams and previous patch work failures and repair these to industry standards.
7. Seal all voids in seams of roof flashings and sheet metal flashings.
8. Any carpentry, structural, and masonry repairs that are needed will be done on a time and material basis, a building representative will verify any additional work prior to its completion.
9. Remove roof equipment, any additional materials and clean up and haul away all job-related debris upon completion.

**Total Bid: \$2,495.00**

### **Payment**

Full payment is due upon completion. Finance charge of 1 ½% per month (18% per year) will be applied to balances over 30 days old.

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YOUR BUSINESS**

1775 Industrial Blvd. S. ♦ P.O. Box 708 ♦ Stillwater, MN 55082 ♦ P: 651-351-7302 ♦ F: 651-351-7439 ♦ www.rooftech.com



COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

April 2, 2018

ROOF MAINTENANCE PROPOSAL

RE: City of Cambridge  
Mall Building  
140 Buchanan St. N  
Cambridge MN

Special Conditions/Notes:

All material is as specified. The realization of unforeseen circumstances resulting in additions or deductions from this proposal will be completed as agreed to by client and Roof Tech, Inc.

Costs associated with Structural/Mechanical/Electrical/Satellite/Plumbing mobilizations will be the responsibility of the Owner. We will try to limit this work to only what is required for the proper application of your roofing system.

Work that may be needed at wall areas due to carpentry and/or masonry will be done as directed by the building owner at additional expense based upon labor and materials expended for repairs.

Roof Tech will need to cross sidewalk, parking, alley and lawn areas to access the roof and may temporarily block entryways.

Note Regarding Repair Work on Existing Assemblies:

Repair work is a process of elimination. The work that we are proposing will attempt to correct the deficiencies as stated; however, due to both the condition of the existing roof and the possibility of multiple contributing factors, further work outside of this scope may be necessary at additional expense at a future date. Work to be completed in a professional, workman like manner. Due to the condition of the existing system, we will be unable to offer any warranty for this work.

Thank you again for this opportunity to be of service to you and your organization.

The above specifications are acceptable and payment will be made as outlined above.  
You are authorized to complete the project as specified. Options desired have been initialed where indicated.

Owner \_\_\_\_\_  
Signed \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Roof Tech, Inc.  
Signed Chad Oberle  
Printed Name Chad Oberle \_\_\_\_\_  
Title Project Manager \_\_\_\_\_  
Date April 2, 2018 \_\_\_\_\_

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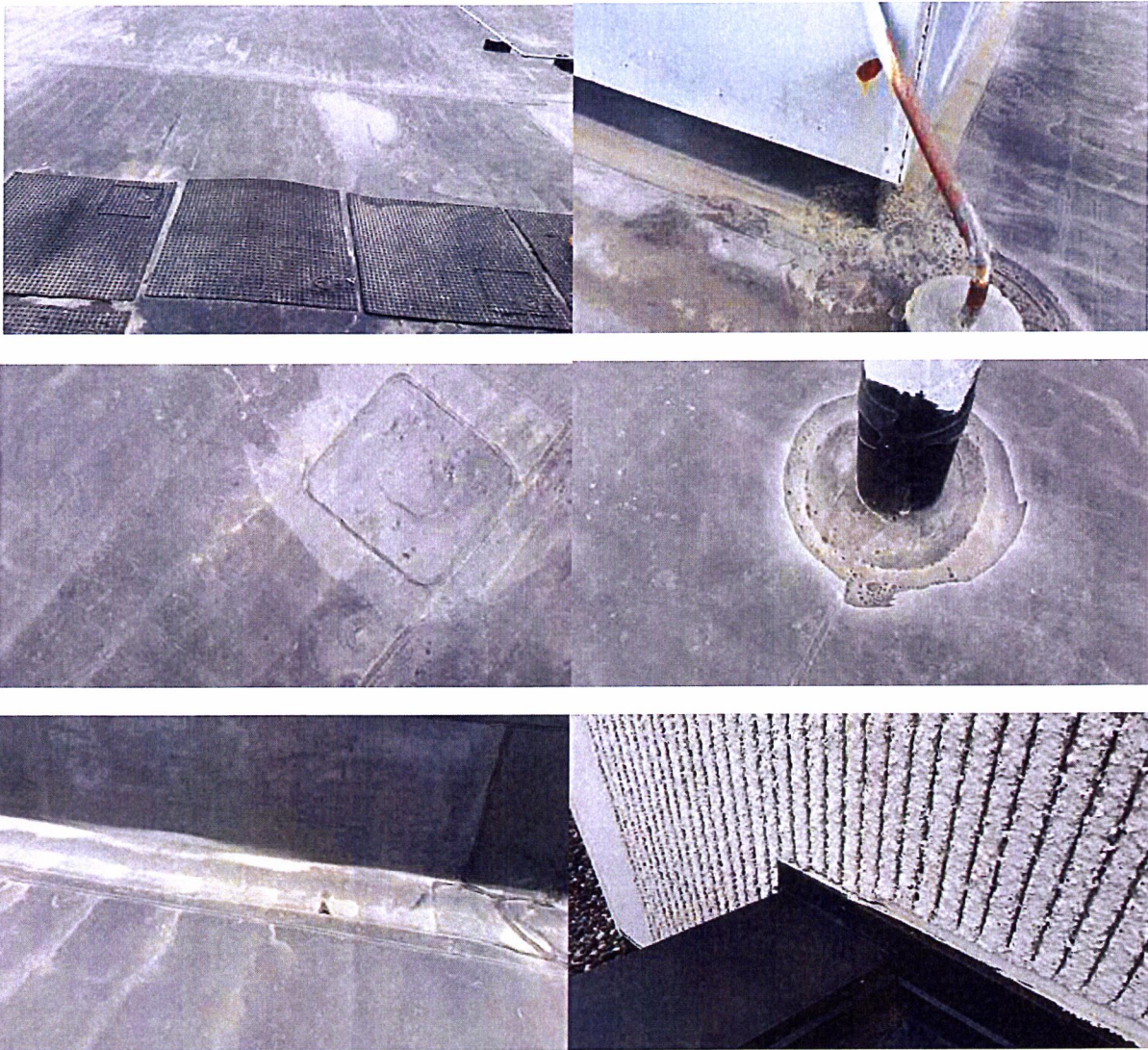


# ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

April 2, 2018

Sample Photos of various roof issues:



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