
Economic Development Authority - City Hall Council Chambers
Regular Meeting, Monday, December 17, 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 November 19, 2018 EDA Meeting Minutes (p. 3)
- B. Approve EDA Draft October 2018 Financial Statements (p. 5)
- C. November 2018 Housing Div Bills ACH only, Totaling \$61,699.52 (P. 33)
- D. Approve EDA Admin Division Bills Checks #111975- #112235 Totaling \$15,020.53 (p. 36)
- E. Resolution R18-006 Adoption of Housing Division 2019 Budget (p. 47)
- F. Resolution R18-007 Adoption of EDA Admin 2019 Budget (p. 49)
- G. Implementation of Pay Study for Housing Staff (p. 52)
- H. Resolution R18-008 Adoption of 2019 Payment Standards (p. 53)

4. Work Session

- A. Economic Development Updates (p. 55)

5. Unfinished Business

6. New Business

- A. Supervisor's Report (p. 56)
- B. Approve proposal for door replacement for the mall riser room door (p. 57)

7. Adjourn

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

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

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

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

Call to Order

Morin called the meeting to order at 5:31 pm.

Approval of Agenda

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

Consent Agenda

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

- A. Approve September 17, 2018 EDA Meeting Minutes
- B. Approve EDA Draft September 2018 Financial Statements
- C. Housing Div Bills October ACH only, Totaling \$61,710.52
- D. Approve EDA Admin Division Bills Checks #111429- #111673 Totaling \$14,105.25
- E. Approve EDA Draft August 2018 Financial Statements
- F. Housing Div Bills September ACH only, Totaling \$60,209.90
- G. Approve EDA Admin Division Bills Checks #111694- #111958 Totaling \$23,310.55
- H. October Supervisor's Report

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

There was no Work Session or Unfinished Business

New Business

Supervisor's Report

Barrett reviewed items and activities since the last EDA meeting along with a review of the resident meeting and fielded questions regarding the report from the Board.

Moe reminded Council they plan to rebid the asbestos abatement project in January of 2019.

Public Hearing on PHA Plan Amendment

Barrett stated on August 6, 2018 there was a Special EDA Board Meeting, staff were directed to repurpose the 2018 PHA Plan for the asbestos abatement project; to be rebid in 2019. Barrett stated the action represented a significant change in the PHA Plan, therefore notice of the amended 2018 PHA Plan was posted.

Barrett explained on an annual basis, PHA's are required to develop a Public Housing Agency Plan in relation to funding received from the US Department of Housing & Urban Development. The 2018 PHA Plan & 5-year plan

were brought to EDA Board Meeting on July 16, 2018 and went out for 45 days public notice as required by federal regulation.

Godfrey confirmed there were no comments made during the 45-day comment period.

Morin opened the Public Hearing at 5:36 pm, with no public comments the hearing was closed at 5:37 pm.

Iverson moved, seconded by Conley, to approve the 2018 PHA Plan & 5-year plan amendments as presented. Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Resolution EDA R18-005 EDA Admin Budget Revision

Moe reviewed the EDA Special Revenue Fund budget amendments which were identified in the staff report.

Godfrey moved, seconded by Conley to approve Resolution No. R18-005 2018 EDA Administration Special Revenue Fund Budget Revisions as presented. Motion carried unanimously.

Approve Professional Services Contract for Rental Housing Study

Woulfe stated there are multi-family developers interested in our community that would like to see an updated multi-family housing study. Woulfe explained the most recent study was completed in 2011 and is too old to be useful to developers and financial institutions.

Woulfe stated proposals have been solicited from McComb Group, Ltd and Maxfield Research to have the housing study done. Woulfe recommended using McComb Group, Ltd because they are looking at having the Retail Market Analysis updated the first part of 2019. Woulfe stated this would give staff some economies of scale because the demographics will have been completed.

Morin explained because these are professional services, the City is not required to choose the lowest bidder.

Council discussed and agreed the McComb Group, Ltd proposal was more in depth and was the better option.

Godfrey moved, seconded by Palmer, to approve the professional services contract with McComb Group, Ltd. for up to \$6,000.00 to conduct a rental housing study for market rate and general affordable housing in the City of Cambridge as proposed and authorized the EDA President and Executive Director to sign the necessary documents. Motion carried unanimously.

Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 5:43 p.m. Motion carried unanimously.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
OCTOBER 31, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	323,418.05	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	451,456.91	
901-15500	PREPAID EXPENSES	1,930.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,243,440.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	56,192.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,691,997.69)	
	TOTAL ASSETS		<u>1,207,768.26</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,441.56	
901-20200	ACCOUNTS PAYABLE	539.66	
901-22600	TENANT SECURITY DEPOSITS	26,845.99	
	TOTAL LIABILITIES		<u>28,827.21</u>

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	<u>59,625.27</u>	
	BALANCE - CURRENT DATE	<u>59,625.27</u>	
	TOTAL FUND EQUITY		<u>1,178,941.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,207,768.26</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	80,000.00	80,000.00	64,943.00	15,057.00	81.18	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	64,943.00	15,057.00	81.18	75,931.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	45.00	55.00	45.00	50.18
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,021.36	(521.36)	134.76	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	2,066.36	(466.36)	129.15	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	142,669.27	1,330.73	99.08	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	3,394.50	(1,394.50)	169.73	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	146,063.77	(63.77)	100.04	173,681.88
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL FUND REVENUE	276,000.00	276,000.00	213,073.13			273,702.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	31,478.00	31,478.00	33,268.27	1,790.27	105.69	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	2,495.13	135.13	105.73	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	2,545.04	137.04	105.69	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	124.99	(375.01)	25.00	197.65
TOTAL PERSONAL SERVICES	36,746.00	36,746.00	38,433.43	1,687.43	104.59	32,091.72
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	154.50	(1,345.50)	10.30	1,346.80
TOTAL SUPPLIES	1,500.00	1,500.00	154.50	(1,345.50)	10.30	1,346.80
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	(1,000.00)	.00	1,418.60
901-49500-306 AUDITING	3,000.00	3,000.00	1,100.00	(1,900.00)	36.67	3,600.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,258.10	(741.90)	75.27	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	5,679.66	(920.34)	86.06	7,486.97
901-49500-322 POSTAGE	250.00	250.00	9.70	(240.30)	3.88	.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	281.13
901-49500-340 ADVERTISING	100.00	100.00	274.15	174.15	274.15	3.92
TOTAL OTHER SERVICES AND CHA	14,050.00	14,050.00	9,321.61	(4,728.39)	66.35	15,274.53
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	125.80	(274.20)	31.45	165.44
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	5,360.22	4,360.22	536.02	580.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	499.00	(501.00)	49.90	455.00
TOTAL MISCELLANEOUS	4,400.00	4,400.00	5,985.02	1,585.02	136.02	1,200.44
TOTAL LOW RENT ADMINISTRATION	56,696.00	56,696.00	53,894.56	(2,801.44)	95.06	49,913.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	200.00	200.00	2,501.90	2,301.90	1,250.95	1,511.08
	<i>TOTAL SUPPLIES</i>	200.00	200.00	2,501.90	2,301.90	1,250.95	1,511.08
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	2,501.90	2,301.90	1,250.95	1,511.08

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,165.00	24,165.00	3,610.20	(20,554.80)	14.94	20,925.52
901-49700-121 PERA (EMPLOYER)	1,849.00	1,849.00	261.56	(1,587.44)	14.15	1,569.43
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,812.00	1,812.00	276.18	(1,535.82)	15.24	1,600.76
901-49700-151 WORKERS' COMPENSATION PREMIU	1,595.00	1,595.00	709.23	(885.77)	44.47	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	5,954.00	5,954.00	.00	.00
TOTAL PERSONAL SERVICES	29,421.00	29,421.00	10,811.17	(18,609.83)	36.75	25,173.51
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	5,899.24	(983.76)	85.71	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	61.88
TOTAL SUPPLIES	7,083.00	7,083.00	5,899.24	(1,183.76)	83.29	10,202.18
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	25,879.97	879.97	103.52	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	9,551.00	(2,949.00)	76.41	9,555.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	13,776.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	27,889.32	(8,110.68)	77.47	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	7,253.22	(3,246.78)	69.08	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	3,145.73	(3,354.27)	48.40	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	2,636.75	136.75	105.47	2,867.19
TOTAL OTHER SERVICES AND CHA	106,000.00	106,000.00	76,355.99	(29,644.01)	72.03	88,031.95
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	65,000.00	65,000.00	.00	(65,000.00)	.00	45,487.02
901-49700-489 OTHER CONTRACTED SERVICES	9,600.00	9,600.00	.00	(9,600.00)	.00	.00
TOTAL MISCELLANEOUS	74,600.00	74,600.00	.00	(74,600.00)	.00	45,487.02
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	3,985.00	3,985.00	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	2,000.00	2,000.00	.00	(2,000.00)	.00	7,919.96
TOTAL IMPROVEMENTS/BETTERM	2,000.00	2,000.00	3,985.00	1,985.00	199.25	7,919.96
TOTAL LOW RENT MAINTENANCE	219,104.00	219,104.00	97,051.40	(122,052.60)	44.29	178,814.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	153,447.86			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	59,625.27			45,463.21

CITY OF CAMBRIDGE
BALANCE SHEET
OCTOBER 31, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	119,729.84	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>119,729.84</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20200	ACCOUNTS PAYABLE	2,789.01	
	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>21,681.10</u>	
	BALANCE - CURRENT DATE	21,681.10	
	TOTAL FUND EQUITY		<u>116,940.83</u>
	TOTAL LIABILITIES AND EQUITY		<u>119,729.84</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	54,796.00	(4,796.00)	109.59	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	54,796.00	(4,796.00)	109.59	61,158.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	216.00	216.00	.00	216.00	.00	3,166.90
902-35100 FRAUD RECOVERY INCOME	.00	.00	84.00	(84.00)	.00	.00
TOTAL RENTAL INCOME	216.00	216.00	84.00	132.00	38.89	3,166.90
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	94.46	(94.46)	.00	79.89
TOTAL INTEREST	.00	.00	94.46	(94.46)	.00	79.89
TOTAL FUND REVENUE	50,216.00	50,216.00	54,974.46			64,404.79

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	AUDIT FEES	3,000.00	3,000.00	1,100.00 (1,900.00)	36.67	3,600.00
902-49500-307	CONTRACTED SECT 8 ADMIN	50,000.00	50,000.00	34,295.36 (15,704.64)	68.59	42,544.42
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>35,395.36 (17,604.64)</u>	<u>66.78</u>	<u>46,144.42</u>
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00 (1,000.00)</u>	<u>.00</u>	<u>.00</u>
	TOTAL SECT 8 ADMINISTRATIVE	<u><u>54,000.00</u></u>	<u><u>54,000.00</u></u>	<u><u>35,395.36 (18,604.64)</u></u>	<u><u>65.55</u></u>	<u><u>46,144.42</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	278,271.00	278,271.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(280,838.00)	(280,838.00)	.00	(339,005.00)
902-49775-376 URP PORT REC	.00	.00	465.00	465.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(2,102.00)	(2,102.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(2,102.00)	(2,102.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	33,293.36			46,144.42
NET REVENUES OVER EXPENDITURE	(3,784.00)	(3,784.00)	21,681.10			18,280.37

CITY OF CAMBRIDGE
BALANCE SHEET
OCTOBER 31, 2018

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	265,765.81	
903-10200	EDA HOUSING DIV OPERATING CASH	110,383.68	
	TOTAL ASSETS		<u>376,149.49</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>16,387.01</u>	
	BALANCE - CURRENT DATE	<u>16,387.01</u>	
	TOTAL FUND EQUITY		<u>376,149.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,149.49</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	.00	.00	1,421.26	(1,421.26)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	1,421.26	(1,421.26)	.00	1,749.34
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
TOTAL OTHER REVENUES	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
TOTAL FUND REVENUE	15,000.00	15,000.00	18,195.51			18,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER HOUSING BUS ACTIV-ADMIN</i>						
903-49500-112 BOARD PAY	2,100.00	2,100.00	1,680.00	(420.00)	80.00	1,750.00
903-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	128.50	128.50	.00	133.81
<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>1,808.50</u>	<u>(291.50)</u>	<u>86.12</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>
TOTAL OTHER HOUSING BUS ACTIV	<u><u>15,000.00</u></u>	<u><u>15,000.00</u></u>	<u><u>1,808.50</u></u>	<u><u>(13,191.50)</u></u>	<u><u>12.06</u></u>	<u><u>3,403.81</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	1,808.50			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,387.01			15,428.53

CITY OF CAMBRIDGE
BALANCE SHEET
OCTOBER 31, 2018

CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 904 - CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
	TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	36,000.00	36,000.00	.00			21,654.69
NET REVENUES OVER EXPENDITURE	.00	.00	31,915.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 OCTOBER 31, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT		13,372.07
905-10200	EDA OPERATING ACCT-SECTION 8		3,788.87
			<hr/>
	TOTAL ASSETS		17,160.94
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW		13,372.07
			<hr/>
	TOTAL LIABILITIES		13,372.07
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(15,204.47)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		18,993.34
			<hr/>
	BALANCE - CURRENT DATE		18,993.34
			<hr/>
	TOTAL FUND EQUITY		3,788.87
			<hr/>
	TOTAL LIABILITIES AND EQUITY		17,160.94
			<hr/> <hr/>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	357,270.00	(7,270.00)	102.08	396,525.00
	TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	357,270.00	(7,270.00)	102.08	396,525.00
<u>SOURCE 35</u>							
905-35100	FRAUD RECOVERY	.00	.00	84.00	(84.00)	.00	.00
	TOTAL SOURCE 35	.00	.00	84.00	(84.00)	.00	.00
<u>INTEREST</u>							
905-36211	HAP INTEREST INCOME	.00	.00	3.96	(3.96)	.00	31.27
	TOTAL INTEREST	.00	.00	3.96	(3.96)	.00	31.27
	TOTAL FUND REVENUE	350,000.00	350,000.00	357,357.96			396,556.27

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	327,550.00	(18,666.00)	94.61	402,657.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	.00	.00	.00	145.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	7,190.00	7,190.00	.00	13,347.00
905-49775-375 FSS	.00	.00	3,026.00	3,026.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	598.62	598.62	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>338,364.62</u>	<u>(7,851.38)</u>	<u>97.73</u>	<u>421,667.84</u>
TOTAL HAP EXPENDITURES	<u><u>346,216.00</u></u>	<u><u>346,216.00</u></u>	<u><u>338,364.62</u></u>	<u><u>(7,851.38)</u></u>	<u><u>97.73</u></u>	<u><u>421,667.84</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 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	338,364.62			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	18,993.34			(25,111.57)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	2,954.05
TOTAL INTEREST	200.00	200.00	.00	200.00	.00	2,954.05
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	207,000.00	247,077.00	209,181.76	37,895.24	84.66	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	247,077.00	209,181.76	37,895.24	84.66	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	75,000.00	75,000.00	.00	100.00	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	75,000.00	75,000.00	.00	100.00	275,000.00
TOTAL FUND REVENUE	297,200.00	322,277.00	284,181.76			501,237.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	87,796.00	87,796.00	76,102.44	(11,693.56)	86.68	92,201.51
205-41930-112 EDA MEETING PAYMENTS	2,500.00	750.00	350.00	(400.00)	46.67	490.00
205-41930-121 PERA (EMPLOYER)	6,746.00	6,746.00	5,707.68	(1,038.32)	84.61	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	5,642.97	(445.03)	92.69	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	14,775.60	(1,873.40)	88.75	15,303.60
205-41930-132 LONGEVITY PAY	2,150.00	2,150.00	.00	(2,150.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,434.32
205-41930-151 WORKERS' COMPENSATION PREMIU	685.00	685.00	351.32	(333.68)	51.29	447.71
205-41930-154 HRA/FLEX FEES	.00	100.00	63.95	(36.05)	63.95	73.35
TOTAL PERSONAL SERVICES	123,814.00	122,164.00	104,193.96	(17,970.04)	85.29	123,376.11
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	99.10	(150.90)	39.64	136.72
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	.00	.00	.00	215.30
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	.00	.00	.00	.00	.00	196.25
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	2,503.60
TOTAL SUPPLIES	3,550.00	3,550.00	99.10	(3,450.90)	2.79	3,051.87
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	423.50	(3,176.50)	11.76	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	2,800.00	2,258.10	(541.90)	80.65	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	850.00	751.43	(98.57)	88.40	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	433.94	(316.06)	57.86	1,314.59
205-41930-334 MILEAGE REIMBURSEMENT	1,100.00	1,100.00	870.94	(229.06)	79.18	625.15
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	142.82	(57.18)	71.41	138.00
205-41930-360 INSURANCE AND BONDS	1,500.00	343.00	343.00	.00	100.00	1,086.87
205-41930-381 ELECTRIC UTILITIES	400.00	1,600.00	1,152.94	(447.06)	72.06	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	2,500.00	2,161.26	(338.74)	86.45	731.32
205-41930-383 GAS UTILITIES	100.00	400.00	365.21	(34.79)	91.30	118.44
TOTAL OTHER SERVICES & CHARG	8,210.00	14,143.00	8,903.14	(5,239.86)	62.95	11,616.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	14,000.00	12,225.38	(1,774.62)	87.32	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	(61.43)	(61.43)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,281.40	(218.60)	85.43	840.66
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	585.00	(915.00)	39.00	305.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	6,190.00	3,094.08	(3,095.92)	49.99	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	31,654.00	15,827.10	(15,826.90)	50.00	32,875.84
205-41930-484 NLX ACTIVITIES	6,650.00	6,650.00	6,650.00	.00	100.00	4,830.00
205-41930-485 PROPERTY TAXES	3,000.00	.00	.00	.00	.00	1,172.00
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	.00	.00	.00	.00	5,475.88
205-41930-489 IND PARK MARKETING	8,500.00	8,500.00	7,440.48	(1,059.52)	87.54	9,457.11
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
TOTAL MISCELLANEOUS	24,150.00	72,994.00	50,042.01	(22,951.99)	68.56	74,421.34
TOTAL EDA ADMINISTRATION	159,724.00	212,851.00	163,238.21	(49,612.79)	76.69	212,465.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	26,063.00	26,063.00	22,308.78	(3,754.22)	85.60	25,250.24
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	500.00	.00	(500.00)	.00	46.05
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	6,200.00	5,654.94	(545.06)	91.21	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	1,673.16	(379.84)	81.50	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	2,079.78	(244.22)	89.49	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	7,381.06	(942.94)	88.67	7,643.76
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.63	(60.37)	89.94	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	1,080.70	(422.30)	71.90	1,346.03
205-47000-154 HRA/FLEX FEES	75.00	75.00	32.05	(42.95)	42.73	36.75
TOTAL PERSONAL SERVICES	44,942.00	47,642.00	40,750.10	(6,891.90)	85.53	44,661.78
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	200.00	121.23	(78.77)	60.62	129.99
205-47000-212 GASOLINE/FUEL	250.00	250.00	71.92	(178.08)	28.77	67.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	10,000.00	11,000.00	10,152.92	(847.08)	92.30	10,305.61
TOTAL SUPPLIES	10,250.00	11,450.00	10,346.07	(1,103.93)	90.36	10,503.35
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	257.55	(592.45)	30.30	289.54
205-47000-351 PUBLISHING/LEGAL NOTICES	.00	600.00	494.45	(105.55)	82.41	.00
205-47000-360 INSURANCE AND BONDS	7,000.00	6,053.00	6,052.27	(73)	99.99	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	14,189.80	(6,810.20)	67.57	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	3,808.02	(1,891.98)	66.81	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	3,290.88	(2,709.12)	54.85	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,066.25	(1,433.75)	68.14	3,727.53
TOTAL OTHER SERVICES & CHARG	45,050.00	44,703.00	31,159.22	(13,543.78)	69.70	37,649.34
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	2,348.60	(10,651.40)	18.07	16,419.16
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,300.00	.00	(2,300.00)	.00	1,036.80
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	3,491.80	(8,508.20)	29.10	(133.20)
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	18,371.00	18,370.31	(.69)	100.00	11,290.00
205-47000-498 TENANT BUILD OUT	.00	105,837.00	105,836.80	(.20)	100.00	.00
TOTAL MISCELLANEOUS	27,300.00	151,508.00	130,047.51	(21,460.49)	85.84	30,962.76
TOTAL MALL OPERATING EXPENSE	127,542.00	255,303.00	212,302.90	(43,000.10)	83.16	123,777.23

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	287,266.00	468,154.00	375,541.11			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	(145,877.00)	(91,359.35)			164,994.28

ACH Transaction Report

Batch #: 000183
Created On: 10/30/2018

Name	Amount
Bungalows of Chisago L	\$1,225.00
Calhoun Apartments	\$1,089.00
Cambridge Square Assoc	\$1,248.00
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	\$4,372.00
Legacy Townhomes	\$3,874.00
Minneapolis Public Hou	\$666.52
Allen Moulton	\$530.00
Osmium Holdings LLC	\$844.00
NETA Property Manageme	\$575.00
Normandy Townhomes	\$3,172.00
North Branch Senior Ho	\$615.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$2,701.00
Northern Management	\$441.00
Pine Village LLC	\$46.00
Rush Oaks Apartments	\$790.00
Sunrise Court Apartmen	\$1,116.00
Sunset Assets LLC	\$739.00
Taylor's Falls Villas	\$528.00
Tower Terrace Limited	\$4,783.00
Wyoming Limited Partne	\$1,262.00
Wyoming Limited Partne	\$1,273.00
Cambridge EDA	\$-44,672.52

Batch Total: \$0.00

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*November
Housing ACH
Disbursements*

Σ ① 61,699.52

ACH Transaction Report

Batch #: 000184

Created On: 10/30/2018

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$489.00
Bohmer, John	\$793.00
Dean & Jennifer Bondes	\$869.00
Charles Satak	\$585.00
Chen Liu	\$5,139.00
David Findell	\$555.00
Leeanna M. Dudley	\$90.00
Elmer D. Harp	\$567.00
Jenell King	\$550.00
John Maher	\$370.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$319.00
Brian Leet	\$376.00
Michael Doran	\$555.00
Loral Myers	\$272.00
Ordeen Splittstoser	\$248.00
Randall Propp	\$597.00
Richard Berget	\$264.00
Robert Blaisdell-Blais	\$423.00
Robert Mattson	\$585.00
Ross Goldsmith	\$200.00
Steve Baker	\$798.00
Paul & Bethany Stiles	\$668.00
Thomas Olin	\$201.00
Cambridge EDA	\$-16,182.00
Batch Total:	\$0.00

①

ACH Transaction Report

Batch #: 000185

Created On: 11/29/2018

<u>Name</u>	<u>Amount</u>
Pine Village LLC	\$30.00
Wyoming Limited Partne	\$815.00
Cambridge EDA	\$-845.00
Batch Total:	\$0.00



<p>CAMBRIDGE EDA MEETING</p> <p>December 17, 2018</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	11/15/2018	111975 - 112071	3,722.62
Prepaid Checks	11/21/2018	112084 - 112126	228.23
Prepaid Checks	11/28/2018	112134 - 112178	10,275.55
Prepaid Checks	12/5/2018	112193 - 112235	794.13
Prepaid Checks			
	Prepaid Totals		<hr/> 15,020.53 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$15,020.53

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	106.12
Total 555:			106.12
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			6.06
2233	Grimebusters Deep Surface Clea	Carpet Cleaning - Mall	1,743.66
Total 2233:			1,743.66
2411	Hillyard Inc.	Maintenance Supplies - Mall	102.91
2411	Hillyard Inc.	Maintenance Supplies - Mall	122.38
2411	Hillyard Inc.	Credit Maintenance Supplies - Mall	122.38-
Total 2411:			102.91
2456	Housing Data Systems	MTCS Transmittal Service 10/01/18-12/31/18	120.00
Total 2456:			120.00
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
3056	Lake Superior Laundry Inc.	Mall Rugs	120.50
Total 3056:			241.00
3521	Menards	Materials - Bridge Park	15.96
Total 3521:			15.96
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Bridgepark	214.00
Total 4211:			214.00
5048	Seasonal Property Services, LLC	Turf Maintenance - Cypress St S, 1st Ave E, 4th	700.00
Total 5048:			700.00
5391	TM Johnson Bros., Inc.	Repairs & Maintenance Bldg - Mall	210.00
Total 5391:			210.00
5686	U.S. Postal Service	Stamps - Bridge Park	50.00
Total 5686:			50.00
5861	Walmart Community Card	Tenant Services - Bridge Park	80.26

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 5861:		80.26
6071	Zee Medical Service	First Aid Kit Supplies	132.65
	Total 6071:		132.65
	Grand Totals:		3,722.62

Dated: 11/15/18

City Treasurer: Caroline Mor

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/15/2018	111975	555	Business Essentials	205-20100	106.12
11/18	11/15/2018	111980	1140	Cintas Corporation	205-20100	6.06
11/18	11/15/2018	111994	2233	Grimebusters Deep Surface Cleaning LLC	205-20100	1,743.66
11/18	11/15/2018	112000	2411	Hillyard / Minneapolis	205-20100	102.91
11/18	11/15/2018	112002	2456	Housing Data Systems	901-20100	120.00
11/18	11/15/2018	112014	3056	Lake Superior Laundry Inc.	205-20100	241.00
11/18	11/15/2018	112022	3521	Menards	901-20100	15.96
11/18	11/15/2018	112029	4211	Northland Fire Protection	901-20100	214.00
11/18	11/15/2018	112044	5048	Seasonal Property Services, LLC	205-20100	700.00
11/18	11/15/2018	112054	5391	TM Johnson Bros., Inc.	205-20100	210.00
11/18	11/15/2018	112060	5686	U.S. Postal Service	901-20100	50.00
11/18	11/15/2018	112064	5861	Walmart Business/SYNCB	901-20100	80.26
11/18	11/15/2018	112071	6071	Zee Medical Service	901-20100	132.65
Grand Totals:						3,722.62

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
5261	Star Quality Glass	Service Call - Bridge Park	125.00
Total 5261:			125.00
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	100.20
Total 5886:			100.20
Grand Totals:			228.23

Dated: 11/21/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/21/2018	112084	1140	Cintas Corporation	205-20100	3.03
11/18	11/21/2018	112117	5261	Star Quality Glass	901-20100	125.00
11/18	11/21/2018	112126	5886	Watson Co., Inc.	901-20100	100.20
Grand Totals:						<u>228.23</u>

Vendor	Vendor Name	Description	Net Invoice Amount
596	Bloomquist Electric Inc	Lighting Replays for Lot Lights	752.50
Total 596:			752.50
969	Cardmember Service	Parking - Economic Dev	5.00
969	Cardmember Service	Training- Stan Gustafson	89.00
969	Cardmember Service	Training- Stan Gustafson	89.00
Total 969:			183.00
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
1239	Commercial Door Systems, Inc.	Remove Existing Door, Install New Door	1,984.00
Total 1239:			1,984.00
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
Total 1686:			155.25
2411	Hillyard Inc.	Maintenance Supplies - Mall	80.11
Total 2411:			80.11
3086	Landworks Construction, Inc.	Salt/De-Icer - Bridge Park	20.00
Total 3086:			20.00
3456	McComb Group, Ltd.	Market Rate & Affordable Apartment Units	3,000.00
Total 3456:			3,000.00
3521	Menards	Maintenance Supplies - Mall	97.37
3521	Menards	Maintenance Supplies - Mall	97.37-
Total 3521:			.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	11.48
Total 3543:			11.48
3933	Mora HRA	November Contracted Section 8 Administration	3,939.00
Total 3933:			3,939.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.78
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.80
5801	Verizon Wireless	wireless phone service - Bridge Park	51.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/28/2018	112134	596	Bloomquist Electric Inc	205-20100	752.50
11/18	11/28/2018	112137	969	Cardmember Service	205-20100	183.00
11/18	11/28/2018	112139	1140	Cintas Corporation	205-20100	3.03
11/18	11/28/2018	112140	1239	Commercial Door Systems, Inc.	205-20100	1,984.00
11/18	11/28/2018	112147	1686	Ecolab Pest Elimination Div.	901-20100	155.25
11/18	11/28/2018	112152	2411	Hillyard / Minneapolis	205-20100	80.11
11/18	11/28/2018	112159	3086	Landworks Construction, Inc.	901-20100	20.00
11/18	11/28/2018	112161	3456	McComb Group, Ltd.	205-20100	3,000.00
11/18	11/28/2018	112164	3521	Menards	205-20100	.00
11/18	11/28/2018	112165	3543	Metro Sales, Inc.	901-20100	11.48
11/18	11/28/2018	112168	3933	Mora HRA	902-20100	3,939.00
11/18	11/28/2018	112178	5801	Verizon Wireless	205-20100	147.18
Grand Totals:						<u>10,275.55</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
3501	MEI Total Elevator Solutions	December Service Billing	238.71
Total 3501:			238.71
3521	Menards	Tenant Services - Bridge Park	68.99
Total 3521:			68.99
4171	Northern Business Products, Inc.	Office Supplies - EDA	31.78
Total 4171:			31.78
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:			794.13

12/6/18

Dated: _____

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/05/2018	112193	1140	Cintas Corporation	205-20100	3.03
12/18	12/05/2018	112217	3501	MEI Total Elevator Solutions	901-20100	238.71
12/18	12/05/2018	112218	3521	Menards	901-20100	68.99
12/18	12/05/2018	112221	4171	Northern Business Products, Inc.	205-20100	31.78
12/18	12/05/2018	112235	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						794.13

EDA Resolution No. EDA R18-006

*Resolution Adopting the 2019 Economic Development Authority
Housing Division Budget*

NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the budget for the year beginning January 1, 2019, and ending December 31, 2019, is hereby adopted for the Economic Development Authority—Housing Division as follows:

EDA HOUSING DIVISION

Revenues:

Intergovernmental	\$511,000
Dwelling Rent	\$147,600
Other Income	\$21,800
Transfers In	<u>\$48,400</u>
Total Revenues	<u>\$728,800</u>

Expenditures:

Administration	\$112,214
Tenant Services	\$800
Utilities	\$53,000
Maintenance & Labor	\$72,983
General Expense	\$26,203
Carpet & appliance replacement	\$13,000
Housing Assistance Payments	\$352,200
Depreciation	\$50,000
Transfers Out	<u>\$48,400</u>
Total Expenditures	<u>\$728,800</u>

Adopted this 17th day of December, 2018.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

Cambridge EDA Housing Division Operating Budget For FYE 12/31/2018	2019 Proposed Budget	2018 Adopted Budget	Actual Results to 10/31/2018	2019 Proposed Budget	2018 Adopted Budget	Actual Results to 10/31/2018	2019 Proposed Budget	2018 Adopted Budget	Actual Results to 10/31/2018	2019 Proposed Budget	2018 Adopted Budget	Actual Results to 10/31/2018	Adopted Original 2018 Budget Total	2017 Budget Total
	Low Rent	Low Rent		Section 8	Section 8		Non-Fed Hsg	Non-Fed Hsg		Capital Fund	Capital Fund	Capital Fund		
Operating Income														
Dwelling Rents	147,600	144,000	142,669.27										147,600.00	144,000.00
Laundry Income	4,000	2,000	3,394.50										4,000.00	2,000.00
Admin Fees - Bridges 1														
Admin Fees - 7E														
HAP - Bridges 1														
HAP - 7E														
HUD Grant Revenue	75,000	80,000	64,943.00	400000	400000	412,066.00							475,000.00	480,000.00
Interest Income	1,500	1,500	2,021.36	50	50	98.42	1000		1,421.26				2,550.00	1,500.00
Other Income	100	100	45.00	150	216	168.00	15000	15000	16,774.25				15,250.00	15,116.00
CFP Operations Funds										36,000	36,000	31,915.00	36,000.00	36,000.00
Transfer In	48,400	48,400											48,400.00	48,400.00
Total Operating Income	276,600	276,000	213,073.13	400200	400216	412,332.42	16000	15000	16,195.51	36,000	36,000	31,915.00	728,600.00	727,018.00
Operating Expenses														
Administration														
Administrative Salaries—FT							0	0						
Administrative Salaries—PT	35,000	31,478	33,266.27				0	0					35,000.00	31,478.00
Legal Expense	1,000	1,000												
Board Pay							2100	2100	1,680.00					
IT Services	3,000	3,000	2,258.10											
Staff Training	1,000	1,000	499.00											
Copier Lease	400	400	125.80											
Audit Fees	3,000	3,000	1,100.00	3000	3000	1,100.00	0	0					1,000.00	1,000.00
FICA	2,676	2,408	2,545.04										6,000.00	4,000.00
PERA	2,625	2,360	2,495.13				161	0	128.50				2,839.00	2,408.00
Insurance							0	0					2,625.00	2,360.00
Work Comp	500	500	124.99				0	0					500.00	500.00
Telephone	6,800	6,600	5,679.66				0	0					6,800.00	6,600.00
Office Supply	1,000	1,500	154.50				0	0					1,000.00	1,500.00
Postage	50	250	9.70				0	0					50.00	250.00
Dues & Subscriptions	2,000	1,000	5,360.22				0	0					2,000.00	1,000.00
Travel/Meals/Lodging	100	100					500	500					600.00	600.00
Advertising	300	100	274.15										300.00	100.00
Contracted Voucher Administration				44000	50000	34,295.36							44,000.00	
License & Support	2,000	2,000		1000	1000		0	0					3,000.00	3,000.00
Total Administration	61,453	56,696	53,894.56	48000	54000	35,395.36	2761	2800	1,808.50				112,214.00	60,296.00
Tenant Services														
Salaries							0	0						
Services	800	200	2,501.90				0	0					800.00	200.00
Employee Benefits							0	0						
Total Tenant Services	800	200	2,501.90	0	0	0	0	0	0				800.00	200.00
Utilities														
Water	10,500	10,500	7,253.22				0	0					10,500.00	10,500.00
Electricity	36,000	36,000	27,889.32										36,000.00	36,000.00
Gas	6,500	6,500	3,145.73										6,500.00	6,500.00
Total Utilities	53,000	53,000	38,288.27	0	0	0	0	0	0				53,000.00	53,000.00
Maintenance & Labor														
Salaries and Wages	23,737	24,185	3,610.20				0	0					23,737.00	24,164.92
Materials	6,883	6,883	5,899.24				0	0					6,883.00	6,883.00
Fuel Purchase	200	200											200.00	
Contract Costs	30,000	25,000	25,879.97										30,000.00	25,000.00
Garbage Removal	3,000	2,500	2,636.75										3,000.00	2,500.00
FICA	1,816	1,849	276.18				0	0					1,816.00	1,848.62
PERA	1,780	1,812	261.56				0	0					1,780.00	1,812.37
Unemployment	4,000		5,954.00				0	0					4,000.00	
HRA/Flex Fees							0	0						
Work Comp	1,567	1,595	709.23				0	0					1,567.00	1,594.88
Total Maintenance	72,983	64,004	45,227.13	0	0	0	0	0	0				72,983.00	63,803.79
General Expense														
Insurance-Property	11,364	12,500	9,551.00										11,364.00	12,500.00
PILOT	14,000	13,000											14,000.00	13,000.00
Other General Expenses				0	0		839	0					839.00	
Total General Expense	25,364	25,500	9,551.00	0	0	0	839	0	0				26,203.00	25,500.00
Extraordinary Maintenance														
Contract Costs	9,000	9,600					0	0					9,000.00	9,600.00
Replacements (carpet & appliances)	4,000	2,000	3,985.00										4,000.00	2,000.00
Replacements & Additions														
Total Ext. Maintenance	13,000	11,600	3,985.00	0	0	0	0	0	0				13,000.00	11,600.00
Hsg. Assist. Payments														
Vouchers				352200	346216	336,262.62							352,200.00	346,216.00
Bridges 1														
Bridges 2														
7E														
Total HAP	-	-	-	352200	346216	336,262.62	0	0	-	-	-	-	352,200.00	346,216.00
Total Expenses	226,600	211,000	153,447.66	400200	400216	371,657.98	3600	2600	1,808.50	-	-	-	630,400.00	560,615.79
Profit/(Loss)-Operations	50,000	65,000	59,625.27	0	0	40,674.44	12400	12400	16,387.01	36,000	36,000	31,915.00	98,400.00	166,400.21
Other Expenses														
Transfer between funds							12400	12400		36,000	36,000		48,400.00	48,400.00
Depreciation-Less add-back	50,000	65,000		0	0		0	0		0	0		50,000.00	65,000.00
Total Other Expenses	50,000	65,000	-	0	0	0	12400	12400	-	36000	36000	-	98,400.00	113,400.00
Profit/(Loss)	-	0	59,625.27	0	0	40,674.44	0	0	16,387.01	0	0	31,915.00	-	53,000.21

EDA Resolution No. EDA R18-007

*Resolution Adopting the 2019 Economic Development Authority
Special Revenue Fund Budget*

**NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT
AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF
MINNESOTA**, that the annual budget of the City of Cambridge for the fiscal year
beginning January 1, 2019, is hereby adopted for the Economic Development Authority
Special Revenue Fund as follows:

ECONOMIC DEVELOPMENT AUTHORITY FUND

Revenues:

Rental Income & Interest Income	\$ 227,000
Transfer In From General Fund	<u>\$ 200,000</u>
Total Revenues	<u>\$427,000</u>

Expenditures:

Personal Services	\$133,574
Supplies	\$3,750
Other Charges & Services	\$51,307
Mall Operations	<u>\$182,287</u>
Total Expenditures	<u>\$370,918</u>

Adopted this 17th day of December, 2018.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

City of Cambridge EDA- Fund #205
Budget for year ended December 31, 2019

	Proposed	Adopted	12/31/18	12/31/17	12/31/16
	Budget	Budget	YTD	YTD	Actual
	2019	2018	Actual	Actual	Actual
			2018	2017	2016
OTHER FINANCING SOURCES					
205-36210 Interest Earnings	2,000	200	0.00	2,954.05	3,937.99
205-37200 Miscellaneous			0.00	0.00	133.75
205-37220 Rental Fees	225,000	207,000	235,298.83	223,283.28	224,699.11
205-33632 Design Team Grant			0.00	0.00	0.00
205-33633 Init Foundation Downtown Revitalization			0.00	0.00	5,000.00
TOTAL OTHER FINANCING SOURCES	227,000	207,200	235,299	226,237.33	233,770.85
205-39200 General Fund Transfer In	200,000	90,000	0	0.00	0.00
TOTAL TRANSFERS IN	200,000	90,000	0	0	0
TOTAL REVENUES AND TRANSFERS IN	427,000	297,200	235,299	226,237.33	233,770.85
EDA Admin #41930					
Personal Services					
205-41930-101 Salaries	94,623	87,796	86,487.25	92,201.51	0.00
205-41930-102 Overtime			0.00	0.00	0.00
205-41930-112 EDA Meeting Payments	2,500	2,500	350.00	490.00	0.00
205-41930-121 PERA Employer Share	7,289	6,746	6,486.54	6,729.66	0.00
205-41930-122 FICA/Medicare Employer Share/Employee Benefits	7,434	6,088	6,417.64	6,695.96	0.00
205-41930-131 Medical/Dental/Life Employer Share	17,114	16,649	16,140.00	15,303.60	0.00
205-41930-132 Longevity	2,553	2,150	0.00	0.00	0.00
205-41930-133 Deductible Contribution	1,200	1,200	1,200.00	1,434.32	0.00
205-41930-154 HRA Fees	100		68.65	73.35	0.00
205-41930-151 Workers' Compensation Insurance	761	685	351.32	447.71	0.00
Total Personal Services	133,574	123,814	117,501	123,376.11	0.00
Supplies					
205-41930-201 Office Supplies - Accessories	250	250	130.88	136.72	19.24
205-41930-204 Stationary, Forms and Envelopes	0	0	0.00	0.00	0.00
205-41930-209 Software Updates	0	0	0.00	0.00	0.00
205-41930-210 Miscellaneous Operating Supplies	0	0	0.00	215.30	35.68
205-41930-212 Gasoline/Fuel/Lubricants/Additivs	0	0	0.00	0.00	0.00
205-41930-221 Repair and Maintenance Supplies - Vehicles	200	0	0.00	196.25	0.00
205-41930-240 Small Tools and Minor Equipment	3,300	3,300	0.00	2,503.60	429.99
Total Supplies	3,750	3,550	131	3,051.87	484.91
Other Services and Charges					
205-41930-304 Miscellaneous Professional Services	4000	3600	3,423.50	3,497.55	5,369.97
205-41930-306 McComb's Study/Hotel Study			0.00	0.00	0.00
205-41930-313 IT Mgmt	2700		2,709.72	2,523.91	0.00
205-41930-321 Telephone/Cellular Phones	900	500	821.21	743.68	0.00
205-41930-331 Travel/Meals/Lodging	1000	750	476.64	1,314.59	154.86
205-41930-334 Mileage Reimbursement	800	1100	1,097.12	625.15	883.44
205-41930-340 Advertising	0		0.00	0.00	0.00
205-41930-351 Legal Notices/Ordinance Publishing	200	200	142.82	138.00	38.33
205-41930-360 Insurance	1550	1500	343.00	1,086.87	1,059.91
205-41930-381 Electric--Church	1000	400	1,315.96	836.99	614.35
205-41930-382 Water Sewer Acq Property	2000	60	2,161.26	731.32	73.28
205-41930-383 Gas--Church	300	100	411.22	118.44	51.36
205-41930-404 Repairs and Maintenance	0	0	0.00	0.00	1,208.67
205-41930-407 HWY 95 Property Maint	10000		12,380.28	10,061.85	0.00
205-41930-409 Maintenance Contracts - Office Equipment	0	0	0.00	0.00	0.00
205-41930-430 Miscellaneous	0	0	(61.43)	0.00	24.66
205-41930-433 Dues and Subscriptions	1,500	1,500	1,281.40	840.66	250.00
205-41930-440 Schools and Meetings	1,500	1,500	763.00	305.00	535.00
205-41930-484 NLX Activity	8,357	6,650	6,650.00	4,830.00	2,625.00
205-41930-485 Property taxes on acquired land	3,000	3,000	0.00	1,172.00	2,358.00
205-41930-486			0.00	5,475.88	11,280.26
205-41930-488 Downtown Task Force			0.00	0.00	750.00
205-41930-497 EDA Web Maintenance	3,000	3,000	3,000.00	3,000.00	3,000.00
205-41930-487 MN Design Team			0.00	0.00	10,091.91
205-41930-489 Other Contracted Services--marketing	9,500	8,500	7,440.48	9,457.11	8,290.83
Total Other Services and Charges	51,307	32,360	44,356	46,759.00	48,659.83
Total EDA Administration	188,631	159,724	161,988	173,186.98	49,144.74

City of Cambridge EDA- Fund #205
Budget for year ended December 31, 2019

	Proposed	Adopted	12/31/18	12/31/17	12/31/16
	Budget	Budget	YTD	YTD	Actual
	2019	2018	Actual	Actual	Actual
			2018	2017	2016
Mall Management					
Personal Services					
205-47000-10: Salaries	27,224	26,063	25,353.18	25,250.24	24,378.26
205-47000-10: Overtime	1,000	1,000	0.00	46.05	9.21
205-47000-10: Temporary Employee	3,000	3,000	6,526.82	6,121.58	1,485.88
205-47000-12: PERA Employer Share	2,192	2,053	1,901.49	1,886.34	1,799.76
205-47000-12: FICA/Medicare Employer Share/Employee Benefits	2,236	2,324	2,373.63	2,331.03	1,889.78
205-47000-13: Medical/Dental/Life Employer Share	8,557	8,324	8,061.90	7,643.76	7,129.14
205-47000-13: Deductible Contribution	600	600	539.63	0.00	0.00
205-47000-15: Workers' Compensation Insurance	1,653	1,503	1,080.70	1,346.03	1,131.50
205-47000-15: HRA/Flex Fees	100	75	34.40	36.75	36.75
Total Personal Services	46,562	44,942	45,872	44,661.78	37,860.28
205-47000-211 Miscellaneous Operating Supplies	200		136.38	129.99	138.64
205-47000-212 Gasoline	125	250	71.92	67.75	82.20
205-47000-221 Repair and Maintenance Supplies	15,000	10,000	10,459.65	10,305.61	13,616.18
Total Supplies	15,325	10,250	10,668	10,503.35	13,837.02
Other Services and Charges					
205-47000-321 Telephone/Cellular Phones	350	850	283.35	289.54	208.87
205-47000-351 Legal Notices/Ordinance Publishing			494.45	0.00	0.00
205-47000-360 Insurance	5,000	7,000	6,052.27	4,388.00	4,289.25
205-47000-381 Electric Utilities	22,000	21,000	15,362.10	20,859.83	19,506.29
205-47000-382 Water/Wastewater Utilities	5,700	5,700	4,350.15	4,733.14	5,130.22
205-47000-383 Gas Utilities	6,000	6,000	3,403.23	3,651.30	3,810.03
205-47000-384 Refuse Hauling	4,500	4,500	3,066.25	3,727.53	4,088.50
205-47000-401 Rep & Maint.-Building/Structures	16,000	13,000	6,828.76	16,419.16	12,265.99
205-47000-413 BNSF Parking Lot Lease	1,500	2,300	0.00	1,036.80	2,269.42
205-47000-489 Other Contracted Services	12,000	12,000	3,491.80	(133.20)	77.85
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribution	2,350		0.00	2,350.00	54,000.00
205-47000-491 Work Force Center Remodel	45,000		0.00	0.00	0.00
205-47000-494 Landscaping/Front Exterior Project			0.00	0.00	0.00
205-47000-495 Mall Lighting Project			0.00	0.00	0.00
205-47000-496 Mall Capital Equipment			18,370.31	11,290.00	0.00
205-47000-498 Rum River Buildout			105,836.80	0.00	0.00
Total Other Services and Charges	120,400	72,350	167,539	68,612.10	105,646.42
Total Mall Management	182,287	127,542	224,079	123,777.23	157,343.72
Total EDA Admin & Mall Management Expenditures	370,918	287,266	386,068	296,964.21	206,488.46
NET INCREASE (DECREASE) IN FUND BALANCE	56,082	9,935	(150,769)	(70,726.88)	27,282.39

* Building fund balance for future capital needs.

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

Background:

On March 19, 2018, the EDA board approved Deb Barrett to receive her current salary while covering maintenance duties on a temporary basis. Since then it has worked well to have Deb Barrett cover both the administration side as well as the maintenance duties at Bridge Park.

Due to HUD reporting issues, maintenance expenditure reporting requirements, and the implementation of the Springsted pay study, we believe it is important beginning in 2019 that maintenance and on-call activities are paid at the pay grade identified in the Springsted pay study while housing administration is paid at the different pay grade identified for those activities.

Recommendation

We recommend that Deb Barrett be paid at grade 8, step 3 for maintenance activities and on-call in 2019.

We recommend that Deb Barrett be paid at grade 10, step 1 for housing supervisor duties in 2019.

3H Cambridge Economic Development Authority

2019 Payment Standard Adoption

December 17, 2018

Board action requested:

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective January 1, 2019.

Below are the 2019 Fair Market Rents and proposed 2019 Payment Standards for the Housing Choice Voucher Program. HUD allows PHAs to set their payment standards within a range of 90 to 110 percent of the Fair Market Rents.

The payment standard is used to calculate the maximum monthly subsidy for an assisted family. It is the amount that would be needed to pay the gross rent (shelter rent plus utilities) of privately owned, decent and safe rental housing. The tenant pays 30 percent, and up to 40 percent, and the housing authority pays the remainder of the total housing cost in the form of a HAP payment (Housing Assistance Payment) to the landlord.

The FMRs for all bedroom sizes have increased from the 2018 FMRs. It is proposed that the payment standards be set at the minimum of 90% of the 2019 FMRs. This would set the payment standards at the lowest possible amount, yet still result in an increase from the 2018 amounts. A study of the local rental market and current program units indicates that units in each size range would be affordable to the majority of program participants at the proposed rates.

Unit	2018 Payment Standard	2019 FMR	2019 Proposed Payment Standard	Percent of FMR
0 Bedroom	641	763	687	90%
1 Bedroom	800	915	824	90%
2 Bedroom	990	1,151	1,036	90%
3 Bedroom	1,394	1,636	1,473	90%
4 Bedroom	1,632	1,923	1,731	90%
5 Bedroom	1,879	2,211	1,990	90%

Report Submitted by: Tory Handy, Mora HRA **Date:** December 17, 2018

EDA RESOLUTION NO. EDA R18-008

Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2019 and updated Utility Allowance effective January 1, 2019

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2019 and updated Utility Allowance.

WHEREAS, the Mora HRA staff are hereby directed to implement the Fair Market Rent final ruling set by HUD effective January 1, 2019.

WHEREAS, after careful examination and discussion of same, on a motion made by _____, seconded by _____ it was unanimously resolved that the Payment Standard and utility allowances be approved, and the President and the Executive Director were directed to execute the same on behalf of the Authority.

BE IT FURTHER RESOLVED, that the President and Executive Director are hereby authorized to execute this agreement.

President

Executive Director

CERTIFICATION

State of Minnesota)
County of Isanti) ss
City of Cambridge)

I, Joe Morin, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 17th day of December 2018.

Joseph Morin

4A Economic Development Updates

December 17, 2018

Stan Gustafson – Economic Development Director

Overview

Over the past many years, the Economic Development Authority in conjunction with the City Council have assist in a variety of development and re-development projects. Manufacturers expansion, new businesses and workforce housing.

City Center Mall suites fully leased

The EDA portion of the Mall has been maintained well and continues to operate very smooth.

- Workforce Center
- Rum River Special Education (recently renewed their lease and the EDA paid the buildout cost and added it to the lease payments over time)
- Department of Human Services (DHS) most recent tenant and the EDA paid the buildout cost and added it to the lease payments over time)
- SAC's/Friendship Café- The EDA/City has a good working relationship with SAC'S and can utilize the kitchen space for special events or if needed for and emergency management
- MN Department of Public Safety-Driver and Vehicle Safety Services
- Pregnancy Resource Center of Cambridge
- Just for Paws
- Gamers Den- recently renewed their lease and leased up one more additional suite

Woodcrest Park Church

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

Developments

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

Development Studies

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

- ✓ Housing
- ✓ Retail
- ✓ Restaurant
- ✓ Hotel

Industrial Development

Ritz Machine Works EDA/City Council assistance for an equipment loan, they started their first US operations in the first quarter 2018, adding 10 new jobs

Stars Hollow, they continue to meet weekly on this project but Haider is still working on the final lending components

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

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

6B Approve Proposal to Replace the Riser Room Door on the West Side of City Center Mall

December 17, 2018

Author: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval to replace one exterior door for the Riser Room on the west side of the mall.

Review

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

Commercial Door System
Workforce Center

\$1,837.00

Fiscal Note: The funds will come from the 2019 budget and Fund 205-47000-401 City Center Mall

Recommendation

Approve the quote submitted by Commercial Door Systems, Inc to replace the mall riser room door at City Center Mall for \$1,837.00 and authorized the EDA President and Executive Director to sign the proposal with Commercial Doors Systems, Inc.



7670 Commerce Street
 P.O. Box 277
 Corcoran, MN 55340
 (763) 494-9533 Fax (763) 420-3937

PROPOSAL

Proposal Submitted To: CITY OF CAMBRIDGE		Job Name: JOB CENTER EXTERIOR OPENING	
Attn: STAN- 612-221-9485		Job Location: 300 3RD AVE NE	
City, State & Zip Code CAMBRIDGE MN		Architect:	
Tele:	Fax:	Date of Plans:	Addendums:

WE ARE CURRENTLY ON WINTER SCHEDULE, WHICH MEANS ALL SERVICE CALLS ARE ON A FIRST COME FIRT SERVICE BASIS. JOB'S WILL BE COMPLETED AS WEATHER PERMIT'S. WE WILL GIVE AS MUCH NOTICE AS POSSIBLE TO DO YOUR PROJECT, HOWEVER, NOTIFICATION COULD BE AS LITTLE AS 1 DAY.

RISER ROOM- EXTERIOR

1 EA 3-0 X 7-0 HOLLOW METAL FRAME- 2" HEAD- RH SWING
 HINGE AND ASA STRIKE PREP
 GALVANIZED

1 EA 3-0 X 7-0 HOLLOW METAL DOOR- FLUSH
 HINGE AND CYLINDRICAL LOCK PREP

3 EA 4 1/2" X 4 1/2" BUTT HINGE
 1 EA CYLINDRICAL LOCKSET
 1 EA WEATHERSTRIP
 1 EA THRESHOLD
 1 EA SWEEP
 1 EA RAIN DRIP
 1 EA LATCHGUARD
 REUSE CLOSER
 LABOR TO INSTALL

SUM FOR THE ABOVE \$ 1,742.00

ALTERNATE: HEAVY DUTY CLOSER ADD \$ 95.00

FINISH PAINTING BY OTHERS
 KEYING NOT INCLUDED- LOCKSET PROVIDED WITH 2 KEYS
 TAX AND DELIVERY INCLUDED

THANK YOU
 CARL SCHUTT 11-5-18

Terms Payment terms net 30 days not dependant of payment by owner. Materials only, freight F.O.B. tailgate. Clerical errors subject to correction. All agreements must be in writing in order to be binding. All agreements are contingent upon strikes, accidents and other delays unavoidable or beyond our control. Backcharges will not be accepted without pre-authorization by Commercial Door Systems Inc.

We Propose hereby to furnish material - complete in accordance with proposal listed above. Proposal may be withdrawn if not accepted within 60 days.

Signature _____ Date _____

Acceptance of proposal - The above prices, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as proposed above.

Signature _____ **P58** Date _____