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**Economic Development Authority – Bridge Park Apartments, 121 Fern Street South**  
**Regular Meeting, Monday, June 18, 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

3. Consent Agenda Approvals

- A. Approve May 21, 2018 EDA Regular Meeting and June 4, 2018 Special Meeting Minutes (p.2)
- B. Approve EDA Draft April 2018 Financial Statements (p. 10)
- C. Housing Division Bills ACH only, totaling \$61,337.90 (p. 38)
- D. Approve EDA Admin Division Bills Checks #110372- #110596 Totaling \$25,274.02 (p. 41)
- E. Declare Surplus Property
  - 1. Washers and dryers (p. 50)
  - 2. Salon chair (p. 51)

4. Work Session

5. Unfinished Business

6. New Business

- A. Supervisor's Report (p. 52)
- B. Approve lease amendment Unit 156 for The Gamers Den (p. 53)

7. Adjourn

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
May 21, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 21, 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.

Staff present: Stan Gustafson, Economic Development Director, Caroline Moe, Executive Director and Deb Barrett, Housing Supervisor.

**Call to Order**

Morin called the meeting to order at 5:00 pm.

**Approval of Agenda**

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

**Consent Agenda**

Conley moved, seconded by Iverson, to approve consent agenda items A - D:

- A. Approve April 16, 2018 EDA Meeting Minutes
- B. Approve EDA Draft March 2018 Financial Statements
- C. Housing Division Bills ACH only, Totaling \$62,504.90
- D. Approve EDA Administration Division Bills Checks #110080- #110358 Totaling \$79,969.71

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**

***Supervisor's Report***

Barrett reviewed the last month's activities. Barrett reported there was a vacancy and asked the board for their recommendation regarding if they should fill the vacancy now or wait until after the asbestos removal. The board agreed they would give staff direction once they have heard the update on the project.

Conley moved, seconded by Iverson, to authorize staff to solicit bids for the mill and overlay and restriping of the parking lot at Bridge Park Apartments. Motion carried unanimously.

Moe provided a handout and updated the EDA Board on the asbestos removal project.

Iverson asked if there are grants available to assist with the project. Moe stated staff will pursue grant options, however, given the timelines it may not be feasible.

Godfrey asked for clarification on the different pots of money that will be used for the project. Moe explained the City has approximately \$300,000.00 of non-HUD funded money. Moe noted staff is hoping to not have to use this fund, but they need to have the option if some portions of the project cannot be used with HUD funds.

The Board asked that if residents are not at the next resident meeting a memo be sent out to the residents with updates on the project status.

Palmer questioned if they will be using paint that does not cause breathing problems. Barrett stated she was not aware of any paint that can be attributed to breathing problems but would check on the matter.

Godfrey moved, seconded by Conley, to call for a hearing on July 16, 2018 at 5:30 pm for a Public Housing Plan amendment, rescind the contract awarded to BJ Baas on February 20, 2018 for project management, award the contract for BJ Baas for project management in the amount of \$33,500 with the provision the City will pay the contract out of non-HUD funds if there are any reasons HUD funds cannot be used, to schedule a special EDA meeting for June 4, 2018 at 5:30 pm to approve the environmental review and approve plans and specs for bidding, and to schedule a special meeting on August 6, 2018 at 5:30 pm. Upon roll call Morin, Palmer, Conley, Godfrey, and Iverson voted aye, no nays. Motion carried unanimously.

Morin stated if the board holds off on renting units they don't have to incur the expense and they can start to do small things in the units that become vacant. Squires stated there are no repercussions for holding off but it should be explained to the applicants and staff should not give specific dates when the unit will be available. The board discussed closing the list and Squires recommended checking with HUD. Godfrey moved, seconded by Iverson, to not rent out vacated units until after the project is complete pending HUDs recommendation. Motion carried unanimously.

***Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-20***

***EDA Resolution No. EDA R18-002***

***Recommend to the City Council the Approval of the Contract for Private Development, Loan Agreement, Mortgage, Promissory Note and Minimum Assessment Agreement with Roosevelt Garden Estates, LLC***

Gustafson introduced Nick Anhut from Ehlers. Gustafson reported that staff has been working with INH Property Management's Jim Illies Jr. and Mike Stoebe, the development company name is Roosevelt Garden Estates, LLC, and will be constructing two apartment complexes.

Gustafson stated the development area is in the Parkwood Development and is a Planned Unit Development (PUD) that consists of single family, detached townhomes, attached

townhomes, twin homes, senior and multi-family housing units. The property is zoned appropriately and has been recently platted.

Gustafson reported the Developer is proposing to build in phases. Phase 1 will be a 50 unit (55+ age) independent living upscale apartment community to start construction summer of 2018 with a completion date for fall of 2019. Phase 2 would be an additional 36-unit of like type or complementary apartment units that would be planned for construction in 2020 with similar amenities.

Gustafson stated the 50 unit apartment will feature an elevator, tuck under and detached garages, and a drive under canopy sheltering the main entrance. The onsite amenities include an office, community room, craft room, community garden, lounge, fitness room, security system, appliances and keyless entry.

Gustafson stated the building will be sprinkled and parking would meet the city's requirements. This apartment building includes 8-one bedroom units and 42- two- bedroom units and are primarily market rate apartments with 20% income qualified to meet Tax Increment Financing guidelines. Gustafson reviewed the housing qualifications and income restrictions for the District.

Gustafson explained the Developer is requesting Tax Increment Financing to help finance this project with the added cost of the upscale apartment building. TIF will assist the developer to build in added value to this project by increasing future property tax that would not normally be done without the use of TIF. The developer will build ½ of the street on 9th Avenue SE from Reagan St S to Roosevelt St S and it will be designated as one way as part of this project and marked for emergency vehicle use only.

Gustafson stated the Tax Increment requested is up to \$1,188,000 or up to 26 years, The developer will retain 95% of the TIF and the City will retain 5% for Administration cost and this is a pay as you go TIF obligation. Phase 1 would receive up to a maximum of \$746,000 and Phase 2 up to a maximum of \$422,000.

Gustafson reported the Phase 1 projected building cost is \$6,691,814, or \$133,820 per developed unit. Phase 2 projected building cost is \$4,546,017, or \$126,278 per developed unit. The development would be located off of Reagan St S and 10th Ave SE.

Gustafson stated the Planning Commission at their meeting on May 1, 2018 found the TIF District is in conformance with the City's general plans for development and redevelopment of the City and is in conformance with the City's Comprehensive Plan. Gustafson noted the proposed use of TIF is for land cost, infrastructure including roads, sidewalks, street lighting, curb and all other qualified improvements.

Nick Anhut from Ehlers reviewed the TIF Plan.

Palmer asked if the apartment must stay as a 55+ apartment complex. Anhut explained there is nothing specific in the contract but the affordability threshold must be demonstrated. Mike Stoebe from INH explained that one of the advantages his company has is they are going to develop, own, and manage the property. Stoebe noted they would be doing the public a disservice to not have the project remain 55+ since all the amenities are designed towards senior living.

Squires recommended adding the word "operation" after the word "construction" in Article I, Section 2.2 in the paragraph that defines Phase I Minimum Improvements.

Morin questioned why staff is allowing 9<sup>th</sup> Ave SE to only be half-built. Gustafson stated the cost to build the street to the City's standards is not feasible for the developer due to cost and this project is fully served by already constructed streets so the only need is fire access.

Godfrey moved, seconded by Conley, to approve Resolution No R18-002 Recommending the City Council hold a public hearing and Adopt a Modification to the Development Program for Development District No.6 and the Tax Increment Financing Plan amending contract language to add "operation of 55+" for the Establishment of Tax Increment Financing District No. 6-20 as presented

Godfrey moved, seconded by Conley, to approve the Contract for Private Development adding the word "operation" after the word "construction" in Article I, Section 2.2 in the paragraph that defines Phase I Minimum Improvements. Motion carried unanimously.

***Approval of lease for units 162 & 178 with State of Minnesota, Department of Administration for Department of Human Services***

Gustafson explained staff has been working with DHS on their project to relocate to the City Center Mall in units 162 and 178. Architectural services have been completed, request for bids was done, published in the newspaper and sent to various contractors and three bids were obtained.

Gustafson reported DHS will have approximately 14 staff and 20+ individuals they assist with finding employment opportunities. The individuals provide services for hire and perform duties such as cleaning, lawn mowing, shredding and scanning and they do similar work as Industries Inc. Their staff and client ratio vary depending on each individual need. The main focus for DHS is to assist with training, work in job crews, individual soft skills, resume building and for them this is convenient with the Workforce Center next door. There is no work that they do on site as all jobs are in various locations throughout the area. Gustafson reviewed the terms of the lease which was included in the staff report.

Gustafson reported after the bids came in staff sent DHS the base lease rate plus the build out cost. The build out cost was higher than they expected so he met on site with DHS to discuss some options of what to take out of the build out. Staff is now working with the architect and the lowest responsible bidder to obtain a new cost of the project and a combined base lease and build out cost. Gustafson reported the base lease rate is \$10.50 per square foot and the build-out cost is \$3.90 per square foot. Gustafson is still waiting for confirmation.

Morin stated he was surprised that DHS wrote the lease and not the City. Morin stated he was surprised at some of the terms listed in the lease. Gustafson explained any lease with the State of Minnesota have the same or similar terms and added the leases with the Workforce Center and the DMV are very similar to this lease. Gustafson noted he has verbally communicated with the State of Minnesota the City would not be putting in LED lighting and assured the board many of the items listed are suggested by the State of Minnesota.

Morin raised concern the lease will prohibit the City from spraying for mosquitoes in the mall area. Gustafson stated he has communicated with the State the City will continue to spray for mosquitoes on the exterior of the building but agrees to not spray on the interior of their unit.

Morin asked why the City would be providing the signage for them when they don't do that for other tenants. Gustafson stated staff will be removing that language.

Squires reported because he was in hearings the week prior, he has not had time to review the lease and sees an issue with the condition that allows the State to vacate in 30 days. Squires raised concern the City will have spent a lot of money renovating the unit and then the State would leave after 30 days. Squires stated he would add language to the lease to prevent that from happening.

Godfrey moved, seconded by Conley, to approve the lease with the State of Minnesota, Department of Administration for the benefit of the Department of Human Services with base lease plus buildout cost as presented not to exceed \$3.90 per square foot for the build out and \$10.50 per square foot for the base rent and to authorize the EDA President and Executive Director to sign the necessary documents pending review of the City Attorney. Motion carried unanimously.

#### ***Approve contract RAK Construction for build out in unit 162 & 178***

Gustafson stated staff placed an advertisement for bids in the local newspaper, and placed on the city web site and sent the information out to contractors that bid on the Workforce Center project.

Gustafson reported staff received three (3) bid proposals from area contractors for remodeling units 162 & 178 at the City Center Mall for the State of Minnesota, Department of Administration for the benefit of the Department of Human Services. The project includes demolition of specific areas, new walls, office space, lighting, duct work, carpet, adding a restroom, repainting and adding several new doors. Gustafson reviewed the bids that were included in the staff report and noted the project commencement date is set for June 1, 2018 and completion date will be July 23, 2018.

Gustafson stated the staff report shows the lowest base bid, but the project will not exceed \$90,000.00. Because of substantial changes made by DHS, the construction cost is still being determined. The AIA Contract is also in draft format and a new contract will be available prior to needing signatures. Gustafson reported the new cost was \$39,050 and noted the contract was reviewed by Attorney Squires.

Morin asked why staff did not ask all three contractors to re-bid the work since the project changed so dramatically. Gustafson stated he followed administration's direction.

Squires recommended the board add two conditions which included contingent to attorney review and execution of the lease between the state and the city.

Godfrey moved, seconded by Iverson, to approve the contract for services with RAK Construction in the amount not to exceed \$39,050 to build out units 162 and 178 in the City Center Mall for the Department of Human Services, and authorize the EDA President and

Executive Director to sign the necessary agreements contingent to attorney review and execution of the lease between the state and the city. Motion carried unanimously.

**Approve Construction of Storage Space City Center Mall**

Gustafson stated staff has been working on getting units 162 and 178 leased by the State of Minnesota. Once these units are leased the City will need additional storage for chairs and tables. We currently have 5 chair and table dollies which are full and are currently stored in these rooms. These tables and chairs are used for different events that take place in the Fire Department and City Center Mall.

Gustafson reported staff looked at several options including storing them in the police garage or fire department but those areas are full and have no additional room. Gustafson explained the mezzanine has some storage but it is impossible to carry these heavy items up the stairs. Gustafson stated the mall office/storage room has no additional space for these items either so the best solution is to build storage. Gustafson stated the area at the south end of the mall is under-utilized and would be a perfect place for storage.

Gustafson stated this project will be done upon approvals based on the lease with the State of Minnesota and contingent on contract approval.

Palmer moved, seconded by Godfrey to approve the construction of storage space with RAK Construction for a total amount of \$4,748.00 in City Center Mall contingent upon successful lease execution. Motion carried unanimously.

**Adjournment**

Godfrey moved, seconded by Conley, to adjourn the meeting at 6:42 p.m. Motion carried unanimously.

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Joe Morin, President

ATTEST:

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Caroline Moe, Executive Director

**Cambridge Economic Development Authority (EDA)  
Special Meeting Minutes  
June 4, 2018**

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 4, 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.

Staff present: Executive Director Moe

**Call to Order**

Morin called the meeting to order at 4:28 pm.

**Approval of Agenda**

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

**New Business**

***Approve Environmental Review Related to Bridge Park Asbestos Abatement Project***

Moe stated in order to perform the Bridge Park Apartments proposed projects which includes the asbestos abatement using 2017-2020 funds, an Environmental Review is required by HUD. Moe stated an intent to request release of funds must be published in the Isanti County News and after a seven day comment period, the Request of Release of Funds can be sent to HUD after being signed by the Executive Director and Mayor.

Godfrey moved, seconded by Conley, to approve the Environmental Review, authorize publication and authorize the Executive Director and Mayor to complete the Request for Release of Funds and Certification Form subject to final review and amendments from HUD. Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

***Approve Plans & Specifications for Asbestos Abatement Project and Authorize Bid Solicitation***

Moe distributed the plans and specifications for the asbestos abatement project which was prepared by BJ Baas Builders, Inc. Moe reviewed the scope of the project and reported the bid opening will be July 31, 2018.

Godfrey moved, seconded by Iverson, to approve the plans and specifications for the asbestos abatement project subject to final adjustments from the project manager and authorize staff to go out for bids in order to have a planned bid opening on July 31, 2018. Motion carried unanimously.



**Adjournment**

Conley moved, seconded by Godfrey, to adjourn the meeting at 4:39 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  
APRIL 30, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	( 1,840.54)	
901-10102	INVESTMENTS--PBC	322,439.54	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	418,068.38	
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)	
	<b>TOTAL ASSETS</b>		<u><u>1,169,632.68</u></u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,926.49	
901-20200	ACCOUNTS PAYABLE	539.66	
901-22600	TENANT SECURITY DEPOSITS	28,528.00	
	<b>TOTAL LIABILITIES</b>		31,994.15

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)	
	<b>UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD</b>	<u>18,322.75</u>	
	<b>BALANCE - CURRENT DATE</b>	<u>18,322.75</u>	
	<b>TOTAL FUND EQUITY</b>		<u><u>1,137,638.53</u></u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>1,169,632.68</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	80,000.00	80,000.00	22,541.00	57,459.00	28.18	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	22,541.00	57,459.00	28.18	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	808.31	691.69	53.89	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	833.31	766.69	52.08	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	56,543.27	87,456.73	39.27	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	1,171.83	828.17	58.59	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	57,715.10	88,284.90	39.53	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	81,089.41			273,702.40

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	31,478.00	31,478.00	11,978.78	( 19,499.22)	38.05	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	898.42	( 1,461.58)	38.07	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	916.39	( 1,491.61)	38.06	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	51.35	( 448.65)	10.27	197.65
<i>TOTAL PERSONAL SERVICES</i>	<u>36,746.00</u>	<u>36,746.00</u>	<u>13,844.94</u>	<u>( 22,901.06)</u>	<u>37.68</u>	<u>32,091.72</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	154.50	( 1,345.50)	10.30	1,346.80
<i>TOTAL SUPPLIES</i>	<u>1,500.00</u>	<u>1,500.00</u>	<u>154.50</u>	<u>( 1,345.50)</u>	<u>10.30</u>	<u>1,346.80</u>
<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	903.24	( 2,096.76)	30.11	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	1,928.04	( 4,671.96)	29.21	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
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>14,050.00</u>	<u>14,050.00</u>	<u>3,931.28</u>	<u>( 10,118.72)</u>	<u>27.98</u>	<u>15,274.53</u>
<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	48.55	( 351.45)	12.14	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	499.00	( 501.00)	49.90	455.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,400.00</u>	<u>4,400.00</u>	<u>4,552.55</u>	<u>152.55</u>	<u>103.47</u>	<u>1,200.44</u>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<u><u>56,696.00</u></u>	<u><u>56,696.00</u></u>	<u><u>22,483.27</u></u>	<u><u>( 34,212.73)</u></u>	<u><u>39.66</u></u>	<u><u>49,913.49</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	200.00	200.00	( 815.45)	( 1,015.45)	( 407.73)	1,511.08
	<i>TOTAL SUPPLIES</i>	200.00	200.00	( 815.45)	( 1,015.45)	( 407.73)	1,511.08
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>( 815.45)</b>	<b>( 1,015.45)</b>	<b>( 407.73)</b>	<b>1,511.08</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 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	177.10	( 1,417.90)	11.10	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	687.00	687.00	.00	.00
<i>TOTAL PERSONAL SERVICES</i>	<u>29,421.00</u>	<u>29,421.00</u>	<u>4,879.85</u>	<u>( 24,541.15)</u>	<u>16.59</u>	<u>25,173.51</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	2,906.39	( 3,976.61)	42.23	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	61.88
<i>TOTAL SUPPLIES</i>	<u>7,083.00</u>	<u>7,083.00</u>	<u>2,906.39</u>	<u>( 4,176.61)</u>	<u>41.03</u>	<u>10,202.18</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	9,923.55	( 15,076.45)	39.69	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	13,733.39	( 22,266.61)	38.15	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	2,943.60	( 7,556.40)	28.03	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	1,716.15	( 4,783.85)	26.40	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	1,010.91	( 1,489.09)	40.44	2,867.19
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>106,000.00</u>	<u>106,000.00</u>	<u>29,327.60</u>	<u>( 76,672.40)</u>	<u>27.67</u>	<u>88,031.95</u>
<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
<i>TOTAL MISCELLANEOUS</i>	<u>74,600.00</u>	<u>74,600.00</u>	<u>.00</u>	<u>( 74,600.00)</u>	<u>.00</u>	<u>45,487.02</u>
<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
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<u>2,000.00</u>	<u>2,000.00</u>	<u>3,985.00</u>	<u>1,985.00</u>	<u>199.25</u>	<u>7,919.96</u>
<b>TOTAL LOW RENT MAINTENANCE</b>	<u><u>219,104.00</u></u>	<u><u>219,104.00</u></u>	<u><u>41,098.84</u></u>	<u><u>( 178,005.16)</u></u>	<u><u>18.76</u></u>	<u><u>176,814.62</u></u>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2018

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,000.00	276,000.00	62,766.66			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	18,322.75			45,463.21

CITY OF CAMBRIDGE  
BALANCE SHEET  
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SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	108,784.32	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)	
	TOTAL ASSETS		<u>108,784.32</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	4,443.30	
902-20200	ACCOUNTS PAYABLE	2,789.01	
	TOTAL LIABILITIES		7,232.31

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	95,259.73	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>6,292.28</u>	
	BALANCE - CURRENT DATE	<u>6,292.28</u>	
	TOTAL FUND EQUITY		<u>101,552.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>108,784.32</u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	50,000.00	50,000.00	18,278.00	31,722.00	36.56	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	18,278.00	31,722.00	36.56	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	36.36	( 36.36)	.00	79.89
TOTAL INTEREST	.00	.00	36.36	( 36.36)	.00	79.89
TOTAL FUND REVENUE	50,216.00	50,216.00	18,314.36			64,404.79

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	3,000.00	3,000.00	1,100.00	( 1,900.00)	36.67	3,600.00
902-49500-307	50,000.00	50,000.00	13,343.08	( 36,656.92)	26.69	42,544.42
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>14,443.08</u>	<u>( 38,556.92)</u>	<u>27.25</u>	<u>46,144.42</u>
<i>MISCELLANEOUS</i>						
902-49500-409	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>14,443.08</u></u>	<u><u>( 39,556.92)</u></u>	<u><u>26.75</u></u>	<u><u>46,144.42</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	121,997.00	121,997.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 124,793.00)	( 124,793.00)	.00	( 339,005.00)
902-49775-376 URP PORT REC	.00	.00	375.00	375.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	( 739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	( 2,421.00)	( 2,421.00)	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	( 2,421.00)	( 2,421.00)	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	54,000.00	54,000.00	12,022.08			46,144.42
NET REVENUES OVER EXPENDITURE	( 3,784.00)	( 3,784.00)	6,292.28			18,260.37

CITY OF CAMBRIDGE  
BALANCE SHEET  
APRIL 30, 2018

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	264,963.39	
903-10200	EDA HOUSING DIV OPERATING CASH	111,758.84	
	TOTAL ASSETS		<u>376,722.23</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16,959.75	
	BALANCE - CURRENT DATE	16,959.75	
	TOTAL FUND EQUITY		<u>376,722.23</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,722.23</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 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	562.27	( 562.27)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	562.27	( 562.27)	.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	<u>15,000.00</u>	<u>15,000.00</u>	<u>17,336.52</u>			<u>18,832.34</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	350.00	( 1,750.00)	16.67	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	26.77	26.77	.00	133.81
	<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>376.77</u>	<u>( 1,723.23)</u>	<u>17.94</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>
	<b>TOTAL OTHER HOUSING BUS ACTIV</b>	<u><u>15,000.00</u></u>	<u><u>15,000.00</u></u>	<u><u>376.77</u></u>	<u><u>( 14,623.23)</u></u>	<u><u>2.51</u></u>	<u><u>3,403.81</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	376.77			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,959.75			15,428.53



CITY OF CAMBRIDGE  
BALANCE SHEET  
APRIL 30, 2018

CAPITAL FUND PROGRAM-HUD

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

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

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

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

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

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

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

CITY OF CAMBRIDGE  
BALANCE SHEET  
APRIL 30, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	11,798.32	
905-10200	EDA OPERATING ACCT-SECTION 8	( 1,821.07)	
	TOTAL ASSETS		<u>9,977.25</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	11,798.32	
	TOTAL LIABILITIES		11,798.32
 <u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	( 15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	13,383.40	
	BALANCE - CURRENT DATE	13,383.40	
	TOTAL FUND EQUITY		( 1,821.07)
	TOTAL LIABILITIES AND EQUITY		<u>9,977.25</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	350,000.00	350,000.00	144,974.00	205,026.00	41.42	396,525.00
TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	144,974.00	205,026.00	41.42	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>144,974.00</u>			 <u>396,556.27</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	346,216.00	346,216.00	126,326.00	( 219,890.00)	36.49	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	3,506.00	3,506.00	.00	13,347.00
905-49775-375 FSS	.00	.00	1,462.00	1,462.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	296.60	296.60	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>131,590.60</u>	<u>( 214,625.40)</u>	<u>38.01</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>131,590.60</u></u>	<u><u>( 214,625.40)</u></u>	<u><u>38.01</u></u>	<u><u>421,667.84</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	346,216.00	346,216.00	131,590.60			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	13,383.40			( 25,111.57)



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	2,954.05
TOTAL INTEREST	200.00	200.00	.00	200.00	.00	2,954.05
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	207,000.00	207,000.00	82,516.53	124,483.47	39.86	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	207,000.00	82,516.53	124,483.47	39.86	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	297,200.00	297,200.00	82,516.53			501,237.33

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EDA ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	87,796.00	87,796.00	31,101.61	( 56,694.39)	35.42	92,201.51
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	350.00	( 2,150.00)	14.00	490.00
205-41930-121 PERA (EMPLOYER)	6,746.00	6,746.00	2,332.62	( 4,413.38)	34.58	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	2,318.52	( 3,769.48)	38.08	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	6,667.25	( 9,981.75)	40.05	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	865.72	( 334.28)	72.14	1,434.32
205-41930-151 WORKERS' COMPENSATION PREMIU	685.00	685.00	110.75	( 574.25)	16.17	447.71
205-41930-154 HRA/FLEX FEES	.00	.00	35.75	35.75	.00	73.35
<i>TOTAL PERSONAL SERVICES</i>	<u>123,814.00</u>	<u>123,814.00</u>	<u>43,782.22</u>	<u>( 80,031.78)</u>	<u>35.36</u>	<u>123,376.11</u>
<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
<i>TOTAL SUPPLIES</i>	<u>3,550.00</u>	<u>3,550.00</u>	<u>99.10</u>	<u>( 3,450.90)</u>	<u>2.79</u>	<u>3,051.87</u>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	3,800.76	200.76	105.58	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	.00	903.24	903.24	.00	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	290.43	( 209.57)	58.09	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	253.94	( 496.06)	33.86	1,314.59
205-41930-334 MILEAGE REIMBURSEMENT	1,100.00	1,100.00	466.53	( 633.47)	42.41	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	291.13	( 108.87)	72.78	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	60.00	1,756.88	1,696.88	2,928.13	731.32
205-41930-383 GAS UTILITIES	100.00	100.00	129.37	29.37	129.37	118.44
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	<u>8,210.00</u>	<u>8,210.00</u>	<u>7,892.28</u>	<u>( 317.72)</u>	<u>96.13</u>	<u>11,616.50</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	633.14	633.14	.00	10,061.85
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	726.40	( 773.60)	48.43	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	3,992.00	( 4,508.00)	46.96	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>12,441.54</u>	<u>( 11,708.46)</u>	<u>51.52</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>64,215.14</u></u>	<u><u>( 95,508.86)</u></u>	<u><u>40.20</u></u>	<u><u>212,465.82</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 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	9,116.38 ( 16,946.62)	34.98	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	2,216.54 ( 783.46)	73.88	6,121.58
205-47000-121	PERA (EMPLOYER)	2,053.00	2,053.00	683.73 ( 1,369.27)	33.30	1,886.34
205-47000-122	FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	841.78 ( 1,482.22)	36.22	2,331.03
205-47000-131	MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	3,330.95 ( 4,993.05)	40.02	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	357.46 ( 1,145.54)	23.78	1,346.03
205-47000-154	HRA/FLEX FEES	75.00	75.00	17.95 ( 57.05)	23.93	36.75
	<b>TOTAL PERSONAL SERVICES</b>	<b>44,942.00</b>	<b>44,942.00</b>	<b>17,104.42 ( 27,837.58)</b>	<b>38.06</b>	<b>44,661.78</b>
<i>SUPPLIES</i>						
205-47000-211	MISC OPERATING SERVICES	.00	.00	42.50 42.50	.00	129.99
205-47000-212	GASOLINE/FUEL	250.00	250.00	35.04 ( 214.96)	14.02	67.75
205-47000-221	REPAIRS & MAINTENANCE SUPPLIES	10,000.00	10,000.00	5,405.80 ( 4,594.20)	54.06	10,305.61
	<b>TOTAL SUPPLIES</b>	<b>10,250.00</b>	<b>10,250.00</b>	<b>5,483.34 ( 4,766.66)</b>	<b>53.50</b>	<b>10,503.35</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321	TELEPHONE/CELLULAR PHONES	850.00	850.00	103.12 ( 746.88)	12.13	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	4,901.93 ( 16,098.07)	23.34	20,859.83
205-47000-382	WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	1,469.87 ( 4,230.13)	25.79	4,733.14
205-47000-383	GAS UTILITIES	6,000.00	6,000.00	1,962.39 ( 4,037.61)	32.71	3,651.30
205-47000-384	REFUSE HAULING	4,500.00	4,500.00	1,198.99 ( 3,301.01)	26.64	3,727.53
	<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,050.00</b>	<b>45,050.00</b>	<b>9,636.30 ( 35,413.70)</b>	<b>21.39</b>	<b>37,649.34</b>
<i>MISCELLANEOUS</i>						
205-47000-401	REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	876.60 ( 12,123.40)	6.74	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	18,469.31 18,469.31	.00	11,290.00
205-47000-498	RUM RIVER BUILD OUT	.00	.00	41,826.69 41,826.69	.00	.00
	<b>TOTAL MISCELLANEOUS</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>61,172.60 33,872.60</b>	<b>224.08</b>	<b>30,962.76</b>
	<b>TOTAL MALL OPERATING EXPENSE</b>	<b>127,542.00</b>	<b>127,542.00</b>	<b>93,396.66 ( 34,145.34)</b>	<b>73.23</b>	<b>123,777.23</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2018**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	287,266.00	287,266.00	157,611.80			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	9,934.00	( 75,095.27)			164,994.28

### ACH Transaction Report

Batch #: 000163

Created On: 04/27/2018

Name	Amount
Bungalows of Chisago L	\$1,359.00
Calhoun Apartments	\$1,110.00
Cambridge Square Assoc	\$1,530.00
Cambridge Town Square	\$990.00
PG Companies Redwing A	\$738.00
DJ Properties of Stanc	\$510.00
Erlandson - Nelson Con	\$555.00
Hanson Properties	\$269.00
Haven Properties	\$353.00
New Challenges, Inc.	\$6,133.00
Isanti Village Apartme	\$1,414.00
Kaizen Property Soluti	\$1,196.00
Kestrel Meadows Townho	\$4,231.00
Legacy Townhomes	\$4,322.00
Minneapolis Public Hou	\$663.90
Allen Moulton	\$531.00
Normandy Townhomes	\$3,994.00
North Branch Senior Ho	\$873.00
Oakhurst Apartments	\$363.00
Oakview Terrace Townho	\$1,503.00
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	\$1,262.00
Wyoming Limited Partne	\$1,115.00
Cambridge EDA	\$-42,540.90

Batch Total: \$0.00

①

*May ACH Payments*

*Σ① 61,337.90*

### ACH Transaction Report

Batch #: 000164

Created On: 04/27/2018

<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	\$5,194.00
Christine LeCuyer	\$391.00
David Findell	\$555.00
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
Pleasant Knoll Apartme	\$585.00
Randall Propp	\$597.00
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	\$447.00
Thomas Olin	\$304.00
Cambridge EDA	\$-18,350.00



**Batch Total:** \$0.00

### ACH Transaction Report

Batch #: 000165

Created On: 05/23/2018

<u>Name</u>	<u>Amount</u>
PG Companies Redwing A	\$447.00
Cambridge EDA	\$-447.00
<b>Batch Total:</b>	<b>\$0.00</b>





Agenda Item 3D

<p>CAMBRIDGE EDA MEETING June 18, 2018 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	<b>Submitted For <u>Approval</u></b>
Prepaid Checks	5/16/2018	110372 - 110411	3,498.25
Prepaid Checks	5/23/2018	110437	3.03
Prepaid Checks	5/31/2018	110488 - 110528	9,321.77
Prepaid Checks	6/6/2018	110542 - 110596	12,450.97
Prepaid Checks			
	Prepaid Totals		<hr/> <u>25,274.02</u>

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$25,274.02</b>
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Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	150.00
	Total 1686:		150.00
1716	Ehlers & Associates, Inc.	TIF/Tax Abatement Assistance	240.00
	Total 1716:		240.00
3022	Kuehn Roof Systems Inc.	Repairs & Maint Bldgs/Structures - Mall Roof	515.00
	Total 3022:		515.00
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
4886	Roof Tech	Roof Maintenance Repairs & Preventative Work	2,495.00
	Total 4886:		2,495.00
5261	Star Quality Glass	Materials/Operating Supplies - Bridge Park	34.72
	Total 5261:		34.72
	Grand Totals:		3,498.25

Dated: 5/16/18City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/18	05/16/2018	110372	1140	Cintas Corporation	205-20100	3.03
05/18	05/16/2018	110376	1686	Ecolab Pest Elimination Div.	901-20100	150.00
05/18	05/16/2018	110377	1716	Ehlers & Associates, Inc.	205-20100	240.00
05/18	05/16/2018	110388	3022	Kuehn Roof Systems Inc.	205-20100	515.00
05/18	05/16/2018	110389	3056	Lake Superior Laundry Inc.	205-20100	60.50
05/18	05/16/2018	110405	4886	Roof Tech	205-20100	2,495.00
05/18	05/16/2018	110411	5261	Star Quality Glass	901-20100	34.72
Grand Totals:						<u>3,498.25</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
Grand Totals:			3.03

Dated: 5/23/18

City Treasurer: Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/18	05/23/2018	110437	1140	Cintas Corporation	205-20100	3.03
Grand Totals:						<u>3.03</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	40.39
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	31.29
Total 2350:			71.68
2565	Inside Outside Architecture, Inc.	Architectural Drawings, Project Manual, Mechan	4,000.00
Total 2565:			4,000.00
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
Total 3056:			60.50
3501	MEI Total Elevator Solutions	Service Call - Bridge Park	1,449.00
Total 3501:			1,449.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	9.23
Total 3543:			9.23
3933	Mora HRA	May Contracted Section 8 Administration	3,293.40
Total 3933:			3,293.40
5261	Star Quality Glass	Materials/Operating Supplies - Bridge Park	30.00
Total 5261:			30.00
5786	Vander Vegt Electric, Inc.	Emergency Lights - Bridge Park	258.00
Total 5786:			258.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.68
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.75
5801	Verizon Wireless	wireless phone service - Bridge Park	51.50
Total 5801:			146.93
Grand Totals:			9,321.77

Dated: 5/31/18City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/18	05/31/2018	110488	1140	Cintas Corporation	205-20100	3.03
05/18	05/31/2018	110497	2350	HD Supply Facilities Maintenance Ltd	901-20100	71.68
05/18	05/31/2018	110498	2565	Inside Outside Architecture, Inc.	205-20100	4,000.00
05/18	05/31/2018	110503	3056	Lake Superior Laundry Inc.	205-20100	60.50
05/18	05/31/2018	110508	3501	Minnesota Elevator, Inc	901-20100	1,449.00
05/18	05/31/2018	110510	3543	Metro Sales, Inc.	901-20100	9.23
05/18	05/31/2018	110515	3933	Mora HRA	902-20100	3,293.40
05/18	05/31/2018	110522	5261	Star Quality Glass	901-20100	30.00
05/18	05/31/2018	110527	5786	Vander Vegt Electric, Inc.	901-20100	258.00
05/18	05/31/2018	110528	5801	Verizon Wireless	901-20100	146.93
Grand Totals:						<u>9,321.77</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1681	ECM Publishers, Inc.	Legal Notice - Amend 2017 Annual PHA Plan	6.75
	Total 1681:		6.75
3076	Lakes Telecom Inc.	Door Repair - Bridge Park Apts	345.00
	Total 3076:		345.00
3501	MEI Total Elevator Solutions	June Service Billing	243.21
	Total 3501:		243.21
4987	Scott Olson Construction	Spring Clean Up and May Mowing - Bridge Park	565.00
	Total 4987:		565.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - July	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - July	750.00
	Total 5191:		2,250.00
5567	Todd Lind Construction	Rum River Build Out - Paint and Stain	8,000.00
	Total 5567:		8,000.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	353.80
	Total 5878:		586.36
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		12,450.97

Dated: 6/6/18City Treasurer: Caroline Muel



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/18	06/06/2018	110542	1140	Cintas Corporation	205-20100	3.03
06/18	06/06/2018	110548	1681	ECM Publishers, Inc.	901-20100	6.75
06/18	06/06/2018	110561	3076	Lakes Telecom Inc.	901-20100	345.00
06/18	06/06/2018	110566	3501	MEI Total Elevator Solutions	901-20100	243.21
06/18	06/06/2018	110579	4987	Scott Olson Construction	901-20100	565.00
06/18	06/06/2018	110583	5191	SPEW Health Plan	205-20100	2,250.00
06/18	06/06/2018	110588	5567	Todd Lind Construction	205-20100	8,000.00
06/18	06/06/2018	110594	5878	Waste Management of WI-MN	205-20100	586.36
06/18	06/06/2018	110596	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>12,450.97</u>

Prepared by: Deb Barrett

**Background:**

Bridge Park has brought in BDS Laundry and they have installed all new machines in the laundry room in October 2017. Bridge Park has 2 Whirlpool Commercial Coin-Op washing machines and 2 Kenmore Commercial Coin-Op dryers that are not in use.

Staff would like the Board's approval to solicit sealed bids for these 4 items. The notice will be advertised on the City of Cambridge web-site informing all interested parties.

**Recommendation**

Motion to approve staff to solicit sealed bids for the sale of 2 washing machines & 2 dryers.

Prepared by: Deb Barrett

**Background:**

The sink in the beauty shop was replaced due to leaking and was not repairable. The vendor replaced the sink that came with a chair attached.

Staff would like the Board's approval to solicit sealed bids for the salon chair. The notice will be advertised on the City of Cambridge web-site informing all interested parties.

**Recommendation**

Staff request for declaring the salon chair as surplus property and a Motion from the Board to solicit sealed bids for the salon chair.

**6A**

**Date:** *June 18, 2018*

**To:** *EDA Board of Commissioners*

**From:** *Deb Barrett, Housing Supervisor*

**Re:** *Report on EDA Housing Operations*

**Public Housing:**

- Busy updating the Admissions & Continued Occupancy Policy
  - We need some input from the Board as to how we want to assign preference for new applicants on our waiting list. Items for consideration includes:
    - Senior status—age
    - Handicapped status
    - Veteran status
    - Current resident status (i.e. City of Cambridge, Isanti County)
    - Domestic Violence Victim
    - Homeless Victim
- Cleaning the building and filling vending machines
- Held Resident Meeting on Thursday, May 24, 2018. Had a great turnout. Residents still have lots of questions about the project starting in the fall.
- Working on HUD Reports
- 2018 Capital Fund grant award is for \$54,993.
- Processing application for unit #303. New applicant moving in on August 1<sup>st</sup>. Understands about the project that will be happening this fall.
- Received vacate notice for 08/31/2018. Will wait to rent unit after the renovation is completed.

6B Approve The Gamers Den Lease Amendment for City Center Mall to Include Suite 156

June 18, 2018

Author: Stan Gustafson, Economic Development Director

Request:

Approve lease amendment for The Gamers Den by adding suite 156 in the City Center Mall to their existing lease.

BACKGROUND

The Gamers Den has leased unit #142 since 2006 and added Unit 174. With In His Steps Ballet providing notice to vacate by June 20, 2018 this opens up suite 156.

Staff provided notice to all EDA tenants within the City Center Mall that suite 156 will be available and they would need to respond by a specific date. The Gamers Den was the only tenant that provided interest in this suite.

The Gamers Den just recently extended their lease at the March of 2018 EDA meeting and they would like to add suite 156 to their current lease which would then run until March 31, 2021. Suite 156 would be an additional \$7,566.50 annually or \$630.54 monthly plus they would pay all the utilities heat, electric in that space along with real estate taxes. The total combine space is 2,912 square feet. The current and proposed lease is as follows:

Current lease

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

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
1 <sup>st</sup> (April 1, 2018 to March 31, 2019)	\$9.25/s.f.	\$1,614.13	\$19,369.50
2 <sup>nd</sup> (April 1, 2019 to March 31, 2020)	\$9.50/s.f.	\$1,657.75	\$19,893.00
3 <sup>rd</sup> (April 1, 2020 to March 31, 2021)	\$9.75s.f.	\$1,701.38	\$20,416.50

Proposed lease

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

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
1 <sup>st</sup> (August 1, 2018 to March 31, 2019)	\$9.25/s.f.	\$2,244.66	\$27,936.00
2 <sup>nd</sup> (April 1, 2019 to March 31, 2020)	\$9.50/s.f.	\$2,305.33	\$27,664.00
3 <sup>rd</sup> (April 1, 2020 to March 31, 2021)	\$9.75s.f.	\$2,366.00	\$28,392.00

A wall opening will need to be created in order to connect the suites, this would be done similar to what they did with suite 174. The cost to make this change is the sole responsibility of the tenant (Gamers Den). They would need to work with the City

building department on any permits and inspections. In the event the tenant vacates the suite they would need to pay the cost of enclosing the wall properly to the EDA's satisfaction.

#### RECOMMENDATION

Approve the lease amendment for The Gamers Den by adding suite 156 to their existing lease of suites 142 and 174 in the City Center Mall from August 1, 2018 to March 31, 2021 and authorize the Economic Development Authority President and Executive Director to sign the lease. Allow staff with assistance from the City Attorney and City Administrator to make minimal changes to the agreement but do not affect the major business terms.

## CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, between the Cambridge EDA, a municipal corporation (the "Landlord") and The Gamers Den (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Cambridge, Minnesota 55008. Suite 142 (1,500 square feet) and Suite 174 (594 square feet) Suite 156 (818 square feet) of the Cambridge City Center (the "Center") is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. The total leased space has 2,912 square feet. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

### LEASE TERM

The Lease Term and rent will commence on August 1, 2018. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The Lease Term shall run from August 1, 2018 to March 31, 2021.

### MINIMUM RENT

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

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
<b>1<sup>st</sup> (August 1, 2018 to March 31, 2019)</b>	<b>\$9.25/s.f.</b>	<b>\$2,244.66</b>	<b>\$27,936.00</b>
<b>2<sup>nd</sup> (April 1, 2019 to March 31, 2020)</b>	<b>\$9.50/s.f.</b>	<b>\$2,305.33</b>	<b>\$27,664.00</b>
<b>3<sup>rd</sup> (April 1, 2020 to March 31, 2021)</b>	<b>\$9.75s.f.</b>	<b>\$2,366.00</b>	<b>\$28,392.00</b>

### TENANT AGREEMENT

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

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring and glass in good repair, all at Tenant's expense, and at the expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.

3. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center during the term of this Lease.

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

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



or disturb any persons occupying adjacent premises. Specifically, the tenant shall comply with all Federal, State and Local regulations.

8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000) against liability for injury to or death of any one person and One Million (\$1,500,000) Five Hundred Thousand Dollars against liability arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage; said insurance shall include Landlord, its agents, beneficiaries, and employees as assured parties and shall provide that Landlord shall be given a minimum of thirty (30) days notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to

such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.

12. The Leased Premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the Leased Premises. Tenant shall pay for all heating, air conditioning, electricity, gas, water/sewer and telephones used in the Leased Premises.

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

12. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
13. If, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
14. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
15. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of \$1,312.50, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may

transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.

16. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
17. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
18. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
19. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
20. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
21. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

*If to Landlord:*

Cambridge EDA  
Attn: Stan Gustafson  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008  
(763) 689-3211

*If to Tenant:*

Rhonda Becker  
2233 183rd Avenue  
Mora, MN 55051

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

ADDITIONAL PROVISIONS:

1. Tenant hereby accepts the Leased Premises in an "as is" condition. All interior finishing work will be at the sole expense of the Tenant.
2. Should either Suite 142 or 156 or 174 be vacated by Tenant, Tenant shall be responsible for repairing the entryway back to its original wall formation to separate the units in compliance with building code and proper permit submission.
3. Tenant hereby agrees to be responsible for clearing all common areas and locking and unlocking all public entryways to the Center common area when the business hours of operation differ from the standard Center hours of Monday to Friday 7:00 am to 7:00 pm, Saturday 7:00 am to 9:00 pm and Sunday closed. Tenant has expressed interest to be open beyond normal business hours and shall be responsible for assuring all areas are cleared and mall doors locked. If the mall doors are not operational due to no fault of the Tenant. Tenant shall immediately notify City Hall and the police Department.
4. Tenant hereby agrees to be responsible for shoveling sidewalks and entryways that will allow access to their business when the business hours of operation differ from the standards Center hours of Monday to Saturday 7:00 am to 9:00 pm and closed Sundays. Tenant agrees to open Door # 2 in the mall and is responsible for shoveling access to this door.
5. Tenant hereby agrees to be responsible for all damages associated with the use of Center common area including but not limited to hallways and restrooms associated with the use of common areas after regular mall hours (Monday to Friday 7:00 am to 9:00 pm, Saturday 7:00 am to 9:00 pm and Sunday closed). Furthermore, should the landlord determine that there is a security issue associated with the extended use of the Center common area that can not be addressed by the tenant to

the satisfaction of the landlord the landlord may revoke this right upon 30 days written notice.

6. Tenant is responsible for cleaning and general maintenance of the premises. Tenant is responsible for, including but not limited to: interior cleaning of the unit and glass and doors/windows; light bulb replacement and disposal; general maintenance and repair of any tenant build out items in the suite; moving/set-up of tenant items; garbage removal (all tenant garbage shall be brought out to the dumpsters in the rear of the mall).
7. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall. This lease only grants use by tenant for the suite as outlined on Exhibit A.
8. Landlord shall provide a written notification to all tenants of the City Center Mall of any vacant suites when they become available. The written notification will include the current lease rate expectations as determined by landlord. Tenants shall be given a 10-business day period to sign a Letter of Intent to Lease the suite(s). Upon the conclusion of this 10-business day period, if no Letters of Intent are received, the landlord shall be free to advertise and lease the premises as they deem appropriate. If the bids are the same, the EDA shall choose the Tenant.

(the remainder of this page is intentionally left blank)

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

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

\_\_\_\_\_

By: Joe Morin  
Its: President

\_\_\_\_\_

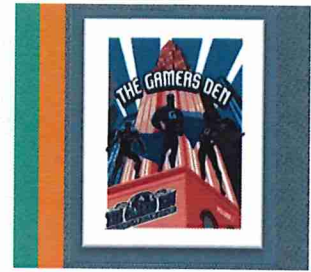
By: Caroline Moe  
Its: Executive Director

\_\_\_\_\_

***Tenant***

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

Rhonda Becker, Owner  
The Gamers Den  
140 N Buchanan Street, Suite 142  
Cambridge, MN 55008



April 12, 2018

Stan Gustafson  
Economic Development Director  
330 3rd Ave NE  
Cambridge, MN 55008

Dear Stan Gustafson,

I am writing today to confirm our intent to lease Suite 156 in the City Center Mall. As the space is adjacent to our current suites it would be ideal for us to grow our business. We would be able to expand existing product lines and we would be able to host more events in our leased space and not use the mall hallways as frequently. Our anticipated mall hallway usage would be 1-2 times a quarter.

The space would be used for combined retail and organized play space, expanding our existing business. Our intent would be to amend the lease dates to match our current lease ending March 2021, at the rates quoted.

We would need to confirm that an access opening could be created. but no other work would be required for us to use the space. We anticipate creating an 8-12 foot opening about midway along the adjoining interior wall.

Thank you for your consideration of our needs.

Sincerely,

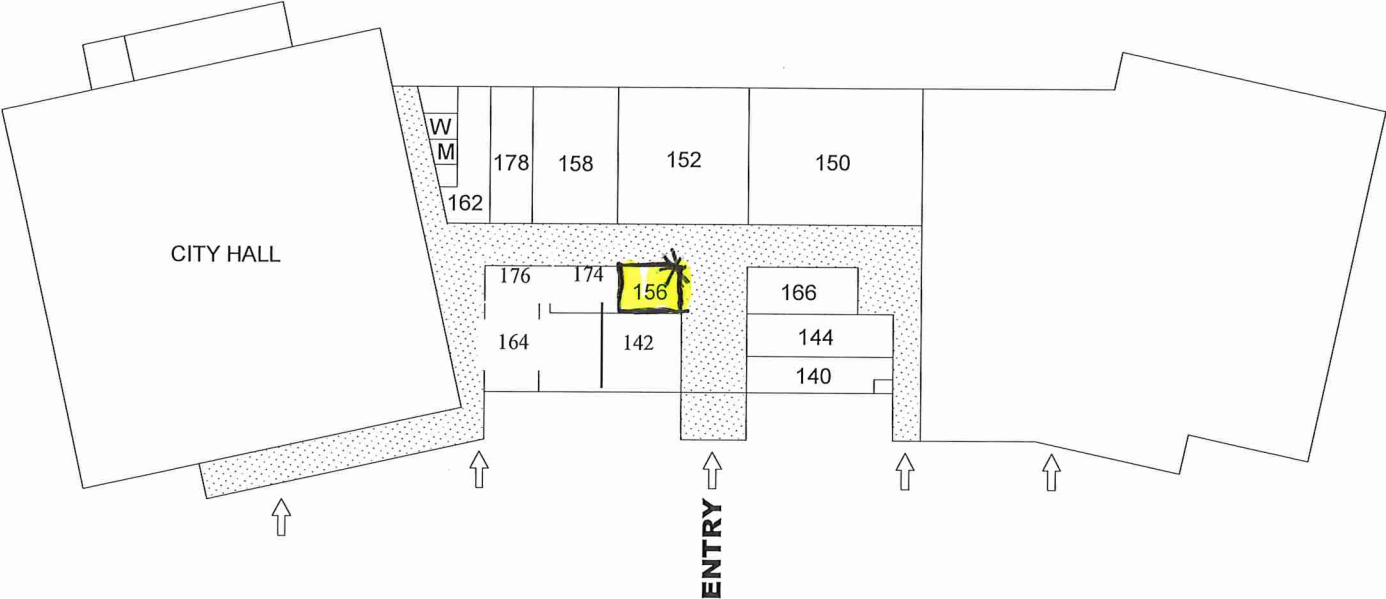
A handwritten signature in blue ink, appearing to read 'Rhonda Becker', is written over the word 'Sincerely,'.

Rhonda Becker, Owner  
The Gamers Den



# Exhibit A

## Cambridge City Center





**Exhibit B**

Legal Description of Cambridge City Center Property

Lot 1, Block 1, Outlot A and Outlot B, all of Downtown Commercial 2nd Plat, according to the plat thereof on file or of record in the Office of the Isanti County Recorder, Isanti County, Minnesota.

EXCEPTING THEREFROM the following described parcel: That part of Lot 1, Block 1 of the recorded plat of Downtown Commercial 2<sup>nd</sup> Plat, Isanti County, Minnesota, described as follows:

Beginning at the Southeast corner of said Lot 1, Block 1; thence North 15 degrees 49 minutes 25 seconds East, along the Easterly line of said Lot 1, a distance of 109.62 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 200.03 feet; thence North 0 degrees 01 minutes 30 seconds East, a distance of 64.78 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 116.48 feet to the Westerly line of said Lot 1; thence South 15 degrees 37 minutes 20 seconds West, along said Westerly line, a distance of 84.46 feet to the Southwesterly corner of said Lot 1; thence South 73 degrees 56 minutes 30 seconds East, along the Southerly line of said Lot 1, a distance of 321.91 feet to the point of beginning.

Together with easements for driveways, sidewalks, parking, utilities and support as set forth in that certain Reciprocal Easement and Operating Agreement, dated September 20, 1990 and recorded October 8, 1990 as Document No. 196595 in the office of the Isanti County Recorder, Isanti County, Minnesota, as amended by that certain First Amendment to Reciprocal Easement and Operating Agreement, dated June 22, 1993, and recorded July 2, 1993, as Document No. 214331, in the office of the Isanti County Recorder, Isanti County, Minnesota.

Abstract Property.

## EXHIBIT C

### SIGN CRITERIA

#### I. GENERAL

1. Tenant shall be required to identify the premises with an illuminated sign. All such signs shall be subject to the requirements and limitations as outlined hereafter.
2. Tenant's sign shall be store identity sign only and shall be placed in the storefront area in an area designated by Landlord as to location and size.
3. Sign letters or components shall not have exposed neon or other lamps. All light sources shall be concealed by translucent material. Sign letters or components may be back illuminated with lamps contained fully within the depth of the letter. In no event shall lighted signs exceed 100 foot lamberts.

#### II. PROHIBITED SIGNS

The following types of signs or sign components shall be PROHIBITED:

1. Signs employing moving or flashing lights.
2. Signs employing exposed raceways, ballast boxes or transformers.
3. Sign manufacturer's names, stamps or decals.
4. Signs of a box or cabinet type.
5. Signs employing unetched or uncapped plastic letters or letters with no returns or exposed fastenings.
6. Paper or cardboard signs hung around, on or behind storefront (including glass doors and/or windows).
7. Signs placed at right angles to any storefront.
8. Signs purporting to identify leased departments or concessionaires contained within the premises.

#### III. PROCEDURE

Tenant shall submit two (2) drawings of its proposed signage to the Landlord for Landlord's approval prior to installation of any signage. Tenant must receive Landlord's or (Landlord's manager's) written approval prior to installation of any signage.

#### IV. SIGN REGULATIONS

- a. Signs shall be composed of individual letters that shall not exceed 24" in height. Lettering is not restricted to any particular style.
- b. Signs may be internally illuminated or non-illuminated. Lighting fixtures attached to the storefront for the purpose of illuminating a non-illuminated sign are prohibited.

- c. Signs may have one (1) line of copy above another line but the combined height of both lines shall not exceed 24".
- d. There are no restrictions as to color.
- e. Signs shall not cover more than eighty percent (80%) of the width of the storefront to which they are attached. However, all signs shall be set-in at least eighteen inches (18") from the borders of the tenants lease area.

Signs must be centered in front of each store.

- f. Signs shall be vertically centered on the sign soffit.
- g. Logos may be used in the allocated sign area but are subject to the size limitation, stated above. There shall not be more than one (1) logo per storefront.