
Economic Development Authority - City Hall Council Chambers
Regular Meeting, Monday, November 19, 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.)

3. Consent Agenda Approvals

- A. Approve September 17, 2018 EDA Meeting Minutes (p. 3)
- B. Approve EDA Draft September 2018 Financial Statements (p. 6)
- C. Housing Div Bills October ACH only, Totaling \$61,710.52 (P. 34)
- D. Approve EDA Admin Division Bills Checks #111429- #111673 Totaling \$14,105.25 (p. 38)
- E. Approve EDA Draft August 2018 Financial Statements (p. 48)
- F. Housing Div Bills September ACH only, Totaling \$60,209.90 (p. 76)
- G. Approve EDA Admin Division Bills Checks #111694- #111958 Totaling \$23,310.55 (p. 79)
- H. October Supervisor's Report (p. 91)

4. Work Session

5. Unfinished Business

6. New Business

- A. Supervisor's Report (p. 92)
- B. Public Hearing on PHA Plan Amendment (p. 94)
- C. Resolution EDA R18-005 EDA Admin Budget Revision (p. 102)

D. Approve Professional Services Contract for Rental Housing Study (p. 106)

7. Adjourn

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

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

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

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

Call to Order

Morin called the meeting to order at 5:33 pm.

Approval of Agenda

Morin added Woodcrest Park as Letter E to New Business. Conley moved, seconded by Iverson, to approve the agenda as amended. Palmer confirmed staff was notified in order to prepare for the agenda item. Motion carried unanimously.

Consent Agenda

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

- A. Approve August 20, 2018 EDA Meeting Minutes
- B. Approve EDA Draft July 2018 Financial Statements
- C. Housing Div Bills ACH only, Totaling \$58,874.90
- D. Approve EDA Admin Division Bills Checks #111121- #111422 Totaling \$18,984.20

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

Work Session & Unfinished Business

There were no items for the 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.

2018 Public Housing Plan

Barrett explained that on an annual basis, PHAs are required to develop a Public Housing Agency Plan in relation to funding the EDA receives from the US Department of Housing & Urban Development. The 2018 PHA Plan and 5 year plan was brought to EDA Board meeting on July 16, 2018 and went out

for 45 days public notice as required by federal regulation. After conducting a hearing, Barrett requested the EDA Board to adopt the 2018 PHA Plan.

Barrett reported according to Mark Wunderlich of HUD, any significant change to the PHA Plan, it must be posted and then approved by the board. Barrett explained the EDA at their meeting on August 6, 2018, directed staff to repurpose the 2018 PHA Plan for the asbestos abatement project that will be re-bid in 2019. Since this action represents a significant change in the 2018 PHA Plan, they need to post notice of the intention to revise the plan and hold a hearing in November.

Morin opened the public hearing at 5:44 pm and without comment, closed the public hearing at 5:45 pm.

Godfrey moved, seconded by Iverson, to approve the 2018 PHA Plan and Five (5) Year Plan. Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Godfrey moved, seconded by Conley, to call for a public hearing on the revised 2018 PHA plan and Five (5) year plan on November 19, 2018 and directed staff to post the revised 2018 PHA plan until the meeting on November 19 along with publishing the hearing notice. Motion carried unanimously.

2018 Admissions and Continued Occupancy Policy

Barrett explained the 2018 Admissions & Continued Occupancy Policy (ACOP) was completely updated based on a template provided by Nan McKay. Nan McKay specializes in Public Housing Agencies with policies guidance based on the latest HUD Policies and guidelines for public housing.

Barrett reviewed the updates included assigning preference points, smoke free policy, and required language for compliance with the Violence Against Women Act. Barrett noted a 45 day public notice has been completed.

Morin opened the public hearing at 5:47 pm and without comment, closed the public hearing at 5:48 pm.

Godfrey moved, seconded by Conley, to approve the 2018 Admissions & Continued Occupancy Policy as presented. Motion carried unanimously.

Approve Proposal for Door Replacement of Rear Workforce Center Entrance Door

Gustafson explained there is one door that needs to be replaced which is the east entrance door for the Workforce Center at City Center Mall. Gustafson reported the door is rusting out at the bottom and starting to affect their operation. There is no way to repair this, only replacement. Gustafson noted they will reuse the lockset and closures and the doors will need to be painted at a later date.

Gustafson reviewed the two quotes received which were Start Quality Glass at \$3,425.99 and Commercial Door System at \$1,984.00. Gustafson reported the funds will come from the 2018 budget and Fund 205-47000-401 City Center Mall Workforce Center.

Conley moved, seconded by Godfrey, to approve the quote submitted by Commercial Door Systems, Inc. to replace one exterior door for City Center Mall (Workforce Center) for \$1,984.00 and authorized the EDA President and Executive Director to sign the proposal with Commercial Doors Systems, Inc. Motion carried unanimously.

Woodcrest Park

Morin asked if the board would entertain allowing the president of the board to request the city council to annex the property into the city. Morin explained the property is in the township and as property of the EDA it should come into the City. Woulfe stated they need to be careful they do not create additional islands by annexing in just certain parcels. Morin withdrew the request.

Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 6:01 p.m. Motion carried unanimously.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(1,994.51)	
901-10102	INVESTMENTS--PBC	323,251.32	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	451,256.60	
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>1,203,478.71</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,987.85	
901-20200	ACCOUNTS PAYABLE	539.66	
901-22800	TENANT SECURITY DEPOSITS	26,605.99	
	TOTAL LIABILITIES		29,133.50

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>55,029.43</u>	
	BALANCE - CURRENT DATE	<u>55,029.43</u>	
	TOTAL FUND EQUITY		<u>1,174,345.21</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,203,478.71</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	58,816.00	21,184.00	73.52	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	58,816.00	21,184.00	73.52	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	1,815.58	(315.58)	121.04	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	1,860.58	(260.58)	116.29	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	129,206.27	14,793.73	89.73	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	3,052.24	(1,052.24)	152.61	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	132,258.51	13,741.49	90.59	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	192,935.09			273,702.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103	ADMIN PART-TIME - REGULAR	31,478.00	31,478.00	29,992.50 (1,485.50)	95.28	27,697.84
901-49500-121	PERA (EMPLOYER)	2,360.00	2,360.00	2,249.44 (110.56)	95.32	2,077.34
901-49500-122	FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	2,294.45 (113.55)	95.28	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	34,661.38 (2,084.62)	94.33	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	2,032.29 (967.71)	67.74	2,483.91
901-49500-321	TELEPHONE EXPENSE	6,600.00	6,600.00	5,054.68 (1,545.32)	76.59	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	266.27 166.27	266.27	3.92
	TOTAL OTHER SERVICES AND CHA	14,050.00	14,050.00	8,462.94 (5,587.06)	60.23	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	112.97 (287.03)	28.24	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	5,972.19 1,572.19	135.73	1,200.44
	TOTAL LOW RENT ADMINISTRATION	56,696.00	56,696.00	49,251.01 (7,444.99)	86.87	49,913.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	1,809.70	1,609.70	904.85	1,511.08
	<i>TOTAL SUPPLIES</i>	200.00	200.00	1,809.70	1,609.70	904.85	1,511.08
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	1,809.70	1,609.70	904.85	1,511.08

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,165.00	24,165.00	3,610.20 (20,554.80)	14.94	20,925.52
901-49700-121 PERA (EMPLOYER)	1,849.00	1,849.00	261.56 (1,587.44)	14.15	1,589.43
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	3,664.00	3,664.00	.00	.00
TOTAL PERSONAL SERVICES	29,421.00	29,421.00	8,521.17 (20,899.83)	28.96	25,173.51
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	5,168.42 (1,714.58)	75.09	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	5,168.42 (1,914.58)	72.97	10,202.18
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	21,743.37 (3,256.63)	86.97	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	25,828.57 (10,171.43)	71.75	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	6,616.59 (3,883.41)	63.02	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	3,026.64 (3,473.36)	46.56	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	2,404.19 (95.81)	96.17	2,867.19
TOTAL OTHER SERVICES AND CHA	106,000.00	106,000.00	69,170.36 (36,829.64)	65.26	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	86,844.95 (132,259.05)	39.64	176,814.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	137,905.66			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	55,029.43			45,463.21

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	123,422.83
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
	TOTAL ASSETS	<u>123,422.83</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20100	AP ALLOCATED TO OTHER FUNDS	3,493.00
902-20200	ACCOUNTS PAYABLE	2,789.01
	TOTAL LIABILITIES	6,282.01
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	95,259.73
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>21,881.09</u>
	BALANCE - CURRENT DATE	<u>21,881.09</u>
	TOTAL FUND EQUITY	<u>117,140.82</u>
	TOTAL LIABILITIES AND EQUITY	<u>123,422.83</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	50,281.00	(281.00)	100.56	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	50,281.00	(281.00)	100.56	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	83.97	(83.97)	.00	79.89
TOTAL INTEREST	.00	.00	83.97	(83.97)	.00	79.89
 TOTAL FUND REVENUE	 50,216.00	 50,216.00	 50,448.97			 64,404.79

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	30,408.88	(19,591.12)	60.82	42,544.42
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>31,508.88</u>	<u>(21,491.12)</u>	<u>59.45</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>
TOTAL SECT 8 ADMINISTRATIVE	<u><u>54,000.00</u></u>	<u><u>54,000.00</u></u>	<u><u>31,508.88</u></u>	<u><u>(22,491.12)</u></u>	<u><u>58.35</u></u>	<u><u>46,144.42</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	254,901.00	254,901.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(258,217.00)	(258,217.00)	.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	(2,941.00)	(2,941.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(2,941.00)	(2,941.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	28,567.88			46,144.42
NET REVENUES OVER EXPENDITURE	(3,784.00)	(3,784.00)	21,881.09			18,260.37

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2018

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	265,630.45	
903-10200	EDA HOUSING DIV OPERATING CASH	110,582.68	
	TOTAL ASSETS		<u>376,193.13</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>16,430.65</u>	
	BALANCE - CURRENT DATE		<u>16,430.65</u>
	TOTAL FUND EQUITY		<u>376,193.13</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,193.13</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	.00	.00	1,276.51	(1,276.51)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	1,276.51	(1,276.51)	.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	 18,050.76			 18,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	1,505.00	(595.00)	71.67	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	115.11	115.11	.00	133.81
	<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>1,620.11</u>	<u>(479.89)</u>	<u>77.15</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>1,620.11</u></u>	<u><u>(13,379.89)</u></u>	<u><u>10.80</u></u>	<u><u>3,403.81</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	1,620.11			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,430.65			15,428.53

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2018

CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	<u>36,000.00</u>	<u>36,000.00</u>	<u>31,915.00</u>			<u>21,654.69</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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 9 MONTHS ENDING SEPTEMBER 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
SEPTEMBER 30, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	13,370.37	
905-10200	EDA OPERATING ACCT-SECTION 8	8,858.64	
	TOTAL ASSETS		<u>22,229.01</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	13,370.37	
	TOTAL LIABILITIES		13,370.37
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	24,063.11	
	BALANCE - CURRENT DATE	24,063.11	
	TOTAL FUND EQUITY		<u>8,858.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>22,229.01</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	324,090.00	25,910.00	92.60	396,525.00
TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	324,090.00	25,910.00	92.60	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	3.21	(3.21)	.00	31.27
TOTAL INTEREST	.00	.00	3.21	(3.21)	.00	31.27
 TOTAL FUND REVENUE	 <u>350,000.00</u>	 <u>350,000.00</u>	 <u>324,177.21</u>			 <u>396,556.27</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	289,966.00	(56,250.00)	83.75	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	6,576.00	6,576.00	.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	546.10	546.10	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>300,114.10</u>	<u>(46,101.90)</u>	<u>86.68</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>300,114.10</u></u>	<u><u>(46,101.90)</u></u>	<u><u>86.68</u></u>	<u><u>421,667.84</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	300,114.10			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	24,063.11			(25,111.57)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	185,588.41	21,411.59	89.66	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	207,000.00	185,588.41	21,411.59	89.66	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	90,000.00	75,000.00	15,000.00	83.33	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	90,000.00	75,000.00	15,000.00	83.33	275,000.00
 TOTAL FUND REVENUE	 297,200.00	 297,200.00	 260,588.41			 501,237.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL		UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION							
<i>PERSONAL SERVICES</i>							
205-41930-101	87,796.00	87,796.00	69,179.23	(18,616.77)	78.80	92,201.51
205-41930-112	2,500.00	2,500.00	350.00	(2,150.00)	14.00	490.00
205-41930-121	6,746.00	6,746.00	5,188.44	(1,557.56)	76.91	6,729.66
205-41930-122	6,088.00	6,088.00	5,133.11	(954.89)	84.32	6,695.96
205-41930-131	16,649.00	16,649.00	13,418.40	(3,230.60)	80.60	15,303.60
205-41930-132	2,150.00	2,150.00	.00	(2,150.00)	.00	.00
205-41930-133	1,200.00	1,200.00	1,200.00		.00	100.00	1,434.32
205-41930-151	685.00	685.00	351.32	(333.68)	51.29	447.71
205-41930-154	.00	.00	59.25		59.25	.00	73.35
TOTAL PERSONAL SERVICES	123,814.00	123,814.00	94,879.75	(28,934.25)	76.63	123,376.11
<i>SUPPLIES</i>							
205-41930-201	250.00	250.00	99.10	(150.90)	39.64	136.72
205-41930-210	.00	.00	.00		.00	.00	215.30
205-41930-221	.00	.00	.00		.00	.00	196.25
205-41930-240	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	3,600.00	3,600.00	183.50	(3,416.50)	5.10	3,497.55
205-41930-313	.00	.00	2,032.29		2,032.29	.00	2,523.91
205-41930-321	500.00	500.00	681.65		181.65	136.33	743.68
205-41930-331	750.00	750.00	265.94	(484.06)	35.46	1,314.59
205-41930-334	1,100.00	1,100.00	870.94	(229.06)	79.18	625.15
205-41930-351	200.00	200.00	96.82	(103.18)	48.41	138.00
205-41930-360	1,500.00	1,500.00	343.00	(1,157.00)	22.87	1,086.87
205-41930-381	400.00	400.00	989.12		589.12	247.28	836.99
205-41930-382	60.00	60.00	2,119.57		2,059.57	3,532.62	731.32
205-41930-383	100.00	100.00	316.18		216.18	316.18	118.44
TOTAL OTHER SERVICES & CHARG	8,210.00	8,210.00	7,899.01	(310.99)	96.21	11,616.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	11,126.08	11,126.08	.00	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	46.00	46.00	.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	.00	3,094.08	3,094.08	.00	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	15,827.10	15,827.10	.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	6,072.00	(2,428.00)	71.44	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	24,150.00	47,681.66	23,531.66	197.44	74,421.34
TOTAL EDA ADMINISTRATION	159,724.00	159,724.00	150,559.52	(9,164.48)	94.26	212,465.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 205 - EDA ADMIN FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES							
<i>PERSONAL SERVICES</i>							
205-47000-101	FULL-TIME EMPLOYEES - REGULAR	26,063.00	26,063.00	20,279.18	(5,783.82)	77.81	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	5,139.18	2,139.18	171.31	6,121.58
205-47000-121	PERA (EMPLOYER)	2,053.00	2,053.00	1,520.94	(532.06)	74.08	1,886.34
205-47000-122	FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	1,890.80	(433.20)	81.36	2,331.03
205-47000-131	MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	6,703.14	(1,620.86)	80.53	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	29.70	(45.30)	39.60	36.75
TOTAL PERSONAL SERVICES		44,942.00	44,942.00	37,183.27	(7,758.73)	82.74	44,661.78
<i>SUPPLIES</i>							
205-47000-211	MISC OPERATING SERVICES	.00	.00	106.08	106.08	.00	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	10,000.00	8,335.57	(1,664.43)	83.36	10,305.61
TOTAL SUPPLIES		10,250.00	10,250.00	8,513.57	(1,736.43)	83.06	10,503.35
<i>OTHER SERVICES & CHARGES</i>							
205-47000-321	TELEPHONE/CELLULAR PHONES	850.00	850.00	231.75	(618.25)	27.26	289.54
205-47000-351	PUBLISHING/LEGAL NOTICES	.00	.00	494.45	494.45	.00	.00
205-47000-360	INSURANCE AND BONDS	7,000.00	7,000.00	6,052.27	(947.73)	86.46	4,388.00
205-47000-381	ELECTRIC UTILITIES	21,000.00	21,000.00	13,061.71	(7,938.29)	62.20	20,859.83
205-47000-382	WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	3,402.26	(2,297.74)	59.69	4,733.14
205-47000-383	GAS UTILITIES	6,000.00	6,000.00	3,177.52	(2,822.48)	52.96	3,651.30
205-47000-384	REFUSE HAULING	4,500.00	4,500.00	2,692.80	(1,807.20)	59.84	3,727.53
TOTAL OTHER SERVICES & CHARG		45,050.00	45,050.00	29,112.76	(15,937.24)	64.62	37,649.34
<i>MISCELLANEOUS</i>							
205-47000-401	REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	2,138.60	(10,861.40)	16.45	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	3,191.80	(8,808.20)	26.60	(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	18,370.31	18,370.31	.00	11,290.00
205-47000-498	TENANT BUILD OUT	.00	.00	105,836.80	105,836.80	.00	.00
TOTAL MISCELLANEOUS		27,300.00	27,300.00	129,537.51	102,237.51	474.50	30,962.76
TOTAL MALL OPERATING EXPENSE		127,542.00	127,542.00	204,347.11	76,805.11	160.22	123,777.23

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 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	354,906.63			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	9,934.00	(94,318.22)			164,994.28

ACH Transaction Report

Batch #: 000178
Created On: 09/27/2018

Name	Amount
Bungalows of Chisago L	\$1,225.00
Calhoun Apartments	\$1,110.00
Cambridge Square Assoc	\$1,248.00
Cambridge Town Square	\$1,425.00
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	\$138.00
Isanti Village Apartme	\$1,403.00
Kaizen Property Soluti	\$1,066.00
Kestrel Meadows Townho	\$5,295.00
Legacy Townhomes	\$3,874.00
Minneapolis Public Hou	\$666.52
Allen Moulton	\$530.00
NETA Property Manageme	\$575.00
Normandy Townhomes	\$3,194.00
North Branch Senior Ho	\$577.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$2,676.00
Northern Management	\$441.00
Rush Oaks Apartments	\$790.00
Sunrise Court Apartmen	\$1,116.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$528.00
Tower Terrace Limited	\$4,787.00
Wyoming Limited Partne	\$1,262.00
Wyoming Limited Partne	\$1,273.00
Cambridge EDA	\$-44,763.52

Batch Total: \$0.00

①

Σ① = \$1,710,52

Oct Hsg

ACH Disbursements

ACH Transaction Report

Batch #: 000179

Created On: 09/27/2018

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$489.00
Bohmer, John	\$793.00
Dean & Jennifer Bondes	\$995.00
Charles Satak	\$585.00
Chen Liu	\$5,139.00
David Findell	\$555.00
Elmer D. Harp	\$567.00
Jenell King	\$550.00
John Maher	\$370.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$388.00
Brian Leet	\$376.00
Michael Doran	\$555.00
Loral Myers	\$272.00
Ordeen Splittstoser	\$236.00
Randall Propp	\$597.00
Richard Berget	\$264.00
Robert Blaisdell-Blais	\$423.00
Robert Mattson	\$538.00
Steve Baker	\$798.00
Paul & Bethany Stiles	\$668.00
Thomas Olin	\$201.00
Cambridge EDA	\$-16,028.00



Batch Total: \$0.00

Date: 10/30/2018

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000182
Created On: 10/30/2018

<u>Name</u>	<u>Amount</u>
Oakview Terrace Townho	\$25.00
Cambridge EDA	\$-25.00 (1)
Osmium Holdings LLC	\$662.00
Ross Goldsmith	\$142.00
Cambridge EDA	\$-804.00 (1)
Batch Total:	\$0.00

Date: 10/12/2018

Peoples Bank of Commere / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000181

Created On: 10/12/2018

<u>Name</u>	<u>Amount</u>
Leeanna M. Dudley	\$90.00
Cambridge EDA	\$-90.00
Batch Total:	\$0.00

(D)

<p>CAMBRIDGE EDA MEETING October 15, 2018 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	9/12/2018	111429 - 111503	5,662.70
Prepaid Checks	9/18/2018	111518 - 111542	381.31
Prepaid Checks	10/2/2018	111565 - 111654	6,370.64
Prepaid Checks	10/4/2018	111667 - 111673	1,690.60
		Prepaid Totals	<hr/> 14,105.25 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$14,105.25

Vendor	Vendor Name	Description	Net Invoice Amount
586	Bjorklund Companies LLC	Mulch - City Hall/Mall	576.00
	Total 586:		576.00
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
2113	Goetzman III, William	Security Deposit Refund & Interest	229.33
	Total 2113:		229.33
2166	Grainger	Repair & Maint Supplies Mall	43.56
	Total 2166:		43.56
3501	MEI Total Elevator Solutions	September Service Billing	243.21
	Total 3501:		243.21
3521	Menards	Materials - Bridge Park	9.88
3521	Menards	Maintenance Supplies - Mall	10.12
	Total 3521:		20.00
5048	Seasonal Property Services, LLC	Turf Maintenance - Cypress St S, 1st Ave E, 4th	1,500.00
	Total 5048:		1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	750.00
	Total 5191:		2,250.00
5494	Theis, Mandy	Security Deposit, Interest & Pet Deposit Unit 21	724.52
	Total 5494:		724.52
5861	Walmart Community Card	Tenant Services - Bridge Park	73.05
	Total 5861:		73.05
	Grand Totals:		5,662.70

Dated: 9/12/18City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/12/2018	111429	586	Bjorklund Companies LLC	205-20100	576.00
09/18	09/12/2018	111434	1140	Cintas Corporation	205-20100	3.03
09/18	09/12/2018	111444	2113	William Goetzman III	901-20100	229.33
09/18	09/12/2018	111446	2166	Grainger	205-20100	43.56
09/18	09/12/2018	111464	3501	MEI Total Elevator Solutions	901-20100	243.21
09/18	09/12/2018	111465	3521	Menards	205-20100	20.00
09/18	09/12/2018	111485	5048	Seasonal Property Services, LLC	205-20100	1,500.00
09/18	09/12/2018	111487	5191	SPEW Health Plan	205-20100	2,250.00
09/18	09/12/2018	111493	5494	Mandy Theis	901-20100	724.52
09/18	09/12/2018	111503	5861	Walmart Business/SYNCB	901-20100	73.05
Grand Totals:						<u>5,662.70</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
	Total 1140:		3.02
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	150.00
	Total 1686:		150.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 408	164.00
	Total 3006:		164.00
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
3521	Menards	Maintenance Supplies - Mall	3.79
	Total 3521:		3.79
	Grand Totals:		381.31

Dated: 9/18/18

City Treasurer: Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/18/2018	111518	1140	Cintas Corporation	205-20100	3.02
09/18	09/18/2018	111522	1686	Ecolab Pest Elimination Div.	901-20100	150.00
09/18	09/18/2018	111536	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	164.00
09/18	09/18/2018	111537	3056	Lake Superior Laundry Inc.	205-20100	60.50
09/18	09/18/2018	111542	3521	Menards	205-20100	3.79
Grand Totals:						<u>381.31</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park	122.00
Total 306:			122.00
969	Cardmember Service	Training- Stan Gustafson	100.00
969	Cardmember Service	Maintenance Supplies - Mall	44.05
969	Cardmember Service	Maintenance Supplies - Mall	3.73
969	Cardmember Service	Maintenance Supplies - Mall	7.85
Total 969:			155.63
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
1201	Cliff's Vacuum	Repair & Maint Supplies - Vacuum	250.00
Total 1201:			250.00
2233	Grimebusters Deep Surface Clea	Burnishing Floors - Mall	295.00
Total 2233:			295.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	19.44
Total 2411:			19.44
2631	Isanti County Auditor-Treasurer	polling location change notice	494.45
Total 2631:			494.45
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
Total 3056:			60.50
3151	League of Minnesota Cities	2018 Regional Meeting S. Gustafson	45.00
Total 3151:			45.00
3521	Menards	Materials - Bridge Park	29.62
3521	Menards	Maintenance Supplies - Mall	6.02
3521	Menards	Maintenance Supplies - Mall	9.62
Total 3521:			45.26
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	18.98
Total 3543:			18.98
3675	MNCAR	Exchange Access - EDC Member	555.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3675:			555.00
3933	Mora HRA	September Contracted Section 8 Administration	3,493.00
Total 3933:			3,493.00
4336	Oslund Heating & Air	Winterize 517 E First & 611 E First	215.00
Total 4336:			215.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.60
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.71
5801	Verizon Wireless	wireless phone service - Bridge Park	51.42
Total 5801:			146.73
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:			6,370.64

Dated: 10/2/18

City Treasurer: Caroline Mord

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/02/2018	111565	306	ARC Irrigation, LLC	901-20100	122.00
10/18	10/02/2018	111575	969	Cardmember Service	205-20100	155.63
10/18	10/02/2018	111578	1140	Cintas Corporation	205-20100	3.03
10/18	10/02/2018	111580	1201	Cliff's Vacuum	205-20100	250.00
10/18	10/02/2018	111590	2233	Grimebusters Deep Surface Cleaning LLC	205-20100	295.00
10/18	10/02/2018	111594	2411	Hillyard / Minneapolis	205-20100	19.44
10/18	10/02/2018	111596	2631	Isanti County Auditor-Treasurer	205-20100	494.45
10/18	10/02/2018	111604	3056	Lake Superior Laundry Inc.	205-20100	60.50
10/18	10/02/2018	111606	3151	League of Minnesota Cities	205-20100	45.00
10/18	10/02/2018	111611	3521	Menards	205-20100	45.26
10/18	10/02/2018	111613	3543	Metro Sales, Inc.	901-20100	18.98
10/18	10/02/2018	111615	3675	MNCAR Exchange	205-20100	555.00
10/18	10/02/2018	111617	3933	Mora HRA	902-20100	3,493.00
10/18	10/02/2018	111624	4336	Oslund Heating & Air	205-20100	215.00
10/18	10/02/2018	111649	5801	Verizon Wireless	205-20100	146.73
10/18	10/02/2018	111654	5965	White Bear IT Solutions LLC	901-20100	451.62

Grand Totals:

6,370.64

Vendor	Vendor Name	Description	Net Invoice Amount
3501	MEI Total Elevator Solutions	October Service Billing	243.21
Total 3501:			243.21
4987	Scott Olson Construction	September Mowing & Trimming - Bridge Park	640.00
Total 4987:			640.00
5431	Ted's Complete Appliance	Repairs Bridgepark Apts	115.00
5431	Ted's Complete Appliance	Repairs Bridgepark Apts	165.00
Total 5431:			280.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	294.83
Total 5878:			527.39
Grand Totals:			1,690.60

Dated: 10/5/18

City Treasurer: *Caroline Nove*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/04/2018	111667	3501	MEI Total Elevator Solutions	901-20100	243.21
10/18	10/04/2018	111670	4987	Scott Olson Construction	901-20100	640.00
10/18	10/04/2018	111672	5431	Ted's Appliance	901-20100	280.00
10/18	10/04/2018	111673	5878	Waste Management of WI-MN	205-20100	527.39
Grand Totals:						<u>1,690.60</u>

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(1,510.85)	
901-10102	INVESTMENTS--PBC		323,107.91	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		438,471.73	
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>1,191,034.09</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		521.47	
901-20200	ACCOUNTS PAYABLE		539.66	
901-22600	TENANT SECURITY DEPOSITS		27,559.84	
	TOTAL LIABILITIES			28,620.97

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		43,097.34	
	BALANCE - CURRENT DATE		43,097.34	
	TOTAL FUND EQUITY			<u>1,162,413.12</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,191,034.09</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	47,154.00	32,846.00	58.94	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	47,154.00	32,846.00	58.94	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	1,637.02	(137.02)	109.13	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	1,682.02	(82.02)	105.13	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	115,318.27	28,681.73	80.08	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	2,718.90	(718.90)	135.95	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	118,037.17	27,962.83	80.85	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	166,873.19			273,702.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	26,564.79	(4,913.21)	84.39	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	1,992.36	(367.64)	84.42	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	2,032.22	(375.78)	84.39	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	91.14	(408.86)	18.23	197.65
TOTAL PERSONAL SERVICES	36,746.00	36,746.00	30,680.51	(6,065.49)	83.49	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	1,806.48	(1,193.52)	60.22	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	4,429.40	(2,170.60)	67.11	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	266.27	166.27	266.27	3.92
TOTAL OTHER SERVICES AND CHA	14,050.00	14,050.00	7,611.85	(6,438.15)	54.18	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	93.99	(306.01)	23.50	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	5,953.21	1,553.21	135.30	1,200.44
TOTAL LOW RENT ADMINISTRATION	56,696.00	56,696.00	44,400.07	(12,295.93)	78.31	49,913.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	1,199.39	999.39	599.70	1,511.08
	<i>TOTAL SUPPLIES</i>	200.00	200.00	1,199.39	999.39	599.70	1,511.08
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	1,199.39	999.39	599.70	1,511.08

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	464.62	(1,130.38)	29.13	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	3,664.00	3,664.00	.00	.00
TOTAL PERSONAL SERVICES	29,421.00	29,421.00	8,276.56	(21,144.44)	28.13	25,173.51
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	4,515.65	(2,367.35)	65.61	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	4,515.65	(2,567.35)	63.75	10,202.18
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	19,874.16	(5,125.84)	79.50	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	7,096.00	(5,404.00)	56.77	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	23,420.75	(12,579.25)	65.06	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	5,942.28	(4,557.72)	56.59	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	2,894.36	(3,605.64)	44.53	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	2,171.63	(328.37)	86.87	2,867.19
TOTAL OTHER SERVICES AND CHA	106,000.00	106,000.00	61,399.18	(44,600.82)	57.92	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 BETTÉRMENTS 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	78,176.39	(140,927.61)	35.68	176,814.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	123,775.85			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	43,097.34			45,463.21

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	119,620.89	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		119,620.89
<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	21,572.15	
	BALANCE - CURRENT DATE	21,572.15	
	TOTAL FUND EQUITY		116,831.88
	TOTAL LIABILITIES AND EQUITY		119,620.89

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	45,766.00	4,234.00	91.53	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	45,766.00	4,234.00	91.53	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	75.03	(75.03)	.00	79.89
TOTAL INTEREST	.00	.00	75.03	(75.03)	.00	79.89
TOTAL FUND REVENUE	50,216.00	50,216.00	45,925.03			64,404.79

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SECT 8 ADMINISTRATIVE						
<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	26,915.88 (23,084.12)	53.83	42,544.42
	<i>TOTAL OTHER SERVICES AND CHA</i>	53,000.00	53,000.00	28,015.88 (24,984.12)	52.86	46,144.42
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	TOTAL SECT 8 ADMINISTRATIVE	54,000.00	54,000.00	28,015.88 (25,984.12)	51.88	46,144.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	230,386.00	230,386.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(234,424.00)	(234,424.00)	.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	(3,663.00)	(3,663.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(3,663.00)	(3,663.00)	.00	.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 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	24,352.88			46,144.42
NET REVENUES OVER EXPENDITURE	(3,784.00)	(3,784.00)	21,572.15			18,260.37

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2018

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	265,512.61	
903-10200	EDA HOUSING DIV OPERATING CASH	110,742.80	
	TOTAL ASSETS		<u>376,255.41</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>16,492.93</u>	
	BALANCE - CURRENT DATE		<u>16,492.93</u>
	TOTAL FUND EQUITY		<u>376,255.41</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,255.41</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	1,150.40	(1,150.40)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	1,150.40	(1,150.40)	.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	17,924.65			18,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	1,330.00	(770.00)	63.33	1,750.00
903-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	101.72	101.72	.00	133.81
<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>1,431.72</u>	<u>(668.28)</u>	<u>68.18</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>1,431.72</u></u>	<u><u>(13,568.28)</u></u>	<u><u>9.54</u></u>	<u><u>3,403.81</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	1,431.72			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,492.93			15,428.53

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 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 8 MONTHS ENDING AUGUST 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	<u>36,000.00</u>	<u>36,000.00</u>	<u>31,915.00</u>			<u>21,654.69</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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 8 MONTHS ENDING AUGUST 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
AUGUST 31, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	12,977.89	
905-10200	EDA OPERATING ACCT-SECTION 8	11,372.69	
	TOTAL ASSETS		24,350.58
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	12,977.89	
	TOTAL LIABILITIES		12,977.89
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	26,577.16	
	BALANCE - CURRENT DATE	26,577.16	
	TOTAL FUND EQUITY		11,372.69
	TOTAL LIABILITIES AND EQUITY		24,350.58

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	290,910.00	59,090.00	83.12	396,525.00
	TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	290,910.00	59,090.00	83.12	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	2.36	(2.36)	.00	31.27
	TOTAL INTEREST	.00	.00	2.36	(2.36)	.00	31.27
	TOTAL FUND REVENUE	<u>350,000.00</u>	<u>350,000.00</u>	<u>290,996.36</u>			<u>396,556.27</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	255,326.00	(90,890.00)	73.75	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	5,962.00	5,962.00	.00	13,347.00
905-49775-375	FSS	.00	.00	2,635.00	2,635.00	.00	4,332.00
905-49775-377	PORT PAY OUT ADMIN FEE	.00	.00	496.20	496.20	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>		<u>346,216.00</u>	<u>346,216.00</u>	<u>264,419.20</u>	<u>(81,796.80)</u>	<u>76.37</u>	<u>421,667.84</u>
TOTAL HAP EXPENDITURES		<u>346,216.00</u>	<u>346,216.00</u>	<u>264,419.20</u>	<u>(81,796.80)</u>	<u>76.37</u>	<u>421,667.84</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	264,419.20			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	26,577.16			(25,111.57)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	207,000.00	156,125.44	50,874.56	75.42	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	207,000.00	156,125.44	50,874.56	75.42	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	156,125.44			501,237.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	62,256.02 (25,539.98)	70.91	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	4,669.20 (2,076.80)	69.21	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	4,623.25 (1,464.75)	75.94	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	12,061.20 (4,587.80)	72.44	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	240.29 (444.71)	35.08	447.71
205-41930-154 HRA/FLEX FEES	.00	.00	54.55	54.55	.00	73.35
TOTAL PERSONAL SERVICES	123,814.00	123,814.00	85,454.51 (38,359.49)	69.02	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	578.00	578.00	.00	196.25
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	166.21 (3,133.79)	5.04	2,503.60
TOTAL SUPPLIES	3,550.00	3,550.00	843.31 (2,706.69)	23.76	3,051.87
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	7,800.76	4,200.76	216.69	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	.00	1,806.48	1,806.48	.00	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	612.05	112.05	122.41	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	265.94 (484.06)	35.46	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	46.00 (154.00)	23.00	138.00
205-41930-360 INSURANCE AND BONDS	1,500.00	1,500.00	255.00 (1,245.00)	17.00	1,086.87
205-41930-381 ELECTRIC UTILITIES	400.00	400.00	757.30	357.30	189.33	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	60.00	2,054.11	1,994.11	3,423.52	731.32
205-41930-383 GAS UTILITIES	100.00	100.00	293.94	193.94	293.94	118.44
TOTAL OTHER SERVICES & CHARG	8,210.00	8,210.00	14,762.52	6,552.52	179.81	11,616.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	.00	10,459.82	10,459.82	.00	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	46.00	46.00	.00	.00
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	3,094.08	3,094.08	.00	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	15,827.10	15,827.10	.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	6,072.00	(2,428.00)	71.44	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
<i>TOTAL MISCELLANEOUS</i>	24,150.00	24,150.00	46,315.40	22,165.40	191.78	74,421.34
TOTAL EDA ADMINISTRATION	159,724.00	159,724.00	147,375.74	(12,348.26)	92.27	212,465.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	18,249.58 (7,813.42)	70.02	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	5,139.18	2,139.18	171.31	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	1,368.72 (684.28)	66.67	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	1,741.28 (582.72)	74.93	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	6,025.22 (2,298.78)	72.38	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	27.35 (47.65)	36.47	36.75
TOTAL PERSONAL SERVICES	44,942.00	44,942.00	33,448.42 (11,493.58)	74.43	44,661.78
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	93.97	93.97	.00	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	10,000.00	7,650.18 (2,349.82)	76.50	10,305.61
TOTAL SUPPLIES	10,250.00	10,250.00	7,816.07 (2,433.93)	76.25	10,503.35
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	206.04 (643.96)	24.24	289.54
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	4,446.52 (2,553.48)	63.52	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	11,596.75 (9,403.25)	55.22	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,943.40 (2,756.60)	51.64	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	3,027.14 (2,972.86)	50.45	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	2,397.97 (2,102.03)	53.29	3,727.53
TOTAL OTHER SERVICES & CHARG	45,050.00	45,050.00	24,617.82 (20,432.18)	54.65	37,649.34
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	1,560.60 (11,439.40)	12.00	16,419.16
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,300.00	.00 (2,300.00)	.00	1,036.80
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	2,896.80 (9,103.20)	24.14 (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	18,370.31	18,370.31	.00	11,290.00
205-47000-498 RUM RIVER BUILD OUT	.00	.00	101,302.00	101,302.00	.00	.00
TOTAL MISCELLANEOUS	27,300.00	27,300.00	124,129.71	96,829.71	454.69	30,962.76
TOTAL MALL OPERATING EXPENSE	127,542.00	127,542.00	190,012.02	62,470.02	148.98	123,777.23

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	287,266.00	337,387.76			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	9,934.00	(181,262.32)			164,994.28

ACH Transaction Report

Batch #: 000175

Created On: 08/30/2018

Name	Amount
Bungalows of Chisago L	\$1,187.00
Calhoun Apartments	\$1,110.00
Cambridge Square Assoc	\$1,248.00
Cambridge Town Square	\$978.00
PG Companies Redwing A	\$1,032.00
DJ Properties of Stanc	\$510.00
Erlandson - Nelson Con	\$555.00
Hanson Properties	\$269.00
Haven Properties	\$347.00
New Challenges, Inc.	\$5,295.00
Isanti Village Apartme	\$1,414.00
Kaizen Property Soluti	\$1,068.00
Kestrel Meadows Townho	\$4,968.00
Legacy Townhomes	\$3,831.00
Minneapolis Public Hou	\$663.90
Allen Moulton	\$530.00
Normandy Townhomes	\$3,421.00
North Branch Senior Ho	\$577.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$1,749.00
Northern Management	\$452.00
Rush Oaks Apartments	\$790.00
Sunrise Court Apartmen	\$1,116.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$528.00
Tower Terrace Limited	\$4,789.00
Wyoming Limited Partne	\$1,262.00
Wyoming Limited Partne	\$1,273.00
Cambridge EDA	\$-42,062.90

①

Batch Total: \$0.00

Hsg Div
 Sept ACH activity
 +60,209.90
 ②

ACH Transaction Report

Batch #: 000176

Created On: 08/30/2018

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$489.00
Bohmer, John	\$729.00
Dean & Jennifer Bondes	\$995.00
Charles Satak	\$585.00
Chen Liu	\$5,143.00
David Findell	\$555.00
Elmer D. Harp	\$572.00
Jenell King	\$550.00
John Maher	\$370.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$250.00
Brian Leet	\$376.00
Michael Doran	\$558.00
Loral Myers	\$272.00
Ordeen Splittstoser	\$278.00
Pleasant Knoll Apartme	\$623.00
Randall Propp	\$597.00
Richard Berget	\$264.00
Robert Blaisdell-Blais	\$423.00
Robert Mattson	\$538.00
Steve Baker	\$798.00
Paul & Bethany Stiles	\$668.00
Thomas Olin	\$304.00
Cambridge EDA	\$-16,606.00 (1)

Batch Total: \$0.00

ACH Transaction Report

Batch #: 000177

Created On: 09/04/2018

<u>Name</u>	<u>Amount</u>
NETA Property Manageme	\$1,150.00
Cambridge EDA	\$-1,150.00 (1)
Christine LeCuyer	\$391.00
Cambridge EDA	\$-391.00 (1)
Batch Total:	\$0.00

<p>CAMBRIDGE EDA MEETING</p> <p>November 19, 2018</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	10/10/2018	111694 - 111750	6,550.71
Prepaid Checks	10/16/2018	111762 - 111788	4,582.14
Prepaid Checks	10/24/2018	111827 - 111859	715.20
Prepaid Checks	10/31/2018	111874 - 111909	6,921.16
Prepaid Checks	11/6/2018	111939 - 111958	4,541.34
		Prepaid Totals	<hr/> <u>23,310.55</u>

TOTAL SUBMITTED FOR APPROVAL

\$23,310.55

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			6.06
1681	ECM Publishers, Inc.	Legal Notice - 2018 PHA Plan Amendment	7.88
Total 1681:			7.88
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	155.25
Total 1686:			155.25
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	549.89
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	63.38
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	40.49
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	39.99
2350	HD Supply Facilities Maintenance	Credit Materials - Operating Supplies - Bridge P	39.99-
Total 2350:			653.76
2456	Housing Data Systems	Annual License and Support Contract	1,930.00
Total 2456:			1,930.00
3521	Menards	Materials - Bridge Park	16.97
Total 3521:			16.97
4737	Real Estate Publishing Corporatio	Sponsorship MN Real Estate Industrial & Econ	1,000.00
Total 4737:			1,000.00
5048	Seasonal Property Services, LLC	Turf Maintenance - Cypress St S, 1st Ave E, 4th	450.00
Total 5048:			450.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - November	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - November	750.00
Total 5191:			2,250.00
5861	Walmart Community Card	Tenant Services - Bridge Park	80.79
Total 5861:			80.79
Grand Totals:			6,550.71


Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 10/10/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/10/2018	111694	1140	Cintas Corporation	205-20100	6.06
10/18	10/10/2018	111699	1681	ECM Publishers, Inc.	901-20100	7.88
10/18	10/10/2018	111700	1686	Ecolab Pest Elimination Div.	901-20100	155.25
10/18	10/10/2018	111708	2350	HD Supply Facilities Maintenance Ltd	901-20100	653.76
10/18	10/10/2018	111709	2456	Housing Data Systems	901-20100	1,930.00
10/18	10/10/2018	111722	3521	Menards	901-20100	16.97
10/18	10/10/2018	111738	4737	Real Estate Publishing Corporation	205-20100	1,000.00
10/18	10/10/2018	111739	5048	Seasonal Property Services, LLC	205-20100	450.00
10/18	10/10/2018	111741	5191	SPEW Health Plan	205-20100	2,250.00
10/18	10/10/2018	111750	5861	Walmart Business/SYNCB	901-20100	80.79
Grand Totals:						<u>6,550.71</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	119.66
	Total 555:		119.66
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1716	Ehlers & Associates, Inc.	TIF/Tax Abatement Assistance	240.00
	Total 1716:		240.00
2233	Grimebusters Deep Surface Clea	Strip and Wax - Mall	300.00
	Total 2233:		300.00
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	68.97
	Total 2350:		68.97
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	351.64
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	194.00
	Total 3006:		545.64
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
3521	Menards	Signs - Industrial Park Marketing	368.48
3521	Menards	Materials - Bridge Park	507.88
3521	Menards	Materials - Bridge Park	21.06
3521	Menards	Materials - Bridge Park	18.95
3521	Menards	Materials - Bridge Park	37.97
	Total 3521:		954.34
3776	Minnesota Unemployment Insuran	Unemployment Benefits - Quarter 3 2018	2,290.00
	Total 3776:		2,290.00
	Grand Totals:		4,582.14

Dated: 10/16/18City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/16/2018	111762	555	Business Essentials	205-20100	119.66
10/18	10/16/2018	111765	1140	Cintas Corporation	205-20100	3.03
10/18	10/16/2018	111770	1716	Ehlers & Associates, Inc.	205-20100	240.00
10/18	10/16/2018	111774	2233	Grimebusters Deep Surface Cleaning LLC	205-20100	300.00
10/18	10/16/2018	111775	2350	HD Supply Facilities Maintenance Ltd	901-20100	68.97
10/18	10/16/2018	111780	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	545.64
10/18	10/16/2018	111781	3056	Lake Superior Laundry Inc.	205-20100	60.50
10/18	10/16/2018	111785	3521	Menards	901-20100	954.34
10/18	10/16/2018	111788	3776	Minnesota Unemployment Insurance	901-20100	2,290.00
Grand Totals:						<u>4,582.14</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
1201	Cliff's Vacuum	Maint & Repair Supplies - Mall	24.99
Total 1201:			24.99
5058	SAC's Enrichment Center	Manufacturing Appreciation Breakfast	168.00
Total 5058:			168.00
5355	Surplus Services	Repairs & Maintenance Supplies - Mall	40.00
Total 5355:			40.00
5391	TM Johnson Bros., Inc.	Repair & Maintenance Supplies - Mall	332.00
Total 5391:			332.00
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
Total 5801:			147.18
Grand Totals:			715.20

Dated: 10/24/18

City Treasurer: Caroline Inc

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/24/2018	111827	1140	Cintas Corporation	205-20100	3.03
10/18	10/24/2018	111828	1201	Cliff's Vacuum	205-20100	24.99
10/18	10/24/2018	111847	5058	SAC's Enrichment Center	205-20100	168.00
10/18	10/24/2018	111854	5355	Surplus Services	205-20100	40.00
10/18	10/24/2018	111855	5391	TM Johnson Bros., Inc.	205-20100	332.00
10/18	10/24/2018	111859	5801	Verizon Wireless	205-20100	147.18
Grand Totals:						<u>715.20</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
3521	Menards	Maintenance Supplies - Mall	17.97
3521	Menards	Maintenance Supplies - Mall	24.99
3521	Menards	Materials - Bridge Park	18.53
Total 3521:			61.49
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	12.83
Total 3543:			12.83
3933	Mora HRA	October Contracted Section 8 Administration	3,886.48
Total 3933:			3,886.48
4011	NAC Mechanical & Electrical Serv	Fall Semi-Annual Maintenance	973.83
Total 4011:			973.83
4211	Northland Fire Protection	Replace Heat Detectors w/ Smoke Detectors -	1,983.50
Total 4211:			1,983.50
Grand Totals:			6,921.16

Dated: 10/31/18

City Treasurer: *Caroline Moore*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/31/2018	111874	1140	Cintas Corporation	205-20100	3.03
10/18	10/31/2018	111898	3521	Menards	901-20100	61.49
10/18	10/31/2018	111899	3543	Metro Sales, Inc.	901-20100	12.83
10/18	10/31/2018	111901	3933	Mora HRA	902-20100	3,886.48
10/18	10/31/2018	111904	4011	NAC Mechanical & Electrical Services	205-20100	973.83
10/18	10/31/2018	111909	4211	Northland Fire Protection	901-20100	1,983.50
Grand Totals:						<u>6,921.16</u>

Vendor	Vendor Name	Description	Net Invoice Amount
3501	MEI Total Elevator Solutions	November Service Billing	238.71
	Total 3501:		238.71
4131	Nordberg's Electric Supply Inc	Pole Light - Bridge Park	500.00
	Total 4131:		500.00
4987	Scott Olson Construction	October Mowing & Fall Leaf Clean Up - Bridge	495.00
	Total 4987:		495.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - December	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - December	750.00
	Total 5191:		2,250.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	373.45
	Total 5878:		606.01
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		4,541.34

Dated: 11/6/18City Treasurer: Caroline Nove

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/06/2018	111939	3501	MEI Total Elevator Solutions	901-20100	238.71
11/18	11/06/2018	111944	4131	Nordberg's Electric Supply Inc	901-20100	500.00
11/18	11/06/2018	111948	4987	Scott Olson Construction	901-20100	495.00
11/18	11/06/2018	111950	5191	SPEW Health Plan	205-20100	2,250.00
11/18	11/06/2018	111957	5878	Waste Management of WI-MN	901-20100	606.01
11/18	11/06/2018	111958	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>4,541.34</u>

Date: October 15, 2018
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- No resident meeting in September or October. Next meeting will be in November.
- Received a vacate notice for November 30th
- Processed rent checks.
- Received notice from HUD on 9/28/2018 that they have increased the 2018 Capital Fund from \$54,993 to \$55,621. An increase of \$628.
- Northland Fire Protection was out and removed all of the old heat detectors and installed smoke detectors.

Capital Fund:

- NA

6A

Date: November 19, 2018
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Resident meeting was held on Tuesday, Nov. 6th, 2018. Holiday get together is scheduled for December 12, 2018 for residents.
- Working on a Vacate Due Modernization letter for HUD so we can still receive funding for the vacant units that we have till after the asbestos abatement project is completed.
- Northland Fire Protection was out and inspected fire extinguishers.
- Submitted Maintenance Wage Report to HUD.
- Processed rent checks, submitted MTCS (vacancy report).

Projects:

- Meeting with Brian Baas to update asbestos abatement specifications. We will begin advertising for bids again in January with a March 2019 bid award. We hope the project will begin in April 2019.

Resident Meeting: Tuesday, November 06, 2018 at 11:30 am

- I would like to thank all of you that attended the Resident meeting.
- Holiday get together has been scheduled for Wednesday, December 12th at 12:00 pm. Sloppy joes and chips will be served. If any resident's would like to bring a covered dish or a dessert to share, please do. Sign-up sheet has been posted on bulletin board.
- Reminded residents and their guests: Friday's is cleaning day and the public restrooms are closed during cleaning time, everybody is to wear shoes in the common areas, no food or uncovered drinks are allowed in common areas.
- **All residents please check their smoke detectors!!!**
- Will post a notice informing residents for a day to decorate the holiday tree. No real trees are allowed in the apartments.

Prepared by: Deb Barrett

Background:

On an annual basis, PHA's are required to develop a Public Housing Agency Plan in relation to funding we receive from the US Department of Housing & Urban Development. The 2018 PHA Plan & 5 year plan was brought to EDA Board Meeting on July 16, 2018 and went out for 45 days public notice as required by federal regulation.

On August 6, 2018 there was a Special EDA Board Meeting, staff was directed to repurpose the 2018 PHA Plan for the asbestos abatement project that will be rebid in 2019. Since this action represents a significant change in the PHA Plan, we needed to post notice of the amended 2018 PHA Plan.

Recommendation:

1. Conduct for public hearing on the Amended 2018 PHA Plan & 5 year plan.
2. Motion to approve the Amended 2018 PHA Plan & 5 year plan

6.0	<p>PHA Plan Update</p> <ul style="list-style-type: none"> ▪ Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: ▪ No revision; ongoing <p>The Cambridge Economic Development (Cambridge EDA) aim for 2018 is to continue to work toward accomplishing the goals that are currently in place:</p> <ol style="list-style-type: none"> 1. Public Housing: <ul style="list-style-type: none"> ▪ Continue to maintain 100% occupancy rate with public housing. ▪ Continue to modernize/update our public housing units. ▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan ▪ Timely and accurate reporting of financial data and all other components of quality property management and maintenance. ▪ Continue & expand on resident involvement and services; ▪ Ensure that the PHA property continue to be managed to the highest possible standard, including regular preventive maintenance; ▪ Prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units; ▪ Strive to provide customer satisfaction through on going resident/staff communication by the way of monthly resident meetings; post notices etc.). ▪ Maintain "High Performer" status under HUD's Public Housing Assessment System (PHAS); ▪ Promote affordable housing unit development in our jurisdiction through the use of Low Income Housing Tax Credits. ▪ Maintain EDA Web Page providing program information to potential landlords. ▪ Ensure equal access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, marital status and the reliance on public assistance in the development and administration of Cambridge EDA. 2. Section 8 <ul style="list-style-type: none"> ▪ Cambridge has contracted with Mora HRA to administer the vouchers for the EDA. ▪ There is no revision to the Section 8 HCV Administrative Plan ▪ AMENDED PHA PLAN FOR PUBLIC HOUSING 3. Capital Improvements: <ul style="list-style-type: none"> ▪ Continue to make improvements to our public housing property. Continue to actively involve residents, staff and community in planning capital improvements. 4. Safety and Security: <ol style="list-style-type: none"> a. Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical b. Improvements to properties that enhance safety and security make provisions for local police and ambulance services access when there is an emergency. <ul style="list-style-type: none"> ▪ Abate Asbestos Project ▪ Sending out bid proposals to hire out for Project Manager to oversee all aspect of the asbestos removal process ▪ Removal of all asbestos in ceilings and floors of all apartments and two public restrooms, restore all units and 2 public restroom back to good condition. 5. Smoke-Free Policy <ul style="list-style-type: none"> ▪ Enforce the smoke-free Public Housing Policies effective July 30, 2018 ▪ Update the Admission & Continued Occupancy Policy ▪ No smoking within 50 feet of entrance of building ▪ Designated smoking area is 50 feet away from structures on property ▪ All residents to sign smoke-free lease addendum ▪ Lease and resident handbook updated to include the Smoke-Free Policy 6. Violence Against Women and Justice Department Reauthorization Act of 2005 <ul style="list-style-type: none"> ▪ All resident to sign Lease Addendum of the VAWA – HUD-91067, HUD-5380 & HUD-5382 ▪ Update the Admission & Continued Occupancy Policy <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ol style="list-style-type: none"> 7. Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern St., Cambridge, MN
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFPP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Cambridge EDA has entered into an agreement with Mora HRA on January 1, 2016 to provide services for the administration of the Section 8 Housing Choice Program.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.*
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.*

Summary of Five Year Capital Plan	Actual	Estimated	Estimated	Estimated	Estimated
2018-2022	2018	2019	2020	2021	2022
Grant Amount	55,621	35,000	35,000	35,000	50,000
Capital Projects					
Description					
Operations	13,745	8,700	8,700	8,700	8,700
Restore 2 public restrooms	41,876				
Landscaping					
Water pipe replacement/under concrete - first floor south end					
Gazebo		\$ 6,300.00			
Mill/overlay, restripping of the parking lot		\$ 20,000.00			
Renovate bathrooms in 45 units			\$ 26,300.00	\$26,300.00	\$ 26,300.00
Roof Replacement (done in 2007)					\$ 15,000.00
Total	\$ 55,621.00	\$ 35,000.00	\$ 35,000.00	\$35,000.00	\$ 50,000.00
	Spent \$18,732.58				
	Obligation date				
	3/22/18 Drew Down \$6000				
	4/4/18 Drew Down \$12,732.58				

P101

6C

2018 EDA Administration Special Revenue Fund Budget Amendment

November 19, 2018

Background

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations.

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

Revenue Line Impacted	Amount of increase (decrease)	Rationale
Rental Income	\$40,077	Additional rental income due to new lease to Department of Human Services.
General Fund Transfer	(\$15,000)	Reduce transfer from general fund in part due to additional rental income.
Total	\$25,077	

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

Expenditure Line Impacted	Amount of increase (decrease)	Rationale
Personal Services	(\$1,650)	Less EDA meeting pay than expected—usually only once per month. Budget was set for two meetings per month.
Other Charges & Services	\$54,777	Added \$38K for abatements for Motek and Main & 65 LLC. We have already “prefunded” the abatement payments and thus we will be drawing down on fund balance for this expenditure activity. Also \$14K for Hwy 95 property acquisition costs that were not covered by the grant. The State is not payment for mowing, property taxes and other costs we have incurred for properties acquired.
Mall Operations	\$127,761	Added \$18K to equipment for rooftop HVAC unit replacement. Added \$106K of tenant build out. Both of these projects were previously approved by the board. The budget revision is being done to reflect these actions. The tenant build out amount will be recouped from additional rental income in the next several years.
Total	\$180,888	

Council Action

Approve Resolution No. R18-005 2018 EDA Administration Special Revenue Fund Budget Revision

Resolution No. EDA R18-005

RESOLUTION AMENDING THE 2018 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

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

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

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

	2018 Proposed Amended Budget 11/19/18	2018 Adopted Budget
Revenue:		
Rental income	\$247,077	\$207,000
Other income	\$200	\$200
Transfer In from General Fund	<u>\$75,000</u>	<u>\$90,000</u>
Total Income	<u>\$322,277</u>	<u>\$297,200</u>
Expenditures:		
Personal Services	\$122,164	\$123,814
Supplies	\$3,550	\$3,550
Other Charges & Services	\$87,137	\$32,360
Mall Operations	<u>\$255,303</u>	<u>\$127,542</u>
Total Expenditures	<u>\$468,154</u>	<u>\$287,266</u>

Adopted this 19th Day of November, 2018

Joe Morin, EDA President

Attest:

Caroline Moe, Executive Director

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

			10/31/18	12/31/17	12/31/16	
	Adopted	Amended	YTD	YTD		
	Budget	Budget	Actual	Actual	Actual	
	2018	2018	10/31/2018	12/31/2017	2016	
OTHER FINANCING SOURCES						
205-36210	Interest Earnings	200	200	0.00	2,954.05	3,937.99
205-37200	Miscellaneous			0.00	0.00	133.75
205-37220	Rental Fees	207,000	247,077	209,181.76	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	207,200	247,277	209,181.76	226,237.33	233,770.85
205-39203	General Fund Transfer In	90,000	75,000	75,000.00	275,000.00	0.00
	TOTAL TRANSFERS IN	90,000	75,000	75,000	275,000	0
	TOTAL REVENUES AND TRANSFERS IN	297,200	322,277	284,181.76	501,237.33	233,770.85
EDA Admin #41930						
Personal Services						
205-41930-101	Salaries	87,796	87,796	76,102.44	92,201.51	0.00
205-41930-102	Overtime			0.00	0.00	0.00
205-41930-112	EDA Meeting Payments	2,500	750	350.00	490.00	0.00
205-41930-121	PERA Employer Share	6,746	6,746	5,707.68	6,729.66	0.00
205-41930-122	FICA/Medicare Employer Share/Employee Benefits	6,088	6,088	5,642.97	6,695.96	0.00
205-41930-131	Medical/Dental/Life Employer Share	16,649	16,649	14,775.60	15,303.60	0.00
205-41930-132	Longevity	2,150	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
205-41930-151	Workers' Compensation Insurance	685	685	351.32	447.71	0.00
205-41930-154	HRA Fees		100	63.95	73.35	0.00
	Total Personal Services	123,814	122,164	104,193.96	123,376.11	0.00
Supplies						
205-41930-201	Office Supplies - Accessories	250	250	99.10	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	0	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	3,550	3,550	99.10	3,051.87	484.91
Other Services and Charges						
205-41930-304	Miscellaneous Professional Services	3600	3600	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		2800	2,258.10	2,523.91	0.00
205-41930-321	Telephone/Cellular Phones	500	850	751.43	743.68	0.00
205-41930-331	Travel/Meals/Lodging	750	750	433.94	1,314.59	154.86
205-41930-334	Mileage Reimbursement	1100	1100	870.94	625.15	883.44
205-41930-340	Advertising			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	1500	343	343.00	1,086.87	1,059.91
205-41930-381	Electric--Church	400	1600	1,152.94	836.99	614.35
205-41930-382	Water Sewer Acq Property	60	2500	2,161.26	731.32	73.28
205-41930-383	Gas--Church	100	400	365.21	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 Acq Maint Exp		14000	11,525.38	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	585.00	305.00	535.00
205-41930-450	Tax Abatement-Main & 65 LLC		6,190	3,094.08	6,403.00	0.00
205-41930-451	Tax Abatement-Motek/Team		31,654	15,827.10	32,875.84	0.00
205-41930-484	NLX Activity	6,650	6,650	6,650.00	4,830.00	2,625.00
205-41930-485	Property taxes on acquired land	3,000	0	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

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

		10/31/18	12/31/17	12/31/16		
		Adopted Budget 2018	Amended Budget 2018	YTD Actual 10/31/2018	YTD Actual 12/31/2017	Actual 2016
205-41930-487	MN Design Team			0.00	0.00	10,091.91
205-41930-489	Other Contracted Services--marketing	8,500	8,500	7,440.48	9,457.11	8,290.83
	Total Other Services and Charges	32,360	87,137	58,245.15	86,037.84	48,659.83
	<i>Total EDA Administration</i>	<i>159,724</i>	<i>212,851</i>	<i>162,538.21</i>	<i>212,465.82</i>	<i>49,144.74</i>
	Mall Management					
	Personal Services					
205-47000-10:	Salaries	26,063	26,063	22,308.78	25,250.24	24,378.26
205-47000-10:	Overtime	1,000	500	0.00	46.05	9.21
205-47000-10:	Temporary Employee	3,000	6,200	5,654.94	6,121.58	1,485.88
205-47000-12:	PERA Employer Share	2,053	2,053	1,673.16	1,886.34	1,799.76
205-47000-12:	FICA/Medicare Employer Share/Employee Benefits	2,324	2,324	2,079.78	2,331.03	1,889.78
205-47000-13:	Medical/Dental/Life Employer Share	8,324	8,324	7,381.06	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	1,503	1,503	1,080.70	1,346.03	1,131.50
205-47000-15:	HRA/Flex Fees	75	75	32.05	36.75	36.75
	Total Personal Services	44,942	47,642	40,750.10	44,661.78	37,860.28
205-47000-211	Miscellaneous Operating Supplies		200	121.23	129.99	138.64
205-47000-212	Gasoline	250	250	71.92	67.75	82.20
205-47000-221	Repair and Maintenance Supplies	10,000	11,000	9,929.51	10,305.61	13,616.18
	Total Supplies	10,250	11,450	10,122.66	10,503.35	13,837.02
	Other Services and Charges					
205-47000-321	Telephone/Cellular Phones	850	850	257.55	289.54	208.87
205-47000-351	Legal Notices/Ordinance Publishing		600	494.45	0.00	0.00
205-47000-360	Insurance	7,000	6,053	6,052.27	4,388.00	4,289.25
205-47000-381	Electric Utilities	21,000	21,000	14,189.80	20,859.83	19,506.29
205-47000-382	Water/Wastewater Utilities	5,700	5,700	3,808.02	4,733.14	5,130.22
205-47000-383	Gas Utilities	6,000	6,000	3,290.88	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	13,000	13,000	2,138.60	16,419.16	12,265.99
205-47000-413	BNSF Parking Lot Lease	2,300	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			0.00	2,350.00	54,000.00
205-47000-491	Work Force Center Remodel			0.00	0.00	0.00
205-47000-49X	Senior Center Remodel			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		18,371	18,370.31	11,290.00	0.00
205-47000-498	Tenant Build Out		105,837	105,836.80	0.00	0.00
	Total Other Services and Charges	72,350	196,211	160,996.73	68,612.10	105,646.42
	<i>Total Mall Management</i>	<i>127,542</i>	<i>255,303</i>	<i>211,869.49</i>	<i>123,777.23</i>	<i>157,343.72</i>
	Total EDA Admin & Mall Management Expenditures	287,266	468,154	374,407.70	336,243.05	206,488.46
	NET INCREASE (DECREASE) IN FUND BALANCE	9,935	(145,877)	(90,225.94)	164,994.28	27,282.39

6D Approve Professional Services Contract for Multi-Family Housing Study

November 19, 2018

Author: Stan Gustafson

Request

The EDA is requested to approve the professional services contract for \$6,000.00 to prepare an estimated market demand for market rate and affordable housing for the City of Cambridge.

Background

Staff has been working with several developers on various sites for potential multi-family apartment complex. The most recent study that was completed by Maxfield was in the fall of 2014 which is too old to be used by developers and financial institutions. We have had success in attracting multi-family housing developers when we have had a current study for them to review.

Cambridge (Isanti County) is the seventh fastest growing county in the state, from 2000 to 2017 the county has seen an increase in population of 26.5%, with the increased population new businesses have opened and/or expanded which brings more employment. Through these 311 businesses they employ 6,554 people representing 60.5% of employment opportunities in this county and the unemployment rate is between 2.5 and 3%.

The study that Maxfield prepared in the fall of 2014 showed a vacancy rate of 1.3% to 1.5% for market rate and affordable housing. There is still a high need for workforce housing in Cambridge.

Staff has had conversation with two consultants for them to provide us with a proposal to prepare a rental housing study for Cambridge. Staff has worked with both consultants in the past. Their proposals are similar in nature and staff has reviewed a study they have produced for other cities for comparison and either consultant's study would meet the objection.

Staff's recommendation is to use McComb Group, Ltd to prepare the housing study because we are also looking at having our Retail Market Analysis updated (2011 last updated) in the first part of 2019. This should give us some economies of scale because the demographics will have been completed and will be a larger savings than the difference between these two proposals as stated below.

McComb Group, Ltd \$6,000.00

- Site visit
- Market area
- Employment
- Market Demand
- Require retainer is \$3,000.00

Maxfield Research & Consulting \$5,500.00

- Initial market assessment
- Market Review
- Conclusion and Recommendations
- Required Retainer is \$2,700.00

The rental market has continued to be strong, change of life styles and the younger population wanting to rent verses buying and some of the older population is changing from home ownership to renting. The single housing market has been strong as well over the last several years but not everyone is a home buyer.

The completed study will give staff another marketing tool to share with developers that are interested in options that are available for multi-family sites in Cambridge.

PROPOSED ACTION

Approve professional services contract with McComb Group, Ltd. for \$6,000.00 to conduct a rental housing study for market rate and general affordable housing in the City of Cambridge as being proposed. Authorize the EDA President and Executive Director to sign the necessary documents.



Maxfield
Research & Consulting

August 28, 2018

Mr. Stan Gustafson
Economic Development Director
City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

Dear Mr. Gustafson:

Thank you for contacting Maxfield Research and Consulting, LLC regarding your research and consulting needs for market rate and affordable general occupancy rental housing in the City of Cambridge, Minnesota. The attached proposal provides a proposed scope of services and associated costs to complete an Initial Market Assessment.

Please review the enclosed proposal. If you have any comments or questions, please do not hesitate to call or email me at mmullins@maxfieldresearch.com. If the proposal meets with your approval, please date and sign one copy and return it to our offices along with the initial payment.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC

Matt Mullins
Vice President

Enclosures



August 28, 2018

Mr. Stan Gustafson
Economic Development Director
City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

CONTRACT FOR PROFESSIONAL SERVICES

Maxfield Research and Consulting, LLC ("Maxfield") proposes to provide research and consulting services to the City of Cambridge (the "Client") to assess current market conditions and the potential demand for additional market rate and affordable general occupancy rental housing units in the City of Cambridge, Minnesota.

This proposal outlines our scope of services for an Initial Market Assessment for general occupancy rental housing. A Full Feasibility Study could be completed at a later date if needed.

SCOPE OF SERVICES

Initial Market Assessment: General Occupancy Rental Housing

A. Demographic Review

1. Determine an appropriate draw area (or "Market Area") for general occupancy rental housing located in Cambridge, Minnesota.
2. Analyze overall population, household and employment growth trends to 2025.
3. Analyze age distribution trends with projections to 2023.
4. Analyze household incomes by age of householder for 2018 and 2023.
5. Analyze household income by tenure (2016).
6. Provide current-year income limits by household size and rent restrictions.
7. Analyze household tenure by age of householder for 2010 and 2016.
8. Analyze employment growth trends and projections in the Market Area.

B. Competitive Market Review

1. Examine overall rental market conditions, average rents and vacancies in the Cambridge area.
2. Identify all affordable tax credit projects in the Primary Market Area.
3. Survey newer market rate and affordable general occupancy rental developments in and near the Primary Market Area; provide information on year built, number of units, rent levels, vacancies, and features and amenities.
4. Identify any pending general occupancy rental housing developments in the Primary Market Area.
5. Relate existing rental housing market conditions to the potential demand for new market rate and affordable general occupancy rental housing in City of Cambridge.

C. Conclusions and Recommendations

1. Calculate demand for market rate and affordable general occupancy rental housing in the Market area and estimate the proportion of the demand the City of Cambridge will be able to capture.
2. Identify predominant target markets for general occupancy rental housing in the City.
3. Provide general recommendations on unit mix, unit sizes, pricing, features and amenities and the ability of a new project in Cambridge to achieve rents that are economically feasible.
4. Provide a general assessment of the ability to support additional units in the City of Cambridge.
5. Memorandum preparation.

Cost for Staff Time:

\$5,500.00

COST OF SERVICES

The above work program for the **Initial Market Assessment** will be completed for Five Thousand Five Hundred Dollars (\$5,500.00), including all out-of-pocket expenses and one electronic copy of the memorandum. An initial payment in the amount of Two Thousand Seven Hundred Dollars (\$2,700.00) will be required along with an executed copy of this agreement prior to commencement of work by Maxfield Research and Consulting, LLC.

Any meeting time or additional research requested by the Client beyond that outlined in the above Scope of Services will be billed in addition at our standard hourly rates for staff time which range from \$55.00 to \$160.00 per hour.

WORK PRODUCT

The Initial Market Assessment will be completed in memorandum format.

COMPLETION TIME

The Initial Market Assessment will be completed within 45 to 50 days of receipt of an executed contract and initial payment in the offices of Maxfield Research and Consulting, LLC, unless delayed by unexpected emergencies, forces beyond the control of one or both parties or by written agreement of the parties.

PAYMENT

All invoices are payable to Maxfield Research and Consulting, LLC within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement. We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting, LLC disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

In the event payment is not received on a timely basis, Maxfield Research and Consulting, LLC shall be entitled to a lien against the subject property.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting, LLC for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research Inc.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

Agreed to this _____ day of _____ 2018.

MAXFIELD RESEARCH AND CONSULTING, LLC

CITY OF CAMBRIDGE



Matt Mullins
Vice President

Stan Gustafson
Economic Development Director

October 25, 2018

Mr. Stan Gustafson
Economic Development Director
CITY OF CAMBRIDGE
300 Third Avenue NE
Cambridge, Minnesota 55008

Dear Mr. Gustafson,

In response to your request, we have prepared a work program to estimate market demand for market rate and affordable apartment units in Cambridge, Minnesota. Specific work tasks are summarized below.

◆ **Site Visit**

Cambridge will be visited to observe a potential site for apartment development. Important characteristics of the City of Cambridge will be identified.

◆ **Competitive Evaluation**

Competitive rental apartments in the vicinity will be identified including number of units, units by type, bedrooms, baths, rents, age, vacancy, and location. Unit features and building amenities will be identified. Planned and proposed competitive rental developments will be identified.

◆ **Market Area**

The market area for rental housing in Cambridge will be delineated. Demographic and housing characteristics of the market area will be analyzed to identify demand for apartment units. Demographic characteristics to be evaluated include, but are not limited to: population, age distribution, educational attainment, race and ethnicity, households by type, median and average household income, household size, and renter- and owner-occupied units. Market area civilian labor force, employment, and unemployment trends will be evaluated. Demographic characteristics to be compiled include 2000 and 2010 census and 2018 and 2023 estimates to evaluate growth trends.

◆ **Employment**

Cambridge employment trends will be identified including, but not limited to: employment by industry, wages, and other related information. The Cambridge employment market area will be delineated to determine where workers employed in Cambridge live. Work location of existing Cambridge employed workers will also be identified.

◆ **Market Demand**

Annual demand and absorption for market rate and affordable rental housing will be estimated taking into consideration household growth, employment demand, and other factors. Demand estimates will include market rate rents and likely absorption rates. In addition, the demand for affordable housing will be estimated based on HUD income limits.

The results of our analysis will be documented in a report designed to meet client needs. The report will contain appropriate graphics and explanations of our principal findings and conclusions.

MEETINGS

Two meetings are planned during the course of the evaluation. These meetings include the following.

- ◆ **Start-Up Meeting** will be held at the beginning of the engagement to finalize research objectives and obtain client-provided information and potential housing sites.
- ◆ **Final Report Meeting** will be held to discuss work task results and findings. This meeting will cover all aspects of the research program.

The budget provides for two meetings as described above. Additional meetings will be billed at our normal hourly rates plus expenses.

SCHEDULE

The work tasks described in this engagement letter can be completed within 60 days following receipt of authorization to proceed and retainer.

QUALIFICATIONS AND EXPERIENCE

McComb Group is a full-service real estate and retail consulting firm with over 45 years of experience in market research and financial feasibility for housing. The firm has extensive experience in the industry and has conducted market research and financial feasibility for apartments, condominiums, townhomes, senior rental, and cooperatives. Additional information on McComb Group is attached.

BUDGET

The budget for the work program and work products described in this proposal will be performed at a price not-to-exceed \$6,000. The budget is based on the amount of time required to perform the work tasks and our normal hourly billing rates of \$275 for principals, \$220-\$275 for executive associates, \$150 for senior associates, \$125 for associates, and \$75-\$125 for consultants.

Company policy requires a retainer of approximately one-half the estimated budget for the project or \$3,000. The retainer will be applied to the final invoice as a credit for billing of professional services and expenses. Invoices for professional services and expenses will be rendered at mid-month and month-end as our work progresses.

Mr. Stan Gustafson
October 25, 2018
Page 3

Standard billing terms are net ten days. A finance charge of 1.5 percent will be charged on all unpaid balances outstanding more than 30 days.

REPORT PURPOSE

This proposal was prepared with the understanding that the results of our work will be used by the City of Cambridge to evaluate market demand for rental housing in the City of Cambridge, Minnesota and is intended for that use only. Our report will be prepared for that purpose and will be subject to the following qualifications:

- ◆ Our analysis will not ascertain the legal and regulatory requirements applicable to this project, including zoning, other state, and local government regulations, permits, and licenses. No effort will be made to determine the possible effect on the proposed project of present or future federal, state, or local legislation, or any environmental or ecological matters.
- ◆ Our report and analysis will be based on estimates, assumptions and other information developed from research of the market, knowledge of the industry and discussions with the client. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur; therefore, actual results achieved will vary from the analysis.
- ◆ Our analysis will not evaluate management's effectiveness or be responsible for future marketing efforts and other management actions upon which actual results are dependent.
- ◆ Our report will be intended solely for the purpose described above and should not be used for any other purpose without our prior written permission. Permission for other use of the report will be granted only upon meeting company standards for the proposed use.

These qualifications will be included in our final report. If the report is used for purposes other than specified above, we reserve the right to review the materials for proper use of our work.

ACCEPTANCE PROCEDURES

To indicate acceptance of the proposal, please sign a copy of the proposal and return it to us together with your check for the retainer as authorization to proceed with this engagement.

We appreciate the opportunity to submit this proposal and look forward to hearing from you soon. If you have any questions concerning the proposal, please call me at (612) 339-7000.

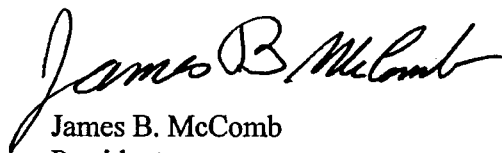
Accepted By: _____

McComb Group, Ltd.

Company: _____

Title: _____

Date: _____



James B. McComb
President