
Economic Development Authority – Bridge Park Apartments, 121 South Fern Street
Regular Meeting, Monday, June 19, 2017
Meeting Announcement and Agenda
5:30 pm

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

1. Call to Order

2. Approval of Agenda (p. 1)

3. Consent Agenda Approvals

A. Approve May 15, 2017 EDA Meeting Minutes (p. 3)

B. April 2017 Financial statements (p. 5)

C. Housing Division Bills ACH batches with transactions totaling \$65,288.92 (p. 32)

D. Approve EDA Administration Division bills checks #- # totaling \$ (p. 34)

4. Work Session

5. Unfinished Business

6. New Business

A. Supervisor's Report & tour of Bridge Park unit (p. 45)

B. Resident Meeting Minutes (p. 46)

C. Review of Proposed Capital Plan (p. 47)

D. Consideration of letter on HUD lawsuit (p. 59)

7. Adjourn

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes - April 17, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 15, 2017 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Call to Order

Morin called the meeting to order at 5:35 pm.

Approval of Agenda

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

Consent Agenda

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

- A. Approve April 17, 2017 EDA Meeting Minutes
- B. Housing Division Bills ACH batches with transactions totaling \$64,200.92
- C. Approve lease renewal with Rum River Special Education Cooperative/District 60749
- D. March 2017 Financial statements
- E. Approve EDA Administration Division bills checks #105731- #105962 totaling \$15,153.14

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

There were no agenda items for the Work Session or Unfinished Business.

New Business

Supervisor's Report

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

Approve Lease Unit 162 City Center Mall with 3rd & Main Cyndy Simonson

Gustafson stated City Administrator Woulfe provided Cyndy Simonson a tour of several spaces for lease in Cambridge including Unit 162. Gustafson explained Ms. Simonson of 3rd & Main is currently located in Pine City and because she had a month to month lease she was given notice to vacate. Gustafson stated she contacted Lynda to see what was initially available on a short notice and she will continue to look at other places, but this will provide a location as she continues to look for other available options.

Gustafson reported the type of items sold at 3rd & Main is an eclectic collection of farm style, modern, classic and cabin decor, greeting cards, jewelry and clothing.

Gustafson announced that Unit 162 is in the process of being renovated and available to lease in short notice. Gustafson reviewed the terms of the lease that was provided in the staff report.

Morin asked if the Police Department still had plans to use the unit. Woulfe stated the Police Department is working on their evidence room first and is fine waiting to occupy.

Godfrey questioned the justification for \$7.00 per square foot. Gustafson explained the typical rental fee is \$8.50 per square foot, however, Ms. Simonson will be painting the space and it is a temporary location so staff felt it would be appropriate to charge less.

Conley moved, seconded by Godfrey to approve the lease with 3rd & Main at the rate of \$7.00 per square foot and directed the EDA President and Executive Director to sign the lease. Motion carried Motion carried unanimously.

Adjournment

Iverson moved, seconded by Conley, to adjourn the meeting at 5:48 p.m. Motion carried unanimously.

Joe Moe, President

ATTEST:

Caroline Moe, Executive Director

DRAFT

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2017

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,351.84)	
901-10102	INVESTMENTS--PBC	320,242.76	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	380,045.19	
901-15500	PREPAID EXPENSES	1,830.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,221,510.52	
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	(1,646,510.67)	
 TOTAL ASSETS			 1,134,288.43

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	388.24	
901-22600	TENANT SECURITY DEPOSITS	26,388.29	
 TOTAL LIABILITIES			 26,776.53

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	772,296.80	
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			 33,659.33
 BALANCE - CURRENT DATE			 33,659.33
 TOTAL FUND EQUITY			 1,107,511.90
 TOTAL LIABILITIES AND EQUITY			 1,134,288.43

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	23,075.00	56,925.00	28.84	80,942.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	23,075.00	56,925.00	28.84	80,942.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	50.18	49.82	50.18	1,801.80
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	582.52	917.48	38.83	2,265.54
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	632.70	967.30	39.54	4,067.34
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	56,645.06	87,354.94	39.34	165,602.90
901-37221 LAUNDRY INCOME BRIDGE PARK	5,800.00	5,800.00	2,234.25	3,565.75	38.52	6,602.50
TOTAL RENTAL INCOME	149,800.00	149,800.00	58,879.31	90,920.69	39.31	172,205.40
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	36,000.00	36,000.00	.00	36,000.00	.00	92,883.77
TOTAL OTHER FINANCING SOURCES	36,000.00	36,000.00	.00	36,000.00	.00	92,883.77
TOTAL FUND REVENUE	267,400.00	267,400.00	82,587.01			350,098.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	29,363.00	29,363.00	.00	(29,363.00)	.00	.00
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	9,424.68	9,424.68	.00	33,186.92
901-49500-121 PERA (EMPLOYER)	2,202.00	2,202.00	706.85	(1,495.15)	32.10	390.92
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,246.00	2,246.00	721.00	(1,525.00)	32.10	2,576.48
901-49500-151 WORKERS' COMPENSATION PREMIU	322.00	322.00	46.30	(275.70)	14.38	252.60
TOTAL PERSONAL SERVICES	34,133.00	34,133.00	10,898.83	(23,234.17)	31.93	36,406.92
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	742.79	(757.21)	49.52	733.98
TOTAL SUPPLIES	1,500.00	1,500.00	742.79	(757.21)	49.52	733.98
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	100.00	100.00	.00	(100.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	3,300.00
901-49500-313 IT MGMT & BACKUP	.00	.00	677.43	677.43	.00	.00
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	1,913.02	(4,686.98)	28.99	7,602.32
901-49500-322 POSTAGE	250.00	250.00	.00	(250.00)	.00	94.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	441.48
901-49500-340 ADVERTISING	100.00	100.00	.00	(100.00)	.00	297.90
TOTAL OTHER SERVICES AND CHA	10,150.00	10,150.00	2,590.45	(7,559.55)	25.52	11,735.70
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	1,830.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	71.59	(328.41)	17.90	341.07
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	220.00	(780.00)	22.00	900.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	.00	(1,000.00)	.00	39.95
TOTAL MISCELLANEOUS	4,400.00	4,400.00	291.59	(4,108.41)	6.63	3,111.02
TOTAL LOW RENT ADMINISTRATION	50,183.00	50,183.00	14,523.66	(35,659.34)	28.94	51,987.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	(324.44)	(524.44)	(162.22)	3,335.22
	<i>TOTAL SUPPLIES</i>	200.00	200.00	(324.44)	(524.44)	(162.22)	3,335.22
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	(324.44)	(524.44)	(162.22)	3,335.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	26,779.00	26,779.00	7,054.82	(19,724.18)	26.34	26,175.51
901-49700-121 PERA (EMPLOYER)	2,008.00	2,008.00	529.12	(1,478.88)	26.35	48.13
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,049.00	2,049.00	539.70	(1,509.30)	26.34	2,040.04
901-49700-151 WORKERS' COMPENSATION PREMIU	1,767.00	1,767.00	258.57	(1,508.43)	14.63	1,478.19
TOTAL PERSONAL SERVICES	32,603.00	32,603.00	8,382.21	(24,220.79)	25.71	29,741.87
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	3,821.55	(578.45)	86.85	5,440.45
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	9.80
TOTAL SUPPLIES	4,600.00	4,600.00	3,821.55	(778.45)	83.08	5,450.25
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	20,000.00	20,000.00	3,920.73	(16,079.27)	19.60	29,105.63
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	.00	(12,500.00)	.00	9,534.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	13,336.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	10,331.93	(25,368.07)	28.94	26,036.29
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	2,684.57	(7,315.43)	26.85	8,503.32
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	1,942.19	(4,057.81)	32.37	4,191.72
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	963.42	(1,136.58)	45.88	1,915.97
TOTAL OTHER SERVICES AND CHA	99,300.00	99,300.00	19,842.84	(79,457.16)	19.98	92,622.93
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	(70,000.00)	.00	46,481.84
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	1,368.33
TOTAL MISCELLANEOUS	70,000.00	70,000.00	.00	(70,000.00)	.00	47,850.17
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	10,514.00	10,514.00	2,681.86	(7,832.14)	25.51	4,083.00
TOTAL IMPROVEMENTS/BETTERM	10,514.00	10,514.00	2,681.86	(7,832.14)	25.51	4,083.00
TOTAL LOW RENT MAINTENANCE	217,017.00	217,017.00	34,728.46	(182,288.54)	16.00	179,748.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	267,400.00	267,400.00	48,927.68			235,071.06
NET REVENUES OVER EXPENDITURE	.00	.00	33,659.33			115,027.45

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2017

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	85,369.27
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
		85,369.27
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20200	ACCOUNTS PAYABLE	2,789.01
		2,789.01
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	76,999.36
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	5,580.90
	BALANCE - CURRENT DATE	5,580.90
	TOTAL FUND EQUITY	82,580.26
	TOTAL LIABILITIES AND EQUITY	85,369.27

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	50,000.00	50,000.00	18,377.00	31,623.00	36.75	54,286.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	18,377.00	31,623.00	36.75	54,286.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	2,000.00	2,000.00	752.48	1,247.52	37.62	1,822.08
TOTAL RENTAL INCOME	2,000.00	2,000.00	752.48	1,247.52	37.62	1,822.08
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	26.16	(26.16)	.00	75.81
TOTAL INTEREST	.00	.00	26.16	(26.16)	.00	75.81
TOTAL FUND REVENUE	52,000.00	52,000.00	19,155.64			56,183.89

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	.00	(3,000.00)	.00	3,300.00
902-49500-307	48,000.00	48,000.00	15,357.98	(32,642.02)	32.00	38,294.07
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>51,000.00</u>	<u>51,000.00</u>	<u>15,357.98</u>	<u>(35,642.02)</u>	<u>30.11</u>	<u>41,594.07</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>52,000.00</u></u>	<u><u>52,000.00</u></u>	<u><u>15,357.98</u></u>	<u><u>(36,642.02)</u></u>	<u><u>29.53</u></u>	<u><u>41,594.07</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	106,881.00	106,881.00	.00	293,654.00
902-49775-374	HAP-PORTABLE RECEIV REIMB	.00	.00	(108,664.24)	(108,664.24)	.00	(293,819.00)
902-49775-376	URP PORT REC	.00	.00	.00	.00	.00	165.00
<i>TOTAL HAP EXPENDITURES</i>		.00	.00	(1,783.24)	(1,783.24)	.00	.00
<i>TOTAL HAP OCCUPIED UNITS</i>		.00	.00	(1,783.24)	(1,783.24)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	52,000.00	52,000.00	13,574.74			41,594.07
NET REVENUES OVER EXPENDITURE	.00	.00	5,580.90			14,589.82

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2017

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	263,158.19	
903-10200	EDA HOUSING DIV OPERATING CASH	98,100.83	
	TOTAL ASSETS		<u>361,259.02</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	344,333.95	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>16,925.07</u>	
	BALANCE - CURRENT DATE		<u>16,925.07</u>
	TOTAL FUND EQUITY		<u>361,259.02</u>
	TOTAL LIABILITIES AND EQUITY		<u>361,259.02</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	407.24	(407.24)	.00	1,662.56
TOTAL INTEREST & MISC INCOME	.00	.00	407.24	(407.24)	.00	1,662.56
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	8,000.00	8,000.00	17,083.00	(9,083.00)	213.54	8,454.00
TOTAL OTHER REVENUES	8,000.00	8,000.00	17,083.00	(9,083.00)	213.54	8,454.00
 TOTAL FUND REVENUE	 8,000.00	 8,000.00	 17,490.24			 10,116.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	525.00	(1,575.00)	25.00	2,275.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	40.17	40.17	.00	174.06
<i>TOTAL FUNCTION 1</i>		2,100.00	2,100.00	565.17	(1,534.83)	26.91	2,449.06
<u>OTHER SERVICES AND CHARGES</u>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	130.88
<i>TOTAL OTHER SERVICES AND CHA</i>		500.00	500.00	.00	(500.00)	.00	130.88
TOTAL OTHER HOUSING BUS ACTIV		2,600.00	2,600.00	565.17	(2,034.83)	21.74	2,579.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,600.00	2,600.00	565.17			2,579.94
NET REVENUES OVER EXPENDITURE	5,400.00	5,400.00	16,925.07			7,536.62

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	36,000.00	36,000.00	.00	36,000.00	.00	64,023.77
	TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	.00	36,000.00	.00	64,023.77
	TOTAL FUND REVENUE	36,000.00	36,000.00	.00			64,023.77

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	92,883.77
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	92,883.77
	TOTAL OTHER FINANCING USES	<u>36,000.00</u>	<u>36,000.00</u>	<u>.00</u>	<u>(36,000.00)</u>	<u>.00</u>	<u>92,883.77</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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			92,883.77
NET REVENUES OVER EXPENDITURE	.00	.00	.00			(28,860.00)

CITY OF CAMBRIDGE
 BALANCE SHEET
 APRIL 30, 2017

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	7,466.85	
905-10200	EDA OPERATING ACCT-SECTION 8	30,541.02	
	TOTAL ASSETS		<u>38,007.87</u>

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	7,466.85	
	TOTAL LIABILITIES		7,466.85

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	9,907.10	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	20,633.92	
	BALANCE - CURRENT DATE	20,633.92	
	TOTAL FUND EQUITY		<u>30,541.02</u>
	TOTAL LIABILITIES AND EQUITY		<u>38,007.87</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	346,216.00	346,216.00	163,074.00	183,142.00	47.10	369,516.00
	TOTAL INTERGOVERNMENTAL REVE	346,216.00	346,216.00	163,074.00	183,142.00	47.10	369,516.00
<u>INTEREST</u>							
905-36211	HAP INTEREST INCOME	.00	.00	7.60	(7.60)	.00	4.28
	TOTAL INTEREST	.00	.00	7.60	(7.60)	.00	4.28
	TOTAL FUND REVENUE	346,216.00	346,216.00	163,081.60			369,520.28

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	135,862.00	(210,354.00)	39.24	349,774.00
905-49775-371	HAP-UTILITY ALLOWANCES	.00	.00	.00	.00	.00	843.00
905-49775-372	HAP-PORTABLE PAYING OUT	.00	.00	4,714.00	4,714.00	.00	4,906.00
905-49775-375	FSS	.00	.00	1,476.00	1,476.00	.00	741.00
905-49775-377	PORT PAY OUT ADMIN FEE	.00	.00	395.68	395.68	.00	534.46
<i>TOTAL HAP EXPENDITURES</i>		<u>346,216.00</u>	<u>346,216.00</u>	<u>142,447.68</u>	<u>(203,768.32)</u>	<u>41.14</u>	<u>356,798.46</u>
TOTAL HAP EXPENDITURES		<u>346,216.00</u>	<u>346,216.00</u>	<u>142,447.68</u>	<u>(203,768.32)</u>	<u>41.14</u>	<u>356,798.46</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	142,447.68			356,798.46
NET REVENUES OVER EXPENDITURE	.00	.00	20,633.92			12,721.82

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33633 INIT FOUND DOWNTOWN REVITALIG	.00	.00	.00	.00	.00	5,000.00
TOTAL SOURCE 33	.00	.00	.00	.00	.00	5,000.00
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	3,937.99
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	3,937.99
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	133.75
205-37220 RENTAL FEES	210,000.00	210,000.00	81,504.42	128,495.58	38.81	224,699.11
TOTAL MALL OPERATING REVENUES	210,000.00	210,000.00	81,504.42	128,495.58	38.81	224,832.86
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	75,000.00	75,000.00	.00	75,000.00	.00	.00
TOTAL TRANSFERS FROM OTHER FU	75,000.00	75,000.00	.00	75,000.00	.00	.00
TOTAL FUND REVENUE	285,100.00	285,100.00	81,504.42			233,770.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	31,031.20	(56,764.80)	35.34	.00
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
205-41930-121 PERA (EMPLOYER)	6,730.00	6,730.00	2,327.34	(4,402.66)	34.58	.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,055.00	7,055.00	2,298.44	(4,756.56)	32.58	.00
205-41930-131 MEDICAL/DENTAL/LIFE	15,368.00	15,368.00	6,212.25	(9,155.75)	40.42	.00
205-41930-132 LONGEVITY PAY	1,930.00	1,930.00	.00	(1,930.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	1,200.00	1,200.00	.00	.00
205-41930-151 WORKERS' COMPENSATION PREMIU	754.00	754.00	111.80	(642.20)	14.83	.00
205-41930-154 HRA/FLEX FEES	.00	.00	35.75	35.75	.00	.00
TOTAL PERSONAL SERVICES	122,133.00	122,133.00	43,216.78	(78,916.22)	35.39	.00
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	.00	.00	76.51	76.51	.00	19.24
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	197.31	197.31	.00	35.68
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	1,500.00	1,500.00	995.19	(504.81)	66.35	429.99
TOTAL SUPPLIES	1,500.00	1,500.00	1,269.01	(230.99)	84.60	484.91
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	550.00	(4,450.00)	11.00	5,369.97
205-41930-313 IT MGMT & BACKUP	.00	.00	677.43	677.43	.00	.00
205-41930-321 TELEPHONE/CELLULAR	.00	.00	170.28	170.28	.00	.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	199.89	(550.11)	26.65	154.86
205-41930-334 MILEAGE REIMBURSEMENT	1,050.00	1,050.00	42.27	(1,007.73)	4.03	883.44
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	38.33
205-41930-360 INSURANCE AND BONDS	2,000.00	2,000.00	.00	(2,000.00)	.00	1,059.91
205-41930-381 ELECTRIC UTILITIES	250.00	250.00	204.10	(45.90)	81.64	614.35
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	36.64	36.64	.00	73.28
205-41930-383 GAS UTILITIES	250.00	250.00	28.50	(221.50)	11.40	51.36
TOTAL OTHER SERVICES & CHARG	9,500.00	9,500.00	1,909.11	(7,590.89)	20.10	8,245.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	.00	.00	.00	.00	.00	1,208.67
205-41930-430 MISCELLANEOUS	.00	.00	.00	.00	.00	24.66
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	499.00	(1,001.00)	33.27	250.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	.00	(1,500.00)	.00	535.00
205-41930-484 NLX ACTIVITIES	5,250.00	5,250.00	2,415.00	(2,835.00)	46.00	2,625.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	2,358.00
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	.00	4,489.74	4,489.74	.00	11,280.26
205-41930-487 MN DESIGN TEAM PROJECT	.00	.00	.00	.00	.00	10,091.91
205-41930-488 DOWNTOWN TASK FORCE	.00	.00	.00	.00	.00	750.00
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	4,607.11	(5,892.89)	43.88	8,290.83
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	3,000.00
<i>TOTAL MISCELLANEOUS</i>	<i>24,750.00</i>	<i>24,750.00</i>	<i>12,010.85</i>	<i>(12,739.15)</i>	<i>48.53</i>	<i>40,414.33</i>
TOTAL EDA ADMINISTRATION	157,883.00	157,883.00	58,405.75	(99,477.25)	36.99	49,144.74

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

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	24,920.00	24,920.00	8,695.20	(16,224.80)	34.89	24,378.26
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	9.21
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	1,430.62	(1,569.38)	47.69	1,485.88
205-47000-121 PERA (EMPLOYER)	1,961.00	1,961.00	652.14	(1,308.86)	33.26	1,799.76
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,201.00	2,201.00	751.23	(1,449.77)	34.13	1,889.78
205-47000-131 MEDICAL/DENTAL/LIFE	7,684.00	7,684.00	3,103.45	(4,580.55)	40.39	7,129.14
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,568.00	1,568.00	314.21	(1,253.79)	20.04	1,131.50
205-47000-154 HRA/FLEX FEES	50.00	50.00	17.95	(32.05)	35.90	36.75
TOTAL PERSONAL SERVICES	42,984.00	42,984.00	14,964.80	(28,019.20)	34.81	37,860.28
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	42.50	42.50	.00	138.64
205-47000-212 GASOLINE/FUEL	250.00	250.00	.00	(250.00)	.00	82.20
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,500.00	7,500.00	6,031.70	(1,468.30)	80.42	13,616.18
TOTAL SUPPLIES	7,750.00	7,750.00	6,074.20	(1,675.80)	78.38	13,837.02
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,800.00	1,800.00	83.83	(1,716.17)	4.66	208.87
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	4,289.25
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	5,378.49	(15,621.51)	25.61	19,506.29
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	1,646.04	(4,053.96)	28.88	5,130.22
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,953.50	(4,046.50)	32.56	3,810.03
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	1,255.85	(3,244.15)	27.91	4,088.50
TOTAL OTHER SERVICES & CHARG	46,000.00	46,000.00	10,317.71	(35,682.29)	22.43	37,033.16
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	11,500.00	11,500.00	3,562.00	(7,938.00)	30.97	12,265.99
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	(580.90)	(1,380.90)	(72.61)	2,269.42
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	77.85
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	54,000.00
TOTAL MISCELLANEOUS	24,300.00	24,300.00	2,981.10	(21,318.90)	12.27	68,613.26
TOTAL MALL OPERATING EXPENSE	121,034.00	121,034.00	34,337.81	(86,696.19)	28.37	157,343.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2017

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	278,917.00	278,917.00	92,743.56			206,488.46
NET REVENUES OVER EXPENDITURE	6,183.00	6,183.00	(11,239.14)			27,282.39

Date: 04/26/2017

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000123

Created On: 04/26/2017

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$524.00
Aishya R. Blackwell	\$39.00
Bohmer, John	\$1,075.00
Dean & Jennifer Bondes	\$895.00
Terrie L. Brasch	\$87.00
Charles Satak	\$586.00
Chen Liu	\$6,576.00
Elmer D. Harp	\$572.00
Jay M. Winger	\$479.00
John Maher	\$370.00
Kathryn Dahlberg	\$608.00
Brian Leet	\$335.00
Janet Nielsen	\$739.00
Michael Doran	\$560.00
Penelope Murphy	\$29.00
Loral Myers	\$274.00
Norman Rosenkranz	\$741.00
Ordeen Splittstoser	\$818.00
Randall Propp	\$508.00
Richard Berget	\$279.00
Robert Blaisdell-Blais	\$402.00
Robert Mattson	\$589.00
Sharon Johnson	\$323.00
Steve Baker	\$802.00
Paul & Bethany Stiles	\$656.00
Thomas Olin	\$999.00
William Francisco	\$510.00
Cambridge EDA	\$-20,375.00

Batch Total: \$0.00

Batch 123 + 20,375.-
 Batch 122 + 44,913.92

 \$65,288.92

Date: 04/26/2017

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000122

Created On: 04/26/2017

<u>Name</u>	<u>Amount</u>
Bungalows of Chisago L	\$1,251.00
Calhoun Apartments	\$1,067.00
Cambridge Square Assoc	\$1,768.00
Cambridge Town Square	\$1,076.00
DJ Properties of Stanc	\$516.00
Erlandson - Nelson Con	\$542.00
Hanson Properties	\$270.00
Haven Properties	\$335.00
New Challenges, Inc.	\$7,547.00
Isanti Village Apartme	\$916.00
Kaizen Property Soluti	\$1,206.00
Kestrel Meadows Townho	\$2,765.00
Legacy Townhomes	\$6,033.00
Lindstrom Parkview Ass	\$402.00
Minneapolis Public Hou	\$641.46
Allen Moulton	\$540.00
Multi-Investments, LLC	\$346.00
Normandy Townhomes	\$5,094.00
North Branch Senior Ho	\$790.00
Oakhurst Apartments	\$368.00
Oakview Terrace Townho	\$1,228.00
Northern Management	\$455.00
Rush Oaks Apartments	\$367.00
Sunrise Court Apartmen	\$1,103.00
Taylors Falls Villas	\$542.00
Tower Terrace Limited	\$3,451.00
Washington County HRA	\$574.46
Wyoming Limited Partne	\$2,600.00
Wyoming Limited Partne	\$1,120.00
Cambridge EDA	\$-44,913.92

Batch Total:	\$0.00
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<p>CAMBRIDGE EDA MEETING</p> <p>June 19, 2017</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	5/10/2017	105971 - 106034	9,377.74
Prepaid Checks	5/17/2017	106044 - 106065	3,157.31
Prepaid Checks	5/24/2017	106103 - 106136	1,907.68
Prepaid Checks	6/1/2017	106159 - 106213	6,760.00
Prepaid Checks	6/7/2017	106217	2,188.50
	Prepaid Totals		<hr/> <u>23,391.23</u>

TOTAL SUBMITTED FOR APPROVAL

\$23,391.23

Vendor	Vendor Name	Description	Net Invoice Amount
718	Brothers Fire & Security	Annual Monitoring Fire Alarm Account	180.00
Total 718:			180.00
1775	Entitlement Maintenance	Refund & Interest on Security Deposit	367.70
Total 1775:			367.70
1809	Erickson, Tim	Bridge Park - Carpet & Vinyl	1,483.64
1809	Erickson, Tim	Bridge Park - Carpet & Vinyl	986.52
Total 1809:			2,470.16
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2421	Redpath and Company	Professional Services	3,000.00
2421	Redpath and Company	Professional Services	3,000.00
Total 2421:			6,000.00
2456	Housing Data Systems	MTCS Transmittal Service 04/01/17-06/30/17	120.00
Total 2456:			120.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
Total 3056:			106.20
3521	Menards	Maintenance Supplies - Mall	54.12
Total 3521:			54.12
5861	Walmart Community Card	Tenant Services - Bridge Park	77.06
Total 5861:			77.06
Grand Totals:			9,377.74

Dated: _____

5/10/17

City Treasurer: _____

Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/10/2017	105971	718	Brothers Fire & Security	205-20100	180.00
05/17	05/10/2017	105982	1775	Entitlement Maintenance	901-20100	367.70
05/17	05/10/2017	105983	1809	Tim Erickson	901-20100	2,470.16
05/17	05/10/2017	105986	2046	G & K Services, Inc.	205-20100	2.50
05/17	05/10/2017	105989	2456	Housing Data Systems	901-20100	120.00
05/17	05/10/2017	105996	3056	Lake Superior Laundry Inc.	205-20100	106.20
05/17	05/10/2017	106000	3521	Menards	205-20100	54.12
05/17	05/10/2017	106017	2421	Redpath and Company	902-20100	6,000.00
05/17	05/10/2017	106034	5861	Walmart Business/SYNCB	901-20100	77.06
Grand Totals:						<u>9,377.74</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	100.61
Total 555:			100.61
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2121	Golden Shovel Agency, LLC	Economic Gateway	3,000.00
Total 2121:			3,000.00
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
Total 3056:			54.20
Grand Totals:			3,157.31

Dated: 5/17/17

City Treasurer: Caroline Mord

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/17/2017	106044	555	Business Essentials	205-20100	100.61
05/17	05/17/2017	106054	2046	G & K Services, Inc.	205-20100	2.50
05/17	05/17/2017	106055	2121	Golden Shovel Agency, LLC	205-20100	3,000.00
05/17	05/17/2017	106065	3056	Lake Superior Laundry Inc.	205-20100	54.20
Grand Totals:						<u>3,157.31</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Small Tools - EDA	19.98
969	Cardmember Service	Office Supplies - Economic Dev	4.16
969	Cardmember Service	Meals - GPS 45:93 Meeting	15.06
969	Cardmember Service	WEDA Retail Membership	950.00
Total 969:			989.20
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3076	Lakes Telecom Inc.	Programming & Training Door Entrance System	195.00
Total 3076:			195.00
3521	Menards	Repair & Maint Supplies - Mall	561.60
3521	Menards	Repair & Maint Supplies - Mall	59.38
Total 3521:			620.98
5048	Seasonal Property Services, LLC	Turf Maintenance - 1st Ave E	50.00
5048	Seasonal Property Services, LLC	Turf Maintenance - Cypress St S	50.00
Total 5048:			100.00
Grand Totals:			1,907.68

Dated: 5/25/17

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/24/2017	106103	969	Cardmember Service	205-20100	989.20
05/17	05/24/2017	106112	2046	G & K Services, Inc.	205-20100	2.50
05/17	05/24/2017	106120	3076	Lakes Telecom Inc.	901-20100	195.00
05/17	05/24/2017	106124	3521	Menards	205-20100	620.98
05/17	05/24/2017	106136	5048	Seasonal Property Services, LLC	205-20100	100.00
Grand Totals:						1,907.68

Vendor	Vendor Name	Description	Net Invoice Amount
453	BayPointe Enterprises, Inc.	Community Collaboration	986.14
Total 453:			986.14
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	363.64
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	130.90
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	704.62
Total 2350:			1,199.16
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	414.41
Total 3006:			414.41
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
Total 3056:			54.20
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	12.98
Total 3543:			12.98
3933	Mora HRA	May Contracted Section 8 Administration	3,492.38
Total 3933:			3,492.38
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.55
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.69
5801	Verizon Wireless	wireless phone service - Bridge Park	51.37
Total 5801:			146.61
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:			6,760.00

Dated: 6/1/17

City Treasurer: Caroline Mc

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/01/2017	106159	453	BayPointe Enterprises, Inc.	205-20100	986.14
06/17	06/01/2017	106172	2046	G & K Services, Inc.	205-20100	2.50
06/17	06/01/2017	106176	2350	HD Supply Facilities Maintenance Ltd	901-20100	1,199.16
06/17	06/01/2017	106184	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	414.41
06/17	06/01/2017	106185	3056	Lake Superior Laundry Inc.	205-20100	54.20
06/17	06/01/2017	106188	3543	Metro Sales, Inc.	901-20100	12.98
06/17	06/01/2017	106191	3933	Mora HRA	902-20100	3,492.38
06/17	06/01/2017	106210	5801	Verizon Wireless	901-20100	146.61
06/17	06/01/2017	106213	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						6,760.00

Vendor	Vendor Name	Description	Net Invoice Amount
5191	SPEW Health Plan	Health Insurance Premium - July	1,459.00
5191	SPEW Health Plan	Health Insurance Premium - July	729.50
Total 5191:			2,188.50
Grand Totals:			2,188.50

Dated: 06/07/2017

City Treasurer: [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/07/2017	106217	5191	SPEW Health Plan	205-20100	2,188.50
Grand Totals:						<u>2,188.50</u>

6A

Date: June 19, 2017
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Working on Capital Plan with Caroline and Anthony
- Submitted MTCs report
- Resident meeting on May 11, 2017
- Processed rent checks
- One tenant vacated due to health issues. Unit re-rented to a tenant that is transferring from a smaller unit.
- One washing machine had to have a new computer board installed
- Anthony is working on asbestos testing for the removal of old carpet & vinyl in unit #210.
- Painted and cleaned over the weekend in unit #210.
- Go over changes to the updated capital plans with the board.

Capital Project

Resident Meeting: Thursday, May 11, 2017

- Unit Inspections – Thanked the residents for a job well done.
- Boxes are to be broken down – not to be thrown on top of recycling containers
- Visiting Pets – Don't allowed on the property & waste from the dogs – Residents are to be cleaning up after their dog.
- Reporting changes in your income
- Reserved parking for residents.
- Spills from uncovered cups and bags of garbage dripping
- Overnight guests only permitted 14 nights per year.
- Any suggestions that you would see down with the capital improvement – Yes, they would like to see a third set of washer & dryer.
- Tornado Safety
- Cigarettes butts being thrown on the grounds
- Will be trying to setting up cell phone numbers so residents can allow their guests into the building. This was completed on May 9, 2017. Residents are very happy to see this happen for them.
- Personal items for donation in the laundry room – will be removed after 24 hours.
- Checked on satellite dish – Unable to connect with cable company to get any information.

Prepared by: Deb Barrett

Background:

Staff has been reviewing the HUD approved capital plan and would like the EDA board to approve some revisions as outlined on the spreadsheet attached entitled Summary of Five Year Capital Plan. Staff is recommending some minor changes based on their recommendation to best meet the needs of the Bridge Park facility.

Staff will also update the board on the feedback for projects from the March EDA visioning session.

Recommendation

Approve resolution R17-003 and approve HUD Form Annual Performance Statement—Capital Plan.

Approve staff to solicit bids for the following:

- Mill/overlay & stripping of parking lot
- Replacing closet shelves in 45 units
- Tree trimming
- New cylinders on all apartments, office, storage units and all new keys

Resolution No. EDA R17-003

**RESOLUTION AMENDING THE PUBLIC HOUSING
2016 ANNUAL PLAN.**

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") approved Annual PHA Plan for Fiscal Year beginning January 1, 2016;

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") have determined it is necessary to make some amendments to the approved plan;

BE IT RESOLVED, after careful examination, a motion made by _____ and seconded by _____ was unanimously passed that the resolution and the certification be approved.

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

Adopted this 19th Day of June, 2017

Joe Morin, EDA President

Attest:

Caroline, Moe, Executive Director

Summary of Five Year Capital Plan	Revision 4	Actual	Estimated	Estimated	Estimated	Estimated	Estimated
2015-2021	2015	2016	2017	2018	2019	2020	2021
	37,369	37,919	35,000	35,000	35,000	35,000	35,000
Capital Projects							
Description							
Operations	6,000	14000 - drew \$9101 Sept '06, drew \$4899.	6,000	6,000	6,000	6,000	6,000
Mill/overlay, restriping parking lot			20,000				
Replace all shelves in closets in all 45 units			7,000	8,000			
Trimming of all trees			5,000				
Replace water heater - last replaced in 2003	10,285.77						
Retrofit lighting in bedroom & upgrade lighting in	9,568						
Replace 1st Corridor ceiling	597.12						
Replace common area carpet (last replaced in 20	10,918.11	5859.58					
Replace copier in office(replaced Dec 2016)		\$4877 - Needs to be in 5 yr plan					
Water pipe replacement/under concrete - first floor south end				5,000			
Replace stoves in 45 apts and common kitchen (last replaced 2007)							8,000
Common kitchen and apartment counter tops		10,000					
Landscaping				16,000			
Roof replacement (last time 2007)							11,000
Replace cylinders on apts, office doors, storage unit & all new keys		3182.42	1817.58				
Replace outdated electrical service in mechanical room					29,000		
Renovate bathrooms in 45 units						29,000	
Renovate 2 public bathrooms							10000
Total	37369.00	19859.58	39817.58	35000.00	35000.00	35000.00	35000.00
	12/2016 all spent	All spent except \$13,182.42					
	Obligation date	Obligation date	Obligation Date				
	4/12/2017	5/12/2018	5/15/2019				

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		
PHA Name: Cambridge Economic Development Authority	Grant Type and Number: MN46PO6750116 Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2016 FFY of Grant Approval:

Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report		
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Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	14,000	14,000		
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	23,919	19,042		
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment		4,877		
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary

PHA Name: Cambridge Economic Development Authority	Grant Type and Number Capital Fund Program Grant No: MN46PO6750116 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2016 FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no:)**

Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	37,919	37,919		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/20011

Part I: Summary						
PHA Name/Number Cambridge Economic Development Authority MN067		Locality (City/County & State) Cambridge, MN 55008			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2016	Work Statement for Year 2 FFY 2017	Work Statement for Year 3 FFY 2018	Work Statement for Year 4 FFY 2019	Work Statement for Year 5 FFY 2020
B.	Physical Improvements Subtotal	Annual Statement	29,000	29,000	29,000	29,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations		6,000	6,000	6,000	6,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		35,000	35,000	35,000	35,000

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Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2016	Work Statement for Year 2019 FFY 2019			Work Statement for Year: 2020 FY 2020		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Operations	Lump sum	6,000	Operations	Lump sum	6,000
	Replace outdated electrical service in mechanical room	Lump Sum	29,000	Renovate bathrooms	45 units	29,000
		Subtotal of Estimated Cost		\$35,000	Subtotal of Estimated Cost	

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY	Work Statement for Year _____ FFY		Work Statement for Year: _____ FFY	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

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Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY	Work Statement for Year _____ FFY		Work Statement for Year: _____ FFY	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

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Prepared by: Caroline Moe

Background:

We received a letter from PHADA (Public Housing Authorities Directors Association) and NAHRO (National Association of Housing and Redevelopment Officials), two Housing Authority advocacy organizations, letting us know that Cambridge EDA has the potential to recover funds from HUD (Department of Housing and Urban Development). The letter is attached. According to the letter, they estimate we could receive up to \$75,000 of damages from HUD. In order to file for monetary damages, we would need to pay \$1000 for a filing fee from non-HUD funds.

Recommendation

Approve expenditure for \$1000 from Non-Hud Housing Fund (#903) for participation in attempt to recover monies due from HUD.



May 17, 2017

Cambridge Economic Development Authority

300 3rd Avenue NE 55008

Cambridge, MN

RE: Money Damages Owed to Your Housing Authority

Dear Executive Director:

As you may have heard, we achieved a successful outcome in a lawsuit challenging the operating reserve offset that Congress and HUD imposed on your 2012 operating subsidies. In a decision handed down on January 18, 2017, the United States Court of Federal Claims (Claims Court) held that the operating reserve offset was a breach of the Annual Contributions Contract between HUD and Public Housing Agencies.

The Claims Court found that the 2012 appropriation for operating subsidies should have been prorated for all housing authorities. The Claims Court agreed with us that any HA that received operating subsidies that were less than 81.04 percent of its eligibility amount was entitled to money damages equal to the difference. **In this lawsuit, 309 housing authority plaintiffs were awarded a total of over \$135 million.**

You are among a large number of HAs who would have been entitled to money damages if you had joined the lawsuit. **The total amount of money damages for you and the other HAs that did not participate in the lawsuit is over \$230 million.** All this money will be lost if a second lawsuit is not filed before November 18, 2017, which is the end of the six-year statute of limitations period for the filing of a breach of contract lawsuit against the United States. To avoid this, we are advising you of your legal option to participate in a second lawsuit against HUD. The estimated amount of money damages you are eligible to receive, based on the Claims Court's January 18 decision, is \$75733

As we did for the first lawsuit, PHADA and NAHRO will administer a second lawsuit in order for HAs, like yours, to have the opportunity to obtain the money damages to which you are entitled. As with the first lawsuit, the Washington, D.C. law firm of Coan and Lyons will manage the litigation and provide necessary legal services. That law firm developed the strategy, and represented the HAs that were the plaintiffs, in the first lawsuit that we won. PHADA and NAHRO will not be parties to the second lawsuit. We will not benefit in any way from the result of the second lawsuit, as we similarly will not benefit from the result of the first lawsuit. PHADA and NAHRO's role in this second lawsuit is solely advisory and administrative. Additionally we cannot guarantee you will receive money damages since there is a possibility that HUD might appeal the Claims Court decision and win that appeal.

We do not know yet whether HUD will appeal the January 18 decision to the United States Court of Appeals for the Federal Circuit, the court to which appeals from the Claims Court are made. We will let you know as soon as we know. Meanwhile, time is short. If you want to file suit to receive money damages, you should obtain board approval to participate in the second lawsuit and identify the **non-federal funds** you can use to pay legal fees as soon as possible. Even if HUD appeals the decision, you will still need to participate in a lawsuit filed before November 18, 2017, to receive the money damages to which you are entitled for HUD's breach of your ACC.

The fee for small HAs (less than 250 units) is \$1,000. The fee for HAs with 250 or more units is \$3,000. These amounts include a \$400 filing fee the Claims Court is expected to charge each plaintiff. These fees were determined, in part, by the costs incurred in the first lawsuit. Again, **the money used to pay for the legal fees must come from non-federal funds.**

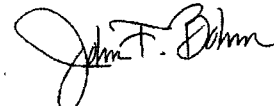
If you wish to participate in this lawsuit, please so indicate in a **signed letter, showing the full formal name of your agency, the name of a contact person with that person's email address and phone number**, and include a check made out to "Operating Reserves Litigation" for the requisite amount. Send the payment to: PHADA 511 Capitol Court NE Washington DC 20002. **The submission deadline is August 15, 2017.**

If you have questions, please email them to ccoan@coanlyons.com and raykjames@comcast.net. Thank you.

Sincerely,



Timothy G. Kaiser
PHADA Executive Director



John Bohm
NAHRO Acting CEO

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