

**Cambridge EDA
Monday, April 4, 2016**

EDA begins after City Council Meeting Adjourns / City Council begins at 3:00 pm.
Cambridge City Center
300 3rd Avenue NE

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

If you are interested in addressing the EDA, please inform the Chair. If the item you wish to address is an agenda item, the Chair, as the presiding officer, will determine if public comment will be heard during the meeting. When addressing the EDA, please state your name, address, and the issue you wish to speak about.

AGENDA	
1.	Call to Order
2.	Approval of Agenda (p. 1)
3.	Consent Agenda
	A. Approve March 7, 2016 EDA meeting minutes (p. 3)
	B. Approve EDA Draft February 2016 Financial Statements (p. 5)
	C. Housing Division Bills ACH batches with transactions totaling \$50,372.50 (p. 31)
	D. Approve EDA Administration Division bills Checks #102151 - #102331 totaling \$8,381.91 (p. 33)
4.	New Business
	A. Housing Supervisor's Report (p. 41)
	B. Capital Plan Amendment & Lighting Bid Solicitation (p. 42)
5.	Unfinished Business
6.	Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling Cambridge City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
March 7, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 7, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, and EDA members Lisa Iverson, Marlys Palmer, and Tiffany Kafer. All present, no absences.

Staff Present: Lynda Woulfe, Executive Director, and Marcia Westover, City Planner.

Call to Order

Morin called the meeting to order at 6:00 pm.

Approval of Agenda

Iverson moved, seconded by Lewis, to approve the agenda as presented. Morin noted there was an updated housing report that was passed out by staff. Motion carried unanimously.

Consent Agenda

Lewis moved, seconded by Iverson, to approve the consent agenda items A – F, as presented:

- A. Approve February 1, 2016 EDA meeting minutes
- B. Approve EDA Draft January 2015 Financial Statements
- C. Housing Division Bills check #16722 and AGH batches with transactions totaling \$54,120.51
- D. Approve EDA Administration Division bills checks #101860 - #102136 totaling \$7866.67
- E. Approve EDA Resolution R16-001 Amending 2016 EDA Admin Budget
- F. Resident Meeting Minutes

Upon call of the roll, Kafer, Iverson, Lewis, Palmer, and Morin aye, no nays. Motion carried.

New Business

Housing Supervisor Report

The Housing Supervisor report was accepted as presented.

Approve City Hall/City Mall Light Proposal

Westover explained the exterior lights that illuminate the front entrance walls for City Hall, the Fire Department, and Police department entrances are not working properly. Westover reported the lights are the original fixtures that were installed when City Hall moved to this location in the early 2000's and they use a lot of electricity and are not efficient. Westover stated in addition, they are a maintenance concern as the lenses tend to break when being repaired and the style is no longer available for replacement.

Westover explained there are two exterior wall pack lights on the City Center Mall, one near SAC's and one near the Gamer's Den, with the same efficiency and maintenance concerns and it is staff's recommendation to replace all of the fixtures as they will be easier to maintain and more cost effective in the long run. Westover reported staff is recommending replacing the lights that illuminate

the front entrance of City Hall with 4 programmable wall washer units. Westover explained these units will save energy and have the capacity to change colors creating a vibrant and inviting entrance to City Hall. Westover stated the 10 flush mount lights will be replaced with new LED flush mount soffit fixtures, white light only and the wall packs on the City Center Mall will be replaced with more cost effective wall packs, white light only.

Lewis confirmed the funds are included in the Mall Capital Improvements.

Kafer moved, seconded by Lewis to authorize the approval of the lighting options proposed by Innovative Alliance for a total of \$9,453.20. Motion carried unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Kafer, to adjourn the meeting at 6:06 p.m. Motion carried unanimously.

Joe Morn, President

ATTEST:

Lynda J. Woulfe, Executive Director

DRAFT

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	317,857.04	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	285,378.67	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,177,853.21	
901-16300	SITE IMPROVEMENTS	126,849.24	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	42,659.20	
901-16450	FURN, EQUIP, MACH-ADMIN	51,315.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,650,753.42)	
	TOTAL ASSETS		1,036,088.41

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	976.73	
901-21650	ACCRUED VACATION & SICK PAY	33,095.27	
901-22600	TENANT SECURITY DEPOSITS	25,091.38	
	TOTAL LIABILITIES		59,163.38

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	657,269.35	
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	18,099.91	
	BALANCE - CURRENT DATE	18,099.91	
	TOTAL FUND EQUITY		976,925.03
	TOTAL LIABILITIES AND EQUITY		1,036,088.41

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	13,342.00	(13,342.00)	.00	80,773.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	13,342.00	(13,342.00)	.00	80,773.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	258.00
901-36210 INTEREST EARNINGS	.00	.00	50.47	(50.47)	.00	2,203.74
TOTAL INTEREST & MISC INCOME	.00	.00	50.47	(50.47)	.00	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	.00	.00	27,393.00	(27,393.00)	.00	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	.00	.00	907.00	(907.00)	.00	7,336.25
TOTAL RENTAL INCOME	.00	.00	28,300.00	(28,300.00)	.00	162,759.50
TOTAL FUND REVENUE	.00	.00	41,692.47			245,994.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	.00	.00	.00	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	4,412.88	4,412.88	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	337.60	337.60	.00	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	240.87
TOTAL PERSONAL SERVICES	.00	.00	4,750.48	4,750.48	.00	28,684.88
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	.00	.00	.00	.00	.00	602.30
TOTAL SUPPLIES	.00	.00	.00	.00	.00	602.30
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-306 AUDITING	.00	.00	.00	.00	.00	2,000.00
901-49500-321 TELEPHONE EXPENSE	.00	.00	569.17	569.17	.00	6,867.62
901-49500-322 POSTAGE	.00	.00	.00	.00	.00	147.00
901-49500-340 ADVERTISING	.00	.00	.00	.00	.00	30.80
TOTAL OTHER SERVICES AND CHA	.00	.00	569.17	569.17	.00	9,045.42
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	.00	.00	1,830.00	1,830.00	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	.00	.00	59.14	59.14	.00	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	270.00	270.00	.00	2,018.00
TOTAL MISCELLANEOUS	.00	.00	2,159.14	2,159.14	.00	2,321.87
TOTAL LOW RENT ADMINISTRATION	.00	.00	7,478.79	7,478.79	.00	40,654.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	(288.43)	(288.43)	.00	1,353.88
	<i>TOTAL SUPPLIES</i>	.00	.00	(288.43)	(288.43)	.00	1,353.88
	TOTAL LOW RENT TENANT SERVICE	.00	.00	(288.43)	(288.43)	.00	1,353.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT MAINTENANCE</u>						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	2,967.04
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	4,092.90	4,092.90	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	313.12	313.12	.00	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	1,731.64
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	4,406.02	4,406.02	.00	29,853.43
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	.00	.00	672.10	672.10	.00	2,190.08
901-49700-212 FUEL PURCHASE	.00	.00	.00	.00	.00	110.35
<i>TOTAL SUPPLIES</i>	.00	.00	672.10	672.10	.00	2,300.43
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	.00	.00	1,622.04	1,622.04	.00	14,105.53
901-49700-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	11,622.75
901-49700-370 PAYMENT IN LIEU OF TAXES	.00	.00	.00	.00	.00	12,296.00
901-49700-381 ELECTRIC UTILITIES	.00	.00	4,483.80	4,483.80	.00	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	.00	.00	1,309.54	1,309.54	.00	8,656.74
901-49700-383 GAS UTILITIES	.00	.00	683.83	683.83	.00	4,702.40
901-49700-384 REFUSE HAULING	.00	.00	294.87	294.87	.00	1,932.56
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	8,394.08	8,394.08	.00	81,891.35
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	.00	.00	.00	.00	.00	42,443.47
<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	42,443.47
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	2,930.00	2,930.00	.00	4,176.00
<i>TOTAL IMPROVEMENTS/BETTERM</i>	.00	.00	2,930.00	2,930.00	.00	4,176.00
TOTAL LOW RENT MAINTENANCE	.00	.00	16,402.20	16,402.20	.00	160,664.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	23,592.56			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	18,099.91			43,321.21

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10010	CASH AND INVESTMENTS	11.00	
902-10200	EDA OPERATING ACCT-SECTION 8	73,100.45	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u><u>73,111.45</u></u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	2,789.01	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77	
	TOTAL LIABILITIES		<u>3,392.78</u>

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>7,309.13</u>	
	BALANCE - CURRENT DATE	<u>7,309.13</u>	
	TOTAL FUND EQUITY		<u><u>69,718.67</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>73,111.45</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	7,832.00	(7,832.00)	.00	43,514.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	7,832.00	(7,832.00)	.00	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	656.45	(656.45)	.00	11,999.79
TOTAL RENTAL INCOME	.00	.00	656.45	(656.45)	.00	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	11.22	(11.22)	.00	54.17
TOTAL INTEREST	.00	.00	11.22	(11.22)	.00	54.17
TOTAL FUND REVENUE	.00	.00	8,499.67			55,567.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306 AUDIT FEES	.00	.00	.00	.00	.00	2,000.00
902-49500-307 CONTRACTED SECT 8 ADMIN	.00	.00	2,901.19	2,901.19	.00	38,638.84
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	2,901.19	2,901.19	.00	40,638.84
TOTAL SECT 8 ADMINISTRATIVE	.00	.00	2,901.19	2,901.19	.00	40,638.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	46,199.00	46,199.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(47,909.65)	(47,909.65)	.00	(303,727.00)
902-49775-376 URP PORT REC	.00	.00	.00	.00	.00	329.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(552.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(1,710.65)	(1,710.65)	.00	(223.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	(1,710.65)	(1,710.65)	.00	(223.00)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	1,190.54			40,415.84
NET REVENUES OVER EXPENDITURE	.00	.00	7,309.13			15,152.12

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 29, 2016

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	281,197.75	
903-10200	EDA HOUSING DIV OPERATING CASH	75,145.45	
	TOTAL ASSETS		<u>336,343.20</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(454.13)	
	BALANCE - CURRENT DATE	(454.13)	
	TOTAL FUND EQUITY		<u>336,343.20</u>
	TOTAL LIABILITIES AND EQUITY		<u>336,343.20</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	.00	.00	.00	.00	.00	72,109.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	.00	.00	.00	72,109.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	.00	.00	.00	.00	.00	6,446.00
TOTAL CHARGES FOR SERVICES	.00	.00	.00	.00	.00	6,446.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	2,546.52
903-36210 INTEREST EARNINGS	.00	.00	12.65	(12.65)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	12.65	(12.65)	.00	4,172.22
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	16,434.25
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	16,434.25
TOTAL FUND REVENUE	.00	.00	12.65			99,161.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	350.00	350.00	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	26.78	26.78	.00	120.43
	<i>TOTAL FUNCTION 1</i>	.00	.00	376.78	376.78	.00	1,695.43
<u>OTHER SERVICES AND CHARGES</u>							
903-49500-331	TRAVEL/MEALS/LODGING	.00	.00	90.00	90.00	.00	376.39
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	90.00	90.00	.00	376.39
<u>MISCELLANEOUS</u>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	567.00
	<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	567.00
	TOTAL OTHER HOUSING BUS ACTIV	.00	.00	466.78	466.78	.00	2,638.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	.00	.00	.00	.00	.00	71,913.00
	<i>TOTAL HAP EXPENDITURES</i>	.00	.00	.00	.00	.00	71,913.00
	TOTAL HOUSING ASSISTANCE PRO	.00	.00	.00	.00	.00	71,913.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	466.78			74,551.82
NET REVENUES OVER EXPENDITURE	.00	.00	(454.13)			24,609.65

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 29, 2016

CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	32,355.00	
904-13200	DUE FROM OTHER GOVERNMENTS	22,860.00	
	TOTAL ASSETS		<u>55,215.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

904-27200	UNRESTRICTED NET ASSETS	28,860.00	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	26,355.00	
	BALANCE - CURRENT DATE	26,355.00	
	TOTAL FUND EQUITY		<u>55,215.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>55,215.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	26,355.00	(26,355.00)	.00	28,860.00
	TOTAL INTERGOVERNMENTAL REVE	.00	.00	26,355.00	(26,355.00)	.00	28,860.00
	TOTAL FUND REVENUE	.00	.00	26,355.00			28,860.00
	NET REVENUES OVER EXPENDITURE	.00	.00	26,355.00			28,860.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 29, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10010	CASH AND INVESTMENTS	(11.00)	
905-10130	FSS-CASH WITH ESCROW AGENT		5,238.38	
905-10200	EDA OPERATING ACCT-SECTION 8	(5,360.22)	
	TOTAL ASSETS			(132.84)

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW		5,238.38	
	TOTAL LIABILITIES			5,238.38

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	(2,814.72)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(2,556.50)	
	BALANCE - CURRENT DATE	(2,556.50)	
	TOTAL FUND EQUITY			(5,371.22)
	TOTAL LIABILITIES AND EQUITY			(132.84)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	51,340.00	(51,340.00)	.00	279,272.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	51,340.00	(51,340.00)	.00	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	.00	.00	.00	3.00
TOTAL INTEREST	.00	.00	.00	.00	.00	3.00
 TOTAL FUND REVENUE	 .00	 .00	 51,340.00			 279,275.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	.00	.00	53,161.00	53,161.00	.00	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	114.00	114.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	446.00	446.00	.00	2,870.00
905-49775-375 FSS	.00	.00	127.00	127.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	48.50	48.50	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	53,896.50	53,896.50	.00	285,507.50
TOTAL HAP EXPENDITURES	.00	.00	53,896.50	53,896.50	.00	285,507.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	53,896.50			285,507.50
NET REVENUES OVER EXPENDITURE	.00	.00	(2,556.50)			(6,232.50)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33632 INIT FOUND DESIGN TEAM GRANT	.00	.00	.00	.00	.00	4,000.00
TOTAL SOURCE 33	.00	.00	.00	.00	.00	4,000.00
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	4,439.46
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	4,439.46
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	38,590.26
205-37220 RENTAL FEES	225,000.00	225,000.00	43,025.59	181,974.41	19.12	220,461.33
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	43,025.59	181,974.41	19.12	259,051.59
TOTAL FUND REVENUE	225,100.00	225,100.00	43,025.59			267,491.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	630.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	.00	(191.00)	.00	48.23
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	.00	(2,691.00)	.00	678.23
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	850.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	20.32	(729.68)	2.71	711.73
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	99.36	(150.64)	39.74	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	15.54
205-41930-360 INSURANCE AND BONDS	2,000.00	2,000.00	.00	(2,000.00)	.00	1,195.43
205-41930-381 ELECTRIC UTILITIES	.00	.00	36.03	36.03	.00	305.70
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	9.16	9.16	.00	39.06
TOTAL OTHER SERVICES & CHARG	8,200.00	8,200.00	164.87	(8,035.13)	2.01	2,917.46
<i>MISCELLANEOUS</i>						
205-41930-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	250.00	(1,750.00)	12.50	1,000.00
205-41930-440 SCHOOLS & MEETINGS	2,050.00	2,050.00	535.00	(1,515.00)	26.10	658.00
205-41930-484 NLX ACTIVITIES	.00	5,250.00	.00	(5,250.00)	.00	.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	7,160.43
205-41930-487 MN DESIGN TEAM PROJECT	6,000.00	12,500.00	585.00	(11,915.00)	4.68	2,500.00
205-41930-488 DOWNTOWN TASK FORCE	.00	3,779.00	.00	(3,779.00)	.00	600.00
205-41930-489 IND PARK MARKETING	4,600.00	5,669.00	2,350.00	(3,319.00)	41.45	19,175.01
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	20,650.00	37,248.00	3,720.00	(33,528.00)	9.99	31,093.44
TOTAL EDA ADMINISTRATION	31,541.00	48,139.00	3,884.87	(44,254.13)	8.07	34,689.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

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	25,000.00	25,000.00	3,684.79	(21,315.21)	14.74	23,894.19
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	276.36	(1,598.64)	14.74	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	272.20	(1,870.80)	12.70	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	2,415.68	(4,631.32)	34.28	6,826.92
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	716.84
205-47000-151 WORKERS' COMPENSATION PREMIU	1,871.00	1,871.00	.00	(1,871.00)	.00	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	13.25	(86.75)	13.25	36.85
TOTAL PERSONAL SERVICES	42,636.00	42,636.00	6,662.28	(35,973.72)	15.63	36,431.41
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	22.50	22.50	.00	188.49
205-47000-212 GASOLINE/FUEL	.00	.00	.00	.00	.00	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	1,863.02	(5,136.98)	26.61	6,387.33
TOTAL SUPPLIES	7,000.00	7,000.00	1,885.52	(5,114.48)	26.94	6,670.84
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	33.97	(1,566.03)	2.12	179.56
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	5,205.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	1,898.70	(19,101.30)	9.04	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	789.96	(4,910.04)	13.86	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	711.09	(5,288.91)	11.85	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	629.00	(3,871.00)	13.98	4,095.96
TOTAL OTHER SERVICES & CHARG	45,800.00	45,800.00	4,062.72	(41,737.28)	8.87	36,332.39
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	1,521.49	(8,978.51)	14.49	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	.00	(800.00)	.00	1,482.22
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	8,501.68
205-47000-490 MALL CAP FUND CONTRIBUTION	55,000.00	55,000.00	.00	(55,000.00)	.00	50,000.00
205-47000-491 WORK FORCE CENTER BUILDOUT	.00	.00	.00	.00	.00	38,453.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	3,051.47
TOTAL MISCELLANEOUS	78,300.00	78,300.00	1,521.49	(76,778.51)	1.94	113,192.56
TOTAL MALL OPERATING EXPENSE	173,736.00	173,736.00	14,132.01	(159,603.99)	8.13	192,627.20

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	205,277.00	221,875.00	18,016.88			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	3,225.00	25,008.71			40,174.72

Check Register Detail Report

Cambridge

From: 03/01/2016 To: 03/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2016	ADJST	Peoples Bank Of Commerce	Payment	49,819.50 ✓	422,865.42	ACH
03/01/2016	XFER	Peoples Bank Of Commerce	Payment	15,056.58 ✗	407,808.84	Trf to Gen Acct
03/01/2016	DEP	Peoples Bank Of Commerce	Deposit	24,246.00	432,054.84	
03/01/2016	ADJST	Peoples Bank Of Commerce	Deposit	3,313.00	435,367.84	
03/01/2016	ADJST	Peoples Bank Of Commerce	Deposit	866.45	436,234.29	
03/02/2016	DEP	Peoples Bank Of Commerce	Deposit	296.17	436,530.46	
03/02/2016	DEP	Peoples Bank Of Commerce	Deposit	289.68	436,820.14	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	5,414.00	442,234.14	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	5,665.65	447,899.79	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	6,923.00	454,822.79	
03/07/2016	DEP	Peoples Bank Of Commerce	Deposit	21.00	454,843.79	
03/09/2016	DEP	Peoples Bank Of Commerce	Deposit	1,222.00	456,065.79	
03/09/2016	DEP	Peoples Bank Of Commerce	Deposit	75.00	456,140.79	
03/09/2016	DEP	Peoples Bank Of Commerce	Deposit	7,623.00	463,763.79	
03/10/2016	DEP	Peoples Bank Of Commerce	Deposit	625.25	464,389.04	
03/10/2016	DEP	Peoples Bank Of Commerce	Deposit	343.85	464,732.89	
03/11/2016	ADJST	Peoples Bank Of Commerce	Payment	299.00 ✓	464,433.89	ACH
03/11/2016	ADJST	Peoples Bank Of Commerce	Payment	254.00 ✓	464,179.89	ACH

31

Date: 3/30/2016
Time: 09:11:34

Cambridge EDA
Check Register Detail Report
Cambridge
From: 03/01/2016 To: 03/30/2016

Page. 2

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/14/2016	DEP	Peoples Bank Of Commerce	Deposit	16,363.00	480,542.89	

32

LV = 50372.50

<p>CAMBRIDGE EDA MEETING</p> <p>April 4, 2016</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval	
Prepaid Checks	3/10/2016	102151 - 102210	7,996.05	
Prepaid Checks	3/16/2016	102241 - 102272	252.48	
Prepaid Checks	3/23/2016	102292 - 102331	133.38	
	Prepaid Totals		<hr/> <u>8,381.91</u>	
TOTAL SUBMITTED FOR APPROVAL			<table border="1"><tr><td style="text-align: center;">\$8,381.91</td></tr></table>	\$8,381.91
\$8,381.91				

Vendor	Vendor Name	Description	Net Invoice Amount
1291	Conway Data, Inc.	Site Selection Magazine Ad	1,500.00
	Total 1291:		1,500.00
1661	East Central Sanitation	Trash Removal - Bridge Park	151.75
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
	Total 1661:		466.25
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		5.00
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
	Total 3056:		44.31
3076	Lakes Telecom Inc.	Door Repair - Bridge Park Apts	735.00
	Total 3076:		735.00
3086	Landworks Construction, Inc.	Salt/De-Icer- Bridge Park	75.00
	Total 3086:		75.00
3494	MDT/AIA Minnesota	MN Design Team Visit	2,500.00
	Total 3494:		2,500.00
3501	MEI Total Elevator Solutions	March Service Billing - Bridge Park Apts	218.77
	Total 3501:		218.77
3521	Menards	Materials - Bridge Park	14.98
	Total 3521:		14.98
3829	MN Dept of Labor and Industry	Elevator Annual Operation - Bridge Park Apts	100.00
	Total 3829:		100.00
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - Work Id 198696	1,521.49
	Total 4011:		1,521.49
4201	Northland Connect	Bronze Webpage - 02/29/16 - 02/28/17	179.40
	Total 4201:		179.40
5056	SelectAccount	Participant Fees - March	2.35

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 5056:		2.35
5191	SPEW Health Plan	Health Insurance Premium - April	633.50
	Total 5191:		633.50
	Grand Totals:		7,996.05

Dated: 3/10/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/10/2016	102151	1291	Conway Data, Inc.	205-20100	1,500.00
03/16	03/10/2016	102156	1661	East Central Sanitation	205-20100	466.25
03/16	03/10/2016	102161	2046	G & K Services, Inc.	205-20100	5.00
03/16	03/10/2016	102174	3056	Lake Superior Laundry Inc.	205-20100	44.31
03/16	03/10/2016	102175	3076	Lakes Telecom Inc.	901-20100	735.00
03/16	03/10/2016	102176	3086	Landworks Construction, Inc.	901-20100	75.00
03/16	03/10/2016	102183	3494	MDT/AIA Minnesota	205-20100	2,500.00
03/16	03/10/2016	102184	3501	Minnesota Elevator, Inc	901-20100	218.77
03/16	03/10/2016	102185	3521	Menards	901-20100	14.98
03/16	03/10/2016	102191	3829	MN Dept of Labor and Industry	901-20100	100.00
03/16	03/10/2016	102193	4011	NAC Mechanical & Electrical	205-20100	1,521.49
03/16	03/10/2016	102198	4201	Northland Connect	205-20100	179.40
03/16	03/10/2016	102207	5056	SelectAccount	205-20100	2.35
03/16	03/10/2016	102210	5191	SPEW Health Plan	205-20100	633.50
Grand Totals:						<u>7,996.05</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	181.06
Total 2411:			181.06
3521	Menards	Maintenance Supplies - Mall	31.91
Total 3521:			31.91
5861	Walmart Community Card	Tenant Services - Bridge Park	21.73
5861	Walmart Community Card	Resident Meeting - Bridge Park	15.28
Total 5861:			37.01
Grand Totals:			252.48

Dated: 3/16/16

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/16/2016	102241	2046	G & K Services, Inc.	205-20100	2.50
03/16	03/16/2016	102244	2411	Hillyard / Minneapolis	205-20100	181.06
03/16	03/16/2016	102252	3521	Menards	205-20100	31.91
03/16	03/16/2016	102272	5861	Walmart Business/SYNCB	901-20100	37.01
Grand Totals:						<u>252.48</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	69.08
Total 2986:			69.08
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
Total 3056:			44.31
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
Total 5801:			17.49
Grand Totals:			133.38

Dated: 3/23/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/23/2016	102292	2046	G & K Services, Inc.	205-20100	2.50
03/16	03/23/2016	102302	2986	Konica Minolta Business	901-20100	69.08
03/16	03/23/2016	102303	3056	Lake Superior Laundry Inc.	205-20100	44.31
03/16	03/23/2016	102331	5801	Verizon Wireless	205-20100	17.49
Grand Totals:						<u>133.38</u>

4A

Date: April 4, 2016
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Submitted Semi-Annual Labor Standard Report to HUD – Form 4710
- Completed annual (May) recertification's for Bridge Park Apartment residents.
- Staff will conduct Bridge Park annual unit inspections April 13, 15 & 16.
- Submitted MTCS Report
- Northland Fire was at Bridge Park on March 22 to conduct annual fire alarm testing.
- We were notified that we will be receiving \$37,919 for our 2016 Capital Fund.
- Residents worked on a 6,000 piece mailing for Family Pathways in March.
- No resident meeting in March.
- No vacancies at Bridge Park.

Capital Projects:

- First floor ceiling was replaced. Wayne from Tight Miter Carpentry, did a very neat job installing the panels.
- Closet doors in apartments on first and second floor have not come in yet. They are scheduled to be installed on Wednesday, April 6.
- Maintenance door will be replaced at the same time as the closet doors.

4B EDA-Housing Division Meeting 04/04/2016
Cambridge Economic Development Authority

Staff Report – Request to solicit bids to replace bedroom lighting in 45 units. We want to switch these lights out for energy efficient lighting.

Background:

One of our major work categories using 2015 Capital Grant money is to replace the bedroom fixtures to LED lighting. The fixtures were installed when the building was built in 1973 and have high voltage use. In consulting with an electrician, it was advised to retrofit the lighting rather than replace the fixture. This change will be considerably less costly than changing the fixtures which would allow us to upgrade the lighting in the common areas to LED lighting at the same time. The Board needs to approve the change on our 2015 annual plan from "replacing" to "retrofitting" the bedroom lighting and adding the common area upgrade. Once the Board approves this change we would be able to solicit bids.

Staff is asking the Board's approval to amend the change on the 2015 Annual Plan & 5 Year Plan and seek bids on this project. Once proposals are received, they will be brought back to the board for approval before work commencing.

Staff would seek bids by posting a notice on the City of Cambridge website, sending out packets, and contacting minority contractor association in making an effort to meet the statutory objectives of Section 3 reporting.

Board action requested:

Motion to amend the annual & 5 year plan, authorize the Executive Director to sign the amended plans and authorize staff to solicit bids to retrofit the bedroom light fixtures in tenant units and replace the lighting in the common area with LED lighting.

Report Submitted by: Marilyn Fromm

Date 04/04/2016

Summary of Five Year Capital Plan	Actual -2013	Actual -2014	Actual- 2015	Actual - 2016	Estimated	Estimated	Estimated	Estimated
2016-2020	2013	2014	2015	2016	2017	2018	2019	2020
Grant Amount	36,371	37,866	37,369	37,919	35,000	35,000	35,000	35,000
Capital Projects								
Description								
Operations	6,000	6,000	6,000	14,000	6,000	6,000	6,000	6,000
	3,495							
	9,804.12							
Replace water heater - last replaced in 2003(moved from 2016)			7,000					
Retrofit bedroom lighting to LED & upgrade lighting in common areas to LED			14,000					
Replace 1st Corridor ceiling (moved from 2018)			10,369					
Replace common area carpet (last replaced in 2007)				23,919				
Paint ceilings and walls in common areas (4 floors)								
Replace stoves in 45 apts and common kitchen (last replaced 2007)(moved from 2019)					8,000			
Common kitchen and apartment counter tops(moved from 2014)					21,000	11,000		
Replace furniture in community room						4,000		
Landscaping						7,000		
Replace valves in elevator (4)(moved from 2017)						7,000		
Replace closet doors in apartments(moved from 2017)	17,071.88	27,773.00						
Replace exterior metal door to the maintenance room (moved from 2018)		4,093						
Replace outdated electrical service in mechanical room							29,000	
Renovate bathrooms in 45 units								29,000
Total	36,371	37,866	37,369	37,919	35,000	35,000	35,000	35,000

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	
P HA Name: Cambridge Economic Development Authority	Grant Type and Number Capital Fund Program Grant No: MN46PO6750115 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2015 FFY of Grant Approval:	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:3)
 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
1	Total non-CFP Funds	6,000	6,000		
2	1406 Operations (may not exceed 20% of line 21) ³				
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				
10	1460 Dwelling Structures	31,369	24,369		
11	1465.1 Dwelling Equipment—Nonexpendable		7,000		
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
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.

44

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: MN46PO6750115 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2015 FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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)	37,369	37,369			
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 3/7/2016		

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⁴ RHF funds shall be included here.

45

Part II: Supporting Pages								
PHA Name: Cambridge Economic Development Authority			Grant Type and Number Capital Fund Program Grant No: MN46PO6750115 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MN067	Operations	1406	LS	6,000	6,000			
MN067	Retrofit bedroom lighting & upgrade the lighting in the common areas	1460	45units/ common areas	0	14,000			
MN067	Replace 1 st floor corridor ceiling	1460	1 floor	0	10,369			
MN067	Replace water heater	1465.1	1	0	7,000			
	Replace toilets/shower heads etc.	1460	25	31,369	0			
	Grant total			37,369	37,369			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

46