
Cambridge EDA

Tuesday, July 5, 2016

Bridge Park Apartments, 121 South Fern Street

EDA begins after City Council Meeting Adjourns / City Council begins at 3:00 pm.

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.

<p>AGENDA</p>

1. Call to Order
2. Approval of Agenda (p. 1)
3. Consent Agenda
 - A. Approve June 6, 2016 Regular and June 20, 2016 Special EDA meeting minutes (p. 3)
 - B. Approve EDA Draft May 2016 Financial Statements (p. 7)
 - C. Housing Division Bills check #16725 and ACH batches with transactions totaling \$55,149.03 (p. 33)
 - D. Approve EDA Administration Division bills checks #102868 - #103105 totaling \$17,516.89 (p. 35)
4. New Business
 - A. Housing Supervisor Report (p. 44)
 - B. Closed Session.
This meeting is being closed under Minnesota Statutes §13d.05, to develop or consider offers or counteroffers for the purchase of property located at 730 2nd Ave SW (p. 46)
5. Housing Visioning (p. 82)
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 five days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
June 6, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 6, 2016 at Bridge Park Apartments, 121 Fern Street South, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, and EDA members Lisa Iverson, Marlys Palmer

Members Absent: Tiffany Kafer

Staff Present: Executive Director Woulfe, Finance Director Moe and Economic Development Director Gustafson

Call to Order

Morin called the meeting to order at 5:40 PM.

Approval of Agenda

Iverson moved, seconded by Palmer to approve the agenda as presented. Motion carried 4/0.

Consent Agenda

Iverson moved, seconded by Palmer to approve consent agenda items A – E, as presented:

- A. Approve May 2, 2016 EDA meeting minutes
- B. Approve EDA Draft May 2016 Financial Statements
- C. Housing Division Bills check #16724 and ACH batches with transactions totaling \$57,291.12
- D. Approve EDA Admin Division bills checks #102581 - #102851 totaling \$43,826.50
- E. Housing Supervisor Report

Upon call of the roll, Iverson, Lewis, Palmer, and Morin aye, no nays. Motion carried 4/0

New Business

Painting of Center Mall Commons Area, Entries, Restrooms and Performance Agreement

Gustafson explained staff has received three quotes for painting of the City Center Mall. Staff is recommending accepting the quote from Grimebusters Deep Surface Cleaning for painting of the City Center Mall common areas, entries and rest rooms with a performance agreement. Gustafson added that the low bid proposal came from Affordable Painting but due to services provided on a previous City project and the incompleteness of the proposal, he would not recommend accepting their bid.

Lewis moved, seconded by Iverson to accept Grimebusters Deep Surface Cleaning bid as it is most understandable while noting that Affordable Painting provided the most confusing bid with incomplete details on some costs. Motion carried 4/0.

Proposal for Painting at Bridge Park

Moe stated bids were solicited for Bridge Park painting. A bid packet was sent to four area contractors and advertised on the City of Cambridge website. Moe is recommending that the Board accept the bid submitted by Color Authority Painting for \$12,552. Lewis moved, seconded by Iverson to accept the bid submitted by Color Authority Painting for \$12,552. Motion carried 4/0.

Proposal for Lighting Project at Bridge Park

Moe explained that bids were solicited to retrofit bedroom lighting in 45 units and replace lighting in common areas with LED lighting. Staff is recommending that the Board accept the bid submitted by Springvale Electric for \$9,536.

Lewis moved, seconded by Iverson to accept the bid submitted by Springvale Electric for \$9,536. Palmer abstained due to her relationship with Springvale Electric family members. Motion carried 3/0.

Unfinished Business

There was no unfinished business.

Morin reminded Council that there will be a special EDA meeting on June 20, 2016 at 5:30 PM at City Hall and the July 5 meeting will occur at Bridge Park Apartments.

Adjournment

Lewis moved, seconded by Palmer, to adjourn the meeting at 5:55 p.m. Motion carried 4/0.

Joe Morin, President

ATTEST:

Lynda J. Woulfe, Executive Director

**Cambridge Economic Development Authority (EDA)
Special Meeting Minutes for June 20, 2016**

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 20, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, EDA members Marlys Palmer, and Lisa Iverson

Members Absent: EDA Member Tiffany Kafer

Staff Present: Executive Director Woulfe, Housing Supervisor Moe, and Community Development Director Westover

Call to Order

Morin called the meeting to order at 5:30 PM.

Approval of Agenda

Iverson moved, seconded by Lewis, to approve the agenda as presented. Motion carried 4/0.

New Business

Section 8 Voucher Shortfall

Moe explained in May 2015, the Department of Housing and Urban Development (HUD) told the City to increase HAP payments and use up HUD held reserves for our housing programs. Over the last year, we have increased our subsidy payments as requested. The EDA has received notice from HUD that they expect a shortfall in our 2016 HAP funding of \$5884. Staff recommends approval of resolution EDA R16-002 Authorizing Use of Admin Fund Balance to cover the HAP Funding Shortfall up to \$10,000.

Lewis moved, seconded by Iverson, to approve resolution EDA R16-002 Authorizing Use of Admin Fund Balance to cover HAP Funding Shortfall up to \$10,000. Upon call of the roll, Morin, Palmer, Lewis, and Iverson voted aye, no nays. Motion carried 4/0.

Closed Session

Closed session this meeting is being closed under Minnesota Statutes §13d.05, to develop or consider offers or counteroffers for the purchase of property located at 730 2nd Ave SW.

Adjournment

Palmer moved, seconded by Lewis, to adjourn the meeting at 5:54 PM. Motion carried 4/0.

Joe Morin, President

ATTEST:

Lynda J. Woulfe, Executive Director

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CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,355.75)	
901-10102	INVESTMENTS--PBC		318,332.76	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		284,642.90	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,204,528.21	
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			<u><u>1,060,147.61</u></u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		1,516.46	
901-21650	ACCRUED VACATION & SICK PAY		33,095.27	
901-22600	TENANT SECURITY DEPOSITS		25,294.38	
	TOTAL LIABILITIES			<u>59,906.11</u>

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		<u>41,416.38</u>	
	BALANCE - CURRENT DATE		<u>41,416.38</u>	
	TOTAL FUND EQUITY			<u><u>1,000,241.50</u></u>
	TOTAL LIABILITIES AND EQUITY			<u><u>1,060,147.61</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	33,627.00	(33,627.00)	.00	80,773.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	33,627.00	(33,627.00)	.00	80,773.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	.00	.00	21.00	(21.00)	.00	258.00
901-36210 INTEREST EARNINGS	.00	.00	606.72	(606.72)	.00	2,203.74
TOTAL INTEREST & MISC INCOME	.00	.00	627.72	(627.72)	.00	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	.00	.00	67,196.00	(67,196.00)	.00	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	.00	.00	2,950.75	(2,950.75)	.00	7,336.25
TOTAL RENTAL INCOME	.00	.00	70,146.75	(70,146.75)	.00	162,759.50
TOTAL FUND REVENUE	.00	.00	104,401.47			245,994.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	12,040.08	12,040.08	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	921.12	921.12	.00	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	50.76	50.76	.00	240.87
TOTAL PERSONAL SERVICES	.00	.00	13,011.96	13,011.96	.00	28,684.88
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	.00	.00	337.50	337.50	.00	602.30
TOTAL SUPPLIES	.00	.00	337.50	337.50	.00	602.30
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-306 AUDITING	.00	.00	3,000.00	3,000.00	.00	2,000.00
901-49500-321 TELEPHONE EXPENSE	.00	.00	2,366.70	2,366.70	.00	6,867.62
901-49500-322 POSTAGE	.00	.00	.00	.00	.00	147.00
901-49500-331 TRAVEL/MEALS/LODGING	.00	.00	360.00	360.00	.00	.00
901-49500-340 ADVERTISING	.00	.00	.00	.00	.00	30.80
TOTAL OTHER SERVICES AND CHA	.00	.00	5,726.70	5,726.70	.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	179.95	179.95	.00	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	490.00	490.00	.00	2,018.00
TOTAL MISCELLANEOUS	.00	.00	2,499.95	2,499.95	.00	2,321.87
TOTAL LOW RENT ADMINISTRATION	.00	.00	21,576.11	21,576.11	.00	40,654.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	(286.83)	(286.83)	.00	1,353.88
	<i>TOTAL SUPPLIES</i>	.00	.00	(286.83)	(286.83)	.00	1,353.88
	TOTAL LOW RENT TENANT SERVICE	.00	.00	(286.83)	(286.83)	.00	1,353.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2016

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>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	2,967.04
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	11,039.70	11,039.70	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	844.56	844.56	.00	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	342.83	342.83	.00	1,731.64
TOTAL PERSONAL SERVICES	.00	.00	12,227.09	12,227.09	.00	29,853.43
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	.00	.00	1,452.37	1,452.37	.00	2,190.08
901-49700-212 FUEL PURCHASE	.00	.00	.00	.00	.00	110.35
TOTAL SUPPLIES	.00	.00	1,452.37	1,452.37	.00	2,300.43
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	.00	.00	5,692.71	5,692.71	.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	12,729.11	12,729.11	.00	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	.00	.00	3,691.46	3,691.46	.00	8,656.74
901-49700-383 GAS UTILITIES	.00	.00	2,228.68	2,228.68	.00	4,702.40
901-49700-384 REFUSE HAULING	.00	.00	744.39	744.39	.00	1,932.56
TOTAL OTHER SERVICES AND CHA	.00	.00	25,086.35	25,086.35	.00	81,891.35
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	.00	.00	.00	.00	.00	42,443.47
TOTAL MISCELLANEOUS	.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
TOTAL IMPROVEMENTS/BETTERM	.00	.00	2,930.00	2,930.00	.00	4,176.00
TOTAL LOW RENT MAINTENANCE	.00	.00	41,695.81	41,695.81	.00	160,664.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	62,985.09			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	41,416.38			43,321.21

CITY OF CAMBRIDGE
 BALANCE SHEET
 MAY 31, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	71,675.74	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>71,675.74</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	5,839.54	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77	
	TOTAL LIABILITIES		6,443.31

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	2,822.89	
	BALANCE - CURRENT DATE	2,822.89	
	TOTAL FUND EQUITY		<u>65,232.43</u>
	TOTAL LIABILITIES AND EQUITY		<u>71,675.74</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	18,485.00	(18,485.00)	.00	43,514.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	18,485.00	(18,485.00)	.00	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	1,204.42	(1,204.42)	.00	11,999.79
TOTAL RENTAL INCOME	.00	.00	1,204.42	(1,204.42)	.00	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	28.60	(28.60)	.00	54.17
TOTAL INTEREST	.00	.00	28.60	(28.60)	.00	54.17
TOTAL FUND REVENUE	.00	.00	19,718.02			55,567.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	3,000.00	3,000.00	.00	2,000.00
902-49500-307 CONTRACTED SECT 8 ADMIN	.00	.00	14,941.03	14,941.03	.00	38,638.84
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	17,941.03	17,941.03	.00	40,638.84
TOTAL SECT 8 ADMINISTRATIVE	.00	.00	17,941.03	17,941.03	.00	40,638.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	115,560.00	115,560.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(116,605.90)	(116,605.90)	.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	(1,045.90)	(1,045.90)	.00	(223.00)
<i>TOTAL HAP OCCUPIED UNITS</i>	.00	.00	(1,045.90)	(1,045.90)	.00	(223.00)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>16,895.13</u>			<u>40,415.84</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>2,822.89</u>			<u>15,152.12</u>

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2016

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	261,588.67	
903-10200	EDA HOUSING DIV OPERATING CASH	82,941.36	
	TOTAL ASSETS		344,530.03
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	7,732.70	
	BALANCE - CURRENT DATE	7,732.70	
	TOTAL FUND EQUITY		344,530.03
	TOTAL LIABILITIES AND EQUITY		344,530.03

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	423.68	(423.68)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	423.68	(423.68)	.00	4,172.22
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	8,454.00	(8,454.00)	.00	16,434.25
TOTAL OTHER REVENUES	.00	.00	8,454.00	(8,454.00)	.00	16,434.25
TOTAL FUND REVENUE	.00	.00	8,877.68			99,161.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	980.00	980.00	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	74.98	74.98	.00	120.43
	<i>TOTAL FUNCTION 1</i>	.00	.00	1,054.98	1,054.98	.00	1,695.43
<i>OTHER SERVICES AND CHARGES</i>							
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
<i>MISCELLANEOUS</i>							
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	1,144.98	1,144.98	.00	2,638.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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 5 MONTHS ENDING MAY 31, 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	1,144.98			74,551.82
NET REVENUES OVER EXPENDITURE	.00	.00	7,732.70			24,609.65

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2016

CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	<u>.00</u>	<u>.00</u>	<u>26,355.00</u>			<u>28,860.00</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>26,355.00</u>			<u>28,860.00</u>

CITY OF CAMBRIDGE
 BALANCE SHEET
 MAY 31, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT		5,367.89
905-10200	EDA OPERATING ACCT-SECTION 8	(3,860.72)
	TOTAL ASSETS		<u>1,507.17</u>

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW		5,367.89
	TOTAL LIABILITIES		5,367.89

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	(2,814.72)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(<u>1,046.00)</u>
	BALANCE - CURRENT DATE	(<u>1,046.00)</u>
	TOTAL FUND EQUITY	(<u>3,860.72)</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,507.17</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	137,577.00	(137,577.00)	.00	279,272.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	137,577.00	(137,577.00)	.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	137,577.00			279,275.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	135,768.00	135,768.00	.00	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	506.00	506.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	1,784.00	1,784.00	.00	2,870.00
905-49775-375 FSS	.00	.00	371.00	371.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	194.00	194.00	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	<u>.00</u>	<u>.00</u>	<u>138,623.00</u>	<u>138,623.00</u>	<u>.00</u>	<u>285,507.50</u>
TOTAL HAP EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>138,623.00</u>	<u>138,623.00</u>	<u>.00</u>	<u>285,507.50</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	138,623.00			285,507.50
NET REVENUES OVER EXPENDITURE	.00	.00	(1,046.00)			(6,232.50)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	55.15	(55.15)	.00	38,590.26
205-37220 RENTAL FEES	225,000.00	225,000.00	101,242.16	123,757.84	45.00	220,461.33
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	101,297.31	123,702.69	45.02	259,051.59
TOTAL FUND REVENUE	225,100.00	225,100.00	101,297.31			267,491.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	650.00
205-41930-331	TRAVEL/MEALS/LODGING	750.00	750.00	28.32 (721.68)	3.78	711.73
205-41930-334	MILEAGE REIMBURSEMENT	250.00	250.00	422.82 172.82	169.13	.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	106.47 106.47	.00	305.70
205-41930-382	WATER/SEWER/STORM PROPERTY A	.00	.00	22.90 22.90	.00	39.06
	TOTAL OTHER SERVICES & CHARG	8,200.00	8,200.00	580.51 (7,619.49)	7.08	2,917.46
<i>MISCELLANEOUS</i>						
205-41930-430	MISCELLANEOUS	.00	.00	24.66 24.66	.00	.00
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	1,110.00 (1,890.00)	37.00	7,160.43
205-41930-487	MN DESIGN TEAM PROJECT	6,000.00	12,500.00	10,091.91 (2,408.09)	80.74	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	3,529.40 (2,139.60)	62.26	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	15,540.97 (21,707.03)	41.72	31,093.44
	TOTAL EDA ADMINISTRATION	31,541.00	48,139.00	16,121.48 (32,017.52)	33.49	34,689.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	10,142.77	(14,857.23)	40.57	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	147.36	(2,852.64)	4.91	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	760.71	(1,114.29)	40.57	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	760.54	(1,382.46)	35.49	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	4,153.43	(2,893.57)	58.94	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	317.70	(1,553.30)	16.98	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	20.30	(79.70)	20.30	36.85
TOTAL PERSONAL SERVICES	42,636.00	42,636.00	16,302.81	(26,333.19)	38.24	36,431.41
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	55.00	55.00	.00	188.49
205-47000-212 GASOLINE/FUEL	.00	.00	24.08	24.08	.00	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	7,139.26	139.26	101.99	6,387.33
TOTAL SUPPLIES	7,000.00	7,000.00	7,218.34	218.34	103.12	6,670.84
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	86.44	(1,513.56)	5.40	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	6,614.96	(14,385.04)	31.50	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,104.86	(3,595.14)	36.93	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,828.77	(4,171.23)	30.48	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	1,572.50	(2,927.50)	34.94	4,095.96
TOTAL OTHER SERVICES & CHARG	45,800.00	45,800.00	12,207.53	(33,592.47)	26.65	36,332.39
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	2,746.49	(7,753.51)	26.16	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	77.85	(11,922.15)	.65	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	2,824.34	(75,475.66)	3.61	113,192.56
TOTAL MALL OPERATING EXPENSE	173,736.00	173,736.00	38,553.02	(135,182.98)	22.19	192,627.20

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 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	54,674.50			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	3,225.00	46,622.81			40,174.72

Check Register Detail Report

Cambridge

From: 06/01/2016 To: 06/23/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
06/01/2016	DEP	Peoples Bank Of Commerce	Deposit	393.00	468,150.28	
06/01/2016	DEP	Peoples Bank Of Commerce	Deposit	314.68	468,464.96	
06/01/2016	DEP	Peoples Bank Of Commerce	Deposit	866.45	469,331.41	
06/01/2016	DEP	Peoples Bank Of Commerce	Deposit	3,510.00	472,841.41	
06/01/2016	DEP	Peoples Bank Of Commerce	Deposit	28,345.00	501,186.41	
06/01/2016	ADJST	Peoples Bank Of Commerce	Payment	52,098.50	449,087.91	ACT- Rental Subsidy
06/02/2016	DEP	Peoples Bank Of Commerce	Deposit	297.05	449,384.96	
06/03/2016	DEP	Peoples Bank Of Commerce	Deposit	6,628.00	456,012.96	
06/03/2016	DEP	Peoples Bank Of Commerce	Deposit	5,679.00	461,691.96	
06/06/2016	DEP	Peoples Bank Of Commerce	Deposit	5,718.65	467,410.61	
06/06/2016	ADJST	Peoples Bank Of Commerce	Deposit	7,980.00	475,390.61	
06/07/2016	016725	Mora HRA May Section 8 admin fee.	Payment	3,050.53	472,340.08	Admin fees- May 2016
06/08/2016	DEP	Peoples Bank Of Commerce	Deposit	3.00	472,343.08	
06/09/2016	DEP	Peoples Bank Of Commerce	Deposit	1,134.00	473,477.08	
06/13/2016	DEP	Peoples Bank Of Commerce	Deposit	16,448.00	489,925.08	
06/14/2016	DEP	Peoples Bank Of Commerce	Deposit	339.10	490,264.18	
06/14/2016	DEP	Peoples Bank Of Commerce	Deposit	264.00	490,528.18	

Date: 06/23/2016

Time: 08:24:13

Cambridge EDA

Page: 2

Check Register Detail Report

Cambridge

From: 06/01/2016 To: 06/23/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance Memo
06/22/2016	DEP	Peoples Bank Of Commerce	Deposit	26,077.88	516,606.06

Agenda Item 3D

<p>CAMBRIDGE EDA MEETING</p> <p>July 5, 2016</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	6/1/2016	102868 - 102901	4,213.08
Prepaid Checks	6/8/2016	102927 - 102980	12,392.50
Prepaid Checks	6/15/2016	103013 - 103050	119.77
Prepaid Checks	6/22/2016	103059 - 103105	791.54
	Prepaid Totals		<hr/> <u>17,516.89</u>

TOTAL SUBMITTED FOR APPROVAL

\$17,516.89

Vendor	Vendor Name	Description	Net Invoice Amount
741	Budget Blinds	aluminum blinds - Bridge Park	181.00
	Total 741:		181.00
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
	Total 1661:		143.12
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2121	Golden Shovel Agency, LLC	Hosting, Maintenance & Technical Support	3,000.00
	Total 2121:		3,000.00
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
	Total 3056:		44.31
3521	Menards	Other Services - Bridge Park	86.16
3521	Menards	Materials - Bridge Park	33.32
3521	Menards	Materials - Bridge Park	4.99
3521	Menards	Other Services - Bridge Park	44.37
3521	Menards	Maintenance Supplies - Mall	37.77
3521	Menards	Maintenance Supplies - Mall	246.17
3521	Menards	Maintenance Supplies - Mall	35.01
3521	Menards	Securing House - 4th Ave	24.66
	Total 3521:		512.45
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Workforce	329.70
	Total 4211:		329.70
	Grand Totals:		4,213.08

Dated: 6/1/16

City Treasurer: Caroline Mose

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/16	06/01/2016	102868	741	Budget Blinds	901-20100	181.00
06/16	06/01/2016	102875	1661	East Central Sanitation	901-20100	143.12
06/16	06/01/2016	102880	2046	G & K Services, Inc.	205-20100	2.50
06/16	06/01/2016	102882	2121	Golden Shovel Agency, LLC	205-20100	3,000.00
06/16	06/01/2016	102891	3056	Lake Superior Laundry Inc.	205-20100	44.31
06/16	06/01/2016	102894	3521	Menards	205-20100	512.45
06/16	06/01/2016	102901	4211	Northland Fire Protection	205-20100	329.70
Grand Totals:						<u>4,213.08</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park	130.39
	Total 306:		130.39
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
3006	Kramer Mechanical Plumbing & H	Water Heater - Bridge Park	10,285.77
	Total 3006:		10,285.77
3376	Marco Technologies LLC	Camera Repair - Bridge Park	687.50
	Total 3376:		687.50
3501	MEI Total Elevator Solutions	June Service Billing	225.20
	Total 3501:		225.20
3521	Menards	Maintenance Supplies - Mall	16.32
3521	Menards	Maintenance Supplies - Mall	26.97
	Total 3521:		43.29
5048	Seasonal Property Services, LLC	Spring Clean-up & Turf Maintenance - Bridge P	336.00
	Total 5048:		336.00
5056	SelectAccount	Participant fees - June	2.35
	Total 5056:		2.35
5191	SPEW Health Plan	Health Insurance Premium - July	679.50
	Total 5191:		679.50
	Grand Totals:		12,392.50

Dated: 6/8/16City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/16	06/08/2016	102927	306	ARC Irrigation, LLC	901-20100	130.39
06/16	06/08/2016	102947	2046	G & K Services, Inc.	205-20100	2.50
06/16	06/08/2016	102957	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	10,285.77
06/16	06/08/2016	102959	3376	Marco Technologies LLC	901-20100	687.50
06/16	06/08/2016	102961	3501	Minnesota Elevator, Inc	901-20100	225.20
06/16	06/08/2016	102962	3521	Menards	205-20100	43.29
06/16	06/08/2016	102976	5048	Seasonal Property Services, LLC	901-20100	336.00
06/16	06/08/2016	102977	5056	SelectAccount	205-20100	2.35
06/16	06/08/2016	102980	5191	SPEW Health Plan	205-20100	679.50
Grand Totals:						<u>12,392.50</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
Total 3056:			44.31
3521	Menards	Materials - Bridge Park	40.78
3521	Menards	Materials - Bridge Park	13.74
Total 3521:			54.52
5861	Walmart Community Card	Tenant Services - Bridge Park	18.44
Total 5861:			18.44
Grand Totals:			119.77

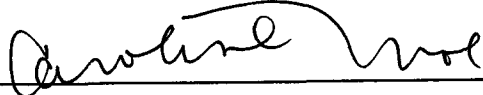
Dated: 6/15/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/16	06/15/2016	103013	2046	G & K Services, Inc.	205-20100	2.50
06/16	06/15/2016	103023	3056	Lake Superior Laundry Inc.	205-20100	44.31
06/16	06/15/2016	103029	3521	Menards	901-20100	54.52
06/16	06/15/2016	103050	5861	Walmart Business/SYNCB	901-20100	18.44
Grand Totals:						<u>119.77</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Bertleson One Source	Repairs & Maintenance Supplies - Mall	30.00
555	Bertleson One Source	Repairs & Maintenance Supplies - Mall	70.81
Total 555:			100.81
1661	East Central Sanitation	Trash Removal - Bridge Park	143.12
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			457.62
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	96.09
Total 2411:			96.09
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	18.81
Total 2986:			18.81
3521	Menards	Materials - Bridge Park	42.81
Total 3521:			42.81
4661	Quill Corporation	Operating Supplies - Bridge Park	55.41
Total 4661:			55.41
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
Total 5801:			17.49
Grand Totals:			791.54

Dated: 6/22/16

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/16	06/22/2016	103059	555	Bertleson One Source	205-20100	100.81
06/16	06/22/2016	103069	1661	East Central Sanitation	205-20100	457.62
06/16	06/22/2016	103074	2046	G & K Services, Inc.	205-20100	2.50
06/16	06/22/2016	103077	2411	Hillyard / Minneapolis	205-20100	96.09
06/16	06/22/2016	103081	2986	Konica Minolta Business	901-20100	18.81
06/16	06/22/2016	103085	3521	Menards	901-20100	42.81
06/16	06/22/2016	103092	4661	Quill Corporation	901-20100	55.41
06/16	06/22/2016	103105	5801	Verizon Wireless	205-20100	17.49
Grand Totals:						<u>791.54</u>

4A

Date: July 5, 2016
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- We had sewer pipe break inside the building on first floor corridor. It was a process to locate the problem but after exploring several options a broken pipe was found. The handicap unit was the only unit that underwent damage. It will have to have new carpet replaced in the living room and vinyl in the kitchen. Also the north end hallway carpet may have to be replaced. We are hoping this cost will be paid by insurance.
- We received our Public Housing Assessment System score for fiscal year ending 12/31/2015. (See attached) Our designation of High-Performer has qualified us for deregulation, which means that we will not be assessed for two years. ⚡
- New carpet is being installed in two units. One vacated unit and one occupied.
- Submitted MTCS report.
- Resident gatherings but no official meeting in June.
- One new tenants moved in 7/1/2016.

Section 8 – Heather Creek – Update from Rose Dunn, Mora ED

- As of June 9th, we have received the last of the 50059's for Heather Creek residents. A letter of introduction was sent to each resident in early June. The letter explained to the residents that the Mora HRA would be working with them on behalf of the Cambridge EDA, and what they can expect in throughout the voucher issuance process and going forward. Application packets have been sent to all residents. Mora HRA staff is in the process of scheduling a time to visit Heather Creek to meet with the residents, collect the completed applications, answer questions, and perform unit inspections. This visit will likely take place in the second or third week of July. Vouchers will be issued as soon as application processing is completed.

Capital Project

- Lighting project is in process.
- Painting project will start in July.



OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 06/03/2016

PHA Code:	MN067
PHA Name:	Cambridge Economic Development Authority
Fiscal Year End:	12/31/2015

PHAS Indicators	Score	Maximum Score
Physical	40	40
Financial	25	25
Management	24	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	99	100
Designation Status:	Small PHA Deregulation	

Published 06/03/2016

Initial published 06/03/2016

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97.78	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
- PHAS Interim Rule website - <http://www.hud.gov/offices/re45/products/prodohasintrule.cfm>

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Housing Visioning Session

July 5, 2016

Prepared by: Caroline Moe



Background:

Housing Division was acquired by the City of Cambridge when it took over the Cambridge Housing and Redevelopment Authority in 2002.

The Housing Division has two main components to its activities:

- Operation of Bridge Park Apartments
- Section 8 Voucher Administration.

Bridge Park Apartments

Bridge Park Apartments is a 45 unit apartment building located on Fern Street and Highway 95. The building is fully leased up. The tenant waiting list has a preference for elderly and handicapped individuals.

Budget for Bridge Park Operations		
HUD Subsidy	\$70,000	This amount can change based upon Congress's actions
Rent & Other Tenant Collections	\$150,000	
Total	\$220,000	

In addition, HUD provides approximately \$35K of Capital Funding to help maintain the facilities.

Since the EDA Board approved contracting with the Mora HRA for Section 8 Administration in 2015, Bridge Park is staffed by two half-time positions. Our Housing Supervisor, Marilyn Fromm, handles the leasing and tenant management. She also does all the HUD reporting and manages the Capital funding. Due to the special needs of many of the tenants at Bridge Park, she spends time as needed resolving tenant disputes and helping with "life issues" that may arise for tenants. The skill set needed for this job is quite unique as it ranges from knowledge of HUD regulations to conflict management.

Our Housing Maintenance worker, Jerry Fromm, maintains the building and responds to tenant maintenance issues. He also goes beyond basic maintenance activities, works on capital project proposals, and helps in office with paperwork, if needed. Again, the skill set we have in our current employee is quite varied.

If the EDA desires to stay in the housing arena, the EDA should determine a future path for investment in the property. Bridge Park does has some accumulated reserves primarily due to frugal staffing of the building over the year. While we need to retain some reserves for issues with cash flow of HUD funding, we have approximately \$300K of funds restricted for use at Bridge Park that

could be used for future one-time capital purchases at the facility. There are several homes directly adjacent to the west of Bridge Park, one of which is very close. If given the opportunity, staff would recommend acquiring that property and potentially all adjacent property. This would give us the flexibility to expand the facility in the future, if desired.

Section 8

Section 8 is program in which program participants have rental income subsidies paid directly to their landlord by the Cambridge EDA. Prior to 2015, when Marilyn and Jerry Fromm both worked full-time, the program was administered out of the Cambridge EDA office. When Marilyn and Jerry moved to part-time status in 2015, the Section 8 administration was contracted out to the Mora Housing and Redevelopment Authority (HRA). Section 8 administration includes office work of tenant file maintenance and landlord coordination on the Housing Supervisor side and unit inspection on the Housing Maintenance side.

Other Housing Staff

Housing staff report to Director of Finance, Caroline Moe, but the staff has always worked fairly autonomously. Caroline Moe also does all the accounting work for the Housing programs and does some reporting of the section 8 voucher management statistics as required by HUD for Section 8.

Post Fromm Era

Marilyn and Jerry Fromm have given us preliminary notice of their planned retirement as of December 31, 2016. We are so thankful for their years of service and dedication. As a result the Board will need to consider how to operate the Housing Division in a "post Fromm" era.

In order to identify some of the options for the board, a meeting was held with Lynda Woulfe, Caroline Moe and both Marilyn & Jerry Fromm on April 7. From this meeting there were several options that were discussed. A summary of the options with applicable pros and cons follows.

Option #1 Replace existing Part-Time Staff for Bridge Park Management and Continue Contracting with Mora HRA for Section 8 Voucher Management

In addition, due to the length of the tenure of these employees and the unique relationship between these two employees, there is much of a team approach for managing Bridge Park. This scenario would be difficult to replicate if we had other employees, and therefore, we might need to add a part-time administrative assistant for Bridge Park if we continue to staff housing operations.

Pros:

- Bridge Park tenants, all of whom are Cambridge residents, receive high quality housing services and makes use of \$70K of HUD funding to reduce costs for residents.
- Cambridge EDA controls timing of building upgrades and uses HUD capital funds to pay for them.
- Staff on-site allows tenant activities to be monitored reducing likelihood of damage or non-compliance with lease provisions like "no smoking".
- Section 8 routine with Mora HRA is established and working well.

Cons:

- HUD funding is not always stable—no guarantees on it being there in the future.
- Very difficult to replace current employees due to their unique skill sets. If we cannot find good staff to replace the Fromm's we will likely end up hiring additional employees and/or adding contracted services to make things function in the Housing Division. There is good potential for this to be a financial drain as well as a managerial time wasting drain.
- Keeping current with HUD regulations is very difficult for a small housing agency. HUD is constantly changing routines.
- Responsibility to provide 24 hour per day, seven day per week response for emergencies at Bridge Park will be very difficult to do without existing staff.

Option #2 Hire Two Full-Time Staff and one Part-Time Admin Assistant to Manage Bridge Park and Resume Section 8 Voucher Management

Pros:

- Better access for clients on Section 8—currently much of the contact is via phone and email.
- While our routine with Mora is going well, we would completely control service level via the staff we supervise if we went back to staff handling Section 8 instead of contracting.

Cons:

- Even more difficult to replace current employees due to their unique skill sets when we need to find someone to administer Section 8 as well. If we cannot find good staff to replace the Fromm's we will likely end up hiring additional employees and/or adding contracted services to make things function in the Housing Division. This good potential be a financial drain as well as a managerial time wasting drain.
- Full-time employees bring additional costs of benefits (approximately \$15K per year more per employee). Benefits are necessary to attract high quality full-time staff.
- Keeping current with HUD regulations is very difficult for a small housing agency. HUD is constantly changing routines.
- Responsibility to provide 24 hour per day, seven day per week response for emergencies at Bridge Park will be very difficult to do without existing staff.

Option #3 Convert Bridge Park Public Housing Subsidy from HUD to Section 8 Vouchers

Pros:

- Outsourcing of Section 8 Vouchers would help us run program more efficiently without needing as much specialized housing staff at Bridge Park.

Cons:

- Uncertainty about how ownership of building would work in this situation.
- HUD will only allow the conversion in situations where the change is cost effective and when there are "units available" in the conversion process.
- Decision is irreversible. Once done, course of action will be permanent.

Option #4 Exit from Housing Services and Work with HUD to have Funds Administered by Other Agencies

Pros:

- Eliminates the risk of having to provide tax levy to support future operations if HUD funding is diminished.
- Frees up City Resources indirectly supporting housing including at various times Administration, Finance, and Public Works.

Cons:

- Decision is irreversible. Once done, course of action will be permanent.
- HUD must approve our exit from Public Housing. Long, drawn out, HUD process required if we try to exit.
- HUD receives proceeds from sale of Bridge Park if we exit public housing.

Accumulated Resources in a Non-HUD Housing Fund

We have one Housing Division fund that is not related to any HUD funding. This fund retained the admin profits for administering the Bridges program in the past. Also, the Housing Division has a small ownership interest in Tower Terrace. For the past several years, we have received distributions of approximately \$15K per year.

Accumulated fund balance for this fund is approximately \$337K. We need to retain some fund balance to cover some expenses no longer allowable by HUD. For example, EDA Housing Board meeting pay may no longer be charged to the Bridge Park fund or the Section 8 fund due to changes in HUD regulations. But the balance of this fund could be used for some housing initiatives—one-time dollars for one-time project. We have had some preliminary conversations about this fund with the Economic Development Director but we would like some thoughts from the Council and EDA Board about this issue.

Recommendation

Give direction on desired operation of the Housing Division in the future, specifically on staffing plans. Also, give direction on non-HUD Housing Fund reserves available.