

**Cambridge EDA
Monday, May 2, 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 April 4, 2016 and April 18, 2016 EDA meeting minutes (p. 3)
 - B. Approve EDA Draft April 2016 Financial Statements (p. 7)
 - C. Housing Division Bills check #16723 and ACH batches with transactions totaling \$54,332.18 (p. 33)
 - D. Approve EDA Administration Division bills checks #102346 - #102556 totaling \$11,120.90 (p. 35)
4. New Business
 - A. Housing Supervisor Report (p. 45)
 - B. Resident Meeting Report (p. 46)
 - C. Smoking Shelter at Bridge Park (p. 48)
 - D. Solicitation of bids for painting at Bridge Park Apartments (p. 50)
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
April 4, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, April 4, 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: Executive Director Woulfe and Housing Supervisor Fromm

Call to Order

Morin called the meeting to order at 4:55 pm.

Approval of Agenda

Kafer moved, seconded by Palmer, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

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

- A. Approve March 7, 2016 EDA meeting minutes
- B. Approve EDA Draft February 2016 Financial Statements
- C. Housing Division Bills Accounts with transactions totaling \$50,372.50
- D. Approve EDA Administration Division bills Checks #102151 - #102331 totaling \$8,381.91

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.

Lewis questioned if residents have voiced concern about the smoking shed. Morin reported the plan is to remove the smoking shed. Morin stated most housing authorities do not have designated smoking areas. Discussion ensued regarding the smoking shed. Fromm explained the shed is becoming an eye sore. Woulfe encouraged taking steps to discourage smoking and voiced concern that by removing the shed it will cause residents to smoke in their units. Kafer stated she has not seen this shed and would like this placed on a future agenda with pictures. The Board directed Fromm to remove the curtain from the shed and place this item on the May 2, 2016 agenda. Lewis encouraged staff to communicate to the residents that the Board is considering removing the shed if they would like to come to the next meeting for the discussion.

Capital Plan Amendment & Lighting Bid Solicitation

Fromm explained that one of the major work categories using 2015 Capital Grant money is to replace the bedroom fixtures to LED lighting. Fromm reported the fixtures were installed when the building was built in 1973 and have high voltage use. Fromm stated staff consulted with an electrician and it

was advised to retrofit the lighting rather than replace the fixture. Fromm noted the change will be considerably less costly than changing the fixtures which would allow staff to upgrade the lighting in the common areas to LED lighting at the same time. Fromm explained the Board needs to approve the change on the 2015 annual plan from "replacing" to "retrofitting" the bedroom lighting and adding the common area upgrade. Fromm added, once the Board approves the change staff would be able to solicit bids.

Lewis moved, seconded by Iverson 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 motion carried unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Palmer, to adjourn the meeting at 5:17 p.m. Motion carried unanimously.

Joe M... President

ATTEST:

Lynda J. Woulfe, Executive Director

RAFT

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
April 18, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, April 18, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Marlys Palmer and Tiffany Kafer.

Members Absent: Vice President Howard Lewis and EDA member Lisa Iverson.

Staff Present: Executive Director Woulfe and Housing Supervisor Moe

Call to Order

Morin called the meeting to order at 4:15 pm.

Approval of Agenda

Palmer moved, seconded by Kafer, to approve the agenda as presented. Motion carried 3/0.

New Business

Accept the Heather Creek Apartments Conversion to Section 8 Vouchers

Moe reported the Minneapolis HUD office contacted Cambridge EDA Staff informing them an owner in Chisago County has decided not to renew its contract with HUD. Moe explained when a private owner leaves a HUD based subsidy program by opting out of their Section 8 contract, Section 8 vouchers are issued to the tenant providing the tenant with a new subsidy allowing the tenant to continue remain in their housing. Moe stated these section 8 vouchers are not tied to a specific property but may be used with any landlord in our region that takes Section 8 vouchers.

Moe informed the Board that HUD asked the Cambridge EDA to administer these vouchers. Moe reported if the Cambridge EDA Board recommends that they accept the vouchers, Mora HRA has agreed to administer the vouchers on behalf of the Cambridge EDA. Moe indicated that HUD has requested a reply from the board within ten days.

Moe informed Council that HUD will pay the City \$200 per voucher for any administrative fees that may incur related to the assumption of these vouchers. Palmer confirmed there are no issues with Mora HRA administering the program.

Palmer moved, seconded by Kafer to approve the administration of the vouchers created via the Heather Creek Apartment exiting from a HUD subsidy program and authorize executive director to sign HUD documents as necessary to achieve action. Motion carried 3/0.

Adjournment

Kafer moved, seconded by Palmer, to adjourn the meeting at 4:21 p.m. Motion carried unanimously.

Joe Morin, President

ATTEST:

Lynda J. Woulfe, Executive Director

DRAFT

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	318,332.76	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	292,970.72	
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		<u>1,044,156.18</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,335.52	
901-21650	ACCRUED VACATION & SICK PAY	33,095.27	
901-22600	TENANT SECURITY DEPOSITS	25,091.38	
	TOTAL LIABILITIES		59,522.17

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>25,808.89</u>	
	BALANCE - CURRENT DATE	<u>25,808.89</u>	
	TOTAL FUND EQUITY		<u>984,634.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,044,156.18</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	20,265.00	(20,265.00)	.00	80,773.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	20,265.00	(20,265.00)	.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	552.95	(552.95)	.00	2,203.74
TOTAL INTEREST & MISC INCOME	.00	.00	573.95	(573.95)	.00	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	.00	.00	40,332.00	(40,332.00)	.00	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	.00	.00	1,532.25	(1,532.25)	.00	7,336.25
TOTAL RENTAL INCOME	.00	.00	41,864.25	(41,864.25)	.00	162,759.50
TOTAL FUND REVENUE	.00	.00	62,703.20			245,994.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	6,592.08	6,592.08	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	504.32	504.32	.00	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	50.76	50.76	.00	240.87
TOTAL PERSONAL SERVICES	.00	.00	7,147.16	7,147.16	.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	1,138.34	1,138.34	.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	1,138.34	1,138.34	.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	128.22	128.22	.00	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	370.00	370.00	.00	2,018.00
TOTAL MISCELLANEOUS	.00	.00	2,328.22	2,328.22	.00	2,321.87
TOTAL LOW RENT ADMINISTRATION	.00	.00	10,613.72	10,613.72	.00	40,654.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	(589.71)	(589.71)	.00	1,353.88
<i>TOTAL SUPPLIES</i>	.00	.00	(589.71)	(589.71)	.00	1,353.88
TOTAL LOW RENT TENANT SERVICE	.00	.00	(589.71)	(589.71)	.00	1,353.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	6,077.70	6,077.70	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	464.96	464.96	.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	6,885.49	6,885.49	.00	29,853.43
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	.00	.00	954.93	954.93	.00	2,190.08
901-49700-212 FUEL PURCHASE	.00	.00	.00	.00	.00	110.35
TOTAL SUPPLIES	.00	.00	954.93	954.93	.00	2,300.43
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	.00	.00	4,088.42	4,088.42	.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	8,221.63	8,221.63	.00	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	.00	.00	2,021.18	2,021.18	.00	8,656.74
901-49700-383 GAS UTILITIES	.00	.00	1,330.66	1,330.66	.00	4,702.40
901-49700-384 REFUSE HAULING	.00	.00	437.99	437.99	.00	1,932.56
TOTAL OTHER SERVICES AND CHA	.00	.00	16,099.88	16,099.88	.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	26,870.30	26,870.30	.00	160,664.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	36,894.31			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	25,808.89			43,321.21

CITY OF CAMBRIDGE
 BALANCE SHEET
 MARCH 31, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	74,138.65	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>74,138.65</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	5,781.69	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77	
	TOTAL LIABILITIES		<u>6,385.46</u>

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>5,343.65</u>	
	BALANCE - CURRENT DATE	<u>5,343.65</u>	
	TOTAL FUND EQUITY		<u>67,753.19</u>
	TOTAL LIABILITIES AND EQUITY		<u>74,138.65</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	11,145.00	(11,145.00)	.00	43,514.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	11,145.00	(11,145.00)	.00	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	796.75	(796.75)	.00	11,999.79
TOTAL RENTAL INCOME	.00	.00	796.75	(796.75)	.00	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	17.48	(17.48)	.00	54.17
TOTAL INTEREST	.00	.00	17.48	(17.48)	.00	54.17
 TOTAL FUND REVENUE	 .00	 .00	 11,959.23			 55,567.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	.00	.00	.00	2,000.00
902-49500-307	CONTRACTED SECT 8 ADMIN	.00	.00	8,884.88	8,884.88	.00	38,638.84
<i>TOTAL OTHER SERVICES AND CHA</i>		.00	.00	8,884.88	8,884.88	.00	40,638.84
TOTAL SECT 8 ADMINISTRATIVE		.00	.00	8,884.88	8,884.88	.00	40,638.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	69,056.00	69,056.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(71,325.30)	(71,325.30)	.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	(2,269.30)	(2,269.30)	.00	(223.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	(2,269.30)	(2,269.30)	.00	(223.00)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	.00	.00	6,615.58			40,415.84
NET REVENUES OVER EXPENDITURE	.00	.00	5,343.65			15,152.12

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2016

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	261,588.67	
903-10200	EDA HOUSING DIV OPERATING CASH	74,963.50	
	TOTAL ASSETS		<u>336,552.17</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(245.16)	
	BALANCE - CURRENT DATE	(245.16)	
	TOTAL FUND EQUITY		<u>336,552.17</u>
	TOTAL LIABILITIES AND EQUITY		<u>336,552.17</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	410.01	(410.01)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	410.01	(410.01)	.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	410.01			99,161.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	525.00	525.00	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	40.17	40.17	.00	120.43
	<i>TOTAL FUNCTION 1</i>	.00	.00	565.17	565.17	.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	655.17	655.17	.00	2,638.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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 3 MONTHS ENDING MARCH 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	655.17			74,551.82
NET REVENUES OVER EXPENDITURE	.00	.00	(245.16)			24,609.65

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2016

CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	32,355.00	
904-13200	DUE FROM OTHER GOVERNMENTS	<u>22,860.00</u>	
	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	<u>26,355.00</u>	
	BALANCE - CURRENT DATE	<u>26,355.00</u>	
	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 3 MONTHS ENDING MARCH 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	.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
MARCH 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	(8,640.72)	
	TOTAL ASSETS		(3,272.83)

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	(5,826.00)	
	BALANCE - CURRENT DATE	(5,826.00)	
	TOTAL FUND EQUITY		(8,640.72)
	TOTAL LIABILITIES AND EQUITY		(3,272.83)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	75,586.00	(75,586.00)	.00	279,272.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	75,586.00	(75,586.00)	.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	75,586.00			279,275.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	79,814.00	79,814.00	.00	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	228.00	228.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	892.00	892.00	.00	2,870.00
905-49775-375 FSS	.00	.00	381.00	381.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	97.00	97.00	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	81,412.00	81,412.00	.00	285,507.50
TOTAL HAP EXPENDITURES	.00	.00	81,412.00	81,412.00	.00	285,507.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	81,412.00			285,507.50
NET REVENUES OVER EXPENDITURE	.00	.00	(5,826.00)			(6,232.50)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	62,653.03	162,346.97	27.85	220,461.33
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	62,708.18	162,291.82	27.87	259,051.59
TOTAL FUND REVENUE	225,100.00	225,100.00	62,708.18			267,491.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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
<i>TOTAL PERSONAL SERVICES</i>	<u>2,691.00</u>	<u>2,691.00</u>	<u>.00</u>	<u>(2,691.00)</u>	<u>.00</u>	<u>678.23</u>
<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	129.60	(120.40)	51.84	.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	71.00	71.00	.00	305.70
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	13.74	13.74	.00	39.06
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>8,200.00</u>	<u>8,200.00</u>	<u>242.66</u>	<u>(7,957.34)</u>	<u>2.96</u>	<u>2,917.46</u>
<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	3,100.67	(9,399.33)	24.81	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	2,529.40	(3,139.60)	44.62	19,175.01
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>20,650.00</u>	<u>37,248.00</u>	<u>6,415.07</u>	<u>(30,832.93)</u>	<u>17.22</u>	<u>31,093.44</u>
TOTAL EDA ADMINISTRATION	<u><u>31,541.00</u></u>	<u><u>48,139.00</u></u>	<u><u>6,657.73</u></u>	<u><u>(41,481.27)</u></u>	<u><u>13.83</u></u>	<u><u>34,689.13</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	5,527.19	(19,472.81)	22.11	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	414.54	(1,460.46)	22.11	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	408.30	(1,734.70)	19.05	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	2,990.02	(4,056.98)	42.43	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	15.60	(84.40)	15.60	36.85
TOTAL PERSONAL SERVICES	42,636.00	42,636.00	9,673.35	(32,962.65)	22.69	36,431.41
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	32.50	32.50	.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	2,164.61	(4,835.39)	30.92	6,387.33
TOTAL SUPPLIES	7,000.00	7,000.00	2,197.11	(4,802.89)	31.39	6,670.84
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	51.46	(1,548.54)	3.22	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	3,604.09	(17,395.91)	17.16	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	1,213.66	(4,486.34)	21.29	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,317.52	(4,682.48)	21.96	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	943.50	(3,556.50)	20.97	4,095.96
TOTAL OTHER SERVICES & CHARG	45,800.00	45,800.00	7,130.23	(38,669.77)	15.57	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	20,522.18	(153,213.82)	11.81	192,627.20

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	27,179.91			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	3,225.00	35,528.27			40,174.72

Date: 04/25/2016

Time: 13:29:06

Cambridge EDA
Check Register Detail Report
Cambridge
From: 04/01/2016 To: 04/25/2016

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	297.05	466,084.20	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	866.45	466,950.65	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	314.68	467,265.33	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	603.77	467,869.10	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	866.45	468,735.55	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	3,511.00	472,246.55	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	25,746.00	497,992.55	
04/01/2016	DEP	Peoples Bank Of Commerce	Payment	1,104.00	496,888.55	
04/04/2016	DEP	Peoples Bank Of Commerce	Deposit	40.00	496,928.55	
04/04/2016	DEP	Peoples Bank Of Commerce	Deposit	297.05	497,225.60	
04/05/2016	DEP	Peoples Bank Of Commerce	Deposit	7,625.00	504,850.60	
04/06/2016	DEP	Peoples Bank Of Commerce	Deposit	6,734.00	511,584.60	
04/07/2016	DEP	Peoples Bank Of Commerce	Deposit	2.00	511,586.60	
04/07/2016	DEP	Peoples Bank Of Commerce	Deposit	5,135.80	516,722.40	
04/07/2016	DEP	Peoples Bank Of Commerce	Deposit	7,397.00	524,119.40	
04/13/2016	DEP	Peoples Bank Of Commerce	Payment	50,235.50	473,883.90	
04/13/2016	DEP	Peoples Bank Of Commerce	Deposit	183.00	474,066.90	
04/13/2016	016723	Mora HRA	Payment	2,992.68	471,074.22	

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Date: 04/25/2016
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Cambridge EDA
Check Register Detail Report
Cambridge
From: 04/01/2016 To: 04/25/2016

Page: 2

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		March Section 8 Admin fees				
04/25/2016	DEP	Peoples Bank Of Commerce	Deposit	8,474.00	479,548.22	

Agenda Item 3D

<p>CAMBRIDGE EDA MEETING May 2, 2016 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	3/30/2016	102346 - 102373	1,674.23
Prepaid Checks	4/6/2016	102382 - 102447	6,095.86
Prepaid Checks	4/14/2016	102454 - 102525	2,953.26
Prepaid Checks	4/20/2016	102547 - 102556	397.55
		Prepaid Totals	<hr/> <u>11,120.90</u>

TOTAL SUBMITTED FOR APPROVAL

\$11,120.90

Vendor	Vendor Name	Description	Net Invoice Amount
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
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	419.92
Total 3006:			419.92
3521	Menards	Other Services - Bridge Park	19.19
Total 3521:			19.19
5528	Tight Miter Carpentry, LLC	Ceiling Replacement - Bridge Park	775.00
Total 5528:			775.00
Grand Totals:			1,674.23

Dated: 3/30/16

City Treasurer: *Caroline M...*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/30/2016	102346	1661	East Central Sanitation	205-20100	457.62
03/16	03/30/2016	102352	2046	G & K Services, Inc.	205-20100	2.50
03/16	03/30/2016	102360	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	419.92
03/16	03/30/2016	102363	3521	Menards	901-20100	19.19
03/16	03/30/2016	102373	5528	Tight Miter Carpentry, LLC	901-20100	775.00
Grand Totals:						<u>1,674.23</u>

Vendor	Vendor Name	Description	Net Invoice Amount
268	Anoka Hennepin School District	MN Design Team Meals	15.67
Total 268:			15.67
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
3166	LeFebvre's Catering LLC	MN Design Team Meals March 31 & April 1	1,475.00
3166	LeFebvre's Catering LLC	MN Design Team Meals March 31 & April 1	227.70
3166	LeFebvre's Catering LLC	MN Design Team Meals March 31 & April 1	3,593.00
Total 3166:			5,295.70
3521	Menards	Materials - Bridge Park	21.53
Total 3521:			21.53
5056	SelectAccount	Participant fees - April	2.35
Total 5056:			2.35
5191	SPEW Health Plan	Health Insurance Premium - May	633.50
Total 5191:			633.50
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	80.30
Total 5886:			80.30
Grand Totals:			6,095.86

Dated: 4/7/16

City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/16	04/06/2016	102382	268	Anoka Hennepin School District	205-20100	15.67
04/16	04/06/2016	102400	2046	G & K Services, Inc.	205-20100	2.50
04/16	04/06/2016	102411	3056	Lake Superior Laundry Inc.	205-20100	44.31
04/16	04/06/2016	102414	3166	LeFebvre's Catering LLC	205-20100	5,295.70
04/16	04/06/2016	102416	3521	Menards	901-20100	21.53
04/16	04/06/2016	102433	5056	SelectAccount	205-20100	2.35
04/16	04/06/2016	102437	5191	SPEW Health Plan	205-20100	633.50
04/16	04/06/2016	102447	5886	Watson Co., Inc.	901-20100	80.30
Grand Totals:						<u>6,095.86</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park	130.39
	Total 306:		130.39
741	Budget Blinds	aluminum blinds - Bridge Park	181.00
	Total 741:		181.00
1956	First Baptist Church	MN Design Team - Facility Request	667.00
	Total 1956:		667.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2381	Herman's Bakery	MN Design Team Meals	300.60
	Total 2381:		300.60
2411	Hillyard Inc.	Maintenance Supplies - Mall	129.55
	Total 2411:		129.55
3421	Marv's True Value	Season change over - Tractor and Mower	416.69
	Total 3421:		416.69
3501	MEI Total Elevator Solutions	April Service Billing	225.20
	Total 3501:		225.20
3521	Menards	Maintenance Supplies - Mall	8.29
	Total 3521:		8.29
4211	Northland Fire Protection	Annual inspection of fire alarm system - Bridge	636.00
	Total 4211:		636.00
4518	Pizza Pub	MN Design Team Meals	141.15
	Total 4518:		141.15
5861	Walmart Community Card	Tenant Services - Bridge Park	85.25
5861	Walmart Community Card	Materials - Bridge Park	29.64
	Total 5861:		114.89
	Grand Totals:		2,953.26

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 4/14/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/16	04/14/2016	102454	306	ARC Irrigation, LLC	901-20100	130.39
04/16	04/14/2016	102460	741	Budget Blinds	901-20100	181.00
04/16	04/14/2016	102471	1956	First Baptist Church	205-20100	667.00
04/16	04/14/2016	102473	2046	G & K Services, Inc.	205-20100	2.50
04/16	04/14/2016	102479	2381	Herman's Bakery	205-20100	300.60
04/16	04/14/2016	102480	2411	Hillyard / Minneapolis	205-20100	129.55
04/16	04/14/2016	102487	3421	Marv's True Value	901-20100	416.69
04/16	04/14/2016	102490	3501	Minnesota Elevator, Inc	901-20100	225.20
04/16	04/14/2016	102491	3521	Menards	205-20100	8.29
04/16	04/14/2016	102502	4211	Northland Fire Protection	901-20100	636.00
04/16	04/14/2016	102508	4518	Pizza Pub	205-20100	141.15
04/16	04/14/2016	102525	5861	Walmart Business/SYNCB	901-20100	114.89
Grand Totals:						<u>2,953.26</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	31.11
Total 2986:			31.11
3521	Menards	Other Services - Bridge Park	312.11
3521	Menards	Other Services - Bridge Park	9.99
3521	Menards	Other Services - Bridge Park	26.02
3521	Menards	Materials - Bridge Park	15.82
Total 3521:			363.94
Grand Totals:			397.55

Dated: 4/20/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/16	04/20/2016	102547	2046	G & K Services, Inc.	205-20100	2.50
04/16	04/20/2016	102554	2986	Konica Minolta Business	901-20100	31.11
04/16	04/20/2016	102556	3521	Menards	901-20100	363.94
Grand Totals:						<u>397.55</u>

4A

Date: *May 2, 2016*

To: *EDA Board of Commissioners*

From: *Marilyn Fromm, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- *Submitted 2015 Audit to HUD.*
- *Conducted Bridge Park annual inspections. For the most part the units were in good condition, clean and tidy.*
- *We were notified by Central Minnesota Housing Partnership that we will be receiving a Tower Terrace Limited Partnership 2015 distribution check for \$8,454.00.*
- *No one moved out in April.*
- *Removal of smoking shelter in back of building –see staff report.*

Capital Projects

- *Closet door project complete.*
- *First floor ceiling replaced.*
- *Maintenance exterior door replaced.*
- *New water softened installed. We were exempt from soliciting bids for this project due to it being an emergency situation.*
- *We are in the process of obtaining bids for retrofitting the bedroom light fixtures and lights in the common area with LED lighting.*
- *Request to solicit bids for painting the ceilings in 4 hallways, stairs and common areas. – see staff report*

Resident meeting
 Wednesday, April 20, 2 p.m.
 Guest speaker - Joe Morin, EDA Board Chairman

Resident fund report -

Balance - \$214.86

No money has been spent, no money deposited.

Resident activity update:

- ✓ Rent checks: Reminder: The May 1 recertification may have been a rent change for you. Please check your paperwork to see if your rent has changed. Those of you who have your rent vendor paid are responsible to inform your payee. Those who have their rent directly withdrawn from the bank don't have to worry about changing anything. I will do it for you.
- ✓ Annual apartment inspections - Overall most of you are keeping your apartment nice and tidy; however, there are some things that I'd like to bring to your attention. They are:
 - ✓ Many of your refrigerator freezers are packed too full. Without suitable ventilation refrigerators will not run properly.
 - ✓ Aluminum pie plates nor aluminum foil can be put over drip pans. This is not permitted because it is a fire hazard. Grease collects in the tray and can start a fire.
 - ✓ Closets are packed too full and doors are not able to close properly. New closet doors were installed on all the closets. If damage is done to the doors while you are residing in the unit, you will be responsible for paying for a replacement.
 - ✓ Several units have walls that need washing, especially in the kitchen and bathroom.
 - ✓ NOTE: Be sure and clean the filter in your air conditioner at least once a month or maybe more often if you use it a lot. Filters can be cleaned by opening the front cover and removing it. Gently wash filters in warm sudsy water and rinse thoroughly before putting it back in. If you are unable to clean your filter, please write a work order and maintenance will help you.
 - ✓ We have noticed lots of spills on the carpet, in the elevator and on the stairs from liquid leaking from garbage bags. PLEASE DO NOT PUT LIQUIDS IN YOUR GARBAGE WITHOUT BEING IN A SEALED CONTAINER. Always double bag your garbage when carrying it to the dumpster. PLEASE DEPOSIT RECYCABLES IN RECYCLE BIN.
 - ✓ Whenever you carry a beverage around the building or when going outside it must be put in a covered cup. Liquid is being spilled on the stairways as well as on the carpet.
 - ✓ Make sure when you have something that needs to be repaired that you write out a work order. It is too hard for Jerry to remember when you tell him something in passing. Additionally, all work repairs must be reported to HUD so we need a written work order.
- ✓ New pots & pans and silverware have been purchased for the kitchen due to items being taken. Please do not remove items from the kitchen.
- ✓ Smoker's shelter: I had told you that the shed would be removed in April but this project has been postponed until the Cambridge EDA Board can review this topic at the May Board meeting.
- ✓ REMINDER: Guests are not be here more than 2 weeks in a year's time.

✓ **Capital projects:**

- Closet doors project complete.
- Maintenance door has been replaced.
- New ceiling tiles replaced on the first floor.
- Hot water heater has been replaced.

Currently bids are being solicited to retrofit lighting in the bedroom and common areas with energy efficient LED lights. This work is expected to be done early summer.

In May staff will ask the Board's authorization to solicit bids to have the corridors & hallways painted this summer. In the fall we would like to solicit bids to replace carpeting on all four floors.

Questions or comments?

4C

EDA-Housing Division Meeting 05/02/2016 Cambridge Economic Development Authority

Staff Report – Discuss the smoker's shelter in back of Bridge Park Apartments.

Background:

At the April 4th staff briefly discussed the smoker's shelter in back of Bridge Park. Staff stated that the shelter which was built in 2005 no longer complies with the MN Clean Indoor Act requirements and that the shelter had deteriorated over the years and is now an eye sore. It does not provide a nice "curb appeal" for Bridge Park Apts.

It was mentioned that the shelter should be taken down, however, many of the board members did not know what the shelter looked like so it was decided to table any decision until after members had time to look at the shelter.

Staff is suggesting three options in which the Board could rule:

- Smoking shelter taken down and not replaced;
- Smoking shelter replaced with a used city bus stop; which would need to be modified to comply with the MN Clean Indoor Act requirements;
- Replace new shelter or public place which cannot be enclosed on more than 50% of the vertical faces (this includes the doors and windows). See attached photo.

Recommended Board action:

Replace current shelter with a modified bus shelter to comply with the MN Clean Indoor Act and be placed 50 feet from the building. (HUD has not made a final ruling yet on the smoking ban in public housing.)

Report Submitted by: Marilyn Fromm

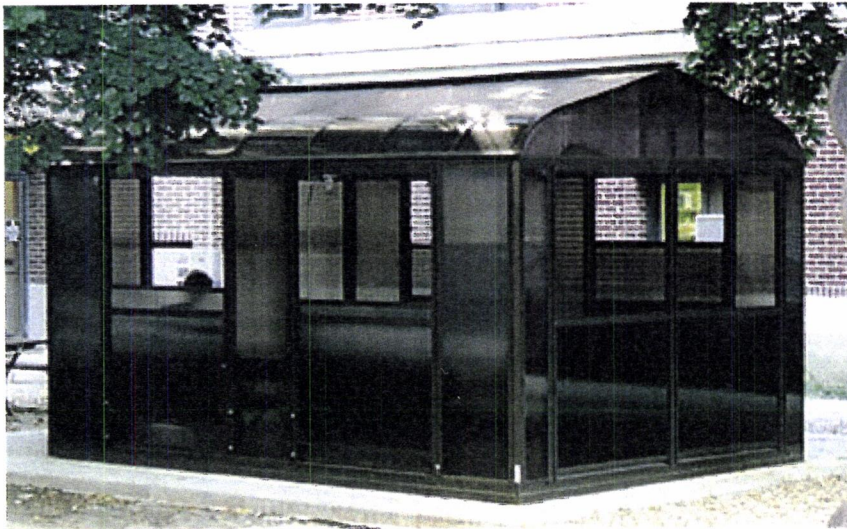
Date 5/2/2016



MN State Law

Other provisions in state law:

Smoking shelters would likely be considered “common area” of a rental apartment building



Enclosed shelter would not be ok



A shelter with open sides would be ok

4D

EDA-Housing Division Meeting 5/02/2016
Cambridge Economic Development Authority

Staff Report – Request to solicit bids to paint the corridors, stairways on four floors and common area on first floor at Bridge Park Apartments.

Background:

One of our 2016 Capital projects approved by the Board is to replace carpeting on all four floors and in the common areas at Bridge Park Apartments. We would like to re-carpet this winter, however, before we can replace the carpeting, the ceilings and walls need to be painted. Being maintenance is no longer works full time he does not have sufficient time to handle this large amount of painting, therefore it needs to be contracted out. This painting project would be paid out of operations.

Staff would like approval to solicit bids in the form of bid packets would be sent out to local contractors and advertised on the City of Cambridge web-site. Bid opening would start on May 4, staff would bring them back at the June 6th Board meeting. Contractor would have until the end of August to complete their work.

Board action requested:

Motion to approve staff to solicit bids for the painting of ceilings, corridors and common areas in Bridge Park Apartments.

Report Submitted by: Marilyn Fromm

Date 5/02/2016