
Cambridge EDA

Tuesday, September 6, 2016

EDA begins after City Council Meeting Adjourns / City Council begins at 4:00 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.

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|---------------|
| AGENDA |
|---------------|

1. Call to Order
2. Approval of Agenda (p. 1)
3. Consent Agenda
 - A. Approve August 1, 2016 EDA Meeting Minutes (p. 3)
 - B. Approve EDA Draft August 2016 Financial Statements (p. 5)
 - C. Housing Division Bills check #16728 and ACH Batches with transactions totaling \$57,967.45 (p. 27)
 - D. Approve EDA Admin Division bills checks #103374 - #103647 totaling \$3535.46 (p. 29)
4. New Business
 - A. Housing Supervisor Report (p. 39)
 - B. Request to solicit bids to replace carpet on four floors and in the Common Area at Bridge Park Apartments. (p. 40)
5. Unfinished Business
 - A. 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. 41)
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
August 1, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, August 1, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, MN 55008.

Members Present: President Joe Morin, EDA members Marlys Palmer, Lisa Iverson, Howard Lewis and Michael Stylski Sr.

Members Absent: None

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

Call to Order

Morin called the meeting to order at 4:40 PM.

Approval of Agenda

Iverson moved, seconded by Palmer, to approve the agenda as presented. Motion carried 5/0.

Consent Agenda

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

- A. Approve July 5, 2016 EDA meeting minutes
- B. Approve EDA Draft June 2016 Financial Statements
- C. Housing Division Bills check #16727 and ACH batches with transactions totaling \$56,265.88
- D. Approve EDA Administration Division bills checks #103125 - #103360 totaling \$25,483.16
- E. Approve proposal for painting City Mall Commons Area, Entries, Restrooms and Performance Agreement
- F. Resident Meeting Minutes

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

New Business

Housing Supervisor Report

The Housing Supervisor report was accepted as presented. Moe presented in Housing Director Fromm's absence.

Approve lease renewal with Cambridge Center for the Arts

Woulfe presented Cambridge Center for the Arts (CCFA) is interested in extending their lease for one more year. In staff's conversation with Mr. Everson he was looking for a lower rate than they are currently paying, which is \$ 7.50 per square foot. Staff recommends renewal of the Cambridge Center for the Arts lease at the current rate of \$7.50 per square foot.

Lewis stated the Center for the Arts provides a benefit to the City by their location in the City Center Mall so should be treated similar to SAC's with regard to lease fees. Lewis moved to charge the Cambridge Center for the Arts a flat fee of \$500 per month with the understanding that the City could use the space in the future if needed. Motion died for lack of second.

Iverson moved to continue to rent space to Center for the Arts at \$7.50 per square foot, seconded by Stylski. Palmer expressed an interest in revisiting the issue at a future EDA meeting.

Motion carried 5/0

Resolution No. EDA R16-003
RESOLUTION AMENDING THE 2016 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET

Iverson moved, seconded by Lewis, to approve Resolution No. EDA R16-003, Amending the 2016 EDA Administration Special Revenue Fund. Roll call vote Morin, Palmer, Iverson, Lewis and Stylski aye, no nays. Motion carried unanimously.

Closed Session

EDA Council moved into closed session at 5:00 PM. 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.

Palmer moved, seconded by Iverson, to end closed session at 5:24 PM. Motion carried unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Iverson moved, seconded by Lewis, to adjourn the meeting at 5:24 PM. Motion carried unanimously.

ATTEST

Joe Morin, President

Lynda J. Woulfe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

| | | | |
|-----------|--------------------------------|-----------------|--------------|
| 901-10102 | INVESTMENTS--PBC | 318,809.19 | |
| 901-10200 | EDA OPERATING ACCOUNT-LOW RENT | 281,080.85 | |
| 901-16100 | LAND AND LAND IMPROVEMENTS | 134,042.37 | |
| 901-16200 | BUILDINGS AND STRUCTURES | 474,877.78 | |
| 901-16250 | BUILDING IMPROVEMENTS | 1,224,349.98 | |
| 901-16300 | SITE IMPROVEMENTS | 126,849.24 | |
| 901-16350 | NON-DWELLING STRUCTURES | 76,009.20 | |
| 901-16400 | FURNITURE, EQUIPMENT, MACH-DWE | 42,659.20 | |
| 901-16450 | FURN, EQUIP, MACH-ADMIN | 51,315.12 | |
| 901-16460 | ACCUM DEPREC-FURN,EQUIP- ADMIN | (1,650,753.42) | |
| | | | |
| | TOTAL ASSETS | | 1,079,239.51 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------|-----------------------------|-----------|-----------|
| 901-20100 | AP ALLOCATED TO OTHER FUNDS | 377.40 | |
| 901-21650 | ACCRUED VACATION & SICK PAY | 33,095.27 | |
| 901-22600 | TENANT SECURITY DEPOSITS | 25,287.26 | |
| | | | |
| | TOTAL LIABILITIES | | 58,759.93 |

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 | 61,654.46 | |
| | BALANCE - CURRENT DATE | 61,654.46 | |
| | TOTAL FUND EQUITY | | 1,020,479.58 |
| | TOTAL LIABILITIES AND EQUITY | | 1,079,239.51 |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 46,972.00 | (46,972.00) | .00 | 80,773.00 |
| TOTAL INTERGOVERNMENTAL REVE | .00 | .00 | 46,972.00 | (46,972.00) | .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 | 1,137.67 | (1,137.67) | .00 | 2,203.74 |
| TOTAL INTEREST & MISC INCOME | .00 | .00 | 1,158.67 | (1,158.67) | .00 | 2,461.74 |
| <u>RENTAL INCOME</u> | | | | | | |
| 901-37220 DWELLING RENTAL | .00 | .00 | 94,445.00 | (94,445.00) | .00 | 155,423.25 |
| 901-37221 LAUNDRY INCOME BRIDGE PARK | .00 | .00 | 4,027.75 | (4,027.75) | .00 | 7,336.25 |
| TOTAL RENTAL INCOME | .00 | .00 | 98,472.75 | (98,472.75) | .00 | 162,759.50 |
| TOTAL FUND REVENUE | .00 | .00 | 146,603.42 | | | 245,994.24 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 16,480.20 | 16,480.20 | .00 | 23,353.15 |
| 901-49500-121 PERA (EMPLOYER) | .00 | .00 | .00 | .00 | .00 | (85.61) |
| 901-49500-122 FICA/MEDICARE (EMPLOYER) | .00 | .00 | 1,260.80 | 1,260.80 | .00 | 2,151.55 |
| 901-49500-151 WORKERS' COMPENSATION PREMIU | .00 | .00 | 101.10 | 101.10 | .00 | 240.87 |
| TOTAL PERSONAL SERVICES | .00 | .00 | 17,842.10 | 17,842.10 | .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 | 3,300.00 | 3,300.00 | .00 | 2,000.00 |
| 901-49500-321 TELEPHONE EXPENSE | .00 | .00 | 3,684.96 | 3,684.96 | .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 | 77.40 | 77.40 | .00 | 30.80 |
| TOTAL OTHER SERVICES AND CHA | .00 | .00 | 7,422.36 | 7,422.36 | .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 | 226.46 | 226.46 | .00 | 303.87 |
| 901-49500-433 DUES AND SUBSCRIPTIONS | .00 | .00 | 490.00 | 490.00 | .00 | 2,018.00 |
| TOTAL MISCELLANEOUS | .00 | .00 | 2,546.46 | 2,546.46 | .00 | 2,321.87 |
| TOTAL LOW RENT ADMINISTRATION | .00 | .00 | 28,148.42 | 28,148.42 | .00 | 40,654.47 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | (739.66) | (739.66) | .00 | 1,353.88 |
| <i>TOTAL SUPPLIES</i> | .00 | .00 | (739.66) | (739.66) | .00 | 1,353.88 |
| TOTAL LOW RENT TENANT SERVICE | .00 | .00 | (739.66) | (739.66) | .00 | 1,353.88 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 15,108.54 | 15,108.54 | .00 | 23,071.57 |
| 901-49700-121 PERA (EMPLOYER) | .00 | .00 | .00 | .00 | .00 | (147.10) |
| 901-49700-122 FICA/MEDICARE (EMPLOYER) | .00 | .00 | 1,155.83 | 1,155.83 | .00 | 2,230.28 |
| 901-49700-151 WORKERS' COMPENSATION PREMIU | .00 | .00 | 682.83 | 682.83 | .00 | 1,731.64 |
| TOTAL PERSONAL SERVICES | .00 | .00 | 16,947.20 | 16,947.20 | .00 | 29,853.43 |
| <i>SUPPLIES</i> | | | | | | |
| 901-49700-210 MATERIALS-OPER SUPPLIES | .00 | .00 | 2,660.06 | 2,660.06 | .00 | 2,190.08 |
| 901-49700-212 FUEL PURCHASE | .00 | .00 | .00 | .00 | .00 | 110.35 |
| TOTAL SUPPLIES | .00 | .00 | 2,660.06 | 2,660.06 | .00 | 2,300.43 |
| <i>OTHER SERVICES AND CHARGES</i> | | | | | | |
| 901-49700-304 CONTRACT COSTS | .00 | .00 | 9,686.37 | 9,686.37 | .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 | 16,624.00 | 16,624.00 | .00 | 28,575.37 |
| 901-49700-382 WATER/WASTEWATER UTILITIES | .00 | .00 | 5,202.92 | 5,202.92 | .00 | 8,658.74 |
| 901-49700-383 GAS UTILITIES | .00 | .00 | 2,459.02 | 2,459.02 | .00 | 4,702.40 |
| 901-49700-384 REFUSE HAULING | .00 | .00 | 1,030.63 | 1,030.63 | .00 | 1,932.56 |
| TOTAL OTHER SERVICES AND CHA | .00 | .00 | 35,002.94 | 35,002.94 | .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 | 57,540.20 | 57,540.20 | .00 | 160,664.68 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 84,948.96 | | | 202,673.03 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | 61,654.46 | | | 43,321.21 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

| | | | |
|-----------|--------------------------------|-------------|-----------|
| 902-10200 | EDA OPERATING ACCT-SECTION 8 | 75,847.85 | |
| 902-16450 | FURN, EQUIP, MACH-ADMIN | 4,475.39 | |
| 902-16460 | ACCUM DEPREC-FURN,EQUIP- ADMIN | (4,475.39) | |
| | | | |
| | TOTAL ASSETS | | 75,847.85 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------|--------------------------------|----------|----------|
| 902-20100 | AP ALLOCATED TO OTHER FUNDS | 300.00 | |
| 902-20200 | ACCOUNTS PAYABLE | 8,920.34 | |
| 902-22200 | DEFERRED REVENUE-UNEARNED GRAN | 603.77 | |
| | | | |
| | TOTAL LIABILITIES | | 9,824.11 |

FUND EQUITY

| | | | |
|-----------|---|-----------|-----------|
| 902-27200 | UNRESTRICTED NET ASSETS | 62,409.54 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 3,614.20 | |
| | BALANCE - CURRENT DATE | 3,614.20 | |
| | TOTAL FUND EQUITY | | 66,023.74 |
| | TOTAL LIABILITIES AND EQUITY | | 75,847.85 |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 27,417.00 | (27,417.00) | .00 | 43,514.00 |
| | TOTAL INTERGOVERNMENTAL REVE | .00 | .00 | 27,417.00 | (27,417.00) | .00 | 43,514.00 |
| <u>RENTAL INCOME</u> | | | | | | | |
| 902-35000 | PORTABLE ADMIN FEE | .00 | .00 | 1,833.68 | (1,833.68) | .00 | 11,999.79 |
| | TOTAL RENTAL INCOME | .00 | .00 | 1,833.68 | (1,833.68) | .00 | 11,999.79 |
| <u>INTEREST</u> | | | | | | | |
| 902-36210 | INTEREST EARNINGS-ADMIN FUNDS | .00 | .00 | 40.33 | (40.33) | .00 | 54.17 |
| | TOTAL INTEREST | .00 | .00 | 40.33 | (40.33) | .00 | 54.17 |
| | TOTAL FUND REVENUE | .00 | .00 | 29,291.01 | | | 55,567.96 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 3,300.00 | 3,300.00 | .00 | 2,000.00 |
| 902-49500-307 | CONTRACTED SECT 8 ADMIN | .00 | .00 | 21,072.36 | 21,072.36 | .00 | 38,638.84 |
| <i>TOTAL OTHER SERVICES AND CHA</i> | | .00 | .00 | 24,372.36 | 24,372.36 | .00 | 40,638.84 |
| TOTAL SECT 8 ADMINISTRATIVE | | .00 | .00 | 24,372.36 | 24,372.36 | .00 | 40,638.84 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 165,649.00 | 165,649.00 | .00 | 303,727.00 |
| 902-49775-374 HAP-PORTABLE RECEIV REIMB | .00 | .00 | (164,344.55) | (164,344.55) | .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 | 1,304.45 | 1,304.45 | .00 | (223.00) |
| TOTAL HAP OCCUPIED UNITS | .00 | .00 | 1,304.45 | 1,304.45 | .00 | (223.00) |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 25,676.81 | | | 40,415.84 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | 3,614.20 | | | 15,152.12 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2016

HOUSING-OTHER BUS ACTIVITIES

ASSETS

| | | | |
|-----------|--------------------------------|------------|-------------------|
| 903-10102 | INVESTMENTS--PBC | 261,980.17 | |
| 903-10200 | EDA HOUSING DIV OPERATING CASH | 82,462.19 | |
| | TOTAL ASSETS | | <u>344,442.36</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|-----------|---|------------|-------------------|
| 903-27200 | UNRESTRICTED NET ASSETS | 336,797.33 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | 7,645.03 | |
| | BALANCE - CURRENT DATE | 7,645.03 | |
| | TOTAL FUND EQUITY | | <u>344,442.36</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>344,442.36</u> |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 829.02 | (829.02) | .00 | 1,625.70 |
| TOTAL INTEREST & MISC INCOME | .00 | .00 | 829.02 | (829.02) | .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 | 9,283.02 | | | 99,161.47 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 1,400.00 | 1,400.00 | .00 | 1,575.00 |
| 903-49500-122 | FICA/MEDICARE (EMPLOYER) | .00 | .00 | 107.11 | 107.11 | .00 | 120.43 |
| | <i>TOTAL FUNCTION 1</i> | .00 | .00 | 1,507.11 | 1,507.11 | .00 | 1,695.43 |
| <i>OTHER SERVICES AND CHARGES</i> | | | | | | | |
| 903-49500-331 | TRAVEL/MEALS/LODGING | .00 | .00 | 130.88 | 130.88 | .00 | 376.39 |
| | <i>TOTAL OTHER SERVICES AND CHA</i> | .00 | .00 | 130.88 | 130.88 | .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 | 1,637.99 | 1,637.99 | .00 | 2,638.82 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 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 | 1,637.99 | | | 74,551.82 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | 7,645.03 | | | 24,609.65 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2016

CAPITAL FUND PROGRAM-HUD

ASSETS

| | | | |
|-----------|-------------------------------|-----------|------------------|
| 904-10200 | EDA OPERATING ACCOUNT-CAPITAL | 59,030.00 | |
| 904-13200 | DUE FROM OTHER GOVERNMENTS | 22,860.00 | |
| | TOTAL ASSETS | | <u>81,890.00</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|-----------|---|------------------|------------------|
| 904-27200 | UNRESTRICTED NET ASSETS | 28,860.00 | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | <u>53,030.00</u> | |
| | BALANCE - CURRENT DATE | <u>53,030.00</u> | |
| | TOTAL FUND EQUITY | | <u>81,890.00</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>81,890.00</u> |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 53,030.00 | (53,030.00) | .00 | 28,860.00 |
| | TOTAL INTERGOVERNMENTAL REVE | .00 | .00 | 53,030.00 | (53,030.00) | .00 | 28,860.00 |
| | TOTAL FUND REVENUE | .00 | .00 | 53,030.00 | | | 28,860.00 |
| | NET REVENUES OVER EXPENDITURE | .00 | .00 | 53,030.00 | | | 28,860.00 |

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2016

HAP SECTION 8 VOUCHERS PROGRAM

| <u>ASSETS</u> | | |
|-------------------------------|---|--------------------|
| 905-10130 | FSS-CASH WITH ESCROW AGENT | 5,367.89 |
| 905-10200 | EDA OPERATING ACCT-SECTION 8 | (3,266.72) |
| | TOTAL ASSETS | <u>2,101.17</u> |
| <u>LIABILITIES AND EQUITY</u> | | |
| <u>LIABILITIES</u> | | |
| 905-22000 | FSS ESCROW | 5,367.89 |
| | TOTAL LIABILITIES | 5,367.89 |
| <u>FUND EQUITY</u> | | |
| 905-27200 | RESTRICTED NET ASSETS-HAP | (2,814.72) |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | (452.00) |
| | BALANCE - CURRENT DATE | (452.00) |
| | TOTAL FUND EQUITY | <u>(3,266.72)</u> |
| | TOTAL LIABILITIES AND EQUITY | <u>2,101.17</u> |

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 194,267.00 | (194,267.00) | .00 | 279,272.00 |
| | TOTAL INTERGOVERNMENTAL REVE | .00 | .00 | 194,267.00 | (194,267.00) | .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 | 194,267.00 | | | 279,275.00 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

| | ADOPTED BUDGET | AMENDED BUDGET | YTD ACTUAL | UNUSED/ UNEARNED | % OF BUDGET | PRIOR YR YTD ACTUAL |
|---------------------------------------|-------------------|-------------------|-------------------|---------------------|----------------|------------------------|
| HAP EXPENDITURES | | | | | | |
| <i>HAP EXPENDITURES</i> | | | | | | |
| 905-49775-370 HAP OCCUPIED UNITS | .00 | .00 | 190,711.00 | 190,711.00 | .00 | 280,378.00 |
| 905-49775-371 HAP-UTILITY ALLOWANCES | .00 | .00 | 670.00 | 670.00 | .00 | 180.00 |
| 905-49775-372 HAP-PORTABLE PAYING OUT | .00 | .00 | 2,676.00 | 2,676.00 | .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 | 291.00 | 291.00 | .00 | 219.50 |
| TOTAL HAP EXPENDITURES | .00 | .00 | 194,719.00 | 194,719.00 | .00 | 285,507.50 |
| TOTAL HAP EXPENDITURES | .00 | .00 | 194,719.00 | 194,719.00 | .00 | 285,507.50 |

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 | 194,719.00 | | | 285,507.50 |
| NET REVENUES OVER EXPENDITURE | .00 | .00 | (452.00) | | | (6,232.50) |

Date: 08/30/2016
Time: 10:36:58

Cambridge EDA
Check Register Detail Report
Cambridge
From: 08/01/2016 To: 08/30/2016

| Date | Ref Num | Payee/Split Detail | Pmt/Dep | Amount | Balance | Memo |
|------------|---------|--------------------------|---------|-----------|------------|------|
| 08/01/2016 | DEP | Peoples Bank Of Commerce | Deposit | 365.56 | 492,436.35 | |
| 08/01/2016 | DEP | Peoples Bank Of Commerce | Deposit | 606.18 | 493,042.53 | |
| 08/01/2016 | DEP | Peoples Bank Of Commerce | Deposit | 868.93 | 493,911.46 | |
| 08/01/2016 | DEP | Peoples Bank Of Commerce | Deposit | 3,848.00 | 497,759.46 | |
| 08/01/2016 | DEP | Peoples Bank Of Commerce | Deposit | 28,345.00 | 526,104.46 | |
| 08/01/2016 | ADJST | Peoples Bank Of Commerce | Payment | 54,919.50 | 471,184.96 | |
| 08/01/2016 | DEP | Peoples Bank Of Commerce | Deposit | 5,684.65 | 476,869.61 | |
| 08/02/2016 | DEP | Peoples Bank Of Commerce | Deposit | 315.76 | 477,185.37 | |
| 08/02/2016 | DEP | Peoples Bank Of Commerce | Deposit | 3,600.00 | 480,785.37 | |
| 08/02/2016 | DEP | Peoples Bank Of Commerce | Deposit | 8,244.00 | 489,029.37 | |
| 08/03/2016 | DEP | Peoples Bank Of Commerce | Deposit | 269.70 | 489,299.07 | |
| 08/03/2016 | DEP | Peoples Bank Of Commerce | Deposit | 392.00 | 489,691.07 | |
| 08/05/2016 | DEP | Peoples Bank Of Commerce | Deposit | 6,717.00 | 496,408.07 | |
| 08/05/2016 | DEP | Peoples Bank Of Commerce | Deposit | 8,058.00 | 504,466.07 | |
| | | ACH | | | | |
| 08/08/2016 | DEP | Peoples Bank Of Commerce | Deposit | 1,085.00 | 505,551.07 | |
| 08/08/2016 | DEP | Peoples Bank Of Commerce | Deposit | 1,332.00 | 506,883.07 | |
| 08/08/2016 | DEP | Peoples Bank Of Commerce | Deposit | 5,691.00 | 512,574.07 | |

27

Date: 08/30/2016

Time: 10:36:58

Cambridge EDA
Check Register Detail Report
Cambridge
From: 08/01/2016 To: 08/30/2016

Page: 2

| Date | Ref Num | Payee/Split Detail | Pmt/Dep | Amount | Balance | Memo |
|------------|---------|--|---------|-----------|------------|------|
| 08/10/2016 | DEP | Peoples Bank Of Commerce | Deposit | 19,926.00 | 532,500.07 | |
| 08/12/2016 | DEP | Peoples Bank Of Commerce | Deposit | 2,335.00 | 534,835.07 | |
| 08/16/2016 | 016728 | Mora HRA | Payment | 3,047.95 | 531,787.12 | |
| | | July admin fee reimbursement to Mora HRA | | | | |
| 08/17/2016 | DEP | Peoples Bank Of Commerce | Deposit | 398.00 | 532,185.12 | |
| 08/17/2016 | DEP | Peoples Bank Of Commerce | Deposit | 15.00 | 532,200.12 | |
| 08/19/2016 | XFER | Peoples Bank Of Commerce | Payment | 9,142.48 | 523,057.64 | |

| |
|---|
| <p>CAMBRIDGE EDA MEETING</p> <p>September 6, 2016</p> <p>BILLS LIST</p> |
|---|

| Disbursement Type: | Date: | Check Numbers: | Submitted For <u>Approval</u> |
|--------------------|-----------|-----------------|--|
| Prepaid Checks | 7/27/2016 | 103374 - 103432 | 195.82 |
| Prepaid Checks | 8/3/2016 | 103466 | 600.00 |
| Prepaid Checks | 8/11/2016 | 103489 - 103585 | 2,047.28 |
| Prepaid Checks | 8/17/2016 | 103606 - 103647 | 692.36 |
| | | Prepaid Totals | <hr/> <u>3,535.46</u> |

TOTAL SUBMITTED FOR APPROVAL

| |
|-------------------|
| \$3,535.46 |
|-------------------|

| 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 |
| 2381 | Herman's Bakery | GPS 45:93 Meeting Meals | 15.00 |
| | Total 2381: | | 15.00 |
| 3521 | Menards | Materials - Bridge Park | 30.44 |
| | Total 3521: | | 30.44 |
| 5801 | Verizon Wireless | wireless phone service - Maintenance Dept | 17.49 |
| | Total 5801: | | 17.49 |
| | Grand Totals: | | 195.82 |

Dated: 7/27/16City Treasurer: Caroline Mol

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|----------------------|------------------|---------------|
| 07/16 | 07/27/2016 | 103374 | 306 | ARC Irrigation, LLC | 901-20100 | 130.39 |
| 07/16 | 07/27/2016 | 103393 | 2046 | G & K Services, Inc. | 205-20100 | 2.50 |
| 07/16 | 07/27/2016 | 103395 | 2381 | Herman's Bakery | 205-20100 | 15.00 |
| 07/16 | 07/27/2016 | 103409 | 3521 | Menards | 901-20100 | 30.44 |
| 07/16 | 07/27/2016 | 103432 | 5801 | Verizon Wireless | 205-20100 | 17.49 |
| Grand Totals: | | | | | | <u>195.82</u> |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|---------------|---------------------|---|--------------------|
| 2421 | Redpath and Company | Completion of REAC Agreed Upon Procedures | 300.00 |
| 2421 | Redpath and Company | Completion of REAC Agreed Upon Procedures | 300.00 |
| Total 2421: | | | 600.00 |
| Grand Totals: | | | 600.00 |

Dated: 8/3/16

City Treasurer: Caroline More

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|---------------------|------------------|--------|
| 08/16 | 08/03/2016 | 103466 | 2421 | Redpath and Company | 902-20100 | 600.00 |
| Grand Totals: | | | | | | 600.00 |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|-------------|------------------------------|--|--------------------|
| 555 | Bertleson One Source | Credit Maintenance Supplies - Mall | 24.14- |
| 555 | Bertleson One Source | Maintenance Supplies - Mall | 128.75 |
| 555 | Bertleson One Source | Credit Maintenance Supplies - Mall | 3.00- |
| Total 555: | | | 101.61 |
| 1613 | Dusty's Drain Cleaning, Inc. | Video Inspections - Bridge Park | 275.00 |
| Total 1613: | | | 275.00 |
| 1681 | ECM Publishers, Inc. | Advertising - Housing Supervisor | 77.40 |
| Total 1681: | | | 77.40 |
| 2046 | G & K Services, Inc. | Uniform Rental - Maintenance | 2.50 |
| 2046 | G & K Services, Inc. | Uniform Rental - Maintenance | 2.50 |
| Total 2046: | | | 5.00 |
| 2456 | Housing Data Systems | MTCS Transmittal Service 07/01/16-09/30/16 | 120.00 |
| Total 2456: | | | 120.00 |
| 3056 | Lake Superior Laundry Inc. | Mall Rugs | 44.31 |
| 3056 | Lake Superior Laundry Inc. | Mall Rugs | 44.31 |
| Total 3056: | | | 88.62 |
| 3501 | MEI Total Elevator Solutions | August Service Billing | 225.20 |
| Total 3501: | | | 225.20 |
| 4743 | Realstar Title | O&E Report | 130.00 |
| Total 4743: | | | 130.00 |
| 5056 | SelectAccount | Participant Fees - August | 2.35 |
| Total 5056: | | | 2.35 |
| 5191 | SPEW Health Plan | Health Insurance Premium - September | 679.50 |
| Total 5191: | | | 679.50 |
| 5686 | U.S. Postal Service | Postage - Cambridge Bridge Park | 94.00 |
| Total 5686: | | | 94.00 |
| 5861 | Walmart Community Card | Tenant Services - Bridge Park | 191.12 |
| 5861 | Walmart Community Card | Materials - Bridge Park | 57.48 |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|---------------|-------------|-------------|--------------------|
| Total 5861: | | | 248.60 |
| Grand Totals: | | | 2,047.28 |

Dated: 8-11-16

City Treasurer: Caroline Mol

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|------------------------------|------------------|-----------------|
| 08/16 | 08/11/2016 | 103489 | 555 | Bertleson One Source | 205-20100 | 101.61 |
| 08/16 | 08/11/2016 | 103502 | 1613 | Dusty's Drain Cleaning, Inc. | 901-20100 | 275.00 |
| 08/16 | 08/11/2016 | 103503 | 1681 | ECM Publishers, Inc. | 901-20100 | 77.40 |
| 08/16 | 08/11/2016 | 103510 | 2046 | G & K Services, Inc. | 205-20100 | 5.00 |
| 08/16 | 08/11/2016 | 103522 | 2456 | Housing Data Systems | 901-20100 | 120.00 |
| 08/16 | 08/11/2016 | 103530 | 3056 | Lake Superior Laundry Inc. | 205-20100 | 88.62 |
| 08/16 | 08/11/2016 | 103537 | 3501 | Minnesota Elevator, Inc | 901-20100 | 225.20 |
| 08/16 | 08/11/2016 | 103554 | 4743 | Realstar Title | 205-20100 | 130.00 |
| 08/16 | 08/11/2016 | 103563 | 5056 | SelectAccount | 205-20100 | 2.35 |
| 08/16 | 08/11/2016 | 103566 | 5191 | SPEW Health Plan | 205-20100 | 679.50 |
| 08/16 | 08/11/2016 | 103581 | 5686 | U.S. Postal Service | 901-20100 | 94.00 |
| 08/16 | 08/11/2016 | 103585 | 5861 | Walmart Business/SYNCB | 901-20100 | 248.60 |
| Grand Totals: | | | | | | <u>2,047.28</u> |

| Vendor | Vendor Name | Description | Net Invoice Amount |
|---------------|-------------------------|--|--------------------|
| 1661 | East Central Sanitation | Trash Removal - Bridge Park | 160.40 |
| 1661 | East Central Sanitation | Trash Removal - 180 Buchanan St N | 314.50 |
| Total 1661: | | | 474.90 |
| 1681 | ECM Publishers, Inc. | Advertising - Housing Supervisor | 77.40 |
| Total 1681: | | | 77.40 |
| 2046 | G & K Services, Inc. | Uniform Rental - Maintenance | 2.50 |
| Total 2046: | | | 2.50 |
| 2411 | Hillyard Inc. | Maintenance Supplies - Mall | 101.88 |
| Total 2411: | | | 101.88 |
| 5731 | UPS | Overnight Pkg to HUD for NAID# Reinstatement | 35.68 |
| Total 5731: | | | 35.68 |
| Grand Totals: | | | 692.36 |

Dated: 8/17/16

City Treasurer: *Christine More*

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|-------------------------|------------------|--------|
| 08/16 | 08/17/2016 | 103606 | 1661 | East Central Sanitation | 205-20100 | 474.90 |
| 08/16 | 08/17/2016 | 103608 | 1681 | ECM Publishers, Inc. | 901-20100 | 77.40 |
| 08/16 | 08/17/2016 | 103613 | 2046 | G & K Services, Inc. | 205-20100 | 2.50 |
| 08/16 | 08/17/2016 | 103617 | 2411 | Hillyard / Minneapolis | 205-20100 | 101.88 |
| 08/16 | 08/17/2016 | 103647 | 5731 | UPS | 205-20100 | 35.68 |
| Grand Totals: | | | | | | 692.36 |

Date: September 6, 2016
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Dementia Friends Session held on Thursday, August 4 was well attended. (In place of resident meeting.)
- Notice published in Isanti News announcing 2017 PHA Plan is open to the public for review.
- Submitted several reports to HUD.
- One tenant died unexpectedly- family will vacate his unit by September 30. Processing applications for new tenant.
- No change in occupancy in August.

Capital Project

- Painting project expected to be completed soon.
- Staff report – Solicit bids for carpeting.

**EDA - Housing Division Meeting
Cambridge Economic Development Authority**

Staff Report – Request to solicit bids to replace carpet on four floors and in the common area at Bridge Park Apartments.

Background:

One of our 2015 & 2016 Capital projects approved by the Board is to replace carpeting on all four floors and in the common areas at Bridge Park Apartments. The painting is nearly completed and will soon be ready for new carpet to be installed.

Staff would like Board approval to solicit bids in the form of bid packets which would be sent out to local contractors. The notice will be also be advertised on the City of Cambridge web-site informing all contractors including Women and Minority Contractors of employment opportunities. (In compliance to HUD Section 3 reporting.)

Bid opening would start on September 8, staff would bring them back at the October 3rd Board meeting. Contractor would have until the end of November to complete their work.

Board action requested:

Motion to approve staff to solicit bids for the replacement of carpet in the corridors and common areas in Bridge Park Apartments.

Report Submitted by: Marilyn Fromm

Date 9/6/2016

Pages 41 – 78 Closed Session

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