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**Cambridge EDA**  
Meeting Announcement and Agenda  
**MONDAY, JULY 6, 2015**  
**EDA MEETING AT 2:45 PM**  
BRIDGE PARK APARTMENTS  
121 SOUTH FERN STREET

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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 EDA meeting minutes (p. 2)
  - B. Approve EDA Draft Financial Statements (p. 4)
  - C. Housing Div Bills check #16711 and ACH transactions totaling \$62,260.29 (p. 33)
  - D. Approve EDA Admin Division bills checks #99786 -#100074 totaling \$13,140.83 (p. 38)
  - E. Housing Supervisor Report (p. 50)
  - F. Approve Lease Amendment for Department of Employment and Economic Development (Workforce Center remodel) (p. 51)
4. New Business
  - A. Approve proposal to replace closet doors at Bridge Park Apartments (p. 61)
  - B. Call for Special Meeting on July 28, 2015 at 9:00 am (Meeting will be held at Isanti County Government Center, 555 18<sup>th</sup> Avenue SW, Cambridge , Luke Greiner Regional Analysis with DEED will provide a verbal presentation).
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.

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
June 1, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 1, 2015 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: None

Others Present: Executive Director Lynda Woulfe and Finance Director Caroline Moe

**Call to Order**

Morin called the meeting to order at 6:47 pm.

**Approval of Agenda**

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

**Consent Agenda**

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

- A. Approve May 4, 2015 EDA meeting minutes
- B. Approve EDA Draft Financial Statements
- C. Housing Div Bills ACH transactions totaling \$59,276.00
- D. Approve EDA Admin Division bills checks #99558 -#99770 totaling \$19,963.68
- E. Housing Supervisor Report
- F. Resident Meeting

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

**New Business**

***July 6 EDA Meeting***

Morin announced the July 6, 2015 has moved to 2:45 pm and meeting at Bridge Park Apartments. Kafer moved, seconded by Palmer to approve. Motion carried unanimously.

**Unfinished Business**

There was no unfinished business.

**Adjournment**

Lewis moved, seconded by Kafer, to adjourn the meeting at 6:49 p.m. Motion carried unanimously.

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Joe Morin, President

ATTEST:

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Lynda J. Woulfe, Executive Director

DRAFT

CITY OF CAMBRIDGE  
BALANCE SHEET  
MAY 31, 2015

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(	2,168.55)	
901-10102	INVESTMENTS--PBC		316,428.96	
901-10103	INVESTMENTS-MINNCO		16,272.68	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		237,215.67	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,154,993.21	
901-16300	SITE IMPROVEMENTS		119,469.24	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		42,659.20	
901-16450	FURN, EQUIP, MACH-ADMIN		83,544.39	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	1,640,539.22)	
	TOTAL ASSETS			<u>1,012,804.93</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		314.58	
901-21650	ACCRUED VACATION & SICK PAY		37,662.56	
901-22600	TENANT SECURITY DEPOSITS		23,668.01	
	TOTAL LIABILITIES			<u>61,645.15</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		613,948.14	
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>35,655.87</u>	
	BALANCE - CURRENT DATE		<u>35,655.87</u>	
	TOTAL FUND EQUITY			<u>951,159.78</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,012,804.93</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	70,000.00	70,000.00	33,696.00	36,304.00	48.14	74,818.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	33,696.00	36,304.00	48.14	74,818.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	248.00	( 148.00)	248.00	275.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	560.09	939.91	37.34	2,116.75
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	808.09	791.91	50.51	2,391.75
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	145,000.00	145,000.00	64,463.00	80,537.00	44.46	148,580.66
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	3,217.00	2,783.00	53.62	6,587.50
TOTAL RENTAL INCOME	151,000.00	151,000.00	67,680.00	83,320.00	44.82	155,168.16
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL FUND REVENUE	<u>257,600.00</u>	<u>257,600.00</u>	<u>102,184.09</u>			<u>285,897.03</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	.00	.00	3,024.92	3,024.92	.00	29,879.50
901-49500-103 ADMIN PART-TIME - REGULAR	31,048.00	31,048.00	9,074.72	( 21,973.28)	29.23	.00
901-49500-112 EDA HOUSING BOARD PAY	.00	.00	.00	.00	.00	1,540.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	48.08	( 2,202.92)	2.14	2,254.85
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	925.60	( 1,449.40)	38.97	2,494.08
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	.00	( 52.00)	.00	17.28
901-49500-151 WORKERS' COMPENSATION PREMIU	266.00	266.00	88.91	( 177.09)	33.42	215.79
<b>TOTAL PERSONAL SERVICES</b>	<b>35,992.00</b>	<b>35,992.00</b>	<b>13,162.23</b>	<b>( 22,829.77)</b>	<b>36.57</b>	<b>36,401.50</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	.00	( 1,500.00)	.00	1,372.15
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>.00</b>	<b>( 1,500.00)</b>	<b>.00</b>	<b>1,372.15</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	100.00	100.00	.00	( 100.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,000.00	( 1,000.00)	66.67	3,000.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	.00	.00	.00	438.00
901-49500-321 TELEPHONE EXPENSE	3,000.00	3,000.00	2,567.95	( 432.05)	85.60	2,060.83
901-49500-322 POSTAGE	250.00	250.00	.00	( 250.00)	.00	164.50
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	51.07
901-49500-340 ADVERTISING	100.00	100.00	.00	( 100.00)	.00	62.23
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>6,550.00</b>	<b>6,550.00</b>	<b>4,567.95</b>	<b>( 1,982.05)</b>	<b>69.74</b>	<b>5,776.63</b>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	( 2,000.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	149.04	( 2,850.96)	4.97	669.71
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	1,778.00	778.00	177.80	410.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	( 500.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>1,927.04</b>	<b>( 4,572.96)</b>	<b>29.65</b>	<b>1,079.71</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>50,542.00</b>	<b>50,542.00</b>	<b>19,657.22</b>	<b>( 30,884.78)</b>	<b>38.89</b>	<b>44,629.99</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	200.00	200.00	623.28	423.28	311.64	403.45
	<i>TOTAL SUPPLIES</i>	200.00	200.00	623.28	423.28	311.64	403.45
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>623.28</b>	<b>423.28</b>	<b>311.64</b>	<b>403.45</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	25,764.00	25,764.00	2,967.04	( 22,796.96)	11.52	38,662.79
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	9,892.16	9,892.16	.00	.00
901-49700-121 PERA (EMPLOYER)	1,868.00	1,868.00	43.78	( 1,824.22)	2.34	2,806.78
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,971.00	1,971.00	983.74	( 987.26)	49.91	2,879.59
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	9,314.32
901-49700-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	728.92
901-49700-151 WORKERS' COMPENSATION PREMIU	1,190.00	1,190.00	713.58	( 476.42)	59.96	1,946.22
901-49700-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	52.32
<b>TOTAL PERSONAL SERVICES</b>	<b>30,793.00</b>	<b>30,793.00</b>	<b>14,600.30</b>	<b>( 16,192.70)</b>	<b>47.41</b>	<b>56,390.94</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	878.35	( 3,521.65)	19.96	3,574.47
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	107.21
<b>TOTAL SUPPLIES</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>878.35</b>	<b>( 3,721.65)</b>	<b>19.09</b>	<b>3,681.68</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	16,000.00	16,000.00	7,193.09	( 8,806.91)	44.96	17,861.05
901-49700-360 INSURANCE AND BONDS	13,500.00	13,500.00	.00	( 13,500.00)	.00	12,230.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00	( 11,100.00)	.00	11,574.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	13,311.32	( 22,388.68)	37.29	29,874.16
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	4,040.22	( 5,959.78)	40.40	8,300.42
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	2,729.64	( 3,270.36)	45.49	7,286.53
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	758.80	( 1,341.20)	36.13	2,055.32
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>94,400.00</b>	<b>94,400.00</b>	<b>28,033.07</b>	<b>( 66,366.93)</b>	<b>29.70</b>	<b>89,181.98</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	( 70,000.00)	.00	46,356.53
901-49700-430 MISCELLANEOUS & GENERAL EXP	65.00	65.00	.00	( 65.00)	.00	3.53
<b>TOTAL MISCELLANEOUS</b>	<b>70,065.00</b>	<b>70,065.00</b>	<b>.00</b>	<b>( 70,065.00)</b>	<b>.00</b>	<b>46,360.06</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	7,000.00	7,000.00	.00	( 7,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	2,736.00	2,736.00	.00	6,246.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>2,736.00</b>	<b>( 4,264.00)</b>	<b>39.09</b>	<b>6,246.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>206,858.00</b>	<b>206,858.00</b>	<b>46,247.72</b>	<b>( 160,610.28)</b>	<b>22.36</b>	<b>201,860.66</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	257,600.00	257,600.00	66,528.22			246,894.10
NET REVENUES OVER EXPENDITURE	.00	.00	35,655.87			39,002.93

CITY OF CAMBRIDGE  
BALANCE SHEET  
MAY 31, 2015

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	54,873.73	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)	
	TOTAL ASSETS		<u>54,873.73</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	2,810.93	
	TOTAL LIABILITIES		2,810.93

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,257.42	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>4,805.38</u>	
	BALANCE - CURRENT DATE	<u>4,805.38</u>	
	TOTAL FUND EQUITY		<u>52,062.80</u>
	TOTAL LIABILITIES AND EQUITY		<u>54,873.73</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	40,000.00	40,000.00	15,867.00	24,133.00	39.67	39,773.00
TOTAL INTERGOVERNMENTAL REVE	40,000.00	40,000.00	15,867.00	24,133.00	39.67	39,773.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	7,880.41	( 7,880.41)	.00	25,350.74
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	923.00
TOTAL RENTAL INCOME	.00	.00	7,880.41	( 7,880.41)	.00	26,273.74
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	21.83	( 21.83)	.00	52.04
TOTAL INTEREST	.00	.00	21.83	( 21.83)	.00	52.04
TOTAL FUND REVENUE	40,000.00	40,000.00	23,769.24			66,098.78

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>SECT 8 ADMINISTRATIVE</b>						
<i>PERSONAL SERVICES</i>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	.00	.00	.00	.00	.00	31,062.35
902-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	2,254.60
902-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	2,376.28
902-49500-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	17.28
902-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	215.81
<b>TOTAL PERSONAL SERVICES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>35,926.32</b>
<i>SUPPLIES</i>						
902-49500-201 OFFICE SUPPLIES	.00	.00	.00	.00	.00	1,460.35
<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1,460.35</b>
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-304 LEGAL FEES	.00	.00	.00	.00	.00	15.63
902-49500-306 AUDIT FEES	3,000.00	3,000.00	2,000.00	( 1,000.00)	66.67	3,000.00
902-49500-307 CONTRACTED SECT 8 ADMIN	36,000.00	36,000.00	16,224.24	( 19,775.76)	45.07	.00
902-49500-313 MARCO IT MGMT & BACKUP	.00	.00	.00	.00	.00	438.00
902-49500-321 TELEPHONE	.00	.00	.00	.00	.00	1,660.84
902-49500-322 POSTAGE	.00	.00	.00	.00	.00	399.70
902-49500-331 TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	724.28
902-49500-340 ADVERTISING	.00	.00	.00	.00	.00	76.80
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>39,000.00</b>	<b>39,000.00</b>	<b>18,224.24</b>	<b>( 20,775.76)</b>	<b>46.73</b>	<b>6,315.25</b>
<i>MISCELLANEOUS</i>						
902-49500-409 LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
902-49500-413 RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00	669.68
902-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	310.00
902-49500-440 STAFF TRAINING	.00	.00	.00	.00	.00	28.00
<b>TOTAL MISCELLANEOUS</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.00</b>	<b>( 1,000.00)</b>	<b>.00</b>	<b>1,007.68</b>
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>18,224.24</b>	<b>( 21,775.76)</b>	<b>45.56</b>	<b>44,709.60</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 MAINTENANCE</u>						
<i>PERSONAL SERVICES</i>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	.00	.00	.00	.00	.00	12,887.61
902-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	935.57
902-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	959.94
902-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	3,558.54
902-49700-133 INSURANCE DEDUCTIBLE	.00	.00	.00	.00	.00	242.97
902-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	898.05
902-49700-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	18.55
<i>TOTAL PERSONAL SERVICES</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>19,501.23</u>
<b>TOTAL SECT 8 MAINTENANCE</b>	<u><u>.00</u></u>	<u><u>.00</u></u>	<u><u>.00</u></u>	<u><u>.00</u></u>	<u><u>.00</u></u>	<u><u>19,501.23</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	134,071.00	134,071.00	.00	341,717.00
902-49775-374	HAP-PORTABLE RECEIV REIMB	.00	.00	( 132,871.38)	( 132,871.38)	.00	( 341,717.00)
902-49775-376	URP PORT REC	.00	.00	.00	.00	.00	2,171.00
902-49775-378	PORT REC URP REIMB	.00	.00	( 460.00)	( 460.00)	.00	( 2,171.00)
<i>TOTAL HAP EXPENDITURES</i>		.00	.00	739.62	739.62	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>		.00	.00	739.62	739.62	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	40,000.00	40,000.00	18,963.86			64,210.83
NET REVENUES OVER EXPENDITURE	.00	.00	4,805.38			1,887.95

CITY OF CAMBRIDGE  
BALANCE SHEET  
MAY 31, 2015

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	260,024.23	
903-10200	EDA HOUSING DIV OPERATING CASH	74,223.45	
	TOTAL ASSETS		334,247.68

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	1,015.10	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		2,586.52

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	312,187.68	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	19,473.48	
	BALANCE - CURRENT DATE	19,473.48	
	TOTAL FUND EQUITY		331,661.16
	TOTAL LIABILITIES AND EQUITY		334,247.68



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	42,000.00	42,000.00	44,188.00	( 2,188.00)	105.21	103,984.00
TOTAL INTERGOVERNMENTAL REVE	42,000.00	42,000.00	44,188.00	( 2,188.00)	105.21	103,984.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	4,000.00	4,000.00	3,766.00	234.00	94.15	10,800.00
TOTAL CHARGES FOR SERVICES	4,000.00	4,000.00	3,766.00	234.00	94.15	10,800.00
<u>INTEREST &amp; MISC INCOME</u>						
903-36210 INTEREST EARNINGS	500.00	500.00	406.66	93.34	81.33	1,606.83
TOTAL INTEREST & MISC INCOME	500.00	500.00	406.66	93.34	81.33	1,606.83
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,434.25	( 1,434.25)	109.56	13,143.75
TOTAL OTHER REVENUES	15,000.00	15,000.00	16,434.25	( 1,434.25)	109.56	13,143.75
TOTAL FUND REVENUE	61,500.00	61,500.00	64,794.91			129,534.58

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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>							
<i>FUNCTION 1</i>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	525.00	( 1,575.00)	25.00	.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	40.17	40.17	.00	.00
<i>TOTAL FUNCTION 1</i>		<u>2,100.00</u>	<u>2,100.00</u>	<u>565.17</u>	<u>( 1,534.83)</u>	<u>26.91</u>	<u>.00</u>
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	.00	.00	.00	.00	.00	16.00
<i>TOTAL SUPPLIES</i>		<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>16.00</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	197.26	( 302.74)	39.45	852.71
<i>TOTAL OTHER SERVICES AND CHA</i>		<u>500.00</u>	<u>500.00</u>	<u>197.26</u>	<u>( 302.74)</u>	<u>39.45</u>	<u>852.71</u>
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	567.00	567.00	.00	.00
<i>TOTAL MISCELLANEOUS</i>		<u>.00</u>	<u>.00</u>	<u>567.00</u>	<u>567.00</u>	<u>.00</u>	<u>.00</u>
<b>TOTAL OTHER HOUSING BUS ACTIV</b>		<u><u>2,600.00</u></u>	<u><u>2,600.00</u></u>	<u><u>1,329.43</u></u>	<u><u>( 1,270.57)</u></u>	<u><u>51.13</u></u>	<u><u>868.71</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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-MAINT</u>							
<i>PERSONAL SERVICES</i>							
903-49700-101	MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	9,549.01
903-49700-121	PERA (EMPLOYER)	.00	.00	.00	.00	.00	708.36
903-49700-122	FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	722.47
903-49700-131	MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	2,979.50
903-49700-151	WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	610.62
<i>TOTAL PERSONAL SERVICES</i>		.00	.00	.00	.00	.00	14,569.96
<i>FUNCTION 4</i>							
903-49700-489	OTHER CONTRACTED SERVICES	16,900.00	16,900.00	.00	( 16,900.00)	.00	.00
<i>TOTAL FUNCTION 4</i>		16,900.00	16,900.00	.00	( 16,900.00)	.00	.00
<b>TOTAL OTHER HOUSING BUS ACTIV</b>		<b>16,900.00</b>	<b>16,900.00</b>	<b>.00</b>	<b>( 16,900.00)</b>	<b>.00</b>	<b>14,569.96</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	42,000.00	42,000.00	43,992.00	1,992.00	104.74	103,984.00
<i>TOTAL HAP EXPENDITURES</i>		42,000.00	42,000.00	43,992.00	1,992.00	104.74	103,984.00
<b>TOTAL HOUSING ASSISTANCE PRO</b>		<b>42,000.00</b>	<b>42,000.00</b>	<b>43,992.00</b>	<b>1,992.00</b>	<b>104.74</b>	<b>103,984.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	61,500.00	61,500.00	45,321.43			119,422.67
NET REVENUES OVER EXPENDITURE	.00	.00	19,473.48			10,111.91

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL FUND REVENUE	35,000.00	35,000.00	.00			53,519.12

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	( 35,000.00)	.00	53,519.12
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	( 35,000.00)	.00	53,519.12
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	( 35,000.00)	.00	53,519.12

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			53,519.12
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00



CITY OF CAMBRIDGE  
BALANCE SHEET  
MAY 31, 2015

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	3,309.97	
905-10200	EDA OPERATING ACCT-SECTION 8	827.15	
	TOTAL ASSETS		4,137.12

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	3,309.97	
	TOTAL LIABILITIES		3,309.97

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	3,417.78	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	( 2,590.63)	
	BALANCE - CURRENT DATE	( 2,590.63)	
	TOTAL FUND EQUITY		827.15
	TOTAL LIABILITIES AND EQUITY		4,137.12

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	294,371.00	294,371.00	116,075.00	178,296.00	39.43	287,652.00
TOTAL INTERGOVERNMENTAL REVE	294,371.00	294,371.00	116,075.00	178,296.00	39.43	287,652.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	.00	.00	.00	923.00
TOTAL SOURCE 35	.00	.00	.00	.00	.00	923.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	1.37	( 1.37)	.00	6.81
TOTAL INTEREST	.00	.00	1.37	( 1.37)	.00	6.81
TOTAL FUND REVENUE	294,371.00	294,371.00	116,076.37			288,581.81

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	117,419.00	117,419.00	.00	290,401.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	150.00	150.00	.00	759.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	.00	.00	.00	488.00
905-49775-375 FSS	.00	.00	1,098.00	1,098.00	.00	1,812.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	.00	.00	.00	39.88
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	118,667.00	118,667.00	.00	293,499.88
<b>TOTAL HAP EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>118,667.00</b>	<b>118,667.00</b>	<b>.00</b>	<b>293,499.88</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**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	118,667.00			293,499.88
NET REVENUES OVER EXPENDITURE	294,371.00	294,371.00	( 2,590.63)			( 4,918.07)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	3,858.46
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	3,858.46
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	38.40	( 38.40)	.00	123.60
205-37220 RENTAL FEES	225,000.00	225,000.00	98,758.16	126,241.84	43.89	226,395.50
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	98,796.56	126,203.44	43.91	226,519.10
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	7,400.00
TOTAL TRANSFERS FROM OTHER FU	.00	.00	.00	.00	.00	7,400.00
TOTAL FUND REVENUE	225,100.00	225,100.00	98,796.56			237,777.56

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EDA ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
205-41930-112	2,500.00	2,500.00	175.00	( 2,325.00)	7.00	595.00
205-41930-122	191.00	191.00	13.39	( 177.61)	7.01	45.55
<i>TOTAL PERSONAL SERVICES</i>	<u>2,691.00</u>	<u>2,691.00</u>	<u>188.39</u>	<u>( 2,502.61)</u>	<u>7.00</u>	<u>640.55</u>
<i>SUPPLIES</i>						
205-41930-222	.00	.00	.00	.00	.00	87.61
<i>TOTAL SUPPLIES</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>87.61</u>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304	5,000.00	5,000.00	.00	( 5,000.00)	.00	.00
205-41930-331	750.00	750.00	9.96	( 740.04)	1.33	112.97
205-41930-334	250.00	250.00	.00	( 250.00)	.00	147.84
205-41930-351	200.00	200.00	.00	( 200.00)	.00	.00
205-41930-360	2,800.00	2,800.00	.00	( 2,800.00)	.00	1,067.47
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	<u>9,000.00</u>	<u>9,000.00</u>	<u>9.96</u>	<u>( 8,990.04)</u>	<u>.11</u>	<u>1,328.28</u>
<i>MISCELLANEOUS</i>						
205-41930-433	2,000.00	2,000.00	1,000.00	( 1,000.00)	50.00	250.00
205-41930-440	2,050.00	2,050.00	545.00	( 1,505.00)	26.59	893.00
205-41930-485	3,000.00	3,000.00	1,826.00	( 1,174.00)	60.87	8,830.00
205-41930-488	.00	4,379.00	.00	( 4,379.00)	.00	5,620.56
205-41930-489	13,600.00	20,245.00	11,996.72	( 8,248.28)	59.26	12,668.53
<i>TOTAL MISCELLANEOUS</i>	<u>20,650.00</u>	<u>31,674.00</u>	<u>15,367.72</u>	<u>( 16,306.28)</u>	<u>48.52</u>	<u>28,262.09</u>
<b>TOTAL EDA ADMINISTRATION</b>	<u><u>32,341.00</u></u>	<u><u>43,365.00</u></u>	<u><u>15,566.07</u></u>	<u><u>( 27,798.93)</u></u>	<u><u>35.90</u></u>	<u><u>30,318.53</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	22,907.00	22,907.00	9,680.75	( 13,226.25)	42.26	19,946.37
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
205-47000-121 PERA (EMPLOYER)	1,734.00	1,734.00	726.06	( 1,007.94)	41.87	1,482.84
205-47000-122 FICA/MEDICARE (EMPLOYER)	1,829.00	1,829.00	716.98	( 1,112.02)	39.20	1,510.19
205-47000-131 MEDICAL/DENTAL/LIFE	6,910.00	6,910.00	4,049.38	( 2,860.62)	58.60	6,004.48
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,389.00	1,389.00	473.65	( 915.35)	34.10	820.97
205-47000-154 HRA/FLEX FEES	100.00	100.00	20.40	( 79.60)	20.40	34.85
<b>TOTAL PERSONAL SERVICES</b>	<b>36,469.00</b>	<b>36,469.00</b>	<b>15,667.22</b>	<b>( 20,801.78)</b>	<b>42.96</b>	<b>29,799.70</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	110.99	110.99	.00	2,271.74
205-47000-212 GASOLINE/FUEL	.00	.00	.00	.00	.00	90.15
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	2,837.69	( 4,162.31)	40.54	11,157.77
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>2,948.68</b>	<b>( 4,051.32)</b>	<b>42.12</b>	<b>13,519.66</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	81.64	( 1,518.36)	5.10	847.68
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	( 7,000.00)	.00	5,478.75
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	6,254.52	( 16,755.48)	27.18	16,828.67
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,260.38	( 3,439.62)	39.66	4,643.84
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,954.48	( 4,045.52)	32.57	4,875.04
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	1,579.96	( 2,920.04)	35.11	4,109.24
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>47,810.00</b>	<b>47,810.00</b>	<b>12,130.98</b>	<b>( 35,679.02)</b>	<b>25.37</b>	<b>36,783.22</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	2,500.00	2,500.00	11,013.24	8,513.24	440.53	1,484.43
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	( 1,268.66)	( 2,068.66)	( 158.58)	2,765.16
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	290.00	( 11,710.00)	2.42	8,147.61
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	.00	( 50,000.00)	.00	50,000.00
205-47000-494 LANDSCAPING/FRONT EXTERIOR PR	.00	.00	.00	.00	.00	17,788.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	11,785.72
205-47000-497 SENIOR CENTER TENANT BUILDOUT	.00	.00	.00	.00	.00	88,634.86
<b>TOTAL MISCELLANEOUS</b>	<b>65,300.00</b>	<b>65,300.00</b>	<b>10,034.58</b>	<b>( 55,265.42)</b>	<b>15.37</b>	<b>180,605.78</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>156,579.00</b>	<b>156,579.00</b>	<b>40,781.46</b>	<b>( 115,797.54)</b>	<b>26.05</b>	<b>260,708.36</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2015**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	188,920.00	199,944.00	56,347.53			291,026.89
<b>NET REVENUES OVER EXPENDITURE</b>	36,180.00	25,156.00	42,449.03			( 53,249.33)



## Check Register Detail Report

Cambridge

From: 06/01/2015 To: 06/25/2015

\$ 367,140.17

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
06/01/2015	000071	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	366,823.00	June Hap Aadland, Ashley
06/01/2015	000071	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 529.00 358.00 392.00	1,279.00	365,544.00	June Hap Cross, Grace Symanitz, Kevin F Wilms, Monica
06/01/2015	000071	Calhoun Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 306.00 345.00	651.00	364,893.00	June Hap Arneberg, Danielle M Deiman, Antoinette
06/01/2015	000071	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 333.00 267.00 688.00 417.00	1,705.00	363,188.00	June Hap Paquette, Laurie Schulz, Cynthia J Voss, Breana Weigel, Collin W
06/01/2015	000071	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	362,524.00	June Hap Nicholas, Judith Evelyn
06/01/2015	000071	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 623.00	623.00	361,901.00	June Hap Mains, Kimberly A
06/01/2015	000071	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 439.00 498.00	937.00	360,964.00	June Hap Johnson, Charlotte Marie Johnston, Shaylee
06/01/2015	000071	John Maher 4715.1 Hap - Occupied Unit	Payment 205.00	205.00	360,759.00	June Hap Diers, Scott A
06/01/2015	000071	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	360,229.00	June Hap Barrett, Christy
06/01/2015	000071	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 311.00	311.00	359,918.00	June Hap Walkama, Danielle K
06/01/2015	000071	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 531.00	531.00	359,387.00	June Hap Mullens, Darice R
06/01/2015	000071	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 244.00	244.00	359,143.00	June Hap Wallace, Lynnell
06/01/2015	000071	Tim Rahey Jr 4715.1 Hap - Occupied Unit	Payment 654.00	654.00	358,489.00	June Hap Kovacs, Gail
06/01/2015	000071	William Francisco 4715.1 Hap - Occupied Unit	Payment 319.00	319.00	358,170.00	June Hap Griffin, Deena M
06/01/2015	000071	Wyoming Phase 2	Payment	337.00	357,833.00	June Hap

Date: 06/25/2015

Time: 10:51:59

Cambridge EDA

Page: 2

### Check Register Detail Report

Cambridge

From: 06/01/2015 To: 06/25/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit	337.00			Renspe. Alicia M
06/17/2015	016711	Mora HRA	Payment	2,874.29	354,958.71	

Section 8 admin fee for the month of May.

12,181.29  
49,952.- Sect. 8  
127.- FSS  
62,260.29

Peoples Bank of Commerce  
**ACH Transaction Report**

Batch #: 000073  
 Created On: 05/28/2015

<u>Name</u>	<u>Amount</u>
Annette M. Jensen	\$273.00
Bohmer, John	\$852.00
Dean & Jennifer Bondes	\$1,100.00
Bungalows of Chisago L	\$1,426.00
Calhoun Apartments	\$868.00
Cambridge Square Assoc	\$2,008.00
Samantha Carlson	\$30.00
Chen Liu	\$5,317.00
DJ Properties of Stanc	\$477.00
Eliot Avenue Apartment	\$1,250.00
Elmer D. Harp	\$586.00
ELMSUN LLC	\$1,239.00
Erlandson - Nelson Con	\$531.00
FYP PROPERTIES	\$220.00
Robert Giffin	\$580.00
Hanson Properties	\$273.00
Haven Properties	\$316.00
Isanti Housing Associa	\$1,467.00
Isanti Village Apartme	\$964.00
Jay M. Winger	\$551.00
Jeff Halverson	\$580.00
Kathryn Dahlberg	\$725.00
Kestrel Meadows Townho	\$1,249.00
Brian Leet	\$380.00
Legacy Townhomes	\$1,782.00
Janet Nielsen	\$663.00
Lindstrom Parkview Ass	\$305.00
Mann, Cheryl	\$550.00
Meadows Edge MN L Part	\$37.00
Mike Munsinger	\$1,476.00
Allen Moulton	\$523.00
Multi-Investments, LLC	\$358.00
Loral Myers	\$278.00
Normandy Townhomes	\$1,125.00
North Branch Senior Ho	\$678.00
Northern Management	\$808.00
Oakhurst Apartments	\$708.00
Oakridge Apartments	\$684.00
Oakview Terrace Townho	\$2,214.00

Peoples Bank of Commerce  
**ACH Transaction Report**Batch #: 000073  
Created On: 05/28/2015

<u>Name</u>	<u>Amount</u>
Peter Maus	\$1,036.00
Randall Propp	\$465.00
Richard Berget	\$273.00
Robert Blaisdell-Blais	\$432.00
Robert Mattson	\$581.00
Robert & Linnea Steman	\$541.00
Ordeen Splittstoser	\$843.00
Steve Baker	\$845.00
Steven L Blazevik	\$562.00
Paul & Bethany Stiles	\$733.00
Sunrise Court Apartmen	\$1,566.00
Taylor's Falls Villas	\$463.00
Thomas Olin	\$277.00
Tim Rahey Jr	\$804.00
Tower Terrace Limited	\$2,272.00
Wayne Knutson	\$586.00
Wyoming Phase 1	\$953.00
Wyoming Phase 2	\$1,277.00
Cambridge EDA	\$-49,952.00
<b>Batch Total:</b>	<b>\$0.00</b>

Peoples Bank of Commere  
**ACH Transaction Report**

Batch #: 000074  
Created On: 05/28/2015

<u>Name</u>	<u>Amount</u>
Christine LeCuyer	\$127.00
Cambridge EDA	\$-127.00
<b>Batch Total:</b>	<b>\$0.00</b>

CAMBRIDGE EDA MEETING  
 July 6, 2015  
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	<b>Submitted For Approval</b>
Prepaid Checks	5/27/2015	99786 - 99842	4,122.80
Prepaid Checks	6/3/2015	99863 - 99900	926.73
Prepaid Checks	6/10/2015	99922 - 99954	729.63
Prepaid Checks	6/17/2015	99985 - 99990	78.49
Prepaid Checks	6/25/2015	100029 - 100074	7,283.18
	Prepaid Totals		13,140.83

**TOTAL SUBMITTED FOR APPROVAL**

**\$13,140.83**

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	GPS Meeting - Treats	9.96
969	Cardmember Service	Items Purchased in Error (Reimbursed)	4.08
969	Cardmember Service	Promotional Items	162.25
Total 969:			176.29
1189	Claymor Electric, LLC	Bridge Park Repairs	85.00
1189	Claymor Electric, LLC	Bridge Park Repairs	140.00
Total 1189:			225.00
1661	East Central Sanitation	Garbage Pickup - Bridge Park	151.75
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	321.96
Total 1661:			473.71
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
5401	Target Bank	Tenant Services	228.94
Total 5401:			228.94
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.36
Total 5801:			16.36
Grand Totals:			4,122.80

Dated: 5/27/15City Treasurer: Caroline Inre

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/15	05/27/2015	99786	969	Cardmember Service	205-20100	176.29
05/15	05/27/2015	99789	1189	Claymor Electric, LLC	901-20100	225.00
05/15	05/27/2015	99793	1661	East Central Sanitation	205-20100	473.71
05/15	05/27/2015	99798	2046	G & K Services, Inc.	205-20100	2.50
05/15	05/27/2015	99799	2121	Golden Shovel Agency, LLC	205-20100	3,000.00
05/15	05/27/2015	99836	5401	Target Bank	901-20100	228.94
05/15	05/27/2015	99842	5801	Verizon Wireless	205-20100	16.36
Grand Totals:						<u>4,122.80</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	7.40
	Total 3056:		7.40
3086	Landworks Construction, Inc.	Topsoil/Black Dirt - Bridge Park	130.00
	Total 3086:		130.00
5191	SPEW Health Plan	Health Insurance Premium - July	633.50
	Total 5191:		633.50
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	153.33
	Total 5886:		153.33
	Grand Totals:		926.73

Dated: 6/3/15City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/15	06/03/2015	99863	2046	G & K Services, Inc.	205-20100	2.50
06/15	06/03/2015	99873	3056	Lake Superior Laundry Inc.	205-20100	7.40
06/15	06/03/2015	99874	3086	Landworks Construction, Inc.	901-20100	130.00
06/15	06/03/2015	99892	5191	SPEW Health Plan	205-20100	633.50
06/15	06/03/2015	99900	5886	Watson Co., Inc.	901-20100	153.33
Grand Totals:						926.73

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	146.53
	Total 2411:		146.53
3501	MEI Total Elevator Solutions	June Service Billing	218.77
	Total 3501:		218.77
3521	Menards	Credit Materials - Bridge Park	8.50-
3521	Menards	Credit Materials - Bridge Park	4.87-
3521	Menards	Materials - Bridge Park	5.76
3521	Menards	Materials - Bridge Park	45.84
	Total 3521:		38.23
4301	Olsen Fire Inspection, Inc.	Annual Fire Sprinkler Inspection - Mall	290.00
	Total 4301:		290.00
5056	SelectAccount	Participant fees - June	2.35
	Total 5056:		2.35
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	31.25
	Total 5601:		31.25
	Grand Totals:		729.63

Dated: 6/10/15City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/15	06/10/2015	99922	2046	G & K Services, Inc.	205-20100	2.50
06/15	06/10/2015	99925	2411	Hillyard / Minneapolis	205-20100	146.53
06/15	06/10/2015	99935	3501	Minnesota Elevator, Inc	901-20100	218.77
06/15	06/10/2015	99936	3521	Menards	901-20100	38.23
06/15	06/10/2015	99943	4301	Olsen Fire Inspection, Inc.	205-20100	290.00
06/15	06/10/2015	99947	5056	SelectAccount	205-20100	2.35
06/15	06/10/2015	99954	5601	TR Computer Sales LLC	901-20100	31.25
Grand Totals:						<u>729.63</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2411	Hillyard Inc.	Maintenance Supplies - Mall	71.09
Total 2411:			71.09
3056	Lake Superior Laundry Inc.	Mall Rugs	7.40
Total 3056:			7.40
Grand Totals:			78.49

Dated: 6/17/15

City Treasurer: Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/15	06/17/2015	99985	2411	Hillyard / Minneapolis	205-20100	71.09
06/15	06/17/2015	99990	3056	Lake Superior Laundry Inc.	205-20100	7.40
Grand Totals:						<u>78.49</u>

Vendor	Vendor Name	Description	Net Invoice Amount
826	North 65 Chamber of Commerce	Chamber Luncheon	12.00
Total 826:			12.00
969	Cardmember Service	Webinar - S. Gustafson	49.00
Total 969:			49.00
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
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			5.00
2828	Journal Communications, Inc.	Advertising	3,525.00
Total 2828:			3,525.00
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	19.58
Total 2986:			19.58
3521	Menards	Materials - Bridge Park	21.98
3521	Menards	Materials - Bridge Park	48.67
Total 3521:			70.65
5694	ULINE	Folding Tables & Table Dolly	3,051.47
Total 5694:			3,051.47
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801:			16.32
5861	Walmart Community Card	Tenant Services - Bridge Park	4.78
5861	Walmart Community Card	Contract Costs - Bridge Park	54.48
Total 5861:			59.26
Grand Totals:			7,283.18

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Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 6/25/15

City Treasurer: Caroline Mol



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/15	06/25/2015	100029	969	Cardmember Service	205-20100	49.00
06/15	06/25/2015	100035	1661	East Central Sanitation	205-20100	474.90
06/15	06/25/2015	100039	2046	G & K Services, Inc.	205-20100	5.00
06/15	06/25/2015	100048	2828	Journal Communications, Inc.	205-20100	3,525.00
06/15	06/25/2015	100050	2986	Konica Minolta Business	901-20100	19.58
06/15	06/25/2015	100052	3521	Menards	901-20100	70.65
06/15	06/25/2015	100056	826	North 65 Chamber of Commerce	205-20100	12.00
06/15	06/25/2015	100069	5694	ULINE	205-20100	3,051.47
06/15	06/25/2015	100070	5801	Verizon Wireless	205-20100	16.32
06/15	06/25/2015	100074	5861	Walmart Business/SYNCB	901-20100	59.26
Grand Totals:						<u>7,283.18</u>

**Date:** July 6, 2015  
**To:** EDA Board of Commissioners  
**From:** Marilyn Fromm, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Bridges:**

- Submitted June payment request.
- Will continue to administer the Bridge's Program through July and August.

**Section 8:**

- Staff will share an update report from the Mora HRA as to how the administration of the Section 8 program is going.

**Public Housing:**

- Undated the Tenant Handbook.
- Lots of hurtful gossip has been happening at Bridge Park. Staff sent a letter to each tenant stating that this destructive activity must stop or a lease infraction will be given for speaking in an abusive manner toward other residents.
- A 4th of July picnic is being planned by the residents.
- No resident meeting in June.
- One tenant moved out, another tenant transferred to vacated unit. Unit re-rented

**Capital Project**

- Bids have been solicited for the replacement of 80 closet doors in 26 apartments. See staff report.

Author: Marcia Westover

Request:

Request to approve a lease amendment for the State of Minnesota, Department of Administration, on behalf of the Department of Employment and Economic Development (MN Workforce Center), unit #152.

BACKGROUND

The MN Workforce Center is requesting to amend their lease to accommodate a remodel of their office space. They would like to build 4 permanent offices to replace existing cubicle spaces. The State of Minnesota's leasing amendment has the Landlord (City) complete the work and pay the upfront costs. The Tenant then pays the City back within 30 days.

The amount of payment for the work is not to exceed \$42,313.79.

The City went out for bid in March 2015. Three contractors, Mark Kissner, C&H Siding, and BJ Baas Builders, were contacted to bid. Only one bid was received from BJ Baas Builders.

PROPOSED ACTION

A motion from the EDA authorizing approval of the lease amendment for the State of Minnesota, Department of Administration, acting for the benefit of the Department of Employment and Economic Development (Workforce Center) in unit #152 in the City Center Mall to authorize BJ Bass to conduct the remodeling project in an amount not to exceed \$42,313.79.

Attachment  
Lease Amendment

**STATE OF MINNESOTA**  
**AMENDMENT OF LEASE**

Amendment No. 1

Lease No. 11710

THIS AMENDMENT No. 1 to Lease No. 11710 is made by and between Cambridge Economic Development Authority, hereinafter referred to as Landlord (previously known as Lessor), and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant (previously known as Lessee), acting for the benefit of the Department of Employment and Economic Development.

WHEREAS, Landlord and Tenant entered into Lease No. 11710, dated April 14, 2009, as may subsequently be amended, involving the lease of approximately six thousand six hundred eighty (6,680) usable square feet of office and employment services space on the first floor in the space known as Suite 152 (includes former Suite 158) in the building known as Cambridge City Center, located at 140 Buchanan Street in Cambridge;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, Landlord and Tenant agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 11710 effective as of the date set forth herein.

**1. REMODELING**

- 1.1 Description Landlord shall provide labor and materials to remodel the Leased Premises according to the floor plan, specifications and estimates attached respectively hereto as Exhibit G1 – G2 and Exhibit H1 – H4.
- 1.2 Date of Completion Landlord agrees to complete said remodeling as soon as practicable, but not later than August 31, 2015.
- 1.3 Payment Tenant shall pay Landlord a lump sum payment based on the actual costs of said work not to exceed forty two thousand three hundred thirteen and 79/100 dollars (\$42,313.79) upon satisfactory completion and within thirty (30) days following Tenant's receipt of a detailed invoice of such actual costs from Landlord.
- 1.4 Billing Address Landlord shall mail or personally deliver the detailed invoice to Tenant at the following address:

Fiscal Management Division  
Department of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota St #E200  
St Paul MN 55101-1351

- 1.5 Payment Address Tenant shall mail or deliver the payment set forth above to Landlord at the following address:

Cambridge Economic Development Authority  
Cambridge City Center  
300 3<sup>rd</sup> Avenue NE  
Cambridge MN 55008

2. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

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**EXHIBITS:**

Exhibit G Remodeling Floor Plan and Scope of Work  
Exhibit H BJ BAAS Builders, Inc. and VSI Facility Solutions Estimates

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

Landlord:  
CAMBRIDGE ECONOMIC DEVELOPMENT  
AUTHORITY

*Landlord certifies that the appropriate person(s) have executed the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.*

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Tenant:  
STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
COMMISSIONER

By \_\_\_\_\_  
Real Estate and Construction Services

Title \_\_\_\_\_

Date \_\_\_\_\_

APPROVED:  
STATE OF MINNESOTA  
DEPARTMENT OF EMPLOYMENT AND  
ECONOMIC DEVELOPMENT

By 

Title Deputy Commissioner

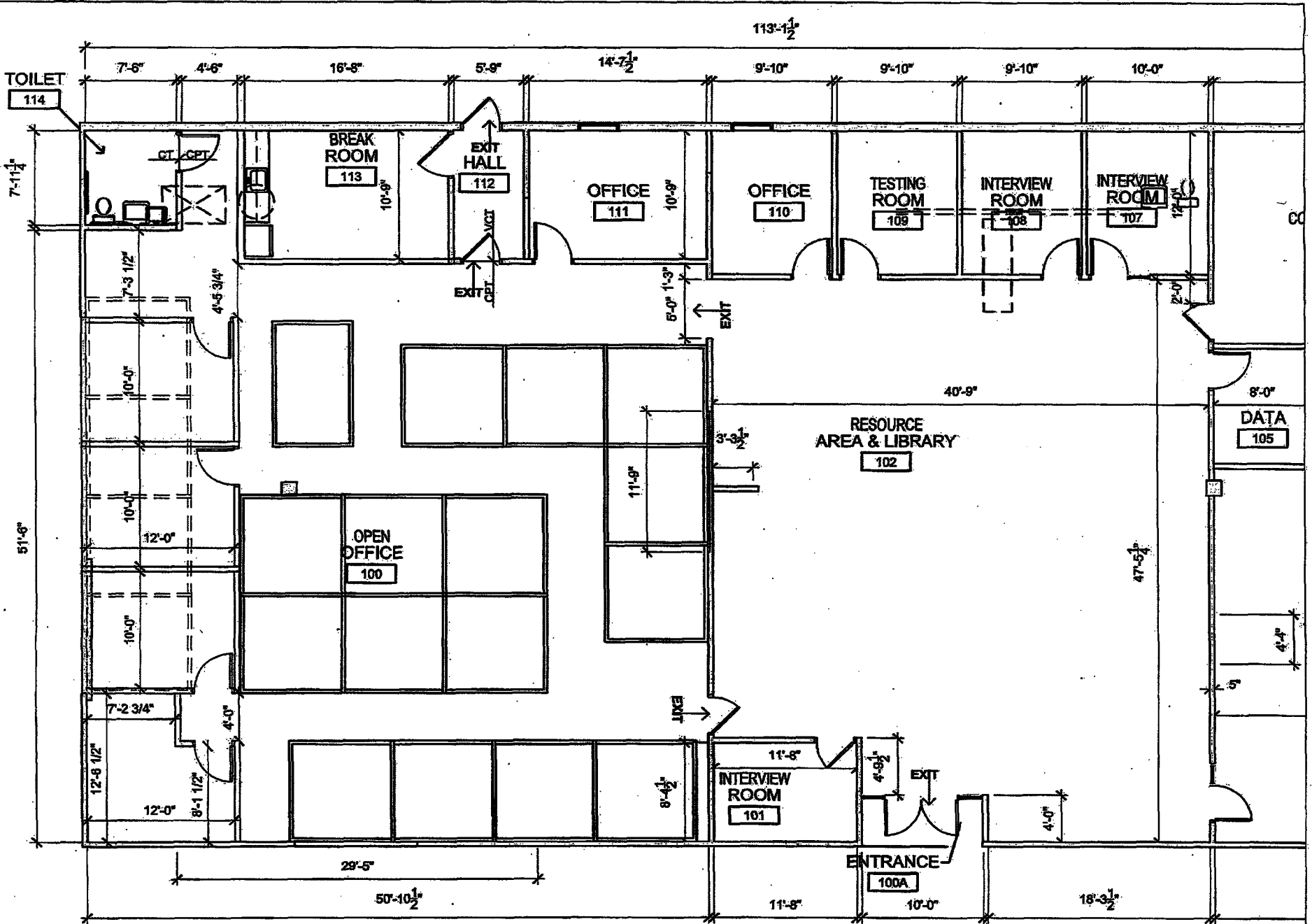
Date 5-27-15

STATE ENCUMBRANCE VERIFICATION  
*Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.*

By Jenny Davlen

Date 6/12/15

Contract No. 13300



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City of Cambridge  
Request for Remodel of City Center Mall Suite 152 (Workforce Center)  
3-30-2015

The City of Cambridge is soliciting proposals for adding office spaces in the Workforce Center. The proposal needs to include the following information and any other information noted by the Workforce Center at the meeting on March 30, 2015:

1. Frame and sheet rock walls to match plans provided by the Workforce Center, walls will be placed over carpet and extend to current ceiling heights.
2. Walls need to be insulated to reduce voice/sound interruptions and conceal private conversations.
3. Each office should provide adequate light.
4. Each office should provide adequate HVAC.
5. Each office should have required fire suppression system.
6. Two electrical outlets in each work space (verify if they want a two or four plugin).
7. Each office will need to have two data drops.
8. Office doors to have lever handles for ADA accessibility.
9. Office doors to be solid core door with a side light in the door (as per city hall doors).
10. Keep area clean of dust and debris by use of poly. Any cutting or sawing should be done in the back of the building to reduce noise.
11. Contractor is responsible for all clean-up of site each day.
12. Contractor shall carry the required liability insurance and hold the city harmless.
13. Permits are required and inspections done by the City of Cambridge.
14. Prevailing wage must be used in your bid as required by the State. Please indicate your prevailing wage.

Bid responses are due by 4:30 p.m. on April 8, 2015 and can be addressed to:

Marcia Westover  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55008  
(763) 552-3207  
mwestover@ci.cambridge.mn.us



WORKFORCE CENTER PROPOSAL



BJ Baas Builders  
330 North Emerson Street  
Cambridge, MN 55008

April 8<sup>th</sup>, 2015

Proposal To: Marcia Westover  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008  
[mwestover@ci.cambridge.mn.us](mailto:mwestover@ci.cambridge.mn.us)

Project: REMODEL OF CITY CENTER MALL SUITE 152 (WORKFORCE CENTER) - Cambridge, MN

Labor and material to perform work as shown on the architectural plan sheet signed and dated RECS 1/23/15 and the Proposal Solicitation from the City of Cambridge dated 3/30/15. This bid proposal offers the following:

1. City of Cambridge building permit.
2. Project supervision and management.
3. Frame, insulate, sheetrock, tape and sand walls to the existing ceiling grid.
4. Rearrange existing lights and add two new 2' x 4' lay-in fixtures to accommodate new offices.
5. Add four single pole switches to independently control new office lighting.
6. Add four voice and data boxes with stubs to above ceiling. All voice and data wiring by the Owner.
7. Rearrange existing diffusers, add four 2' x 2' new registers and add four 6" x 2' return grilles to accommodate new offices.
8. Rearrange existing heads and add new heads to meet code compliant coverage requirements.
9. Add four hollow metal frames, solid core oak doors with lites and hardware to match existing size and style.
10. Painting of all new walls and door frames.
11. Final cleaning.

Exclusions:

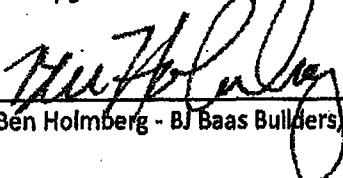
- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. Contingency                       | 5. Moving Costs             |
| 2. Design Fees                       | 6. Bonds                    |
| 3. Hazardous Waste Removal           | 7. Builder's Risk Insurance |
| 4. Furniture, Fixtures and Equipment |                             |

330 N. Emerson Street  
Cambridge, MN 55008  
[www.bjbaas.com](http://www.bjbaas.com)  
P: 763.691.0444  
F: 763.691.0555

**TOTAL PRICE: \$34,527.00 (Thirty Four Thousand Five Hundred Twenty Seven Dollars and No/100)**

**ALTERNATES:**

1. Add Vinyl Base at New Walls = \$1,105.00
2. Add Locksets to New Office Doors = \$936.00
3. Add Insulation Above Existing Ceiling at Offices = \$845.00
4. Upgrade to Hollow Metal Doors to Match Existing = \$1,040.00

SIGNED   
Ben Holmberg - BJ Baas Builders, Inc.

DATE: 4/8/15

SIGNED \_\_\_\_\_  
Marcia Westover - City of Cambridge

DATE: \_\_\_\_\_

# Proposal



## Facility Solutions

*"Solutions Built with Value, Service & Integrity"*

11751 Troy Lane North  
 Maple Grove, Minnesota 55369  
 763.493.3000 office 763.428.2553 fax  
 877.493.3001 toll free  
 EMAIL vsi@vsiconstruction.com  
 WEB SITE www.vsilnc.com

Item/Cost Code	Description	Amount
<b>20085 MN Deed Cambridge Office</b>	<b>1 Teardown/Stage/Rebuild</b>	
	The above cost is to move staff from affected areas for construction, teardown roughly six stations at the Cambridge Workforce Center, stage and inventory product, pull and deliver new stations from the DEED warehouse as outlined in the plans, build new stations as outlined in the plans once construction is complete, remove all excess and old product from the space, and move staff back into the new spaces.	
	<b>Phase Total:</b>	<b>3,860.79</b>
	<b>Grand Total:</b>	<b>3,860.79</b>

**Notes:**

**GENERAL NOTES:**

1. All work to be done during normal work hours
2. Assumes spaces are packed by the client. Packing materials (boxes, move carts) will be provided prior to change date
3. Entire project to be done in two phases
4. Does not include electrician cost to disconnect or hook up system electric to house power (should not be necessary)
5. Assumes installers to disassemble and assemble electrical components within panel system
6. Includes pulling parts for stations from warehouse as needed to supplement needs for missing product
7. Others to do all low voltage cable work
8. Assumes all product available, does not include furnishing any additional product

04/16/15

Page 2

**Proposal**  
Continued



**Facility Solutions**

*"Solutions Built with Value, Service & Integrity"*

11751 Troy Lane North  
Maple Grove, Minnesota 55369  
763.493.3000 office 763.428.3954 fax  
877.493.3001 toll free  
EMAIL vsi@vsiconstruction.com  
WEB SITE www.vsilinc.com

04/16/15

20085 MN Deed Cambridge Office

The contract total as stated previously is: \$ 3,860.79

**Terms & Conditions:**

Invoices are to be paid upon receipt. All outstanding or unpaid invoices are subject to 1.5% finance charge per month. Please note that the project will not be scheduled until this document is signed and issued a Purchase Order.

All work is to be completed as per written specifications and drawings. Any additional work performed on the project as requested by owner either verbally or in writing will cause the contract price to increase.

Once this document is signed it will be given to a Project Manager. A schedule for this project will then be created and signed by both parties.

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for their contribution.

This project as discussed will start approximately on 04/10/2015 and be substantially completed by 05/30/2015 as per the schedule provided. Any delays beyond the contractor's control may mean the project will require additional time to complete.

Please attach plans for the project to this document.

Thank you for the opportunity to bid this project. If you have any questions or need further assistance please contact me at 763.493.3000 or 612.366.5663 or at my email address, grounds@vsiconstruction.com.

Respectfully Submitted By:

Greg Rounds  
VSI Facility Solutions

Proposal Accepted as Listed Above:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

**EDA-Housing Division Meeting 7/6/2015**  
**Cambridge Economic Development Authority**

**Staff Report – Bids for the replacement of 80 bi-fold closet doors at Bridge Park Apartments.**

**Background:**

At the direction of the Board at the June 4<sup>th</sup> EDA Board Meeting staff solicited proposals for the replacement 80 bi-fold closet doors in 26 units at Bridge Park Apartments. The replacement of these doors will be paid out of the 2013 Capital Fund.

Solicitation of bids was posted on the City of Cambridge web-site and bid packets were sent out to five contractors.

TightMiter Carpentry LLC  
532 No Wood Street  
Mora, MN 55051

Fromm Homes Inc.  
38305 Tulip Street NW  
Stanchfield, MN 55080

Pat Heiderschied  
30422 Xylite Street  
Cambridge, MN 55008

Todd Lynn Construction  
440 Emerson Street North  
Cambridge, MN 55008

One Square Foot  
% Eric Mills  
800-364-2059

Two proposals were received:

<b>Tight Miter Carpentry</b>	<b>\$22,860.00</b>
<b>Fromm Homes Inc.</b>	<b>\$18,565.00</b>

**Board action requested:**

Staff is recommending that the EDA Board approve the proposal submitted by Fromm Homes Inc. in the amount of \$18,565.00.

**Report Submitted by:** Marilyn Fromm                      **Date:** 7/6/2015

*opened by Caroline Moe  
9:05 AM Bid 6/29/18*

**Fromm Homes Inc.**

Job Location: 121 So Fern St. Cambridge, MN

date:3-29-15

Item No	Description	Amount
	<p>Scope of work: Remove and replace 80 bi-fold doors. 62 total openings with 18 openings being double doors. Each opening is a different size. Description of door color and style determined upon bid acceptance. No permit is required for this replacement of doors.</p> <p>Not included in bid: No wall or base repair or replacement due to different sizing. No wall painting due to different sizing.</p> <p>Time Frame: With acceptance of bid, doors will be ordered. Three week time frame for special order doors. Once date is set on arrival of doors will work with building superintendent to coordinate with tenants. Five days maximum and guaranteed done by</p> <p>Payment: \$10,000 due within 15 days of material being delivered to job site. Balance due when job is completed and inspected by building superintendent.</p>	

Fromm Homes Inc.  
38305 Tulip ST NW Stanchfield MN 55080  
Telephone:763-286-1837 Fax: 763-689-4824

Material Cost:	\$13,290.00
Materials will be provided and delivered through Milaca Building Center. Total of 62 openings of which 18 are double doors. With a total of 80 individual doors. The 18 double doors are special order due to odd sizing. Invoice available if EDA board would like to see.	
Labor to remove old bi-folds:	\$1100.00
Labor to install new bi-folds:	\$2,300.00
Misc trim to accommodate openings:	\$375.00
Debris Removal:	\$500.00
Contracting Fees:	\$1000.00
Total cost	\$18,565.00

Fromm Homes Inc.  
38305 Tulip ST NW Stanchfield MN 55080  
Telephone:763-286-1837 Fax: 763-689-4824



**RESIDENTIAL BLDG CONTRACTOR**

Construction Codes and Licensing Division  
Website: [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp)

Licensing and Certification Services  
Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)

443 Lafayette Road N St. Paul, MN 55155  
Phone: 651.284.5034

This is to certify that the certificate holder is licensed as a **RESIDENTIAL BUILDING CONTRACTOR** in the state of Minnesota and is in compliance with Minnesota Statutes 326B.805, and may build residential real estate, contract or offer to contract with an owner to build residential real estate, and contract or offer to contract with an owner to improve existing residential real estate; provided the responsible individual is at all times a **QUALIFYING BUILDER** and the certificate holder maintains compliance with the required general liability insurance, and workers' compensation laws.

License : **RESIDENTIAL BLDG CONTRACTOR**  
Lic Number : BC441139 FROMM HOMES INC  
Effective Date : 04/08/2014 38305 TULIP ST NW  
Expiration Date : 03/31/2016 STANCHFIELD, MN 55080

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VERIFY UP-TO-DATE STATUS, BOND, AND INSURANCE INFO AT [www.dli.mn.gov/ccld/LicVerify.asp](http://www.dli.mn.gov/ccld/LicVerify.asp) (ENTER NUMBER).





MINNESOTA DEPARTMENT OF  
**LABOR & INDUSTRY**

**CONSTRUCTION CODES AND LICENSING DIVISION**  
Education, Rules & Code Development Services Section  
**CERTIFICATE OF TRAINING**

This course 20130239 has been approved by the Minnesota Department of Labor and Industry as satisfying 14 hours of Continuing Education for Residential Building Contractors and Remodelers

Presented to

**Ricky Fromm QB130928**

UPON SUCCESSFUL COMPLETION OF

**“Building Official Limited Course”**

Presented this 4<sup>th</sup> day of June 2015

At the

**Minnesota Department of Labor and Industry, St. Paul, MN 55155**

If you have any questions regarding this course offering, please contact the Minnesota Department of Labor & Industry at 443 Lafayette Rd N. St. Paul, MN 55155

Herman Hauglid

Attendee's Signature

I certify that I was in attendance for the entire  
scheduled training session

I certify that the student identified above was in attendance for  
the entire scheduled training session

Tight Miter Carpentry, LLC

Wayne Fredrickson  
532 N. Wood St.  
Mora, MN 55051  
612-390-0180 Lic BC373214

# Estimate

Date	Estimate #
6/26/2015	98

Name / Address
Cambridge Economic Development Authority 121 South Fern St Cambridge, MN 55008

*Opened  
by Caroline Muel 9:05 AM  
6/29/15*

			Project
			Bridge Park bifold d...
Description	Qty	Cost	Total
I propose to replace 80 bifold closet doors according to the terms and specifications in your proposal #0040 including all labor, materials, and disposal  Signed: <u><i>Wayne Fredrickson</i></u>		22,860.00	22,860.00
Thank you for the opportunity to bid this project.		<b>Total</b>	\$22,860.00

Customer Signature \_\_\_\_\_