
Cambridge EDA – Housing Division
Meeting Announcement and Agenda
Monday, February 4, 2013 - 6:00 pm
CAMBRIDGE CITY CENTER, 300 3RD AVENUE NE

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

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

AGENDA

1. Call to Order
 2. Approval of Agenda
 3. Annual Meeting
 - A. Annual Meeting – Election of Officers
 1. President (must be a commission member)
 2. Vice President (must be a commission member)
 3. Treasurer (must be a commission member)
 4. Secretary
 - B. Confirm Appointment of Executive Director (Lynda Woulfe)
 - C. Confirm Appointment of Assistant Treasurer (Caroline Moe)
 - D. EDA Code of Conduct and Bylaws (p. 1)
 4. Consent Agenda
 - A. Approve January 22, 2013 EDA meeting minutes (p. 21)
 - B. Approve draft EDA financial statements for December 2012 (p. 23)
 - C. January 2013 Housing Division Bills check #15983 to #16111 totaling \$68,730.87 (p. 44)
 - D. Housing Supervisor Report (p. 53)
 - E. Resident Meeting Minutes (p. 55)
 - F. Approve Resolution No. EDA13-001 Section 8 Policy on Outreach to Owners (p. 56)
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| 5. | New Business |
| 6 | Unfinished Business |
| 7. | Adjourn |
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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 call City Hall at 689-3211 at least three days prior to the meeting.



EDA Code of Conduct And Bylaws February 2012



City of Cambridge EDA Code of Conduct

Purpose

The EDA Board determines that a code of conduct for its members is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in business matters, the EDA hopes to promote the faith and confidence of the citizens of Cambridge in their action and to encourage its citizens to serve on its Authority and boards and commissions.

Standards of Conduct

No board member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the EDA that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. If a conflict of interest does exist, the person will remove themselves from the table and sit with the audience until the discussion / action on the item has been concluded.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute §471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the EDA or committee.
- h. Disclose information that was received, discussed, or decided in conference with the EDA's or city's legal counsel that is protected by the attorney-client privilege unless a majority of the EDA has authorized the disclosure.

Except as prohibited by the provisions of Minnesota Statute Section §471.87, there is no violation of item (b) of this section for a matter that comes before the EDA, if the board member publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter.

Complaint, Hearing

Any person may file a written complaint with the EDA Executive Director alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The EDA may hold a hearing after receiving the written complaint.

A hearing must be held only if the EDA determines (1) upon advice of the city attorney, designee, or other attorney appointed by the EDA, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The EDA's determination must be made within 30 days of the filing of the allegation with the Executive Director. If the EDA determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the EDA finds that a violation of a standard has occurred or does exist, the EDA may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove the member from office.

Cambridge EDA Bylaws

- I. **STATUTORY AUTHORITY.** The EDA is authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 469.090 through 469.101.
 - A. **NAME OF AUTHORITY:** The Authority's name is the "Cambridge Economic Development Authority."
 - B. **SEAL OF AUTHORITY:** The seal of the Authority is in the form of a circle and bears the name of the Authority.
 - C. **OFFICES OF AUTHORITY:** The offices of the Authority are at Cambridge City Hall. The Authority may hold its meetings at such other place or places as it designates by motion.
 - D. **BOARD:** The Authority is governed by five commissioners (the "Board") who are the members of the Cambridge City Authority.

- II. **OFFICERS.** The officers of the Authority are the President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The Authority shall elect the President, Vice President, Secretary, and Treasurer annually at the first meeting in February of each year and they shall hold office for a term of one year or until their successors are elected and qualified. The Secretary and Assistant Treasurer need not be members of the board.
 - A. **President:** The President shall preside at meetings of the Authority. The President shall sign contracts, deeds, and other instruments made by the Authority. The President may submit recommendations and information concerning the business, affairs, and policies of the Authority at any meeting.
 - B. **Vice President:** The Vice President shall perform the duties of the President in the absence or incapacity of the President. In case of the absence, incapacity, or vacancy of the office of President, the Vice President shall perform the duties of President until a successor has been appointed and qualifies. No person may serve as President and Vice President at the same time.
 - C. **Secretary:** The Secretary shall keep minutes of all meetings of the Board and maintain all records of the Authority. The Secretary shall have custody of the seal of the Authority and shall affix the seal to contracts and other instruments as required by the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time prescribe by resolution.
 - D. **Treasurer:** The Treasurer shall:
 - a) receive and be responsible for Authority money;
 - b) be responsible for the acts of the Assistant Treasurer;

- c) disburse Authority money by check only;
 - d) keep an account of the source of all receipts along with the nature, purpose, and authority of all disbursements; and
 - e) file the Authority's detailed financial statement with the Secretary at least once per year at the time set by the Authority.
- E. **Assistant Treasurer:** The Assistant Treasurer shall have the powers and duties of the Treasurer if the Treasurer is absent or incapacitated. The Assistant Treasurer shall deposit the funds in the name of the Authority in a depository selected by the Authority. The Assistant Treasurer shall keep regular books of account showing Authority receipts and expenditures and render to the Authority an account of the financial condition of the Authority. In the absence or incapacity of the Executive Director, the Assistant Treasurer, with the President, may sign contracts, deeds, and other instruments made by the Authority.
- F. **Executive Director:** The Authority shall employ an executive director who shall exercise supervision over the administration of its business and affairs. With the President, the executive director shall sign contracts, deeds, and other instruments made by the Authority. The Executive Director shall be responsible for the management of the projects and general affairs of the Authority, under the direction of the Board.
- G. **Employees:** The Authority may employ a chief engineer, other technical experts, and agents and other employees as it may require, and determine their duties, qualifications, and compensation. The City Authority may, by resolution, place any employee of the City under the direction and control of the Authority or may authorize any employee of the City to devote a portion of the employee's time to Authority duties and determine what reimbursement, if any, the Authority shall make to the City for use of its employees. The Authority may contract for the services of consultants, agents, public accounts, and other persons needed to perform its duties and exercise its powers. The Authority may use the services of the city attorney or hire a general counsel for its legal needs.

The officers and employees of the Authority shall perform other duties and functions as may from time to time be required of them by the Authority pursuant to resolution, these bylaws, or the rules and regulations of the Authority.

Vacancies: If the office of President, Vice President, Treasurer, Secretary or Assistant Treasurer becomes vacant, the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose. The successor serves for the unexpired term of the office.

III. THE OPEN MEETING LAW. The Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, generally requires that all meetings of public bodies be open to the public.

- A. This presumption of openness serves three basic purposes:

1. To prohibit actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies, or to detect improper influences.
 2. To ensure the public's right to be informed.
 3. To afford the public an opportunity to present its views to the public body.
- B. The EDA views providing and encouraging citizen access to meetings as one of its most important duties. As a result, all EDA meetings, including special and adjourned meetings, with the exception of closed meetings, as provided by Minn. Stat. Chapter 13D, shall be open to the public.
- C. In calculating the number of days for providing notice under the Minnesota Open Meeting Law, the first day that the notice is given is not counted, but the last day is counted. If the last day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, it happens to be a Saturday, Sunday, or legal holiday).
- D. In keeping with the intent of the Minnesota Open Meeting Law, Authority members shall not use any form of electronic communications technology, such as text messaging or e-mail, to communicate with one another or third parties during a public meeting in a manner that is hidden or shielded from the public view.
- E. Pursuant to Minn. Stat. § 13D.01, subd. 6, at least one copy of the written materials made available to Authority at or before the meeting shall also be made available for inspection by the public, excluding any non-public data, attorney-client privileged or materials related to agenda items of closed meetings.

IV. QUORUM. A simple majority (three members) of the Authority shall constitute a quorum for the valid transaction of any scheduled business to come before the Authority.

V. EDA MEETINGS.

- A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held at the Cambridge City Hall in Council Chambers, unless otherwise designated by motion.
- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the Executive Director. The EDA will meet on the first month of each month at 3:00 pm and the third Monday of each month at 6:00 pm. If a meeting falls on a holiday, the meeting shall be moved to the Tuesday of the same week. All regular EDA meetings must be recorded. The order of business shall be as follows:
1. Call to order

2. Approval of agenda
3. Consent agenda
4. New business
5. Unfinished business
6. Adjourn

- C. **Special meetings.** A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the President or any two EDA members by filing a request for the meeting with the Executive Director at least three days before the meeting. Days shall be counted as provided in III-C. Notice to the public of special meetings must be given pursuant to Minn. Stat. § 13D.04, subd. 2. All special EDA meetings must be recorded.
- D. **Emergency meetings.** An emergency meeting may be called by the President or any two EDA members. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the Authority require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the Authority will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.
- E. **Closed meetings.** The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the Executive Director will state the reason for closing the meeting on the record and cite the state statute that permits closure.
- F. **Recessed or continued meetings.** When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd 4. The time and place shall be noted in the minutes. If the time and place is stated and noted in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.
- G. **Organizational meetings.** The Authority will conduct its organizational meeting concurrent with the first regular EDA meeting in February of each year to:
1. Elect officers.
 2. Review bylaws and make any needed changes.

VI. PRESIDING OFFICER. The President shall preside at all meetings of the EDA.

- A. **Role of the presiding officer.** The presiding officer shall preserve order, enforce the Authority's Rules of Order and Procedure as adopted in VII, and determine, without debate, all questions of procedure and order, subject to the final decision of the Authority on appeal as provided in VI-D. The presiding officer shall determine the order in which each member may speak and may move matters to a vote once the officer has determined that all members

have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order.

- B. ***Adjourning meetings.*** If considered necessary, because of grave disorder, the presiding officer may adjourn or continue the meeting to another time or suspend the meeting for a specified time.
- C. ***Designation of a sergeant-at-arms.*** The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at EDA meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at meetings.
- D. ***Motions and voting.*** The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the Authority.
- E. ***Absences of the presiding officer.*** In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the Executive Director shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present. The Executive Director shall preside until the Authority members present choose a member to act as presiding officer.
- F. ***Appeals of rulings of the presiding officer.*** Any member of the Authority may appeal to the full Authority a ruling on order or procedure made by the presiding officer.
 - 1. ***Procedure for appeals.*** An appeal is made by motion. No second is need for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Authority member may participate in the discussion.
 - 2. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the Authority as a whole.
 - 3. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.
- G. ***Temporary designation of a presiding officer.*** The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the Authority may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

VII. DECORUM OF AUTHORITY MEMBERS.

- A. ***Aspirational statement:*** All Authority members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.
- B. ***Aspirational statement:*** No Authority Member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.
- C. ***Aspirational statement:*** EDA meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
- D. To effectuate these aspirational goals, Authority members shall conduct themselves at meetings in a manner consistent with the following:
 - 1. No Authority Member shall engage in private conversation or pass private messages while in the chamber in order to not interrupt the proceedings of the Authority.
 - 2. No Authority Member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
 - 3. No Authority Member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during an Authority meeting.
 - 4. No Authority Member shall speak on any subject other than the subject in debate.
 - 5. No Authority Member shall speak without being recognized by the chair; nor shall any Authority Member interrupt the speech of another Authority Member.
 - 6. No Authority Member shall disobey the decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of Authority.
 - 7. No Authority Member shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

VIII. MOTIONS. The purpose of this policy is to foster debate and discussion in an orderly manner, and not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

- A. **Rights of Authority members** . All Authority members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.
- B. **Obligations of Authority members** . The rights of individual Authority members cannot be realized unless all Authority members also recognize their obligations as members of the political body. Authority members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim.

Authority members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, Authority members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

1. Motions.

All formal actions of Authority must be by motion. Authority Member may make only one motion at a time.

2. Language for making a motion.

The appropriate language for making a motion shall be substantially similar to “I move to _____.”

3. Procedure for consideration of a motion.

All motions must be seconded for consideration and discussion. Once a motion has been made, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the President determines that the motion is in order and no objections to the motion have been.

A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law.

4. Objections to a motion.

- a. Any member of the Authority may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.

- b. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to “I object to the motion as being out of order, and call for a ruling by the presiding officer.”
 - c. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
 - d. The presiding officer shall determine whether the motion is in order.
 - e. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining his or her position. Next, the presiding officer shall let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.
 - f. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
 - g. The presiding officer’s ruling may be appealed as provided in Rule 7.
- 5. Debate.** Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
- a. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.
 - b. The maker of the motion shall be permitted to speak first on the issue.
 - c. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
 - d. Everyone who wishes to speak on the issue must be permitted to speak once, before Authority members who have already spoken are permitted to speak again.
 - e. Authority members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, Authority members may affirm agreement or disagreement.
 - f. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion’s maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for the previous question, a motion to limit debate, or a motion for a

call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

6. **Definitions of motions that may interrupt debate (secondary motions).** As explained in #5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in #3 to consider the secondary motion.

A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the Authority, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

- a. **Motion to amend the original motion.** The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between and" or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

- b. **Motion to take a brief recess** is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for _____ minutes."

- c. **Motion to withdraw a motion** is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

- d. **Motion to divide a complex question** may be used for complex items of business. It allows the Authority to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into _____ parts. Part 1 shall be _____. Part 2 shall be _____."

- e. **Motion to table or defer consideration to a later date** is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

- f. **Motion to refer an issue to committee** is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the _____ committee for its consideration and recommendation. The committee should report back to the Authority in ___ days/weeks."

- g. **Motion for call of the previous question** is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the Authority have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

- h. **Motion to limit debate** is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit Authority debate on this issue to no more than ___ minutes total."

- i. **Motion for a call to order** is not subject to debate. It may be used to signal to the presiding officer that the Authority Member feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a call to order shall be substantially similar to "I move for a call to order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

7. *Appealing procedural decisions of the presiding officer.*

- a. Any member of the Authority may appeal to the full Authority a ruling on order or procedure made by the presiding officer.
- b. ***Procedure for appeals.*** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Authority Member may participate in the discussion.
- c. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the Authority as a whole.
- d. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

8. *Other special motions explained.*

- a. ***Motion to adjourn*** is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary to maintain order.

The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

- b. ***Motion to go into closed session*** may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without a Authority vote, if closing the meeting is mandatory under the law or if directed by the city attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law."

- c. **Motion to leave a closed session** may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

- d. **Motion to revive consideration of an issue** may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of _____ previously tabled/deferred/referred to committee."

- e. **Motion to reconsider** may be made only at the **same** meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

- f. **Motion to rescind or repeal** may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any Authority Member, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the Authority's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the Authority's previous action related to _____ as stated in resolution number _____."

- g. **Motion to prevent reintroduction of an issue for _____ months** is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for _____ months."

- h. Motion to suspend the rules or to consider a motion informally* should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____."

- 9. Resolutions.** Simple motions shall be used for meeting matters. Substantive issues, such as the approval or disapproval of capital projects; the censure of Authority members, and amendments to the bylaws shall be by resolution. All resolutions shall be written and numbered in a manner consistent with the Authority's record keeping policies.

The appropriate language for a motion for the adoption of a resolution shall be substantially similar to "I move to adopt the resolution numbered ____."

- 10. Robert's Rules not applicable.** These model rules are designed specifically for Minnesota EDAs. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order is not assumed to apply or to supplement these regulations. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city attorney.

IX. VOTING.

- A. The votes of the EDA will be taken by voice vote. The presiding officer shall announce the results of all votes of the Authority.
- B. A clear statement of the matter being voted upon and the names of those voting for and against the matter shall be recorded in the official minutes.
- C. Authority members may ask for a roll call of the vote by the President on any motion or resolution.
- D. The city administrator may ask for a verification roll call if the vote of a Authority Member is not clear on the voice vote.
- E. A majority vote of the quorum present shall be sufficient for all matters before the Authority, unless otherwise provided by state law.

- F. Whenever a matter is put forward for a vote, every Authority Member shall vote, unless a bona fide conflict of interest, as defined by state law, exists.

X. PUBLIC COMMENT AT AUTHORITY MEETINGS AND AT PUBLIC HEARINGS

- A. **Public participation and comment at Authority meetings.** EDA meetings are the forum for the EDA to conduct business. While EDA meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in Authority discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of Authority.
- B. **Members of the public shall follow the direction of the presiding officer.** Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room.

If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the Authority, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

- C. **Public comment period.** A limited forum for residents of Bridge Park to speak with the Authority is provided on the agenda for the Authority meeting held the first Monday of every month. Public comments during the public comment period are subject to these limitations:
 1. Speakers must be recognized by the presiding officer before speaking and are limited to three minutes for comment.
 2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.
 3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular Authority meeting or at a continued meeting.
 4. Speakers must sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet will be available at the start of the EDA meeting.

5. Speakers must direct their remarks toward the presiding officer.
6. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.
7. Speakers are required to follow the direction of the presiding officer.
8. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means. In emergency situations, or when conduct is an egregious threat to the safety of the public or the Authority, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.
9. Authority will generally not respond at the same meeting where an issue is initially raised by a member of the public. Generally the matter will be referred to staff for further research and possible report or action at a future Authority meeting.

D. A summary of these rules for public comment may be provided in the Authority meeting room.

XI. PUBLIC HEARINGS. Public hearings are sometimes required by law to allow the public to offer input on EDA decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

A. **General procedure for public hearings.** The order of business for all public hearings conducted by Authority shall be:

1. Opening comments by presiding officer announcing the purpose of the public hearing.
2. Presiding officer opens the public hearing portion of the meeting.
3. Staff presentation (including city administrator, attorney, engineering reports if any).
4. Developer/other presentation (if any).
5. Public comments.
6. Reading of written comments.
7. Presiding officer formally closes the public hearing portion of the meeting.

- B. Speakers who wish to address the EDA at a public hearing must follow the same rules in Section X Public Hearings. However, the presiding officer may allow additional time for speakers, as required, to comply with applicable state law.
- C. Speakers may also provide written comments to the EDA before or at the meeting. Written comments may be read aloud by the City Administrator or their designee. Anonymous, unsigned communications will not be read.
- D. The presiding officer may continue the hearing, if necessary, following the procedures in Section V Authority meetings, subsection F.

XII. PROCEDURE FOR RESOLUTION AND ORDINANCE ADOPTION. All resolutions and ordinances shall be in writing. Unless otherwise provided by law, all ordinances shall be adopted by a majority vote of Authority members present at the Authority meeting. Unless otherwise provided by law, ordinances do not require multiple readings, and may be adopted as presented at the first available meeting.

XIII. BOARD, COMMISSION, AND COMMITTEE ASSIGNMENTS. All assignments of Authority members to serve on city boards, commissions, and committees shall be by a majority vote of Authority members present at the meeting, unless otherwise provided by law.

XIV. SEATING ASSIGNMENTS. Authority members shall occupy the chairs assigned to them by the presiding officer.

XV. SUSPENSION OR AMENDMENT OF THESE RULES. Any or all of these rules may be temporarily suspended by a majority vote of the Authority members present at the meeting, except as otherwise required by Minnesota law. These rules shall not be repealed or amended except by a majority vote of the whole Authority after notice has been given at a preceding Authority meeting.

XVI. MISCELLANEOUS.

- A. **Fiscal Year:** The fiscal year of the Authority shall be January 1 to December 31.
- B. **Treasurer's Bond:** The Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary. The bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the Authority, provided that the bond must not exceed \$300,000.
- C. **Checks:** All Authority checks shall be signed by the Treasurer or Assistant Treasurer, or the Executive Director and one other officer named by the Authority. The check must state the name of the payee and the nature for which the check is issued.

- D. **Financial Statement:** The Authority shall examine the financial statement together with the Treasurer's vouchers, which financial statement shall disclose all receipts and disbursements, their nature, money on hand, the purposes to which it shall be applied, the Authority's credits and assets and its outstanding liabilities in a form required by the City's financial statements. If the Authority finds the financial statement and Treasurer's vouchers to be correct, it shall be approved by motion.
- E. **Report to the City:** The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.
- F. **Budget to the City:** The Authority shall annually send its budget to the City Council at a time fixed by the City. The budget shall include a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.
- G. **Audits:** The Authority's financial statements shall be prepared, audited, filed and published or posted in the manner required for the City's financial statements. The financial statements shall permit comparison and reconciliation with the City's accounts and financial reports and shall be filed with the State Auditor by June 30 of every year.
- H. **Depositories:** The Authority shall use the same depositories as approved by the City Council.
- I. **Supplies, Purchasing, Facilities, and Services.** The Authority may purchase supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures, space, secretarial, engineering, or other assistance needed by the Authority.

**Cambridge Economic Development Authority (EDA)
January 22, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, January 22, 2012 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Chris Caulk, Vice President Lisa Iverson and EDA members Marlys Palmer and Howard Lewis

Members Absent: David Schornstein

Others Present: Executive Director Lynda Woulfe and Economic Development Director Stan Gustafson

Call to Order

President Caulk called the meeting to order at 6:02 pm.

Approval of Agenda

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

Consent Agenda

Iverson moved, seconded by Palmer, to approve consent agenda items A – B as follows:

- A. Approval of EDA Bills #91606 - #92191, totaling \$62,988.72
- B. Approve January 7, 2013 EDA Meeting Minutes

Upon call of the roll, Caulk, Iverson, Lewis, and Palmer, voted aye. No nay. Motion carried 4/0.

New Business

GPS 45:93 Membership

Gustafson stated GPS 45:93 is a regional consortium of public sector, private sector and non-profit parties in the region created to better attract high-wage, technology-based jobs. Gustafson reported GPS collaborates on industrial job retention, expansion, recruitment and development of start companies. Gustafson stated the annual dues are \$750 which is paid from the EDA marketing budget.

Gustafson stated the GPS membership consists of cities, counties, workforce, Central MN Jobs and Training, DEED, State House and Senate, Lakes & Pines, Initiative Foundation, ECRDC, MN Power, US Cable, ARRC Manufacturers, Allina, Pine Tech, four financial institutions and Pine Medical Center for a total of 29 members all within region 7E.

Gustafson stated the membership benefits include being a part of CVN, Positively MN, Economic Development Association Minnesota, Minnesota Real Estate Journal conference

attendance, and MNCar. Gustafson stated MNCar allows him to see what Metro Realtors are looking for their clients and the eblasts he sees are requests for certain size building or land and the preferred locations and he responds accordingly. Gustafson stated this is another marketing tool the City has access to without the high price of joining the group on our own. Gustafson stated if the City of Cambridge were to have individual memberships in these organizations, the total would be \$6,350.

Gustafson stated Cambridge continues to market to the metro or north metro realtors to indicate they are within close proximity to Minneapolis and St. Paul. GPS is a good regional organization and, when seeking specific funding, it is best to be associated with a regional organization rather than on your own.

Palmer confirmed the City does not get the same benefits through the Isanti County EDA as GPS 45:93.

Palmer moved, seconded by Iverson to approve the membership to GPS 45:93 for the calendar year of 2013 for \$750. Lewis confirmed the City is a member of the Chamber of Commerce. Motion passed 4/0.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Iverson, to adjourn the meeting at 6:13 p.m. The motion carried 4/0.

Chris Caulk, President

ATTEST:

Lynda J. Woulfe, Executive Director

Agenda Item 4-B

EDA Finance Department Report 2/4/13

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the twelve months ended December 31, 2012. Included in the Monthly Financial Report is the following component:

Special Revenue Funds:

Housing Division Financial Statements

EDA Admin Fund– Amended 2012 Compared to Actual

EDA Board Action Requested

1. NONE REQUIRED - For discussion only.

PREPARED BY: CAROLINE MOE, DIRECTOR OF FINANCE

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2012

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10100	CASH AND INVESTMENTS	(2,871.24)	
901-10102	INVESTMENTS--PBC	312,059.23	
901-10103	INVESTMENTS-MINNCO	16,224.16	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	126,637.45	
901-11500	ACCOUNTS RECEIVABLE-TENANT	214.32	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	537,302.78	
901-16250	BUILDING IMPROVEMENTS	1,062,039.93	
901-16300	SITE IMPROVEMENTS	172,180.46	
901-16350	NON-DWELLING STRUCTURES	86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	110,103.77	
901-16450	FURN, EQUIP, MACH-ADMIN	142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,720,715.42)	
	TOTAL ASSETS		<u>975,700.93</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	12,871.40	
901-21650	ACCRUED VACATION & SICK PAY	34,881.36	
901-22600	TENANT SECURITY DEPOSITS	20,793.00	
	TOTAL LIABILITIES		<u>68,545.76</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	638,816.47	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA REVENUE OVER EXPENDITURES - YTD	(227,249.46) (33,217.07)	
	TOTAL FUND EQUITY		<u>907,155.17</u>
	TOTAL LIABILITIES AND EQUITY		<u>975,700.93</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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	.00	.00	.00	84,420.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	.00	.00	.00	84,420.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	.00	.00	94.00	(84.00)	.00	25.00
901-36210 INTEREST EARNINGS	250.00	250.00	2,088.61	(1,838.61)	835.44	947.15
TOTAL INTEREST & MISC INCOME	250.00	250.00	2,182.61	(1,932.61)	873.04	972.15
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	139,000.00	139,000.00	149,483.04	(10,483.04)	107.54	150,249.42
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	7,569.75	(3,569.75)	189.24	6,402.00
TOTAL RENTAL INCOME	143,000.00	143,000.00	157,052.79	(14,052.79)	109.83	156,651.42
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	71,720.00	71,720.00	.00	71,720.00	.00	48,745.30
TOTAL OTHER FINANCING SOURCES	71,720.00	71,720.00	.00	71,720.00	.00	48,745.30
TOTAL FUND REVENUE	214,970.00	214,970.00	159,235.40	55,734.60	74.07	290,788.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT ADMINISTRATION</u>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	29,552.00	29,552.00	29,323.14 (228.86)	99.23	27,985.27
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	1,645.00 (455.00)	78.33	1,750.00
901-49500-121 PERA (EMPLOYER)	2,142.00	2,142.00	2,107.12 (34.88)	98.37	2,071.24
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,261.00	2,261.00	2,348.93	87.93	103.89	2,319.08
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	28.08 (23.92)	54.00	30.71
901-49500-151 WORKERS' COMPENSATION PREMIUMS	240.00	240.00	376.61	136.61	156.92	117.32
901-49500-201 OFFICE SUPPLY	1,600.00	1,600.00	2,206.17	606.17	137.89	1,523.57
901-49500-304 LEGAL FEES	250.00	250.00	195.00 (55.00)	78.00	125.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	1,992.50 (207.50)	90.57	1,981.37
901-49500-322 POSTAGE	800.00	800.00	234.00 (566.00)	29.25	798.18
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	254.36 (195.64)	56.52	118.32
901-49500-340 ADVERTISING	100.00	100.00	54.95 (45.05)	54.95	23.25
901-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	.00 (1,400.00)	.00	1,365.00
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	1,695.00	345.00	125.56	1,386.61
901-49500-440 STAFF TRAINING	300.00	300.00	171.13 (128.87)	57.04	.00
TOTAL LOW RENT ADMINISTRATION	47,797.00	47,797.00	45,631.99 (2,165.01)	95.47	44,594.92
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	1,177.42	977.42	588.71 (753.65)
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	1,177.42	977.42	588.71 (753.65)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT MAINTENANCE</u>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	36,602.00	36,602.00	36,679.18	77.18	100.21	36,189.32
901-49700-121 PERA (EMPLOYER)	2,654.00	2,654.00	2,659.31	5.31	100.20	2,648.62
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,800.00	2,800.00	2,737.07 (62.93)	97.75	2,728.61
901-49700-131 MEDICAL/DENTAL/LIFE	8,162.00	8,162.00	6,083.82 (2,078.18)	74.54	7,256.39
901-49700-133 DEDUCTIBLE CONTRIBUTION	900.00	900.00	839.39 (60.61)	93.27	783.68
901-49700-151 WORKERS' COMPENSATION PREMIUMS	1,857.00	1,857.00	1,913.15	56.15	103.02	839.12
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	5,204.59	204.59	104.09	5,228.51
901-49700-304 CONTRACT COSTS	14,000.00	14,000.00	1,934.39 (12,065.61)	13.82	4,149.69
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	12,664.50	164.50	101.32	11,700.25
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	11,923.00	823.00	107.41	10,929.00
901-49700-381 ELECTRIC UTILITIES	35,000.00	35,000.00	24,433.00 (10,567.00)	69.81	34,920.00
901-49700-382 WATER/WASTEWATER UTILITIES	11,000.00	11,000.00	9,268.37 (1,731.63)	84.26	10,424.75
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	4,112.50 (1,887.50)	68.54	6,287.63
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,942.22 (157.78)	92.49	1,932.53
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00 (70,000.00)	.00	54,218.52
901-49700-430 MISCELLANEOUS & GENERAL EXP	300.00	300.00	78.00 (222.00)	26.00	78.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	12,296.67	12,296.67	.00	9,449.20
901-49700-501 REPLACEMENT OF EQUIPMENT	15,000.00	15,000.00	.00 (15,000.00)	.00	5,331.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	10,873.90	10,873.90	.00	10,749.22
TOTAL LOW RENT MAINTENANCE	234,975.00	234,975.00	145,643.06 (89,331.94)	61.98	215,844.04
TOTAL FUND EXPENDITURES	282,972.00	282,972.00	192,452.47 (90,519.53)	68.01	259,685.31
NET REVENUES OVER EXPENDITURES	(68,002.00)	(68,002.00)	(33,217.07)	146,254.13		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2012

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10100	CASH AND INVESTMENTS	(1,797.26)	
902-10102	INVESTMENTS	139.17	
902-10200	EDA OPERATING ACCT-SECTION 8	48,952.39	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>47,294.30</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	<u>138.32</u>	
	TOTAL LIABILITIES		138.32

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	43,728.75	
	REVENUE OVER EXPENDITURES - YTD	<u>3,427.23</u>	
	TOTAL FUND EQUITY		<u>47,155.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,294.30</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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	42,680.00	42,680.00	43,328.00	(648.00)	101.52	43,972.00
TOTAL INTERGOVERNMENTAL REVENUES	42,680.00	42,680.00	43,328.00	(648.00)	101.52	43,972.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	22,222.82	(4,848.82)	127.91	24,791.38
902-35100 FRAUD RECOVERY INCOME	.00	.00	1,140.40	(1,140.40)	.00	1,297.25
TOTAL RENTAL INCOME	17,374.00	17,374.00	23,363.22	(5,989.22)	134.47	26,088.63
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	212.47	(212.47)	.00	39.80
TOTAL INTEREST	.00	.00	212.47	(212.47)	.00	39.80
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	2,200.00	2,200.00	.00	2,200.00	.00	.00
TOTAL OTHER FINANCING SOURCES	2,200.00	2,200.00	.00	2,200.00	.00	.00
TOTAL FUND REVENUE	62,254.00	62,254.00	66,903.69	(4,649.69)	107.47	70,100.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,552.00	29,552.00	29,322.84 (229.16)	99.22	28,900.95
902-49500-121 PERA (EMPLOYER)	2,142.00	2,142.00	2,107.06 (34.94)	98.37	2,015.44
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,261.00	2,261.00	2,223.44 (37.56)	98.34	2,241.07
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	28.08 (23.92)	54.00	25.45
902-49500-151 WORKERS' COMPENSATION PREMIUMS	240.00	240.00	376.60	136.60	156.92	117.31
902-49500-201 OFFICE SUPPLIES	1,200.00	1,200.00	1,902.11	702.11	158.51	1,077.46
902-49500-304 LEGAL FEES	250.00	250.00	195.00 (55.00)	78.00	.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	1,722.65 (477.35)	78.30	2,254.84
902-49500-322 POSTAGE	800.00	800.00	234.00 (566.00)	29.25	988.96
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	825.37	375.37	183.42	762.50
902-49500-340 ADVERTISING	.00	.00	64.75	64.75	.00	80.80
902-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	.00 (1,400.00)	.00	1,365.00
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	1,695.00	345.00	125.56	2,815.24
902-49500-440 STAFF TRAINING	300.00	300.00	147.50 (152.50)	49.17	.00
TOTAL SECT 8 ADMINISTRATIVE	45,197.00	45,197.00	43,844.40 (1,352.60)	97.01	45,645.02
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,201.00	12,201.00	12,226.47	25.47	100.21	11,995.58
902-49700-121 PERA (EMPLOYER)	885.00	885.00	886.38	1.38	100.16	882.92
902-49700-122 FICA/MEDICARE (EMPLOYER)	933.00	933.00	912.40 (20.60)	97.79	909.57
902-49700-131 MEDICAL/DENTAL/LIFE	2,120.00	2,120.00	4,689.29	2,569.29	221.19	3,998.77
902-49700-133 INSURANCE DEDUCTIBLE	300.00	300.00	279.80 (20.20)	93.27	12.64
902-49700-151 WORKERS' COMPENSATION PREMIUMS	618.00	618.00	637.72	19.72	103.19	387.41
TOTAL SECT 8 MAINTENANCE	17,057.00	17,057.00	19,632.06	2,575.06	115.10	18,186.89
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	323,205.00	323,205.00	.00	278,247.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(323,205.00)	(323,205.00)	.00	(278,247.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	62,254.00	62,254.00	63,476.46	1,222.46	101.96	63,831.91
NET REVENUES OVER EXPENDITURES	.00	.00	3,427.23 (5,872.15)		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2012

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	256,547.78	
903-10200	EDA HOUSING DIV OPERATING CASH	22,140.43	
	TOTAL ASSETS		<u>278,688.21</u>

LIABILITIES AND EQUITY

LIABILITIES

903-20100	AP ALLOCATED TO OTHER FUNDS	4,180.54	
903-20800	DUE TO OTHER FUNDS	471.18	
903-23000	MHFA FUNDING-UNEARNED	(1,000.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED	915.00	
	TOTAL LIABILITIES		4,566.72

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	252,482.20	
	REVENUE OVER EXPENDITURES - YTD	21,639.29	
	TOTAL FUND EQUITY		<u>274,121.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>278,688.21</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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	85,000.00	85,000.00	95,984.00 (10,984.00)	112.90	84,505.00
903-33440 HAP REGION 7E	19,000.00	19,000.00	18,776.39	223.61	98.82	26,981.95
TOTAL INTERGOVERNMENTAL REVENUES	104,000.00	104,000.00	114,740.39 (10,740.39)	110.33	111,486.95
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	9,120.00 (1,120.00)	114.00	7,920.00
903-35510 REGION 7E ADMIN FEES	2,000.00	2,000.00	1,920.00	80.00	96.00	2,760.00
903-35520 ADMIN FEE-ISANTI CO MENTAL HEA	.00	.00	40.00 (40.00)	.00	.00
TOTAL CHARGES FOR SERVICES	10,000.00	10,000.00	11,080.00 (1,080.00)	110.80	10,680.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	280.00
903-36210 INTEREST EARNINGS	.00	.00	1,271.09 (1,271.09)	.00	493.69
TOTAL INTEREST & MISC INCOME	.00	.00	1,271.09 (1,271.09)	.00	773.69
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,920.00	15,920.00	9,583.50	6,336.50	60.20	19,270.00
TOTAL INTERGOVERNMENTAL REVENUES	15,920.00	15,920.00	9,583.50	6,336.50	60.20	19,270.00
TOTAL FUND REVENUE	129,920.00	129,920.00	136,674.98 (6,754.98)	105.20	142,210.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>						
903-49500-201 OFFICE SUPPLY	.00	.00	59.82	59.82	.00	.00
903-49500-305 ACCOUNTING FEES	.00	.00	.00	.00	.00	700.27
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	221.60	221.60	.00	141.47
903-49500-440 STAFF TRAINING	.00	.00	13.88	13.88	.00	.00
TOTAL OTHER HOUSING BUS ACTIV-ADMIN	<u>.00</u>	<u>.00</u>	<u>295.30</u>	<u>295.30</u>	<u>.00</u>	<u>841.74</u>
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	95,964.00	10,964.00	112.90	83,850.00
903-49775-373 HAP REGION 7E	19,000.00	19,000.00	18,776.39	(223.61)	98.82	26,981.95
TOTAL HOUSING ASSISTANCE PROGRAMS	<u>104,000.00</u>	<u>104,000.00</u>	<u>114,740.39</u>	<u>10,740.39</u>	<u>110.33</u>	<u>110,831.95</u>
TOTAL FUND EXPENDITURES	<u><u>104,000.00</u></u>	<u><u>104,000.00</u></u>	<u><u>115,035.69</u></u>	<u><u>11,035.69</u></u>	<u><u>110.61</u></u>	<u><u>111,673.69</u></u>
NET REVENUES OVER EXPENDITURES	<u><u>25,920.00</u></u>	<u><u>25,920.00</u></u>	<u><u>21,639.29</u></u>	<u><u>(17,790.67)</u></u>		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2012

FUND 904 - CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>19,730.93</u>	
	TOTAL ASSETS		<u>19,730.93</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>19,730.93</u>	
	TOTAL FUND EQUITY		<u>19,730.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>19,730.93</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 904 - CAPITAL FUND PROGRAM-HUD

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	48,000.00	48,000.00	19,730.93	28,269.07	41.11	48,745.30
TOTAL INTERGOVERNMENTAL REVENUES	<u>48,000.00</u>	<u>48,000.00</u>	<u>19,730.93</u>	<u>28,269.07</u>	<u>41.11</u>	<u>48,745.30</u>
TOTAL FUND REVENUE	<u><u>48,000.00</u></u>	<u><u>48,000.00</u></u>	<u><u>19,730.93</u></u>	<u><u>28,269.07</u></u>	<u><u>41.11</u></u>	<u><u>48,745.30</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 904 - CAPITAL FUND PROGRAM-HUD

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
<u>OTHER FINANCING USES</u>						
904-49300-720 TRANSFERS OUT	48,000.00	48,000.00	.00	(48,000.00)	.00	48,745.30
TOTAL OTHER FINANCING USES	48,000.00	48,000.00	.00	(48,000.00)	.00	48,745.30
TOTAL FUND EXPENDITURES	<u>48,000.00</u>	<u>48,000.00</u>	<u>.00</u>	<u>(48,000.00)</u>	<u>.00</u>	<u>48,745.30</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>19,730.93</u>	<u>76,269.07</u>		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2012

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	8,069.28	
905-10200	EDA OPERATING ACCT-SECTION 8	10,755.61	
	TOTAL ASSETS		<u>18,824.89</u>

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	8,069.28	
	TOTAL LIABILITIES		8,069.28

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	175,154.81	
	REVENUE OVER EXPENDITURES - YTD	(164,399.20)	
	TOTAL FUND EQUITY		<u>10,755.61</u>
	TOTAL LIABILITIES AND EQUITY		<u>18,824.89</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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	257,320.00	257,320.00	161,998.00	95,322.00	62.96	307,599.00
TOTAL INTERGOVERNMENTAL REVENUES	257,320.00	257,320.00	161,998.00	95,322.00	62.96	307,599.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	1,140.39	(1,140.39)	.00	1,297.25
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	1,140.39	(1,140.39)	.00	1,297.25
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	301.07	(301.07)	.00	327.52
TOTAL INTEREST	.00	.00	301.07	(301.07)	.00	327.52
TOTAL FUND REVENUE	257,320.00	257,320.00	163,439.46	93,880.54	63.52	309,223.77

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 905 - HAP OCCUPIED UNITS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
905-49775-370 HAP OCCUPIED UNITS	257,320.00	257,320.00	314,834.00	57,514.00	122.35	298,910.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	1,024.00	1,024.00	.00	834.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	10,356.00	10,356.00	.00	12,544.00
905-49775-375 FSS	.00	.00	615.00	615.00	.00	3,952.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	1,009.66	1,009.66	.00	743.96
TOTAL HAP EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>327,838.66</u>	<u>70,518.66</u>	<u>127.41</u>	<u>314,983.96</u>
TOTAL FUND EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>327,838.66</u>	<u>70,518.66</u>	<u>127.41</u>	<u>314,983.96</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>(164,399.20)</u>	<u>23,361.88</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST	100.00	100.00	2,302.57	2,202.57	2,302.57	3,559.22
MALL OPERATING REVENUES	200,000.00	200,000.00	254,792.68	54,792.68	127.40	250,927.02
TOTAL FUND REVENUE	200,100.00	200,100.00	257,095.25	56,995.25	128.48	254,486.24
EXPENDITURES						
EDA ADMINISTRATION	30,416.00	38,256.00	21,819.73	16,436.27	57.04	64,769.65
MALL OPERATING EXPENSES	169,684.00	202,284.00	197,554.42	4,729.58	97.66	170,093.34
TOTAL EDA OPERATIONS	200,100.00	240,540.00	219,374.15	21,165.85	91.20	234,862.99
TOTAL FUND EXPENDITURES	200,100.00	240,540.00	219,374.15	21,165.85	91.20	234,862.99
NET REVENUE OVER EXPENDITURES	.00	(40,440.00)	37,721.10	35,829.40		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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	2,302.57	(2,202.57)	2,302.57	3,559.22
TOTAL INTEREST	100.00	100.00	2,302.57	(2,202.57)	2,302.57	3,559.22
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	323.68	(323.68)	.00	153.01
205-37220 RENTAL FEES	200,000.00	200,000.00	254,469.00	(54,469.00)	127.23	250,774.01
TOTAL MALL OPERATING REVENUES	200,000.00	200,000.00	254,792.68	(54,792.68)	127.40	250,927.02
TOTAL FUND REVENUE	200,100.00	200,100.00	257,095.25	(56,995.25)	128.48	254,486.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

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 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,715.00 (785.00)	68.60	2,030.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	131.29 (59.71)	68.74	155.39
<i>TOTAL PERSONAL SERVICES</i>	<u>2,691.00</u>	<u>2,691.00</u>	<u>1,846.29 (</u>	<u>844.71)</u>	<u>68.61</u>	<u>2,185.39</u>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	400.00	400.00	.00 (400.00)	.00	69.99
205-41930-204 STATIONERY, FORMS & ENVELOPES	500.00	500.00	.00 (500.00)	.00	.00
205-41930-209 SOFTWARE UPDATES	400.00	400.00	.00 (400.00)	.00	.00
205-41930-210 MISCELLANEOUS OPER SUPPLIES	400.00	400.00	.00 (400.00)	.00	37.35
205-41930-212 GASOLINE/FUEL/LUBRICANTS	800.00	800.00	.00 (800.00)	.00	60.60
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	55.22 (144.78)	27.61	260.80
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	400.00	400.00	.00 (400.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>3,100.00</u>	<u>3,100.00</u>	<u>55.22 (</u>	<u>3,044.78)</u>	<u>1.78</u>	<u>428.74</u>
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	4,938.75 (61.25)	98.78	30.00
205-41930-306 MCCOMB & HOTEL STUDY	.00	.00	.00	.00	.00	47,470.63
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	.00 (500.00)	.00	404.12
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	300.20 (449.80)	40.03	136.78
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00 (250.00)	.00	12.76
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	163.88 (36.12)	81.94	283.65
205-41930-360 INSURANCE AND BONDS	3,800.00	3,800.00	1,575.50 (2,224.50)	41.46	881.58
205-41930-381 ELECTRIC UTILITIES	.00	.00	.00	.00	.00	204.59
205-41930-383 GAS UTILITIES	.00	.00	(210.49)	(210.49)	.00	602.96
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>10,500.00</u>	<u>10,500.00</u>	<u>6,767.84 (</u>	<u>3,732.16)</u>	<u>64.46</u>	<u>50,027.07</u>
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	325.00	325.00	.00 (325.00)	.00	.00
205-41930-409 MAINT CONTRACTS OFFICE EQUIP	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
205-41930-430 MISCELLANEOUS	300.00	300.00	20.00 (280.00)	6.67	47.98
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,000.00 (500.00)	66.67	970.00
205-41930-440 SCHOOLS & MEETINGS	1,000.00	1,000.00	854.00 (146.00)	85.40	773.00
205-41930-485 PROPERTY TAXES	.00	.00	1,080.00	1,080.00	.00	.00
205-41930-489 IND PARK MARKETING	10,000.00	17,840.00	10,196.38 (7,643.62)	57.15	10,337.47
<i>TOTAL MISCELLANEOUS</i>	<u>14,125.00</u>	<u>21,965.00</u>	<u>13,150.38 (</u>	<u>8,814.62)</u>	<u>59.87</u>	<u>12,128.45</u>
TOTAL EDA ADMINISTRATION	<u>30,416.00</u>	<u>38,256.00</u>	<u>21,819.73 (</u>	<u>16,436.27)</u>	<u>57.04</u>	<u>64,769.65</u>
<u>MALL OPERATING EXPENSES</u>						

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2012

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	7,240.69	240.69	103.44	4,909.03
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,000.00</u>	<u>7,240.69</u>	<u>240.69</u>	<u>103.44</u>	<u>4,909.03</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	1,219.77 (380.23)	76.24	1,271.19
205-47000-360 INSURANCE AND BONDS	5,200.00	5,200.00	6,625.00	1,425.00	127.40	6,404.50
205-47000-381 ELECTRIC UTILITIES	15,684.00	15,684.00	18,899.99	3,215.99	120.50	22,659.08
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,585.60 (1,114.40)	80.45	4,372.62
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	2,253.02 (3,746.98)	37.55	2,935.86
205-47000-384 REFUSE HAULING	4,300.00	4,300.00	4,088.22 (211.78)	95.07	4,450.73
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>38,484.00</u>	<u>38,484.00</u>	<u>37,671.60 (</u>	<u>812.40)</u>	<u>97.89</u>	<u>42,093.98</u>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	4,641.80 (558.20)	89.27	1,287.50
205-47000-413 BNSF PARKING LOT LEASE	.00	.00	1,295.00	1,295.00	.00	.00
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	29,000.00	25,437.05 (3,562.95)	87.71	26,373.21
205-47000-490 MALL CAP FUND CONTRIBUTION	40,000.00	40,000.00	50,000.00	10,000.00	125.00	40,000.00
205-47000-493 MALL DOOR REPLACEMENT PROJ	.00	.00	.00	.00	.00	55,429.62
205-47000-494 LANDSCAPING/FRONT EXTERIOR PRO	50,000.00	82,600.00	57,868.28 (24,731.72)	70.06	.00
205-47000-495 MALL LIGHTING PROJECT	.00	.00	13,400.00	13,400.00	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>124,200.00</u>	<u>156,800.00</u>	<u>152,642.13 (</u>	<u>4,157.87)</u>	<u>97.35</u>	<u>123,090.33</u>
TOTAL MALL OPERATING EXPENSES	<u>169,684.00</u>	<u>202,284.00</u>	<u>197,554.42 (</u>	<u>4,729.58)</u>	<u>97.66</u>	<u>170,093.34</u>
TOTAL FUND EXPENDITURES	<u>200,100.00</u>	<u>240,540.00</u>	<u>219,374.15 (</u>	<u>21,165.85)</u>	<u>91.20</u>	<u>234,862.99</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>(40,440.00)</u>	<u>37,721.10</u>	<u>(35,829.40)</u>	<u>(107.21)</u>	<u>19,623.25</u>

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228,216.81

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01/01/2013	015983	Kimberly Mintell 4715.9 Hap - Portable Receiving	Payment 1,057.00	1,057.00	227,159.81	January Hap Gordon, Jennifer F
01/01/2013	015984	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 343.00	343.00	226,816.81	January Hap Roberts, Paula
01/01/2013	015985	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 669.00	669.00	226,147.81	January Hap Brasch, Terrie L
01/01/2013	015986	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 859.00	859.00	225,288.81	January Hap Bobo, Shawna L
01/01/2013	015987	Bridgeford Apartments, LP 4715.9 Hap - Portable Receiving	Payment 596.00	596.00	224,692.81	January Hap Roberts, Adam M
01/01/2013	015988	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 383.00	383.00	224,309.81	January Hap White, Teresa
01/01/2013	015989	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 147.00	147.00	224,162.81	January Hap Brown, Ellen
01/01/2013	015990	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 593.00 379.00 563.00 314.00 136.00	1,985.00	222,177.81	January Hap LeCuyer, Christine J Luck, Jennifer Lee Mapson, Diane E Marohn, Gerald Meyers, Colleen J
01/01/2013	015991	C&L Property Management 4715.1 Hap - Occupied Unit	Payment 454.00	454.00	221,723.81	January Hap Banaszak, David
01/01/2013	015992	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 454.00	454.00	221,269.81	January Hap Lillion, Laurie A
01/01/2013	015993	Cambridge Square Assoc. LP 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 329.00 522.00 349.00 570.00 535.00	2,305.00	218,964.81	January Hap Erickson, James P Falvey, Deborah Longley, Christine A Schibilla, Jamie Washington, Katherine L
01/01/2013	015994	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 414.00	414.00	218,550.81	January Hap Fischer, Cheryl A
01/01/2013	015995	Jacqueline D. Dunlap 4715.94 Urp - Portable Receiving	Payment 37.00	37.00	218,513.81	January Hap Dunlap, Jacqueline D
01/01/2013	015996	Edlich Realty & Assoc 4715.9 Hap - Portable Receiving	Payment 581.00	581.00	217,932.81	January Hap Kraus, Carian J

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01/01/2013	015997	Elmer D. Harp 4715.9 Hap - Portable Receiving	Payment 759.00	759.00	217,173.81	January Hap Hart, Beth L
01/01/2013	015998	ELMSUN LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 537.00 543.00	1,080.00	216,093.81	January Hap Pittman, Cheryl Zentic, Scott
01/01/2013	015999	Erlandson - Nelson Construction 4715.1 Hap - Occupied Unit	Payment 537.00	537.00	215,556.81	January Hap Linda, Robin
01/01/2013	016000	FYP PROPERTIES 4715.9 Hap - Portable Receiving	Payment 443.00	443.00	215,113.81	January Hap Dodge, Rita
01/01/2013	016001	Steven & RyChel Gausted 4715.1 Hap - Occupied Unit	Payment 131.00	131.00	214,982.81	January Hap Straw, Linda K
01/01/2013	016002	Robert Giffin 4715.1 Hap - Occupied Unit	Payment 695.00	695.00	214,287.81	January Hap Giffin, Tammie
01/01/2013	016003	Hanson Properties 4715.1 Hap - Occupied Unit	Payment 280.00	280.00	214,007.81	January Hap Hanson, Henry P
01/01/2013	016004	Haven Properties 4715.9 Hap - Portable Receiving	Payment 301.00	301.00	213,706.81	January Hap Stroh, Kevin
01/01/2013	016005	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 386.00 499.00	885.00	212,821.81	January Hap Alexander, Cindy S Lynn, Christian R
01/01/2013	016006	INH Property Mgmt/ Isanti Village 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 399.00 468.00	867.00	211,954.81	January Hap Stoll, Vernon L Tews, Jackie
01/01/2013	016007	Jay M. Winger 4715.1 Hap - Occupied Unit	Payment 552.00	552.00	211,402.81	January Hap Parris, Paula
01/01/2013	016008	Jeff Halverson 4715.9 Hap - Portable Receiving	Payment 561.00	561.00	210,841.81	January Hap Liberte, Ore'a Lareal
01/01/2013	016009	Kestrel Meadows Townhomes 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 653.00 591.00 640.00 915.00	2,799.00	208,042.81	January Hap Davis, Stacy Haugen, Amanda Oliveraz, Correna Ryan, Jennifer
01/01/2013	016010	Tami R. Kullmann 4715.4 Hap - Utility Reimbursments	Payment 21.00	21.00	208,021.81	January Hap Kullmann, Tami R
01/01/2013	016011	Lawrence N Main 4715.9 Hap - Portable Receiving	Payment 950.00	950.00	207,071.81	January Hap Perry, Amber L

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01/01/2013	016012	Brian Leet 4715.9 Hap - Portable Receiving	Payment 136.00	136.00	206,935.81	January Hap Weber, Kathleen A
01/01/2013	016013	Legacy Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 273.00 373.00	646.00	206,289.81	January Hap Parent, Cheri C Puffer, Michelle
01/01/2013	016014	Janet Nielsen 4715.1 Hap - Occupied Unit	Payment 800.00	800.00	205,489.81	January Hap Kullmann, Tami R
01/01/2013	016015	Lindstrom Parkview Assoc. 4715.9 Hap - Portable Receiving	Payment 292.00	292.00	205,197.81	January Hap Etchason, Paul
01/01/2013	016016	Chen Liu 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 338.00 272.00 457.00 547.00 518.00 983.00	3,115.00	202,082.81	January Hap Grisham, Brian J Kress, Dawn Paquette, JoAnn Radke, Suzanne Schaefer, Mike E Troupe, Michael E
01/01/2013	016017	Mann, Cheryl 4715.1 Hap - Occupied Unit	Payment 558.00	558.00	201,524.81	January Hap Witkowski, Michelle N
01/01/2013	016018	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 75.00	75.00	201,449.81	January Hap Greenwood, Thomas J
01/01/2013	016019	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 738.00	738.00	200,711.81	January Hap Frandle, Dana
01/01/2013	016020	Allen Moulton 4715.1 Hap - Occupied Unit	Payment 492.00	492.00	200,219.81	January Hap Thompson, Marilyn J
01/01/2013	016021	Multi-Investments, LLC 4715.1 Hap - Occupied Unit	Payment 341.00	341.00	199,878.81	January Hap Anderson, Debra
01/01/2013	016022	Mike Munsinger 4715.9 Hap - Portable Receiving	Payment 967.00	967.00	198,911.81	January Hap Wells, Sheri A
01/01/2013	016023	Loral Myers 4715.1 Hap - Occupied Unit	Payment 271.00	271.00	198,640.81	January Hap Myers, Kyle C
01/01/2013	016024	Normandy Townhomes Limited 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 434.00 352.00	786.00	197,854.81	January Hap Matchinsky, Robert T Swanson, Kathleen A
01/01/2013	016025	North Branch Senior Housing 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 228.00 230.00	695.00	197,159.81	January Hap Castillo, Sharon Fisk, Dolores M

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		4715.9 Hap - Portable Receiving		237.00		Kalberg, Annette
01/01/2013	016026	Northern Oaks Apts	Payment	755.00	196,404.81	January Hap
		4715.9 Hap - Portable Receiving		755.00		Dunlap, Jacqueline D
01/01/2013	016027	Oakhurst Apartments	Payment	702.00	195,702.81	January Hap
		4715.1 Hap - Occupied Unit		351.00		Benson, Tracy E
		4715.1 Hap - Occupied Unit		351.00		Wenell, Russell
01/01/2013	016028	Oakridge Apartments	Payment	732.00	194,970.81	January Hap
		4715.9 Hap - Portable Receiving		732.00		Tipton, Mariesa A
01/01/2013	016029	Oakview Terrace Townhomes	Payment	1,782.00	193,188.81	January Hap
		4715.1 Hap - Occupied Unit		497.00		Bylander, Richard S
		4715.1 Hap - Occupied Unit		651.00		Cole, Barbara
		4715.9 Hap - Portable Receiving		634.00		Rosenberg, Gwen M
01/01/2013	016030	Gina M. Parrott	Payment	56.00	193,132.81	January Hap
		4715.94 Urp - Portable Receiving		56.00		Parrott, Gina M
01/01/2013	016031	Amber L. Perry	Payment	31.00	193,101.81	January Hap
		4715.94 Urp - Portable Receiving		31.00		Perry, Amber L
01/01/2013	016032	Peter Maus	Payment	1,073.00	192,028.81	January Hap
		4715.9 Hap - Portable Receiving		1,073.00		Parrott, Gina M
01/01/2013	016033	PK Investment Properties, LLC	Payment	998.00	191,030.81	January Hap
		4715.1 Hap - Occupied Unit		998.00		Branville, Julie K
01/01/2013	016034	Randall Propp	Payment	424.00	190,606.81	January Hap
		4715.1 Hap - Occupied Unit		424.00		Nelson, Valerie J
01/01/2013	016035	Richard Berget	Payment	1,118.00	189,488.81	January Hap
		4715.9 Hap - Portable Receiving		1,118.00		Tavarez, Mary
01/01/2013	016036	Robert Mattson	Payment	905.00	188,583.81	January Hap
		4715.1 Hap - Occupied Unit		905.00		Good, Katherine
01/01/2013	016037	Robert & Linnea Steman	Payment	547.00	188,036.81	January Hap
		4715.9 Hap - Portable Receiving		547.00		Lake, Ruth
01/01/2013	016038	Rush City Apartments LP	Payment	2,000.00	186,036.81	January Hap
		4715.1 Hap - Occupied Unit		210.00		Coury, Lynn M
		4715.9 Hap - Portable Receiving		534.00		Eickstadt, Cheryl
		4715.9 Hap - Portable Receiving		692.00		Grabau, Jill
		4715.1 Hap - Occupied Unit		564.00		McCollum, Claudia K
01/01/2013	016039	Jennifer Ryan	Payment	72.00	185,964.81	January Hap
		4715.94 Urp - Portable Receiving		72.00		Ryan, Jennifer
01/01/2013	016040	Schaefer Rentals	Payment	948.00	185,016.81	January Hap

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		4715.9 Hap - Portable Receiving		948.00		Butenhoff, Bradley
01/01/2013	016041	Countryside Senior Apartments	Payment	385.00	184,631.81	January Hap
		4715.1 Hap - Occupied Unit		385.00		Brown, Carolyn
01/01/2013	016042	Ordeen Splittstoser	Payment	263.00	184,368.81	January Hap
		4715.9 Hap - Portable Receiving		263.00		Bazey, Jeanne E
01/01/2013	016043	Paul & Bethany Stiles	Payment	744.00	183,624.81	January Hap
		4715.1 Hap - Occupied Unit		744.00		Fust, Jill
01/01/2013	016044	Sunrise Court Apartments	Payment	998.00	182,626.81	January Hap
		4715.9 Hap - Portable Receiving		459.00		Johnson, Richard D
		4715.1 Hap - Occupied Unit		539.00		Simons, Lori J
01/01/2013	016045	Taylor Falls Townhomes	Payment	127.00	182,499.81	January Hap
		4715.1 Hap - Occupied Unit		127.00		Dehn, Diane
01/01/2013	016046	Timothy Manning	Payment	1,060.00	181,439.81	January Hap
		4715.9 Hap - Portable Receiving		1,060.00		Brown, Ellen
01/01/2013	016047	Tower Terrace Limited Partnership	Payment	2,171.00	179,268.81	January Hap
		4715.1 Hap - Occupied Unit		236.00		Dmytryszyn, Chad J
		4715.9 Hap - Portable Receiving		557.00		Holland, Kathleen
		4715.9 Hap - Portable Receiving		555.00		Jenson, Cheryl
		4715.9 Hap - Portable Receiving		396.00		Koenig, Lance L
		4715.9 Hap - Portable Receiving		427.00		Rohr, Russell
01/01/2013	016048	Washington County HRA	Payment	584.14	178,684.67	January Hap
		4715.8 Hap - Portable Paying		531.00		Brett, Patricia S
		4590 Admin - Portable Paying		53.14		Brett, Patricia S
01/01/2013	016049	Wayne Knutson	Payment	545.00	178,139.67	January Hap
		4715.9 Hap - Portable Receiving		545.00		Mollinedo, Nancy
01/01/2013	016050	Wyoming Phase 1	Payment	1,557.00	176,582.67	January Hap
		4715.1 Hap - Occupied Unit		651.00		Grundhauser, Patrice
		4715.9 Hap - Portable Receiving		400.00		Laureano, Rayette Laura
		4715.9 Hap - Portable Receiving		506.00		Rafel, Kathy
01/01/2013	016051	Wyoming Phase 2	Payment	2,679.00	173,903.67	January Hap
		4715.1 Hap - Occupied Unit		552.00		Darveaux, Linda
		4715.1 Hap - Occupied Unit		518.00		Dillon, Tracey
		4715.9 Hap - Portable Receiving		750.00		Harrington, Tina M
		4715.9 Hap - Portable Receiving		859.00		Williams, Maggie M
01/01/2013	016052	Aaron Jordan	Payment	325.00	173,578.67	January Hap
		4715.1 Hap - Occupied Unit		325.00		Aadland, Ashley
01/01/2013	016053	Bungalows of Chisago LLC	Payment	2,310.00	171,268.67	January Hap

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		4715.1 Hap - Occupied Unit		405.00		Ailara, Jessica Ann
		4715.1 Hap - Occupied Unit		610.00		Cross, Grace
		4715.1 Hap - Occupied Unit		589.00		Hulbert, Jennifer
		4715.1 Hap - Occupied Unit		330.00		Robinson, Shelly
		4715.1 Hap - Occupied Unit		376.00		Willms, Monica
01/01/2013	016054	Calhoun Apartments	Payment	330.00	170,938.67	January Hap
		4715.1 Hap - Occupied Unit		330.00		Deiman, Antoinette: Hap - Occupied Unit
01/01/2013	016055	Dudley Peno	Payment	586.00	170,352.67	January Hap
		4715.1 Hap - Occupied Unit		586.00		Mains, Kimberly A
01/01/2013	016056	Edlich Realty & Assoc	Payment	460.00	169,892.67	January Hap
		4715.1 Hap - Occupied Unit		460.00		Raboin, Robin
01/01/2013	016057	Isanti Housing Associates, LP	Payment	522.00	169,370.67	January Hap
		4715.1 Hap - Occupied Unit		522.00		Johnston, Shaylee: Hap - Occupied Unit
01/01/2013	016058	John Maher	Payment	866.00	168,504.67	January Hap
		4715.1 Hap - Occupied Unit		199.00		Diers, Scott A
		4715.1 Hap - Occupied Unit		667.00		Sundeen, Christina K
01/01/2013	016059	Kevin Lovdal	Payment	784.00	167,720.67	January Hap
		4715.1 Hap - Occupied Unit		504.00		Leach, Kara O: Hap - Occupied Unit
		4715.1 Hap - Occupied Unit		280.00		Peterson, Todd E
01/01/2013	016059	**VOID** Kevin Lovdal	Payment	(784.00)	168,504.67	January Hap
		4715.1 Hap - Occupied Unit		(504.00)		Leach, Kara O: Hap - Occupied Unit
		4715.1 Hap - Occupied Unit		(280.00)		Peterson, Todd E
		Void Refer 016059				
01/01/2013	016060	Chen Liu	Payment	995.00	167,509.67	January Hap
		4715.1 Hap - Occupied Unit		719.00		Nord, Shannon
		4715.1 Hap - Occupied Unit		276.00		Paquette, Laurie
01/01/2013	016061	Monster Properties LLC	Payment	414.00	167,095.67	January Hap
		4715.1 Hap - Occupied Unit		414.00		Kovacs, Gail
01/01/2013	016062	Multi-Investments, LLC	Payment	438.00	166,657.67	January Hap
		4715.1 Hap - Occupied Unit		438.00		Talbot, Alicia M
01/01/2013	016063	Rush City Apartments LP	Payment	116.00	166,541.67	January Hap
		4715.1 Hap - Occupied Unit		116.00		Erickson, Todd
01/01/2013	016064	Ordeen Splittstoser	Payment	430.00	166,111.67	January Hap
		4715.1 Hap - Occupied Unit		430.00		Young, Marrietta L
01/01/2013	016065	Sunrise Court Apartments	Payment	414.00	165,697.67	January Hap
		4715.1 Hap - Occupied Unit		414.00		Kubes, Kevin P

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01/01/2013	016066	Taylor Falls Townhomes 4715.1 Hap - Occupied Unit	Payment 190.00	190.00	165,507.67	January Hap Beaulieu, Stephanie
01/01/2013	016067	William Francisco 4715.1 Hap - Occupied Unit	Payment 355.00	355.00	165,152.67	January Hap Griffin, Deena M
01/01/2013	016069	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 504.00	504.00	164,648.67	January Hap Leach, Kara O: Hap - Occupied Unit
01/01/2013	016070	Kevin Lovdal 4715.1 Hap - Occupied Unit	Payment 280.00	280.00	164,368.67	January Hap Peterson, Todd E: Hap - Occupied Unit
01/01/2013	016071	David Cobb 4715.9 Hap - Portable Receiving	Payment 1,018.00	1,018.00	163,350.67	January Hap Taylor, Alice H: Hap - Portable Receiving
01/01/2013	016092	Steven Scott Management, Inc 4715.1 Hap - Occupied Unit	Payment 428.00	428.00	162,922.67	January Hap Junglen, Eunice M: Hap - Occupied Unit
01/01/2013	016093	Legacy Townhomes 4715.1 Hap - Occupied Unit	Payment 469.00	469.00	162,453.67	January Hap Degerstrom, Leah: Hap - Occupied Unit
01/01/2013	016095	Leah Degerstrom January 2013 FSS escrow payment for Leah Degerstrom.	Payment	359.00	162,094.67	
01/04/2013	016100	Minnesota Energy Energy bill paid on behalf of Desiree Johnson Acct. # 4016935-1 Region 7E - 418	Payment	66.77	162,027.90	
01/04/2013	016100	**VOID** Minnesota Energy Void Refer 016100	Payment	(66.77)	162,094.67	
01/04/2013	016101	North Branch Water & Light Utility bill paid on behalf of Desiree Johnson Acct. # 7-79, Customer number: 3989 Region 7E - 418	Payment	44.81	162,049.86	
01/04/2013	016101	**VOID** North Branch Water & Light Void Refer 016101	Payment	(44.81)	162,094.67	
01/04/2013	016102	Minnesota Energy	Payment	66.77	162,027.90	

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		Energy bill paid on behalf of Desiree Johnson. Acct. #4016935-1				
		Region 7E - 418				
01/04/2013	016103	North Branch Water & Light	Payment	44.81	161,983.09	
		Utility bill paid on behalf of Desiree Johnson Acct. # 7-79, Customer number: 3989				
		Region 7E - 418				
01/14/2013	016104	Fisk Tire	Payment	300.00	161,683.09	
		Service payment made on behalf of Terry Proffer, 6444 Birch Street, North Branch, MN 55056				
		Region 7E				
01/15/2013	016105	East Central Energy	Payment	370.17	161,312.92	
		Electric bill paid on behalf of Khrystyne Scanlon, 1155 Anchor Ct., Harris, MN 55032				
		Acct.#202437301				
		Region 7E - 418				
01/18/2013	016106	Wyoming Oakwood Townhomes	Payment	45.00	161,267.92	
		Application fee for Michele Stokes				
01/18/2013	016107	Wyoming Oakwood Townhomes	Payment	200.00	161,067.92	
		Hold deposit paid on behalf of Michele Stokes.				
01/22/2013	016108	Cindy Sinn	Payment	400.00	160,667.92	
		Rent payment made on behalf of Rachel Elmstrand, 6500 Elm Street, North Branch, MN 55056				
		Region 7E - 443				
01/25/2013	016109	Excel Energy	Payment	310.47	160,357.45	
		Payment made on behalf of Nicole Noren				

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		Acct. 51-8284068-8 Region 7E - 418				
01/25/2013	016110	Minnesota Power	Payment	371.51	159,985.94	
		Electric bill paid on behalf of Kathryn Newmeyer.				
		Acct.# 154786 Region 7E - 418				
01/28/2013	016111	Sunrise Ridge Apts	Payment	500.00	159,485.94	
		Damage deposit payment made on behalf of Lynnell Wallace.				
		7E Region - 443				

\$ 68,730.87

Date: February 4, 2013
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

- Staff is working on a renewal reapplication for the Bridges Program for biennium 2013- 2015. Our current funding is \$234,000 (July 1, 2013 - June 30, 2015). It is unknown what the funding will be for the next biennium. We don't expect that there will be additional funds but we are hoping our current base funding is maintained so no one will be terminated from the program.

The State rental subsidy (Bridges) is a temporary subsidy designed to bridge a gap until a permanent subsidy (Section 8) is available. The Section 8 waiting list is not moving so no one is transferring off the Bridges Program. Currently we have 62 applications on file.

- Program fully utilized.
- Sent out FY 2012 - 1099's to Bridges landlords.

Public Housing:

- Preparing paperwork/appointments for annual re-certifications (May) of all public housing tenants.
- Submitted Lead Based Paint Activity Report (52850) to HUD.
- Staff will attend training at the Mpls. field office (HUD) Tuesday, January 29 – Feb. 1 for both public housing and Section 8.
- Staff will be on vacation February 18 – March 1. Being I will be gone I will not have housing reports ready until the March 18 board meeting.

Section 8 Program:

- Sent out FY 2012 - 1099's to Section 8 landlords.
- Submitted VMS report to HUD.
- Staff is preparing the SEMAP (Section Eight Management Assessment Program) certification which is due February 29.

- The Dept of Urban Development HAP is operating under a Continuing Resolution at the time. We have not yet received our 2013 funding renewal amount for the Section 8 Program. Due to the uncertainty of our 2013 funding, we are only utilizing 54 of our 58 vouchers to prevent a funding shortfall. We administer files for 51 families who have ported into our jurisdiction.

Capital Fund:

- Packets were sent out to solicit bids for the replacement of 15 interior doors in the common areas and 3 exit doors at Bridge Park; one on the north & south side of the building and one going out on the roof. (Staff received approval to solicit bids for 2011 capital projects at the July 2, 2012 board meeting). Bids are to in by Thursday, March 14 at 4 p.m.

Resident Meeting –Thursday, January 17, 2013

Resident fund report –

Bank account – \$226.51

Christmas expense - \$367.73 + 50.00 (pianist) = \$417.73

Resident activity update:

- ✓ **Ruth Thunstrom** (689-8250) will teach the Nutrition Class again this year. She will be able to teach this class on Wednesday's or Thursday's starting in March. It is a series so Ruth would appreciate if you would commit to coming every week. Lunch is provided.
Resident's response: The best day for them is Thursday's all except the 4th Thursday when they have church service.
- ✓ **Laundry Room** - A box has been placed in the laundry room for tenants to place items they want to donate to the food shelf or give to someone else.
- ✓ **Annual recertification** – Explain paperwork needed for their May. Forms will be handed out the first week in February and will need to be turned back in by the first week in March. Verifications cannot be more than 90 days old (ex: bank statements, employment)/ Apartment inspections will be scheduled for the first part of April. Inspection dates and time will be posted on each floor and on the bulletin board.
- ✓ **Storage rooms** should be cleaned out and items removed if they are no longer being used to make room for other tenants.
- ✓ **Residents are welcome** to use common kitchen, however, when you do please clean up after. The microwave has been found dirty. If you use dishes they are to be sanitized in the dish washer. No hand washing. The dishwasher may have to be run oftener even if it is not full. Coffee carafes should not be immersed in water. Just rinse and drip dry.
- ✓ **Upcoming capital projects:** New doors, 15 interior doors and 3 exit doors. Work is scheduled to begin in April.
- ✓ **Staff will be on vacation** from Monday, February 18- February 28. We will be back in the office on March 1. Bill will be here at times and on call while we are gone. Please do not call him unless it is an absolute emergency. His number will be posted on the bulletin board.
- ✓ **Next EDA meeting** - Monday, February 4, 3 p.m., Cambridge City Hall. Everyone is welcome to attend.

Comments:

- ✓ Residents would like to do more mailings for Family Pathways. Staff will contact them and ask if they have any upcoming mailings.
- ✓ Bob Banaszak asked if residents would save pop tabs for him as he saves them for the Ronald McDonald House.

EDA-Housing Division Meeting 2/4/2013

Cambridge Economic Development Authority **Staff Report**

Subject: SEMAP certification reporting: Indicator 7, Expanding Housing Opportunities

Creating a Section 8 Policy outlining on how the PHA will conduct owner outreach, particularly to owners of units if there are identified areas outside of poverty or minority concentration in the Cambridge EDAs jurisdiction.

Background:

The section eight management assessment program (SEMAP) measures the performance of the public housing agencies (PHAs) that administer the housing choice voucher program in 14 key areas.

Indicator 7 requires the PHA to have a written policy in its administration plan which includes actions the PHA will take to encourage participation by owners of units located outside areas of poverty and minority concentration, and which clearly defined areas in its jurisdiction that the PHA considers area of poverty and minority concentration.

In researching this, by means of reviewing the State of Minnesota Consolidated Plan and the U.S. Census (2010) no identifiable pockets of poverty or minority concentration were found in Chisago or Isanti County.

The Cambridge EDA did not have a policy outlining the action we would take if they were present. This information must be included in the administrative plan in order to receive full points on Indicator 7, Expanding Housing Opportunities, under SEMAP [24 CFR 985.3(g)].

Board action requested:

Review and approve the policy as outlined on how the PHA will conduct owner outreach if areas of poverty or minority concentration were identified in the PHA jurisdiction.

Report Submitted by: Marilyn Fromm

Date: February 4, 2013

EDA Resolution No. EDA13-001

**RESOLUTION ADOPTING THE SECTION 8 POLICY ON
OUTREACH TO OWNERS**

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") on February 4, 2013 motioned and unanimously by a roll call voted to approve the Section 8 Policy outlining how the PHA will conduct owner outreach, particularly to owners of units if there are identifiable areas outside of poverty or minority concentration in the Cambridge EDA's jurisdiction.

BE IT FURTHER RESOLVED, that the President and Executive Director are hereby authorized to execute this agreement.

Adopted by the EDA
this
4th day February 2013

ECONOMIC DEVELOPMENT AUTHORITY

By _____
Its President

By _____
Its Executive Director Lynda Wolfe

PART I. OWNERS IN THE HCV PROGRAM

13-I.A. OWNER RECRUITMENT AND RETENTION [HCV GB, pp. 2-4 to 2-6]

Recruitment

PHAs are responsible for ensuring that very low income families have access to all types and ranges of affordable housing in the PHA's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the PHA to ensure that a sufficient number of owners, representing all types and ranges of affordable housing in the PHA's jurisdiction, are willing to participate in the HCV program.

To accomplish this objective, PHAs must identify and recruit new owners to participate in the program.

PHA Policy

The PHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The PHA will actively recruit property owners with property located outside areas of poverty and minority concentration if these areas are identified in Chisago and Isanti Counties. The outreach strategies will include:

Distributing printed material about the program to property owners and managers

Contacting property owners and managers by phone or in-person

Developing working relationships with owners and real estate brokers associations

Outreach strategies will be monitored for effectiveness, and adapted accordingly.

No areas have been identified as areas of poverty and minority concentration within the PHA's jurisdiction:

Chisago County – No areas of poverty and minority concentration were identified in the State of MN Consolidation Report nor in the 2010 U.S. Census report (Feb.2013)

Isanti Co - No areas of poverty and minority concentration were identified in the State of MN Consolidation Report nor in the 2010 U.S. Census report (Feb.2013)