
Cambridge EDA – Housing Division
Meeting Announcement and Agenda
Tuesday, January 7, 2013 - 3:00 pm
BRIDGE PARK APARTMENTS, 121 S. FERN STREET

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.	Consent Agenda
	A. Approve December 3, 2012 EDA meeting minutes (p. 1)
	B. Approve EDA Housing Division Financial Statements for November 2012 (p. 3)
	C. Approval of Housing Division Bills check #15891 to #16099 totaling \$70,861.32 (p. 24)
4.	New Business
	A. Housing Supervisor Report (p. 31)
	B. Resident Meeting Minutes (p. 32)
	C. Approve EDA Resolution EDA R13-001 Approving New Payment Standard Established on HUD Fair Market Rents (p. 34)
	Unfinished Business
6.	Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by call City Hall at 689-3211 at least three days prior to the meeting.

**Cambridge Economic Development Authority (EDA)
December 3, 2012**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, December 3, 2012 at Cambridge City Hall, 300 3rd St. NE, Cambridge, Minnesota, 55008.

Members Present: President Chris Caulk, Vice President Lisa Iverson and EDA members Marlys Palmer, David Schornstein, and Bob Shogren.

Members Absent: None.

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

Call to Order

President Caulk called the meeting to order at 6:00 pm.

Approval of Agenda

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

Consent Agenda

Schornstein moved, seconded by Iverson, to approve consent agenda items A – D as follows:

- A. Approve October 29, 2012 EDA meeting minutes
- B. Approval of Housing Division Bills-Nov 2012 #15790-#15975, totaling \$73,636.27
- C. Approve EDA Housing Division Sept & Oct 2012 Financial Statements
- D. Approval of EDA Bills #91004 - #91592, totaling \$33,255.77

Upon call of the roll, Caulk, Iverson, Palmer, Shogren, and Schornstein voted aye. No nay. The motion carried unanimously.

New Business

***Housing Supervisor Report
Resident Meeting Minutes***

Shogren moved, seconded by Iverson to approve the Housing Supervisor Report, and the resident meeting minutes as presented. Motion passed unanimously.

***2013 Budget Approval
Resolution R12-010 EDA Housing Division Budget Approval
Resolution R12-011 EDA Admin Budget Approval***

Iverson moved, seconded by Schornstein to approve Resolutions R12-010 and R12-011 as presented. Motion passed unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Schornstein moved, seconded by Iverson, to adjourn the meeting at 6:07 p.m. The motion carried unanimously.

Chris Caulk, President

ATTEST:

Lynda J. Woulfe, Executive Director

3B

EDA Finance Department Report 1/7/13

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the 11 months ended November 30, 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
NOVEMBER 30, 2012

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10100	CASH AND INVESTMENTS	(2,787.55)	
901-10102	INVESTMENTS--PBC	311,890.04	
901-10103	INVESTMENTS-MINNCO	16,224.16	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	130,599.41	
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>979,363.07</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,333.84	
901-21650	ACCRUED VACATION & SICK PAY	34,881.36	
901-22600	TENANT SECURITY DEPOSITS	19,122.58	
	TOTAL LIABILITIES		55,337.78

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) (16,346.95)	
	TOTAL FUND EQUITY		<u>924,025.29</u>
	TOTAL LIABILITIES AND EQUITY		<u>979,363.07</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	(94.00)	.00	25.00
901-36210 INTEREST EARNINGS	250.00	250.00	1,905.56	(1,655.56)	762.22	947.15
TOTAL INTEREST & MISC INCOME	250.00	250.00	1,999.56	(1,749.56)	799.82	972.15
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	139,000.00	139,000.00	139,175.17	(175.17)	100.13	150,249.42
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	7,040.75	(3,040.75)	176.02	6,402.00
TOTAL RENTAL INCOME	143,000.00	143,000.00	146,215.92	(3,215.92)	102.25	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	148,215.48	66,754.52	68.95	290,788.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	26,751.43 (2,800.57)	90.52	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	1,925.02 (216.98)	89.87	2,071.24
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,261.00	2,261.00	2,156.79 (104.21)	95.39	2,319.08
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	25.74 (26.26)	49.50	30.71
901-49500-151 WORKERS' COMPENSATION PREMIUMS	240.00	240.00	306.78	66.78	127.82	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	1,854.18 (345.82)	84.28	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	220.00 (1,130.00)	16.30	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	41,000.55 (6,796.45)	85.78	44,594.92
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	772.73	572.73	386.37 (753.65)
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	772.73	572.73	386.37 (753.65)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	33,803.31 (2,798.69)	92.35	36,189.32
901-49700-121 PERA (EMPLOYER)	2,654.00	2,654.00	2,450.81 (203.19)	92.34	2,648.62
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,800.00	2,800.00	2,522.95 (277.05)	90.11	2,728.61
901-49700-131 MEDICAL/DENTAL/LIFE	8,162.00	8,162.00	6,183.01 (1,978.99)	75.75	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	1,364.64 (492.36)	73.49	839.12
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	4,383.51 (616.49)	87.67	5,228.51
901-49700-304 CONTRACT COSTS	14,000.00	14,000.00	1,436.89 (12,563.11)	10.26	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	.00 (11,100.00)	.00	10,929.00
901-49700-381 ELECTRIC UTILITIES	35,000.00	35,000.00	22,590.00 (12,410.00)	64.54	34,920.00
901-49700-382 WATER/WASTEWATER UTILITIES	11,000.00	11,000.00	8,501.98 (2,498.02)	77.29	10,424.75
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	3,406.27 (2,593.73)	56.77	6,287.63
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,655.98 (444.02)	78.86	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	71.50 (228.50)	23.83	78.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	11,750.51	11,750.51	.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	9,163.90	9,163.90	.00	10,749.22
TOTAL LOW RENT MAINTENANCE	234,975.00	234,975.00	122,789.15 (112,185.85)	52.26	215,844.04
TOTAL FUND EXPENDITURES	282,972.00	282,972.00	164,562.43 (118,409.57)	58.16	259,685.31
NET REVENUES OVER EXPENDITURES	(68,002.00)	(68,002.00)	(16,346.95)	185,164.09		

CITY OF CAMBRIDGE

BALANCE SHEET
NOVEMBER 30, 2012

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10100	CASH AND INVESTMENTS	(1,731.15)	
902-10200	EDA OPERATING ACCT-SECTION 8	49,134.81	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>47,403.66</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	<u>163.95</u>	
	TOTAL LIABILITIES		163.95

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	43,728.75	
	REVENUE OVER EXPENDITURES - YTD	<u>3,510.96</u>	
	TOTAL FUND EQUITY		<u>47,239.71</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,403.66</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	39,773.00	2,907.00	93.19	43,972.00
TOTAL INTERGOVERNMENTAL REVENUES	42,680.00	42,680.00	39,773.00	2,907.00	93.19	43,972.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	20,949.83 (3,575.83)	120.58	24,791.38
902-35100 FRAUD RECOVERY INCOME	.00	.00	1,090.40 (1,090.40)	.00	1,297.25
TOTAL RENTAL INCOME	17,374.00	17,374.00	22,040.23 (4,666.23)	126.86	26,088.63
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	68.77 (68.77)	.00	39.80
TOTAL INTEREST	.00	.00	68.77 (68.77)	.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	61,882.00	372.00	99.40	70,100.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2012

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SECT 8 ADMINISTRATIVE						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,552.00	29,552.00	26,751.15 (2,800.85)	90.52	28,900.95
902-49500-121 PERA (EMPLOYER)	2,142.00	2,142.00	1,924.96 (217.04)	89.87	2,015.44
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,261.00	2,261.00	2,031.29 (229.71)	89.84	2,241.07
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	25.74 (26.26)	49.50	25.45
902-49500-151 WORKERS' COMPENSATION PREMIUMS	240.00	240.00	306.78	66.78	127.82	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	1,584.33 (615.67)	72.01	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	814.27	364.27	180.95	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	220.00 (1,130.00)	16.30	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	39,201.88 (5,995.12)	86.74	45,645.02
SECT 8 MAINTENANCE						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,201.00	12,201.00	11,267.84 (933.16)	92.35	11,995.58
902-49700-121 PERA (EMPLOYER)	885.00	885.00	816.88 (68.12)	92.30	882.92
902-49700-122 FICA/MEDICARE (EMPLOYER)	933.00	933.00	841.03 (91.97)	90.14	909.57
902-49700-131 MEDICAL/DENTAL/LIFE	2,120.00	2,120.00	4,688.12	2,568.12	221.14	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	454.88 (163.12)	73.61	387.41
TOTAL SECT 8 MAINTENANCE	17,057.00	17,057.00	18,348.55	1,291.55	107.57	18,186.89
HAP OCCUPIED UNITS						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	292,720.00	292,720.00	.00	278,247.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00 (291,553.98)	(291,553.98)	.00 (278,247.00)
902-49775-376 URP PORT REC	.00	.00 (345.41)	(345.41)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	820.61	820.61	.00	.00
TOTAL FUND EXPENDITURES	62,254.00	62,254.00	58,371.04 (3,882.96)	93.76	63,831.91
NET REVENUES OVER EXPENDITURES	.00	.00	3,510.96	4,254.96		

CITY OF CAMBRIDGE

BALANCE SHEET
NOVEMBER 30, 2012

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10100	CASH AND INVESTMENTS	(13.88)	
903-10102	INVESTMENTS--PBC		256,547.78	
903-10200	EDA HOUSING DIV OPERATING CASH		16,877.25	
	TOTAL ASSETS			<u>273,411.15</u>

LIABILITIES AND EQUITY

LIABILITIES

903-20800	DUE TO OTHER FUNDS		471.18	
903-23000	MHFA FUNDING-UNEARNED	(1,000.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED		915.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA		265.04	
	TOTAL LIABILITIES			651.22

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS		252,482.20	
	REVENUE OVER EXPENDITURES - YTD		20,277.73	
	TOTAL FUND EQUITY			<u>272,759.93</u>
	TOTAL LIABILITIES AND EQUITY			<u>273,411.15</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	86,902.00	(1,902.00)	102.24	84,505.00
903-33440 HAP REGION 7E	19,000.00	19,000.00	14,219.21	4,780.79	74.84	26,981.95
TOTAL INTERGOVERNMENTAL REVENUES	104,000.00	104,000.00	101,121.21	2,878.79	97.23	111,486.95
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	8,240.00	(240.00)	103.00	7,920.00
903-35510 REGION 7E ADMIN FEES	2,000.00	2,000.00	1,440.00	560.00	72.00	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	9,720.00	280.00	97.20	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	1,269.53	(1,269.53)	.00	493.69
TOTAL INTEREST & MISC INCOME	.00	.00	1,269.53	(1,269.53)	.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	121,694.24	8,225.76	93.67	142,210.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2012

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>						
903-49500-201 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	.00	.00	295.30	295.30	.00	841.74
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	86,902.00	1,902.00	102.24	83,850.00
903-49775-373 HAP REGION 7E	19,000.00	19,000.00	14,219.21	(4,780.79)	74.84	26,981.95
TOTAL HOUSING ASSISTANCE PROGRAMS	104,000.00	104,000.00	101,121.21	(2,878.79)	97.23	110,831.95
TOTAL FUND EXPENDITURES	104,000.00	104,000.00	101,416.51	(2,583.49)	97.52	111,673.69
NET REVENUES OVER EXPENDITURES	25,920.00	25,920.00	20,277.73	10,809.25		

CITY OF CAMBRIDGE

BALANCE SHEET
NOVEMBER 30, 2012

FUND 904 - CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	19,730.93	
	TOTAL ASSETS		19,730.93

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	19,730.93	
	TOTAL FUND EQUITY		19,730.93
	TOTAL LIABILITIES AND EQUITY		19,730.93

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2012

FUND 904 - CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2012

FUND 904 - CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE

BALANCE SHEET
NOVEMBER 30, 2012

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	7,688.30	
905-10200	EDA OPERATING ACCT-SECTION 8	12,058.64	
	TOTAL ASSETS		<u>19,746.94</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	7,688.30	
	TOTAL LIABILITIES		7,688.30
 <u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	175,154.81	
	REVENUE OVER EXPENDITURES - YTD	(163,096.17)	
	TOTAL FUND EQUITY		<u>12,058.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>19,746.94</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	136,867.00	120,453.00	53.19	307,599.00
TOTAL INTERGOVERNMENTAL REVENUES	257,320.00	257,320.00	136,867.00	120,453.00	53.19	307,599.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	1,090.39	(1,090.39)	.00	1,297.25
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	1,090.39	(1,090.39)	.00	1,297.25
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	299.96	(299.96)	.00	327.52
TOTAL INTEREST	.00	.00	299.96	(299.96)	.00	327.52
 TOTAL FUND REVENUE	 257,320.00	 257,320.00	 138,257.35	 119,062.65	 53.73	 309,223.77

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	289,333.00	32,013.00	112.44	296,910.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	1,003.00	1,003.00	.00	834.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	9,825.00	9,825.00	.00	12,544.00
905-49775-375 FSS	.00	.00	236.00	236.00	.00	3,952.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	956.52	956.52	.00	743.96
TOTAL HAP EXPENDITURES	257,320.00	257,320.00	301,353.52	44,033.52	117.11	314,983.96
TOTAL FUND EXPENDITURES	257,320.00	257,320.00	301,353.52	44,033.52	117.11	314,983.96
NET REVENUES OVER EXPENDITURES	.00	.00	(163,096.17)	75,029.13		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00 (100.00)	.00	3,559.22
MALL OPERATING REVENUES	200,000.00	200,000.00	239,512.79	39,512.79	119.76	250,927.02
TOTAL FUND REVENUE	200,100.00	200,100.00	239,512.79	39,412.79	119.70	254,486.24
EXPENDITURES						
EDA ADMINISTRATION	30,416.00	38,256.00	21,631.34	16,624.66	56.54	64,769.65
MALL OPERATING EXPENSES	169,684.00	202,284.00	166,610.13	35,673.87	82.36	170,093.34
TOTAL EDA OPERATIONS	200,100.00	240,540.00	188,241.47	52,298.53	78.26	234,862.99
TOTAL FUND EXPENDITURES	200,100.00	240,540.00	188,241.47	52,298.53	78.26	234,862.99
NET REVENUE OVER EXPENDITURES	.00 (40,440.00)	51,271.32 (12,885.74)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2012

FUND 205 - EDA ADMIN FUND

	<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>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	3,559.22
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	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	239,189.11	(39,189.11)	119.59	250,774.01
TOTAL MALL OPERATING REVENUES	200,000.00	200,000.00	239,512.79	(39,512.79)	119.76	250,927.02
TOTAL FUND REVENUE	<u>200,100.00</u>	<u>200,100.00</u>	<u>239,512.79</u>	<u>(39,412.79)</u>	<u>119.70</u>	<u>254,486.24</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2012

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,540.00 (960.00)	61.60	2,030.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	117.90 (73.10)	61.73	155.39
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	1,657.90 (1,033.10)	61.61	2,185.39
<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
TOTAL SUPPLIES	3,100.00	3,100.00	55.22 (3,044.78)	1.78	428.74
<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
TOTAL OTHER SERVICES & CHARGES	10,500.00	10,500.00	6,767.84 (3,732.16)	64.46	50,027.07
<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
TOTAL MISCELLANEOUS	14,125.00	21,965.00	13,150.38 (8,814.62)	59.87	12,128.45
TOTAL EDA ADMINISTRATION	30,416.00	38,256.00	21,631.34 (16,624.66)	56.54	64,769.65
MALL OPERATING EXPENSES						

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	6,720.73	(279.27)	96.01	4,909.03
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,000.00</u>	<u>6,720.73</u>	<u>(279.27)</u>	<u>96.01</u>	<u>4,909.03</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	1,116.75	(483.25)	69.80	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	18,474.48	2,790.48	117.79	22,659.08
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,220.74	(1,479.26)	74.05	4,372.62
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,818.78	(4,181.22)	30.31	2,935.86
205-47000-384 REFUSE HAULING	4,300.00	4,300.00	3,773.72	(526.28)	87.76	4,450.73
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>38,484.00</u>	<u>38,484.00</u>	<u>36,029.47</u>	<u>(2,454.53)</u>	<u>93.62</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	20,947.85	(8,052.15)	72.23	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	33,575.28	(49,024.72)	40.65	.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>123,859.93</u>	<u>(32,940.07)</u>	<u>78.99</u>	<u>123,090.33</u>
<i>TOTAL MALL OPERATING EXPENSES</i>	<u>169,684.00</u>	<u>202,284.00</u>	<u>166,610.13</u>	<u>(35,673.87)</u>	<u>82.36</u>	<u>170,093.34</u>
<i>TOTAL FUND EXPENDITURES</i>	<u>200,100.00</u>	<u>240,540.00</u>	<u>188,241.47</u>	<u>(52,298.53)</u>	<u>78.26</u>	<u>234,862.99</u>
<i>NET REVENUES OVER EXPENDITURES</i>	<u>.00</u>	<u>(40,440.00)</u>	<u>51,271.32</u>	<u>12,885.74</u>	<u>(78.87)</u>	<u>19,623.25</u>

3C

Cambridge EDA
Check Register Detail Report
Cambridge
From: 12/01/2012 To: 12/31/2012

228,699.72

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2012	015891	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 325.00	325.00	228,374.72	December Hap Aadland, Ashley
12/01/2012	015892	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 405.00 610.00 589.00 330.00 376.00	2,310.00	226,064.72	December Hap Ailara, Jessica Ann Cross, Grace Hulbert, Jennifer Robinson, Shelly Willms, Monica
12/01/2012	015893	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 586.00	586.00	225,478.72	December Hap Mains, Kimberly A
12/01/2012	015894	Edlich Realty & Assoc 4715.1 Hap - Occupied Unit	Payment 460.00	460.00	225,018.72	December Hap Raboin, Robin
12/01/2012	015895	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit	Payment 522.00	522.00	224,496.72	December Hap Johnston, Shaylee
12/01/2012	015896	John Maher 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 199.00 667.00	866.00	223,630.72	December Hap Diers, Scott A Sundeen, Christina K
12/01/2012	015897	Kevin Lovdal 4715.1 Hap - Occupied Unit	Payment 311.00	311.00	223,319.72	December Hap Peterson, Todd E
12/01/2012	015898	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 719.00 276.00	995.00	222,324.72	December Hap Nord, Shannon Paquette, Laurie
12/01/2012	015899	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 414.00	414.00	221,910.72	December Hap Kovacs, Gail
12/01/2012	015900	Multi-Investments, LLC 4715.1 Hap - Occupied Unit	Payment 438.00	438.00	221,472.72	December Hap Talbot, Alicia M
12/01/2012	015901	Rush City Apartments LP 4715.1 Hap - Occupied Unit	Payment 116.00	116.00	221,356.72	December Hap Erickson, Todd
12/01/2012	015902	Slattengren & Son's Properties LLC 4715.1 Hap - Occupied Unit	Payment 330.00	330.00	221,026.72	December Hap Deiman, Antoinette
12/01/2012	015903	Ordeen Splittstoser 4715.1 Hap - Occupied Unit	Payment 430.00	430.00	220,596.72	December Hap Young, Marrietta L
12/01/2012	015904	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 414.00	414.00	220,182.72	December Hap Kubes, Kevin P
12/01/2012	015905	Taylor Falls Townhomes 4715.1 Hap - Occupied Unit	Payment 190.00	190.00	219,992.72	December Hap Beaulieu, Stephanie

Cambridge EDA
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From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2012	015906	William Francisco 4715.1 Hap - Occupied Unit	Payment 355.00	355.00	219,637.72	December Hap Griffin, Deena M
12/01/2012	015907	Kimberly Mintell 4715.9 Hap - Portable Receiving	Payment 1,057.00	1,057.00	218,580.72	December Hap Gordon, Jennifer F
12/01/2012	015908	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 343.00	343.00	218,237.72	December Hap Roberts, Paula
12/01/2012	015909	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 669.00	669.00	217,568.72	December Hap Brasch, Terrie L
12/01/2012	015910	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 859.00	859.00	216,709.72	December Hap Bobo, Shawna L
12/01/2012	015911	Bridgeford Apartments, LP 4715.9 Hap - Portable Receiving	Payment 596.00	596.00	216,113.72	December Hap Roberts, Adam M
12/01/2012	015912	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 383.00	383.00	215,730.72	December Hap White, Teresa
12/01/2012	015913	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 147.00	147.00	215,583.72	December Hap Brown, Ellen
12/01/2012	015914	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	213,598.72	December Hap LeCuyer, Christine J Luck, Jennifer Lee Mapson, Diane E Marohn, Gerald Meyers, Colleen J
12/01/2012	015915	C&L Property Management 4715.1 Hap - Occupied Unit	Payment 454.00	454.00	213,144.72	December Hap Banaszak, David
12/01/2012	015916	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 324.00 526.00 342.00 677.00 526.00	2,395.00	210,749.72	December Hap Erickson, James P Falvey, Deborah Longley, Christine A Schibilla, Jamie Washington, Katherine L
12/01/2012	015917	David Cobb 4715.9 Hap - Portable Receiving	Payment 1,029.00	1,029.00	209,720.72	December Hap Taylor, Alice H
12/01/2012	015918	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 414.00	414.00	209,306.72	December Hap Fischer, Cheryl A
12/01/2012	015919	Jacqueline D. Dunlap 4715.94 Urp - Portable Receiving	Payment 37.00	37.00	209,269.72	December Hap Dunlap, Jacqueline D

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Cambridge

From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2012	015920	Edlich Realty & Assoc 4715.9 Hap - Portable Receiving	Payment 581.00	581.00	208,688.72	December Hap Kraus, Carian J: Hap - Portable Receiving
12/01/2012	015921	Elmer D. Harp 4715.9 Hap - Portable Receiving	Payment 759.00	759.00	207,929.72	December Hap Hart, Beth L
12/01/2012	015922	ELMSUN LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 537.00 543.00	1,080.00	206,849.72	December Hap Pittman, Cheryl Zentic, Scott
12/01/2012	015923	Erlandson - Nelson Construction 4715.1 Hap - Occupied Unit	Payment 537.00	537.00	206,312.72	December Hap Linda, Robin
12/01/2012	015924	FYP PROPERTIES 4715.9 Hap - Portable Receiving	Payment 443.00	443.00	205,869.72	December Hap Dodge, Rita
12/01/2012	015925	Steven & RyChel Gausted 4715.1 Hap - Occupied Unit	Payment 131.00	131.00	205,738.72	December Hap Straw, Linda K
12/01/2012	015926	Robert Giffin 4715.1 Hap - Occupied Unit	Payment 695.00	695.00	205,043.72	December Hap Giffin, Tammie
12/01/2012	015927	Hanson Properties 4715.1 Hap - Occupied Unit	Payment 280.00	280.00	204,763.72	December Hap Hanson, Henry P
12/01/2012	015928	Haven Properties 4715.9 Hap - Portable Receiving	Payment 301.00	301.00	204,462.72	December Hap Stroh, Kevin
12/01/2012	015929	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 454.00 491.00	945.00	203,517.72	December Hap Alexander, Cindy S Lynn, Christian R
12/01/2012	015930	Isanti Villa Apartments 4715.1 Hap - Occupied Unit	Payment 428.00	428.00	203,089.72	December Hap Junglen, Eunice M
12/01/2012	015931	INH Property Mgmt/ Isanti Village 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 399.00 468.00	867.00	202,222.72	December Hap Stoll, Vernon L Tews, Jackie
12/01/2012	015932	Jeff Halverson 4715.9 Hap - Portable Receiving	Payment 561.00	561.00	201,661.72	December Hap Liberte, Ore'a Lareal
12/01/2012	015933	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	198,862.72	December Hap Davis, Stacy Haugen, Amanda Oliveraz, Correna Ryan, Jennifer
12/01/2012	015934	Tami R. Kullmann 4715.4 Hap - Utility Reimbursements	Payment 21.00	21.00	198,841.72	December Hap Kullmann, Tami R

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From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2012	015935	Lawrence N Main 4715.9 Hap - Portable Receiving	Payment 950.00	950.00	197,891.72	December Hap Perry, Amber L
12/01/2012	015936	Brian Leet 4715.9 Hap - Portable Receiving	Payment 136.00	136.00	197,755.72	December Hap Weber, Kathleen A
12/01/2012	015937	Legacy Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 800.00 559.00 373.00	1,732.00	196,023.72	December Hap Degerstrom, Leah Parent, Cheri C Puffer, Michelle
12/01/2012	015938	Janet Nielsen 4715.1 Hap - Occupied Unit	Payment 800.00	800.00	195,223.72	December Hap Kullmann, Tami R
12/01/2012	015939	Lindstrom Parkview Assoc. 4715.9 Hap - Portable Receiving	Payment 296.00	296.00	194,927.72	December Hap Etchason, Paul
12/01/2012	015940	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 338.00 272.00 457.00 545.00 518.00 983.00	3,113.00	191,814.72	December Hap Grisham, Brian J Kress, Dawn Paquette, JoAnn Radke, Suzanne Schaefer, Mike E Troupe, Michael E
12/01/2012	015941	Mann, Cheryl 4715.1 Hap - Occupied Unit	Payment 558.00	558.00	191,256.72	December Hap Witkowski, Michelle N
12/01/2012	015942	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 75.00	75.00	191,181.72	December Hap Greenwood, Thomas J
12/01/2012	015943	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 738.00	738.00	190,443.72	December Hap Frandle, Dana
12/01/2012	015944	Allen Moulton 4715.1 Hap - Occupied Unit	Payment 492.00	492.00	189,951.72	December Hap Thompson, Marilyn J
12/01/2012	015945	Multi-Investments, LLC 4715.1 Hap - Occupied Unit	Payment 341.00	341.00	189,610.72	December Hap Anderson, Debra
12/01/2012	015946	Mike Munsinger 4715.9 Hap - Portable Receiving	Payment 967.00	967.00	188,643.72	December Hap Wells, Sheri A
12/01/2012	015947	Loral Myers 4715.1 Hap - Occupied Unit	Payment 271.00	271.00	188,372.72	December Hap Myers, Kyle C
12/01/2012	015948	Normandy Townhomes Limited 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 434.00 352.00	786.00	187,586.72	December Hap Matchinsky, Robert T Swanson, Kathleen A

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From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2012	015949	North Branch Senior Housing	Payment	695.00	186,891.72	December Hap
		4715.9 Hap - Portable Receiving	228.00			Castillo, Sharon
		4715.1 Hap - Occupied Unit	230.00			Fisk, Dolores M
		4715.9 Hap - Portable Receiving	237.00			Kalberg, Annette
12/01/2012	015950	Northern Oaks Apts	Payment	755.00	186,136.72	December Hap
		4715.9 Hap - Portable Receiving	755.00			Dunlap, Jacqueline D
12/01/2012	015951	Oakridge Apartments	Payment	732.00	185,404.72	December Hap
		4715.9 Hap - Portable Receiving	732.00			Tipton, Mariesa A
12/01/2012	015952	Oakview Terrace Townhomes	Payment	1,753.00	183,651.72	December Hap
		4715.1 Hap - Occupied Unit	497.00			Bylander, Richard S
		4715.1 Hap - Occupied Unit	639.00			Cole, Barbara
		4715.9 Hap - Portable Receiving	617.00			Rosenberg, Gwen M
12/01/2012	015953	Amber L. Perry	Payment	16.00	183,635.72	December Hap
		4715.94 Urp - Portable Receiving	16.00			Perry, Amber L
12/01/2012	015954	Peter Maus	Payment	984.00	182,651.72	December Hap
		4715.9 Hap - Portable Receiving	984.00			Parrott, Gina M
12/01/2012	015955	PK Investment Properties, LLC	Payment	998.00	181,653.72	December Hap
		4715.1 Hap - Occupied Unit	998.00			Branville, Julie K
12/01/2012	015956	Randall Propp	Payment	424.00	181,229.72	December Hap
		4715.1 Hap - Occupied Unit	424.00			Nelson, Valerie J
12/01/2012	015957	Richard Berget	Payment	1,118.00	180,111.72	December Hap
		4715.9 Hap - Portable Receiving	1,118.00			Tavarez, Mary
12/01/2012	015958	Robert Mattson	Payment	905.00	179,206.72	December Hap
		4715.1 Hap - Occupied Unit	905.00			Good, Katherine
12/01/2012	015959	Robert & Linnea Steman	Payment	547.00	178,659.72	December Hap
		4715.9 Hap - Portable Receiving	547.00			Lake, Ruth
12/01/2012	015960	Rush City Apartments LP	Payment	1,990.00	176,669.72	December Hap
		4715.1 Hap - Occupied Unit	200.00			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
12/01/2012	015961	Jennifer Ryan	Payment	72.00	176,597.72	December Hap
		4715.94 Urp - Portable Receiving	72.00			Ryan, Jennifer
12/01/2012	015962	Schaefer Rentals	Payment	948.00	175,649.72	December Hap
		4715.9 Hap - Portable Receiving	948.00			Butenhoff, Bradley
12/01/2012	015963	Countryside Senior Apartments	Payment	385.00	175,264.72	December Hap

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From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		385.00		Brown, Carolyn
12/01/2012	015964	Slattengren & Son's Properties LLC	Payment	1,142.00	174,122.72	December Hap
		4715.1 Hap - Occupied Unit		344.00		Benson, Tracy E
		4715.1 Hap - Occupied Unit		454.00		Lillion, Laurie A
		4715.1 Hap - Occupied Unit		344.00		Wenell, Russell
12/01/2012	015965	Ordeen Splittstoser	Payment	263.00	173,859.72	December Hap
		4715.9 Hap - Portable Receiving		263.00		Bazey, Jeanne E
12/01/2012	015966	Paul & Bethany Stiles	Payment	744.00	173,115.72	December Hap
		4715.1 Hap - Occupied Unit		744.00		Fust, Jill
12/01/2012	015967	Sunrise Court Apartments	Payment	1,539.00	171,576.72	December Hap
		4715.9 Hap - Portable Receiving		483.00		Johnson, Richard D
		4715.1 Hap - Occupied Unit		517.00		Parris, Paula
		4715.1 Hap - Occupied Unit		539.00		Simons, Lori J
12/01/2012	015968	Taylor Falls Townhomes	Payment	127.00	171,449.72	December Hap
		4715.1 Hap - Occupied Unit		127.00		Dehn, Diane
12/01/2012	015969	Timothy Manning	Payment	1,060.00	170,389.72	December Hap
		4715.9 Hap - Portable Receiving		1,060.00		Brown, Ellen
12/01/2012	015970	Tower Terrace Limited Partnership	Payment	2,256.00	168,133.72	December Hap
		4715.1 Hap - Occupied Unit		321.00		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
12/01/2012	015971	Washington County HRA	Payment	584.14	167,549.58	December Hap
		4715.8 Hap - Portable Paying		531.00		Brett, Patricia S
		4590 Admin - Portable Paying		53.14		Brett, Patricia S
12/01/2012	015972	Wayne Knutson	Payment	545.00	167,004.58	December Hap
		4715.9 Hap - Portable Receiving		545.00		Mollinedo, Nancy
12/01/2012	015973	Wyoming Phase 1	Payment	1,557.00	165,447.58	December 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
12/01/2012	015974	Wyoming Phase 2	Payment	2,673.00	162,774.58	December Hap
		4715.1 Hap - Occupied Unit		546.00		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

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Cambridge

From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2012	015977	Leah Degerstrom	Payment	28.00	162,746.58	
		December 1, 2012 FSS escrow for Leah Degerstrom				
12/03/2012	015978	Cambridge Square Assoc. LP	Payment	92.00	162,654.58	
		November pro-rated rent paid on behalf of Natasha Montague.				
		Region 7E - 443				
12/04/2012	015979	Christine LeCuyer	Payment	351.00	162,303.58	
		FSS escrow account for October 1 - December 1 (\$117 per month)				
12/11/2012	015980	Lakes of Chisato Ltd, Ptnshp	Payment	500.00	161,803.58	
		Damage deposit made on behalf of Richard Nissen				
		Region 7E, 443				
12/12/2012	015981	AMMCO Center	Payment	260.69	161,542.89	
		Service payment made on behalf of Tim Gigiere, 30232 Cyprus Rd Shafer, MN 55074				
		Region 7E - 418				
12/14/2012	015982	Ray Dale	Payment	500.00	161,042.89	
		Rent payment made on behalf of Crystal Rodriguez.				
		Region 7E - 443				
12/21/2012	016072	Bridge Park Apartments	Payment	197.00	160,845.89	
		January rent for Tracy Curie				
		Region 7E - 443				
12/21/2012	016073	Croix Estates, LLC	Payment	585.00	160,260.89	
		Lot rent paid on behalf of Linda Germain, 10610 Berglund Avenue Lot 17, Chisago City, MN 55013				

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From: 12/01/2012 To: 12/31/2012

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		Region 7E - 443				
12/21/2012	016074	Excel Energy	Payment	585.97	159,674.92	
		Paying past due charges on behalf of Marlene Juneau, 29545 East St. apt. 1, Chisago City, MN 55013				
		Region 7E - 418				
12/21/2012	016094	Monster Properties LLC	Payment	336.00	159,338.92	
		January rent paid for Gail Kovacs.				
		Region 7E - 443				
12/27/2012	016096	East Central Energy	Payment	185.34	159,153.58	
		Payment made on electric bill on behalf of Douglas & Lorraine Torelle, 5435 Pine Lane, North Branch, MN 55056. (Consumer - Jeffery Jones)				
		Region 7E - 418				
12/27/2012	016097	State Farm	Payment	276.36	158,877.22	
		Assist with car insurance for Christine Lutz.				
		Region 7 E - 418				
12/28/2012	016098	Daniel Bergfalk	Payment	938.82	157,938.40	
		Two months house payments for Daniel Bergfalk				
		Region 7 E - 418				
12/28/2012	016099	Miller Trucking	Payment	100.00	157,838.40	
		Rent payment made on behalf of Kevin Busch.				
		Region 7E - 418				

\$ 70,861.32

4A

Date: January 7, 2013
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

Bridges Program is fully utilized.

Section 8:

- Will send out 1099's the end of January.
- Submitted VMS report to HUD.
- Conducted a utility survey for the Section 8 Program.
- Set new payment standards/utility allowance for 2013.
- 2013 Section 8 funding is expected to be approximately \$360,000.
- Staff plans on attending Section 8 training in January offered by the HUD field office.
- Program fully utilized.

Public Housing:

- Residents enjoyed the Swedish Meatball Christmas dinner prepared and served by Lefebvre Catering.
- New lobby furniture is attractive and comfortable for residents/guests.
- Sent in HUD form 52574 – Resolution Approving Budget for FY beginning 2013.
- Handed out CRP 2012 to Bridge Park residents.
- January 2, 2013 - Staff was able to make our first public housing operating draw since December 2011. Our 2013 operating fund is expected to be \$85,197.
- Processing applications for a February 1 re-rent.
- Staff plans on attending public housing training in January offered by the HUD field office.
- All units are occupied.

Capital Projects:

- No projects at this time.

4B

Resident Meeting –Wednesday, December 5, 2012.

Resident fund report –

Bank account – \$506.74

Resident activity update:

Meeting was mainly to discuss the Christmas dinner

Caterer: Vicky Lefebvre

Menu: Swedish Meatball Dinner \$12.25

Resident pay \$6.00; resident fund \$6.25

Paid out of resident fund:

Christmas paper products

Punch

Hors d'oeuvre – herring, cheese, sausage & crackers

Desert - Christmas Ice cream/cookie

Date: Friday, December 21

Hors d'oeuvre served at 5:30 pm

Dinner served at 6:00 pm.

Christmas entertainment: Clairanne Stevens's two granddaughters. Sing along led by the girl's piano teacher Nadette Waligora.

**No gift exchange, instead money will be collected and given to a local military family.
(Money collected was \$150)**

Next EDA meeting - Monday, January 7, 3 p.m. at the City Hall. Everyone is welcome to attend.

Cambridge Economic Development Authority

Staff Report

We are proposing a slight increase over the 2012 payment standard in some of our bedroom sizes. Payment standards are based on the 2013 Fair Market Rents established by HUD. Isanti and Chisago Counties are part of the Minneapolis-St. Paul Metropolitan FMR area.

The payment standard is used to calculate the maximum monthly subsidy for an assisted family. It is the amount that would be needed to pay the gross rent (shelter rent plus utilities) of privately owned, decent and safe rental housing. The tenant pays 30 percent and up to 40 percent and the housing authority pays the remainder of the total housing cost in the form of a HAP payment (Housing Assistance Payment) is paid to the landlord.

Below are HUD 2013 fair market rents and new payment standards set at .94 – 1.08 percent of the FMR.

Unit	2013 FMR	2013 Payment Standard	2012 Payment Standard	Percent above/below FMR
0 Bedroom	632	657	657	1.04
1 Bedroom	745	782	782	1.05
2 Bedroom	904	971	967	1.074
3 Bedroom	1183	1278	1277	1.08
4 Bedroom	1330	1436	1436	1.08
5 Bedroom	1530	1652	1652	1.08
6 Bedroom	1989	1870	1867	.94
Manufactured Home		370	368	

Board action requested:

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective February 1, 2013.

Report Submitted by: Marilyn Fromm **Date:** January 7, 2013

RESOLUTION NO. EDA R13-001

Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2013 and updated Utility Allowance effective February 1, 2013

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2013 and updated Utility Allowance.

WHEREAS, the Housing Supervisor and Assistant Treasurer are hereby directed to implement the Fair Market Rent final ruling set by HUD effective February 1, 2013.

WHEREAS, after careful examination and discussion of same, on a motion made by _____, seconded by _____ it was unanimously resolved that the Payment Standard and utility allowances be approved, and the President and the Secretary were directed to execute the same on behalf of the Authority.

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

President

Secretary

CERTIFICATION

State of Minnesota)
County of Isanti) ss
City of Cambridge)

I, Chris Caulk, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 7th day of January 2013.

Chris Caulk