
Cambridge EDA – Housing Division
Meeting Announcement and Agenda for **MONDAY, NOVEMBER 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.	Consent Agenda
	A. Approve October 7, 2013 EDA meeting minutes (p. 1)
	B. Approve EDA Draft Financial Statements for September 2013 (p. 4)
	C. Housing Div Bills checks #16681-#16684 and ACH transactions totaling \$64,877.88 (p. 25)
	D. Approve EDA Admin Division bills check #94513-#94684 totaling \$9,197.21 (p. 32)
4.	New Business
	A. Housing Supervisor Report (p. 42)
	B. Resident Meeting Report (p. 43)
	C. Cost Savings Measures for Section 8 Program (p. 44)
5.	Unfinished Business
6.	Adjourn

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

Accommodations for wheelchair access, Braille, large print, etc. can be made by call City Hall at 763-689-3211 at least three days prior to the meeting.

**Cambridge Economic Development Authority (EDA)
October 7, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, October 7, 2013 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: None

Others Present: Executive Director Woulfe, Housing Supervisor Fromm

Call to Order

President Iverson called the meeting to order at 3:04 pm.

Approval of Agenda

Lewis moved, seconded by Caulk, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Buström moved, seconded by Lewis, to approve the consent agenda as follows:

- A. Approve September 3, 2013 EDA meeting minutes.
- B. Approve Resolution R13-008 EDA Admin Budget Revision
- C. Approve EDA Draft Financial Statements for August 2013
- D. Housing Div Bills check # 16680 and ACH transactions totaling \$65,482.62
- E. Approve EDA Admin Division bills check # 93988 #94453 totaling \$15,921.86

Upon call of the roll, Buström, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion passed unanimously.

New Business

Public Hearing on Local Preference

Fromm stated staff is asking the Board to adopt a policy change implement policy to the Section 8 housing choice program by establishing a local preference. Fromm stated the preference would give people who live in Chisago and Isanti Counties, the two counties in which staff administers the Section 8 program, a priority when applying for the Section 8 program. Fromm stated the mission of the Cambridge EDA is "to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination". Fromm stated staff hopes to fulfill the mission in Isanti and Chisago Counties by serving families within the jurisdiction before going outside this area.

Fromm stated the only other preference that HUD requires a PHA to offer is to any family that has been terminated from the HVC program due to insufficient program funding. Fromm stated the Cambridge EDA has already established this as a preference.

Iverson opened the public hearing at 3:10 pm and without comment, closed the public hearing at 3:11 pm.

Bustrom moved, seconded by Caulk to approve Resolution R13-009 adopting a Local Preference and directed staff to incorporate this policy in the Section 8 Administrative Plan. Motion passed unanimously.

Approve EDA Resolution R13-010 – Adopting Section 8 and Public Housing Occupancy Plan Updates

Fromm reviewed the Section 8 Administrative Plan and ACOP.

Caulk moved, seconded by Bustrom to approve Resolution R13-010 adopting Section 8 and Public Housing Occupancy Plan Updates. Upon call of the roll, Bustrom, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion passed unanimously.

Approve EDA Resolution R13-011 – Adopting 2014 Public Housing Authority (PHA) Plan

Fromm stated on an annual basis staff is required to develop a Public Housing Agency Plan in relation to funding received from the US Department of Housing & Urban Development. Fromm reported the purpose of the PHA Plan is to provide a source for interested parties to locate basic PHA policies, rules, and requirements concerning its operation, programs and services.

Palmer asked if staff has always solicited comments. Fromm stated staff has always solicited comments but may not have included comments in the packet in the past.

Iverson opened the public hearing at 3:16 pm and without comment closed the public hearing at 3:17 pm.

Bustrom moved, seconded by Caulk to approve Resolution R13-011 adopting the 2014 Public Housing Authority (PHA) Plan. Upon call of the roll, Bustrom, Caulk, Palmer, Lewis and Iverson voted aye. No nay. Motion passed unanimously.

Housing Supervisor Report

The Housing Supervisor report was accepted as presented. Lewis asked Fromm to explain the Bridges program. Fromm explained the Bridges program is a program within Bridge Park Apartments.

Caulk asked what would happen if the federal government remains shut down and could tenants be evicted. Fromm stated funds are secured through the month of October and if the government remains shut down and funds are depleted, it could mean that a landlord would start the eviction process for non-payment of rents, however, she doesn't see that happening.

Resident Meeting Report

The Resident Meeting report was accepted as presented.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Bustrom, to adjourn the meeting at 3:22 p.m. The motion passed unanimously.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

DRAFT

Agenda Item 3B

EDA Finance Department Report 11/4/13

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the nine months ended September 30, 2013. Included in the Monthly Financial Report is the following component:

Special Revenue Funds:

Housing Division Financial Statements

EDA Admin Fund– 2013 Adopted budget 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
SEPTEMBER 30, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	313,602.32	
901-10103	INVESTMENTS-MINNCO	16,244.58	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	144,748.75	
901-11500	ACCOUNTS RECEIVABLE-TENANT	214.32	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	556,187.78	
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	100,854.24	
901-16450	FURN, EQUIP, MACH-ADMIN	142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,762,850.79)	
901-16500	CONSTRUCTION IN PROGRESS	463.00	
	TOTAL ASSETS		<u>966,210.08</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,457.40	
901-21650	ACCRUED VACATION & SICK PAY	38,113.35	
901-22600	TENANT SECURITY DEPOSITS	20,298.91	
	TOTAL LIABILITIES		<u>59,869.66</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	566,522.42	
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) 38,262.23	
	TOTAL FUND EQUITY		<u>906,340.42</u>
	TOTAL LIABILITIES AND EQUITY		<u>966,210.08</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	52,550.00	(52,550.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	52,550.00	(52,550.00)	.00	.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	.00	71.00	.00	94.00
901-36210 INTEREST EARNINGS	1,294.00	1,294.00	1,542.14	(248.14)	119.18	2,098.82
TOTAL INTEREST & MISC INCOME	1,365.00	1,365.00	1,542.14	(177.14)	112.98	2,192.82
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	112,154.01	37,845.99	74.77	149,483.04
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	6,003.25	(3.25)	100.05	7,569.75
TOTAL RENTAL INCOME	156,000.00	156,000.00	118,157.26	37,842.74	75.74	157,052.79
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	53,906.00	53,906.00	.00	53,906.00	.00	19,730.93
TOTAL OTHER FINANCING SOURCES	53,906.00	53,906.00	.00	53,906.00	.00	19,730.93
TOTAL FUND REVENUE	211,271.00	211,271.00	172,249.40	39,021.60	81.53	178,976.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	30,702.00	30,702.00	20,424.42 (10,277.58)	66.52	32,521.56
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	1,575.00 (525.00)	75.00	1,645.00
901-49500-121 PERA (EMPLOYER)	2,226.00	2,226.00	1,480.79 (745.21)	66.52	2,107.12
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,349.00	2,349.00	1,682.89 (666.11)	71.64	2,593.61
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	18.36 (33.64)	35.31	28.08
901-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	242.49 (24.51)	90.82	376.61
901-49500-201 OFFICE SUPPLY	2,000.00	2,000.00	1,065.86 (934.14)	53.29	2,206.17
901-49500-304 LEGAL FEES	250.00	250.00	16.40 (233.60)	6.56	195.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,400.00 (600.00)	80.00	3,000.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	1,301.31 (898.69)	59.15	1,992.50
901-49500-322 POSTAGE	800.00	800.00	307.70 (492.30)	38.46	234.00
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	.00 (450.00)	.00	254.36
901-49500-340 ADVERTISING	100.00	100.00	70.70 (29.30)	70.70	54.95
901-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	.00 (1,400.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	157.13 (2,842.87)	5.24	.00
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	472.50 (877.50)	35.00	1,695.00
901-49500-440 STAFF TRAINING	300.00	300.00	300.00	.00	100.00	171.13
TOTAL LOW RENT ADMINISTRATION	52,546.00	52,546.00	31,515.55 (21,030.45)	59.98	49,075.09
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	(66.86)	(266.86)	(33.43)	1,202.80
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	(66.86)	(266.86)	(33.43)	1,202.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	38,167.00	38,167.00	27,904.79 (10,262.21)	73.11	36,483.08
901-49700-121 PERA (EMPLOYER)	2,767.00	2,767.00	2,023.01 (743.99)	73.11	2,659.31
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,920.00	2,920.00	2,082.97 (837.03)	71.33	2,722.06
901-49700-131 MEDICAL/DENTAL/LIFE	9,512.00	9,512.00	7,986.74 (1,525.26)	83.96	6,083.82
901-49700-133 DEDUCTIBLE CONTRIBUTION	900.00	900.00	455.89 (444.11)	50.65	839.39
901-49700-151 WORKERS' COMPENSATION PREMIUMS	2,079.00	2,079.00	1,890.04 (188.96)	90.91	1,913.15
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	2,814.47 (1,585.53)	63.97	5,204.59
901-49700-212 FUEL PURCHASE	.00	.00	66.04	66.04	.00	.00
901-49700-304 CONTRACT COSTS	13,000.00	13,000.00	8,074.83 (4,925.17)	62.11	1,934.39
901-49700-360 INSURANCE AND BONDS	13,000.00	13,000.00	11,612.25 (1,387.75)	89.32	12,664.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00 (11,100.00)	.00	11,923.00
901-49700-381 ELECTRIC UTILITIES	34,000.00	34,000.00	21,005.00 (12,995.00)	61.78	27,680.00
901-49700-382 WATER/WASTEWATER UTILITIES	12,000.00	12,000.00	5,992.92 (6,007.08)	49.94	9,268.37
901-49700-383 GAS UTILITIES	5,000.00	5,000.00	3,990.33 (1,009.67)	79.81	5,041.35
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,460.78 (639.22)	69.56	1,942.22
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00 (70,000.00)	.00	51,384.90
901-49700-430 MISCELLANEOUS & GENERAL EXP	200.00	200.00	100.50 (99.50)	50.25	78.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	12,296.67
901-49700-501 REPLACEMENT OF EQUIPMENT	7,380.00	7,380.00	.00 (7,380.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	5,077.92	5,077.92	.00	10,873.90
TOTAL LOW RENT MAINTENANCE	228,525.00	228,525.00	102,538.48 (125,986.52)	44.87	200,992.70
TOTAL FUND EXPENDITURES	281,271.00	281,271.00	133,987.17 (147,283.83)	47.64	251,270.59
NET REVENUES OVER EXPENDITURES	(70,000.00)	(70,000.00)	38,262.23	186,305.43		

CITY OF CAMBRIDGE

BALANCE SHEET
SEPTEMBER 30, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	49,684.25	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>49,684.25</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	425.51	
	TOTAL LIABILITIES		425.51

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,155.98	
	REVENUE OVER EXPENDITURES - YTD	2,102.76	
	TOTAL FUND EQUITY		<u>49,258.74</u>
	TOTAL LIABILITIES AND EQUITY		<u>49,684.25</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	<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>						
902-33160 A.C. EARNED SECTION 8	42,680.00	42,680.00	26,619.00	16,061.00	62.37	43,328.00
TOTAL INTERGOVERNMENTAL REVENUES	<u>42,680.00</u>	<u>42,680.00</u>	<u>26,619.00</u>	<u>16,061.00</u>	<u>62.37</u>	<u>43,328.00</u>
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	17,981.42 (607.42)	103.50	22,222.82
902-35100 FRAUD RECOVERY INCOME	.00	.00	931.50 (931.50)	.00	1,140.40
TOTAL RENTAL INCOME	<u>17,374.00</u>	<u>17,374.00</u>	<u>18,912.92 (</u>	<u>1,538.92)</u>	<u>108.86</u>	<u>23,363.22</u>
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	41.19 (41.19)	.00	212.47
TOTAL INTEREST	<u>.00</u>	<u>.00</u>	<u>41.19 (</u>	<u>41.19)</u>	<u>.00</u>	<u>212.47</u>
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	7,394.00	7,394.00	.00	7,394.00	.00	.00
TOTAL OTHER FINANCING SOURCES	<u>7,394.00</u>	<u>7,394.00</u>	<u>.00</u>	<u>7,394.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUE	<u><u>67,448.00</u></u>	<u><u>67,448.00</u></u>	<u><u>45,573.11</u></u>	<u><u>21,874.89</u></u>	<u><u>67.57</u></u>	<u><u>66,903.69</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	29,202.00	29,202.00	20,424.38 (8,777.62)	69.94	29,322.84
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	1,480.72 (636.28)	69.94	2,107.06
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	1,562.42 (671.58)	69.94	2,223.44
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	18.36 (33.64)	35.31	28.08
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	242.49 (24.51)	90.82	376.60
902-49500-201 OFFICE SUPPLIES	2,000.00	2,000.00	915.59 (1,084.41)	45.78	1,902.11
902-49500-304 LEGAL FEES	250.00	250.00	50.00 (200.00)	20.00	195.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	2,400.00 (600.00)	80.00	3,000.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	1,301.29 (898.71)	59.15	1,722.65
902-49500-322 POSTAGE	800.00	800.00	307.70 (492.30)	38.46	234.00
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	557.84	107.84	123.96	825.37
902-49500-340 ADVERTISING	.00	.00	12.30	12.30	.00	64.75
902-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	.00 (1,400.00)	.00	.00
902-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	157.12 (2,842.88)	5.24	.00
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	472.50 (877.50)	35.00	1,695.00
902-49500-440 STAFF TRAINING	300.00	300.00	300.00	.00	100.00	147.50
TOTAL SECT 8 ADMINISTRATIVE	48,622.00	48,622.00	30,202.71 (18,419.29)	62.12	43,844.40
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,722.00	12,722.00	9,301.61 (3,420.39)	73.11	12,226.47
902-49700-121 PERA (EMPLOYER)	922.00	922.00	674.44 (247.56)	73.15	886.38
902-49700-122 FICA/MEDICARE (EMPLOYER)	973.00	973.00	694.26 (278.74)	71.35	912.40
902-49700-131 MEDICAL/DENTAL/LIFE	3,216.00	3,216.00	2,963.53 (252.47)	92.15	4,689.29
902-49700-133 INSURANCE DEDUCTIBLE	300.00	300.00	151.96 (148.04)	50.65	279.80
902-49700-151 WORKERS' COMPENSATION PREMIUMS	693.00	693.00	631.99 (61.01)	91.20	637.72
TOTAL SECT 8 MAINTENANCE	18,826.00	18,826.00	14,417.79 (4,408.21)	76.58	19,632.06
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	254,361.00	254,361.00	.00	323,205.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(255,494.07)	(255,494.07)	.00	(327,017.00)
902-49775-376 URP PORT REC	.00	.00	2,568.00	2,568.00	.00	3,812.00
902-49775-378 PORT REC URP REIMB	.00	.00	(2,585.08)	(2,585.08)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(1,150.15)	(1,150.15)	.00	.00
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	43,470.35 (23,977.65)	64.45	63,476.46
NET REVENUES OVER EXPENDITURES	.00	.00	2,102.76	45,852.54		

CITY OF CAMBRIDGE

BALANCE SHEET
SEPTEMBER 30, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	257,701.44	
903-10200	EDA HOUSING DIV OPERATING CASH	<u>42,423.30</u>	
	TOTAL ASSETS		<u>300,124.74</u>

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	(650.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	<u>238.00</u>	
	TOTAL LIABILITIES		921.42

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	274,036.49	
	REVENUE OVER EXPENDITURES - YTD	<u>25,166.83</u>	
	TOTAL FUND EQUITY		<u>299,203.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>300,124.74</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	89,684.00	(4,684.00)	105.51	95,964.00
903-33440 HAP REGION 7E	13,000.00	13,000.00	4,873.73	8,126.27	37.49	18,776.39
TOTAL INTERGOVERNMENTAL REVENUES	98,000.00	98,000.00	94,557.73	3,442.27	96.49	114,740.39
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	8,560.00	(560.00)	107.00	9,120.00
903-35510 REGION 7E ADMIN FEES	1,000.00	1,000.00	600.00	400.00	60.00	1,920.00
TOTAL CHARGES FOR SERVICES	9,000.00	9,000.00	9,160.00	(160.00)	101.78	11,040.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	179.00	(179.00)	.00	.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	1,173.71	(173.71)	117.37	1,226.09
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	1,352.71	(352.71)	135.27	1,226.09
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	9,300.00	9,300.00	14,906.75	(5,606.75)	160.29	9,583.50
TOTAL INTERGOVERNMENTAL REVENUES	9,300.00	9,300.00	14,906.75	(5,606.75)	160.29	9,583.50
TOTAL FUND REVENUE	117,300.00	117,300.00	119,977.19	(2,677.19)	102.28	136,589.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	.00	.00	.00	59.82
903-49500-322 POSTAGE	.00	.00	12.22	12.22	.00	.00
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	301.41	301.41	.00	221.60
903-49500-440 STAFF TRAINING	.00	.00	.00	.00	.00	13.88
903-49500-720 TRANSFERSOUT	13,300.00	13,300.00	.00	(13,300.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV-ADMIN	13,300.00	13,300.00	313.63	(12,986.37)	2.36	295.30
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	89,623.00	4,623.00	105.44	95,964.00
903-49775-373 HAP REGION 7E	19,000.00	19,000.00	4,873.73	(14,126.27)	25.65	18,776.39
TOTAL HOUSING ASSISTANCE PROGRAMS	104,000.00	104,000.00	94,496.73	(9,503.27)	90.86	114,740.39
TOTAL FUND EXPENDITURES	117,300.00	117,300.00	94,810.36	(22,489.64)	80.83	115,035.69
NET REVENUES OVER EXPENDITURES	.00	.00	25,166.83	19,812.45		

CITY OF CAMBRIDGE

BALANCE SHEET
SEPTEMBER 30, 2013

FUND 904 - CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>		
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>27,209.07</u>
	TOTAL ASSETS	<u>27,209.07</u>
 <u>LIABILITIES AND EQUITY</u>		
 <u>FUND EQUITY</u>		
	REVENUE OVER EXPENDITURES - YTD	<u>27,209.07</u>
	TOTAL FUND EQUITY	<u>27,209.07</u>
	TOTAL LIABILITIES AND EQUITY	<u>27,209.07</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	27,209.07	20,790.93	56.69	19,730.93
TOTAL INTERGOVERNMENTAL REVENUES	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93
TOTAL FUND REVENUE	<u>48,000.00</u>	<u>48,000.00</u>	<u>27,209.07</u>	<u>20,790.93</u>	<u>56.69</u>	<u>19,730.93</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	19,730.93
TOTAL OTHER FINANCING USES	<u>48,000.00</u>	<u>48,000.00</u>	<u>.00 (</u>	<u>48,000.00)</u>	<u>.00</u>	<u>19,730.93</u>
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>19,730.93</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>27,209.07</u>	<u>68,790.93</u>		

CITY OF CAMBRIDGE

BALANCE SHEET
SEPTEMBER 30, 2013

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	5,079.80	
905-10200	EDA OPERATING ACCT-SECTION 8	17,993.33	
	TOTAL ASSETS		<u>23,073.13</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	5,079.80	
	TOTAL LIABILITIES		5,079.80
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	13,011.61	
	REVENUE OVER EXPENDITURES - YTD	4,981.72	
	TOTAL FUND EQUITY		<u>17,993.33</u>
	TOTAL LIABILITIES AND EQUITY		<u>23,073.13</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	229,277.00	28,043.00	89.10	161,998.00
TOTAL INTERGOVERNMENTAL REVENUES	257,320.00	257,320.00	229,277.00	28,043.00	89.10	161,998.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	931.50 (931.50)	.00	1,140.39
905-35101 FSS FORFEITURE	.00	.00	5,728.33 (5,728.33)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	6,659.83 (6,659.83)	.00	1,140.39
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	14.95 (14.95)	.00	301.07
TOTAL INTEREST	.00	.00	14.95 (14.95)	.00	301.07
TOTAL FUND REVENUE	257,320.00	257,320.00	235,951.78	21,368.22	91.70	163,439.46

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

FUND 905 - HAP OCCUPIED UNITS

	<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>HAP EXPENDITURES</u>						
905-49775-370 HAP OCCUPIED UNITS	257,320.00	257,320.00	221,146.00	(36,174.00)	85.94	312,578.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	681.00	681.00	.00	1,024.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	5,733.00	5,733.00	.00	10,356.00
905-49775-375 FSS	.00	.00	2,905.00	2,905.00	.00	615.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	505.06	505.06	.00	1,009.66
TOTAL HAP EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>230,970.06</u>	<u>(26,349.94)</u>	<u>89.76</u>	<u>325,582.66</u>
TOTAL FUND EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>230,970.06</u>	<u>(26,349.94)</u>	<u>89.76</u>	<u>325,582.66</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>4,981.72</u>	<u>47,718.16</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	2,302.57
MALL OPERATING REVENUES	225,000.00	225,000.00	187,529.58	(37,470.42)	83.35	254,792.68
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	187,529.58	(37,570.42)	83.31	315,095.25
EXPENDITURES						
EDA ADMINISTRATION	29,341.00	36,984.00	18,791.24	18,192.76	50.81	21,819.73
MALL OPERATING EXPENSES	138,510.00	139,235.00	51,350.43	87,884.57	36.88	200,048.14
TOTAL EDA OPERATIONS	167,851.00	176,219.00	70,141.67	106,077.33	39.80	221,867.87
TOTAL FUND EXPENDITURES	167,851.00	176,219.00	70,141.67	106,077.33	39.80	221,867.87
NET REVENUE OVER EXPENDITURES	57,249.00	48,881.00	117,387.91	(143,647.75)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	2,302.57
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	2,302.57
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	74.35 (74.35)	.00	323.68
205-37220 RENTAL FEES	225,000.00	225,000.00	187,455.23	37,544.77	83.31	254,469.00
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	187,529.58	37,470.42	83.35	254,792.68
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	187,529.58	37,570.42	83.31	315,095.25

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	280.00 (2,220.00)	11.20	1,715.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	21.43 (169.57)	11.22	131.29
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	301.43 (2,389.57)	11.20	1,846.29
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	41.67 (208.33)	16.67	.00
205-41930-204 STATIONERY, FORMS & ENVELOPES	250.00	250.00	.00 (250.00)	.00	.00
205-41930-209 SOFTWARE UPDATES	250.00	250.00	.00 (250.00)	.00	.00
205-41930-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	.00 (250.00)	.00	.00
205-41930-212 GASOLINE/FUEL/LUBRICANTS	500.00	500.00	24.42 (475.58)	4.88	.00
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	300.00	300.00	.00 (300.00)	.00	55.22
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00 (300.00)	.00	.00
TOTAL SUPPLIES	2,100.00	2,100.00	66.09 (2,033.91)	3.15	55.22
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	941.56 (4,058.44)	18.83	4,938.75
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	.00 (500.00)	.00	.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	78.06 (671.94)	10.41	300.20
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00 (250.00)	.00	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (200.00)	.00	163.88
205-41930-360 INSURANCE AND BONDS	3,800.00	3,800.00	1,165.20 (2,634.80)	30.66	1,575.50
205-41930-383 GAS UTILITIES	.00	.00	.00	.00	.00	(210.49)
TOTAL OTHER SERVICES & CHARGES	10,500.00	10,500.00	2,184.82 (8,315.18)	20.81	6,767.84
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	250.00	250.00	.00 (250.00)	.00	.00
205-41930-409 MAINT CONTRACTS OFFICE EQUIP	1,000.00	500.00	.00 (500.00)	.00	.00
205-41930-430 MISCELLANEOUS	300.00	300.00	.00 (300.00)	.00	20.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	.00 (1,500.00)	.00	1,000.00
205-41930-440 SCHOOLS & MEETINGS	1,000.00	1,500.00	1,279.50 (220.50)	85.30	854.00
205-41930-485 PROPERTY TAXES	.00	.00	3,630.00	3,630.00	.00	1,080.00
205-41930-489 IND PARK MARKETING	10,000.00	17,643.00	11,329.40 (6,313.60)	64.21	10,196.38
TOTAL MISCELLANEOUS	14,050.00	21,693.00	16,238.90 (5,454.10)	74.86	13,150.38
TOTAL EDA ADMINISTRATION	29,341.00	36,984.00	18,791.24 (18,192.76)	50.81	21,819.73
MALL OPERATING EXPENSES						

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2013

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	7,500.00	4,384.08	(3,115.92)	58.45	7,240.69
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,500.00</u>	<u>4,384.08</u>	<u>(3,115.92)</u>	<u>58.45</u>	<u>7,240.69</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	941.22	(658.78)	58.83	1,219.77
205-47000-360 INSURANCE AND BONDS	6,500.00	6,500.00	6,202.43	(297.57)	95.42	6,625.00
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	12,286.17	(10,723.83)	53.39	20,693.63
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	3,515.94	(2,184.06)	61.68	4,585.60
205-47000-383 GAS UTILITIES	6,000.00	5,500.00	2,401.04	(3,098.96)	43.66	2,953.10
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,150.75	(1,349.25)	70.02	4,088.22
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>47,310.00</u>	<u>46,810.00</u>	<u>28,497.55</u>	<u>(18,312.45)</u>	<u>60.88</u>	<u>40,165.32</u>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	111.60	(5,088.40)	2.15	4,641.80
205-47000-413 BNSF PARKING LOT LEASE	.00	725.00	724.73	(.27)	99.96	1,295.00
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	29,000.00	17,632.47	(11,367.53)	60.80	25,437.05
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	.00	(50,000.00)	.00	50,000.00
205-47000-494 LANDSCAPING/FRONT EXTERIOR PRO	.00	.00	.00	.00	.00	57,868.28
205-47000-495 MALL LIGHTING PROJECT	.00	.00	.00	.00	.00	13,400.00
<i>TOTAL MISCELLANEOUS</i>	<u>84,200.00</u>	<u>84,925.00</u>	<u>18,468.80</u>	<u>(66,456.20)</u>	<u>21.75</u>	<u>152,642.13</u>
TOTAL MALL OPERATING EXPENSES	<u>138,510.00</u>	<u>139,235.00</u>	<u>51,350.43</u>	<u>(87,884.57)</u>	<u>36.88</u>	<u>200,048.14</u>
TOTAL FUND EXPENDITURES	<u>167,851.00</u>	<u>176,219.00</u>	<u>70,141.67</u>	<u>(106,077.33)</u>	<u>39.80</u>	<u>221,867.87</u>
NET REVENUES OVER EXPENDITURES	<u>57,249.00</u>	<u>48,881.00</u>	<u>117,387.91</u>	<u>143,647.75</u>	<u>41.64</u>	<u>93,227.38</u>

Check Register Detail Report

Cambridge

From: 10/01/2013 To: 10/29/2013

282,058.70

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/01/2013	000019	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 321.00	321.00	281,737.70	October Hap Aadland, Ashley
10/01/2013	000019	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 581.00 392.00 376.00	1,349.00	280,388.70	October Hap Cross, Grace Peterson, Todd E Willms, Monica
10/01/2013	000019	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 330.00	330.00	280,058.70	October Hap Lessman, Bobbie: Hap - Occupied Unit
10/01/2013	000019	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 347.00	347.00	279,711.70	October Hap Deiman, Antoinette
10/01/2013	000019	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 315.00 624.00	939.00	278,772.70	October Hap Paquette, Laurie Schulz, Cynthia J
10/01/2013	000019	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 617.00	617.00	278,155.70	October Hap Mains, Kimberly A
10/01/2013	000019	Edlich Realty & Assoc 4715.1 Hap - Occupied Unit	Payment 489.00	489.00	277,666.70	October Hap Raboin, Robin
10/01/2013	000019	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit	Payment 531.00	531.00	277,135.70	October Hap Johnston, Shaylee
10/01/2013	000019	John Maher 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 193.00 667.00	860.00	276,275.70	October Hap Diers, Scott A Sundeen, Christina K
10/01/2013	000019	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 411.00	411.00	275,864.70	October Hap Kovacs, Gail
10/01/2013	000019	Rush City Apartments LP 4715.1 Hap - Occupied Unit	Payment 113.00	113.00	275,751.70	October Hap Erickson, Todd
10/01/2013	000019	Ordeen Splittstoser 4715.1 Hap - Occupied Unit	Payment 425.00	425.00	275,326.70	October Hap Young, Marrietta L
10/01/2013	000019	Sunrise Court Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 444.00 165.00	609.00	274,717.70	October Hap Kubes, Kevin P Mullens, Darice R
10/01/2013	000019	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 520.00	520.00	274,197.70	October Hap Wallace, Lynnell
10/01/2013	000019	Thomas Hinz 4715.1 Hap - Occupied Unit	Payment 518.00	518.00	273,679.70	October Hap Talbot, Alicia M
10/01/2013	000019	William Francisco	Payment	411.00	273,268.70	October Hap

Cambridge EDA
Check Register Detail Report

Cambridge

From: 10/01/2013 To: 10/29/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		411.00		Griffin, Deena M
10/01/2013	000020	Kimberly Mintell	Payment	1,110.00	272,158.70	October Hap
		4715.9 Hap - Portable Receiving		1,110.00		Gordon, Jennifer F
10/01/2013	000020	Annette M. Jensen	Payment	287.00	271,871.70	October Hap
		4715.1 Hap - Occupied Unit		287.00		Roberts, Paula
10/01/2013	000020	Bohmer, John	Payment	669.00	271,202.70	October Hap
		4715.9 Hap - Portable Receiving		669.00		Brasch, Terrie L
10/01/2013	000020	Brigitte Erickson	Payment	383.00	270,819.70	October Hap
		4715.1 Hap - Occupied Unit		383.00		White, Teresa
10/01/2013	000020	Ellen Brown	Payment	111.00	270,708.70	October Hap
		4715.94 Urp - Portable Receiving		111.00		Brown, Ellen
10/01/2013	000020	Bungalows of Chisago LLC	Payment	2,589.00	268,119.70	October Hap
		4715.1 Hap - Occupied Unit		555.00		Hulbert, Jennifer
		4715.1 Hap - Occupied Unit		552.00		LeCuyer, Christine J
		4715.9 Hap - Portable Receiving		401.00		Luck, Jennifer Lee
		4715.1 Hap - Occupied Unit		563.00		Mapson, Diane E
		4715.1 Hap - Occupied Unit		276.00		Marohn, Gerald
		4715.1 Hap - Occupied Unit		242.00		Meyers, Colleen J
10/01/2013	000020	Calhoun Apartments	Payment	469.00	267,650.70	October Hap
		4715.1 Hap - Occupied Unit		469.00		Lillion, Laurie A
10/01/2013	000020	Cambridge Square Assoc. LP	Payment	1,725.00	265,925.70	October Hap
		4715.9 Hap - Portable Receiving		322.00		Erickson, James P
		4715.1 Hap - Occupied Unit		522.00		Falvey, Deborah
		4715.1 Hap - Occupied Unit		367.00		Longley, Christine A
		4715.1 Hap - Occupied Unit		514.00		Puffer, Michelle
10/01/2013	000020	Chen Liu	Payment	3,401.00	262,524.70	October Hap
		4715.1 Hap - Occupied Unit		555.00		Banaszak, David
		4715.9 Hap - Portable Receiving		272.00		Kress, Dawn
		4715.1 Hap - Occupied Unit		464.00		Paquette, JoAnn
		4715.9 Hap - Portable Receiving		555.00		Radke, Suzanne
		4715.1 Hap - Occupied Unit		579.00		Schaefer, Mike E
		4715.9 Hap - Portable Receiving		976.00		Troupe, Michael E
10/01/2013	000020	David Cobb	Payment	456.00	262,068.70	October Hap
		4715.9 Hap - Portable Receiving		456.00		Taylor, Alice H
10/01/2013	000020	DJ Properties of Stanchfield, LLC	Payment	410.00	261,658.70	October Hap
		4715.1 Hap - Occupied Unit		410.00		Fischer, Cheryl A
10/01/2013	000020	Edlich Realty & Assoc	Payment	453.00	261,205.70	October Hap

Cambridge EDA
Check Register Detail Report

Cambridge

From: 10/01/2013 To: 10/29/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.9 Hap - Portable Receiving	453.00			Kraus, Carian J
10/01/2013	000020	Elmer D. Harp	Payment	774.00	260,431.70	October Hap
		4715.9 Hap - Portable Receiving	774.00			Hart, Beth L
10/01/2013	000020	ELMSUN LLC	Payment	1,076.00	259,355.70	October Hap
		4715.1 Hap - Occupied Unit	535.00			Pittman, Cheryl
		4715.1 Hap - Occupied Unit	541.00			Zentic, Scott
10/01/2013	000020	Erlandson - Nelson Construction	Payment	535.00	258,820.70	October Hap
		4715.1 Hap - Occupied Unit	535.00			Linda, Robin
10/01/2013	000020	Jill Fust	Payment	45.00	258,775.70	October Hap
		4715.4 Hap - Utility Reimbursements	45.00			Fust, Jill
10/01/2013	000020	FYP PROPERTIES	Payment	435.00	258,340.70	October Hap
		4715.9 Hap - Portable Receiving	435.00			Dodge, Rita
10/01/2013	000020	Steven & RyChel Gausted	Payment	163.00	258,177.70	October Hap
		4715.1 Hap - Occupied Unit	163.00			Straw, Linda K
10/01/2013	000020	Robert Giffin	Payment	834.00	257,343.70	October Hap
		4715.1 Hap - Occupied Unit	834.00			Giffin, Tammie
10/01/2013	000020	Hanson Properties	Payment	280.00	257,063.70	October Hap
		4715.1 Hap - Occupied Unit	280.00			Hanson, Henry P
10/01/2013	000020	Haven Properties	Payment	296.00	256,767.70	October Hap
		4715.9 Hap - Portable Receiving	296.00			Stroh, Kevin
10/01/2013	000020	Isanti Housing Associates, LP	Payment	1,428.00	255,339.70	October Hap
		4715.1 Hap - Occupied Unit	387.00			Alexander, Cindy S
		4715.1 Hap - Occupied Unit	499.00			Lynn, Christian R
		4715.9 Hap - Portable Receiving	542.00			Washington, Katherine L
10/01/2013	000020	Steven Scott Management, Inc	Payment	428.00	254,911.70	October Hap
		4715.1 Hap - Occupied Unit	428.00			Junglen, Eunice M
10/01/2013	000020	INH Property Mgmt/ Isanti Village	Payment	862.00	254,049.70	October Hap
		4715.9 Hap - Portable Receiving	394.00			Stoll, Vernon L
		4715.1 Hap - Occupied Unit	468.00			Tews, Jackie
10/01/2013	000020	Jay M. Winger	Payment	552.00	253,497.70	October Hap
		4715.1 Hap - Occupied Unit	552.00			Parris, Paula
10/01/2013	000020	Jeff Halverson	Payment	540.00	252,957.70	October Hap
		4715.9 Hap - Portable Receiving	540.00			Liberte, Ore'a Lareal
10/01/2013	000020	Kathryn Dahlberg	Payment	656.00	252,301.70	October Hap
		4715.1 Hap - Occupied Unit	656.00			Carlson, Samantha

Cambridge EDA
Check Register Detail Report

Cambridge

From: 10/01/2013 To: 10/29/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/01/2013	000020	Kestrel Meadows Townhomes	Payment	2,830.00	249,471.70	October Hap
		4715.9 Hap - Portable Receiving	727.00			Davis, Stacy
		4715.9 Hap - Portable Receiving	651.00			Dickinson, Kelli R
		4715.9 Hap - Portable Receiving	847.00			Haugen, Amanda
		4715.9 Hap - Portable Receiving	16.00			Oliveraz, Correna
		4715.9 Hap - Portable Receiving	589.00			Trader, Amanda Joy
10/01/2013	000020	Kristine Yerigan	Payment	563.00	248,908.70	October Hap
		4715.9 Hap - Portable Receiving	563.00			Hjelmhaug, Karen E
10/01/2013	000020	Tami R. Kullmann	Payment	21.00	248,887.70	October Hap
		4715.4 Hap - Utility Reimbursements	21.00			Kullmann, Tami R
10/01/2013	000020	Brian Leet	Payment	135.00	248,752.70	October Hap
		4715.9 Hap - Portable Receiving	135.00			Weber, Kathleen A
10/01/2013	000020	Legacy Townhomes	Payment	1,517.00	247,235.70	October Hap
		4715.1 Hap - Occupied Unit	739.00			Degerstrom, Leah
		4715.1 Hap - Occupied Unit	778.00			Parent, Cheri C
10/01/2013	000020	Janet Nielsen	Payment	800.00	246,435.70	October Hap
		4715.1 Hap - Occupied Unit	800.00			Kullmann, Tami R
10/01/2013	000020	Lindstrom Parkview Assoc.	Payment	293.00	246,142.70	October Hap
		4715.9 Hap - Portable Receiving	293.00			Etchason, Paul
10/01/2013	000020	Louis Crawford	Payment	950.00	245,192.70	October Hap
		4715.9 Hap - Portable Receiving	950.00			Perry, Amber L
10/01/2013	000020	Mann, Cheryl	Payment	555.00	244,637.70	October Hap
		4715.1 Hap - Occupied Unit	555.00			Wilkowski, Michelle N
10/01/2013	000020	Meadows Edge MN L Partnership	Payment	61.00	244,576.70	October Hap
		4715.9 Hap - Portable Receiving	61.00			Greenwood, Thomas J
10/01/2013	000020	Mike Munsinger	Payment	699.00	243,877.70	October Hap
		4715.9 Hap - Portable Receiving	699.00			Wells, Sheri A
10/01/2013	000020	Monster Properties LLC	Payment	596.00	243,281.70	October Hap
		4715.1 Hap - Occupied Unit	596.00			Frandle, Dana
10/01/2013	000020	Allen Moulton	Payment	488.00	242,793.70	October Hap
		4715.1 Hap - Occupied Unit	488.00			Thompson, Marilyn J
10/01/2013	000020	Multi-Investments, LLC	Payment	357.00	242,436.70	October Hap
		4715.1 Hap - Occupied Unit	357.00			Anderson, Debra
10/01/2013	000020	Loral Myers	Payment	281.00	242,155.70	October Hap
		4715.1 Hap - Occupied Unit	281.00			Myers, Kyle C

Cambridge EDA
Check Register Detail Report
 Cambridge
 From: 10/01/2013 To: 10/29/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/01/2013	000020	Normandy Townhomes Limited	Payment	841.00	241,314.70	October Hap
		4715.9 Hap - Portable Receiving	499.00			Malchinsky, Robert T
		4715.9 Hap - Portable Receiving	342.00			Swanson, Kathleen A
10/01/2013	000020	North Branch Senior Housing	Payment	689.00	240,625.70	October Hap
		4715.9 Hap - Portable Receiving	224.00			Castillo, Sharon
		4715.1 Hap - Occupied Unit	230.00			Fisk, Dolores M
		4715.9 Hap - Portable Receiving	235.00			Kalberg, Annette
10/01/2013	000020	Oakhurst Apartments	Payment	704.00	239,921.70	October Hap
		4715.1 Hap - Occupied Unit	352.00			Benson, Tracy E
		4715.1 Hap - Occupied Unit	352.00			Wenell, Russell
10/01/2013	000020	Oakridge Apartments	Payment	760.00	239,161.70	October Hap
		4715.9 Hap - Portable Receiving	760.00			Goertzen, Diane
10/01/2013	000020	Oakview Terrace Townhomes	Payment	3,206.00	235,955.70	October Hap
		4715.1 Hap - Occupied Unit	487.00			Bylander, Richard S
		4715.1 Hap - Occupied Unit	651.00			Cole, Barbara
		4715.9 Hap - Portable Receiving	718.00			Kennedy, Carolyn Lee
		4715.9 Hap - Portable Receiving	629.00			Rosenberg, Gwen M
		4715.9 Hap - Portable Receiving	721.00			Tipton, Mariesa A
10/01/2013	000020	Amber L. Perry	Payment	207.00	235,748.70	October Hap
		4715.94 Urp - Portable Receiving	207.00			Perry, Amber L
10/01/2013	000020	Peter Maus	Payment	967.00	234,781.70	October Hap
		4715.9 Hap - Portable Receiving	967.00			Parrott, Gina M
10/01/2013	000020	PK Investment Properties, LLC	Payment	862.00	233,919.70	October Hap
		4715.1 Hap - Occupied Unit	862.00			Branville, Roger
10/01/2013	000020	Randall Propp	Payment	422.00	233,497.70	October Hap
		4715.1 Hap - Occupied Unit	422.00			Nelson, Valerie J
10/01/2013	000020	Robert Mattson	Payment	905.00	232,592.70	October Hap
		4715.1 Hap - Occupied Unit	905.00			Good, Katherine
10/01/2013	000020	Robert & Linnea Steman	Payment	541.00	232,051.70	October Hap
		4715.9 Hap - Portable Receiving	541.00			Lake, Ruth
10/01/2013	000020	Rush City Apartments LP	Payment	1,413.00	230,638.70	October Hap
		4715.1 Hap - Occupied Unit	364.00			Coury, Lynn M
		4715.9 Hap - Portable Receiving	534.00			Eickstadt, Cheryl
		4715.9 Hap - Portable Receiving	515.00			Grabau, Jill
10/01/2013	000020	Schaefer Rentals	Payment	942.00	229,696.70	October Hap
		4715.9 Hap - Portable Receiving	942.00			Butenhoff, Bradley

Cambridge EDA
Check Register Detail Report
 Cambridge
 From: 10/01/2013 To: 10/29/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/01/2013	000020	Ordeen Splittstoser 4715.9 Hap - Portable Receiving	Payment 247.00	247.00	229,449.70	October Hap Bazey, Jeanne E
10/01/2013	000020	Paul & Bethany Stiles 4715.1 Hap - Occupied Unit	Payment 778.00	778.00	228,671.70	October Hap Fust, Jill
10/01/2013	000020	Sunrise Court Apartments 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 459.00 504.00 559.00	1,522.00	227,149.70	October Hap Johnson, Richard D O'Donnell, Debra K Simons, Lori J
10/01/2013	000020	Taylor's Falls Townhomes 4715.9 Hap - Portable Receiving	Payment 241.00	241.00	226,908.70	October Hap Jackson, Susan
10/01/2013	000020	Timothy Manning 4715.9 Hap - Portable Receiving	Payment 1,085.00	1,085.00	225,823.70	October Hap Brown, Ellen
10/01/2013	000020	Tower Terrace Limited Partnership 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 295.00 553.00 551.00 686.00 427.00	2,512.00	223,311.70	October Hap Dmytryszyn, Chad J Holland, Kathleen Jenson, Cheryl Koenig, Lance L Rohr, Russell
10/01/2013	000020	Washington County HRA 4715.8 Hap - Portable Paying 4590 Admin - Portable Paying	Payment 488.00 39.88	527.88	222,783.82	October Hap Brett, Patricia S Brett, Patricia S
10/01/2013	000020	Wayne Knutson 4715.9 Hap - Portable Receiving	Payment 585.00	585.00	222,198.82	October Hap Mollinedo, Nancy
10/01/2013	000020	Wyoming Phase 1 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 650.00 506.00	1,156.00	221,042.82	October Hap Grundhauser, Patrice Rafel, Kathy
10/01/2013	000020	Wyoming Phase 2 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 552.00 492.00 814.00	1,858.00	219,184.82	October Hap Darveaux, Linda Dillon, Tracey Harrington, Tina M
10/03/2013	016681	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 61.00	61.00	219,123.82	October Hap Greenwood, Thomas J: Hap - Portable Receiving
10/07/2013	016682	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 1,063.00	1,063.00	218,060.82	October Hap Bobo, Shawna L: Hap - Portable Receiving
10/15/2013	016683	Chen Liu 4715.9 Hap - Portable Receiving	Payment 359.00	359.00	217,701.82	October Hap Raasch, Alicia: Pro-rated 10/15/2013 Hap - Por

Date: 10/29/2013

Time: 15:24:28

Cambridge EDA
Check Register Detail Report
Cambridge
From: 10/01/2013 To: 10/29/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/15/2013	016684	Legacy Townhomes	Payment	521.00	217,180.82	October Hap
		4715.9 Hap - Portable Receiving	521.00			Schedlbauer, Jennifer

*64,877.88
for Oct 2013*

Agenda Item 3D

<p>CAMBRIDGE EDA MEETING November 4, 2013 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	10/2/2013	94513	1,130.00
Prepaid Checks	10/10/2013	94537 - 94615	6,528.76
Prepaid Checks	10/16/2013	94627 - 94656	1,469.59
Prepaid Checks	10/23/2013	94684	68.86

Prepaid Totals

9,197.21

TOTAL SUBMITTED FOR APPROVAL

\$9,197.21

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
2986	Konica Minolta Business	C650 Printer/Copier - Copies & Overage Char	34.43
		C650 Printer/Copier - Copies & Overage Char	34.43
Total 2986			<u>68.86</u>

Total Paid: -
Total Unpaid: 68.86
Grand Total: 68.86

Dated: 10/24/13

City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/13	10/23/2013	94684	2986	Konica Minolta Business	901-20100	68.86
Totals:						68.86

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			457.62
2859	Karl's	Dairy Door	24.53
Total 2859			24.53
3603	Miller, John Nathan	Security Deposit Refund	266.97
Total 3603			266.97
4661	Quill Corporation	Office Supplies - Bridge Park	110.85
		Office Supplies - Bridge Park	110.84
Total 4661			221.69
5666	TruGreen ChemLawn	Customized Lawn Plan - Bridge Park	169.92
Total 5666			169.92
5786	Vander Vegt Electric, Inc.	Chg Parking Lot Lamp	61.28
		Ballast Parking Lot	171.36
Total 5786			232.64
5861	Walmart Business Community	Misc Operating Supplies - Bridge Park	81.98
		Misc Operating Supplies - Bridge Park	14.24
Total 5861			96.22

Total Paid: -
 Total Unpaid: 1,469.59
 Grand Total: 1,469.59

Dated: 10/16/13

City Treasurer: Caroline Mue

Report Criteria:

Check GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/13	10/16/2013	94627	1661	East Central Sanitation	901-20100	457.62
10/13	10/16/2013	94637	2859	Karl's	901-20100	24.53
10/13	10/16/2013	94644	3603	Miller, John Nathan	901-20100	266.97
10/13	10/16/2013	94649	4661	Quill Corporation	901-20100	221.69
10/13	10/16/2013	94653	5666	TruGreen ChemLawn	901-20100	169.92
10/13	10/16/2013	94654	5786	Vander Vegt Electric, Inc.	901-20100	232.64
10/13	10/16/2013	94656	5861	Walmart Business Community	901-20100	96.22
Totals:						<u>1,469.59</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
571	Bill's Quality Cleaning	Cleaning of Mall Floor and FD Bathrooms	106.88
		Cleaning - Work Force Center Carpets	90.84
		Cleaning - Work Force Center - September	897.75
Total 571			1,095.47
741	Budget Blinds	Replace Blind in Apt 312	169.26
Total 741			169.26
2456	Housing Data Systems	annual license & support contract	1,427.50
		annual license & support contract	1,427.50
Total 2456			2,855.00
2541	Industries Incorporated	Janitorial - September	543.67
Total 2541			543.67
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	183.41
Total 3006			183.41
3501	MEI Total Elevator Solutions	October Service Billing	212.53
Total 3501			212.53
3521	Menards	Misc Operating Supplies - Bridge Park	123.34
		Repair & Maint - Mall Unit 162	12.23
		Repair & Maint - Mall Unit 162	23.96
		Misc Operating Supplies - Bridge Park	62.91
		Misc Operating Supplies - Bridge Park	30.70
Total 3521			253.14
3730	Minnesota Real Estate Journal	2013 Senior Housing Conference - S. Gustafso	79.00
Total 3730			79.00
4386	Papco, Inc.	maint supplies - mall	323.24
Total 4386			323.24
5056	SelectAccount	Participant Fees - October	6.50
Total 5056			6.50
5261	Star Quality Glass	Operating Supplies - Bridgepark Apt	67.76
Total 5261			67.76
5431	Ted's Appliance	Repair Dryer	111.38
		Repair Washer	235.31

Vendor	Vendor Name	Description	Net Inv Amt
Total 5431			346.69
5996	Windstream	Telephone Service - Bridge Park Apts	143.01
		Telephone Service - Bridge Park Apts	143.01
		Telephone Service - Mall	107.07
Total 5996			393.09

Total Paid: -
Total Unpaid: 6,528.76
Grand Total: 6,528.76

Dated: 10/10/13

City Treasurer: Caroline Moe

Report Criteria:
Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/13	10/10/2013	94537	571	Bill's Quality Cleaning	205-20100	1,095.47
10/13	10/10/2013	94539	741	Budget Blinds	901-20100	169.26
10/13	10/10/2013	94556	2456	Housing Data Systems	901-20100	2,855.00
10/13	10/10/2013	94557	2541	Industries Incorporated	205-20100	543.67
10/13	10/10/2013	94567	3006	Kramer Mechanical Plumbing	901-20100	183.41
10/13	10/10/2013	94577	3501	MEI Total Elevator Solutions	901-20100	212.53
10/13	10/10/2013	94580	3521	Menards	901-20100	253.14
10/13	10/10/2013	94585	3730	Minnesota Real Estate Journal	205-20100	79.00
10/13	10/10/2013	94591	4386	Papco, Inc.	205-20100	323.24
10/13	10/10/2013	94600	5056	SelectAccount	901-20100	6.50
10/13	10/10/2013	94603	5261	Star Quality Glass	901-20100	67.76
10/13	10/10/2013	94607	5431	Ted's Appliance	901-20100	346.69
10/13	10/10/2013	94615	5996	Windstream	902-20100	393.09
Totals:						<u>6,528.76</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
5191	SPEW Health Plan	Health Insurance Premium - November	847.50
		Health Insurance Premium - November	282.50
Total 5191			<u>1,130.00</u>

Total Paid: -
Total Unpaid: 1,130.00
Grand Total: 1,130.00

Dated: 10/2/13

City Treasurer: Caroline Moe

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/13	10/02/2013	94513	5191	SPEW Health Plan	901-20100	<u>1,130.00</u>
Totals:						<u><u>1,130.00</u></u>

Agenda Item 4A

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

Bridges:

- Program fully utilized.

Public Housing:

- Cambridge Fire fighter, Dave Matchinsky visited Bridge Park on Tuesday, October 15th to speak to the residents about fire safety and firearms.
- Northland Fire Protection conducted Bridge Park fire extinguisher annual inspection.
- Residents participated in "Cooking Matters" group at Cub Foods sponsored by the University of MN.
- Ten resident's names were submitted to participate in "Be Santa to a Senior Program sponsored by Home Instead Senior Care Team of Elves. This program is designed to bring a little holiday cheer and gift giving to seniors who are least likely to receive a present during the holiday season, are lonely and financially challenged.
- All units are occupied.

Section 8 Program:

- Submitted VMS Report to HUD.
- 2014 Fair Market Rents have been released. Staff is working on new payment standards for 2014.
- Contacted HUD to discuss possible Housing Choice Voucher funding shortfall. See staff report.

Capital Projects: None at this time.

Agenda Item 4B

Resident meeting – Tuesday, October 15

Guest speaker: Dave Matchinsky, from the Cambridge Fire Dept. will be here to share about fire safety. He will also be bringing a fire truck for residents to tour.

Ruth Thunstrom, the gal who teaches the Nutrition Classes, called and said they are looking for small group of people in Isanti Co to be part of a class called “Cooking Matters”. Cooking Matters helps families to shop for and cook healthy meals on a budget. There will be leader who will lead a group tour in a local grocery store. You will look at the produce and be shown how to identify three ways to purchase produce. The leader will teach you how **read labels, compare prices, find whole grain foods, meat and dairy**. The tour will last for about an hour. When you leave you will take home a booklet with recipes and shopping tips, a reusable grocery bag and \$10 worth of healthy groceries. The date is Tuesday, October 29.

Discuss: Be A Santa to A Senior Program

Discuss: Grocery carts banging entrance doors.

Leaking fluids: from vehicles – letters will be going out and fees imposed if your car is leaking oil or any type of fluids that would damage the asphalt in the parking lot. Please check on under your vehicle.

Washing machines: Thank you for not putting rugs and large items like blankets, comforters etc in the washer. We haven't had one breakdown since staff asked residents not to overload washing machines. Remember also to only use HE laundry soap.

Agenda Item 4C

Cambridge Economic Development Authority

Housing Division Staff Report – 11/4/2013

RE: Implement more cost saving measures for the Section 8 Voucher Program

Background

In looking at the projection for our 2014 ACC funding and it appears as if we may be at risk for a shortfall. Currently our funding is \$305,006. The forecast is that we will be receiving \$296,755 in 2014 (-\$8251). We took some cost saving measures in 2012 but may need to take further action to ensure that we do not have to terminate anyone due to insufficient funding.

Current condition and projection.

August – HAP received – \$24,790	Actual HAP paid - \$24,417
September – HAP received –\$24,790	Actual HAP paid - \$25,543 (Paid receiving agency for Aug./Sept)
October– HAP received – \$17,410	Actual HAP paid - \$25,888
November - \$24,749	Actual HAP paid - \$25,379
December - \$24,749	Actual HAP paid –to be determined

NRA balance of 9/30/2013 = \$17,993

(Net Restricted Asset – reserves on hand that can be used for HAP only)

UNA balance of 9/30/2013 = \$49,258

(Unrestricted Asset – administrative reserves on hand that can be used for HAP as well)

Projected NRA for 12/31/2013 = \$10,000

Cost Saving Measures to Date:

- Contacted folks who can work but are not, inquiring if they are in a job search. Having them come in and talk about how they are paying their bills.
- Contacted participants who have zero income and sending out zero income verifications & requesting copies of their utility bills and documentation showing how they are paying their bills.
- Confirmed child support on MN Child Support website.
- Reviewing EIV for income.
- Contacted families who had graduates this year to find out if their children will be leaving and informing them that we will be reducing their voucher size at their next annual certification.
- Made a policy change as to bedroom size issuance (Policy change 7/12)

Cost Saving Measures to be taken:

- Make another policy change to Lower Occupancy Standards to two persons per bedroom regardless of household composition. (Less generous)
- Disallow moves to higher cost units within our jurisdiction.
- Contact receiving PHA requesting port-out absorption.
- No re-issuing of turn over vouchers.
- No increase to current payment standards.(Will not lower payment standards as they are not applied until the second regular reexamination after the payment standard is lowered.)

*Staff has contacted HUD for their recommendation on the best course of action we should take. Staff has not heard back yet. We are hoping that by taking these cost-saving measures we will prevent having a shortfall in 2014.

Requested Board Action:

Staff would like to begin the official work to enact the listed measures toward implementing savings.

- Motion to reduce Occupancy Standard to 2 people per bedroom.
- Disallow moves to higher cost units within our jurisdiction until more funding is available.
- Post Public notice immediately for the proposed changes and hold public hearing after the 45 day comment period possibly at the January 2014 board meeting.

Report Submitted by: Marilyn Fromm

Date: 11/4/2013