
Cambridge EDA – Housing Division
Meeting Announcement and Agenda
Tuesday, September 3, 2013 - 3:00 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 August 19, 2013 EDA meeting minutes (p. 1)
 - B. EDA Financial Statements for July 2013 (p. 4)
 - C. Housing Division Bills check #16676-#16679 and ACH transactions totaling \$65,971.88 (p. 23)
4. New Business
 - A. Housing Supervisor Report (p. 36)
 - B. Resident Meeting Minutes (p. 37)
 - C. Approve EDA Resolution R13-007 -- 2013 Adopting Annual Statement and Five Year Capital Plan for HUD (p. 38)
 - D. Discussion on potential changes to the Downtown Revolving Loan Fund criteria (p. 47)
- 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)
August 19, 2013

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, August 19, 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 Bustrom

Members Absent: None

Others Present: Executive Director Woulfe, City Planner Westover, and Finance Director Moe

Call to Order

President Iverson called the meeting to order at 6:04pm.

Approval of Agenda

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

Consent Agenda

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

- A. July 15, 2013 EDA meeting minutes
- B. EDA Housing Division Financial Statements for June 2013
- C. Housing Division Bills check #16585-#16675 totaling \$64,921.88
- D. EDA Bills check #93573 to #93958 totaling \$10,961.69

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

New Business

Award Contract for Door Replacement for Unit 178 in City Center Mall

Westover stated Unit 178 of City Center Mall is in need of new doors as the use of the space is changing with the Center for the Arts moving in. Westover stated the change of use requires panic hardware for exiting purposes according to the Building Code and the existing main entrance doors do not have panic hardware, the locks are worn out, and the threshold is missing. Westover stated the back door does not have panic hardware and this door will need to be replaced with a door that has panic hardware.

Westover stated the options for the main entrance doors are for a single door with two glass sidelights or a double door. Westover stated the existing door is a double door and in order to install a new double door, the existing glass windows on the walls on each side of the door need to be tempered glass. Westover explained this is a new code requirement. Westover reported the existing glass window on the right side of the door opening is already tempered glass, however the glass window on the left side of the door is not tempered. Westover stated the glass window on the left side would need to be replaced with tempered glass, however, if the single

door option is chosen, the glass window can remain as is. Westover stated the use of the space with a single door will satisfy the needs of the new tenant.

Westover reviewed the bids from two local glazing companies and reported Heat Miser Glass was the low bidder.

Bustrom stated he felt if staff thought there was a need in the future for a double door it would benefit the City to stay with the double door option. Westover confirmed staff did not feel there was a need for double doors.

Lewis moved, seconded by Bustrom to approve the low bid contract with Heat Miser Glass to replace the main entrance doors with a single door with two sidelights and panic hardware and replace the back door with panic hardware in the amount of \$4,865.00. Motion passed unanimously.

Lease Amendment for the Cambridge Center for the Arts

Woulfe stated Lisa McKinnis, owner of In His Steps Ballet, had a "non-compete" clause in her lease that limits the City's ability to rent space in the mall to specific businesses. Woulfe reviewed the clause and it states "Landlord covenants that Tenant will have exclusivity during this period of the lease, and for all renewals. Specifically, landlord will not allow any competitor of dance, piano, drama, art, or voice to lease at the property, at 140 Buchanan Street, Cambridge, MN 55008, as long as the tenant remains current on rental payments."

Woulfe reported when she read the non-compete clause, she did not see Cambridge Center for the Arts as a competitor to In His Steps Ballet; however, In His Steps Ballet strongly believes the Center for the Arts is in direct competition with her for students. Woulfe stated Lisa provides piano, vocal, violin, flute, and oboe lessons so this would be in competition if Cambridge Center for the Arts did the same thing.

Woulfe stated staff met with Cambridge Center for the Arts and they have agreed to not occupy the space until January 1, 2014 and have agreed to limit their activities to visual art and visual art classes until May 2014. Woulfe stated they would like to use the space at City Center Mall to get their art in a climate controlled storage environment from September through December. Woulfe stated Cambridge Center will maintain their current space on 2nd Avenue SE through May 2014. Woulfe stated the revised lease reflects a reduced rent from January 1, 2014 to May 31, 2014 and no rent for September 1, 2013 to December 31, 2013 since the lease limits their ability to do business. Woulfe stated this could save the City the cost of legal fees fighting this lease issue out.

Woulfe stated notice must be provided to In His Steps Ballet that the EDA will not allow her lease to go on a month to month basis after May 2014 unless different lease language is negotiated.

Bustrom moved, seconded by Caulk to adopt the revised lease as presented and directed staff to notify In His Steps Ballet the EDA will not allow the lease to go on a month to month basis after May 2014 unless they can negotiate different lease language. Motion passed unanimously.

Approve Energy Audit for Bridge Park Apartments

Moe stated at the March 18, 2013 the Cambridge EDA Board approved a proposal submitted by Lakes and Pines in the amount of \$800 to conduct a Green Physical Needs Assessment

mandated by HUD. Moe stated in conjunction with the GPNA, the City is also required to have an energy audit which was not included in the GPNA initial proposal.

Moe stated she contacted Richard Fuchs from Lakes & Pines to inquire if they are able to provide an audit in compliance with HUD requirements. Moe reported Mr. Fuch's stated Lakes & Pines has an auditor with energy training, experience and the ability to conduct the audit and he submitted a proposal in the amount of \$2,000. Moe stated they solicited a bid from Eden Engineering which is the firm that conducted the last energy audit in December 2007 and a proposal was received from them in the amount of \$2,500. Moe stated they contacted Energy Services out of St. Cloud and did not receive a call back. Moe reported HUD requires PHAs to conduct energy audits every five years.

Lewis moved, seconded by Palmer to approve the proposal to perform an energy audit submitted by Lakes and Pines in the amount of \$2,000. Motion passed unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Bustrom, to adjourn the meeting at 6:25 p.m. The motion carried unanimously.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

Agenda Item 3B

EDA Finance Department Report 9/3/13

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the seven months ended July 31, 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

JULY 31, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	313,128.52	
901-10103	INVESTMENTS-MINNCO	16,244.58	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	143,222.05	
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>964,209.58</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	320.33	
901-21650	ACCRUED VACATION & SICK PAY	38,113.35	
901-22600	TENANT SECURITY DEPOSITS	19,515.54	
	TOTAL LIABILITIES		57,949.22

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) 38,182.17	
	TOTAL FUND EQUITY		<u>906,260.36</u>
	TOTAL LIABILITIES AND EQUITY		<u>964,209.58</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	41,778.50	(41,778.50)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	41,778.50	(41,778.50)	.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	1,039.23	254.77	80.31	2,098.82
TOTAL INTEREST & MISC INCOME	1,365.00	1,365.00	1,039.23	325.77	76.13	2,192.82
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	88,538.47	61,461.53	59.03	149,483.04
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	4,493.00	1,507.00	74.88	7,569.75
TOTAL RENTAL INCOME	156,000.00	156,000.00	93,031.47	62,968.53	59.64	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	<u>211,271.00</u>	<u>211,271.00</u>	<u>135,849.20</u>	<u>75,421.80</u>	<u>64.30</u>	<u>178,976.54</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 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	16,120.42 (14,581.58)	52.51	32,521.56
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	1,050.00 (1,050.00)	50.00	1,645.00
901-49500-121 PERA (EMPLOYER)	2,226.00	2,226.00	1,168.75 (1,057.25)	52.50	2,107.12
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,349.00	2,349.00	1,313.48 (1,035.52)	55.92	2,593.61
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	15.48 (36.52)	29.77	28.08
901-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	157.53 (109.47)	59.00	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	977.47 (1,222.53)	44.43	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	58.40 (41.60)	58.40	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	93.10 (2,906.90)	3.10	.00
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	412.50 (937.50)	30.56	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	25,457.09 (27,088.91)	48.45	49,075.09
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	148.46 (51.54)	74.23	1,202.80
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	148.46 (51.54)	74.23	1,202.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	22,024.80	(16,142.20)	57.71	36,483.08
901-49700-121 PERA (EMPLOYER)	2,767.00	2,767.00	1,596.73	(1,170.27)	57.71	2,659.31
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,920.00	2,920.00	1,642.86	(1,277.14)	56.26	2,722.06
901-49700-131 MEDICAL/DENTAL/LIFE	9,512.00	9,512.00	6,454.22	(3,057.78)	67.85	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	1,222.63	(856.37)	58.81	1,913.15
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	1,294.48	(3,105.52)	29.42	5,204.59
901-49700-212 FUEL PURCHASE	.00	.00	24.47	24.47	.00	.00
901-49700-304 CONTRACT COSTS	13,000.00	13,000.00	6,271.55	(6,728.45)	48.24	1,934.39
901-49700-360 INSURANCE AND BONDS	13,000.00	13,000.00	.00	(13,000.00)	.00	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	16,535.00	(17,465.00)	48.63	27,680.00
901-49700-382 WATER/WASTEWATER UTILITIES	12,000.00	12,000.00	4,648.24	(7,351.76)	38.74	9,268.37
901-49700-383 GAS UTILITIES	5,000.00	5,000.00	3,706.35	(1,293.65)	74.13	5,041.35
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,036.84	(1,063.16)	49.37	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	69.50	(130.50)	34.75	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	72,061.48	(156,463.52)	31.53	200,992.70
TOTAL FUND EXPENDITURES	281,271.00	281,271.00	97,667.03	(183,603.97)	34.72	251,270.59
NET REVENUES OVER EXPENDITURES	(70,000.00)	(70,000.00)	38,182.17	259,025.77		

CITY OF CAMBRIDGE

BALANCE SHEET

JULY 31, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	47,186.80	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>47,186.80</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	144.21	
	TOTAL LIABILITIES		144.21

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,155.98	
	REVENUE OVER EXPENDITURES - YTD	(113.39)	
	TOTAL FUND EQUITY		<u>47,042.59</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,186.80</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

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	21,295.00	21,385.00	49.89	43,328.00
TOTAL INTERGOVERNMENTAL REVENUES	42,680.00	42,680.00	21,295.00	21,385.00	49.89	43,328.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	14,037.63	3,336.37	80.80	22,222.82
902-35100 FRAUD RECOVERY INCOME	.00	.00	694.00	(694.00)	.00	1,140.40
TOTAL RENTAL INCOME	17,374.00	17,374.00	14,731.63	2,642.37	84.79	23,363.22
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	33.05	(33.05)	.00	212.47
TOTAL INTEREST	.00	.00	33.05	(33.05)	.00	212.47
<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	7,394.00	7,394.00	.00	7,394.00	.00	.00
TOTAL FUND REVENUE	67,448.00	67,448.00	36,059.68	31,388.32	53.46	66,903.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	16,120.38 (13,081.62)	55.20	29,322.84
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	1,168.68 (948.32)	55.20	2,107.06
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	1,233.18 (1,000.82)	55.20	2,223.44
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	15.48 (36.52)	29.77	28.08
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	157.53 (109.47)	59.00	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	977.46 (1,222.54)	44.43	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	475.35	25.35	105.63	825.37
902-49500-340 ADVERTISING	.00	.00	.00	.00	.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	93.09 (2,906.91)	3.10	.00
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	412.50 (937.50)	30.56	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	24,626.94 (23,995.06)	50.65	43,844.40
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,722.00	12,722.00	7,341.60 (5,380.40)	57.71	12,226.47
902-49700-121 PERA (EMPLOYER)	922.00	922.00	532.32 (389.68)	57.74	886.38
902-49700-122 FICA/MEDICARE (EMPLOYER)	973.00	973.00	547.57 (425.43)	56.28	912.40
902-49700-131 MEDICAL/DENTAL/LIFE	3,216.00	3,216.00	2,396.19 (819.81)	74.51	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	407.53 (285.47)	58.81	637.72
TOTAL SECT 8 MAINTENANCE	18,826.00	18,826.00	11,377.17 (7,448.83)	60.43	19,632.06
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	197,902.00	197,902.00	.00	323,205.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(197,644.04)	(197,644.04)	.00	(327,017.00)
902-49775-376 URP PORT REC	.00	.00	1,730.00	1,730.00	.00	3,812.00
902-49775-378 PORT REC URP REIMB	.00	.00	(1,819.00)	(1,819.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	168.96	168.96	.00	.00
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	36,173.07 (31,274.93)	53.63	63,476.46
NET REVENUES OVER EXPENDITURES	.00	.00	(113.39)	62,663.25		

CITY OF CAMBRIDGE

BALANCE SHEET

JULY 31, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	257,312.11	
903-10200	EDA HOUSING DIV OPERATING CASH	40,308.80	
	TOTAL ASSETS		<u>297,620.91</u>

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	(800.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		771.42

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	274,036.49	
	REVENUE OVER EXPENDITURES - YTD	22,813.00	
	TOTAL FUND EQUITY		<u>296,849.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>297,620.91</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	68,876.00	16,124.00	81.03	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	73,749.73	24,250.27	75.25	114,740.39
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	6,640.00	1,360.00	83.00	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	7,240.00	1,760.00	80.44	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	777.36	222.64	77.74	1,226.09
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	956.36	43.64	95.64	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	96,852.84	20,447.16	82.57	136,589.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	290.11	290.11	.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	290.11	(13,009.89)	2.18	295.30
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	68,876.00	(16,124.00)	81.03	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	73,749.73	(30,250.27)	70.91	114,740.39
TOTAL FUND EXPENDITURES	117,300.00	117,300.00	74,039.84	(43,260.16)	63.12	115,035.69
NET REVENUES OVER EXPENDITURES	.00	.00	22,813.00	63,707.32		

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000010
Created On: 07/31/2013

<u>Name</u>	<u>Amount</u>
Chen Liu	\$1,476.00
Rush City Apartments L	\$113.00
Thomas Hinz	\$433.00
Batch Total:	\$2,022.00

QW
8/23/13

CITY OF CAMBRIDGE

BALANCE SHEET

JULY 31, 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 7 MONTHS ENDING JULY 31, 2013

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	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	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

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	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
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	146,831.96	(78,168.04)	65.26	254,792.68
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	146,831.96	(78,268.04)	65.23	315,095.25
EXPENDITURES						
EDA ADMINISTRATION	29,341.00	36,984.00	16,126.04	20,857.96	43.60	21,819.73
MALL OPERATING EXPENSES	138,510.00	139,235.00	37,065.04	102,169.96	26.62	200,048.14
TOTAL EDA OPERATIONS	167,851.00	176,219.00	53,191.08	123,027.92	30.18	221,867.87
TOTAL FUND EXPENDITURES	167,851.00	176,219.00	53,191.08	123,027.92	30.18	221,867.87
NET REVENUE OVER EXPENDITURES	57,249.00	48,881.00	93,640.88	(201,295.96)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	146,757.61	78,242.39	65.23	254,469.00
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	146,831.96	78,168.04	65.26	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	146,831.96	78,268.04	65.23	315,095.25

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EDA ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	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
<i>TOTAL PERSONAL SERVICES</i>	<u>2,691.00</u>	<u>2,691.00</u>	<u>301.43 (</u>	<u>2,389.57)</u>	<u>11.20</u>	<u>1,846.29</u>
<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
<i>TOTAL SUPPLIES</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>66.09 (</u>	<u>2,033.91)</u>	<u>3.15</u>	<u>55.22</u>
<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	.00 (3,800.00)	.00	1,575.50
205-41930-383 GAS UTILITIES	.00	.00	.00	.00	.00	(210.49)
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>10,500.00</u>	<u>10,500.00</u>	<u>1,019.62 (</u>	<u>9,480.38)</u>	<u>9.71</u>	<u>6,767.84</u>
<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	2,130.00	2,130.00	.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
<i>TOTAL MISCELLANEOUS</i>	<u>14,050.00</u>	<u>21,693.00</u>	<u>14,738.90 (</u>	<u>6,954.10)</u>	<u>67.94</u>	<u>13,150.38</u>
TOTAL EDA ADMINISTRATION	<u>29,341.00</u>	<u>36,984.00</u>	<u>16,126.04 (</u>	<u>20,857.96)</u>	<u>43.60</u>	<u>21,819.73</u>
<u>MALL OPERATING EXPENSES</u>						

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	4,272.58	(3,227.42)	56.97	7,240.69
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,500.00</u>	<u>4,272.58</u>	<u>(3,227.42)</u>	<u>56.97</u>	<u>7,240.69</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	723.99	(876.01)	45.25	1,219.77
205-47000-360 INSURANCE AND BONDS	6,500.00	6,500.00	747.68	(5,752.32)	11.50	6,625.00
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	9,052.06	(13,957.94)	39.34	20,693.63
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,744.53	(2,955.47)	48.15	4,585.60
205-47000-383 GAS UTILITIES	6,000.00	5,500.00	2,146.91	(3,353.09)	39.03	2,953.10
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	2,521.75	(1,978.25)	56.04	4,088.22
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>47,310.00</u>	<u>46,810.00</u>	<u>17,936.92</u>	<u>(28,873.08)</u>	<u>38.32</u>	<u>40,165.32</u>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	.00	(5,200.00)	.00	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	14,130.81	(14,869.19)	48.73	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>14,855.54</u>	<u>(70,069.46)</u>	<u>17.49</u>	<u>152,642.13</u>
<i>TOTAL MALL OPERATING EXPENSES</i>	<u>138,510.00</u>	<u>139,235.00</u>	<u>37,065.04</u>	<u>(102,169.96)</u>	<u>26.62</u>	<u>200,048.14</u>
<i>TOTAL FUND EXPENDITURES</i>	<u>167,851.00</u>	<u>176,219.00</u>	<u>53,191.08</u>	<u>(123,027.92)</u>	<u>30.18</u>	<u>221,867.87</u>
<i>NET REVENUES OVER EXPENDITURES</i>	<u>57,249.00</u>	<u>48,881.00</u>	<u>93,640.88</u>	<u>201,295.96</u>	<u>52.20</u>	<u>93,227.38</u>

Date: 08/23/2013
Time: 10:14:24

Cambridge EDA
Check Register Detail Report
Cambridge

From: 08/01/2013 To: 08/23/2013

277,685.86 beg bal

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
08/01/2013	000004	Aaron Jordan	Payment	321.00	277,364.86	August Hap
		4715.1 Hap - Occupied Unit	321.00			Aadland, Ashley
08/01/2013	000004	Bungalows of Chisago LLC	Payment	1,958.00	275,406.86	August Hap
		4715.1 Hap - Occupied Unit	581.00			Cross, Grace
		4715.1 Hap - Occupied Unit	609.00			Hulbert, Jennifer
		4715.1 Hap - Occupied Unit	392.00			Pelerson, Todd E
		4715.1 Hap - Occupied Unit	376.00			Willms, Monica
08/01/2013	000004	Cepco Management	Payment	347.00	275,059.86	August Hap
		4715.1 Hap - Occupied Unit	347.00			Deiman, Antoinette
08/01/2013	000004	Chen Liu	Payment	939.00	274,120.86	August Hap
		4715.1 Hap - Occupied Unit	315.00			Paquette, Laurie
		4715.1 Hap - Occupied Unit	624.00			Schulz, Cynthia J
08/01/2013	000004	Dudley Peno	Payment	617.00	273,503.86	August Hap
		4715.1 Hap - Occupied Unit	617.00			Mains, Kimberly A
08/01/2013	000004	Edlich Realty & Assoc	Payment	489.00	273,014.86	August Hap
		4715.1 Hap - Occupied Unit	489.00			Raboin, Robin
08/01/2013	000004	Isanti Housing Associates, LP	Payment	522.00	272,492.86	August Hap
		4715.1 Hap - Occupied Unit	522.00			Johnston, Shaylee
08/01/2013	000004	John Maher	Payment	860.00	271,632.86	August Hap
		4715.1 Hap - Occupied Unit	193.00			Diers, Scott A
		4715.1 Hap - Occupied Unit	667.00			Sundeen, Christina K
08/01/2013	000004	Monster Properties LLC	Payment	414.00	271,218.86	August Hap
		4715.1 Hap - Occupied Unit	414.00			Kovacs, Gail
08/01/2013	000004	Ordeen Splittstoser	Payment	425.00	270,793.86	August Hap
		4715.1 Hap - Occupied Unit	425.00			Young, Marrietta L
08/01/2013	000004	Sunrise Court Apartments	Payment	609.00	270,184.86	August Hap
		4715.1 Hap - Occupied Unit	444.00			Kubes, Kevin P
		4715.1 Hap - Occupied Unit	165.00			Mullens, Darice R
08/01/2013	000004	Franconia Associates	Payment	83.00	270,101.86	August Hap
		4715.1 Hap - Occupied Unit	83.00			Wallace, Lynnell
08/01/2013	000004	William Francisco	Payment	411.00	269,690.86	August Hap
		4715.1 Hap - Occupied Unit	411.00			Griffin, Deena M
08/01/2013	000004	Wyoming Phase 1	Payment	744.00	268,946.86	August Hap
		4715.1 Hap - Occupied Unit	744.00			Stokes, Michele
08/01/2013	000006	Kimberly Mintell	Payment	1,110.00	267,836.86	August Hap
		4715.9 Hap - Portable Receiving	1,110.00			Gordon, Jennifer F

Cambridge EDA
Check Register Detail Report
Cambridge

From: 08/01/2013 To: 08/23/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
08/01/2013	000006	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 287.00	287.00	267,549.86	August Hap Roberts, Paula
08/01/2013	000006	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 669.00	669.00	266,880.86	August Hap Brasch, Terrie L
08/01/2013	000006	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 859.00	859.00	266,021.86	August Hap Bobo, Shawna L
08/01/2013	000006	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 383.00	383.00	265,638.86	August Hap White, Teresa
08/01/2013	000006	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 147.00	147.00	265,491.86	August Hap Brown, Ellen
08/01/2013	000006	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit	Payment 552.00	2,034.00	263,457.86	August Hap 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
08/01/2013	000006	Cepco Management 4715.1 Hap - Occupied Unit	Payment 469.00	469.00	262,988.86	August Hap Lifton, Laurie A
08/01/2013	000006	Cambridge Square Assoc. LP 4715.9 Hap - Portable Receiving	Payment 322.00	2,249.00	260,739.86	August Hap Erickson, James P
		4715.1 Hap - Occupied Unit	522.00			Falvey, Deborah
		4715.1 Hap - Occupied Unit	349.00			Longley, Christine A
		4715.1 Hap - Occupied Unit	514.00			Puffer, Michelle
		4715.9 Hap - Portable Receiving	542.00			Washington, Katherine L
08/01/2013	000006	Chen Liu 4715.1 Hap - Occupied Unit	Payment 555.00	3,408.00	257,331.86	August Hap 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	983.00			Troupe, Michael E
08/01/2013	000006	David Cobb 4715.9 Hap - Portable Receiving	Payment 946.00	946.00	256,385.86	August Hap Taylor, Alice H
08/01/2013	000006	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 410.00	410.00	255,975.86	August Hap Fischer, Cheryl A
08/01/2013	000006	Edlich Realty & Assoc 4715.9 Hap - Portable Receiving	Payment 800.00	800.00	255,175.86	August Hap Kraus, Carian J

Cambridge EDA
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From: 08/01/2013 To: 08/23/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
08/01/2013	000006	Elmer D. Harp 4715.9 Hap - Portable Receiving	Payment 759.00	759.00	254,416.86	August Hap Hart, Beth L
08/01/2013	000006	ELMSUN LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 535.00 541.00	1,076.00	253,340.86	August Hap Pittman, Cheryl Zentic, Scott
08/01/2013	000006	Erlandson - Nelson Construction 4715.1 Hap - Occupied Unit	Payment 535.00	535.00	252,805.86	August Hap Linda, Robin
08/01/2013	000006	FYP PROPERTIES 4715.9 Hap - Portable Receiving	Payment 435.00	435.00	252,370.86	August Hap Dodge, Rita
08/01/2013	000006	Steven & RyChel Gausted 4715.1 Hap - Occupied Unit	Payment 62.00	62.00	252,308.86	August Hap Straw, Linda K
08/01/2013	000006	Robert Giffin 4715.1 Hap - Occupied Unit	Payment 834.00	834.00	251,474.86	August Hap Giffin, Tammie
08/01/2013	000006	Hanson Properties 4715.1 Hap - Occupied Unit	Payment 280.00	280.00	251,194.86	August Hap Hanson, Henry P
08/01/2013	000006	Haven Properties 4715.9 Hap - Portable Receiving	Payment 301.00	301.00	250,893.86	August Hap Stroh, Kevin
08/01/2013	000006	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 386.00 499.00	885.00	250,008.86	August Hap Alexander, Cindy S Lynn, Christian R
08/01/2013	000006	Steven Scott Management, Inc 4715.1 Hap - Occupied Unit	Payment 428.00	428.00	249,580.86	August Hap Junglen, Eunice M
08/01/2013	000006	INH Property Mgmt/ Isanti Village 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 394.00 468.00	862.00	248,718.86	August Hap Stoll, Vernon L Tews, Jackie
08/01/2013	000006	Jay M. Winger 4715.1 Hap - Occupied Unit	Payment 552.00	552.00	248,166.86	August Hap Parris, Paula
08/01/2013	000006	Kathryn Dahlberg 4715.1 Hap - Occupied Unit	Payment 707.00	707.00	247,459.86	August Hap Carlson, Samantha
08/01/2013	000006	Kestrel Meadows Townhomes 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 727.00 651.00 847.00 16.00 589.00	2,830.00	244,629.86	August Hap Davis, Stacy Dickinson, Kelli R Haugen, Amanda Oliveraz, Correna Trader, Amanda Joy
08/01/2013	000006	Carian J. Kraus	Payment 82.00	82.00	244,547.86	August Hap

Date: 08/23/2013
Time: 10:14:24

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From: 08/01/2013 To: 08/23/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.94 Urp - Portable Receiving	82.00			Kraus, Carian J
08/01/2013	000006	Krisline Yerigan	Payment	563.00	243,984.86	August Hap
		4715.9 Hap - Portable Receiving	563.00			Hjelmhaug, Karen E
08/01/2013	000006	Tami R. Kullmann	Payment	21.00	243,963.86	August Hap
		4715.4 Hap - Utility Reimbursements	21.00			Kullmann, Tami R
08/01/2013	000006	Brian Leel	Payment	135.00	243,828.86	August Hap
		4715.9 Hap - Portable Receiving	135.00			Weber, Kathleen A
08/01/2013	000006	Legacy Townhomes	Payment	1,517.00	242,311.86	August Hap
		4715.1 Hap - Occupied Unit	739.00			Degerstrom, Leah
		4715.1 Hap - Occupied Unit	778.00			Parent, Cheri C
08/01/2013	000006	Janet Nielsen	Payment	800.00	241,511.86	August Hap
		4715.1 Hap - Occupied Unit	800.00			Kullmann, Tami R
08/01/2013	000006	Lindstrom Parkview Assoc.	Payment	293.00	241,218.86	August Hap
		4715.9 Hap - Portable Receiving	293.00			Etchason, Paul
08/01/2013	000006	Louis Crawford	Payment	950.00	240,268.86	August Hap
		4715.9 Hap - Portable Receiving	950.00			Perry, Amber L
08/01/2013	000006	Mann, Cheryl	Payment	555.00	239,713.86	August Hap
		4715.1 Hap - Occupied Unit	555.00			Wilkowski, Michelle N
08/01/2013	000006	Monster Properties LLC	Payment	738.00	238,975.86	August Hap
		4715.1 Hap - Occupied Unit	738.00			Frandle, Dana: Hap - Occupied Unit
08/01/2013	000006	Allen Moulton	Payment	488.00	238,487.86	August Hap
		4715.1 Hap - Occupied Unit	488.00			Thompson, Marilyn J
08/01/2013	000006	Multi-Investments. LLC	Payment	357.00	238,130.86	August Hap
		4715.1 Hap - Occupied Unit	357.00			Anderson, Debra
08/01/2013	000006	Mike Munsinger	Payment	699.00	237,431.86	August Hap
		4715.9 Hap - Portable Receiving	699.00			Wells, Sheri A
08/01/2013	000006	Loral Myers	Payment	281.00	237,150.86	August Hap
		4715.1 Hap - Occupied Unit	281.00			Myers, Kyle C
08/01/2013	000006	Normandy Townhomes Limited	Payment	841.00	236,309.86	August Hap
		4715.9 Hap - Portable Receiving	499.00			Matchinsky, Robert T
		4715.9 Hap - Portable Receiving	342.00			Swanson, Kathleen A
08/01/2013	000006	North Branch Senior Housing	Payment	693.00	235,616.86	August 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	235.00			Kalberg, Annette

Date: 08/23/2013
Time: 10:14:24

Cambridge EDA
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From: 08/01/2013 To: 08/23/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
08/01/2013	000006	Oakhurst Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 352.00 352.00	704.00	234,912.86	August Hap Benson, Tracy E Wenell, Russell
08/01/2013	000006	Oakview Terrace Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 497.00 651.00 718.00 629.00 481.00	2,976.00	231,936.86	August Hap Bylander, Richard S Cole, Barbara Kennedy, Carolyn Lee Rosenberg, Gwen M Tipton, Mariesa A
08/01/2013	000006	Peter Maus 4715.9 Hap - Portable Receiving	Payment 955.00	955.00	230,981.86	August Hap Parrott, Gina M
08/01/2013	000006	PK Investment Properties, LLC 4715.1 Hap - Occupied Unit	Payment 862.00	862.00	230,119.86	August Hap Branville, Julie K
08/01/2013	000006	Randall Propp 4715.1 Hap - Occupied Unit	Payment 422.00	422.00	229,697.86	August Hap Nelson, Valerie J
08/01/2013	000006	Robert Mattson 4715.1 Hap - Occupied Unit	Payment 905.00	905.00	228,792.86	August Hap Good, Katherine
08/01/2013	000006	Robert & Linnea Steman 4715.9 Hap - Portable Receiving	Payment 541.00	541.00	228,251.86	August Hap Lake, Ruth
08/01/2013	000006	Rush City Apartments LP 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 456.00 534.00 513.00	1,503.00	226,748.86	August Hap Couny, Lynn M Eickstadt, Cheryl Grabau, Jill
08/01/2013	000006	Schaefer Rentals 4715.9 Hap - Portable Receiving	Payment 948.00	948.00	225,800.86	August Hap Butenhoff, Bradley
08/01/2013	000006	Ordeen Splittstoser 4715.9 Hap - Portable Receiving	Payment 263.00	263.00	225,537.86	August Hap Bazey, Jeanne E
08/01/2013	000006	Paul & Bethany Stiles 4715.1 Hap - Occupied Unit	Payment 778.00	778.00	224,759.86	August Hap Fust, Jill
08/01/2013	000006	Sunrise Court Apartments 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 459.00 504.00 539.00	1,502.00	223,257.86	August Hap Johnson, Richard D O'Donnell, Debra K Simons, Lori J
08/01/2013	000006	Timothy Manning 4715.9 Hap - Portable Receiving	Payment 1,060.00	1,060.00	222,197.86	August Hap Brown, Ellen
08/01/2013	000006	Tower Terrace Limited Partnership	Payment	2,520.00	219,677.86	August Hap

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Time: 10:14:24

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Cambridge

From: 08/01/2013 To: 08/23/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
			295.00			Dmytyszyn, Chad J
		Hap - Occupied Unit				Holland, Kathleen
		Hap - Portable Receiving	4715.1			Jenson, Cheryl
		Hap - Portable Receiving	4715.9			Koenig, Lance L
		Hap - Portable Receiving	4715.9			Rohr, Russell
		Hap - Portable Receiving	4715.9			August Hap
08/01/2013	000006	Washington County HRA	Payment	527.88	219,149.98	Brett, Patricia S
		Hap - Portable Paying	4715.8			Brett, Patricia S
		Admin - Portable Paying	4590			August Hap
08/01/2013	000006	Wayne Knutson	Payment	585.00	218,564.98	Mollinedo, Nancy
		Hap - Portable Receiving	4715.9			August Hap
08/01/2013	000006	Wyoming Phase 1	Payment	1,156.00	217,408.98	Grundhauser, Palrice
		Hap - Occupied Unit	4715.1			Rafel, Kathy
		Hap - Portable Receiving	4715.9			August Hap
08/01/2013	000006	Wyoming Phase 2	Payment	1,953.00	215,455.98	Darveaux, Linda
		Hap - Occupied Unit	4715.1			Dillon, Tracey
		Hap - Occupied Unit	4715.1			Harrington, Tina M
		Hap - Portable Receiving	4715.9			August Hap
08/01/2013	000008	Monster Properties LLC	Payment	738.00	214,717.98	Frandle, Dana
		Hap - Occupied Unit	4715.1			August Hap
08/01/2013	000008	Amber L. Perry	Payment	207.00	214,510.98	Perry, Amber L
		Urp - Portable Receiving	4715.94			August Hap
08/01/2013	000010	Chen Liu	Payment	1,476.00	213,034.98	August Hap
		Hap - Occupied Unit	4715.1			Leach, Kara O: Hap - Occupied Unit
		Security Deposit	901-22600			Leach, Kara O: Security Deposit
		Hap - Occupied Unit	4715.1			Nord, Shannon: Hap - Occupied Unit
08/01/2013	000010	Rush City Apartments LP	Payment	113.00	212,921.98	August Hap
		Hap - Occupied Unit	4715.1			Erickson, Todd
08/01/2013	000010	Thomas Hinz	Payment	433.00	212,488.98	August Hap
		Hap - Occupied Unit	4715.1			Talbot, Alicia M
08/01/2013	000011	Jeff Halverson	Payment	540.00	211,948.98	August Hap
		Hap - Portable Receiving	4715.9			Liberte, Ore'a Lareal
08/05/2013	016676	Meadows Edge MN L Partnership	Payment	75.00	211,873.98	August Hap
		Hap - Portable Receiving	4715.9			Greenwood, Thomas J
08/08/2013	000013	Taylor Falls Townhomes	Payment	48.00	211,825.98	August Hap
		Hap - Occupied Unit	4715.1			Dehn, Diane
08/08/2013	016677	Lance L. Koenig	Payment	42.00	211,783.98	August Hap
		Urp - Portable Receiving	4715.94			Koenig, Lance L

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Cambridge EDA
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Cambridge

From: 08/01/2013 To: 08/23/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
08/14/2013	016678	Jill Fust 4715.4	Payment 45.00	45.00	211,738.98	August Hap Fust, Jill
08/14/2013	016679	Dana Frandle	Payment	25.00	211,713.98	

ending bal

65,971.88 total disbursement
8/2013

Dana Frandle
Paid \$25 too much on Section 8 repayment.

Checks 16676-16679 \$187.-
ACH batches + 65,784.88
Total for Aug 2013 \$ 65,971.88

Peoples Bank of Commerc
ACH Transaction Report

Batch #: 000004
Created On: 07/29/2013

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$321.00
Bungalows of Chisago L	\$1,958.00
Cepco Management	\$347.00
Chen Liu	\$939.00
Dudley Peno	\$617.00
Edlich Realty & Assoc	\$489.00
Isanti Housing Associa	\$522.00
John Maher	\$860.00
Monster Properties LLC	\$414.00
Ordeen Splittstoser	\$425.00
Sunrise Court Apartmen	\$609.00
Franconia Associates	\$83.00
William Francisco	\$411.00
Wyoming Phase 1	\$744.00
Batch Total:	\$8,739.00

DM
8/23/13

Peoples Bank of Commerce
ACH Transaction ReportBatch #: 000006
Created On: 07/29/2013

<u>Name</u>	<u>Amount</u>
Kimberly Mintell	\$1,110.00
Annette M. Jensen	\$287.00
Bohmer, John	\$669.00
Dean & Jennifer Bondes	\$859.00
Brigitte Erickson	\$383.00
Ellen Brown	\$147.00
Bungalows of Chisago L	\$2,034.00
Cepco Management	\$469.00
Cambridge Square Assoc	\$2,249.00
Chen Liu	\$3,408.00
David Cobb	\$946.00
DJ Properties of Stanc	\$410.00
Edlich Realty & Assoc	\$800.00
Elmer D. Harp	\$759.00
ELMSUN LLC	\$1,076.00
Erlandson - Nelson Con	\$535.00
FYP PROPERTIES	\$435.00
Steven & RyChel Gauste	\$62.00
Robert Giffin	\$834.00
Hanson Properties	\$280.00
Haven Properties	\$301.00
Isanti Housing Associa	\$885.00
Steven Scott Managemen	\$428.00
INH Property Mgmt/ Isa	\$862.00
Jay M. Winger	\$552.00
Kathryn Dahlberg	\$707.00
Kestrel Meadows Townho	\$2,830.00
Carian J. Kraus	\$82.00
Kristine Yerigan	\$563.00
Tami R. Kullmann	\$21.00
Brian Leet	\$135.00
Legacy Townhomes	\$1,517.00
Janet Nielsen	\$800.00
Lindstrom Parkview Ass	\$293.00
Louis Crawford	\$950.00
Mann, Cheryl	\$555.00
Monster Properties LLC	\$738.00
Allen Moulton	\$488.00
Multi-Investments, LLC	\$357.00

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000006
Created On: 07/29/2013

<u>Name</u>	<u>Amount</u>
Mike Munsinger	\$699.00
Loral Myers	\$281.00
Normandy Townhomes Lim	\$841.00
North Branch Senior Ho	\$693.00
Oakhurst Apartments	\$704.00
Oakview Terrace Townho	\$2,976.00
Peter Maus	\$955.00
PK Investment Properti	\$862.00
Randall Propp	\$422.00
Robert Mattson	\$905.00
Robert & Linnea Steman	\$541.00
Rush City Apartments L	\$1,503.00
Schaefer Rentals	\$948.00
Ordeen Splittstoser	\$263.00
Paul & Bethany Stiles	\$778.00
Sunrise Court Apartmen	\$1,502.00
Timothy Manning	\$1,060.00
Tower Terrace Limited	\$2,520.00
Washington County HRA	\$527.88
Wayne Knutson	\$585.00
Wyoming Phase 1	\$1,156.00
Wyoming Phase 2	\$1,953.00

Batch Total: \$53,490.88

OK
8/23/13

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000008
Created On: 07/30/2013

<u>Name</u>	<u>Amount</u>
Monster Properties LLC	\$738.00
Amber L. Perry	\$207.00
Batch Total:	\$945.00

APW
8/23/13

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000011
Created On: 07/31/2013

<u>Name</u>	<u>Amount</u>
Jeff Halverson	\$540.00
Batch Total:	\$540.00

QMA
8/23/13

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000013
Created On: 08/08/2013

<u>Name</u>	<u>Amount</u>
Taylor Falls Townhomes	\$48.00
Batch Total:	\$48.00

AK
8/23/13

4A

Date: *September 3, 2013*
To: *EDA Board of Commissioners*
From: *Marilyn Fromm, Housing Supervisor*
Re: *Report on EDA Housing Operations*

Bridges:

- *Monthly Bridges billing was submitted to MHFA.*
- *Two participants were terminated from the program.*
- *Two new Bridges vouchers were issued. Our waiting list keeps growing.*

Section 8:

- *Submitted monthly VMS report.*
- *Two new port-in's in September 1. Many August recertifications and interim changes.*
- *Staff will attend Nan McKay workshops on Section 8 Admin Plan at the NAHRO Conference in Mankato, September 19 & 20.*

Public Housing:

- *One move out August 31, one move out September 2. One unit transfer and leased two new tenants.*
- *Had issues with our surveillance cameras. They are working properly again.*
- *Staff will attend Nan McKay workshops on Occupancy and Admissions Plan at the NAHRO Conference in Mankato.*
- *Staff will attend Region 7E meeting at Isanti Co Government Center Sept. 23.*

Capital Projects:

- *No projects scheduled at this time.*

Resident Meeting: Thursday, August 13, 10 a.m.

Resident activity update:

- ✓ **Resident fund report**
In bank: **\$212.81**
- ✓ **Movie night** – Do you want to resume scheduling movies in the fall? There is a lack of interest so no movie nights will be planned for now. Tenant's decided to watch movies on their own as everyone has different interests.
- ✓ **Sunday coffee hour** – Residents have had a good turnout for Sunday coffee hour.
- ✓ **Bingo** – Heidi has been calling Bingo on Thursday nights from 7-8 p.m. Everyone brings a while elephant prize for Bingo. They decided to collect \$1 a month for Bingo. Proceeds will go into the resident fund.
- ✓ **Birthday parties** – Residents are not interested in resuming monthly birthday parties.
- ✓ **Quarter exchange** – Rolls of quarters (\$10) are available if you come to the office.
- ✓ **September 10 - A representative from East Central Senior Resources and the Senior Linkage Line** will be coming to give a brief presentation what services are available to seniors and folks with a disability. The representative will be available to provide help if anyone is interested in applying for the programs.
- ✓ **October is fire safety month.** Staff has asked Fire Chief, Sean Okerlund, to come and speak on fire safety. He will be at Bridge Park Tuesday, October 15.
- ✓ **Communion service** with Pastor Kolzow the 4th Thursday of every month. Volunteers are needed each month to bring refreshments. A sign-up sheet is on the bulletin.
- ✓ **Garden –Is it for everyone?** It is for those who planted it. Any excess will be brought to the building to give away. Please do not help yourself!
- ✓ **Christmas dinner** – Would someone like to volunteer to organize this event? Yes, Laura, Betty, Heidi and Geri. They are checking out options for entertainment.
- ✓ **Home Delivered Meals** – Very often folks who order meals are not home when they are delivered so the people who deliver them put the meals the refrigerator in the common kitchen. Tenants are reporting that their meals are being tampered with and taken. If this food is not yours, please do not take it!
- ✓ **Resident Advisory Board** – The main role of the Resident Advisory Board is to assist and make recommendations regarding the development of the PHA Plan. The residents are provided an opportunity to voice their concerns so that their needs are addressed and they can become involved in the planning process. The PHA also gains essential information from the residents about the improvements that need to be made at Bridge Park Apts. This information helps the PHA to set priorities for capital improvements and advised resident services programming. There is no fixed term for membership on how long you would serve.
Discussed with residents the proposed work projects for the next 5 years
- ✓ **Extension cords** – Discussed the use of extension cords verses power strips. Extension cords cannot be used as permanent cords with many items plugged into them. This is not only a fire hazard but also can be a tripping hazard.
- ✓ **Reminder - Overnight guests are not allowed** to stay more than 14 days in a year without prior approval from management.
- ✓ **Next Board meeting –Tuesday, September @ 4:30 pm** at the City Hall. Everyone is welcome.
- ✓ **Comments:**

**4C Cambridge Economic Development Authority – Housing Division
Staff Report**

**2013 Annual Statement/Performance and Evaluation Report and 5-Year
Capital Fund Plan.**

Background:

On an annual basis, qualified PHAs are required to develop an annual statement and a 5 – year CFP action plan. PHAs must also complete certifications to be sent to our local field office. They are:

ACC Amendment

HUD - 50071: Certification of Payments to Influence Federal Transactions.

HUD - 50077-CR: Civil Rights Certification

SF-LLL – Disclosure of Lobbying Activities

Certification of Exemption for HUD Funded Projects

Attached is a list of our (current 2013) & 2014- 2017 projected projects. Once the GPNA and energy audits are completed, we may be revamping the proposed list of projects.

Board action requested:

Staff is requesting that the Board approve the 2013 annual statement/5-year CFP Plan.

Report Submitted by: Marilyn Fromm

Date: September 3, 2012

Resolution No. EDA R13-007

**RESOLUTION ADOPTING THE PUBLIC HOUSING 2013
ANNUAL STATEMENT AND 5 YEAR ACTION PLAN.**

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") approved the Cambridge PHA 2013 Annual/5 Year Capital Statements and supporting attachments for submission to HUD.

BE IT RESOLVED, after careful examination, a motion made by _____ and seconded by _____ was unanimously passed that the resolution and the certification be approved.

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

Adopted by the EDA
this
3rd day of September 2013

ECONOMIC DEVELOPMENT AUTHORITY

By _____
Its President

By _____
Its Executive Director

Cambridge EDA--Housing Division					
Summary of Five Year Capital Plan					
2013-2017					
	Actual	Actual	Estimated	Estimated	
	2012	2013	2014	2015	
	(Open Grant)				
Grant Amount	37,715	36,371	35,000	35,000	
Capital Projects					
Description					
Operations	6,000	10,000	6,000	6,000	6,000
Kitchen counter tops/back splash in common kitchen & apartments/replace closet doors			5,000	16,000	
Replace Maintenance Garage and Tenant Storage Building	31,715	11,371			
Replace water heater (last done in 2003)		8,000			
Replace 1st Corridor ceiling		7,000			
Replace common area carpet (last replaced in 2007)			24,000		
Replace tables in Community Room				2,000	
Entry Security System Upgrade/install electric door opener on back interior door				11,000	
Replace valves in elevator					
Replace outdated electrical service in mechanical room					
Landscaping					
Total	37,715	36,371	35,000	35,000	35,000

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: MN46PO6750113 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2013 FFY of Grant Approval:	
PHA Name: Cambridge Economic Development Authority					
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
<input type="checkbox"/> Reserve for Disasters/Emergencies					
Summary by Development Account		Total Estimated Cost		Total Actual Cost¹	
Line		Original	Revised²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	10,000			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	7,000			
11	1465.1 Dwelling Equipment—Nonexpendable	8,000			
12	1470 Non-dwelling Structures	11,371			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2013 FFY of Grant Approval:			
PHA Name: Cambridge Economic Development Authority	Grant Type and Number Capital Fund Program Grant No: MN46PO6750113 Replacement Housing Factor Grant No: Date of CFFP:				
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
	<input type="checkbox"/> Reserve for Disasters/Emergencies				
Line	Summary by Development Account	Total Estimated Cost Original	Revised ²	Total Actual Cost ¹ Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)		36,371		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Signature of Public Housing Director		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

4D Discussion Downtown Revolving Loan Fund Guidelines Sept. 3, 2013

Author: Stan Gustafson, Economic Development Director

Request

Councilmember Lewis requested staff to bring forward a discussion on potential changes to the City's Downtown Revolving Loan Fund Guidelines that would allow for a \$5,000 grant to any downtown business that invested a minimum of \$10,000 to improve their buildings.

Staff is seeking EDA/Council direction on whether or not you wish us to research the possibilities. Our current guidelines were approved by Council to assist businesses with renovation projects in downtown Cambridge.

Background

On May 6, 2013 our current guidelines and revolving load fund were approved by Council to assist businesses with renovation projects in downtown Cambridge. Staff provided a draft Cambridge Downtown Revolving Loan Fund Guide Lines, application, loan agreements, promissory note and a map of the area. The guidelines are attached for reference to see if the EDA would like any additional options or changes. Currently there is a \$96,251.00 fund balance available to loan to eligible participants.

Potential Changes

If the EDA would like to make a change in this policy by offering low interest loans and a grant option together, there would need to be discussion on what appropriate program guidelines would be. For example, how long would the business have to stay in business in order to qualify for the grant? Could the tenant apply for the grant/loan or would it have to be the building owner? Would we require them to pay back the grant if they failed to meet the requirements of the grant? If so, would this need to be attached as a lien to the property or a special assessment agreement? How much investment do we want to require to receive a \$5,000 grant? Do we want to restrict it to certain type of projects (e.g. repair of building facades).

Recommendation

Review the current approved Downtown Revolving Loan Fund Guidelines and application and provide any feedback to staff if changes are need to be made. If changes are requested, staff would then revamp the documents and bring the EDA recommendation to City council to for review and approve at a future meeting.

Attachments:

- Downtown Revolving Loan Fund Guidelines
- Downtown Revolving Loan Fund Application

Cambridge Downtown Revolving Loan Fund Guidelines

Purpose

To assist downtown business owners undertaking small projects which will immediately enhance the appearance of their building through small, low interest loans.

Eligible Properties

Commercial buildings in the downtown business district. The downtown business district is defined by the attached map.

Project Funding

Loans from \$1,500 to \$30,000 with terms of up to nine (9) years are available. Interest rates are 2% below prime but no interest rate will be lower than 3%. Loans are secured with a Mortgage and Promissory Note. Loan will need to be paid off if property is transferred in any form.

Mortgage amount by length of term are as follows:

- Loans from \$1,500 to \$10,000 3% interest for 3 year term
- Loans from \$10,001 to \$20,000 3% interest for 6 year term
- Loans from \$20,001 to \$30,000 3% interest for 9 year term

Loan to Value will be determined as followed:

- Loans from \$1500.00 to \$5,000.00 would be a 100% loan to value
- Loans from \$5,001.00 to \$30,000.00 would be 80% loan to value

Program Fees and Loan Approval Process

A \$200 non-refundable application fee is due when the application is submitted. Applications will not be accepted without the application fee. Businesses applying for a loan are subject to a financial background check done by a bank of the City's choosing to indicate credit worthiness for loans up to \$5,000.00.

Businesses applying for loans over \$5,000 must provide three years of business and personal tax returns and financial statements. A financial background check will be conducted by the City's financial advisor. The applicant will bear the cost of the financial review.

For all loans approved, Applicant will also be responsible for paying the recording fee and mortgage registration tax. Fees are due at time of closing and payable to the City of Cambridge.

Eligible Improvements

To be eligible for loan funds, the loan must be for building improvements. A high priority will be placed on loans for visual enhancements (exterior facade improvements) of a permanent nature or to remedy building code related issues.

Examples of improvements include painting (where appropriate), tuck pointing, replacement of broken or boarded up windows, doors, signage, and awnings. Window

signs are eligible if the City approves of the design and it adds visual value to the building. Project must be performed by a licensed contractor able to perform the improvements as indicated in their application and the owner may need to provide a detail of planned improvements. Any improvements that have been started or completed prior to loan approval are ineligible.

Eligible Recipients

Applicant must own the property to be improved; be current with mortgage, property tax, and insurance payments; be in compliance with all applicable City of Cambridge ordinances and zoning requirements or proposed improvements will bring property into compliance; have the ability to make monthly loan payments; and not have defaulted on any publicly funded loan or any other loan or delinquent on any loan payments within the last three years.

If an applicant has defaulted on a publicly funded loan program or any other loan program, he/she is indefinitely suspended from eligibility for participation in another publicly funded program. The applicant may appeal the suspension to the City Council after five years.

Ineligible Loan Activities

Loan funds may not be use for the following:

1. Gambling organizations
2. Residential properties
3. Non-profit institutions
4. Government agencies
5. Refinancing existing debt
6. Illegal activities
7. Loans unrelated to the business
8. To lend or invest in other organizations
9. Projects with alternative sources of funds at reasonable interest rates
10. Management fees
11. Financing closing costs
12. Franchise fees
13. Moving costs

City Council/EDA members are not eligible, nor City employees or their family members.

Application Process

Applications will be processed on a first-come, first-served basis. Applicant must use a licensed contractor. Two written bids are recommended. If Owner is a licensed contractor they can perform the work but cannot request to be paid for their labor; only the cost for material are eligible.

Applications will be submitted to the Community Development Department and City Council has the discretion to approve or deny the funding. All loans are to be processed within sixty days (60) working days. The applicant will be notified of funding award and

the loan closing will be scheduled. Work cannot begin until loan documents have been executed. Contractor is responsible for obtaining necessary permits. Inspections will be conducted as required by the permit and upon request for payment.

Payment will be issued to the contractor upon completion. No partial or progress payments will be allowed.

CAMBRIDGE DOWNTOWN REVOLOVING LOAN FUND APPLICATION

APPLICANT INFORMATION:

Name of Applicant: _____

Mailing Address of Applicant: _____

Telephone Numbers: _____
(Business) Home Cell

Federal ID or Social Security Number: _____ DUNS #: _____

PROPERTY INFORMATION:

Address of Building: _____

Estimated Age of Building: _____ Number of Stories: _____

Estimated Market Value: _____ Property Taxes: _____

General Description of Building: _____

Existing Building Use: _____

Proposed Building Use: _____

Is the building within the correct zoning classification? Yes No

Current zoning? _____

Open variances/permits: _____

Is the building in a floodplain? Yes No

Property Parcel ID Number _____

Legal Description: _____

OWNERSHIP INFORMATION:

Names on Title (specify ownership interest of each name on title):

Ownership Interest in property to be improved:

- Contract for Deed Mortgage Free and Clear
 Lessee (specify terms of lease): _____
 Other (specify): _____

Amount of Outstanding principal owed on building: \$ _____

ESTIMATED REHABILITATION COSTS AND REQUESTED LOAN INFORMATION:

Describe Proposed Improvements:

Estimated Cost of Project: \$ _____

Requested Loan Amount: \$ _____

Matching Amount: \$ _____

Sources of match: Personal Savings Mortgage Private Loan Other: _____

APPLICANT CERTIFICATION:

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification. I authorize representatives of the City of Cambridge to access the property to be improved for the purpose of inspecting or obtaining information for the rehabilitation loan program.

Signature

Date

REQUIRED ATTACHMENTS TO THIS APPLICATION

- Documentation of Property Ownership
- Past Three Years Income Tax Returns (if required)
- Current Year's Property Tax Statement
- Proof that Property Taxes are paid to date
- Certificate of Property Insurance
- Proof that mortgage payments are paid to date
- Signed Authority of Release Information Form
- Signed Data Privacy Statement