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**Economic Development Authority - City Hall Council Chambers**  
**Regular Meeting, Tuesday, February 21, 2017**  
**Meeting Announcement and Agenda**  
**5:45 pm (Please note time change)**

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

1. Call to Order

2. Annual Meeting

- A. Annual Meeting – Election of Officers
  - 1. President (must be a commission member)
  - 2. Vice President (must be a commission member)
  - 3. Treasurer (must be a commission member)
  - 4. Secretary
- B. Appointment of Executive Director (Caroline Moe)
- C. Appointment of Assistant Treasurer (Linda Gerlach)
- D. EDA Code of Conduct & Bylaws (p. 3)

3. Approval of Agenda (p. 23)

4. Consent Agenda Approvals

- A. EDA Minutes – January 17, 2017 (p. 25)
- B. Housing Division Bills ACH batches with transactions totaling \$59,718.46 (p. 28)
- C. Approve EDA Administration Division bills checks #104871 - #105249 totaling \$35,260.21 (p. 32)
- D. EDA Draft December 2016 Financial Statements (p. 44)
- E. Adopt Resolution R17-001 Amending EDA Admin Budget (p. 72) –marketing \$ carryover

5. Work Session

6. Unfinished Business

7. New Business

- A. Supervisor's Report (p. 76)
- B. Resident Meeting (p. 77)
- C. Approve proposal for the removal, disposal and installation of new carpeting in unit 162 in the City Center Mall (p. 78)

8. Adjourn

Upcoming Dates

EDA Visioning            March 3 at 4:30 pm



# EDA Code of Conduct And Bylaws February 2012

Amended: December 2013, December 2016



## City of Cambridge EDA Code of Conduct

### Purpose

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

### Standards of Conduct

No board member may knowingly:

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

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

### **Complaint, Hearing**

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

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

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



## Cambridge EDA Bylaws

- I. **STATUTORY AUTHORITY.** The EDA is authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 469.090 through 469.101.
- A. **NAME OF AUTHORITY:** The Authority's name is the "Cambridge Economic Development Authority."
  - B. **SEAL OF AUTHORITY:** The seal of the Authority is in the form of a circle and bears the name of the Authority.
  - C. **OFFICES OF AUTHORITY:** The offices of the Authority are at Cambridge City Hall. The Authority may hold its meetings at such other place or places as it designates by motion.
  - D. **BOARD:** The Authority is governed by five commissioners (the "Board") who are the members of the Cambridge City Authority.
- II. **OFFICERS.** The officers of the Authority are the President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The Authority shall elect the President, Vice President, Secretary, and Treasurer annually at the first meeting in February of each year and they shall hold office for a term of one year or until their successors are elected and qualified. The Secretary and Assistant Treasurer need not be members of the board.
- A. **President:** The President shall preside at meetings of the Authority. The President shall sign contracts, deeds, and other instruments made by the Authority. The President may submit recommendations and information concerning the business, affairs, and policies of the Authority at any meeting.
  - B. **Vice President:** The Vice President shall perform the duties of the President in the absence or incapacity of the President. In case of the absence, incapacity, or vacancy of the office of President, the Vice President shall perform the duties of President until a successor has been appointed and qualifies. No person may serve as President and Vice President at the same time.
  - C. **Secretary:** The Secretary shall keep minutes of all meetings of the Board and maintain all records of the Authority. The Secretary shall have custody of the seal of the Authority and shall affix the seal to contracts and other instruments as required by the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time prescribe by resolution.
  - D. **Treasurer:** The Treasurer shall:
    - a) receive and be responsible for Authority money;
    - b) be responsible for the acts of the Assistant Treasurer;

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

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

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

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

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

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

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

**V. EDA MEETINGS.**

- A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held at the Cambridge City Hall in Council Chambers, unless otherwise designated by motion.
- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the Executive Director. The EDA will meet on the third Monday of each month at 5:30 pm. If a meeting falls on a holiday, the meeting shall be moved to the Tuesday of the same week. All regular EDA meetings must be recorded. The order of business shall be as follows:
1. Call to order
  2. Approval of agenda



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

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

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

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

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

**VII. DECORUM OF AUTHORITY MEMBERS.**

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

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

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

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

**1. Motions.**

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

**2. Language for making a motion.**

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

**3. Procedure for consideration of a motion.**

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

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

**4. Objections to a motion.**

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**8. *Other special motions explained.***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **IX. VOTING.**

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

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

**X. PUBLIC COMMENT AT AUTHORITY MEETINGS AND AT PUBLIC HEARINGS**

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

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

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

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

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

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

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

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



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

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

**XIII. COMMITTEE ASSIGNMENTS.** All assignments of Authority members to serve on committees shall be by a majority vote of Authority members present at the meeting, unless otherwise provided by law.

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

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

**XVI. MISCELLANEOUS.**

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

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

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**Economic Development Authority - City Hall Council Chambers**  
**Regular Meeting, Tuesday, February 21, 2017**  
**Meeting Announcement and Agenda**  
**5:45 pm (Please note time change)**

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

1. Call to Order

2. Annual Meeting

- A. Annual Meeting – Election of Officers
  - 1. President (must be a commission member)
  - 2. Vice President (must be a commission member)
  - 3. Treasurer (must be a commission member)
  - 4. Secretary
- B. Appointment of Executive Director (Caroline Moe)
- C. Appointment of Assistant Treasurer (Linda Gerlach)
- D. EDA Code of Conduct & Bylaws (p. 3)

3. Approval of Agenda (p. 23)

4. Consent Agenda Approvals

- A. EDA Minutes – January 17, 2017 (p. 25)
- B. Housing Division Bills ACH batches with transactions totaling \$59,718.46 (p. 28)
- C. Approve EDA Administration Division bills checks #104871 - #105249 totaling \$35,260.21 (p. 32)
- D. EDA Draft December 2016 Financial Statements (p. 44)
- E. Adopt Resolution R17-001 Amending EDA Admin Budget (p. 72) –marketing \$ carryover

5. Work Session

6. Unfinished Business

7. New Business

- A. Supervisor's Report (p. 76)
- B. Resident Meeting (p. 77)
- C. Approve proposal for the removal, disposal and installation of new carpeting in unit 162 in the City Center Mall (p. 78)

8. Adjourn

Upcoming Dates

EDA Visioning            March 3 at 4:30 pm

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
January 17, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, January 17, 2017 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Lisa Iverson, Marlys Palmer, Kersten Conley, and Jim Godfrey. All present, no absences.

**Call to Order**

Morin called the meeting to order at 5:39 pm.

**Approval of Agenda**

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

**Consent Agenda**

Palmer pulled B for discussion. Iverson moved, seconded by Godfrey, to approve the consent agenda items A, C, & D, as presented:

- A. EDA Minutes – December 4, 2016
- C. Approve EDA Administration Division bills checks #104528 - #104864 totaling \$47,797.05
- D. EDA Draft November 2016 Financial Statements

Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

B. Housing Division Bills ACH batches with transactions totaling \$60,740.46

Palmer asked for clarity as to why the check register detail report lists Peoples Bank of Commerce as the payee all down the page. Moe explained that indicates an ACH file transfer (automatic banking transaction).

Palmer confirmed the horse and carriage for \$750 was for the snowflake parade and that it was approved by City Council. Woulfe reported it was withdrawn from the downtown fund and it was the same amount as it was in 2015.

Palmer moved, seconded by Iverson to approve the Housing Division Bills ACH batches with transactions totaling \$60,740.46. Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

**Unfinished Business**

There was no unfinished business.

## **New Business**

### ***Housing Supervisor Report***

Barrett reviewed the month of December's activities. Barrett introduced Tony Hamilton the new maintenance person. Tony thanked the Board for the opportunity and noted he lives locally and attends school in the community.

Palmer confirmed the hours that the office is open work well for the residents. Moe indicated there is a dedicated on-call phone number for the residents.

### ***Resident Meeting***

Barrett gave a recap of the last resident's meeting.

### ***EDA Housing Division Visioning***

Moe explained there is one Housing Division fund that is not related to any HUD funding which retained the admin profits for administering the Bridges program in the past. Moe noted the Housing Division has a small ownership interest in Tower Terrace and for the past several years, the City has received distributions of approximately \$15,000 per year.

Moe explained the accumulated fund balance is approximately \$340,000 and the City needs to retain some fund balance to cover expenses no longer allowable by HUD. Moe stated the EDA Housing Board meeting pay may no longer be charged to the Bridge Park fund or the Section 8 fund due to changes in HUD regulations. Moe stated the balance could be used for some housing initiatives. Moe asked the Council and EDA Board to schedule a visioning session for further discussion.

The Board discussed possible times and agreed on meeting prior to the Council retreat on March 3<sup>rd</sup> at 4:30 pm.

### ***Approve Proposal for the Installation of Two Ceiling Heater and Performance Agreement in the North Entry of City Center Mall***

Woulfe reviewed the quotes for installing two heaters in the ceiling of the north vestibule into the City Center Mall. Woulfe explained the heaters would be similar to ones that have been in the entry way at the center of the mall. The funds would come from the Repair and Maintenance line item.

Palmer raised concern regarding SAC's not using their main door. Woulfe pointed out staff has asked them to not use their door because the heater that is currently in that unit isn't sufficient. Discussion ensued regarding if it is more cost effective to replace the heater in SAC's so they can use their main door. Woulfe reported the last time staff received price quotes for the heater it was around \$12,000.

Palmer moved, seconded by Conley, to approve Wendorf Electric's bid for a not to exceed amount of \$3,000. Godfrey asked what the electrical savings would be with a heater that doesn't run constantly. Woulfe stated staff can look into that question. Conley recommended looking at replacing the heater that is under performing if there is an efficiency issue. Motion carried unanimously.



**Adjournment**

Iverson moved, seconded by Palmer, to adjourn the meeting at 6:02 p.m. Motion carried unanimously.

\_\_\_\_\_  
Joe Morin, President

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, Executive Director

DRAFT

Cambridge EDA  
Check Register Detail Report

Cambridge  
From: 01/01/2017 To: 01/31/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/03/2017	DEP	Peoples Bank Of Commerce	Deposit	315.76	586,710.32	
01/03/2017	DEP	Peoples Bank Of Commerce	Deposit	610.18	587,320.50	
01/03/2017	DEP	Peoples Bank Of Commerce	Deposit	1,160.31	588,480.81	
01/03/2017	ADJST	ACH00113	Payment	59,174.46	529,306.35	See attached
01/04/2017	DEP	Peoples Bank Of Commerce	Deposit	852.07	530,158.42	
01/04/2017	DEP	Peoples Bank Of Commerce	Deposit	12,817.62	542,976.04	
01/05/2017	DEP	Peoples Bank Of Commerce	Deposit	6,356.00	549,332.04	
01/05/2017	DEP	Peoples Bank Of Commerce	Deposit	7,971.00	557,303.04	
01/10/2017	DEP	Peoples Bank Of Commerce	Deposit	1,418.00	558,721.04	
01/12/2017	ADJST	NSF Fee Check #2018	Payment	322.00	558,399.04	Rent NSF Bridge Park - subsequently collected.
01/17/2017	DEP	Peoples Bank Of Commerce	Deposit	558.00	558,957.04	
01/23/2017	DEP	Peoples Bank Of Commerce	Deposit	17,037.00	575,994.04	
01/25/2017	DEP	Peoples Bank Of Commerce	Deposit	576.10	576,570.14	
01/26/2017	ADJST	ACH00114	Payment	544.00	576,026.14	See attached.
01/30/2017	Print	Transfer to Checking 1080	Payment	26,459.69	549,566.45	TRANSFER to City for payroll, Bridge Park Utilities and all vendor payments pd by City for lts div.

① = 59,718.46  
ACH batches

28

Date: 01/24/2017

Peoples Bank of Commerce / Cambridge EDA

Page: 1

**ACH Transaction Report**

Batch #: 000115

Created On: 01/24/2017

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$524.00
Bohmer, John	\$643.00
Dean & Jennifer Bondes	\$895.00
Bungalows of Chisago L	\$1,240.00
Calhoun Apartments	\$1,075.00
Cambridge Square Assoc	\$1,498.00
Cambridge Town Square	\$1,076.00
Charis Satak	\$586.00
Chen Liu	\$7,462.00
DJ Properties of Stanc	\$493.00
Elmer D. Harp	\$572.00
Erlandson - Nelson Con	\$547.00
FYP PROPERTIES	\$6.00
Robert Giffin	\$585.00
Hanson Properties	\$270.00
Haven Properties	\$335.00
New Challenges, Inc.	\$7,112.00
Isanti Village Apartme	\$916.00
Jay M. Winger	\$479.00
John Maher	\$370.00
Kaizen Property Soluti	\$1,206.00
Kathryn Dahlberg	\$608.00
Kestrel Meadows Townho	\$3,230.00
Brian Leet	\$335.00
Legacy Townhomes	\$4,586.00
Janet Nielsen	\$739.00
Lindstrom Parkview Ass	\$319.00
Mann, Cheryl	\$560.00
Michael Doran	\$560.00
Allen Moulton	\$540.00
Multi-Investments, LLC	\$362.00
Loral Myers	\$274.00
Norman Rosenkranz	\$741.00
Normandy Townhomes	\$2,610.00
North Branch Senior Ho	\$790.00
Oakhurst Apartments	\$368.00
Oakview Terrace Townho	\$1,199.00
Northern Management	\$455.00
Ordeen Splittstoser	\$830.00

Date: 01/24/2017

Peoples Bank of Commerce / Cambridge EDA

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**ACH Transaction Report**

Batch #: 000115

Created On: 01/24/2017

<u>Name</u>	<u>Amount</u>
Randall Propp	\$506.00
Richard Berget	\$279.00
Robert Blaisdell-Blais	\$402.00
Robert Mattson	\$276.00
Rush Oaks Apartments	\$367.00
Sharon Johnson	\$323.00
Steve Baker	\$802.00
Paul & Bethany Stiles	\$656.00
Sunrise Court Apartmen	\$1,103.00
Taylor's Falls Villas	\$542.00
Thomas Olin	\$999.00
Tower Terrace Limited	\$3,031.00
Washington County HRA	\$574.46
William Francisco	\$510.00
Wyoming Limited Partne	\$994.00
Wyoming Limited Partne	\$1,261.00
Cambridge EDA	\$-59,621.46
<b>Batch Total:</b>	<b>\$0.00</b>

### ACH Transaction Report

Batch #: 000114  
Created On: 01/24/2017

<u>Name</u>	<u>Amount</u>
New Challenges, Inc.	\$544.00
Cambridge EDA	\$-544.00
<b>Batch Total:</b>	<b>\$0.00</b>

<p><b>CAMBRIDGE EDA MEETING</b></p> <p>February 21, 2017</p> <p><b>BILLS LIST</b></p>
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<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For <u>Approval</u></b>
Prepaid Checks	1/11/2017	104871 - 104923	4,533.34
Prepaid Checks	1/18/2017	104949 - 104950	41.13
Prepaid Checks	1/25/2017	105063 - 105129	24,724.24
Prepaid Checks	2/1/2017	105155 - 105187	2,815.99
Prepaid Checks	2/8/2017	105200 - 105249	3,145.51
Prepaid Checks			

Prepaid Totals

35,260.21

**TOTAL SUBMITTED FOR APPROVAL**

\$35,260.21



Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Health History, Physical, Questionnaire - Bridge	130.00
Total 165:			130.00
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Mall	31.08
Total 906:			31.08
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	102.54
Total 2411:			102.54
2859	Karl's	Range - Bridge Park	1,077.96
Total 2859:			1,077.96
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
Total 3056:			108.40
3521	Menards	Materials - Bridge Park	147.37
3521	Menards	Materials - Bridge Park	269.76
Total 3521:			417.13
4179	Northern Lights Express NLX	Passenger Rail Alliance 2017	2,415.00
Total 4179:			2,415.00
5861	Walmart Community Card	Tenant Services - Bridge Park	218.29
5861	Walmart Community Card	Materials - Bridge Park	30.44
Total 5861:			248.73
Grand Totals:			4,533.34

Dated: 1/12/17

City Treasurer: Caroline Mar

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/11/2017	104871	165	Allina Health	901-20100	130.00
01/17	01/11/2017	104876	906	Cambridge Napa Auto Parts	205-20100	31.08
01/17	01/11/2017	104886	2046	G & K Services, Inc.	205-20100	2.50
01/17	01/11/2017	104890	2411	Hillyard / Minneapolis	205-20100	102.54
01/17	01/11/2017	104894	2859	Karl's	901-20100	1,077.96
01/17	01/11/2017	104898	3056	Lake Superior Laundry Inc.	205-20100	108.40
01/17	01/11/2017	104904	3521	Menards	901-20100	417.13
01/17	01/11/2017	104910	4179	Northern Lights Express NLX	205-20100	2,415.00
01/17	01/11/2017	104923	5861	Walmart Business/SYNCB	901-20100	248.73
Grand Totals:						<u>4,533.34</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	38.63
Total 2411:			38.63
Grand Totals:			41.13

Dated: 4/18/17

City Treasurer: Caroline Noel

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/18/2017	104949	2046	G & K Services, Inc.	205-20100	2.50
01/17	01/18/2017	104950	2411	Hillyard / Minneapolis	205-20100	38.63
Grand Totals:						<u>41.13</u>

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Vendor	Vendor Name	Description	Net Invoice Amount
453	BayPointe Enterprises, Inc.	Community Collaboration	2,127.60
Total 453:			2,127.60
969	Cardmember Service	Small Tools & Equipment - Mall	429.99
969	Cardmember Service	EDAM Membership Renewal - S. Gustafson	295.00
969	Cardmember Service	Marketing - EDA	299.03
Total 969:			1,024.02
1949	First Advantage	Pre-Employment Drug Test - Bridge Park	53.00
Total 1949:			53.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2233	Grimebusters Deep Surface Clea	Strip and Wax - Mall	3,511.20
Total 2233:			3,511.20
2411	Hillyard Inc.	Repairs and Maint Supplies - Mall	127.50
Total 2411:			127.50
2631	Isanti County Auditor-Treasurer	Payment in Lieu of Taxes 2016 - Bridge Park A	13,336.00
Total 2631:			13,336.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
Total 3056:			106.20
3521	Menards	Materials - Bridge Park	212.56
3521	Menards	Materials - Bridge Park	3.90
3521	Menards	Materials - Bridge Park	213.40
Total 3521:			429.86
3933	Mora HRA	January 2017 Contracted Section 8 Administrati	3,978.07
Total 3933:			3,978.07
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
5801	Verizon Wireless	wireless phone service - Economic Developmen	59.49
5801	Verizon Wireless	wireless phone service - Bridge Park	48.69-
Total 5801:			28.29

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Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>24,724.24</u>

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Dated: 1/25/17

City Treasurer: Caroline Mac

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/25/2017	105063	453	BayPointe Enterprises, Inc.	205-20100	2,127.60
01/17	01/25/2017	105068	969	Cardmember Service	205-20100	1,024.02
01/17	01/25/2017	105085	1949	First Advantage LNS	901-20100	53.00
01/17	01/25/2017	105086	2046	G & K Services, Inc.	205-20100	2.50
01/17	01/25/2017	105088	2233	Grimebusters Deep Surface Cleaning	205-20100	3,511.20
01/17	01/25/2017	105089	2411	Hillyard / Minneapolis	205-20100	127.50
01/17	01/25/2017	105092	2631	Isanti County Auditor-Treasurer	901-20100	13,336.00
01/17	01/25/2017	105098	3056	Lake Superior Laundry Inc.	205-20100	106.20
01/17	01/25/2017	105108	3521	Menards	901-20100	429.86
01/17	01/25/2017	105111	3933	Mora HRA	902-20100	3,978.07
01/17	01/25/2017	105129	5801	Verizon Wireless	205-20100	28.29
Grand Totals:						24,724.24

Vendor	Vendor Name	Description	Net Invoice Amount
1983	Mills Fleet Farm	Repairs to Road Sign	1,208.67
Total 1983:			1,208.67
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3521	Menards	Maintenance Supplies - Mall	37.11
3521	Menards	Materials - Bridge Park	332.72
Total 3521:			369.83
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	10.05
Total 3543:			10.05
4011	NAC Mechanical & Electrical	January Semi-Annual Maintenance	971.19
Total 4011:			971.19
5305	Stone, Sharon	Refund for Security Deposit	253.75
Total 5305:			253.75
Grand Totals:			2,815.99

Dated: 2/2/17

City Treasurer: Caroline Muel



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/01/2017	105155	2046	G & K Services, Inc.	205-20100	2.50
02/17	02/01/2017	105167	3521	Menards	901-20100	369.83
02/17	02/01/2017	105168	3543	Metro Sales, Inc.	901-20100	10.05
02/17	02/01/2017	105169	1983	Mills Fleet Farm	205-20100	1,208.67
02/17	02/01/2017	105172	4011	NAC Mechanical & Electrical	205-20100	971.19
02/17	02/01/2017	105187	5305	Sharon Stone	901-20100	253.75
Grand Totals:						2,815.99

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park Credit	130.39-
	Total 306:		130.39-
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2456	Housing Data Systems	MTCS Transmittal Service 01/01/17-03/31/17	120.00
	Total 2456:		120.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
	Total 3056:		106.20
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	443.50
	Total 3086:		443.50
3501	MEI Total Elevator Solutions	February Service Billing - Bridge Park Apts	225.20
	Total 3501:		225.20
5191	SPEW Health Plan	Health Insurance Premium - March	1,359.00
5191	SPEW Health Plan	Health Insurance Premium - March	679.50
	Total 5191:		2,038.50
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	340.00
	Total 5601:		340.00
	Grand Totals:		3,145.51

Dated: 2/8/17

City Treasurer: Caroline Mee

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/08/2017	105200	306	ARC Irrigation, LLC	901-20100	130.39-
02/17	02/08/2017	105213	2046	G & K Services, Inc.	205-20100	2.50
02/17	02/08/2017	105218	2456	Housing Data Systems	901-20100	120.00
02/17	02/08/2017	105225	3056	Lake Superior Laundry Inc.	205-20100	106.20
02/17	02/08/2017	105226	3086	Landworks Construction, Inc.	901-20100	443.50
02/17	02/08/2017	105232	3501	Minnesota Elevator, Inc	901-20100	225.20
02/17	02/08/2017	105244	5191	SPEW Health Plan	205-20100	2,038.50
02/17	02/08/2017	105249	5601	TR Computer Sales LLC	901-20100	340.00
Grand Totals:						<u>3,145.51</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(	4,185.56)	
901-10102	INVESTMENTS--PBC		319,779.95	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		374,493.02	
901-15500	PREPAID EXPENSES		1,830.00	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,221,510.52	
901-16300	SITE IMPROVEMENTS		103,618.10	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN		56,192.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	1,646,510.67)	
	TOTAL ASSETS			<u>1,146,439.73</u>

**DRAFT**

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		1,402.07	
901-20200	ACCOUNTS PAYABLE		13,336.00	
901-21650	ACCRUED VACATION & SICK PAY		32,113.09	
901-22600	TENANT SECURITY DEPOSITS		25,736.00	
	TOTAL LIABILITIES			<u>72,587.16</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		657,269.35	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(	227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>115,027.45</u>	
	BALANCE - CURRENT DATE		<u>115,027.45</u>	
	TOTAL FUND EQUITY			<u>1,073,852.57</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,146,439.73</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	72,000.00	72,000.00	80,942.00	( 8,942.00)	112.42	80,773.00
TOTAL INTERGOVERNMENTAL REVE	72,000.00	72,000.00	80,942.00	( 8,942.00)	112.42	80,773.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	1,801.80	( 1,701.80)	1,801.80	258.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,265.54	( 765.54)	151.04	2,203.74
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	4,067.34	( 2,467.34)	254.21	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	140,000.00	140,000.00	165,602.90	( 25,602.90)	118.29	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	5,800.00	5,800.00	6,602.50	( 802.50)	113.84	7,336.25
TOTAL RENTAL INCOME	145,800.00	145,800.00	172,205.40	( 26,405.40)	118.11	162,759.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	92,883.77	( 57,883.77)	265.38	.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	92,883.77	( 57,883.77)	265.38	.00
TOTAL FUND REVENUE	254,400.00	254,400.00	350,098.51			245,994.24

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	28,330.00	28,330.00	.00	( 28,330.00)	.00	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	33,186.92	33,186.92	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	390.92	390.92	.00	( 85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,168.00	2,168.00	2,576.48	408.48	118.84	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	240.00	240.00	252.60	12.60	105.25	240.87
<b>TOTAL PERSONAL SERVICES</b>	<b>30,738.00</b>	<b>30,738.00</b>	<b>36,406.92</b>	<b>5,668.92</b>	<b>118.44</b>	<b>28,684.88</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	733.98	( 766.02)	48.93	602.30
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>733.98</b>	<b>( 766.02)</b>	<b>48.93</b>	<b>602.30</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	100.00	100.00	.00	( 100.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,300.00	300.00	110.00	2,000.00
901-49500-321 TELEPHONE EXPENSE	6,000.00	6,000.00	7,602.32	1,602.32	126.71	6,867.62
901-49500-322 POSTAGE	250.00	250.00	94.00	( 156.00)	37.60	147.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	441.48	341.48	441.48	.00
901-49500-340 ADVERTISING	100.00	100.00	297.90	197.90	297.90	30.80
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>9,550.00</b>	<b>9,550.00</b>	<b>11,735.70</b>	<b>2,185.70</b>	<b>122.89</b>	<b>9,045.42</b>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	1,830.00	( 170.00)	91.50	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	341.07	( 58.93)	85.27	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	900.00	( 100.00)	90.00	2,018.00
901-49500-440 STAFF TRAINING	500.00	500.00	39.95	( 460.05)	7.99	.00
<b>TOTAL MISCELLANEOUS</b>	<b>3,900.00</b>	<b>3,900.00</b>	<b>3,111.02</b>	<b>( 788.98)</b>	<b>79.77</b>	<b>2,321.87</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>45,688.00</b>	<b>45,688.00</b>	<b>51,987.62</b>	<b>6,299.62</b>	<b>113.79</b>	<b>40,654.47</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	3,335.22	3,135.22	1,667.61	1,353.88
<i>TOTAL SUPPLIES</i>	200.00	200.00	3,335.22	3,135.22	1,667.61	1,353.88
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>3,335.22</b>	<b>3,135.22</b>	<b>1,667.61</b>	<b>1,353.88</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	25,802.00	25,802.00	.00 (	25,802.00)	.00	2,967.04
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	26,175.51	26,175.51	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	48.13	48.13	.00 (	147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,975.00	1,975.00	2,040.04	65.04	103.29	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	1,621.00	1,621.00	1,478.19 (	142.81)	91.19	1,731.64
<b>TOTAL PERSONAL SERVICES</b>	<b>29,398.00</b>	<b>29,398.00</b>	<b>29,741.87</b>	<b>343.87</b>	<b>101.17</b>	<b>29,853.43</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	5,440.45	1,040.45	123.65	2,190.08
901-49700-212 FUEL PURCHASE	200.00	200.00	9.80 (	190.20)	4.90	110.35
<b>TOTAL SUPPLIES</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>5,450.25</b>	<b>850.25</b>	<b>118.48</b>	<b>2,300.43</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	18,000.00	18,000.00	29,105.63	11,105.63	161.70	14,105.53
901-49700-360 INSURANCE AND BONDS	13,500.00	13,500.00	9,534.00 (	3,966.00)	70.62	11,622.75
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	13,336.00	2,236.00	120.14	12,296.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	26,036.29 (	9,663.71)	72.93	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	8,503.32 (	1,496.68)	85.03	8,656.74
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	4,191.72 (	1,808.28)	69.86	4,702.40
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,915.97 (	184.03)	91.24	1,932.56
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>96,400.00</b>	<b>96,400.00</b>	<b>92,622.93 (</b>	<b>3,777.07)</b>	<b>96.08</b>	<b>81,891.35</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	46,481.84 (	23,518.16)	66.40	42,443.47
901-49700-430 MISCELLANEOUS & GENERAL EXP	114.00	114.00	.00 (	114.00)	.00	.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	1,368.33	1,368.33	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>70,114.00</b>	<b>70,114.00</b>	<b>47,850.17 (</b>	<b>22,263.83)</b>	<b>68.25</b>	<b>42,443.47</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	8,000.00	8,000.00	4,083.00 (	3,917.00)	51.04	4,176.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>4,083.00 (</b>	<b>3,917.00)</b>	<b>51.04</b>	<b>4,176.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>208,512.00</b>	<b>208,512.00</b>	<b>179,748.22 (</b>	<b>28,763.78)</b>	<b>86.21</b>	<b>160,664.68</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	254,400.00	254,400.00	235,071.06			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	115,027.45			43,321.21

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	83,541.37	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)	
	TOTAL ASSETS		<u>83,541.37</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	2,789.01	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	3,753.00	
	TOTAL LIABILITIES		6,542.01

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	14,589.82	
	BALANCE - CURRENT DATE	14,589.82	
	TOTAL FUND EQUITY		<u>76,999.36</u>
	TOTAL LIABILITIES AND EQUITY		<u>83,541.37</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	34,371.00	34,371.00	54,286.00	( 19,915.00)	157.94	43,514.00
TOTAL INTERGOVERNMENTAL REVE	34,371.00	34,371.00	54,286.00	( 19,915.00)	157.94	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	30,000.00	30,000.00	1,822.08	28,177.92	6.07	11,999.79
TOTAL RENTAL INCOME	30,000.00	30,000.00	1,822.08	28,177.92	6.07	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	75.81	( 75.81)	.00	54.17
TOTAL INTEREST	.00	.00	75.81	( 75.81)	.00	54.17
 TOTAL FUND REVENUE	 64,371.00	 64,371.00	 56,183.89			 55,567.96

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	3,300.00	300.00	110.00	2,000.00
902-49500-307	CONTRACTED SECT 8 ADMIN	36,000.00	36,000.00	38,294.07	2,294.07	106.37	38,638.84
	<i>TOTAL OTHER SERVICES AND CHA</i>	39,000.00	39,000.00	41,594.07	2,594.07	106.65	40,638.84
<i>MISCELLANEOUS</i>							
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (	1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00 (	1,000.00)	.00	.00
	<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>41,594.07</b>	<b>1,594.07</b>	<b>103.99</b>	<b>40,638.84</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	293,654.00	293,654.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 293,819.00)	( 293,819.00)	.00	( 303,727.00)
902-49775-376 URP PORT REC	.00	.00	165.00	165.00	.00	329.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	( 552.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	.00	.00	.00	( 223.00)
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	.00	.00	.00	( 223.00)

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	40,000.00	40,000.00	41,594.07			40,415.84
NET REVENUES OVER EXPENDITURE	24,371.00	24,371.00	14,589.82			15,152.12

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 DECEMBER 31, 2016

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	262,777.88	
903-10200	EDA HOUSING DIV OPERATING CASH	81,556.07	
	TOTAL ASSETS		<u>344,333.95</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>7,536.62</u>	
	BALANCE - CURRENT DATE	<u>7,536.62</u>	
	TOTAL FUND EQUITY		<u>344,333.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>344,333.95</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	.00	.00	.00	.00	.00	72,109.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	.00	.00	.00	72,109.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	.00	.00	.00	.00	.00	6,446.00
TOTAL CHARGES FOR SERVICES	.00	.00	.00	.00	.00	6,446.00
<u>INTEREST &amp; MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	2,546.52
903-36210 INTEREST EARNINGS	.00	.00	1,662.56	( 1,662.56)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	1,662.56	( 1,662.56)	.00	4,172.22
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	8,454.00	6,546.00	56.36	16,434.25
TOTAL OTHER REVENUES	15,000.00	15,000.00	8,454.00	6,546.00	56.36	16,434.25
TOTAL FUND REVENUE	15,000.00	15,000.00	10,116.56			99,161.47



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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>						
903-49500-112 BOARD PAY	2,100.00	2,100.00	2,275.00	175.00	108.33	1,575.00
903-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	174.06	174.06	.00	120.43
<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>2,449.06</u>	<u>349.06</u>	<u>116.62</u>	<u>1,695.43</u>
<i>OTHER SERVICES AND CHARGES</i>						
903-49500-331 TRAVEL/MEALS/LODGING	500.00	500.00	130.88	( 369.12)	26.18	376.39
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>130.88</u>	<u>( 369.12)</u>	<u>26.18</u>	<u>376.39</u>
<i>MISCELLANEOUS</i>						
903-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	567.00
<i>TOTAL MISCELLANEOUS</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>567.00</u>
<b>TOTAL OTHER HOUSING BUS ACTIV</b>	<u><u>2,600.00</u></u>	<u><u>2,600.00</u></u>	<u><u>2,579.94</u></u>	<u><u>( 20.06)</u></u>	<u><u>99.23</u></u>	<u><u>2,638.82</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	.00	.00	.00	.00	.00	71,913.00
	<i>TOTAL HAP EXPENDITURES</i>	.00	.00	.00	.00	.00	71,913.00
	<b>TOTAL HOUSING ASSISTANCE PRO</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>71,913.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,600.00	2,600.00	2,579.94			74,551.82
NET REVENUES OVER EXPENDITURE	12,400.00	12,400.00	7,536.62			24,609.65

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

CAPITAL FUND PROGRAM-HUD

LIABILITIES AND EQUITY

FUND EQUITY

904-27200	UNRESTRICTED NET ASSETS		28,860.00	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(	<u>28,860.00)</u>	
	BALANCE - CURRENT DATE		(	<u>28,860.00)</u>
	TOTAL FUND EQUITY			<u>.00</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>.00</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	64,023.77	( 29,023.77)	182.93	28,860.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	64,023.77	( 29,023.77)	182.93	28,860.00
TOTAL FUND REVENUE	35,000.00	35,000.00	64,023.77			28,860.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	92,883.77	57,883.77	265.38	.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	92,883.77	57,883.77	265.38	.00
	<b>TOTAL OTHER FINANCING USES</b>	<u>35,000.00</u>	<u>35,000.00</u>	<u>92,883.77</u>	<u>57,883.77</u>	<u>265.38</u>	<u>.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	92,883.77			.00
NET REVENUES OVER EXPENDITURE	.00	.00	( 28,860.00)			28,860.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	5,988.48	
905-10200	EDA OPERATING ACCT-SECTION 8	46,804.10	
	TOTAL ASSETS		<u>52,792.58</u>

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	5,988.48	
905-22200	DEFERRED REVENUE-UNEARNED GRAN	36,897.00	
	TOTAL LIABILITIES		42,885.48

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	( 2,814.72)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>12,721.82</u>
	BALANCE - CURRENT DATE		<u>12,721.82</u>
	TOTAL FUND EQUITY		<u>9,907.10</u>
	TOTAL LIABILITIES AND EQUITY		<u>52,792.58</u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	270,000.00	270,000.00	369,516.00	( 99,516.00)	136.86	279,272.00
TOTAL INTERGOVERNMENTAL REVE	270,000.00	270,000.00	369,516.00	( 99,516.00)	136.86	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	4.28	( 4.28)	.00	3.00
TOTAL INTEREST	.00	.00	4.28	( 4.28)	.00	3.00
 TOTAL FUND REVENUE	 270,000.00	 270,000.00	 369,520.28			 279,275.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	294,371.00	294,371.00	349,774.00	55,403.00	118.82	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	843.00	843.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	4,906.00	4,906.00	.00	2,870.00
905-49775-375 FSS	.00	.00	741.00	741.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	534.46	534.46	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	<u>294,371.00</u>	<u>294,371.00</u>	<u>356,798.46</u>	<u>62,427.46</u>	<u>121.21</u>	<u>285,507.50</u>
<b>TOTAL HAP EXPENDITURES</b>	<u><u>294,371.00</u></u>	<u><u>294,371.00</u></u>	<u><u>356,798.46</u></u>	<u><u>62,427.46</u></u>	<u><u>121.21</u></u>	<u><u>285,507.50</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	294,371.00	294,371.00	356,798.46			285,507.50
NET REVENUES OVER EXPENDITURE	( 24,371.00)	( 24,371.00)	12,721.82			( 6,232.50)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33632 INIT FOUND DESIGN TEAM GRANT	.00	.00	.00	.00	.00	4,000.00
205-33633 INIT FOUND DOWNTOWN REVITALIG	.00	.00	5,000.00	( 5,000.00)	.00	.00
<b>TOTAL SOURCE 33</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>( 5,000.00)</b>	<b>.00</b>	<b>4,000.00</b>
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	3,937.99	( 3,837.99)	3,937.99	4,439.46
<b>TOTAL INTEREST</b>	<b>100.00</b>	<b>100.00</b>	<b>3,937.99</b>	<b>( 3,837.99)</b>	<b>3,937.99</b>	<b>4,439.46</b>
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	133.75	( 133.75)	.00	38,590.26
205-37220 RENTAL FEES	225,000.00	225,000.00	224,699.11	300.89	99.87	220,461.33
<b>TOTAL MALL OPERATING REVENUES</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>224,832.86</b>	<b>167.14</b>	<b>99.93</b>	<b>259,051.59</b>
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>225,100.00</b>	<b>233,770.85</b>			<b>267,491.05</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>							
<i>PERSONAL SERVICES</i>							
205-41930-112	EDA MEETING PAYMENTS	2,500.00	1,627.00	.00 (	1,627.00)	.00	630.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	191.00	191.00	.00 (	191.00)	.00	48.23
<b>TOTAL PERSONAL SERVICES</b>		<b>2,691.00</b>	<b>1,818.00</b>	<b>.00 (</b>	<b>1,818.00)</b>	<b>.00</b>	<b>678.23</b>
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	.00	.00	19.24	19.24	.00	.00
205-41930-210	MISCELLANEOUS OPER SUPPLIES	.00	.00	35.68	35.68	.00	.00
205-41930-240	SMALL TOOLS & MINOR EQUIPMENT	.00	.00	429.99	429.99	.00	.00
<b>TOTAL SUPPLIES</b>		<b>.00</b>	<b>.00</b>	<b>484.91</b>	<b>484.91</b>	<b>.00</b>	<b>.00</b>
<i>OTHER SERVICES &amp; CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	5,369.97	369.97	107.40	650.00
205-41930-331	TRAVEL/MEALS/LODGING	750.00	750.00	154.86 (	595.14)	20.65	711.73
205-41930-334	MILEAGE REIMBURSEMENT	250.00	1,000.00	883.44 (	116.56)	88.34	.00
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	38.33 (	161.67)	19.17	15.54
205-41930-360	INSURANCE AND BONDS	2,000.00	2,000.00	1,059.91 (	940.09)	53.00	1,195.43
205-41930-381	ELECTRIC UTILITIES	.00	300.00	614.35	314.35	204.78	305.70
205-41930-382	WATER/SEWER/STORM PROPERTY A	.00	300.00	73.28 (	226.72)	24.43	39.06
205-41930-383	GAS UTILITIES	.00	.00	51.36	51.36	.00	.00
<b>TOTAL OTHER SERVICES &amp; CHARG</b>		<b>8,200.00</b>	<b>9,550.00</b>	<b>8,245.50 (</b>	<b>1,304.50)</b>	<b>86.34</b>	<b>2,917.46</b>
<i>MISCELLANEOUS</i>							
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	1,208.67	1,208.67	.00	.00
205-41930-430	MISCELLANEOUS	.00	25.00	24.66 (	.34)	98.64	.00
205-41930-433	DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	250.00 (	1,750.00)	12.50	1,000.00
205-41930-440	SCHOOLS & MEETINGS	2,050.00	2,050.00	535.00 (	1,515.00)	26.10	658.00
205-41930-484	NLX ACTIVITIES	.00	5,250.00	2,625.00 (	2,625.00)	50.00	.00
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	2,358.00 (	642.00)	78.60	7,160.43
205-41930-486	COMMUNITY COLLABORATIONS PRO	.00	13,100.00	11,280.26 (	1,819.74)	86.11	.00
205-41930-487	MN DESIGN TEAM PROJECT	6,000.00	10,092.00	10,091.91 (	.09)	100.00	2,500.00
205-41930-488	DOWNTOWN TASK FORCE	.00	779.00	750.00 (	29.00)	96.28	600.00
205-41930-489	IND PARK MARKETING	4,600.00	9,000.00	8,290.83 (	709.17)	92.12	19,175.01
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	.00
<b>TOTAL MISCELLANEOUS</b>		<b>20,650.00</b>	<b>48,296.00</b>	<b>40,414.33 (</b>	<b>7,881.67)</b>	<b>83.68</b>	<b>31,093.44</b>
<b>TOTAL EDA ADMINISTRATION</b>		<b>31,541.00</b>	<b>59,864.00</b>	<b>49,144.74 (</b>	<b>10,519.26)</b>	<b>82.37</b>	<b>34,689.13</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	25,000.00	25,000.00	23,996.74	( 1,003.26)	95.99	23,894.19
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	9.21	( 990.79)	.92	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	1,485.88	( 1,514.12)	49.53	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	1,799.76	( 75.24)	95.99	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	1,889.78	( 253.22)	88.18	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	7,129.14	82.14	101.17	6,826.92
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	716.84
205-47000-151 WORKERS' COMPENSATION PREMIU	1,871.00	1,871.00	1,131.50	( 739.50)	60.48	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	36.75	( 63.25)	36.75	36.85
<b>TOTAL PERSONAL SERVICES</b>	<b>42,636.00</b>	<b>42,636.00</b>	<b>37,478.76</b>	<b>( 5,157.24)</b>	<b>87.90</b>	<b>36,431.41</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	100.00	138.64	38.64	138.64	188.49
205-47000-212 GASOLINE/FUEL	.00	200.00	82.20	( 117.80)	41.10	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	10,000.00	13,616.18	3,616.18	136.16	6,387.33
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>10,300.00</b>	<b>13,837.02</b>	<b>3,537.02</b>	<b>134.34</b>	<b>6,670.84</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,000.00	208.87	( 791.13)	20.89	179.56
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	4,289.25	( 2,710.75)	61.28	5,205.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	19,000.00	19,506.29	506.29	102.66	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	5,130.22	( 569.78)	90.00	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	3,810.03	( 1,189.97)	76.20	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	4,088.50	( 411.50)	90.86	4,095.96
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,800.00</b>	<b>42,200.00</b>	<b>37,033.16</b>	<b>( 5,166.84)</b>	<b>87.76</b>	<b>36,332.39</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	12,265.99	1,765.99	116.82	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	2,269.42	1,469.42	283.68	1,482.22
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	10,000.00	77.85	( 9,922.15)	.78	8,501.68
205-47000-490 MALL CAP FUND CONTRIBUTION	55,000.00	49,000.00	54,000.00	5,000.00	110.20	50,000.00
205-47000-491 WORK FORCE CENTER BUILDOUT	.00	.00	.00	.00	.00	38,453.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	3,051.47
<b>TOTAL MISCELLANEOUS</b>	<b>78,300.00</b>	<b>70,300.00</b>	<b>68,613.26</b>	<b>( 1,686.74)</b>	<b>97.60</b>	<b>113,192.56</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>173,736.00</b>	<b>165,436.00</b>	<b>156,962.20</b>	<b>( 8,473.80)</b>	<b>94.88</b>	<b>192,627.20</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	205,277.00	225,100.00	206,106.94			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	.00	27,663.91			40,174.72

**4E Finance Department Report**

**2/21/2017**

**2017 EDA Admin Special Revenue Fund Budget Amendment**

**Background:**

The EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations. We have historically carried over unspent marketing funds and thus, this budget amendment reflects our desire to carry over \$709 of unspent marketing funds to 2017.

We recommend the following change to the EDA Special Revenue fund budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Other Charges & Services	\$709	Carryover unspent marketing from 2016.
Total	\$709.	

**Council Action**

Approve Resolution EDA R17-001 amending the 2017 EDA Admin Special Revenue fund budget.



**Resolution No. EDA R17-001**

*RESOLUTION AMENDING THE 2016 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET*

WHEREAS, the Cambridge EDA passed upon Resolution R16-05 adopting the 2017 EDA Administration Budget; And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA**, that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

	2017 Adopted Budget	2017 Proposed Amended Budget 2/21/17
Revenue:		
Interest Income	\$100	\$100
Rental Fees	\$210,000	\$210,000
General Fund Transfer In	<u>\$75,000</u>	<u>\$75,000</u>
Total Revenue & Transfers In	<u>\$285,100</u>	<u>\$285,100</u>
Expenditures:		
Personal Services	\$122,133	\$122,133
Supplies	\$1,500	\$1,500
Other Charges & Services	\$34,250	\$34,959
Mall Operations	<u>\$121,034</u>	<u>\$121,034</u>
Total Expenditures	<u>\$278,917</u>	<u>\$279,626</u>

Adopted this 21<sup>st</sup> Day of February, 2017

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Joe Morin, EDA President

Attest:

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Lynda Woulfe, Executive Director

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2017**

		02/21/17	02/28/17	12/31/16	
	Adopted	Proposed	YTD	Actual	
	Budget	Amended	Actual	Actual	
	2017	2017	2017	2016	
<b>OTHER FINANCING SOURCES</b>					
205-36210	Interest Earnings	100	100	0.00	3,937.99
205-37200	Miscellaneous			0.00	133.75
205-37220	Rental Fees	210,000	210,000	28,787.93	224,699.11
205-33632	Design Team Grant			0.00	0.00
205-33633	Init Foundation Downtown Revitalization			0.00	5,000.00
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>210,100</b>	<b>210,100</b>	<b>28,787.93</b>	<b>233,770.85</b>
205-39200	General Fund Transfer In	75,000	75,000	0.00	0.00
	<b>TOTAL TRANSFERS IN</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES AND TRANSFER</b>	<b>285,100</b>	<b>285,100</b>	<b>28,787.93</b>	<b>233,770.85</b>
<b>EDA Admin #41930</b>					
<b>Personal Services</b>					
205-41930-101	Salaries	87,796	87,796	10,332.00	0.00
205-41930-102	Overtime			0.00	0.00
205-41930-112	EDA Meeting Payments	2,500	2,500	0.00	0.00
205-41930-121	PERA Employer Share	6,730	6,730	774.90	0.00
205-41930-122	FICA/Medicare Employer Share/Emp	7,055	7,055	765.24	0.00
205-41930-131	Medical/Dental/Life Employer Share	15,368	15,368	2,521.35	0.00
205-41930-132	Longevity	1,930	1,930	0.00	0.00
205-41930-151	Workers' Compensation Insurance	754	754	0.00	0.00
	<b>Total Personal Services</b>	<b>122,133</b>	<b>122,133</b>	<b>14,393.49</b>	<b>0.00</b>
<b>Supplies</b>					
205-41930-201	Office Supplies - Accessories	0	0	0.00	19.24
205-41930-204	Stationary, Forms and Envelopes	0	0	0.00	0.00
205-41930-209	Software Updates	0	0	0.00	0.00
205-41930-210	Miscellaneous Operating Supplies	0	0	0.00	35.68
205-41930-212	Gasoline/Fuel/Lubricants/Additivs	0	0	0.00	0.00
205-41930-221	Repair and Maintenance Supplies - V	0	0	0.00	0.00
205-41930-240	Small Tools and Minor Equipment	1,500	1,500	0.00	429.99
	<b>Total Supplies</b>	<b>1,500</b>	<b>1,500</b>	<b>0.00</b>	<b>484.91</b>
<b>Other Services and Charges</b>					
205-41930-304	Miscellaneous Professional Services	5000	5000	0.00	5,369.97
205-41930-306	McComb's Study/Hotel Study			0.00	0.00
205-41930-321	Telephone/Cellular Phones	0	0	59.49	0.00
205-41930-331	Travel/Meals/Lodging	750	750	28.89	154.86
205-41930-334	Mileage Reimbursement	1050	1050	42.27	883.44
205-41930-340	Advertising			0.00	0.00
205-41930-351	Legal Notices/Ordinance Publishing	200	200	0.00	38.33
205-41930-360	Insurance	2000	2000	0.00	1,059.91
205-41930-381	Electric--Church	250	250	0.00	614.35
205-41930-382	Water Sewer Acq Property			9.16	73.28
205-41930-383	Gas--Church	250	250	0.00	51.36
205-41930-404	Repairs and Maintenance	0	0	0.00	1,208.67
205-41930-409	Maintenance Contracts - Office Equip	0	0	0.00	0.00
205-41930-430	Miscellaneous	0	0	0.00	24.66
205-41930-433	Dues and Subscriptions	1,500	1,500	295.00	250.00
205-41930-440	Schools and Meetings	1,500	1,500	0.00	535.00
205-41930-484	NLX Activity	5,250	5,250	2,415.00	2,625.00
205-41930-485	Property taxes on acquired land	3,000	3,000	0.00	2,358.00
205-41930-486				0.00	11,280.26
205-41930-488	Downtown Task Force			0.00	750.00
205-41930-497	EDA Web Maintenance	3,000	3,000	0.00	3,000.00
205-41930-487	MN Design Team	0	0	0.00	10,091.91
205-41930-489	Other Contracted Services--marketing	10,500	11,209	3,197.50	8,290.83
	<b>Total Other Services and Charges</b>	<b>34,250</b>	<b>34,959</b>	<b>6,047.31</b>	<b>48,659.83</b>
	<b>Total EDA Administration</b>	<b>157,883</b>	<b>158,592</b>	<b>20,440.80</b>	<b>49,144.74</b>

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2017**

	02/21/17 Proposed Adopted Budget 2017	02/28/17 Amended Budget 2017	YTD Actual 2017	12/31/16 Actual 2016
<b>Mall Management</b>				
<b>Personal Services</b>				
205-47000-10: Salaries	24,920	24,920	2,896.80	23,996.74
205-47000-10: Overtime	1,000	1,000	0.00	9.21
205-47000-10: Temporary Employee	3,000	3,000	392.96	1,485.88
205-47000-12: PERA Employer Share	1,961	1,961	217.26	1,799.76
205-47000-12: FICA/Medicare Employer Share/Employ	2,201	2,201	243.87	1,889.78
205-47000-13: Medical/Dental/Life Employer Share	7,684	7,684	1,260.01	7,129.14
205-47000-13: Deductible Contribution	600	600	0.00	0.00
205-47000-15: Workers' Compensation Insurance	1,568	1,568	0.00	1,131.50
205-47000-15: HRA/Flex Fees	50	50	0.00	36.75
<b>Total Personal Services</b>	<b>42,984</b>	<b>42,984</b>	<b>5,010.90</b>	<b>37,478.76</b>
205-47000-211 Miscellaneous Operating Supplies			15.00	138.64
205-47000-212 Gasoline	250	250	0.00	82.20
205-47000-221 Repair and Maintenance Supplies	7,500	7,500	4,898.03	13,616.18
<b>Total Supplies</b>	<b>7,750</b>	<b>7,750</b>	<b>4,913.03</b>	<b>13,837.02</b>
<b>Other Services and Charges</b>				
205-47000-321 Telephone/Cellular Phones	1,800	1,800	17.49	208.87
205-47000-351 Legal Notices/Ordinance Publishing			0.00	0.00
205-47000-360 Insurance	7,000	7,000	0.00	4,289.25
205-47000-381 Electric Utilities	21,000	21,000	(150.00)	19,506.29
205-47000-382 Water/Wastewater Utilities	5,700	5,700	440.29	5,130.22
205-47000-383 Gas Utilities	6,000	6,000	0.00	3,810.03
205-47000-384 Refuse Hauling	4,500	4,500	0.00	4,088.50
205-47000-401 Rep & Maint.-Building/Structures	11,500	11,500	0.00	12,265.99
205-47000-413 BNSF Parking Lot Lease	800	800	0.00	2,269.42
205-47000-489 Other Contracted Services	12,000	12,000	0.00	77.85
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribu	0	0	0.00	54,000.00
205-47000-491 Work Force Center Remodel			0.00	0.00
205-47000-49X Senior Center Remodel			0.00	0.00
205-47000-494 Landscaping/Front Exterior Project			0.00	0.00
205-47000-495 Mall Lighting Project			0.00	0.00
205-47000-496 Mall Capital Equipment			0.00	0.00
205-47000-611 Mall Cap Fund Interest Exp--Interfund loan			0.00	0.00
<b>Total Other Services and Charges</b>	<b>70,300</b>	<b>70,300</b>	<b>307.78</b>	<b>105,646.42</b>
<b>Total Mall Management</b>	<b>121,034</b>	<b>121,034</b>	<b>10,231.71</b>	<b>156,962.20</b>
<b>Total EDA Admin &amp; Mall Management Expenditures</b>	<b>278,917</b>	<b>279,626</b>	<b>30,672.51</b>	<b>206,106.94</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>6,183</b>	<b>5,474</b>	<b>(1,884.58)</b>	<b>27,663.91</b>
* Building fund balance for future capital needs.	*	*		

**7A**

**Date:** *February 21, 2017*

**To:** *EDA Board of Commissioners*

**From:** *Deb Barrett, Housing Supervisor*

**Re:** *Report on EDA Housing Operations*

**Public Housing:**

- Had Resident Meeting on Feb. 8<sup>th</sup> and handed out recertification packets to residents.
- Working on HUD reports
- Processing applications and getting ready for new move-ins.
- Followed up with the Maintenance Wage Survey's. Resent all four of them again.
- Submitted MTCS Report
- Move -out unit #105
- Went to Safety Training on Jan. 24<sup>th</sup>.

7B

## EDA Meeting 2-21-17

Prepared by: Deb Barrett

### Resident meeting 2-8-2017

At 10:00 am

- **Changes at Bridge Park –**
- Emergency cell phone for emergencies is 763-250-8145
- Smoking Policy – HUD is making all public housing smoke free and cannot grandfather anyone in. Bridge Park Apartments will be smoke free effective May 1, 2017.
- Opening doors for strangers.
- Effective May 1, 2017 Residents will need to give a 60 day notice prior to the first of a month to vacate.
- All maintenance request: Resident will need to call into the office and myself or Tony will fill out a maintenance request for you.
- Annual Re-certifications: May 1 is your annual recertification. We will not accept any more receipts after February 22, 2017. Please remember that you select your choice meaning you choose flat rent which is \$608 or income based rent which is 30% of your income.
- Pet vaccines and license due April 1, 2017.
- Annual apartment inspections will be scheduled sometime in April. Times and dates will be posted throughout the building.
- Lifeline: If you are worried about falling in your apartment and not able to get up there are resources that you can check out as to how to get help that you need. There's brochures from Lifeline to anyone that would like one.
- Rent and cable is due on the 1<sup>st</sup> of the month, you are given a grace period to the 5<sup>th</sup> to pay. Residents that are not paying on time will be charged a \$20 late fee.
- Garbage – boxes have to be broken down. Make sure your bags are tied shut.

**7C Approve Removal, Disposal and Installation of New Carpet in unit 162 City Center Mall and Performance Agreement**

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**February 21, 2017**

**Author: Stan Gustafson**

**Request**

The EDA is requested to approve a quote for removal of old carpeting, disposal and installing new carpeting and vinyl base in unit 162 at the City Center Mall.

**Review**

Staff sent out an RFP for carpet removal and replacement to 5 companies, placed the RFP on the City web site and two companies came to preview the space. Staff received two quotes for removal, disposal and installation of new carpet in unit 162 in the City Center Mall. The carpet in this unit has out lived its life cycle and needs to be replaced. The funds have been budgeted and available when the project is approved.

I asked the two companies to provide bids based on Broodloom or tile type carpeting and vinyl base verse carpet base. The attempt was to match a close as possible to the carpet tiles used in the Workforce center project and the quotes are listed below.

The following quotes were received:

**Majestic Flooring, Inc-** provided three bids one for broodloom and two for tile carpet

Take up, remove, dispose and install Broodloom 28 oz. Nylon	\$ 3,125.00
Vinyl base	<u>\$ 340.00</u>
<b>Total</b>	<b>\$ 3,465.00</b>
Take up, remove, dispose and install Carpet tile	\$ 2,691.00
Vinyl base	<u>\$ 340.00</u>
<b>Total</b>	<b>\$ 3,031.00</b>
Take up, remove, dispose and install Carpet tile to match what was used in the Workforce Center	\$ 3,600.00
Vinyl base	<u>\$ 340.00</u>
<b>Total</b>	<b>\$ 3,940.00</b>
Optional Carpet Base additional	\$ 265.00

**Johnson Decoration Center, Inc** - provided two bids one for broodloom and one for tile carpet.

Take up, remove, dispose and install  
broodloom and vinyl base \$3,065.00

**Total \$3,065.00**

Take up, remove, dispose and install  
Carpet tiles and vinyl base. Carpet is similar to what was  
used in the workforce center \$3,856.00

**Total \$3,856.00**

Optional Carpet Base additional \$ 189.00

Staff recommends to replace the carpeting with Carpet tiles that way if an accident happens it is easier to replace a tile or two then trying to splice in carpet and to use vinyl base.

**Recommendation**

Staff recommends the EDA approve the quote submitted by Johnson Decorating Center, Inc for a not to exceed amount of \$3,856.00 and authorized the EDA President and Executive Director to sign the performance agreement with Johnson Decorating Center, Inc.

**Attachments:**

Proposals from contractors  
Performance agreement

**CAMBRIDGE CITY CENTER MALL CARPET REMOVAL AND REPLACEMENT  
PERFORMANCE AGREEMENT**

**THIS AGREEMENT**, entered into this 21th\_day of February, 2017, by and between the City of Cambridge, a Minnesota municipal corporation hereinafter designated and referred to as "City", and Johnson Decorating Center, Inc, hereinafter referred to as "Contractor".

Contractor responded to an RFP for the City of Cambridge to repaint specific areas within the Cambridge City Center Mall located at 140 Buchanan St N, Unit 162 Cambridge, MN.  
Contractor will:

- Remove vinyl base, carpeting and dispose of those material
- Install new carpet tiles and vinyl base
- Contractor is responsible for any cleanup or restoration of any damage done to the walls or doors.

The Contractor will complete all work listed and call Bob Johnson at 612-490-0896 for an inspection to ensure it meets the City's standards.

Contractor will complete work no later than May 31, 2017.

Contractor will complete the work as indicated above for a price not to exceed \$3.856.00. Payment in full will be provided when job is completed and satisfactory to the City of Cambridge as defined in the scope above.

Contractor shall at all times during the term of this project, at the Contractor's sole expense, have a personal injury liability insurance policy covering the Contractor's firm and employees. A certificate of insurance providing information on the Contractor's insurance is required before work can commence. Contractor will hold the City harmless from any claims for injury from the Contractor, its employees or the public.

The Contractor further agrees that the City shall not be liable for any damage, either to person or persons or property or the loss of property sustained by the Contractor.

\_\_\_\_\_  
EDA President, Joe Morin

\_\_\_\_\_  
Johnson Decorating Center, Inc

ATTEST:

\_\_\_\_\_  
Executive Director, Lynda J. Woulfe



## JOHNSON'S DECORATING CENTER, INC.

120 HERITAGE BLVD SUITE 5  
ISANTI, MINNESOTA 55040  
(763) 444-5703

PROPOSAL SUBMITTED TO <i>Cambridge City Hall</i>		PHONE <i>689-3211 Stan</i>	DATE <i>2-13-17</i>
STREET		JOB NAME	
CITY, STATE and ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*Nylon carpet tiles installed in Unit # 162 glue down  
Style and color to be chosen*

*with vinyl base \$3856.00  
or with carpet base \$4045.00*

*No take up of existing carpet and vinyl base*

**Special order products are not cancelable. Returned items will be subject to restock charges.**

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_





# WORK ESTIMATE

DATE: Jan 23 2017  
ESTIMATE #:

SERVICE PROVIDER	CUSTOMER
Majestic Flooring Inc. <b>Jeff Petschl</b> 789 Hubbard Ave West Saint Paul, MN 55104 Phone: (651) 964-9569  <a href="mailto:Jeff@majesticflooringtc.com">Jeff@majesticflooringtc.com</a>	City of Cambridge

**City Center Mall Unit 162**

ID	DESCRIPTION	HOURS	PER HOUR, \$	TOTAL
	Broodloom Carpet 28 oz nylon			\$ -
	With Take up & disposal labor included			\$ 3,125.00
	Vinyl Base			\$ 340.00
	Option Carpet base add 266.50			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			<b>SUBTOTAL</b>	\$ 3,465.00
			<b>TAX RATE</b>	
			<b>SALES TAX</b>	\$ -
			<b>SHIPPING AND HANDLING</b>	\$ -
			<b>TOTAL</b>	\$ 3,465.00

THANK YOU FOR YOUR BUSINESS!

