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**Cambridge EDA**  
Monday, December 5, 2016  
5:30 pm  
Cambridge City Center, 300 3rd Avenue NE

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

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

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<b>AGENDA</b>
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1. Call to Order
2. Approval of Agenda (p. 1)
3. Consent Agenda Approvals
  - A. November 7, 2016 EDA meeting minutes (p. 3)
  - B. EDA Draft October 2016 Financial Statements (p. 5)
  - C. Housing Division Bills ACH batches with transactions totaling \$61,400.50 (p. 30)
  - D. Approve EDA Administration Division bills checks #104252 - #104495 totaling \$12,176.26 (p. 32)
  - E. Amendments to EDA Bylaws and Code of Conduct (p. 42)
  - F. Approve Hiring of Anthony Hamilton for Housing Maintenance Supervisor (p. 63)
4. New Business
  - A. Housing Supervisor Report (p. 64)
  - B. Executive Director Appointment for 2017 (verbal)
  - C. Approve EDA Resolution R16-005 Adopting 2017 EDA Admin Budget (p. 65)
  - D. Approve EDA Resolution R16-006 Adopting 2017 EDA Housing Budget (p. 69)
  - E. Approve EDA Resolution R16-007 Adopting 2017 Payment Standards (p. 71)

F. Copier Procurement (handout)

G. Capital Project Solicitation - Counter Top Replacement (p. 73)

5. Unfinished Business

6. Adjourn

**Notice to the hearing impaired:** Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling Cambridge City Hall at 763-689-3211 at least five days prior to the meeting.

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
November 7, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, November 7, 2016 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, MN 55008.

Members Present: President Joe Morin, EDA members Marlys Palmer, Lisa Iverson, Howard Lewis and Michael Stylski Sr.

Members Absent: None

Staff Present: Executive Director Woulfe, Housing Supervisor Fromm, Housing Supervisor Barrett and Finance Director Moe

**Call to Order**

Morin called the meeting to order at 5:03 PM.

**Approval of Agenda**

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

**Consent Agenda**

Iverson moved, seconded by Stylski, to approve consent agenda items A – D, as presented. Motion carried unanimously.

- A. October 3, 2016 EDA meeting minutes
- B. EDA Draft September 2016 Financial Statements
- C. Housing Division bills check# 10731 and ACA matches with transactions totaling \$83,597.  
88
- D. Approve EDA Administration Division bills checks # 103913 -# 104214 totaling \$15,780.  
72

Upon call of the roll, Iverson, Palmer, Morin, Lewis and Stylski aye, no nays. Motion carried unanimously.

**New Business**

***Housing Supervisor Report***

Fromm presented the Housing Supervisor report, detailing a list of activities involving Bridge Park Apartments. Fromm stated Deputy Fire Chief Pennings spoke to residents regarding fire safety; environmental reviews were sent to HUD and training the new Housing Supervisor, Deb Barrett, were some of the October events.

***Resident Meeting***

Fromm outlined results from the most recent resident meeting at Bridge Park Apartments.

## **2017 EDA Meeting Schedule**

Woulfe proposed changing the regular EDA meetings to the second Monday of each month at 4:00 pm instead of the current schedule which is the first Monday of the month after the City Council adjourns. Woulfe stated to do so would require an amendment to the bylaws which should be done prior to developing and adopting the 2017 meeting schedule. EDA members discussed the change and decided to hold meetings on the third Monday of the month at 5:30 PM beginning in 2017.

Woulfe indicated she would prepare a bylaw amendment to reflect that meeting schedule and put it on the December 5 EDA Consent Agenda for adoption.

## **EDA Executive Director Appointment 2017**

Woulfe stated EDA bylaws require the annual appointment of officers which are done in February of each year. Woulfe added historically, the City Administrator has been appointed the Executive Director with the City's Finance Director overseeing the day to day operations of the Housing Division. Woulfe offered that if Caroline Moe were appointed Executive Director in 2017 the City Administrator workload would be reduced. Woulfe noted that Moe does 99% of all paperwork with HUD and this would not increase her current workload. Moe indicated she concurs with concept of being the executive director. Woulfe stated she was bringing this to the EDA now in case any background work would need to be done with HUD to facilitate the change in appointment.

Palmer moved, seconded by Iverson, to direct staff to research what steps would need to be taken to appoint Moe as the Executive Director of the EDA at the annual EDA meeting. Motion carried unanimously.

## **Closed Session**

President Morin closed the regular EDA meeting and adjourned into closed session at 5:20 pm. The meeting was closed under Minnesota Statutes §13d. 05, to develop a counteroffer for the purchase of property located at 730 2nd Ave SW.

Stylski moved, seconded by Palmer to adjourn the closed session at 5:23 pm. Motion carried unanimously.

## **Adjournment**

Stylski moved, seconded by Palmer, to adjourn at 5:23 PM. Motion carried unanimously.

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Joe Morin, President

ATTEST:

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Lynda J. Woulfe, Executive Director

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>		
901-10010	CASH AND INVESTMENTS	( 3,271.64)
901-10102	INVESTMENTS--PBC	319,302.07
901-10200	EDA OPERATING ACCOUNT-LOW RENT	287,614.78
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	1,224,349.98
901-16300	SITE IMPROVEMENTS	126,849.24
901-16350	NON-DWELLING STRUCTURES	76,009.20
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	42,659.20
901-16450	FURN, EQUIP, MACH-ADMIN	51,315.12
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 1,650,753.42)
TOTAL ASSETS		1,084,824.68
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
901-20100	AP ALLOCATED TO OTHER FUNDS	1,634.02
901-21650	ACCRUED VACATION & SICK PAY	33,095.27
901-22600	TENANT SECURITY DEPOSITS	25,315.16
TOTAL LIABILITIES		60,044.45
<u>FUND EQUITY</u>		
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		65,955.11
BALANCE - CURRENT DATE		65,955.11
TOTAL FUND EQUITY		1,024,780.23
TOTAL LIABILITIES AND EQUITY		1,084,824.68

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	67,070.00	4,930.00	93.15	80,773.00
TOTAL INTERGOVERNMENTAL REVE	72,000.00	72,000.00	67,070.00	4,930.00	93.15	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	1,723.49	( 223.49)	114.90	2,203.74
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	3,525.29	( 1,925.29)	220.33	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	140,000.00	140,000.00	134,946.02	5,053.98	96.39	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	5,800.00	5,800.00	5,561.75	238.25	95.89	7,336.25
TOTAL RENTAL INCOME	145,800.00	145,800.00	140,507.77	5,292.23	96.37	162,759.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	.00
TOTAL FUND REVENUE	254,400.00	254,400.00	211,103.06			245,994.24

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	1,610.64	( 26,719.36)	5.69	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	24,107.40	24,107.40	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	120.80	120.80	.00	( 85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,168.00	2,168.00	1,967.53	( 200.47)	90.75	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	240.00	240.00	160.46	( 79.54)	66.86	240.87
<b>TOTAL PERSONAL SERVICES</b>	<b>30,738.00</b>	<b>30,738.00</b>	<b>27,966.83</b>	<b>( 2,771.17)</b>	<b>90.98</b>	<b>28,684.88</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	481.58	( 1,018.42)	32.11	602.30
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>481.58</b>	<b>( 1,018.42)</b>	<b>32.11</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	5,573.73	( 426.27)	92.90	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	408.00	308.00	408.00	.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>9,673.63</b>	<b>123.63</b>	<b>101.29</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	297.37	( 102.63)	74.34	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	610.00	( 390.00)	61.00	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>2,777.32</b>	<b>( 1,122.68)</b>	<b>71.21</b>	<b>2,321.87</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>45,688.00</b>	<b>45,688.00</b>	<b>40,899.36</b>	<b>( 4,788.64)</b>	<b>89.52</b>	<b>40,654.47</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	( 898.25)	( 1,098.25)	( 449.13)	1,353.88
<i>TOTAL SUPPLIES</i>		200.00	200.00	( 898.25)	( 1,098.25)	( 449.13)	1,353.88
<b>TOTAL LOW RENT TENANT SERVICE</b>		<b>200.00</b>	<b>200.00</b>	<b>( 898.25)</b>	<b>( 1,098.25)</b>	<b>( 449.13)</b>	<b>1,353.88</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	22,055.34	22,055.34	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	( 147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,975.00	1,975.00	1,687.27	( 287.73)	85.43	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	1,621.00	1,621.00	1,085.16	( 535.84)	66.94	1,731.64
<b>TOTAL PERSONAL SERVICES</b>	<b>29,398.00</b>	<b>29,398.00</b>	<b>24,827.77</b>	<b>( 4,570.23)</b>	<b>84.45</b>	<b>29,853.43</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	4,896.86	496.86	111.29	2,190.08
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	110.35
<b>TOTAL SUPPLIES</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>4,896.86</b>	<b>296.86</b>	<b>106.45</b>	<b>2,300.43</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	18,000.00	18,000.00	26,396.86	8,396.86	146.65	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	.00	( 11,100.00)	.00	12,296.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	22,544.28	( 13,155.72)	63.15	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	7,189.46	( 2,810.54)	71.89	8,856.74
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	2,815.19	( 3,184.81)	46.92	4,702.40
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,491.09	( 608.91)	71.00	1,932.56
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>96,400.00</b>	<b>96,400.00</b>	<b>69,970.88</b>	<b>( 26,429.12)</b>	<b>72.58</b>	<b>81,891.35</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	( 70,000.00)	.00	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>1,368.33</b>	<b>( 68,745.67)</b>	<b>1.95</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>105,146.84</b>	<b>( 103,365.16)</b>	<b>50.43</b>	<b>160,664.68</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	145,147.95			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	65,955.11			43,321.21

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2016

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	83,452.30
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)
	TOTAL ASSETS	<u>83,452.30</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20200	ACCOUNTS PAYABLE	2,789.01
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77
	TOTAL LIABILITIES	<u>3,392.78</u>
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	62,409.54
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>17,649.98</u>
	BALANCE - CURRENT DATE	<u>17,649.98</u>
	TOTAL FUND EQUITY	<u>80,059.52</u>
	TOTAL LIABILITIES AND EQUITY	<u>83,452.30</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	46,415.00	( 12,044.00)	135.04	43,514.00
TOTAL INTERGOVERNMENTAL REVE	34,371.00	34,371.00	46,415.00	( 12,044.00)	135.04	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	30,000.00	30,000.00	3,354.15	26,645.85	11.18	11,999.79
TOTAL RENTAL INCOME	30,000.00	30,000.00	3,354.15	26,645.85	11.18	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	61.52	( 61.52)	.00	54.17
TOTAL INTEREST	.00	.00	61.52	( 61.52)	.00	54.17
 TOTAL FUND REVENUE	 <u>64,371.00</u>	 <u>64,371.00</u>	 <u>49,830.67</u>			 <u>55,567.96</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	3,000.00	3,000.00	3,300.00	300.00	110.00	2,000.00
902-49500-307	36,000.00	36,000.00	30,885.24	( 5,114.76)	85.79	38,638.84
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>39,000.00</u>	<u>39,000.00</u>	<u>34,185.24</u>	<u>( 4,814.76)</u>	<u>87.65</u>	<u>40,638.84</u>
<i>MISCELLANEOUS</i>						
902-49500-409	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00</u>	<u>( 1,000.00)</u>	<u>.00</u>	<u>.00</u>
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<u><u>40,000.00</u></u>	<u><u>40,000.00</u></u>	<u><u>34,185.24</u></u>	<u><u>( 5,814.76)</u></u>	<u><u>85.46</u></u>	<u><u>40,638.84</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	241,873.00	241,873.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 243,996.55)	( 243,996.55)	.00	( 303,727.00)
902-49775-376 URP PORT REC	.00	.00	119.00	119.00	.00	329.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	( 552.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	( 2,004.55)	( 2,004.55)	.00	( 223.00)
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	( 2,004.55)	( 2,004.55)	.00	( 223.00)

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	32,180.69			40,415.84
NET REVENUES OVER EXPENDITURE	24,371.00	24,371.00	17,649.98			15,152.12

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2016

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	262,385.19	
903-10200	EDA HOUSING DIV OPERATING CASH	81,919.01	
	TOTAL ASSETS		<u>344,304.20</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	7,506.87	
	BALANCE - CURRENT DATE	7,506.87	
	TOTAL FUND EQUITY		<u>344,304.20</u>
	TOTAL LIABILITIES AND EQUITY		<u>344,304.20</u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	1,256.02	( 1,256.02)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	1,256.02	( 1,256.02)	.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	9,710.02			99,161.47

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	62,131.00	( 27,131.00)	177.52	28,860.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	62,131.00	( 27,131.00)	177.52	28,860.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>62,131.00</u>			<u>28,860.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	.00	( 35,000.00)	.00	.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	( 35,000.00)	.00	.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	( 35,000.00)	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	.00			.00
NET REVENUES OVER EXPENDITURE	.00	.00	62,131.00			28,860.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2016

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
905-10130	FSS-CASH WITH ESCROW AGENT	5,614.23
905-10200	EDA OPERATING ACCT-SECTION 8	15,126.33
		15,126.33
	TOTAL ASSETS	20,740.56
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
905-22000	FSS ESCROW	5,614.23
		5,614.23
	TOTAL LIABILITIES	5,614.23
<u>FUND EQUITY</u>		
905-27200	RESTRICTED NET ASSETS-HAP	( 2,814.72)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	17,941.05
		17,941.05
	BALANCE - CURRENT DATE	17,941.05
	TOTAL FUND EQUITY	15,126.33
	TOTAL LIABILITIES AND EQUITY	20,740.56

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	306,216.00	( 36,216.00)	113.41	279,272.00
TOTAL INTERGOVERNMENTAL REVE	270,000.00	270,000.00	306,216.00	( 36,216.00)	113.41	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	1.55	( 1.55)	.00	3.00
TOTAL INTEREST	.00	.00	1.55	( 1.55)	.00	3.00
 TOTAL FUND REVENUE	 270,000.00	 270,000.00	 306,217.55			 279,275.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	282,637.00	( 11,734.00)	96.01	280,378.00
905-49775-371	HAP-UTILITY ALLOWANCES	.00	.00	818.00	818.00	.00	180.00
905-49775-372	HAP-PORTABLE PAYING OUT	.00	.00	4,014.00	4,014.00	.00	2,870.00
905-49775-375	FSS	.00	.00	371.00	371.00	.00	1,860.00
905-49775-377	PORT PAY OUT ADMIN FEE	.00	.00	436.50	436.50	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>		<u>294,371.00</u>	<u>294,371.00</u>	<u>288,276.50</u>	<u>( 6,094.50)</u>	<u>97.93</u>	<u>285,507.50</u>
<i>TOTAL HAP EXPENDITURES</i>		<u>294,371.00</u>	<u>294,371.00</u>	<u>288,276.50</u>	<u>( 6,094.50)</u>	<u>97.93</u>	<u>285,507.50</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	288,276.50			285,507.50
NET REVENUES OVER EXPENDITURE	( 24,371.00)	( 24,371.00)	17,941.05			( 6,232.50)



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	.00	.00	.00	.00	.00	4,000.00
205-33633	.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	100.00	100.00	.00	100.00	.00	4,439.46
<b>TOTAL INTEREST</b>	<b>100.00</b>	<b>100.00</b>	<b>.00</b>	<b>100.00</b>	<b>.00</b>	<b>4,439.46</b>
<u>MALL OPERATING REVENUES</u>						
205-37200	.00	.00	133.75	( 133.75)	.00	38,590.26
205-37220	225,000.00	225,000.00	193,772.16	31,227.84	86.12	220,461.33
<b>TOTAL MALL OPERATING REVENUES</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>193,905.91</b>	<b>31,094.09</b>	<b>86.18</b>	<b>259,051.59</b>
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>225,100.00</b>	<b>198,905.91</b>			<b>267,491.05</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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>						
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	35.68	35.68	.00	.00
<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>.00</b>	<b>35.68</b>	<b>35.68</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	122.72	( 627.28)	16.36	711.73
205-41930-334 MILEAGE REIMBURSEMENT	250.00	1,000.00	676.08	( 323.92)	67.61	.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	407.08	107.08	135.69	305.70
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	300.00	54.96	( 245.04)	18.32	39.06
205-41930-383 GAS UTILITIES	.00	.00	21.46	21.46	.00	.00
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>8,200.00</b>	<b>9,550.00</b>	<b>7,750.51</b>	<b>( 1,799.49)</b>	<b>81.16</b>	<b>2,917.46</b>
<i>MISCELLANEOUS</i>						
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	3,641.95	( 9,458.05)	27.80	.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	.00	( 779.00)	.00	600.00
205-41930-489 IND PARK MARKETING	4,600.00	9,000.00	7,991.80	( 1,008.20)	88.80	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>30,518.32</b>	<b>( 17,777.68)</b>	<b>63.19</b>	<b>31,093.44</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>31,541.00</b>	<b>59,664.00</b>	<b>38,304.51</b>	<b>( 21,359.49)</b>	<b>64.20</b>	<b>34,689.13</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	20,302.34	( 4,697.66)	81.21	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	1,203.44	( 1,796.56)	40.11	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	1,522.68	( 352.32)	81.21	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	1,593.37	( 549.63)	74.35	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	7,225.21	178.21	102.53	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	1,037.77	( 833.23)	55.47	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	32.05	( 67.95)	32.05	36.85
<b>TOTAL PERSONAL SERVICES</b>	<b>42,636.00</b>	<b>42,636.00</b>	<b>32,926.07</b>	<b>( 9,709.93)</b>	<b>77.23</b>	<b>36,431.41</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	100.00	109.98	9.98	109.98	188.49
205-47000-212 GASOLINE/FUEL	.00	200.00	53.10	( 146.90)	26.55	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	10,000.00	9,775.44	( 224.56)	97.75	6,387.33
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>10,300.00</b>	<b>9,938.52</b>	<b>( 361.48)</b>	<b>96.49</b>	<b>6,670.84</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,000.00	173.89	( 826.11)	17.39	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	14,837.36	( 4,162.64)	78.09	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,240.88	( 1,459.12)	74.40	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	2,492.78	( 2,507.22)	49.86	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,145.00	( 1,355.00)	69.89	4,095.96
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,800.00</b>	<b>42,200.00</b>	<b>29,179.16</b>	<b>( 13,020.84)</b>	<b>69.14</b>	<b>36,332.39</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	10,381.49	( 118.51)	98.87	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	( 563.98)	( 1,363.98)	( 70.50)	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	.00	( 49,000.00)	.00	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>9,895.36</b>	<b>( 60,404.64)</b>	<b>14.08</b>	<b>113,192.56</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>173,736.00</b>	<b>165,436.00</b>	<b>81,939.11</b>	<b>( 83,496.89)</b>	<b>49.53</b>	<b>192,627.20</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	120,243.62			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	.00	78,662.29			40,174.72

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
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FOR ADMINISTRATION USE ONLY

83 % OF THE FISCAL YEAR HAS ELAPSED

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FOR ADMINISTRATION USE ONLY

83 % OF THE FISCAL YEAR HAS ELAPSED

11/30/2016 09:30AM PAGE: 1

Date: 11/28/2016  
Time: 11:27:26

Cambridge EDA  
**Check Register Detail Report**  
Cambridge  
From: 11/01/2016 To: 11/28/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/01/2016	ADJST	Peoples Bank Of Commerce	Payment	61,400.50	474,842.92	
11/01/2016	DEP	Peoples Bank Of Commerce	Deposit	29,143.00	503,985.92	
11/01/2016	DEP	Peoples Bank Of Commerce	Deposit	3,935.00	507,920.92	
11/01/2016	DEP	Peoples Bank Of Commerce	Deposit	833.31	508,754.23	
11/01/2016	DEP	Peoples Bank Of Commerce	Deposit	606.18	509,360.41	
11/01/2016	DEP	Peoples Bank Of Commerce	Deposit	241.56	509,601.97	
11/02/2016	DEP	Peoples Bank Of Commerce	Deposit	10,072.50	519,674.47	
11/02/2016	DEP	Peoples Bank Of Commerce	Deposit	8,245.00	527,919.47	
11/02/2016	DEP	Peoples Bank Of Commerce	Deposit	315.76	528,235.23	
11/04/2016	DEP	Peoples Bank Of Commerce	Deposit	6,649.00	534,884.23	
11/07/2016	DEP	Peoples Bank Of Commerce	Deposit	8,278.00	543,162.23	
11/09/2016	DEP	Peoples Bank Of Commerce	Deposit	4,435.00	547,597.23	
11/10/2016	DEP	Peoples Bank Of Commerce	Deposit	19,853.77	567,451.00	
11/14/2016	DEP	Peoples Bank Of Commerce	Deposit	15,447.00	582,898.00	
11/16/2016	DEP	Peoples Bank Of Commerce	Deposit	1.00	582,899.00	
11/16/2016	DEP	Peoples Bank Of Commerce	Deposit	60.00	582,959.00	
11/16/2016	DEP	Peoples Bank Of Commerce	Deposit	277.38	583,236.38	
11/16/2016	DEP	Peoples Bank Of Commerce	Deposit	610.50	583,846.88	

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Date: 11/28/2016

Time: 11:27:26

Cambridge EDA

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### Check Register Detail Report

Cambridge

From: 11/01/2016 To: 11/28/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/22/2016	DEP	Peoples Bank Of Commerce	Deposit	19,853.77	603,700.65	
11/22/2016	DEP	**VOID** Peoples Bank Of Commerce	Deposit	( 19,853.77)	583,846.88	
		Void Refer DEP				

<p><b>CAMBRIDGE EDA MEETING</b></p> <p>December 5, 2016</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	11/2/2016	104252 - 104267	189.07
Prepaid Checks	11/9/2016	104293 - 104357	7,261.75
Prepaid Checks	11/16/2016	104383 - 104445	3,900.67
Prepaid Checks	11/22/2016	104459 - 104495	824.77
Prepaid Checks			
		<b>Prepaid Totals</b>	<b>12,176.26</b>

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$12,176.26</b>
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Vendor	Vendor Name	Description	Net Invoice Amount
1681	ECM Publishers, Inc.	Advertising - Housing Maintenance Supervisor	58.05
Total 1681:			58.05
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3056	Lake Superior Laundry Inc.	Mall Rugs	47.21
Total 3056:			47.21
3521	Menards	Materials - Bridge Park	75.83
3521	Menards	Maintenance Supplies - Mall	5.48
Total 3521:			81.31
Grand Totals:			189.07

Dated: 11/2/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/02/2016	104252	1681	ECM Publishers, Inc.	901-20100	58.05
11/16	11/02/2016	104255	2046	G & K Services, Inc.	205-20100	2.50
11/16	11/02/2016	104265	3056	Lake Superior Laundry Inc.	205-20100	47.21
11/16	11/02/2016	104267	3521	Menards	205-20100	81.31
Grand Totals:						<u>189.07</u>

Vendor	Vendor Name	Description	Net Invoice Amount
453	BayPointe Enterprises, Inc.	Community Collaboration	2,735.01
Total 453:			2,735.01
555	Bertleson One Source	Maintenance Supplies - Mall	121.52
555	Bertleson One Source	Maintenance Supplies - Mall	11.15
Total 555:			132.67
826	North 65 Chamber of Commerce	Employee Recognition Lucheon	16.00
826	North 65 Chamber of Commerce	Employee Recognition Lucheon	48.00
Total 826:			64.00
1661	East Central Sanitation	Trash Removal - Bridge Park	143.12
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			457.62
1681	ECM Publishers, Inc.	Advertising - Housing Maintenance Supervisor	58.05
1681	ECM Publishers, Inc.	Request for Proposal - Maintenance of HVAC S	38.33
Total 1681:			96.38
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			5.00
2456	Housing Data Systems	MTCS Transmittal Service 10/01/16-12/31/16	120.00
Total 2456:			120.00
3376	Marco Technologies LLC	Hard Drive - Bridge Park	125.28
Total 3376:			125.28
3501	MEI Total Elevator Solutions	November Service Billing	225.20
Total 3501:			225.20
3521	Menards	Materials - Bridge Park	25.76
Total 3521:			25.76
3821	MN Dept of Commerce	Unclaimed Property	581.00
Total 3821:			581.00
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Bridgepark	822.05

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4211:			822.05
5048	Seasonal Property Services, LLC	Turf Maintenance & Fall Clean-up - Bridge Park	421.00
Total 5048:			421.00
5191	SPEW Health Plan	Health Insurance Premium - December	679.50
Total 5191:			679.50
5858	Wade, Michele	Security & Pet Deposit Refund	771.28
Total 5858:			771.28
Grand Totals:			7,261.75

Dated: 11/9/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/09/2016	104293	453	BayPointe Enterprises, Inc.	205-20100	2,735.01
11/16	11/09/2016	104295	555	Bertleson One Source	205-20100	132.67
11/16	11/09/2016	104306	1661	East Central Sanitation	205-20100	457.62
11/16	11/09/2016	104307	1681	ECM Publishers, Inc.	205-20100	96.38
11/16	11/09/2016	104311	2046	G & K Services, Inc.	205-20100	5.00
11/16	11/09/2016	104317	2456	Housing Data Systems	901-20100	120.00
11/16	11/09/2016	104324	3376	Marco Technologies LLC	901-20100	125.28
11/16	11/09/2016	104327	3501	Minnesota Elevator, Inc	901-20100	225.20
11/16	11/09/2016	104328	3521	Menards	901-20100	25.76
11/16	11/09/2016	104332	3821	Minnesota Department of Commerce	902-20100	581.00
11/16	11/09/2016	104335	826	North 65 Chamber of Commerce	901-20100	64.00
11/16	11/09/2016	104336	4211	Northland Fire Protection	901-20100	822.05
11/16	11/09/2016	104343	5048	Seasonal Property Services, LLC	901-20100	421.00
11/16	11/09/2016	104346	5191	SPEW Health Plan	205-20100	679.50
11/16	11/09/2016	104357	5858	Michele Wade	901-20100	771.28
Grand Totals:						<u>7,261.75</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3933	Mora HRA	November 2016 Contracted Section 8 Administr	3,749.83
Total 3933:			3,749.83
5861	Walmart Community Card	Tenant Services - Bridge Park	118.70
5861	Walmart Community Card	Materials - Bridge Park	29.64
Total 5861:			148.34
Grand Totals:			3,900.67

Dated: 11-16-16

City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/16/2016	104383	2046	G & K Services, Inc.	205-20100	2.50
11/16	11/16/2016	104414	3933	Mora HRA	902-20100	3,749.83
11/16	11/16/2016	104445	5861	Walmart Business/SYNCB	901-20100	148.34
Grand Totals:						<u>3,900.67</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Meals - Retail & Hotel Study	32.14
	Total 969:		32.14
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2971	Knudson Tree Experts, Inc	Removals and Trimming - Bridge Park	527.90
	Total 2971:		527.90
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	17.27
	Total 2986:		17.27
3421	Marv's True Value	Seasonal Change Over - Broad Mower	227.47
	Total 3421:		227.47
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
	Total 5801:		17.49
	Grand Totals:		824.77

Dated: 11/22/16City Treasurer: Caroline True



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/22/2016	104459	969	Cardmember Service	205-20100	32.14
11/16	11/22/2016	104467	2046	G & K Services, Inc.	205-20100	2.50
11/16	11/22/2016	104475	2971	Knudson Tree Experts, Inc	901-20100	527.90
11/16	11/22/2016	104476	2986	Konica Minolta Business	901-20100	17.27
11/16	11/22/2016	104479	3421	Marv's True Value	901-20100	227.47
11/16	11/22/2016	104495	5801	Verizon Wireless	205-20100	17.49
Grand Totals:						<u>824.77</u>

### **2017 EDA Meeting Schedule**

Woulfe proposed changing the regular EDA meetings to the second Monday of each month at 4:00 pm instead of the current schedule which is the first Monday of the month after the City Council adjourns. Woulfe stated to do so would require an amendment to the bylaws which should be done prior to developing and adopting the 2017 meeting schedule. EDA members discussed the change and decided to hold meetings on the third Monday of the month at 5:30 PM beginning in 2017.

Woulfe indicated she would prepare a bylaw amendment to reflect that meeting schedule and put it on the December 5 EDA Consent Agenda for adoption.

### **EDA Executive Director Appointment 2017**

Woulfe stated EDA bylaws require the annual appointment of officers which are done in February of each year. Woulfe added historically, the City Administrator has been appointed the Executive Director with the City's Finance Director overseeing the day to day operations of the Housing Division. Woulfe offered that if Caroline Moe were appointed Executive Director in 2017 the City Administrator workload would be reduced. Woulfe noted that Moe does 99% of all paperwork with HUD and this would not increase her current workload. Moe indicated she concurs with concept of being the executive director. Woulfe stated she was bringing this to the EDA now in case any background work would need to be done with HUD to facilitate the change in appointment.

Palmer moved, seconded by Iverson, to direct staff to research what steps would need to be taken to appoint Moe as the Executive Director of the EDA at the annual EDA meeting. Motion carried unanimously.

### **Closed Session**

President Morin closed the regular EDA meeting and adjourned into closed session at 5:20 pm. The meeting was closed under Minnesota Statutes §13d. 05, to develop a counteroffer for the purchase of property located at 730 2<sup>nd</sup> Ave SW.

Stylski moved, seconded by Palmer to adjourn the closed session at 5:23 pm. Motion carried unanimously.

### **Adjournment**

Stylski moved, seconded by Palmer, to adjourn at 5:23 PM. Motion carried unanimously.

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Joe Morin, President

ATTEST:

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Lynda J. Woulfe, Executive Director



# 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 city. By eliminating conflicts of interest and providing standards for conduct in business matters, the EDA hopes to promote the faith and confidence of the citizens of Cambridge in their action and to encourage its citizens to serve on its Authority and boards and commissions.

### Standards of Conduct

No board member may knowingly:

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

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

### **Complaint, Hearing**

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

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

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

## Cambridge EDA Bylaws

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

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

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

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

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

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

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

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

**V. EDA MEETINGS.**

- A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held at the Cambridge City Hall in Council Chambers, unless otherwise designated by motion.
- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the Executive Director. ~~The EDA will meet on the first Monday of each month at immediately following the adjournment of the Cambridge City Council meeting.~~ 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 city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

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

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

**1. Motions.**

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

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

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

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

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

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

**4. Objections to a motion.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**XVI. MISCELLANEOUS.**

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

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

**3F Approve Hire of Debra Barrett as Part-time Housing Maintenance Supervisor December 5, 2016**

Prepared by: Caroline Moe, Director of Finance

As we have previously discussed with the EDA Board, our current Part-time Housing Maintenance Supervisor will be retiring at the end of 2016. To promote a smooth transition with residents and due to the HUD regulations that must be learned by the new employee, we propose to hire the new part-time Housing Supervisor so they can work together on training until the end of the year. After interviewing several candidates, we recommend the EDA approve hiring Anthony Hamilton at Grade 10, Step 1, which is \$20.37 per hour, effective December 6, 2016 pending successful completion of the pre-employment physical and drug-testing. Candidate has passed the criminal background check.

**Recommendation**

Approve hire of Anthony Hamilton at \$20.37 per hour effective December 6, 2016.

**4A**

**Date:** December 5, 2016  
**To:** EDA Board of Commissioners  
**From:** Marilyn Fromm, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Section 8:**

- Staff report– Mora HRA (Board needs to approve 2017 payment standard and utility allowance for Chisago & Isanti Counties).

**Public Housing:**

- New employee training – on going.
- Deb attended Safety Training at the City Hall.
- Will hand out CRP after December rent is paid.
- No turn over for December 1 or January 1.
- No resident meeting in November.
- Received bid information late on a new copier for the office. Staff will hand out recommendations on Monday, December 5.

**Projects:**

- Carpeting project complete.
- Solicit bids for the replacement of counter tops in the common kitchen and apartments. (Staff report)



**4C & 4D EDA 2017 Budget Adoption 12/5/2016**

Attached are the budgets for the EDA Admin and EDA Housing Divisions.

The 2017 EDA Housing Division budget reflects that housing staff will be continue at part-time status and the section 8 vouchers will be administered by the Mora HRA for 90% of our admin fee subsidy received from HUD. Remainder of Housing Division is consistent with 2017.

The 2017 proposed EDA Admin budget relies on mall rental income to support it. The EDA Admin budget also includes one half of the City Center maintenance worker position. Mall revenues are expected to exceed mall expenditures. The excess earning is to be accumulated for future capital projects as defined in the long range financial/capital improvement plan. In addition, in 2017, the Economic Development Director is now being separated out from the rest of Community Development and is being paid out of this fund. A transfer from the general fund to this fund helps support the staffing of economic development.

**Recommended EDA Board Action:**

Approve adoption of 2017 budgets as presented.

Prepared by: Caroline Moe, Director of Finance

**EDA Resolution No. EDA16-005**

*Resolution Adopting the 2017 Economic Development Authority  
Special Revenue Fund Budget*

**NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT  
AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF  
MINNESOTA**, that the annual budget of the City of Cambridge for the fiscal year  
beginning January 1, 2017, is hereby adopted for the Economic Development Authority  
Special Revenue Fund as follows:

**ECONOMIC DEVELOPMENT AUTHORITY FUND**

Revenues:

Rental Income & Interest Income	\$ 210,100
Transfer In From General Fund	<u>\$ 75,000</u>
Total Revenues	<u>\$285,100</u>

Expenditures:

Personal Services	\$122,133
Supplies	\$1,500
Other Charges & Services	\$34,250
Mall Operations	<u>\$121,034</u>
Total Expenditures	<u>\$278,917</u>

Adopted this 5th day of December, 2016.

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Joe Morin, President

ATTEST:

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Lynda J. Woulfe, Executive Director

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

10/31/16                      12/31/15

	<b>Proposed</b>		<b>YTD</b>	
	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>2017</b>	<b>2016</b>	<b>2016</b>	<b>2015</b>
<b>OTHER FINANCING SOURCES</b>				
205-36210 Interest Earnings	100	100	0.00	4,439.46
205-37200 Miscellaneous			133.75	38,590.26
205-37220 Rental Fees	210,000	225,000	193,772.16	220,461.33
205-33632 Design Team Grant			0.00	4,000.00
205-33633 Init Foundation Downtown Revitalization			5,000.00	0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>210,100</b>	<b>225,100</b>	<b>198,905.91</b>	<b>267,491.05</b>
205-39200 General Fund Transfer In	75,000	0	0.00	0.00
<b>TOTAL TRANSFERS IN</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES AND TRANSFER</b>	<b>285,100</b>	<b>225,100</b>	<b>198,905.91</b>	<b>267,491.05</b>
<b>EDA Admin #41930</b>				
<b>Personal Services</b>				
205-41930-101 Salaries	87,796		0.00	0.00
205-41930-102 Overtime			0.00	0.00
205-41930-112 EDA Meeting Payments	2,500	2,500	0.00	630.00
205-41930-121 PERA Employer Share	6,730		0.00	0.00
205-41930-122 FICA/Medicare Employer Share/Emp	7,055	191	0.00	48.23
205-41930-131 Medical/Dental/Life Employer Share	15,368		0.00	0.00
205-41930-132 Longevity	1,930		0.00	0.00
205-41930-151 Workers' Compensation Insurance	754		0.00	0.00
<b>Total Personal Services</b>	<b>122,133</b>	<b>2,691</b>	<b>0.00</b>	<b>678.23</b>
<b>Supplies</b>				
205-41930-201 Office Supplies - Accessories	0	0	0.00	0.00
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	35.68	0.00
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	0	0.00	0.00
<b>Total Supplies</b>	<b>1,500</b>	<b>0</b>	<b>35.68</b>	<b>0.00</b>
<b>Other Services and Charges</b>				
205-41930-304 Miscellaneous Professional Services	5000	5000	5,369.97	650.00
205-41930-306 McComb's Study/Hotel Study			0.00	0.00
205-41930-321 Telephone/Cellular Phones	0	0	0.00	0.00
205-41930-331 Travel/Meals/Lodging	750	750	122.72	711.73
205-41930-334 Mileage Reimbursement	1050	250	676.08	0.00
205-41930-340 Advertising			0.00	0.00
205-41930-351 Legal Notices/Ordinance Publishing	200	200	38.33	15.54
205-41930-360 Insurance	2000	2000	1,059.91	1,195.43
205-41930-381 Electric--Church	250		407.08	305.70
205-41930-382 Water Sewer Acq Property			54.96	39.06
205-41930-383 Gas--Church	250		21.46	0.00
205-41930-404 Repairs and Maintenance	0	0	0.00	0.00
205-41930-409 Maintenance Contracts - Office Equip	0	0	0.00	0.00
205-41930-430 Miscellaneous	0	0	24.66	0.00
205-41930-433 Dues and Subscriptions	1,500	2,000	250.00	1,000.00
205-41930-440 Schools and Meetings	1,500	2,050	535.00	658.00
205-41930-484 NLX Activity	5,250		2,625.00	0.00
205-41930-485 Property taxes on acquired land	3,000	3,000	2,358.00	7,160.43
205-41930-486			3,641.95	0.00
205-41930-488 Downtown Task Force			0.00	600.00
205-41930-497 EDA Web Maintenance	3,000	3,000	3,000.00	0.00
205-41930-487 MN Design Team	0	6,000	10,091.91	2,500.00
205-41930-489 Other Contracted Services--marketing	10,500	4,600	7,991.80	19,175.01
<b>Total Other Services and Charges</b>	<b>34,250</b>	<b>28,850</b>	<b>38,268.83</b>	<b>34,010.90</b>
<b>Total EDA Administration</b>	<b>157,883</b>	<b>31,541</b>	<b>38,304.51</b>	<b>34,689.13</b>

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

10/31/16                      12/31/15

	<b>Proposed</b>		<b>YTD</b>	
	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>2017</b>	<b>2016</b>	<b>2016</b>	<b>2015</b>
<b>Mall Management</b>				
<b>Personal Services</b>				
205-47000-10: Salaries	24,920	25,000	20,302.34	23,894.19
205-47000-10: Overtime	1,000	1,000	9.21	0.00
205-47000-10: Temporary Employee	3,000	3,000	1,203.44	0.00
205-47000-12: PERA Employer Share	1,961	1,875	1,522.68	1,717.86
205-47000-12: FICA/Medicare Employer Share/Employ	2,201	2,143	1,593.37	1,742.62
205-47000-13: Medical/Dental/Life Employer Share	7,684	7,047	7,225.21	6,826.92
205-47000-13: Deductible Contribution	600	600	0.00	716.84
205-47000-15: Workers' Compensation Insurance	1,568	1,871	1,037.77	1,496.13
205-47000-15: HRA/Flex Fees	50	100	32.05	36.85
<b>Total Personal Services</b>	<b>42,984</b>	<b>42,636</b>	<b>32,926.07</b>	<b>36,431.41</b>
205-47000-211 Miscellaneous Operating Supplies			109.98	188.49
205-47000-212 Gasoline	250		53.10	95.02
205-47000-221 Repair and Maintenance Supplies	7,500	7,000	9,775.44	6,387.33
<b>Total Supplies</b>	<b>7,750</b>	<b>7,000</b>	<b>9,938.52</b>	<b>6,670.84</b>
<b>Other Services and Charges</b>				
205-47000-321 Telephone/Cellular Phones	1,800	1,600	173.89	179.56
205-47000-351 Legal Notices/Ordinance Publishing			0.00	0.00
205-47000-360 Insurance	7,000	7,000	4,289.25	5,205.00
205-47000-381 Electric Utilities	21,000	21,000	14,837.36	18,209.64
205-47000-382 Water/Wastewater Utilities	5,700	5,700	4,240.88	5,106.91
205-47000-383 Gas Utilities	6,000	6,000	2,492.78	3,535.32
205-47000-384 Refuse Hauling	4,500	4,500	3,145.00	4,095.96
205-47000-401 Rep & Maint.-Building/Structures	11,500	10,500	10,381.49	11,704.19
205-47000-413 BNSF Parking Lot Lease	800	800	(563.98)	1,482.22
205-47000-489 Other Contracted Services	12,000	12,000	77.85	8,501.68
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribu	0	55,000	0.00	50,000.00
205-47000-491 Work Force Center Remodel			0.00	38,453.00
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	3,051.47
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>124,100</b>	<b>39,074.52</b>	<b>149,524.95</b>
<b>Total Mall Management</b>	<b>121,034</b>	<b>173,736</b>	<b>81,939.11</b>	<b>192,627.20</b>
<b>Total EDA Admin &amp; Mall Management Expenditures</b>	<b>278,917</b>	<b>205,277</b>	<b>120,243.62</b>	<b>227,316.33</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>6,183</b>	<b>19,823</b>	<b>78,662.29</b>	<b>40,174.72</b>

\* Building fund balance for future capital needs.

**EDA Resolution No. EDA R16-006**

*Resolution Adopting the 2017 Economic Development Authority  
Housing Division Budget*

**NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA**, that the budget for the year beginning January 1, 2017, and ending December 31, 2017, is hereby adopted for the Economic Development Authority—Housing Division as follows:

**EDA HOUSING DIVISION**

Revenues:

Intergovernmental	\$512,216
Dwelling Rent	\$144,000
Other Income	\$17,400
Transfers In	<u>\$36,000</u>
Total Revenues	<u>\$709,616</u>

Expenditures:

Administration	\$104,783
Tenant Services	\$200
Utilities	\$51,700
Maintenance & Labor	\$59,303
General Expense	\$25,500
Carpet & appliance replacement	\$10,514
Housing Assistance Payments	\$346,216
Depreciation	\$70,000
Transfers Out	<u>\$36,000</u>
Total Expenditures	<u>\$704,216</u>

Adopted this 5th day of December, 2016.

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Joe Morin, President

ATTEST:

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Lynda J. Woulfe, Executive Director



Proposed 2017 Payment Standards

**4E Cambridge Economic Development Authority**

**2017 Payment Standard Adoption**

**December 5, 2016**

Below are the 2017 Fair Market Rents and proposed 2017 Payment Standards for the Housing Choice Voucher Program. HUD allows PHAs to set their payment standards within a range of 90 to 110 percent of the Fair Market Rents.

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

The zero, three, four, five and six-bedroom payment standards have been set at the minimum of 90% of the FMR. We are proposing that the one and two-bedroom payment standards remain the same as a study of the local rental market indicates that available units of these sizes in the area would be

Unit	2017 FMR	2017 Payment Standard	2016 Payment Standard	Percent above/below FMR
0 Bedroom	699	629	590	90%
1 Bedroom	862	800	800	92.8%
2 Bedroom	1,086	990	990	91.2%
3 Bedroom	1,538	1,384	1,300	90%
4 Bedroom	1,799	1,619	1,506	90%
5 Bedroom	2,069	1,862	1,732	90%
6 Bedroom	2,339	2,105	1,958	90%

affordable to the majority of program participants at the current payment standards.

**Board action requested:**

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective January 1, 2017.

**Report Submitted by:** Tory Handy, Mora HRA **Date:** December 5, 2016

**RESOLUTION NO R16-007**

**Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2017 and updated Utility Allowance effective January 1, 2017**

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2017 and updated Utility Allowance.

WHEREAS, the Mora HRA staff are hereby directed to implement the Fair Market Rent final ruling set by HUD effective January 1, 2017.

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

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

CERTIFICATION

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

I, Joe Morin, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 5th day of December 2016.

\_\_\_\_\_  
Joseph Morin



**4G**

**EDA-Housing Division Meeting 12/05/2016**  
**Cambridge Economic Development Authority**

**Staff Report** – ***Request to solicit bids to replace countertops in tenant apartments and common kitchen.***

**Background:**

*One of our major work categories using 2016 -2017 Capital Grant money is to replace countertops in tenant apartments and common kitchen. The last time they were replaced was in 1984 when new cupboards were installed.*

*Staff would seek bids by posting a notice on the City of Cambridge website, sending out packets, and by contacting minority contractor association through the bid process in making an effort to meet the statutory objectives of Section 3 reporting.*

**Board action requested:**

*Motion to authorize staff to solicit bids to replace countertops in tenant apartments and the common kitchen.*

**Report Submitted by:** Marilyn Fromm

**Date 12/5/2016**

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