
Cambridge EDA
Monday, February 1, 2016

EDA begins after City Council Meeting Adjourns / City Council begins at 3:00 pm.
Cambridge City Center
300 3rd Avenue NE

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

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

AGENDA

1. Call to Order
2. Annual Meeting
 - A. Annual Meeting – Election of Officers
 1. President (must be a commission member)
 2. Vice President (must be a commission member)
 3. Treasurer (must be a commission member)
 4. Secretary
 - B. Confirm Appointment of Executive Director (Lynda Woulfe)
 - C. Confirm Appointment of Assistant Treasurer (Caroline Moe)
 - D. EDA Code of Conduct & Bylaws (p. 3)
3. Approval of Agenda (p. 23)
4. Consent Agenda
 - A. Approve January 4, 2016 EDA meeting minutes (p. 25)
 - B. Approve EDA Draft December 2015 Financial Statements (p. 27)
 - C. Housing Div Bills check #16721 and ACH batches with transactions totaling \$49,581.90 (p. 57)
 - D. Approve EDA Admin Division bills checks #101625 - #101836 totaling \$18,692.52 (p. 59)

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- E. Housing Supervisor Report (p. 69)
 - F. Approve lease renewal with In His Steps Ballet (p. 70)
 - G. Approve contract for capital project at Bridge Park (p. 79)

5. New Business

6. Unfinished Business

7. 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 three days prior to the meeting.



**EDA Code of Conduct
And
Bylaws
February 2012
Amended:
December 2013**



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. 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.

Cambridge EDA
Monday, February 1, 2016

EDA begins after City Council Meeting Adjourns / City Council begins at 3:00 pm.
Cambridge City Center
300 3rd Avenue NE

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

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

AGENDA

1. Call to Order
 2. Annual Meeting
 - A. Annual Meeting – Election of Officers
 1. President (must be a commission member)
 2. Vice President (must be a commission member)
 3. Treasurer (must be a commission member)
 4. Secretary
 - B. Confirm Appointment of Executive Director (Lynda Woulfe)
 - C. Confirm Appointment of Assistant Treasurer (Caroline Moe)
 - D. EDA Code of Conduct & Bylaws (p. 3)
 3. Approval of Agenda (p. 23)
 4. Consent Agenda
 - A. Approve January 4, 2016 EDA meeting minutes (p. 25)
 - B. Approve EDA Draft December 2015 Financial Statements (p. 27)
 - C. Housing Div Bills check #16721 and ACH batches with transactions totaling \$49,581.90 (p. 57)
 - D. Approve EDA Admin Division bills checks #101625 - #101836 totaling \$18,692.52 (p. 59)
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- E. Housing Supervisor Report (p. 69)
 - F. Approve lease renewal with In His Steps Ballet (p. 70)
 - G. Approve contract for capital project at Bridge Park (p. 79)

5. New Business

6. Unfinished Business

7. 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 three days prior to the meeting.

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
January 4, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, January 4, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, and EDA members Lisa Iverson, Marlys Palmer, and Tiffany Kafer. All present, no absences.

Call to Order

Morin called the meeting to order at 4:28 pm.

Approval of Agenda

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

Consent Agenda

Lewis moved, seconded by Iverson, to approve the consent agenda items A – E, as presented:

- A. Approve EDA Meeting Minutes for December 7, 2015
- B. Approve EDA Draft November 2015 Financial Statements
- C. Housing Div Bills check #16720 and ACH transactions totaling \$52,306.91
- D. Approve EDA Admin Division bills checks #101380 - #101611 totaling \$6,869.09
- E. Housing Supervisor Report

Upon call of the roll, Starting with Kafer Morin, Palmer, Kafer, and Lewis voted aye, no nays. Motion carried.

New Business

There was no new business.

Unfinished Business

There was no unfinished business.

Adjournment

Kafer moved, seconded by Lewis, to adjourn the meeting at 4:30 p.m. Motion carried unanimously.

Joe Morin, President

ATTEST:

Lynda J. Woulfe, Executive Director

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CITY OF CAMBRIDGE
BALANCE SHEET
DECEMBER 31, 2015

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(5,939.25)	
901-10102	INVESTMENTS--PBC	317,857.04	
901-10103	INVESTMENTS-MINNCO	16,314.31	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	266,989.36	
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	1,154,993.21	
901-16260	ACCUM DEPREC BUILDING IMPROV	22,860.00	
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	83,544.39	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,640,539.22)	
	TOTAL ASSETS		<u>1,072,347.63</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	14,557.66	
901-21650	ACCRUED VACATION & SICK PAY	33,095.27	
901-22600	TENANT SECURITY DEPOSITS	23,441.38	
	TOTAL LIABILITIES		<u>71,094.31</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	613,948.14	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>85,749.41</u>	
	BALANCE - CURRENT DATE	<u>85,749.41</u>	
	TOTAL FUND EQUITY		<u>1,001,253.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,072,347.63</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	70,000.00	70,000.00	80,773.00	(10,773.00)	115.39	74,818.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	80,773.00	(10,773.00)	115.39	74,818.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	258.00	(158.00)	258.00	275.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,188.47	(688.47)	145.90	2,116.75
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	2,446.47	(846.47)	152.90	2,391.75
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	145,000.00	145,000.00	155,423.25	(10,423.25)	107.19	148,580.66
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	7,336.25	(1,336.25)	122.27	6,587.50
TOTAL RENTAL INCOME	151,000.00	151,000.00	162,759.50	(11,759.50)	107.79	155,168.16
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL FUND REVENUE	<u>257,600.00</u>	<u>257,600.00</u>	<u>245,978.97</u>			<u>285,897.03</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	.00	.00	3,024.92	3,024.92	.00	29,879.50
901-49500-103 ADMIN PART-TIME - REGULAR	31,048.00	31,048.00	23,353.15	(7,694.85)	75.22	.00
901-49500-112 EDA HOUSING BOARD PAY	.00	.00	.00	.00	.00	1,540.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	(85.61)	(2,336.61)	(3.80)	2,254.85
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	2,151.55	(223.45)	90.59	2,494.08
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	.00	(52.00)	.00	17.28
901-49500-151 WORKERS' COMPENSATION PREMIU	266.00	266.00	240.87	(25.13)	90.55	215.79
TOTAL PERSONAL SERVICES	35,992.00	35,992.00	28,684.88	(7,307.12)	79.70	36,401.50
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	602.30	(897.70)	40.15	1,372.15
TOTAL SUPPLIES	1,500.00	1,500.00	602.30	(897.70)	40.15	1,372.15
<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	2,000.00	(1,000.00)	66.67	3,000.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	.00	.00	.00	438.00
901-49500-321 TELEPHONE EXPENSE	3,000.00	3,000.00	6,867.62	3,867.62	228.92	2,060.83
901-49500-322 POSTAGE	250.00	250.00	147.00	(103.00)	58.80	164.50
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	51.07
901-49500-340 ADVERTISING	100.00	100.00	30.80	(69.20)	30.80	62.23
TOTAL OTHER SERVICES AND CHA	6,550.00	6,550.00	9,045.42	2,495.42	138.10	5,776.63
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	303.87	(2,696.13)	10.13	669.71
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	2,018.00	1,018.00	201.80	410.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	(500.00)	.00	.00
TOTAL MISCELLANEOUS	6,500.00	6,500.00	2,321.87	(4,178.13)	35.72	1,079.71
TOTAL LOW RENT ADMINISTRATION	50,542.00	50,542.00	40,654.47	(9,887.53)	80.44	44,629.99

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	1,353.88	1,153.88	676.94	403.45
<i>TOTAL SUPPLIES</i>		200.00	200.00	1,353.88	1,153.88	676.94	403.45
TOTAL LOW RENT TENANT SERVICE		200.00	200.00	1,353.88	1,153.88	676.94	403.45

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	25,764.00	25,764.00	2,967.04	(22,796.96)	11.52	38,662.79
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	23,071.57	23,071.57	.00	.00
901-49700-121 PERA (EMPLOYER)	1,868.00	1,868.00	(147.10)	(2,015.10)	(7.87)	2,806.78
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,971.00	1,971.00	2,230.28	259.28	113.15	2,879.59
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	9,314.32
901-49700-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	728.92
901-49700-151 WORKERS' COMPENSATION PREMIU	1,190.00	1,190.00	1,731.64	541.64	145.52	1,946.22
901-49700-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	52.32
TOTAL PERSONAL SERVICES	30,793.00	30,793.00	29,853.43	(939.57)	96.95	56,390.94
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	2,190.08	(2,209.92)	49.77	3,574.47
901-49700-212 FUEL PURCHASE	200.00	200.00	110.35	(89.65)	55.18	107.21
TOTAL SUPPLIES	4,600.00	4,600.00	2,300.43	(2,299.57)	50.01	3,681.68
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	16,000.00	16,000.00	14,105.53	(1,894.47)	88.16	17,861.05
901-49700-360 INSURANCE AND BONDS	13,500.00	13,500.00	11,622.75	(1,877.25)	86.09	12,230.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	12,296.00	1,196.00	110.77	11,574.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	28,575.37	(7,124.63)	80.04	29,874.16
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	8,656.74	(1,343.26)	86.57	8,300.42
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	4,702.40	(1,297.60)	78.37	7,286.53
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,932.56	(167.44)	92.03	2,055.32
TOTAL OTHER SERVICES AND CHA	94,400.00	94,400.00	81,891.35	(12,508.65)	86.75	89,181.98
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	* .00	(70,000.00)	.00	46,356.53
901-49700-430 MISCELLANEOUS & GENERAL EXP	65.00	65.00	.00	(65.00)	.00	3.53
TOTAL MISCELLANEOUS	70,065.00	70,065.00	.00	(70,065.00)	.00	46,360.06
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	7,000.00	7,000.00	.00	(7,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	4,176.00	4,176.00	.00	6,246.00
TOTAL IMPROVEMENTS/BETTERM	7,000.00	7,000.00	4,176.00	(2,824.00)	59.66	6,246.00
TOTAL LOW RENT MAINTENANCE	206,858.00	206,858.00	118,221.21	(88,636.79)	57.15	201,860.66

** need to calculate deprec. exp*

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	257,600.00	257,600.00	160,229.56			246,894.10
NET REVENUES OVER EXPENDITURE	.00	.00	85,749.41			39,002.93

CITY OF CAMBRIDGE
 BALANCE SHEET
 DECEMBER 31, 2015

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	65,802.32	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>65,802.32</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	2,789.01	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77	
	TOTAL LIABILITIES		<u>3,392.78</u>

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,257.42	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>15,152.12</u>	
	BALANCE - CURRENT DATE	<u>15,152.12</u>	
	TOTAL FUND EQUITY		<u>62,409.54</u>
	TOTAL LIABILITIES AND EQUITY		<u>65,802.32</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	40,000.00	40,000.00	43,514.00	(3,514.00)	108.79	39,773.00
TOTAL INTERGOVERNMENTAL REVE	40,000.00	40,000.00	43,514.00	(3,514.00)	108.79	39,773.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	11,999.79	(11,999.79)	.00	25,350.74
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	923.00
TOTAL RENTAL INCOME	.00	.00	11,999.79	(11,999.79)	.00	26,273.74
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	54.17	(54.17)	.00	52.04
TOTAL INTEREST	.00	.00	54.17	(54.17)	.00	52.04
TOTAL FUND REVENUE	40,000.00	40,000.00	55,567.96			66,098.78

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SECT 8 ADMINISTRATIVE						
<i>PERSONAL SERVICES</i>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	.00	.00	.00	.00	.00	31,062.35
902-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	2,254.60
902-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	2,376.28
902-49500-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	17.28
902-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	215.81
TOTAL PERSONAL SERVICES	.00	.00	.00	.00	.00	35,926.32
<i>SUPPLIES</i>						
902-49500-201 OFFICE SUPPLIES	.00	.00	.00	.00	.00	1,460.35
TOTAL SUPPLIES	.00	.00	.00	.00	.00	1,460.35
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-304 LEGAL FEES	.00	.00	.00	.00	.00	15.63
902-49500-306 AUDIT FEES	3,000.00	3,000.00	2,000.00	(1,000.00)	66.67	3,000.00
902-49500-307 CONTRACTED SECT 8 ADMIN	36,000.00	36,000.00	38,638.84	2,638.84	107.33	.00
902-49500-313 MARCO IT MGMT & BACKUP	.00	.00	.00	.00	.00	438.00
902-49500-321 TELEPHONE	.00	.00	.00	.00	.00	1,660.84
902-49500-322 POSTAGE	.00	.00	.00	.00	.00	399.70
902-49500-331 TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	724.28
902-49500-340 ADVERTISING	.00	.00	.00	.00	.00	76.80
TOTAL OTHER SERVICES AND CHA	39,000.00	39,000.00	40,638.84	1,638.84	104.20	6,315.25
<i>MISCELLANEOUS</i>						
902-49500-409 LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
902-49500-413 RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00	669.68
902-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	310.00
902-49500-440 STAFF TRAINING	.00	.00	.00	.00	.00	28.00
TOTAL MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	1,007.68
TOTAL SECT 8 ADMINISTRATIVE	40,000.00	40,000.00	40,638.84	638.84	101.60	44,709.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SECT 8 MAINTENANCE						
<i>PERSONAL SERVICES</i>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	.00	.00	.00	.00	.00	12,887.61
902-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	935.57
902-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	959.94
902-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	3,558.54
902-49700-133 INSURANCE DEDUCTIBLE	.00	.00	.00	.00	.00	242.97
902-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	898.05
902-49700-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	18.55
TOTAL PERSONAL SERVICES	.00	.00	.00	.00	.00	19,501.23
TOTAL SECT 8 MAINTENANCE	.00	.00	.00	.00	.00	19,501.23

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	303,727.00	303,727.00	.00	341,717.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(303,727.00)	(303,727.00)	.00	(341,717.00)
902-49775-376 URP PORT REC	.00	.00	329.00	329.00	.00	2,171.00
902-49775-378 PORT REC URP REIMB	.00	.00	(552.00)	(552.00)	.00	(2,171.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(223.00)	(223.00)	.00	.00
<i>TOTAL HAP OCCUPIED UNITS</i>	.00	.00	(223.00)	(223.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	40,415.84			64,210.83
NET REVENUES OVER EXPENDITURE	.00	.00	15,152.12			1,887.95

CITY OF CAMBRIDGE
 BALANCE SHEET
 DECEMBER 31, 2015

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	261,197.75	
903-10200	EDA HOUSING DIV OPERATING CASH	75,599.58	
	TOTAL ASSETS		<u>336,797.33</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	312,187.68	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	24,609.65	
	BALANCE - CURRENT DATE	24,609.65	
	TOTAL FUND EQUITY		<u>336,797.33</u>
	TOTAL LIABILITIES AND EQUITY		<u>336,797.33</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	42,000.00	42,000.00	72,109.00	(30,109.00)	171.69	103,984.00
TOTAL INTERGOVERNMENTAL REVE	42,000.00	42,000.00	72,109.00	(30,109.00)	171.69	103,984.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	4,000.00	4,000.00	6,446.00	(2,446.00)	161.15	10,800.00
TOTAL CHARGES FOR SERVICES	4,000.00	4,000.00	6,446.00	(2,446.00)	161.15	10,800.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	2,546.52	(2,546.52)	.00	.00
903-36210 INTEREST EARNINGS	500.00	500.00	1,625.70	(1,125.70)	325.14	1,606.83
TOTAL INTEREST & MISC INCOME	500.00	500.00	4,172.22	(3,672.22)	834.44	1,606.83
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,434.25	(1,434.25)	109.56	13,143.75
TOTAL OTHER REVENUES	15,000.00	15,000.00	16,434.25	(1,434.25)	109.56	13,143.75
TOTAL FUND REVENUE	<u>61,500.00</u>	<u>61,500.00</u>	<u>99,161.47</u>			<u>129,534.58</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	1,575.00	(525.00)	75.00	.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	120.43	120.43	.00	.00
	<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>1,695.43</u>	<u>(404.57)</u>	<u>80.73</u>	<u>.00</u>
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	.00	.00	.00	.00	.00	16.00
	<i>TOTAL SUPPLIES</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>16.00</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	376.39	(123.61)	75.28	852.71
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>376.39</u>	<u>(123.61)</u>	<u>75.28</u>	<u>852.71</u>
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	567.00	567.00	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>.00</u>	<u>.00</u>	<u>567.00</u>	<u>567.00</u>	<u>.00</u>	<u>.00</u>
	TOTAL OTHER HOUSING BUS ACTIV	<u><u>2,600.00</u></u>	<u><u>2,600.00</u></u>	<u><u>2,638.82</u></u>	<u><u>38.82</u></u>	<u><u>101.49</u></u>	<u><u>868.71</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-MAINT</u>						
<i>PERSONAL SERVICES</i>						
903-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	9,549.01
903-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	708.36
903-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	722.47
903-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	2,979.50
903-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	610.62
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	14,569.96
<i>FUNCTION 4</i>						
903-49700-489 OTHER CONTRACTED SERVICES	16,900.00	16,900.00	.00	(16,900.00)	.00	.00
<i>TOTAL FUNCTION 4</i>	16,900.00	16,900.00	.00	(16,900.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV	16,900.00	16,900.00	.00	(16,900.00)	.00	14,569.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	42,000.00	42,000.00	71,913.00	29,913.00	171.22	103,984.00
	<i>TOTAL HAP EXPENDITURES</i>	42,000.00	42,000.00	71,913.00	29,913.00	171.22	103,984.00
	TOTAL HOUSING ASSISTANCE PRO	42,000.00	42,000.00	71,913.00	29,913.00	171.22	103,984.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	61,500.00	61,500.00	74,551.82			119,422.67
NET REVENUES OVER EXPENDITURE	.00	.00	24,609.65			10,111.91

CITY OF CAMBRIDGE
BALANCE SHEET
DECEMBER 31, 2015

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>6,000.00</u>	
	TOTAL ASSETS		<u>6,000.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	BALANCE - CURRENT DATE	<u>6,000.00</u>	
	TOTAL FUND EQUITY		<u>6,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,000.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	6,000.00	29,000.00	17.14	53,519.12
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	6,000.00	29,000.00	17.14	53,519.12
TOTAL FUND REVENUE	35,000.00	35,000.00	6,000.00			53,519.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	53,519.12
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	53,519.12
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	53,519.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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			53,519.12
NET REVENUES OVER EXPENDITURE	.00	.00	6,000.00			.00

CITY OF CAMBRIDGE
BALANCE SHEET
DECEMBER 31, 2015

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT		4,984.38
905-10200	EDA OPERATING ACCT-SECTION 8	(2,814.72)
	TOTAL ASSETS		<u>2,169.66</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW		4,984.38
	TOTAL LIABILITIES		4,984.38
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		3,417.78
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(6,232.50)
	BALANCE - CURRENT DATE	(6,232.50)
	TOTAL FUND EQUITY		<u>(2,814.72)</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,169.66</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

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	294,371.00	294,371.00	279,272.00	15,099.00	94.87	287,652.00
TOTAL INTERGOVERNMENTAL REVE	294,371.00	294,371.00	279,272.00	15,099.00	94.87	287,652.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	.00	.00	.00	923.00
TOTAL SOURCE 35	.00	.00	.00	.00	.00	923.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	3.00	(3.00)	.00	6.81
TOTAL INTEREST	.00	.00	3.00	(3.00)	.00	6.81
 TOTAL FUND REVENUE	 <u>294,371.00</u>	 <u>294,371.00</u>	 <u>279,275.00</u>			 <u>288,581.81</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
HAP EXPENDITURES						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	.00	.00	280,378.00	280,378.00	.00	290,401.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	180.00	180.00	.00	759.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	2,870.00	2,870.00	.00	488.00
905-49775-375 FSS	.00	.00	1,860.00	1,860.00	.00	1,812.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	219.50	219.50	.00	39.88
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	285,507.50	285,507.50	.00	293,499.88
TOTAL HAP EXPENDITURES	.00	.00	285,507.50	285,507.50	.00	293,499.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	285,507.50			293,499.88
NET REVENUES OVER EXPENDITURE	294,371.00	294,371.00	(6,232.50)			(4,918.07)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33632 INIT FOUND DESIGN TEAM GRANT	.00	.00	4,000.00	(4,000.00)	.00	.00
TOTAL SOURCE 33	.00	.00	4,000.00	(4,000.00)	.00	.00
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	4,439.46	(4,339.46)	4,439.46	3,858.46
TOTAL INTEREST	100.00	100.00	4,439.46	(4,339.46)	4,439.46	3,858.46
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	38,590.26	(38,590.26)	.00	123.60
205-37220 RENTAL FEES	225,000.00	225,000.00	220,461.33	4,538.67	97.98	226,395.50
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	259,051.59	(34,051.59)	115.13	226,519.10
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	7,400.00
TOTAL TRANSFERS FROM OTHER FU	.00	.00	.00	.00	.00	7,400.00
TOTAL FUND REVENUE	225,100.00	225,100.00	267,491.05			237,777.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	630.00	(1,870.00)	25.20	595.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	48.23	(142.77)	25.25	45.55
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	678.23	(2,012.77)	25.20	640.55
<i>SUPPLIES</i>						
205-41930-222 RENTAL OPERATIONS EXPENSE	.00	.00	.00	.00	.00	87.61
TOTAL SUPPLIES	.00	.00	.00	.00	.00	87.61
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	650.00	(4,350.00)	13.00	.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	711.73	(38.27)	94.90	112.97
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00	(250.00)	.00	147.84
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	15.54	(184.46)	7.77	.00
205-41930-360 INSURANCE AND BONDS	2,800.00	2,800.00	1,195.43	(1,604.57)	42.69	1,067.47
205-41930-381 ELECTRIC UTILITIES	.00	.00	305.70	305.70	.00	.00
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	39.06	39.06	.00	.00
TOTAL OTHER SERVICES & CHARG	9,000.00	9,000.00	2,917.46	(6,082.54)	32.42	1,328.28
<i>MISCELLANEOUS</i>						
205-41930-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	1,000.00	(1,000.00)	50.00	250.00
205-41930-440 SCHOOLS & MEETINGS	2,050.00	2,050.00	658.00	(1,392.00)	32.10	893.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	7,160.43	4,160.43	238.68	8,830.00
205-41930-487 MN DESIGN TEAM PROJECT	.00	.00	2,500.00	2,500.00	.00	.00
205-41930-488 DOWNTOWN TASK FORCE	.00	4,379.00	600.00	(3,779.00)	13.70	5,620.56
205-41930-489 IND PARK MARKETING	13,600.00	20,245.00	19,175.01	(1,069.99)	94.71	12,668.53
TOTAL MISCELLANEOUS	20,650.00	31,874.00	31,093.44	(580.56)	98.17	28,262.09
TOTAL EDA ADMINISTRATION	32,341.00	43,365.00	34,689.13	(8,675.87)	79.99	30,318.53

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
MALL OPERATING EXPENSES							
<i>PERSONAL SERVICES</i>							
205-47000-101	FULL-TIME EMPLOYEES - REGULAR	22,907.00	22,907.00	23,813.39	906.39	103.96	19,946.37
205-47000-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-121	PERA (EMPLOYER)	1,734.00	1,734.00	1,717.86	(16.14)	99.07	1,482.84
205-47000-122	FICA/MEDICARE (EMPLOYER)	1,829.00	1,829.00	1,742.62	(86.38)	95.28	1,510.19
205-47000-131	MEDICAL/DENTAL/LIFE	6,910.00	6,910.00	6,826.92	(83.08)	98.80	6,004.48
205-47000-133	DEDUCTIBLE CONTRIBUTION	600.00	600.00	716.84	116.84	119.47	.00
205-47000-151	WORKERS' COMPENSATION PREMIU	1,389.00	1,389.00	1,496.13	107.13	107.71	820.97
205-47000-154	HRA/FLEX FEES	100.00	100.00	36.85	(63.15)	36.85	34.85
	TOTAL PERSONAL SERVICES	36,469.00	36,469.00	36,350.61	(118.39)	99.68	29,799.70
<i>SUPPLIES</i>							
205-47000-211	MISC OPERATING SERVICES	.00	.00	188.49	188.49	.00	2,271.74
205-47000-212	GASOLINE/FUEL	.00	.00	95.02	95.02	.00	90.15
205-47000-221	REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	6,387.33	(612.67)	91.25	11,157.77
	TOTAL SUPPLIES	7,000.00	7,000.00	6,670.84	(329.16)	95.30	13,519.66
<i>OTHER SERVICES & CHARGES</i>							
205-47000-321	TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	179.56	(1,420.44)	11.22	847.68
205-47000-360	INSURANCE AND BONDS	7,000.00	7,000.00	5,205.00	(1,795.00)	74.36	5,478.75
205-47000-381	ELECTRIC UTILITIES	23,010.00	23,010.00	18,209.64	(4,800.36)	79.14	16,828.67
205-47000-382	WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	5,106.91	(593.09)	89.59	4,643.84
205-47000-383	GAS UTILITIES	6,000.00	6,000.00	3,535.32	(2,464.68)	58.92	4,875.04
205-47000-384	REFUSE HAULING	4,500.00	4,500.00	4,095.96	(404.04)	91.02	4,109.24
	TOTAL OTHER SERVICES & CHARG	47,810.00	47,810.00	36,332.39	(11,477.61)	75.99	36,783.22
<i>MISCELLANEOUS</i>							
205-47000-401	REP & MAINT-BLDG/STRUCTURES	2,500.00	2,500.00	11,704.19	9,204.19	468.17	1,484.43
205-47000-413	BNSF PARKING LOT LEASE	800.00	800.00	1,482.22	682.22	185.28	2,765.16
205-47000-489	OTHER CONTRACTED SERVICES	12,000.00	12,000.00	8,501.68	(3,498.32)	70.85	8,147.61
205-47000-490	MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
205-47000-491	WORK FORCE CENTER BUILDOUT	.00	.00	38,453.00	38,453.00	.00	.00
205-47000-494	LANDSCAPING/FRONT EXTERIOR PR	.00	.00	.00	.00	.00	17,788.00
205-47000-496	MALL CAPITAL EQUIPMENT	.00	.00	3,051.47	3,051.47	.00	11,785.72
205-47000-497	SENIOR CENTER TENANT BUILDOUT	.00	.00	.00	.00	.00	88,634.86
	TOTAL MISCELLANEOUS	65,300.00	65,300.00	113,192.56	47,892.56	173.34	180,605.78
	TOTAL MALL OPERATING EXPENSE	156,579.00	156,579.00	192,546.40	35,967.40	122.97	260,708.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	188,920.00	199,944.00	227,235.53			291,026.89
NET REVENUES OVER EXPENDITURE	36,180.00	25,156.00	40,255.52			(53,249.33)

Date: 01/25/2016

Time: 13:50:47

Cambridge EDA
Check Register Detail Report
 Cambridge
 From: 01/01/2016 To: 01/25/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/04/2016	ADJST	Peoples Bank Of Commerce	Payment	46,680.00	364,896.54	
01/04/2016	DEP	Peoples Bank Of Commerce	Deposit	24,364.00	389,260.54	
01/04/2016	DEP	Peoples Bank Of Commerce	Deposit	3,324.00	392,584.54	
01/04/2016	DEP	Peoples Bank Of Commerce	Deposit	288.96	392,873.50	
01/04/2016	DEP	Peoples Bank Of Commerce	Deposit	5,643.65	398,517.15	
01/04/2016	DEP	Peoples Bank Of Commerce	Deposit	4,778.00	403,295.15	
01/04/2016	DEP	Peoples Bank Of Commerce	Deposit	53.00	403,348.15	
01/04/2016	016720	Peoples Bank Of Commerce	Payment	2,892.91	400,455.24	
01/06/2016	ADJST	Peoples Bank Of Commerce	Payment	250.00	400,205.24	
		Sharon Stone NSF- check returned				
01/06/2016	DEP	Peoples Bank Of Commerce	Deposit	6,653.00	406,858.24	
		Sharon Stone NSF- check returned				
01/06/2016	DEP	Peoples Bank Of Commerce	Deposit	1,200.00	408,058.24	
01/07/2016	DEP	Peoples Bank Of Commerce	Deposit	355.50	408,413.74	
01/07/2016	DEP	Peoples Bank Of Commerce	Deposit	495.00	408,908.74	
01/07/2016	DEP	Peoples Bank Of Commerce	Deposit	7,353.00	416,261.74	
01/07/2016	DEP	Peoples Bank Of Commerce	Deposit	296.17	416,557.91	
01/07/2016	DEP	Peoples Bank Of Commerce	Deposit	865.50	417,423.41	
01/07/2016	DEP	Peoples Bank Of Commerce	Deposit	16,329.58	433,752.99	

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Date: 01/25/2016
Time: 13:50:47

Cambridge EDA
Check Register Detail Report
Cambridge
From: 01/01/2016 To: 01/25/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/14/2016	016721	Mora HRA	Payment	2,901.19	430,851.80	
		January 2016 Section 8 Admin fees				

<p>CAMBRIDGE EDA MEETING February 1, 2016 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	12/30/2015	101625 - 101650	1,015.45
Prepaid Checks	1/7/2016	101688 - 101738	4,284.56
Prepaid Checks	1/13/2016	101756 - 101796	13,036.63
Prepaid Checks	1/21/2016	101821 - 101836	355.88
Prepaid Checks			
		Prepaid Totals	<u>18,692.52</u>

TOTAL SUBMITTED FOR APPROVAL

\$18,692.52

Vendor	Vendor Name	Description	Net Invoice Amount
1208	Coit Services	Carpet Cleaning - Workforce	774.00
Total 1208:			774.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	72.95
Total 2411:			72.95
4011	NAC Mechanical & Electrical	Repairs & Maint - Mall	166.00
Total 4011:			166.00
Grand Totals:			1,015.45

Dated: 12/30/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/15	12/30/2015	101625	1208	Coit Services	205-20100	774.00
12/15	12/30/2015	101634	2046	G & K Services, Inc.	205-20100	2.50
12/15	12/30/2015	101636	2411	Hillyard / Minneapolis	205-20100	72.95
12/15	12/30/2015	101650	4011	NAC Mechanical & Electrical	205-20100	166.00
Grand Totals:						<u>1,015.45</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1661	East Central Sanitation	Trash Removal - Bridge Park	143.12
	Total 1661:		143.12
1701	EDAM	Firm Membership	250.00
	Total 1701:		250.00
1716	Ehlers & Associates, Inc.	Ehlers 2016 Public Finance Seminar - S. Gustaf	280.00
	Total 1716:		280.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2378	Herb's Carpet Repair LLC	Remove & Install Carpet - Bridge Park	1,440.00
	Total 2378:		1,440.00
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	255.00
	Total 3086:		255.00
4191	Northern Technology Initiative	GPS45:93 2016 Annual Dues	850.00
	Total 4191:		850.00
4471	PHADA	EDA Member Dues	150.00
	Total 4471:		150.00
4661	Quill Corporation	Materials & Oper Supplies - Bridge Park	160.44
	Total 4661:		160.44
5191	SPEW Health Plan	Health Insurance Premium - February	633.50
	Total 5191:		633.50
5836	Vintage Lock	Keys - Bridge Park	60.00
5836	Vintage Lock	Diagnose Adjust Opener - Bridge Park	60.00
	Total 5836:		120.00
	Grand Totals:		4,284.56

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 1/7/2014

City Treasurer: Caroline Muri

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/07/2016	101688	1661	East Central Sanitation	901-20100	143.12
01/16	01/07/2016	101690	1701	EDAM	205-20100	250.00
01/16	01/07/2016	101691	1716	Ehlers & Associates, Inc.	205-20100	280.00
01/16	01/07/2016	101694	2046	G & K Services, Inc.	205-20100	2.50
01/16	01/07/2016	101700	2378	Herb's Carpet Repair LLC	901-20100	1,440.00
01/16	01/07/2016	101705	3086	Landworks Construction, Inc.	901-20100	255.00
01/16	01/07/2016	101721	4191	Northern Technology Initiative	205-20100	850.00
01/16	01/07/2016	101722	4471	PHADA	901-20100	150.00
01/16	01/07/2016	101724	4661	Quill Corporation	901-20100	160.44
01/16	01/07/2016	101727	5191	SPEW Health Plan	205-20100	633.50
01/16	01/07/2016	101738	5836	Vintage Lock	901-20100	120.00
Grand Totals:						<u>4,284.56</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
	Total 1661:		314.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2601	Isanti Co Treasurer-Auditor	Payment in Lieu of Taxes - 2015 - Bridge Park	12,296.00
	Total 2601:		12,296.00
3056	Lake Superior Laundry Inc.	Mall Rugs	55.65
	Total 3056:		55.65
3501	MEI Total Elevator Solutions	January Service Billing - Bridge Park Apts	218.77
	Total 3501:		218.77
3521	Menards	Maintenance Supplies - Mall	6.11
	Total 3521:		6.11
5861	Walmart Community Card	Tenant Services - Bridge Park	117.64
5861	Walmart Community Card	Materials - Bridge Park	25.46
	Total 5861:		143.10
	Grand Totals:		13,036.63

Dated: 1/13/16

City Treasurer: Caroline Hume

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/13/2016	101756	1661	East Central Sanitation	205-20100	314.50
01/16	01/13/2016	101758	2046	G & K Services, Inc.	205-20100	2.50
01/16	01/13/2016	101760	2601	Isanti Co Treasurer-Auditor	901-20100	12,296.00
01/16	01/13/2016	101765	3056	Lake Superior Laundry Inc.	205-20100	55.65
01/16	01/13/2016	101768	3501	Minnesota Elevator, Inc	901-20100	218.77
01/16	01/13/2016	101769	3521	Menards	205-20100	6.11
01/16	01/13/2016	101796	5861	Walmart Business/SYNCB	901-20100	143.10
Grand Totals:						<u>13,036.63</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	30.00
	Total 2986:		30.00
3056	Lake Superior Laundry Inc.	Mall Rugs	7.40
	Total 3056:		7.40
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	266.00
	Total 3086:		266.00
3521	Menards	Materials - Bridge Park	49.98
	Total 3521:		49.98
	Grand Totals:		355.88

Dated: 1/21/16City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/21/2016	101821	2046	G & K Services, Inc.	205-20100	2.50
01/16	01/21/2016	101829	2986	Konica Minolta Business	901-20100	30.00
01/16	01/21/2016	101830	3056	Lake Superior Laundry Inc.	205-20100	7.40
01/16	01/21/2016	101831	3086	Landworks Construction, Inc.	901-20100	266.00
01/16	01/21/2016	101836	3521	Menards	901-20100	49.98
Grand Totals:						<u>355.88</u>

Date: February 1, 2016
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

- 2015 - 1099 have been sent out to landlords for the months of January- August, the months we administered the Bridge's Program.

Public Housing:

- Staff has been updating the Tenant Handbook.
- Despite the fact that Bridge Park is a smoke free building (except of one remaining tenant that has been grandfathered in) staff is concerned that residents are smoking in their apartments. Very few of our "smoking tenants" go outside when it is cold out. Tenants do not open their doors when we knock and unless smoke has been detected staff is not allowed in tenants units. Staff is researching ways in which we can approach this issue.
- One long time elderly resident passed away in January®
- Two vacate notices given for February 1 – Units had new flooring installed and have been re-rented.

Projects:

- Packets were sent out to solicit bids on the remaining closet doors, replace maintenance exterior door and first floor ceiling have been sent out and a notice posted on City of Cambridge website. See staff report.

Prepared by: Marcia Westover

Background:

In His Steps Ballet has been renting suite 156 in the mall since August 4, 2011. They are currently paying \$500 per month plus \$75 toward utilities. We are proposing a three year lease term. The lease term would end January 31, 2018.

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

<u>Lease Year</u>	<u>monthly</u>	<u>annual</u>
<u>2016</u>		
Jan. 1 to June 30	\$500.00	\$6,150.00
	\$75.00 utility	\$900.00
July 1 to Dec. 31	\$525.00	
	\$75.00 utility	
<u>2017</u>		
Jan. 1 to June 30	\$525.00	\$6,450.00
	\$75.00 utility	\$900.00
July 1 to Dec. 31	\$550.00	
	\$75.00 utility	
<u>2018</u>		
Jan. 1 to June 30	\$550.00	\$6750.00
	\$75.00 utility	\$900.00
July 1 to Dec. 31	\$575.00	
	\$75.00 utility	

EDA Action:

A motion from the EDA authorizing approval of the lease for In His Steps Ballet and authorize the EDA President and City Administrator to sign the lease documents.

Attachments:

Lease Agreement

CAMBRIDGE CITY CENTER LEASE

THIS RENEWAL LEASE is made this 1st day of February, 2016, between the Cambridge Economic Development Authority (EDA), a municipal corporation (the "Landlord") and In His Steps Ballet and performing Arts Company (hereinafter "In His Steps") (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Cambridge, Minnesota 55008. Suite 156 (950 square feet) of the Cambridge City Center (the "Center") is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

LEASE TERM

The Lease Term renewal and rent will commence February 1, 2016. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The lease year's fixed annual rent will be as outlined below. The Lease Term shall run from February 1, 2016 to January 31, 2018.

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

<u>Lease Year</u>	<u>monthly</u>	<u>annual</u>
<u>2016</u>		
Jan. 1 to June 30	\$500.00 \$75.00 utility	\$6,150.00 \$900.00
July 1 to Dec. 31	\$525.00 \$75.00 utility	
<u>2017</u>		
Jan. 1 to June 30	\$525.00 \$75.00 utility	\$6,450.00 \$900.00
July 1 to Dec. 31	\$550.00 \$75.00 utility	
<u>2018</u>		
Jan. 1 to June 30	\$550.00 \$75.00 utility	\$6750.00 \$900.00
July 1 to Dec. 31	\$575.00 \$75.00 utility	

TENANT AGREEMENT

The Tenant, in consideration of the leasing of the premises agrees as follows:

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring and glass in good repair, all at Tenant's expense, and at the expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.
3. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center during the term of this Lease.

Without limiting the foregoing, to the extent that personal property taxes or taxes in lieu of or as a substitute for real estate taxes are imposed with respect to the Leased Premises or directly on Tenant during the term of this Lease, Tenant shall pay such taxes (and any installments of special assessments allocable to the Leased Premises) before delinquency and shall indemnify and hold harmless Landlord from such taxes (and special assessments). Without limiting the foregoing, in the event that the Leased Premises is deemed or classified as a separate tax parcel or separate sub-tax parcel by Isanti County, Tenant shall pay before delinquency all taxes and installments of special assessments for such tax parcel or sub-tax parcel during the term of this Lease.

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Center's Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. Tenant is authorized to use its existing outdoor sign to be placed on the front portion of the building in a location as directed

by the Landlord. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3rd Avenue NE location.

6. To sublet is not prohibited as long as it provides a service to "In His Steps", but "In His Steps" and cannot assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as a ballet, performing arts and fitness and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises. Specifically the tenant shall comply with all Federal, State and Local regulations.
8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000) against liability for injury to or death of any one person and One Million (\$1,500,000) Dollars against liability arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage; said insurance

shall include Landlord, its agents, beneficiaries, and employees as assured parties and shall provide that Landlord shall be given a minimum of thirty (30) days notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.

11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.
12. The Leased Premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the Leased Premises. Tenant shall pay for all telephones used in the Leased Premises. Tenant shall pay \$75.00 toward utilities, Landlord shall pay the remainder for utilities.

IT IS EXPRESSLY UNDERSTOOD AND AGREED BETWEEN LANDLORD AND TENANT AS FOLLOWS:

13. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
14. If, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
15. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and

the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.

16. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of \$450.00, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.
17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within ten (10) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.

20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
22. In the event the Tenant or Landlord wish to terminate the lease for any reason, the Landlord shall provide Tenant with a six month early termination notice and Tenant Shall provide the Landlord with a 3 month early termination notice. The Tenant shall agree to pay the rent through the end of the early termination notice period.

23. Tenant expressly understands that the location of the property maybe situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger Rail Service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

The City of Cambridge acknowledges that if the proposed Cambridge Depot for Passenger Rail Service is located at the City center Mall. The City of Cambridge will make every attempt to retain space for the "In His Steps".

24. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

If to Landlord:

Cambridge EDA
Attn: Marcia Westover
300 3rd Avenue NE
Cambridge, MN 55008
(763) 689-3209

If to Tenant:

In His Steps Ballet and
and Performing Arts
Attn: Lisa McKinnis
31925 Quincy Court NE
Cambridge, MN 55008
612-991-9556

THIS LEASE shall be binding on the parties, their personal representatives, successors and assigns.

ADDITIONAL PROVISIONS:

1. Tenant hereby accepts the Leased Premises in an "as is" condition. All interior finishing work will be at the sole expense of the Tenant. The Tenant is responsible for any necessary build out of this unit required by State of Minnesota or City of Cambridge and will pay for the approximate \$ N/A estimates build out cost for plumbing, electrical, lighting, flooring, doors and sheet rock that needs to be done.
2. Tenant hereby agrees to be responsible for clearing all common areas and locking and unlocking all public entryways to the Center common area when the business hours of operation differ from the standard Center hours of Monday to Saturday 7:00 am to 9:00 pm, and Sunday closed.
3. Tenant hereby agrees to be responsible for all damages associated with the use of Center common area including but not limited to hallways and restrooms associated with the use of common areas after regular mall hours (Monday to Saturday 7:00 am to 9:00 pm, and Sunday closed). Furthermore, should the landlord determine that there is a security issue associated with the extended use of the Center common area that cannot be addressed by the tenant to the satisfaction of the landlord the landlord may revoke this right upon 30 days written notice.
4. In His Steps will be able to remove the sprung flooring and mirrors on the wall upon termination of lease. Any damage done will need to be repaired by the tenant including repairing, priming and painting of walls, excepting reasonable wear and tear.
5. Tenant is responsible for cleaning and general maintenance of the premises. Tenant is responsible for, including but not limited to,: interior cleaning of the unit and glass doors; light bulb replacement and disposal; general maintenance and repair of any tenant build out items in the suite; moving/set-up of tenant items; garbage removal (all tenant garbage shall be brought out to the dumpsters in the rear of the mall).
6. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall. This lease only grants use by the tenant for the suite as outlined on Exhibit A.

IN WITNESS WHEREOF, Landlord and Tenant have signed this lease as of the day and year first above written.

City of Cambridge, Minnesota
Landlord

By: _____
Its: President

Tenant

By: _____
Its: _____
Date: _____

By: Juan M. McKinno
Its: Executive Director

In His Steps Ballet,
Tenant

By: _____
Its: _____
Date: _____

EDA-Housing Division Meeting 2/01/2016
Cambridge Economic Development Authority

Staff Report – Bids submitted for the replacement of closet doors, replacement of the exterior metal door in the maintenance room and the replacement of first floor corridor ceiling.

Background:

At the December 7 EDA meeting the Board approved staff to solicit bids for the replacement of the remaining closet doors on the two lower floor; the replacement of the exterior metal maintenance door; and the replacement of the first floor corridor ceiling at Bridge Park Apartments.

Notice was posted on the City of Cambridge website and bid packets were sent out to:

Tight Miter Carpentry, LLC
Wayne Fredrickson
532 N Wood St.
Mora, MN 55051

Bruce Chilson
48683 Anchor Ave.
Stanchfield, MN 55080

Todd Lind Construction
440 Emerson St. N
Cambridge, MN 55008

Scott Krinke
44391 Acacia Trail
Harris, MN 55032

Mark Kistner
44705 Bending Ave.
Harris, MN 55032

At the time of this report only one bid has been turned in. Bid opening is scheduled for 9 am, January 28th at the City Hall. (Bid will be handed out at the EDA meeting.)

Board action requested:

Staff is recommending that the Board approve the bid submitted by the contactor provided that the bid is within reason.

Report Submitted by: Marilyn Fromm

Date: 2/01/2016

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