
Cambridge EDA
Meeting Announcement and Agenda
MONDAY, APRIL 6, 2015
EDA MEETING WILL BEGIN AFTER CITY COUNCIL MEETING ADJOURNS.
CITY COUNCIL MEETING 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. Approval of Agenda (p. 1)
3. Consent Agenda
 - A. Approve EDA meeting minutes (p. 3)
 - B. Approve EDA Draft Feb 2015 Financial Statements (p. 6)
 - C. Housing Div. Bills check #16709 and ACH transactions totaling \$57,923. (p. 35)
 - D. Approve EDA Admin Division bills checks #99021 - #99288 totaling \$8,431.21 (p. 39)
 - E. Housing Supervisor Report (p. 48)
 - F. Approve amended lease language for the Pregnancy Resource Center (p. 49)
 - G. Approve two month extension of Bridge's contract with Minnesota Housing Finance Agency (p. 57)
4. New Business
 - A. Policy for City Center Mall rental to Tenants (p. 58)
5. Unfinished Business
6. Adjourn

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

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

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
March 2, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 2, 2015 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

Members Absent: None

Others Present: Executive Director Lynda Woulfe and City Planner Maria Westover

Call to Order

Morin called the meeting to order at 4:44 pm.

Approval of Agenda

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

Consent Agenda

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

- A. Approve EDA meeting minutes
- B. Approve EDA January 2015 Draft Financial Statements
- C. Housing Div. Bills and ACH transactions totaling \$59,734.00
- D. Approve EDA Admin Division bills checks #98812 - #99003 totaling \$6,282.91
- E. Housing Supervisor Report
- F. Resident Meeting

Upon call of the roll, Morin, Iverson, Palmer, Kafer, and Lewis voted aye, no nays. Motion passed unanimously.

New Business

Approve Lease Amendment for the Pregnancy Resource Center

Westover asked if the Board had any questions on the staff report.

Lewis asked for the per square foot price for Center for the Arts and the Senior Activity Center. Westover stated Center for the Arts pays \$7.50 per square foot and the Senior Activity Center pays a fixed rate of \$500 per month because the City of Cambridge has full use of their commercial kitchen.

Woulfe explained because the Pregnancy Resource Center has a front entrance, typically the lease rate is higher because of that amenity.

Jay Peterson, the Attorney representing the Pregnancy Resource Center, stated he would like to see the lease renegotiated at a lease rate which is more in line with the other non-profit tenants in the mall. Peterson reviewed the other mall tenants and their lease rates and asked that the EDA consider lowering the Pregnancy Resource Center's rate to the amount of \$7.50 per square foot. Peterson noted an article where the City indicates the current market rate was \$7.00 per square foot. Woulfe noted the article was from 2012.

The Pregnancy Resource Center Executive Director Gina Kennedy gave background of what the Pregnancy Resource Center is and they asked for a lease reduction in 2013 which was denied. Kennedy noted she understands the Chamber will be moving out of the mall and she is also interested in leasing that suite, Suite 174. Woulfe noted there are other tenants also interested in the leasing of Suite 174 and asked if the Pregnancy Resource Center would be willing to rent the space for \$8.50 per square foot. Kennedy stated they would rent the space for \$8.50 per square foot but would like their current space to be \$7.50 per square foot.

Morin asked if they have looked at other rental suites in the area that lease for \$7.50 per square foot or \$8.50 per square foot. Attorney Peterson stated they have not done comparisons in the area and they only want to be compared to other non-profits in the City Center Mall. Morin stated staff has done some research and rate rents in the downtown area average \$10.00 per square foot.

Iverson asked if any of the other non-profit tenants have public outside access. Woulfe explained no other non-profit tenant has public outside access.

Kafer stated she felt the request was in line with what other non-profits pay within the mall. Palmer stated it came to her knowledge that Kafer used to work for the Pregnancy Resource Center and questioned whether she should abstain from discussion and voting on the subject. Kafer explained there was no financial benefit to her so there is no conflict of interest. Palmer stated there could be a perceived conflict of interest. Lewis stated he did not feel there was any perceived conflict of interest.

Lewis stated he felt the rent should be consistent with the other non-profit tenants and it should be \$7.50.

Morin asked where money from the rent goes. Woulfe explained it goes into the general fund which offsets the property tax levy. Palmer noted the funds also help to maintain the building.

Kafer stated they have to set a precedence so if the non-profit rate for the Pregnancy Resource Center is set at \$8.50 per square foot, it should be the same for all non-profit tenants.

Iverson stated one of the benefits is that it has an exterior door, so there are bonus features with this space that other non-profits do not have. Woulfe stated front space is more valuable than interior space.

Kafer explained the City is losing out on over \$11,000 per year on rental income for the Senior Activity Center. Discussion ensued regarding the fact the City is able to use the kitchen for wine tastings and, most importantly, for emergency operations.

Kafer moved, seconded by Lewis to authorize approval of the lease for the Pregnancy Resource Center in Suite #138 in the City Center Mall at \$7.50 per square foot. Upon call of the roll, Lewis

voted yes, Kafer voted yes, Palmer voted yes, Iverson voted no, and Morin voted no. Motion passed 3/2.

Approve Proposed Lease Amendment for The Gamers Den

Westover stated The Gamers Den has been interested in additional space for some time and they were the first to approach her about obtaining Suite 174 at the same rates identified in the staff report. Westover noted they have assessed the wall and it appears they are able to open the wall to connect both suites.

Kafer asked if there a policy for when there are more than one tenants interested in additional available space. Westover explained there is no policy at this time and has never happened in the past.

Lewis stated he felt that if there are two parties interested in space, the first one to give a deposit should be the one to have the option for renting the space.

Westover explained The Gamers Den has been asking for extra space for a very long time.

Kafer asked who is responsible for improvements within the suites. Westover explained the tenants are responsible for their own improvements.

Palmer moved, seconded by Iverson to give preliminary consent for the lease amendment with The Gamers Den to lease Suite 142 and Suite 174 and, if the suites cannot be connected due to plumbing or other issues, then the lease will not include the additional Suite 174 space. EDA directed staff to bring back a policy for them to review regarding competing tenants for space. Upon call of the roll, Lewis voted no, Kafer voted no, Palmer voted yes, Iverson voted yes, and Morin voted yes. Motion passed 3/2.

Regional Housing Summary

Gustafson reviewed the Housing Study.

Lewis asked why Cambridge wasn't listed on the bar graph. Gustafson explained the City of Cambridge did a private study in 2013. Gustafson noted if the City wanted to be included in this study, it would have cost \$3,000 and staff felt because a study was just completed, there was no need to be broken down in this study.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Kafer, to adjourn the meeting at 5:36 p.m. The motion passed unanimously.

Joe Morin, President

ATTEST:

Lynda J. Woulfe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 28, 2015

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(740.12)	
901-10102	INVESTMENTS--PBC	315,961.28	
901-10103	INVESTMENTS-MINNCO	16,272.68	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	217,321.41	
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	
901-16300	SITE IMPROVEMENTS	119,469.24	
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>993,871.42</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,487.77	
901-21650	ACCRUED VACATION & SICK PAY	37,662.56	
901-22600	TENANT SECURITY DEPOSITS	22,173.06	
	TOTAL LIABILITIES		61,323.39

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>17,044.12</u>	
	BALANCE - CURRENT DATE	<u>17,044.12</u>	
	TOTAL FUND EQUITY		<u>932,548.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>993,871.42</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	12,274.00	57,726.00	570.31	74,818.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	12,274.00	57,726.00	570.31	74,818.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	.00	100.00	.00	275.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	33.76	1,466.24	4,443.13	2,116.75
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	33.76	1,566.24	4,443.13	2,391.75
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	145,000.00	145,000.00	26,414.00	118,586.00	548.95	148,580.66
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	1,375.50	4,624.50	436.21	6,587.50
TOTAL RENTAL INCOME	151,000.00	151,000.00	27,789.50	123,210.50	985.16	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	257,600.00	257,600.00	40,097.26			285,897.03

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	1,702.76	29,345.24	1,823.39	.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	48.08	2,202.92	4,681.78	2,254.85
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	361.66	2,013.34	656.69	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	.00	266.00	.00	215.79
TOTAL PERSONAL SERVICES	35,992.00	35,992.00	5,137.42	30,854.58	700.59	36,401.50
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	.00	1,500.00	.00	1,372.15
TOTAL SUPPLIES	1,500.00	1,500.00	.00	1,500.00	.00	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	.00	3,000.00	.00	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	564.94	2,435.06	531.03	2,060.83
901-49500-322 POSTAGE	250.00	250.00	.00	250.00	.00	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	.00	100.00	.00	62.23
TOTAL OTHER SERVICES AND CHA	6,550.00	6,550.00	564.94	5,985.06	1,159.42	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	66.09	2,933.91	4,539.26	669.71
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	1,358.00	(358.00)	73.64	410.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	500.00	.00	.00
TOTAL MISCELLANEOUS	6,500.00	6,500.00	1,424.09	5,075.91	456.43	1,079.71
TOTAL LOW RENT ADMINISTRATION	50,542.00	50,542.00	7,126.45	43,415.55	709.22	44,629.99

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	(216.88)	416.88	92.22	403.45
	<i>TOTAL SUPPLIES</i>	200.00	200.00	(216.88)	416.88	92.22	403.45
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	(216.88)	416.88	92.22	403.45

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	868.34	38,662.79
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	1,833.52	(1,833.52)	.00	.00
901-49700-121 PERA (EMPLOYER)	1,868.00	1,868.00	43.78	1,824.22	4,266.79	2,806.78
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,971.00	1,971.00	351.95	1,619.05	560.02	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	.00	1,190.00	.00	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	4,996.29	25,796.71	616.32	56,390.94
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	425.18	3,974.82	1,034.86	3,574.47
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	200.00	.00	107.21
TOTAL SUPPLIES	4,600.00	4,600.00	425.18	4,174.82	1,081.89	3,681.68
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	16,000.00	16,000.00	3,414.67	12,585.33	468.57	17,861.05
901-49700-360 INSURANCE AND BONDS	13,500.00	13,500.00	.00	13,500.00	.00	12,230.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00	11,100.00	.00	11,574.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	4,342.11	31,357.89	822.18	29,874.16
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	1,775.96	8,224.04	563.08	8,300.42
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	868.55	5,131.45	690.81	7,286.53
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	320.81	1,779.19	654.59	2,055.32
TOTAL OTHER SERVICES AND CHA	94,400.00	94,400.00	10,722.10	83,677.90	880.42	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	.00	.00	.00	6,246.00
TOTAL IMPROVEMENTS/BETTERM	7,000.00	7,000.00	.00	7,000.00	.00	6,246.00
TOTAL LOW RENT MAINTENANCE	206,858.00	206,858.00	16,143.57	190,714.43	1,281.36	201,860.66

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	<u>257,600.00</u>	<u>257,600.00</u>	<u>23,053.14</u>			<u>246,894.10</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>17,044.12</u>			<u>39,002.93</u>

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 28, 2015

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10010	CASH AND INVESTMENTS	740.12	
902-10200	EDA OPERATING ACCT-SECTION 8	55,072.12	
902-11500	ACCOUNTS RECEIVABLE	7,659.24	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		63,471.48

LIABILITIES AND EQUITY

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,257.42	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16,214.06	
	BALANCE - CURRENT DATE	16,214.06	
	TOTAL FUND EQUITY		63,471.48
	TOTAL LIABILITIES AND EQUITY		63,471.48

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	3,541.00	36,459.00	8.85	39,773.00
TOTAL INTERGOVERNMENTAL REVE	40,000.00	40,000.00	3,541.00	36,459.00	8.85	39,773.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	2,209.04	(2,209.04)	.00	25,350.74
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	923.00
TOTAL RENTAL INCOME	.00	.00	2,209.04	(2,209.04)	.00	26,273.74
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	4.28	(4.28)	.00	52.04
TOTAL INTEREST	.00	.00	4.28	(4.28)	.00	52.04
TOTAL FUND REVENUE	40,000.00	40,000.00	5,754.32			66,098.78

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	.00	(3,000.00)	.00	3,000.00
902-49500-307 CONTRACTED SECT 8 ADMIN	36,000.00	36,000.00	4,747.64	(31,252.36)	13.19	.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	4,747.64	(34,252.36)	12.17	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	4,747.64	(35,252.36)	11.87	44,709.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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 1 MONTHS ENDING JANUARY 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	28,083.00	28,083.00	.00	341,717.00
902-49775-374	HAP-PORTABLE RECEIV REIMB	.00	.00	(28,733.30)	(28,733.30)	.00	(341,717.00)
902-49775-376	URP PORT REC	.00	.00	.00	.00	.00	2,171.00
902-49775-378	PORT REC URP REIMB	.00	.00	(47.00)	(47.00)	.00	(2,171.00)
<i>TOTAL HAP EXPENDITURES</i>		.00	.00	(697.30)	(697.30)	.00	.00
TOTAL HAP OCCUPIED UNITS		.00	.00	(697.30)	(697.30)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	<u>40,000.00</u>	<u>40,000.00</u>	<u>4,050.34</u>			<u>64,210.83</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>1,703.98</u>			<u>1,887.95</u>

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 28, 2015

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	259,639.92	
903-10200	EDA HOUSING DIV OPERATING CASH	55,710.09	
	TOTAL ASSETS		<u>315,350.01</u>

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	597.10	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		2,168.52

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	312,187.68	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	993.81	
	BALANCE - CURRENT DATE	993.81	
	TOTAL FUND EQUITY		<u>313,181.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>315,350.01</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	8,537.00	33,463.00	20.33	103,984.00
TOTAL INTERGOVERNMENTAL REVE	42,000.00	42,000.00	8,537.00	33,463.00	20.33	103,984.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	4,000.00	4,000.00	880.00	3,120.00	22.00	10,800.00
TOTAL CHARGES FOR SERVICES	4,000.00	4,000.00	880.00	3,120.00	22.00	10,800.00
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	500.00	500.00	4.44	495.56	.89	1,606.83
TOTAL INTEREST & MISC INCOME	500.00	500.00	4.44	495.56	.89	1,606.83
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	.00	15,000.00	.00	13,143.75
TOTAL OTHER REVENUES	15,000.00	15,000.00	.00	15,000.00	.00	13,143.75
TOTAL FUND REVENUE	61,500.00	61,500.00	9,421.44			129,534.58

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
OTHER HOUSING BUS ACTIV-ADMIN							
<i>FUNCTION 1</i>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	.00	(2,100.00)	.00	.00
<i>TOTAL FUNCTION 1</i>		2,100.00	2,100.00	.00	(2,100.00)	.00	.00
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	.00	.00	.00	.00	.00	16.00
<i>TOTAL SUPPLIES</i>		.00	.00	.00	.00	.00	16.00
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	852.71
<i>TOTAL OTHER SERVICES AND CHA</i>		500.00	500.00	.00	(500.00)	.00	852.71
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	567.00	567.00	.00	.00
<i>TOTAL MISCELLANEOUS</i>		.00	.00	567.00	567.00	.00	.00
TOTAL OTHER HOUSING BUS ACTIV		2,600.00	2,600.00	567.00	(2,033.00)	21.81	868.71

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
OTHER HOUSING BUS ACTIV-MAINT						
<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 1 MONTHS ENDING JANUARY 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	8,537.00	(33,463.00)	20.33	103,984.00
<i>TOTAL HAP EXPENDITURES</i>	42,000.00	42,000.00	8,537.00	(33,463.00)	20.33	103,984.00
TOTAL HOUSING ASSISTANCE PRO	42,000.00	42,000.00	8,537.00	(33,463.00)	20.33	103,984.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	9,104.00			119,422.67
NET REVENUES OVER EXPENDITURE	.00	.00	317.44			10,111.91

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	.00	35,000.00	.00	53,519.12
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>.00</u>			<u>53,519.12</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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 1 MONTHS ENDING JANUARY 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	.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 FEBRUARY 28, 2015

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT		3,309.97
905-10200	EDA OPERATING ACCT-SECTION 8		3,091.29
			<u>3,091.29</u>
	TOTAL ASSETS		<u>6,401.26</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW		3,309.97
			<u>3,309.97</u>
	TOTAL LIABILITIES		3,309.97
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		3,417.78
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(326.49)	
		<u>(326.49)</u>	
	BALANCE - CURRENT DATE	(326.49)	
		<u>(326.49)</u>	
	TOTAL FUND EQUITY		<u>3,091.29</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,401.26</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	47,689.00	246,682.00	617.27	287,652.00
TOTAL INTERGOVERNMENTAL REVE	294,371.00	294,371.00	47,689.00	246,682.00	617.27	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	.51	(.51)	.00	6.81
TOTAL INTEREST	.00	.00	.51	(.51)	.00	6.81
 TOTAL FUND REVENUE	 <u>294,371.00</u>	 <u>294,371.00</u>	 <u>47,689.51</u>			 <u>288,581.81</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	47,394.00	(47,394.00)	.00	290,401.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	60.00	(60.00)	.00	759.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	.00	.00	.00	488.00
905-49775-375 FSS	.00	.00	562.00	(562.00)	.00	1,812.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	.00	.00	.00	39.88
TOTAL HAP EXPENDITURES	.00	.00	48,016.00	(48,016.00)	.00	293,499.88
TOTAL HAP EXPENDITURES	.00	.00	48,016.00	(48,016.00)	.00	293,499.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	48,016.00			293,499.88
NET REVENUES OVER EXPENDITURE	294,371.00	294,371.00	(326.49)			(4,918.07)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	3,858.46
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	3,858.46
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	123.60
205-37220 RENTAL FEES	225,000.00	225,000.00	41,547.35	183,452.65	18.47	226,395.50
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	41,547.35	183,452.65	18.47	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	41,547.35			237,777.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	175.00	(2,325.00)	7.00	595.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	13.39	(177.61)	7.01	45.55
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	188.39	(2,502.61)	7.00	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	.00	(5,000.00)	.00	.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	.00	(750.00)	.00	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	.00	(200.00)	.00	.00
205-41930-360 INSURANCE AND BONDS	2,800.00	2,800.00	.00	(2,800.00)	.00	1,067.47
TOTAL OTHER SERVICES & CHARG	9,000.00	9,000.00	.00	(9,000.00)	.00	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	545.00	(1,505.00)	26.59	893.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	8,830.00
205-41930-488 DOWNTOWN TASK FORCE	.00	.00	.00	.00	.00	5,620.56
205-41930-489 IND PARK MARKETING	13,600.00	13,600.00	5,451.07	(8,148.93)	40.08	12,668.53
TOTAL MISCELLANEOUS	20,650.00	20,650.00	6,996.07	(13,653.93)	33.88	28,262.09
TOTAL EDA ADMINISTRATION	32,341.00	32,341.00	7,184.46	(25,156.54)	22.21	30,318.53

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	3,516.78	(19,390.22)	15.35	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	263.76	(1,470.24)	15.21	1,482.84
205-47000-122 FICA/MEDICARE (EMPLOYER)	1,829.00	1,829.00	261.96	(1,567.04)	14.32	1,510.19
205-47000-131 MEDICAL/DENTAL/LIFE	6,910.00	6,910.00	2,381.90	(4,528.10)	34.47	6,004.48
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,389.00	1,389.00	.00	(1,389.00)	.00	820.97
205-47000-154 HRA/FLEX FEES	100.00	100.00	13.35	(86.65)	13.35	34.85
TOTAL PERSONAL SERVICES	36,469.00	36,469.00	6,437.75	(30,031.25)	17.65	29,799.70
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	20.00	20.00	.00	2,271.74
205-47000-212 GASOLINE/FUEL	.00	.00	.00	.00	.00	90.15
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	1,379.00	(5,621.00)	19.70	11,157.77
TOTAL SUPPLIES	7,000.00	7,000.00	1,399.00	(5,601.00)	19.99	13,519.66
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	32.64	(1,567.36)	2.04	847.68
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	5,478.75
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	1,578.36	(21,431.64)	6.86	16,828.67
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	913.17	(4,786.83)	16.02	4,643.84
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	652.87	(5,347.13)	10.88	4,875.04
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	629.00	(3,871.00)	13.98	4,109.24
TOTAL OTHER SERVICES & CHARG	47,810.00	47,810.00	3,806.04	(44,003.96)	7.96	36,783.22
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	2,500.00	2,500.00	500.00	(2,000.00)	20.00	1,484.43
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	(1,268.66)	(2,068.66)	(158.58)	2,765.16
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	8,147.61
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	.00	(50,000.00)	.00	50,000.00
205-47000-494 LANDSCAPING/FRONT EXTERIOR PR	.00	.00	.00	.00	.00	17,788.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.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	(768.66)	(66,068.66)	(1.18)	180,605.78
TOTAL MALL OPERATING EXPENSE	156,579.00	156,579.00	10,874.13	(145,704.87)	6.94	260,708.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	188,920.00	18,058.59			291,026.89
NET REVENUES OVER EXPENDITURE	36,180.00	36,180.00	23,488.76			(53,249.33)

Cambridge EDA
Check Register Detail Report
 Cambridge
 From: 03/01/2015 To: 03/30/2015

381,564.91

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2015	000066	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	381,247.91	March Hap Aadland, Ashley
03/01/2015	000066	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 529.00 392.00	921.00	380,326.91	March Hap Cross, Grace Willms, Monica
03/01/2015	000066	Calhoun Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 291.00 329.00	620.00	379,706.91	March Hap Arneberg, Danielle M Deiman, Antoinette
03/01/2015	000066	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 333.00 267.00 688.00 417.00	1,705.00	378,001.91	March Hap Paquette, Laurie Schulz, Cynthia J Voss, Breana Weigel, Collin W
03/01/2015	000066	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	377,337.91	March Hap Nicholas, Judith Evelyn
03/01/2015	000066	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 623.00	623.00	376,714.91	March Hap Mains, Kimberly A
03/01/2015	000066	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit	Payment 498.00	498.00	376,216.91	March Hap Johnston, Shaylee
03/01/2015	000066	John Maher 4715.1 Hap - Occupied Unit	Payment 198.00	198.00	376,018.91	March Hap Diers, Scott A
03/01/2015	000066	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	375,488.91	March Hap Barrett, Christy
03/01/2015	000066	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 311.00	311.00	375,177.91	March Hap Walkama, Danielle K
03/01/2015	000066	Richard Berget 4715.1 Hap - Occupied Unit	Payment 167.00	167.00	375,010.91	March Hap Tschida, Joyce
03/01/2015	000066	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 176.00	176.00	374,834.91	March Hap Mullens, Darice R
03/01/2015	000066	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 244.00	244.00	374,590.91	March Hap Wallace, Lynnell
03/01/2015	000066	Tim Rahey Jr 4715.1 Hap - Occupied Unit	Payment 654.00	654.00	373,936.91	March Hap Kovacs, Gail
03/01/2015	000066	William Francisco 4715.1 Hap - Occupied Unit	Payment 323.00	323.00	373,613.91	March Hap Griffin, Deena M
03/01/2015	000066	Wyoming Phase 2	Payment	337.00	373,276.91	March Hap

35

Date: 03/30/2015
Time: 15:25:29

Cambridge EDA
Check Register Detail Report
Cambridge
From: 03/01/2015 To: 03/30/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit	337.00			Renspe, Alicia M
03/26/2015	016709	Bungalows of Chisago LLC	Payment	196.00	373,080.91	
		Pro-rated March rent for Kevin Symanitz - On Bridge's Program March 15.				

Handwritten:
+ 8484
+ 49439

57,923

total memo

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000068
 Created On: 02/26/2015

<u>Name</u>	<u>Amount</u>
Annette M. Jensen	\$273.00
Bohmer, John	\$852.00
Dean & Jennifer Bondes	\$1,100.00
Bungalows of Chisago L	\$1,850.00
Calhoun Apartments	\$852.00
Cambridge Square Assoc	\$2,242.00
Samantha Carlson	\$30.00
Chen Liu	\$4,672.00
David Cobb	\$491.00
DJ Properties of Stanc	\$416.00
Eliot Avenue Apartment	\$1,250.00
Elmer D. Harp	\$586.00
ELMSUN LLC	\$1,239.00
Erlandson - Nelson Con	\$542.00
FYP PROPERTIES	\$220.00
Robert Giffin	\$580.00
Hanson Properties	\$273.00
Haven Properties	\$316.00
Isanti Housing Associa	\$1,467.00
Isanti Village Apartme	\$964.00
Jay M. Winger	\$551.00
Jeff Halverson	\$580.00
Kathryn Dahlberg	\$725.00
Kestrel Meadows Townho	\$1,249.00
Christine J. LeCuyer	\$281.00
Brian Leet	\$380.00
Legacy Townhomes	\$2,177.00
Janet Nielsen	\$663.00
Lindstrom Parkview Ass	\$305.00
Mann, Cheryl	\$550.00
Meadows Edge MN L Part	\$37.00
Mike Munsinger	\$738.00
Allen Moulton	\$523.00
Multi-Investments, LLC	\$358.00
Loral Myers	\$278.00
Normandy Townhomes	\$1,140.00
North Branch Senior Ho	\$678.00
Northern Management	\$800.00
Oakhurst Apartments	\$708.00

Peoples Bank of Commerce
ACH Transaction Report

Batch #: 000068
 Created On: 02/26/2015

<u>Name</u>	<u>Amount</u>
Oakridge Apartments	\$684.00
Oakview Terrace Townho	\$2,214.00
Peter Maus	\$905.00
Randall Propp	\$436.00
Robert Blaisdell-Blais	\$432.00
Robert Mattson	\$581.00
Robert & Linnea Steman	\$541.00
Ordeen Splittstoser	\$843.00
Steve Baker	\$845.00
Paul & Bethany Stiles	\$733.00
Sunrise Court Apartmen	\$1,566.00
Taylor's Falls Villas	\$463.00
Thomas Olin	\$277.00
Tim Rahey Jr	\$804.00
Tower Terrace Limited	\$2,350.00
Wayne Knutson	\$589.00
Wyoming Phase 1	\$963.00
Wyoming Phase 2	\$1,277.00
Cambridge EDA	\$-49,439.00
Batch Total:	\$0.00

<p>CAMBRIDGE EDA MEETING</p> <p>April 6, 2015</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	2/25/2015	99021 - 99058	1,534.79
Prepaid Checks	3/4/2015	99065 - 99116	6,359.59
Prepaid Checks	3/11/2015	99137 - 99168	204.75
Prepaid Checks	3/25/2015	99233 - 99288	332.08
	Prepaid Totals		<hr/> <u>8,431.21</u>

TOTAL SUBMITTED FOR APPROVAL

\$8,431.21

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	210.72
	Total 2411:		210.72
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	31.25
	Total 2986:		31.25
3056	Lake Superior Laundry Inc.	Mall Rugs	42.20
	Total 3056:		42.20
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	79.00
	Total 3086:		79.00
3501	MEI Total Elevator Solutions	February Service Billing - Bridge Park Apts	212.53
	Total 3501:		212.53
3521	Menards	Misc Operating Supplies - Bridge Park	145.55
3521	Menards	Misc Operating Supplies - Bridge Park	40.24
3521	Menards	Misc Operating Supplies - Bridge Park	37.77
	Total 3521:		223.56
4011	NAC Mechanical & Electrical	Mall Rooftop Unit	686.71
	Total 4011:		686.71
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
	Total 5801:		16.32
5836	Vintage Lock	Keys - Bridge Park	30.00
	Total 5836:		30.00
	Grand Totals:		1,534.79

Dated: 2/25/15

City Treasurer: Caroline Tme

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/15	02/25/2015	99021	2046	G & K Services, Inc.	205-20100	2.50
02/15	02/25/2015	99023	2411	Hillyard / Minneapolis	205-20100	210.72
02/15	02/25/2015	99029	2986	Konica Minolta Business	901-20100	31.25
02/15	02/25/2015	99030	3056	Lake Superior Laundry Inc.	205-20100	42.20
02/15	02/25/2015	99031	3086	Landworks Construction, Inc.	901-20100	79.00
02/15	02/25/2015	99034	3501	MEI Total Elevator Solutions	901-20100	212.53
02/15	02/25/2015	99035	3521	Menards	901-20100	223.56
02/15	02/25/2015	99038	4011	NAC Mechanical & Electrical	205-20100	686.71
02/15	02/25/2015	99056	5801	Verizon Wireless	205-20100	16.32
02/15	02/25/2015	99058	5836	Vintage Lock	901-20100	30.00
Grand Totals:						<u>1,534.79</u>

Vendor	Vendor Name	Description	Net Invoice Amount
64	Action Advertising & Promotion	Pen/Pencil Gift Set	698.37
64	Action Advertising & Promotion	Cafe' Style Ceramic Mug	302.70
Total 64:			1,001.07
566	Bill's Carpet and Tile	Bridge Park Unit #311 Carpet & Vinyl	1,258.00
Total 566:			1,258.00
741	Budget Blinds	aluminum blinds - Bridge Park	470.28
Total 741:			470.28
1189	Claymor Electric, LLC	Bridge Park Repairs	777.30
Total 1189:			777.30
1291	Conway Data, Inc.	Site Selection Magazine Ad	1,500.00
Total 1291:			1,500.00
1661	East Central Sanitation	Garbage Pickup - Bridge Park	177.69
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			492.19
3521	Menards	Misc Operating Supplies - Bridge Park	45.78
3521	Menards	Misc Operating Supplies - Bridge Park	16.72
Total 3521:			62.50
4201	Northland Connect	Bronze Webpage	179.40
Total 4201:			179.40
5056	SelectAccount	Participant Fees - March	2.35
Total 5056:			2.35
5191	SPEW Health Plan	Health Insurance Premium - April	616.50
Total 5191:			616.50
Grand Totals:			6,359.59

Dated: 3/4/15

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/04/2015	99065	64	Action Advertising & Promotion	205-20100	1,001.07
03/15	03/04/2015	99069	566	Bill's Carpet and Tile	901-20100	1,258.00
03/15	03/04/2015	99071	741	Budget Blinds	901-20100	470.28
03/15	03/04/2015	99075	1189	Claymor Electric, LLC	901-20100	777.30
03/15	03/04/2015	99077	1291	Conway Data, Inc.	205-20100	1,500.00
03/15	03/04/2015	99081	1661	East Central Sanitation	205-20100	492.19
03/15	03/04/2015	99098	3521	Menards	901-20100	62.50
03/15	03/04/2015	99106	4201	Northland Connect	205-20100	179.40
03/15	03/04/2015	99114	5056	SelectAccount	205-20100	2.35
03/15	03/04/2015	99116	5191	SPEW Health Plan	205-20100	616.50
Grand Totals:						<u>6,359.59</u>

Vendor	Vendor Name	Description	Net Invoice Amount
951	Cambridge True Value	Repair & Maint Supplies - Mall	68.42
Total 951:			68.42
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			5.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	86.74
Total 2411:			86.74
3056	Lake Superior Laundry Inc.	Mall Rugs	42.20
Total 3056:			42.20
3521	Menards	Repair & Maint Supp - Mall	2.39
Total 3521:			2.39
Grand Totals:			204.75

Dated: 3/11/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/11/2015	99137	951	Cambridge True Value	205-20100	68.42
03/15	03/11/2015	99147	2046	G & K Services, Inc.	205-20100	5.00
03/15	03/11/2015	99151	2411	Hillyard / Minneapolis	205-20100	86.74
03/15	03/11/2015	99160	3056	Lake Superior Laundry Inc.	205-20100	42.20
03/15	03/11/2015	99168	3521	Menards	205-20100	2.39
Grand Totals:						<u>204.75</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Mall Repairs - Rubber Sleeve for Flush Valve	15.51
	Total 969:		15.51
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		5.00
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	38.75
	Total 2986:		38.75
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	106.50
	Total 3086:		106.50
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
	Total 5801:		16.32
5836	Vintage Lock	Keys - Workforce Center	150.00
	Total 5836:		150.00
	Grand Totals:		332.08

Dated: 3/25/15City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/25/2015	99233	969	Cardmember Service	205-20100	15.51
03/15	03/25/2015	99245	2046	G & K Services, Inc.	205-20100	5.00
03/15	03/25/2015	99253	2986	Konica Minolta Business	901-20100	38.75
03/15	03/25/2015	99254	3086	Landworks Construction, Inc.	901-20100	106.50
03/15	03/25/2015	99286	5801	Verizon Wireless	205-20100	16.32
03/15	03/25/2015	99288	5836	Vintage Lock	205-20100	150.00
Grand Totals:						<u>332.08</u>

Date: April 6, 2015
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

- Submitted March payment request.
- Request to extend our existing Bridge's contract with MHFA until September 1, 2015. See staff report.

Section 8:

- SEMAP (Section 8 Management Assessment Program) score which was submitted the end of February has not been released yet, it is being reviewed at the Mpls. field office.
- Submitted March VMS to HUD.

Public Housing:

- Submitted MTCS report to HDS.
- Submitted Semi-Annual Labor Standard Report to HUD – Form 4710
- Northland Fire conducted annual fire alarm system inspection Wednesday, April 1.
- Completed annual (May) recertification's for Bridge Park Apartment residents. New flat rent of \$608 will go into effect on May 1. Out of the 45 tenants only one resident will be paying the flat rent.
- Staff will conduct Bridge Park annual unit inspections April 13, 15 & 16.
- We received our Public Housing Assessment (PHAS) Score Report for Interim Rule.

PHA Indicators	Score	Maximum Score
Physical	40	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	100	100
PHAS Designation	High Performer	

- Tower Terrace 2014 Cash Distribution – Our office received a check in the amount of \$16,434.25 from Tower Terrace Townhomes as our portion of the 2014 cash distribution. The Cambridge EDA has a 1% ownership in this property.
- Food Shelf deliveries are being made monthly via the mobile truck. The residents are grateful for this service.
- No resident meeting in March.
- No vacancies at Bridge Park.
- No capital projects at this time.

Author: Marcia Westover

Request

The Pregnancy Resource Center is requesting to add first right of refusal language to their current lease. They would like first right of refusal for adjacent suites 174 and 142. The language has been added to paragraph 28 of the lease as attached. The remainder of the lease language and the approved lease rate of \$7.50 per sq. ft. will remain the same.

Staff is recommending the EDA approve the lease amendment.

PROPOSED ACTION

A motion from the EDA authorizing approval of the lease amendment adding paragraph 28 with first right of refusal language for the Pregnancy Resource Center.

Attachment
Lease

CAMBRIDGE CITY CENTER LEASE

THIS LEASE amendment is made this 6th day of April, 2015, between the Cambridge EDA, a public body corporate and politic (the "Landlord") and the Pregnancy Resource Center of Cambridge (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 City of Cambridge, County of Isanti, in the State of Minnesota, the street address of which is 140 Buchanan Street North, Cambridge, Minnesota 55008. Suite #138 (1500 square feet) of the Cambridge City 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".

The lease amendment solely includes first right of refusal language in paragraph 28 with no other changes to the lease entered on March 1, 2015.

LEASE TERM

The Lease Term amendment and rent will commence April 6, 2015. 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 Term shall run from March 1, 2015 to February 29, 2020.

MINIMUM RENT

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

Rent shall have a fixed monthly/annual rate for the next 5 years, which is \$7.50 per square foot (unit 138, 1500 sq ft).

<u>Lease Years</u>	<u>Rate</u>	<u>Base Rent</u>	<u>Total Annual</u>
March 1 2015 to February 29, 2020	\$7.50/s.f.	\$937.50	\$11,250.00

TENANT AGREEMENT

The Tenant, in considerations 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 expenses, 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.
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 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 City Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. 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 no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as medical/professional offices 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.

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 premise, 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 City 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 heating, air conditioning, electricity, gas, and telephone charges used in the leased premises.

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 \$863.52, 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 five (5) 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. Landlord promises to keep the structural elements (i.e. walls and roof) and the parking lot and sidewalks of the Cambridge City Center in reasonable repair except when the damage is caused by the intentional or negligent action of Tenant or Tenant's agents, employees or guests. For purposes of this Lease, structural elements shall mean the foundation, floor, exterior and load bearing walls and the roof. Maintenance of the parking lot and sidewalks shall include snow removal.
23. Tenant expressly understands that the location of the property may be 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 Pregnancy Resource Center of Cambridge.

24. 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).
25. 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.
26. 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.
27. 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:

Gina M. Kennedy
Pregnancy Resource Center
140 Buchanan St. N, Suite 138
Cambridge, MN 55008
763-689-4319

28. Landlord agrees to provide a first right of refusal to the Tenant for City Center adjacent suites 174 and 142 should/when they become available. The Tenant shall be given written notification of said vacancies and provided a two week period to sign a Letter of Intent to Lease the suite(s). Upon the conclusion of this

two week period the landlord shall be free to advertise and lease the premises as they deem appropriate.

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

IN WITNESS WHEREOF, Landlord and Tenant have signed this Lease as of the date set forth above.

Cambridge EDA

By: _____

Its: _____

By: _____

Its: _____

Pregnancy Resource Center of Cambridge

By: _____

Its: _____

By: _____

Its: _____

EDA-Housing Division Meeting 4-6-2015
Cambridge Economic Development Authority

Subject: Bridges Rental Assistance Program - Agreement to Extend Bridges Rental Assistance Program Grant Agreement between Minnesota Housing Finance & the Cambridge EDA.

Background:

Staff was scheduled to end its administration of the Bridges Program on June 30, 2015 at the completion of our contract with MHFA. Plans were that Mora HRA would take over the administration of this program; however, Mora is not quite ready to assume responsibilities. Minnesota Housing Finance Agency has asked if Cambridge EDA would extend our current contract with them for an additional two months (July 1, 2013 through August 31, 2015). They have set aside a supplementary \$20,000 to be disbursed for rental subsidies, security deposits, crisis funding and administrative fees for these two months.

Board action requested:

Staff is requesting that the Board authorize the Cambridge EDA to sign the Amendment to the Grant Agreement with Minnesota Housing Finance Agency allowing us to administer that Bridges Program for an additional two months.

Report Submitted by: Marilyn Fromm

Date: 4/6/2015

Author: Marcia Westover

Request

The Cambridge EDA has requested a policy for renting suites in the City Center Mall. Staff proposes the following policy:

Landlord shall provide a written notification to all tenants of the City Center Mall of any vacant suites when they become available. The written notification will include the current lease rate expectations as determined by landlord. Tenants shall be given a two week period to sign a Letter of Intent to Lease the suite(s) and indicate their proposed lease rate. Upon the conclusion of this two week period, if no Letters of Intent are received, the landlord shall be free to advertise and lease the premises as they deem appropriate. If more than one Letter of Intent is received, the EDA shall rent to the highest bidder of the lease space. If the bids are the same, the EDA shall choose the Tenant.

PROPOSED ACTION

A motion from the EDA authorizing approval of the proposed policy as stated above.