
Cambridge EDA
Meeting Announcement and Agenda
MONDAY, FEBRUARY 2, 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. 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. 1)
4. Consent Agenda
 - A. Approve December 1, 2014 EDA meeting minutes (p. 23)
 - B. Approve EDA Draft December 2014 Financial Statements (p. 26)
 - C. Housing Div Bills check #16708 and ACH batches 64 & 65 with transactions totaling \$64,371.30 (p. 56)
 - D. Approve EDA Admin Division bills checks #98284 - #98785 totaling \$41,896.29 (p. 64)

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- E. Housing Supervisor Report (p. 88)
 - F. Approve lease amendment for the Pregnancy Resource Center (p. 89)
 - G. Approve lease amendment for Just for Paws (p. 101)
 - 5. New Business
 - A. Staff report on E-Cigarettes (p. 113)
 - 6. Unfinished Business
 - 7. Adjourn
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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 Economic Development Authority (EDA)
Regular Meeting Minutes
December 1, 2014**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, December 1, 2014 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, and EDA members Howard Lewis, Corey Bustrom and Marlys Palmer

Members Absent: Vice President Chris Caulk

Others Present: Executive Director Lynda Woulfe, Finance Director Caroline Moe, and Housing Supervisor Marilyn Fromm

Call to Order

President Iverson called the meeting to order at 5:00 pm.

Approval of Agenda

Lewis moved, seconded by Bustrom, to approve the agenda as presented. Motion carried 4/0.

Consent Agenda

Palmer pulled F for discussion. Bustrom moved, seconded by Lewis, to approve the consent agenda item A - E, and G as presented:

- A. Approve November 2014 minutes
- B. Approving Housing Division bills check #11703 & ACH – totaling \$60,337
- C. Approve EDA Bills – Check #97999 to #98275, totaling \$16,895.16
- D. Approve Draft October 2014 Financial Statements
- E. Housing Supervisor's Report
- G. Resident Meeting

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

F. Approve lease renewal for Suite 156, In His Steps Ballet, in the City Center Mall
Palmer stated she is happy to see the lease renewal and thanked staff for working out the issues that arose in the past. Lewis moved, seconded by Bustrom, to approve the In His Steps Ballet lease renewal as presented. Motion passed 4/0.

New Business

***Public Hearing on PHA Plan
Adopt Resolution R14-012 – 2015 Annual Statement and Five Year Capital Fund Plan***

Fromm stated on an annual basis the PHA is required to develop a Public Housing Agency (PHA) Plan in relation to the funding the City receives from the US Department of Housing & Urban Development (HUD).

Fromm explained the purpose of the PHA Plan is to provide a source for interested parties to locate basic PHA policies, rules, and requirements concerning its operation, programs and services. Fromm reported the Five-Year Action Plan describes the mission of the agency and the agency's long range goals and objectives for achieving the mission over a five year period, and the approach for managing programs and providing services for the upcoming year.

Fromm stated the 2015 Annual Plan lists the planned capital projects using 2015 Capital and the 2015--2019 Capital Fund Program describes the long range projects.

Lewis asked about a plan referenced on page 69 to increase and create more public housing. Fromm explained in general affordable housing is decreasing throughout the state because of the age of buildings but Cambridge has done a great job with keeping up with Bridge Park apartments and the building is in great condition. Fromm stated that Bridge Park has maintained 100% occupancy for years. Lewis asked how many people are currently on the waiting list. Fromm stated there are about 19 people that have a preference and there are a total of about 47 people on the waiting list that do not have a preference.

Palmer noted there is more affordable housing available now due to the Heritage Greens' projects.

Iverson opened the public hearing at 5:40 pm and without comment closed the public hearing at 5:41 pm.

Palmer moved, seconded by Lewis to approve Resolution R14-012 adopting the 2015 Annual PHA Plan and 2015 - 2019 Capital Fund, Five Year Action Plan. Motion carried 4/0.

Adopt Resolution R14-013 2015 Payment Standard

Fromm stated staff is proposing a slight increase over the 2014 payment standard for some of the bedroom sizes. Fromm explained payment standards are based on the 2015 Fair Market Rents (FMR) established by HUD. According to HUD guidelines, Isanti and Chisago Counties are part of the Minneapolis-St. Paul Metropolitan FMR area so the fair market rents need to reflect that rental market.

Fromm stated the payment standard is used to calculate the maximum monthly subsidy for an assisted family. Fromm stated it is the amount that would be needed to pay the gross rent (shelter rent plus utilities) of privately owned, decent and safe rental housing after the tenant pays their share. Fromm explained the tenant can pay up to 40 percent of their monthly income and the housing authority pays the landlord the remainder of the total housing cost in the form of a HAP payment (Housing Assistance Payment). Fromm reviewed the HUD 2015 fair market rents and explained the new payment standards set at .90 - 100 percent of the FMR.

Bustrom moved, seconded by Lewis to approve Resolution R14-013 approving establishment of the payment standards of the fair market rent and undated utility allowance effective January 1, 2015. Motion carried 4/0.

**Adopt 2015 Budget
Resolution R14-014 EDA Housing Division Budget Approval
Resolution R14-015 EDA Admin Budget Approval**

Moe stated the 2015 EDA Housing Division reflects that housing staff will be moving towards retirement by moving to part-time status. Moe explained as part of this transition, Section 8 vouchers will be administered by the Mora HRA for 80% of our admin fee subsidy received from HUD and the remainder of Housing Division is consistent with 2014.

Moe explained the 2015 proposed EDA Admin budget relies on mall rental income to support it. Moe reported EDA marketing remains \$13,600 in 2015. Moe stated the EDA Admin budget also includes one half of the City Center maintenance worker position. He reported mall revenues are expected to exceed mall expenditures and the excess earnings to be accumulated for future capital projects as defined in the long range financial/capital improvement plan.

Lewis moved, seconded by Palmer to approve Resolution R14-014 EDA Housing Division Budget and Resolution R14-015 EDA Admin Budget. Motion carried 4/0.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Bustrom, to adjourn the meeting at 5:45 p.m. The motion passed unanimously.

ATTEST:

Lisa Iverson, President

Lynda J. Woulfe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
DECEMBER 31, 2014

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(6,388.06)	
901-10102	INVESTMENTS--PBC	315,961.28	
901-10103	INVESTMENTS-MINNCO	16,272.68	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	204,897.42	
901-11500	ACCOUNTS RECEIVABLE-TENANT	75.00	
901-15500	PREPAID EXPENSES	1,213.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	556,187.78	
901-16250	BUILDING IMPROVEMENTS	1,071,844.14	
901-16300	SITE IMPROVEMENTS	172,180.46	
901-16350	NON-DWELLING STRUCTURES	86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	102,485.44	
901-16450	FURN, EQUIP, MACH-ADMIN	142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,809,839.81)	
901-16500	CONSTRUCTION IN PROGRESS	36,029.20	
	TOTAL ASSETS		<u><u>1,023,444.02</u></u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	840.86	
901-21650	ACCRUED VACATION & SICK PAY	38,845.52	
901-22600	TENANT SECURITY DEPOSITS	22,971.00	
	TOTAL LIABILITIES		62,657.38

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	574,945.21	
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	84,285.66	
	BALANCE - CURRENT DATE	84,285.66	
	TOTAL FUND EQUITY		<u>960,786.64</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,023,444.02</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	74,818.00	(4,818.00)	106.88	69,939.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	74,818.00	(4,818.00)	106.88	69,939.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	275.00	(204.00)	387.32	.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,116.75	(616.75)	141.12	2,078.96
TOTAL INTEREST & MISC INCOME	1,571.00	1,571.00	2,391.75	(820.75)	152.24	2,078.96
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	149,909.66	90.34	99.94	148,053.06
901-37221 LAUNDRY INCOME BRIDGE PARK	7,000.00	7,000.00	6,587.50	412.50	94.11	7,603.00
TOTAL RENTAL INCOME	157,000.00	157,000.00	156,497.16	502.84	99.68	155,656.06
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	52,762.00	52,762.00	53,519.12	(757.12)	101.43	27,209.07
TOTAL OTHER FINANCING SOURCES	52,762.00	52,762.00	53,519.12	(757.12)	101.43	27,209.07
TOTAL FUND REVENUE	281,333.00	281,333.00	287,226.03			254,883.09

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	31,048.00	31,048.00	31,062.46	14.46	100.05	31,222.12
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	1,540.00	(560.00)	73.33	2,100.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	2,254.85	3.85	100.17	2,191.70
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	2,494.08	119.08	105.01	2,473.14
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	17.28	(34.72)	33.23	22.68
901-49500-151 WORKERS' COMPENSATION PREMIU	266.00	266.00	215.79	(50.21)	81.12	158.36
TOTAL PERSONAL SERVICES	38,092.00	38,092.00	37,584.46	(507.54)	98.67	38,166.00
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	1,372.15	(127.85)	91.48	1,198.02
TOTAL SUPPLIES	1,500.00	1,500.00	1,372.15	(127.85)	91.48	1,198.02
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	250.00	250.00	.00	(250.00)	.00	16.40
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,400.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	438.00	438.00	.00	.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	2,060.83	(139.17)	93.67	1,920.47
901-49500-322 POSTAGE	800.00	800.00	164.50	(635.50)	20.56	488.70
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	51.07	(398.93)	11.35	231.25
901-49500-340 ADVERTISING	100.00	100.00	62.23	(37.77)	62.23	70.70
TOTAL OTHER SERVICES AND CHA	6,800.00	6,800.00	5,776.63	(1,023.37)	84.95	5,127.52
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	1,500.00	1,500.00	.00	(1,500.00)	.00	1,427.50
901-49500-413 RENTALS - OFFICE EQUIPMENT	1,500.00	1,500.00	669.71	(830.29)	44.65	246.58
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	410.00	(940.00)	30.37	644.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	(500.00)	.00	496.48
TOTAL MISCELLANEOUS	4,850.00	4,850.00	1,079.71	(3,770.29)	22.26	2,814.56
TOTAL LOW RENT ADMINISTRATION	51,242.00	51,242.00	45,812.95	(5,429.05)	89.41	47,308.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	1,623.29	1,423.29	811.65	1,009.51
	<i>TOTAL SUPPLIES</i>	200.00	200.00	1,623.29	1,423.29	811.65	1,009.51
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	1,623.29	1,423.29	811.65	1,009.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	38,645.00	38,645.00	38,662.79	17.79	100.05	38,209.17
901-49700-121 PERA (EMPLOYER)	2,802.00	2,802.00	2,806.78	4.78	100.17	2,770.05
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,956.00	2,956.00	2,879.59	(76.41)	97.42	2,848.59
901-49700-131 MEDICAL/DENTAL/LIFE	9,644.00	9,644.00	9,314.32	(329.68)	96.58	8,449.27
901-49700-133 DEDUCTIBLE CONTRIBUTION	825.00	825.00	728.92	(96.08)	88.35	825.01
901-49700-151 WORKERS' COMPENSATION PREMIU	2,245.00	2,245.00	1,946.22	(298.78)	86.69	1,294.35
901-49700-154 HRA/FLEX FEES*	.00	.00	52.32	52.32	.00	.00
TOTAL PERSONAL SERVICES	57,117.00	57,117.00	56,390.94	(726.06)	98.73	54,396.44
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	3,574.47	(825.53)	81.24	3,471.97
901-49700-212 FUEL PURCHASE	200.00	200.00	107.21	(92.79)	53.61	105.08
TOTAL SUPPLIES	4,600.00	4,600.00	3,681.68	(918.32)	80.04	3,577.05
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	11,036.00	11,036.00	17,861.05	6,825.05	161.84	11,863.49
901-49700-360 INSURANCE AND BONDS	15,000.00	15,000.00	12,230.50	(2,769.50)	81.54	14,662.00
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	11,574.00	474.00	104.27	11,648.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	29,874.16	(5,825.84)	83.68	31,221.00
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	8,300.42	(1,699.58)	83.00	8,145.39
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	7,286.53	1,286.53	121.44	6,453.77
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	2,055.32	(44.68)	97.87	2,047.08
TOTAL OTHER SERVICES AND CHA	90,936.00	90,936.00	89,181.98	(1,754.02)	98.07	86,040.73
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	(70,000.00)	.00	46,989.02
901-49700-430 MISCELLANEOUS & GENERAL EXP	238.00	238.00	3.53	(234.47)	1.48	120.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	212.53
TOTAL MISCELLANEOUS	70,238.00	70,238.00	3.53	(70,234.47)	.01	47,321.55
<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	6,246.00	6,246.00	.00	6,806.92
TOTAL IMPROVEMENTS/BETTERM	7,000.00	7,000.00	6,246.00	(754.00)	89.23	6,806.92
TOTAL LOW RENT MAINTENANCE	229,891.00	229,891.00	155,504.13	(74,386.87)	67.64	198,142.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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>281,333.00</u>	<u>281,333.00</u>	<u>202,940.37</u>			<u>246,460.30</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>84,285.66</u>			<u>8,422.79</u>

CITY OF CAMBRIDGE
 BALANCE SHEET
 DECEMBER 31, 2014

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10010	CASH AND INVESTMENTS	(282.21)	
902-10200	EDA OPERATING ACCT-SECTION 8		52,006.23	
902-16450	FURN, EQUIP, MACH-ADMIN		4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS			<u>51,724.02</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE		3,857.30	
902-22200	DEFERRED REVENUE-UNEARNED GRAN		609.30	
	TOTAL LIABILITIES			4,466.60

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS		45,369.47	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>1,887.95</u>	
	BALANCE - CURRENT DATE		<u>1,887.95</u>	
	TOTAL FUND EQUITY			<u>47,257.42</u>
	TOTAL LIABILITIES AND EQUITY			<u>51,724.02</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	45,374.00	45,374.00	39,773.00	5,601.00	87.66	35,384.00
TOTAL INTERGOVERNMENTAL REVE	45,374.00	45,374.00	39,773.00	5,601.00	87.66	35,384.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	25,350.74	(7,976.74)	145.91	24,955.15
902-35100 FRAUD RECOVERY INCOME	.00	.00	923.00	(923.00)	.00	931.50
TOTAL RENTAL INCOME	17,374.00	17,374.00	26,273.74	(8,899.74)	151.22	25,886.65
<u>INTEREST</u>						
902-38210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	52.04	(52.04)	.00	52.71
TOTAL INTEREST	.00	.00	52.04	(52.04)	.00	52.71
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	4,700.00	4,700.00	.00	4,700.00	.00	.00
TOTAL OTHER FINANCING SOURCES	4,700.00	4,700.00	.00	4,700.00	.00	.00
TOTAL FUND REVENUE	67,448.00	67,448.00	66,098.78			61,323.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	29,202.00	29,202.00	31,062.35	1,860.35	106.37	30,489.89
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	2,254.60	137.60	106.50	2,191.82
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	2,376.28	142.28	106.37	2,312.52
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	17.28 (34.72)	33.23	22.88
902-49500-151 WORKERS' COMPENSATION PREMIU	267.00	267.00	215.81 (51.19)	80.83	158.35
<i>TOTAL PERSONAL SERVICES</i>	<i>33,872.00</i>	<i>33,872.00</i>	<i>35,926.32</i>	<i>2,054.32</i>	<i>106.06</i>	<i>35,175.06</i>
<i>SUPPLIES</i>						
902-49500-201 OFFICE SUPPLIES	1,500.00	1,500.00	1,460.35 (39.65)	97.36	1,026.43
<i>TOTAL SUPPLIES</i>	<i>1,500.00</i>	<i>1,500.00</i>	<i>1,460.35 (</i>	<i>39.65)</i>	<i>97.36</i>	<i>1,026.43</i>
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-304 LEGAL FEES	250.00	250.00	15.63 (234.37)	6.25	50.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	3,000.00	.00	100.00	2,400.00
902-49500-313 MARCO IT MGMT & BACKUP	.00	.00	438.00	438.00	.00	.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	1,660.84 (539.16)	75.49	1,920.42
902-49500-322 POSTAGE	800.00	800.00	399.70 (400.30)	49.96	506.22
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	724.28	274.28	160.95	758.03
902-49500-340 ADVERTISING	188.00	188.00	76.80 (111.20)	40.85	110.70
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>6,888.00</i>	<i>6,888.00</i>	<i>6,315.25 (</i>	<i>572.75)</i>	<i>91.68</i>	<i>5,745.37</i>
<i>MISCELLANEOUS</i>						
902-49500-409 LICENSE & SUPPORT CONTRACT	1,500.00	1,500.00	.00 (1,500.00)	.00	1,427.50
902-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	669.68 (2,330.32)	22.32	246.59
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	310.00 (1,040.00)	22.96	622.50
902-49500-440 STAFF TRAINING	300.00	300.00	28.00 (272.00)	9.33	300.00
<i>TOTAL MISCELLANEOUS</i>	<i>6,150.00</i>	<i>6,150.00</i>	<i>1,007.68 (</i>	<i>5,142.32)</i>	<i>16.39</i>	<i>2,596.59</i>
TOTAL SECT 8 ADMINISTRATIVE	48,410.00	48,410.00	44,709.60 (3,700.40)	92.36	44,543.45

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	12,882.00	12,882.00	12,887.61	5.61	100.04	12,736.43
902-49700-121 PERA (EMPLOYER)	934.00	934.00	935.57	1.57	100.17	923.49
902-49700-122 FICA/MEDICARE (EMPLOYER)	985.00	985.00	959.94 (25.06)	97.46	949.45
902-49700-131 MEDICAL/DENTAL/LIFE	3,215.00	3,215.00	3,558.54	343.54	110.69	3,249.54
902-49700-133 INSURANCE DEDUCTIBLE	275.00	275.00	242.97 (32.03)	88.35	274.99
902-49700-151 WORKERS' COMPENSATION PREMIU	747.00	747.00	898.05	151.05	120.22	432.52
902-49700-154 HRA/FLEX FEES	.00	.00	18.55	18.55	.00	.00
<i>TOTAL PERSONAL SERVICES</i>	<u>19,038.00</u>	<u>19,038.00</u>	<u>19,501.23</u>	<u>463.23</u>	<u>102.43</u>	<u>18,566.42</u>
TOTAL SECT 8 MAINTENANCE	<u><u>19,038.00</u></u>	<u><u>19,038.00</u></u>	<u><u>19,501.23</u></u>	<u><u>463.23</u></u>	<u><u>102.43</u></u>	<u><u>18,566.42</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	341,717.00	341,717.00	.00	344,784.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(341,717.00)	(341,717.00)	.00	(344,784.00)
902-49775-376 URP PORT REC	.00	.00	2,171.00	2,171.00	.00	3,522.00
902-49775-378 PORT REC URP REIMB	.00	.00	(2,171.00)	(2,171.00)	.00	(3,522.00)
<i>TOTAL HAP EXPENDITURES</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL HAP OCCUPIED UNITS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	64,210.83			63,109.87
NET REVENUES OVER EXPENDITURE	.00	.00	1,887.95			(1,786.51)

CITY OF CAMBRIDGE
 BALANCE SHEET
 DECEMBER 31, 2014

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	259,639.92	
903-10200	EDA HOUSING DIV OPERATING CASH	54,049.28	
903-15500	PREPAID EXPENSES	567.00	
	TOTAL ASSETS		<u>314,256.20</u>

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	10,564.10	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		12,135.52

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	302,075.77	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	44.91	
	BALANCE - CURRENT DATE	44.91	
	TOTAL FUND EQUITY		<u>302,120.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>314,256.20</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	85,000.00	85,000.00	94,877.00	(9,877.00)	111.62	115,460.00
903-33440 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
TOTAL INTERGOVERNMENTAL REVE	85,000.00	85,000.00	94,877.00	(9,877.00)	111.62	120,333.73
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	9,840.00	(1,840.00)	123.00	11,080.00
903-35510 REGION 7E ADMIN FEES	.00	.00	.00	.00	.00	600.00
TOTAL CHARGES FOR SERVICES	8,000.00	8,000.00	9,840.00	(1,840.00)	123.00	11,680.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	160.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	1,606.83	(606.83)	160.68	1,570.59
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	1,606.83	(606.83)	160.68	1,730.59
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	13,143.75	1,856.25	87.63	14,906.75
TOTAL OTHER REVENUES	15,000.00	15,000.00	13,143.75	1,856.25	87.63	14,906.75
TOTAL FUND REVENUE	109,000.00	109,000.00	119,467.58			148,651.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	.00	.00	16.00	16.00	.00	.00
	TOTAL SUPPLIES	.00	.00	16.00	16.00	.00	.00
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-322	POSTAGE	.00	.00	.00	.00	.00	12.22
903-49500-331	TRAVEL/MEALS/LODGING	.00	.00	852.71	852.71	.00	326.84
	TOTAL OTHER SERVICES AND CHA	.00	.00	852.71	852.71	.00	339.06
<i>MISCELLANEOUS</i>							
903-49500-409	LICENSE & SUPPORT CONTRACT	1,038.00	1,038.00	.00	(1,038.00)	.00	.00
903-49500-433	DUES AND SUBSCRIPTIONS	500.00	500.00	.00	(500.00)	.00	.00
	TOTAL MISCELLANEOUS	1,538.00	1,538.00	.00	(1,538.00)	.00	.00
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	22,462.00	22,462.00	.00	(22,462.00)	.00	.00
	TOTAL TRANSFERS	22,462.00	22,462.00	.00	(22,462.00)	.00	.00
	TOTAL OTHER HOUSING BUS ACTIV	24,000.00	24,000.00	868.71	(23,131.29)	3.62	339.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	10,166.00	9,549.01	(616.99)	93.93	.00
903-49700-121 PERA (EMPLOYER)	.00	737.00	708.36	(28.64)	96.11	.00
903-49700-122 FICA/MEDICARE (EMPLOYER)	.00	778.00	722.47	(55.53)	92.86	.00
903-49700-131 MEDICAL/DENTAL/LIFE	.00	2,797.00	2,979.50	182.50	106.52	.00
903-49700-133 DEDUCTIBLE CONTRIBUTION	.00	275.00	.00	(275.00)	.00	.00
903-49700-151 WORKERS' COMPENSATION PREMIU	.00	591.00	610.62	19.62	103.32	.00
TOTAL PERSONAL SERVICES	.00	15,344.00	14,569.96	(774.04)	94.96	.00
TOTAL OTHER HOUSING BUS ACTIV	.00	15,344.00	14,569.96	(774.04)	94.96	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
HOUSING ASSISTANCE PROGRAMS						
<i>HAP EXPENDITURES</i>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	103,984.00	18,984.00	122.33	115,399.00
903-49775-373 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
<i>TOTAL HAP EXPENDITURES</i>	<u>85,000.00</u>	<u>85,000.00</u>	<u>103,984.00</u>	<u>18,984.00</u>	<u>122.33</u>	<u>120,272.73</u>
TOTAL HOUSING ASSISTANCE PRO	<u><u>85,000.00</u></u>	<u><u>85,000.00</u></u>	<u><u>103,984.00</u></u>	<u><u>18,984.00</u></u>	<u><u>122.33</u></u>	<u><u>120,272.73</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	109,000.00	124,344.00	119,422.67			120,611.79
NET REVENUES OVER EXPENDITURE	.00	(15,344.00)	44.91			28,039.28

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	.00	.00	53,519.12	(53,519.12)	.00	27,209.07
TOTAL INTERGOVERNMENTAL REVE	.00	.00	53,519.12	(53,519.12)	.00	27,209.07
TOTAL FUND REVENUE	.00	.00	53,519.12			27,209.07

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	.00	.00	53,519.12	53,519.12	.00	27,209.07
	<i>TOTAL FUNCTION 7</i>	.00	.00	53,519.12	53,519.12	.00	27,209.07
	TOTAL OTHER FINANCING USES	.00	.00	53,519.12	53,519.12	.00	27,209.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>53,519.12</u>			<u>27,209.07</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>.00</u>			<u>.00</u>

CITY OF CAMBRIDGE
BALANCE SHEET
DECEMBER 31, 2014

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	3,417.78	
	TOTAL ASSETS		<u>6,727.75</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	3,309.97	
	TOTAL LIABILITIES		3,309.97
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	8,335.85	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(4,918.07)	
	BALANCE - CURRENT DATE	(4,918.07)	
	TOTAL FUND EQUITY		<u>3,417.78</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,727.75</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	254,626.00	254,626.00	287,652.00	(33,026.00)	112.97	296,265.00
TOTAL INTERGOVERNMENTAL REVE	254,626.00	254,626.00	287,652.00	(33,026.00)	112.97	296,265.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	923.00	(923.00)	.00	931.50
905-35101 FSS FORFEITURE	.00	.00	.00	.00	.00	5,728.33
TOTAL SOURCE 35	.00	.00	923.00	(923.00)	.00	6,659.83
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	6.81	(6.81)	.00	18.11
TOTAL INTEREST	.00	.00	6.81	(6.81)	.00	18.11
TOTAL FUND REVENUE	<u>254,626.00</u>	<u>254,626.00</u>	<u>288,581.81</u>			<u>302,942.94</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	254,626.00	254,626.00	290,401.00	35,775.00	114.05	295,512.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	759.00	759.00	.00	879.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	488.00	488.00	.00	7,197.00
905-49775-375 FSS	.00	.00	1,812.00	1,812.00	.00	3,406.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	39.88	39.88	.00	624.70
<i>TOTAL HAP EXPENDITURES</i>	<u>254,626.00</u>	<u>254,626.00</u>	<u>293,499.88</u>	<u>38,873.88</u>	<u>115.27</u>	<u>307,618.70</u>
TOTAL HAP EXPENDITURES	<u><u>254,626.00</u></u>	<u><u>254,626.00</u></u>	<u><u>293,499.88</u></u>	<u><u>38,873.88</u></u>	<u><u>115.27</u></u>	<u><u>307,618.70</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
TOTAL FUND EXPENDITURES	<u>254,626.00</u>	<u>254,626.00</u>	<u>293,499.88</u>			<u>307,618.70</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>(4,918.07)</u>			<u>(4,675.76)</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	3,858.46	(3,758.46)	3,858.46	.00
205-36230 DONATIONS	.00	.00	.00	.00	.00	5,000.00
TOTAL INTEREST	100.00	100.00	3,858.46	(3,758.46)	3,858.46	5,000.00
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	123.60	(123.60)	.00	74.35
205-37220 RENTAL FEES	225,000.00	230,000.00	226,395.50	3,604.50	98.43	236,513.50
TOTAL MALL OPERATING REVENUES	225,000.00	230,000.00	226,519.10	3,480.90	98.49	236,587.85
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	7,400.00	(7,400.00)	.00	20,000.00
TOTAL TRANSFERS FROM OTHER FU	.00	.00	7,400.00	(7,400.00)	.00	20,000.00
TOTAL FUND REVENUE	225,100.00	230,100.00	237,777.56			281,587.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	595.00	(1,905.00)	23.80	595.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	191.00	191.00	45.55	(145.45)	23.85	45.54
TOTAL PERSONAL SERVICES		2,691.00	2,691.00	640.55	(2,050.45)	23.80	640.54
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	.00	.00	.00	.00	.00	41.67
205-41930-212	GASOLINE/FUEL/LUBRICANTS	.00	.00	.00	.00	.00	24.42
205-41930-222	RENTAL OPERATIONS EXPENSE	.00	.00	87.61	87.61	.00	.00
TOTAL SUPPLIES		.00	.00	87.61	87.61	.00	66.09
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	3,916.56
205-41930-331	TRAVEL/MEALS/LODGING	750.00	750.00	112.97	(637.03)	15.06	108.99
205-41930-334	MILEAGE REIMBURSEMENT	250.00	250.00	147.84	(102.16)	59.14	.00
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	1,067.47	(1,732.53)	38.12	1,570.19
TOTAL OTHER SERVICES & CHARG		9,000.00	9,000.00	1,328.28	(7,671.72)	14.76	5,595.74
<i>MISCELLANEOUS</i>							
205-41930-433	DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	250.00	(1,750.00)	12.50	.00
205-41930-440	SCHOOLS & MEETINGS	2,050.00	2,050.00	893.00	(1,157.00)	43.56	1,358.50
205-41930-485	PROPERTY TAXES	.00	.00	8,830.00	8,830.00	.00	3,630.00
205-41930-488	DOWNTOWN TASK FORCE	.00	10,000.00	5,620.56	(4,379.44)	56.21	.00
205-41930-489	IND PARK MARKETING	13,600.00	19,314.00	12,668.53	(6,645.47)	65.59	11,929.40
TOTAL MISCELLANEOUS		17,650.00	33,364.00	28,262.09	(5,101.91)	84.71	16,917.90
TOTAL EDA ADMINISTRATION		29,341.00	45,055.00	30,318.53	(14,736.47)	67.29	23,220.27

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

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	.00	20,333.00	19,946.37	(386.63)	98.10	.00
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	.00	500.00	.00	(500.00)	.00	.00
205-47000-121 PERA (EMPLOYER)	.00	1,510.00	1,482.84	(27.16)	98.20	.00
205-47000-122 FICA/MEDICARE (EMPLOYER)	.00	1,594.00	1,510.19	(83.81)	94.74	.00
205-47000-131 MEDICAL/DENTAL/LIFE	.00	5,594.00	6,004.48	410.48	107.34	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	.00	550.00	.00	(550.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	.00	1,181.00	914.99	(266.01)	77.48	.00
205-47000-154 HRA/FLEX FEES	.00	50.00	34.85	(15.15)	69.70	.00
TOTAL PERSONAL SERVICES	.00	31,312.00	29,893.72	(1,418.28)	95.47	.00
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	2,271.74	2,271.74	.00	.00
205-47000-212 GASOLINE/FUEL	.00	.00	90.15	90.15	.00	.00
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	11,157.77	4,157.77	159.40	11,881.42
TOTAL SUPPLIES	7,000.00	7,000.00	13,519.66	6,519.66	193.14	11,881.42
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	847.68	(752.32)	52.98	1,262.40
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	5,478.75	(1,521.25)	78.27	7,568.43
205-47000-381 ELECTRIC UTILITIES	23,010.00	20,898.00	16,828.67	(4,069.33)	80.53	17,648.93
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,200.00	4,643.84	(556.16)	89.30	4,732.98
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	4,875.04	(124.96)	97.50	4,196.69
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	4,109.24	(390.76)	91.32	4,412.29
TOTAL OTHER SERVICES & CHARG	47,810.00	44,198.00	36,783.22	(7,414.78)	83.22	39,821.72
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	2,500.00	1,484.43	(1,015.57)	59.38	198.17
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	2,765.16	1,965.16	345.65	724.73
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	9,000.00	8,147.61	(852.39)	90.53	28,094.48
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
205-47000-494 LANDSCAPING/FRONT EXTERIOR PR	.00	.00	17,788.00	17,788.00	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	14,000.00	11,785.72	(2,214.28)	84.18	.00
205-47000-497 SENIOR CENTER TENANT BUILDOUT	.00	.00	88,634.86	88,634.86	.00	.00
TOTAL MISCELLANEOUS	85,000.00	76,300.00	180,605.78	104,305.78	236.70	79,017.38
TOTAL MALL OPERATING EXPENSE	139,810.00	158,810.00	260,802.38	101,992.38	164.22	130,720.52

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EXPENSE 300</u>						
<i>TRANSFERS</i>						
205-49300-720 TRANSFERS OUT - OPER TRANSFER	.00	.00	.00	.00	.00	4,580.00
<i>TOTAL TRANSFERS</i>	.00	.00	.00	.00	.00	4,580.00
TOTAL EXPENSE 300	.00	.00	.00	.00	.00	4,580.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>169,151.00</u>	<u>203,865.00</u>	<u>291,120.91</u>			<u>158,520.79</u>
NET REVENUES OVER EXPENDITURE	<u>55,949.00</u>	<u>26,235.00</u>	<u>(53,343.35)</u>			<u>103,087.06</u>

Check Register Detail Report

Cambridge

From: 01/01/2015 To: 01/26/2015

314,370.71

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2015	000064	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	314,053.71	January Hap Aadland, Ashley
01/01/2015	000064	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 528.00 392.00	920.00	313,133.71	January Hap Cross, Grace Willms, Monica
01/01/2015	000064	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 291.00	291.00	312,842.71	January Hap Arneberg, Danielle M
01/01/2015	000064	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 329.00	329.00	312,513.71	January Hap Deiman, Antoinette
01/01/2015	000064	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 340.00 447.00 276.00 688.00 417.00	2,168.00	310,345.71	January Hap Paquette, Laurie Schug, Brenda Kay Schulz, Cynthia J Voss, Breana Weigel, Collin W
01/01/2015	000064	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	309,681.71	January Hap Nicholas, Judith Evelyn
01/01/2015	000064	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 623.00	623.00	309,058.71	January Hap Mains, Kimberly A
01/01/2015	000064	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit	Payment 498.00	498.00	308,560.71	January Hap Johnston, Shaylee
01/01/2015	000064	John Maher 4715.1 Hap - Occupied Unit	Payment 198.00	198.00	308,362.71	January Hap Diers, Scott A
01/01/2015	000064	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	307,832.71	January Hap Barrett, Christy
01/01/2015	000064	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 311.00	311.00	307,521.71	January Hap Walkama, Danielle K
01/01/2015	000064	Richard Berget 4715.1 Hap - Occupied Unit	Payment 167.00	167.00	307,354.71	January Hap Tschida, Joyce
01/01/2015	000064	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 176.00	176.00	307,178.71	January Hap Mullens, Darice R
01/01/2015	000064	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 224.00	224.00	306,954.71	January Hap Wallace, Lynnell
01/01/2015	000064	Tim Rahey Jr 4715.1 Hap - Occupied Unit	Payment 461.00	461.00	306,493.71	January Hap Kovacs, Gail
01/01/2015	000064	William Francisco	Payment	323.00	306,170.71	January Hap

Check Register Detail Report

Cambridge

From: 01/01/2015 To: 01/26/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		323.00		Griffin, Deena M
01/01/2015	000064	Wyoming Phase 2	Payment	337.00	305,833.71	January Hap
		4715.1 Hap - Occupied Unit		337.00		Renspe, Alicia M
01/26/2015	016708	Metro Council	Payment	3,857.30	301,976.41	
		Overpayment from Metro HRA Aug-December HAP - \$3630.00 Aug- Sept Adm fee - \$88.10 Oct - Dec Adm fee - \$139.20				

Check Register Detail Report

Cambridge

From: 01/01/2015 To: 01/26/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2015	000064	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	314,053.71	January Hap Aadland, Ashley
01/01/2015	000064	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 528.00 392.00	920.00	313,133.71	January Hap Cross, Grace Willms, Monica
01/01/2015	000064	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 291.00	291.00	312,842.71	January Hap Ameberg, Danielle M
01/01/2015	000064	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 329.00	329.00	312,513.71	January Hap Deiman, Antoinette
01/01/2015	000064	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 340.00 447.00 276.00 688.00 417.00	2,168.00	310,345.71	January Hap Paquette, Laurie Schug, Brenda Kay Schulz, Cynthia J Voss, Breana Weigel, Collin W
01/01/2015	000064	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	309,681.71	January Hap Nicholas, Judith Evelyn
01/01/2015	000064	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 623.00	623.00	309,058.71	January Hap Mains, Kimberly A
01/01/2015	000064	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit	Payment 498.00	498.00	308,560.71	January Hap Johnston, Shaylee
01/01/2015	000064	John Maher 4715.1 Hap - Occupied Unit	Payment 198.00	198.00	308,362.71	January Hap Diers, Scott A
01/01/2015	000064	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	307,832.71	January Hap Barrett, Christy
01/01/2015	000064	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 311.00	311.00	307,521.71	January Hap Walkama, Danielle K
01/01/2015	000064	Richard Berget 4715.1 Hap - Occupied Unit	Payment 167.00	167.00	307,354.71	January Hap Tschida, Joyce
01/01/2015	000064	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 176.00	176.00	307,178.71	January Hap Mullens, Darice R
01/01/2015	000064	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 224.00	224.00	306,954.71	January Hap Wallace, Lynnell
01/01/2015	000064	Tim Rahey Jr 4715.1 Hap - Occupied Unit	Payment 461.00	461.00	306,493.71	January Hap Kovacs, Gail
01/01/2015	000064	William Francisco	Payment	323.00	306,170.71	January Hap

Check Register Detail Report

Cambridge

From: 01/01/2015 To: 01/26/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit	323.00			Griffin, Deena M
01/01/2015	000064	Wyoming Phase 2	Payment	337.00	305,833.71	January Hap
		4715.1 Hap - Occupied Unit	337.00			Renspe, Alicia M
01/26/2015	016708	Metro Council	Payment	3,857.30	301,976.41	
		Overpayment from Metro HRA				
		Aug-December HAP - \$3630.00				
		Aug- Sept Adm fee - \$88.10				
		Oct - Dec Adm fee - \$139.20				

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Cambridge

From: 01/01/2015 To: 01/26/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2015	000064	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	314,053.71	January Hap Aadland, Ashley
01/01/2015	000064	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 528.00 392.00	920.00	313,133.71	January Hap Cross, Grace Willms, Monica
01/01/2015	000064	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 291.00	291.00	312,842.71	January Hap Arneberg, Danielle M
01/01/2015	000064	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 329.00	329.00	312,513.71	January Hap Deiman, Antoinette
01/01/2015	000064	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 340.00 447.00 276.00 688.00 417.00	2,168.00	310,345.71	January Hap Paquette, Laurie Schug, Brenda Kay Schulz, Cynthia J Voss, Breana Weigel, Collin W
01/01/2015	000064	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	309,681.71	January Hap Nicholas, Judith Evelyn
01/01/2015	000064	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 623.00	623.00	309,058.71	January Hap Mains, Kimberly A
01/01/2015	000064	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit	Payment 498.00	498.00	308,560.71	January Hap Johnston, Shaylee
01/01/2015	000064	John Maher 4715.1 Hap - Occupied Unit	Payment 198.00	198.00	308,362.71	January Hap Diers, Scott A
01/01/2015	000064	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	307,832.71	January Hap Barrett, Christy
01/01/2015	000064	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 311.00	311.00	307,521.71	January Hap Walkama, Danielle K
01/01/2015	000064	Richard Berget 4715.1 Hap - Occupied Unit	Payment 167.00	167.00	307,354.71	January Hap Tschida, Joyce
01/01/2015	000064	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 176.00	176.00	307,178.71	January Hap Mullens, Darice R
01/01/2015	000064	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 224.00	224.00	306,954.71	January Hap Wallace, Lynnell
01/01/2015	000064	Tim Rahey Jr 4715.1 Hap - Occupied Unit	Payment 461.00	461.00	306,493.71	January Hap Kovacs, Gail
01/01/2015	000064	William Francisco	Payment	323.00	306,170.71	January Hap

Check Register Detail Report

Cambridge

From: 01/01/2015 To: 01/26/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		323.00		Griffin, Deena M
01/01/2015	000064	Wyoming Phase 2	Payment	337.00	305,833.71	January Hap
		4715.1 Hap - Occupied Unit		337.00		Renspe, Alicia M
01/26/2015	016708	Metro Council	Payment	3,857.30	301,976.41	

Overpayment from Metro HRA
 Aug-December HAP - \$3630.00
 Aug- Sept Adm fee - \$88.10
 Oct - Dec Adm fee - \$139.20

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Cambridge HRA
Register - Basic Listing
Cambridge
From: 01/01/2015 To: 01/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
000065	01/01/2015	Annette M. Jensen	Payment	273.00	January Hap
000065	01/01/2015	Bohmer, John	Payment	852.00	January Hap
000065	01/01/2015	Dean & Jennifer Bondeson	Payment	1,100.00	January Hap
000065	01/01/2015	Bungalows of Chisago LLC	Payment	1,850.00	January Hap
000065	01/01/2015	Calhoun Apartments	Payment	852.00	January Hap
000065	01/01/2015	Cambridge Square Associates LP	Payment	2,302.00	January Hap
000065	01/01/2015	Samantha Carlson	Payment	30.00	January Hap
000065	01/01/2015	Chen Liu	Payment	5,227.00	January Hap
000065	01/01/2015	David Cobb	Payment	728.00	January Hap
000065	01/01/2015	DJ Properties of Stanchfield, LLC	Payment	416.00	January Hap
000065	01/01/2015	Eliot Avenue Apartments LLC	Payment	1,250.00	January Hap
000065	01/01/2015	Elmer D. Harp	Payment	586.00	January Hap
000065	01/01/2015	ELMSUN LLC	Payment	1,239.00	January Hap
000065	01/01/2015	Erlandson - Nelson Construction	Payment	542.00	January Hap
000065	01/01/2015	FYP PROPERTIES	Payment	220.00	January Hap
000065	01/01/2015	Robert Giffin	Payment	580.00	January Hap
000065	01/01/2015	Hanson Properties	Payment	273.00	January Hap
000065	01/01/2015	Haven Properties	Payment	316.00	January Hap
000065	01/01/2015	Isanti Housing Associates LP	Payment	1,481.00	January Hap
000065	01/01/2015	Isanti Village Apartments	Payment	964.00	January Hap
000065	01/01/2015	Jay M. Winger	Payment	551.00	January Hap
000065	01/01/2015	Jeff Halverson	Payment	631.00	January Hap
000065	01/01/2015	Kathryn Dahlberg	Payment	725.00	January Hap
000065	01/01/2015	Kestrel Meadows Townhomes	Payment	1,249.00	January Hap
000065	01/01/2015	Brian Leet	Payment	380.00	January Hap
000065	01/01/2015	Legacy Townhomes	Payment	2,177.00	January Hap
000065	01/01/2015	Janet Nielsen	Payment	663.00	January Hap
000065	01/01/2015	Lindstrom Parkview Assoc.	Payment	305.00	January Hap
000065	01/01/2015	Mann, Cheryl	Payment	550.00	January Hap
000065	01/01/2015	Meadows Edge MN L Partnership	Payment	37.00	January Hap
000065	01/01/2015	Mike Munsinger	Payment	738.00	January Hap
000065	01/01/2015	Allen Moulton	Payment	523.00	January Hap
000065	01/01/2015	Multi-Investments, LLC	Payment	344.00	January Hap
000065	01/01/2015	Loral Myers	Payment	278.00	January Hap
000065	01/01/2015	Normandy Townhomes	Payment	1,140.00	January Hap
000065	01/01/2015	North Branch Senior Housing DBA	Payment	678.00	January Hap

Section - 8

Administered
by MORA

Date: 01/23/2015
Time: 14:50:12

Cambridge HRA
Register - Basic Listing
Cambridge
From: 01/01/2015 To: 01/31/2015

Page: 2

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
000065	01/01/2015	Northern Management	Payment	800.00	January Hap
000065	01/01/2015	Oakhurst Apartments	Payment	708.00	January Hap
000065	01/01/2015	Oakridge Apartments	Payment	684.00	January Hap
000065	01/01/2015	Oakview Terrace Townhomes	Payment	2,214.00	January Hap
000065	01/01/2015	Peter Maus	Payment	953.00	January Hap
000065	01/01/2015	Randall Propp	Payment	436.00	January Hap
000065	01/01/2015	Robert Blaisdell-Blaisdell ENT	Payment	432.00	January Hap
000065	01/01/2015	Robert Mattson	Payment	581.00	January Hap
000065	01/01/2015	Robert & Linnea Steman	Payment	541.00	January Hap
000065	01/01/2015	Schaefer Rentals	Payment	936.00	January Hap
000065	01/01/2015	Ordeen Splittstoser	Payment	1,332.00	January Hap
000065	01/01/2015	Steve Baker	Payment	845.00	January Hap
000065	01/01/2015	Paul & Bethany Stiles	Payment	665.00	January Hap
000065	01/01/2015	Sunrise Court Apartments	Payment	1,385.00	January Hap
000065	01/01/2015	Taylor's Falls Villas	Payment	463.00	January Hap
000065	01/01/2015	Thomas Olin	Payment	277.00	January Hap
000065	01/01/2015	Tim Rahey Jr	Payment	804.00	January Hap
000065	01/01/2015	Tower Terrace Limited Partnership	Payment	2,887.00	January Hap
000065	01/01/2015	Wayne Knutson	Payment	589.00	January Hap
000065	01/01/2015	Wyoming Phase 1	Payment	963.00	January Hap
000065	01/01/2015	Wyoming Phase 2	Payment	1,432.00	January Hap
			Total:	(51,977.00)	

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<p>CAMBRIDGE EDA MEETING</p> <p>February 2, 2015</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	11/25/2014	98284 - 98314	170.78
Prepaid Checks	11/26/2014	98321 - 98323	874.79
Prepaid Checks	12/3/2014	98329 - 98374	5,814.43
Prepaid Checks	12/5/2014	98378	637.98
Prepaid Checks	12/10/2014	98389 - 98440	3,789.97
Prepaid Checks	12/18/2014	98456 - 98470	8,944.30
Prepaid Checks	12/23/2014	98513 - 98551	1,067.62
Prepaid Checks	12/30/2014	98557 - 98576	13,709.17
Prepaid Checks	1/7/2015	98618 - 98655	4,976.32
Prepaid Checks	1/14/2015	98682 - 98725	1,582.27
Prepaid Checks	1/21/2015	98740 - 98785	328.66
		Prepaid Totals	41,896.29

TOTAL SUBMITTED FOR APPROVAL

\$41,896.29

Vendor	Vendor Name	Description	Net Invoice Amount
1716	Ehlers	Ehlers 2015 Public Finance Seminar - S. Gustaf	275.00
Total 1716:			275.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	17.42
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	17.42
Total 2986:			34.84
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801:			16.32
Grand Totals:			328.66

Dated: 1/21/15

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/15	01/21/2015	98740	1716	Ehlers	205-20100	275.00
01/15	01/21/2015	98748	2046	G & K Services, Inc.	205-20100	2.50
01/15	01/21/2015	98758	2986	Konica Minolta Business	902-20100	34.84
01/15	01/21/2015	98785	5801	Verizon Wireless	205-20100	16.32
Grand Totals:						<u>328.66</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2336	Haugen Law Firm PLLP	Trademark Renewal U.S. Patent	950.00
Total 2336:			950.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	27.79
Total 2411:			27.79
3006	Kramer Mechanical Plumbing	Leak in Recirculation Line - Replace Fittings	154.43
Total 3006:			154.43
3056	Lake Superior Laundry Inc.	Mall Rugs	42.20
Total 3056:			42.20
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	75.00
Total 3086:			75.00
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	281.25
Total 5601:			281.25
5861	Walmart Business/SYNCB	Tenant Services - Bridge Park	23.16
5861	Walmart Business/SYNCB	Operating Supplies - Bridge Park	16.96
5861	Walmart Business/SYNCB	Operating Supplies - Bridge Park	8.98
Total 5861:			49.10
Grand Totals:			1,582.27

Dated: 1/14/15

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/15	01/14/2015	98682	2046	G & K Services, Inc.	205-20100	2.50
01/15	01/14/2015	98684	2336	Haugen Law Firm PLLP	205-20100	950.00
01/15	01/14/2015	98685	2411	Hillyard / Minneapolis	205-20100	27.79
01/15	01/14/2015	98695	3006	Kramer Mechanical Plumbing	901-20100	154.43
01/15	01/14/2015	98697	3056	Lake Superior Laundry Inc.	205-20100	42.20
01/15	01/14/2015	98698	3086	Landworks Construction, Inc.	901-20100	75.00
01/15	01/14/2015	98721	5601	TR Computer Sales LLC	901-20100	281.25
01/15	01/14/2015	98725	5861	Walmart Business/SYNCB	901-20100	49.10
Grand Totals:						1,582.27

Vendor	Vendor Name	Description	Net Invoice Amount
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
1661	East Central Sanitation	Garbage Pickup-180 Buchanan St	314.50
Total 1661:			457.62
1701	EDAM	Firm Membership	250.00
Total 1701:			250.00
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. - Minneapolis	Maintenance Supplies - Mall	204.73
2411	Hillyard Inc. - Minneapolis	Maintenance Supplies - Mall	6.85
Total 2411:			211.58
3521	Menards	Misc Operating Supplies - Bridge Park	7.36
Total 3521:			7.36
4191	Northern Technology Initiative	GPS45:93 2015 Annual Dues	750.00
Total 4191:			750.00
4324	Optimum Glass, LLC	Replace Back Steel Door & Frame	1,975.00
Total 4324:			1,975.00
4471	PHADA	EDA Member Dues	145.00
Total 4471:			145.00
5153	Small, Tammy	Security Deposit Refund	427.66
Total 5153:			427.66
5191	SPEW Health Plan	Health Insurance Premium - February	616.50
Total 5191:			616.50
5401	Target Bank	Other Services	130.60
Total 5401:			130.60
Grand Totals:			4,976.32

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 1/7/15

City Treasurer: Caroline Drole

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/15	01/07/2015	98618	1661	East Central Sanitation	205-20100	457.62
01/15	01/07/2015	98619	1701	EDAM	205-20100	250.00
01/15	01/07/2015	98622	2046	G & K Services, Inc.	205-20100	5.00
01/15	01/07/2015	98626	2411	Hillyard Inc. - Minneapolis	205-20100	211.58
01/15	01/07/2015	98636	3521	Menards	901-20100	7.36
01/15	01/07/2015	98643	4191	Northern Technology Initiative	205-20100	750.00
01/15	01/07/2015	98645	4324	Optimum Glass, LLC	205-20100	1,975.00
01/15	01/07/2015	98646	4471	PHADA	901-20100	145.00
01/15	01/07/2015	98650	5153	Tammy Small	901-20100	427.66
01/15	01/07/2015	98652	5191	SPEW Health Plan	205-20100	616.50
01/15	01/07/2015	98655	5401	Target Bank	901-20100	130.60
Grand Totals:						<u>4,976.32</u>

Vendor	Vendor Name	Description	Net Invoice Amount
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Cove	2,027.97
Total 616:			2,027.97
2601	Isanti Co Treasurer-Auditor	Payment in Lieu of Taxes - 2014 - Bridge Park	11,574.00
Total 2601:			11,574.00
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
3056	Lake Superior Laundry Inc.	Mall Rugs	5.40
Total 3056:			42.20
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	65.00
Total 3086:			65.00
Grand Totals:			13,709.17

Dated: 12/30/14

City Treasurer: Caroline Mre

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/30/2014	98557	616	BNSF Railway Company	205-20100	2,027.97
12/14	12/30/2014	98571	2601	Isanti Co Treasurer-Auditor	901-20100	11,574.00
12/14	12/30/2014	98575	3056	Lake Superior Laundry Inc.	205-20100	42.20
12/14	12/30/2014	98576	3086	Landworks Construction, Inc.	901-20100	65.00
Grand Totals:						<u>13,709.17</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	43.11
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	43.10
Total 2986:			86.21
3439	Maxfield Research Inc.	Regional Housing Study Summary - 1/2 of Cost	250.00
Total 3439:			250.00
3521	Menards	Misc Operating Supplies - Bridge Park	33.41
3521	Menards	Misc Operating Supplies - Bridge Park	33.41
3521	Menards	Misc Operating Supplies - Bridge Park	7.77
Total 3521:			74.59
5196	Springvale Electric LLC	Ballasts in Hallway Lights	128.00
Total 5196:			128.00
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801:			16.32
5836	Vintage Lock -Michael Granlund	Lock & Keys - Mall	510.00
Total 5836:			510.00
Grand Totals:			1,067.62

Dated: 12/23/14City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/23/2014	98513	2046	G & K Services, Inc.	205-20100	2.50
12/14	12/23/2014	98522	2986	Konica Minolta Business	902-20100	86.21
12/14	12/23/2014	98525	3439	Maxfield Research Inc.	205-20100	250.00
12/14	12/23/2014	98527	3521	Menards	901-20100	74.59
12/14	12/23/2014	98540	5196	Springvale Electric LLC	901-20100	128.00
12/14	12/23/2014	98549	5801	Verizon Wireless	205-20100	16.32
12/14	12/23/2014	98551	5836	Vintage Lock -Michael Granlund	205-20100	510.00
Grand Totals:						1,067.62

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2596	Isanti Co Auditor-Treasurer	Property Taxes - 4th Ave NE House	631.00
2596	Isanti Co Auditor-Treasurer	Property Taxes - Opportunity Industrial Park	3,723.00
2596	Isanti Co Auditor-Treasurer	Property Taxes - Opportunity Industrial Park	4,476.00
Total 2596:			8,830.00
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056:			36.80
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	75.00
Total 3086:			75.00
Grand Totals:			8,944.30

Dated: 12/19/14

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/18/2014	98456	2046	G & K Services, Inc.	205-20100	2.50
12/14	12/18/2014	98464	2596	Isanti Co Auditor-Treasurer	205-20100	8,830.00
12/14	12/18/2014	98469	3056	Lake Superior Laundry Inc.	205-20100	36.80
12/14	12/18/2014	98470	3086	Landworks Construction, Inc.	901-20100	75.00
Grand Totals:						<u>8,944.30</u>

Vendor	Vendor Name	Description	Net Invoice Amount
951	Cambridge True Value	Repair & Maint Supplies - City Hall	36.99
Total 951:			36.99
1661	East Central Sanitation	Garbage Pickup - Bridge Park	196.13
1661	East Central Sanitation	Garbage Pickup-180 Buchanan St	328.42
Total 1661:			524.55
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc. - Minneapolis	Maintenance Supplies - Mall	82.71
Total 2411:			82.71
2636	Isanti County Equipment, Inc.	Snowblower - City Center Mall	1,698.20
Total 2636:			1,698.20
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056:			36.80
3086	Landworks Construction, Inc.	Salt/De-Icer- Bridge Park	105.00
Total 3086:			105.00
3501	MEI Total Elevator Solutions	December Service Billing	212.53
Total 3501:			212.53
3521	Menards	Repair & Maint - Mall	67.41
3521	Menards	Repair & Maint - Mall	31.88
3521	Menards	Repair & Maint - Mall	6.99
Total 3521:			92.30
4386	Papco, Inc.	Edic Carpet Extractor - Bridge Park	480.12
Total 4386:			480.12
5056	SelectAccount	Participant Fees - December	2.35
5056	SelectAccount	Participant Fees - December	3.53
5056	SelectAccount	Participant Fees - December	1.17
Total 5056:			7.05
5583	Total Life Security, LLC	Alarm Monitoring Dec 1, 2014 - Nov 30, 2015	420.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5583:			420.00
5861	Walmart Business/SYNCB	Operating Supplies - Bridge Park	63.98
5861	Walmart Business/SYNCB	Operating Supplies - Bridge Park	27.24
Total 5861:			91.22
Grand Totals:			3,789.97

Dated: 12/10/14

City Treasurer: Caroline Mre

Report Criteria:
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.GL Account = 20510100-20549300720,90110100-92149700720

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/10/2014	98389	951	Cambridge True Value	205-20100	36.99
12/14	12/10/2014	98398	1661	East Central Sanitation	205-20100	524.55
12/14	12/10/2014	98405	2046	G & K Services, Inc.	205-20100	2.50
12/14	12/10/2014	98407	2411	Hillyard Inc. - Minneapolis	205-20100	82.71
12/14	12/10/2014	98411	2636	Isanti County Equipment, Inc.	205-20100	1,698.20
12/14	12/10/2014	98413	3056	Lake Superior Laundry Inc.	205-20100	36.80
12/14	12/10/2014	98414	3086	Landworks Construction, Inc.	901-20100	105.00
12/14	12/10/2014	98419	3501	MEI Total Elevator Solutions	901-20100	212.53
12/14	12/10/2014	98420	3521	Menards	205-20100	92.30
12/14	12/10/2014	98425	4386	Papco, Inc.	901-20100	480.12
12/14	12/10/2014	98432	5056	SelectAccount	902-20100	7.05
12/14	12/10/2014	98437	5583	Total Life Security, LLC	205-20100	420.00
12/14	12/10/2014	98440	5861	Walmart Business/SYNCB	901-20100	91.22
Grand Totals:						<u>3,789.97</u>

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/05/2014	98378	4131	Nordberg's Electric Supply Inc	901-20100	637.98
Grand Totals:						<u>637.98</u>

Vendor	Vendor Name	Description	Net Invoice Amount
566	Bill's Carpet and Tile	Bridge Park Unit #101 Carpet & Vinyl	2,364.00
	Total 566:		2,364.00
1067	Central MN Housing Partnership	Return Fee for Use of Suite - Cancelled Reserv	90.00
	Total 1067:		90.00
1556	Display Sales Company	Bracket System	2,537.00
	Total 1556:		2,537.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	262.50
	Total 3086:		262.50
3421	Marv's True Value	Season change over - Tractor and Mower	225.77
	Total 3421:		225.77
3521	Menards	Misc Operating Supplies - Bridge Park	52.66
	Total 3521:		52.66
5836	Vintage Lock -Michael Granlund	Lock & Panic Bar Service - Bridge Park	280.00
	Total 5836:		280.00
	Grand Totals:		5,814.43

Dated: 12/3/14

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/03/2014	98329	566	Bill's Carpet and Tile	901-20100	2,364.00
12/14	12/03/2014	98331	1067	Central MN Housing Partnership	205-20100	90.00
12/14	12/03/2014	98337	1556	Display Sales Company	205-20100	2,537.00
12/14	12/03/2014	98338	2046	G & K Services, Inc.	205-20100	2.50
12/14	12/03/2014	98351	3086	Landworks Construction, Inc.	901-20100	262.50
12/14	12/03/2014	98354	3421	Marv's True Value	901-20100	225.77
12/14	12/03/2014	98356	3521	Menards	901-20100	52.66
12/14	12/03/2014	98374	5836	Vintage Lock -Michael Granlund	901-20100	280.00
Grand Totals:						<u>5,814.43</u>

Vendor	Vendor Name	Description	Net Invoice Amount
377	Auge, Desirae M.	Security Deposit Refund - Unit 307	414.12
Total 377:			414.12
2810	Johnson, Joyce E.	Security Deposit Refund - Unit 101	183.51
Total 2810:			183.51
2817	Johnson, Vicki L.	Security Deposit Refund - Unit 310	277.16
Total 2817:			277.16
Grand Totals:			874.79

Dated: 11/26/14City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/26/2014	98321	377	Desirae M. Auge	901-20100	414.12
11/14	11/26/2014	98322	2810	Joyce E. Johnson	901-20100	183.51
11/14	11/26/2014	98323	2817	Vicki L. Johnson	901-20100	277.16
Grand Totals:						874.79

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Domain Name Renewal	40.96
Total 969:			40.96
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	53.01
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	53.00
Total 2986:			106.01
3521	Menards	Repair & Maint - Mall	4.99
Total 3521:			4.99
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801:			16.32
Grand Totals:			170.78

Dated: 11/25/14City Treasurer: Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/25/2014	98284	969	Cardmember Service	205-20100	40.96
11/14	11/25/2014	98290	2046	G & K Services, Inc.	205-20100	2.50
11/14	11/25/2014	98298	2986	Konica Minolta Business	902-20100	106.01
11/14	11/25/2014	98301	3521	Menards	205-20100	4.99
11/14	11/25/2014	98314	5801	Verizon Wireless	205-20100	16.32
Grand Totals:						<u>170.78</u>

Date: February 2, 2015
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

- Staff submits Bridge's payment request each month.
- Sent out 1099's to Bridge's landlords.
- Have been asked by MHFA to attend the Bridges Request for Proposal Training at the Isanti Co Government Center on Wednesday, February 4, 2015 in order to assist whomever will be taking over the administration of the Bridge's Program.
- Currently we are assisting 22 families on the program.

Section 8:

- Sent out 1099's to Section 8 landlords.
- The transition of the Section 8 program went smoothly in January the Mora HRA ☺
- Submitted VMS report in REAC.

Public Housing:

- Attended Safety training at City Hall on Thursday, January 22. Staff found the training to be very informative.
- After lots of technical issues were resolved staff was able to submit our Operating and Utility Expense fund sheets to HUD.
- Issued 2014 CRP's to Bridge Park Apartment residents.
- Staff has been collecting property profile data for our upcoming HUD inspection, scheduled for Monday, February 23. Staff also did preliminary inspections (mainly looking at toilets and windows) in preparation for HUD's inspection. Broken seals were found on three windows. Star Glass came out, checked the windows and confirmed that they needed new seals. Parts have been ordered and repairs will be made before HUD comes. One new toilet needed to be replaced, on others new inserts tanks have been installed.
- Updated new EDA Board members contact information in PIC. We need to add new chairman's name after he/she is appointed at the February meeting.
- No resident meeting was held in January, February meeting will be on Wednesday, February 18. Jason from Family Pathways will be here to share about the mobile food shelf that is available to everyone at Bridge Park.
- One unit turn over January 1, 2015 – unit re-rented.

Capital Projects:

- None at this time.

Author: Marcia Westover

Request:

Request to approve a lease extension for the Pregnancy Resource Center, unit #138.

BACKGROUND

The Pregnancy Resource Center (PRC) leases unit #138 in the City Center Mall. The PRC has been leasing this space since March 1, 2004. Staff proposed a 5 year lease extension from March 1, 2015 to February 29, 2020 at a lower rate of \$8.50 per sq. ft. The current lease rate is \$9.25 per sq. ft. The proposed rate is more consistent with other non-profit rates currently in the mall.

The proposed lease is as follows:

MINIMUM RENT

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

<u>Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
March 1 st 2015 through February 29, 2020	\$8.50/s.f.	\$1,062.50	\$12,750.00

The PRC has requested a rate of \$7.50/s.f. The PRC does not wish to sign the lease until a rate is agreed upon. At this time, staff does not agree with their proposed rate as their unit has attributes that other suites do not have such as front building exposure and a separate door. The PRC has suggested that other non-profits in the mall have lower rates with similar frontal exposure. The City has agreements in place with the other non-profits to achieve the lower rate. The PRC does not have any such agreements.

If the PRC does not sign the lease with the \$8.50/s.f. rate, they will automatically enter into a month-to-month lease at their current rate of \$9.25/s.f.

PROPOSED ACTION

A motion from the EDA authorizing approval of the lease for the Pregnancy Resource Center in unit #138 in the City Center Mall at the proposed lower rate of \$8.50/s.f.

Attachment
Lease

CAMBRIDGE CITY CENTER LEASE

THIS LEASE amendment is made this _____ day of February, 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".

LEASE TERM

The Lease Term amendment and rent will commence March 1, 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 \$8.50 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 28, 2020	\$8.50/s.f.	\$1,062.50	\$12,750.00

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

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

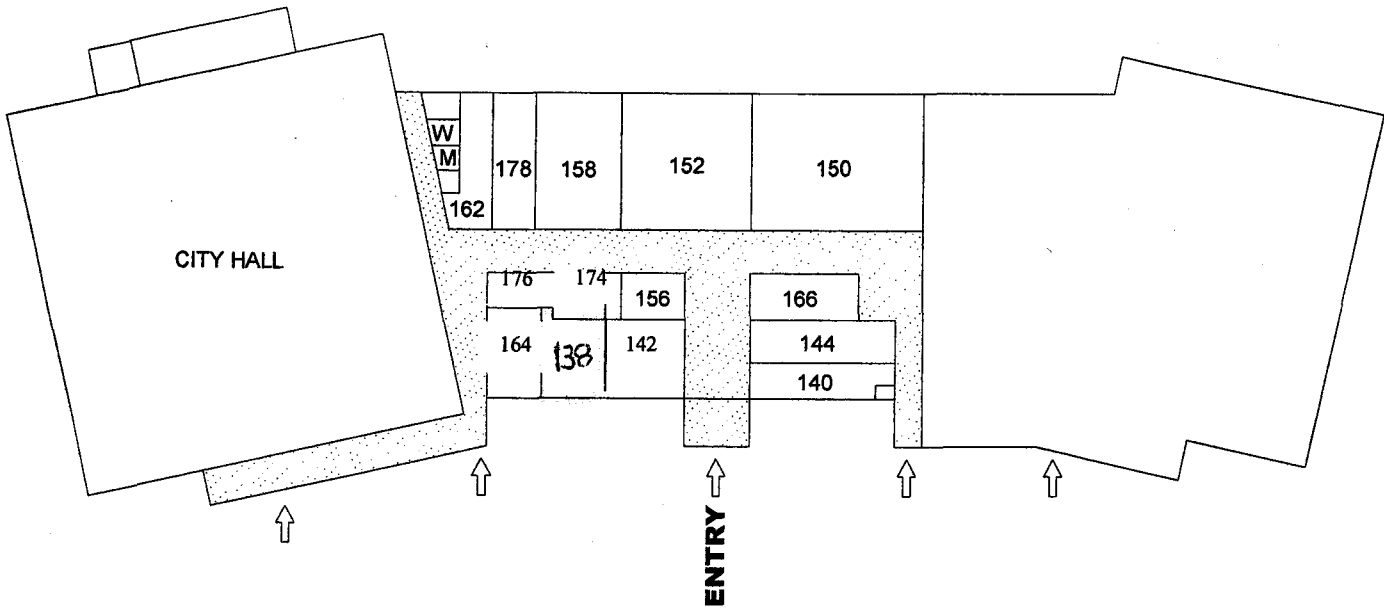
By: _____

Its: _____

By: _____

Its: _____

Cambridge City Center



Suite	Store Name	Square Feet
162	Vacant	1,044
178	Center for the Arts	1,608
152	MN WorkForce Center	3,006
152	MN WorkForce Center	3,981
150	Rum River Special Education Co-op	4,005
164	Senior Enrichment Center	1,350
176	Senior Enrichment Center	944
174	Cambridge Chamber of Commerce	594
156	In His Steps Ballet	768
142	The Gamers Den	1,500
138	Pregnancy Resource Center	1,500
166	Dept of Public Safety	1,013
144	Rum River Special Education Co-op	1,452
140	Just for Paws	735
North Anchor	Cambridge City Hall	28,000

Mall hours

Monday – Saturday: 7:00 a.m to 10:00 p.m.
 Sunday Closed

Legal Description of Cambridge City Center Property

Lot 1, Block 1, Outlot A and Outlot B, all of Downtown Commercial 2nd Plat, according to the plat thereof on file or of record in the Office of the Isanti County Recorder, Isanti County, Minnesota.

EXCEPTING THEREFROM the following described parcel: That part of Lot 1, Block 1 of the recorded plat of Downtown Commercial 2nd Plat, Isanti County, Minnesota, described as follows:

Beginning at the Southeast corner of said Lot 1, Block 1; thence North 15 degrees 49 minutes 25 seconds East, along the Easterly line of said Lot 1, a distance of 109.62 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 200.03 feet; thence North 0 degrees 01 minutes 30 seconds East, a distance of 64.78 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 116.48 feet to the Westerly line of said Lot 1; thence South 15 degrees 37 minutes 20 seconds West, along said Westerly line, a distance of 84.46 feet to the Southwesterly corner of said Lot 1; thence South 73 degrees 56 minutes 30 seconds East, along the Southerly line of said Lot 1, a distance of 321.91 feet to the point of beginning.

Together with easements for driveways, sidewalks, parking, utilities and support as set forth in that certain Reciprocal Easement and Operating Agreement, dated September 20, 1990 and recorded October 8, 1990 as Document No. 196595 in the office of the Isanti County Recorder, Isanti County, Minnesota, as amended by that certain First Amendment to Reciprocal Easement and Operating Agreement, dated June 22, 1993, and recorded July 2, 1993, as Document No. 214331, in the office of the Isanti County Recorder, Isanti County, Minnesota.

Abstract Property.

EXHIBIT C

SIGN CRITERIA

I. GENERAL

1. Tenant shall be required to identify the premises with an illuminated sign. All such signs shall be subject to the requirements and limitations as outlined hereafter.
2. Tenant's sign shall be store identity sign only and shall be placed in the storefront area in an area designated by Landlord as to location and size.
3. Sign letters or components shall not have exposed neon or other lamps. All light sources shall be concealed by translucent material. Sign letters or components maybe back illuminated with lamps contained fully within the depth of the letter. In no event shall lighted signs exceed 100 foot lamberts.

II. PROHIBITED SIGNS

The following types of signs or sign components shall be PROHIBITED:

1. Signs employing moving or flashing lights.
2. Signs employing exposed raceways, ballast boxes or transformers.
3. Sign manufacturer's names, stamps or decals.
4. Signs of a box or cabinet type.
5. Signs employing unetched or uncapped plastic letters or letters with no returns or exposed fastenings.
6. Paper or cardboard signs hung around, on or behind storefront (including glass doors and/or windows).
7. Signs placed at right angles to any storefront.
8. Signs purporting to identify leased departments or concessionaires contained within the premises.

III. PROCEDURE

Tenant shall submit two (2) drawings of its proposed signage to the Landlord for Landlord's approval prior to installation of any signage. Tenant must receive Landlord's or (Landlord's manager's) written approval prior to installation of any signage.

IV. SIGN REGULATIONS

- a. Signs shall be composed of individual letters that shall not exceed 24" in height. Lettering is not restricted to any particular style.
- b. Signs may be internally illuminated or non-illuminated. Lighting fixtures attached to the storefront for the purpose of illuminating a non-illuminated sign are prohibited.

- c. Signs may have one (1) line of copy above another line but the combined height of both lines shall not exceed 24".
- d. There are no restrictions as to color.
- e. Signs shall not cover more than eighty percent (80%) of the width of the storefront to which they are attached. However, all signs shall be set-in at least eighteen inches (18") from the borders of the tenants lease area.

Signs must be centered in front of each store.

- f. Signs shall be vertically centered on the sign soffit.
- g. Logos may be used in the allocated sign area but are subject to the size limitation, stated above. There shall not be more than one (1) logo per storefront.

Author: Marcia Westover

Request:

Just for Paws Grooming is requesting approval of a lease extension for unit # 140.

BACKGROUND

Just for Paws Grooming in the City Center mall has leased unit #140 since February 23, 2006. A 3 year extension of their lease at the current rate of \$10.50 per square foot, \$643.13 per month, is being requested. This would extend the lease until February 28, 2018.

The proposed lease is as follows:

MINIMUM RENT

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

<u>Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
1 st	\$10.50/s.f.	\$643.13	\$7,717.44
2 nd	\$10.50/s.f.	\$643.12	\$7,717.44
3 rd	\$10.50/s.f.	\$643.12	\$7,717.44

Staff is recommending the EDA approve request.

PROPOSED ACTION

A motion from the EDA authorizing approval of the attached lease through February 28, 2018 for Just for Paws Grooming in unit # 140 in the City Center Mall.

CAMBRIDGE CITY CENTER LEASE

THIS LEASE amendment is made this ____ day of February, 2015, between the Cambridge EDA, a public body corporate and politic (the "Landlord") and Just for Paws Grooming (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 #140 (735 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".

LEASE TERM

The Lease Term amendment and rent will commence March 1, 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 28, 2018.

MINIMUM RENT

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

Rent shall continue at the same fixed monthly/annual rate, which is \$10.50 per square foot.

Year	Rate	Base Rent	Total Annual
1 st	\$10.50/s.f.	\$643.13	\$7,717.50
2 nd	\$10.50/s.f.	\$643.13	\$7,717.50
3 rd	\$10.50/s.f.	\$643.13	\$7,717.50

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. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent.
4. 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 "D" 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.
5. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
6. To use the premises only as a pet grooming service business 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 Animal Welfare and Protection regulations.
7. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
8. 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.

9. 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 Five Hundred Thousand Dollars (\$1,500,000) 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 a certificate provided to a third party must not provide for notice of cancellation that exceeds the statutory notice of cancellation provided to the policyholder. 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.
10. To allow the Landlord to enter upon the premises at any reasonable hour.
11. 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, telephone, water, and sewer charges used in the leased premises.

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

12. 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.
13. 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.
14. 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.

15. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of six hundred twelve dollars and 50/100 (\$612.50), 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.
16. 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.
17. 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.
18. 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.

19. 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.
20. 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.
21. 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.
22. If the Leased Premises is destroyed or damaged not due to the fault of Tenants or Tenant's guests, and the Leased Premises is unfit for Tenant's use, Tenant shall not be required to pay rent for the time the Leased Premises cannot be used. If part of the Leased Premises cannot be used, Tenant must only pay rent for the usable part. If the Leased Premises is substantially damaged or destroyed (meaning 50% or more of the Leased Premises is unusable), either Landlord or Tenant may terminate this Lease by written notice to the other within 30 days of the event causing such damage or destruction, and the Landlord shall have no obligation to Tenant to rebuild or repair the Premises.
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.
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.

ADDITIONAL PROVISIONS:

1. Tenant hereby agrees that there shall be no offensive odor or excessive humidity or noise produced by the operation of the proposed use. Should the Landlord find that there is any offensive odor or excessive humidity or noise associated with the use of the space it shall be immediately eliminated. Possible solutions shall include but not limited to installation of a dehumidifier, and/or installation of an exhaust/air exchange system and/or other solutions. All costs associated with these improvements shall be the sole responsibility of the tenant. Failure to immediately address and eliminate these issues shall be grounds for termination of this lease by the Landlord upon 30 days written notice.

2. Tenant hereby agrees to clean excess animal hair or feces in the common areas of the mall associated with the use of the leased space.

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: _____

Just for Paws Grooming

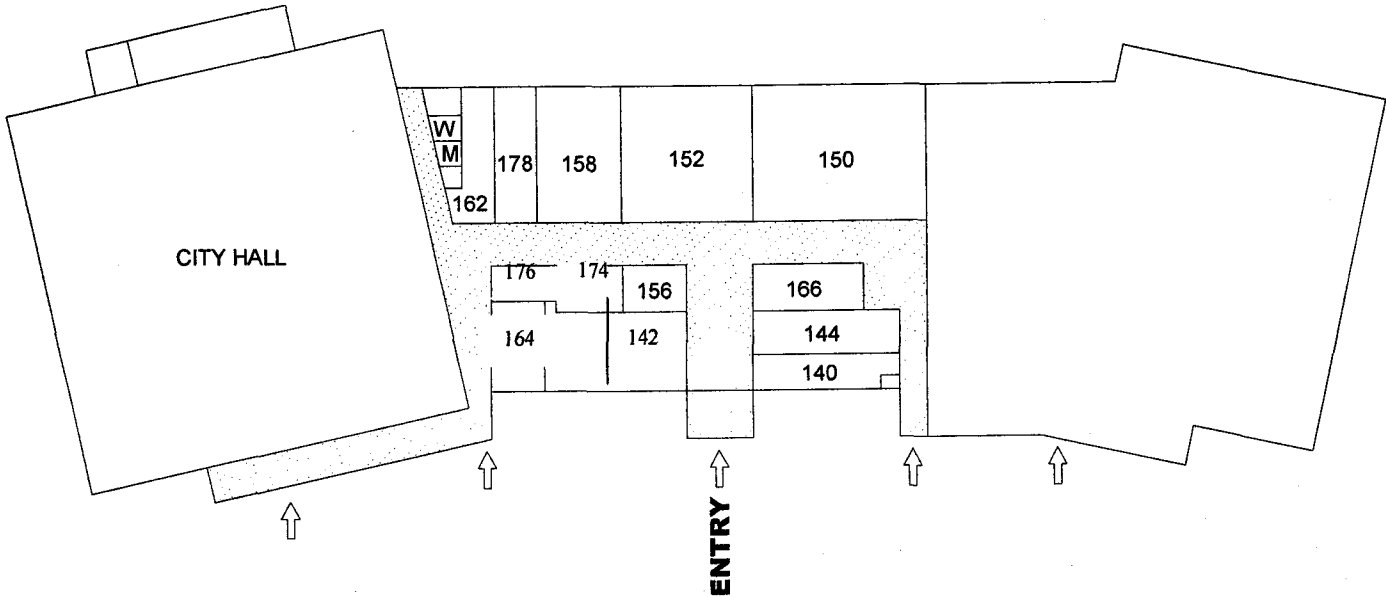
By: Jaurie J. Bromwell

Its: bwnek

By: _____

Its: _____

Cambridge City Center



Suite	Store Name	Square Feet
162	Vacant	1,044
178	Center for the Arts	1,608
152	MN WorkForce Center	3,006
152	MN WorkForce Center	3,981
150	Rum River Special Education Co-op	4,005
164	Senior Enrichment Center	1,350
176	Senior Enrichment Center	944
174	Cambridge Chamber of Commerce	594
156	In His Steps Ballet	768
142	The Gamers Den	1,500
138	Pregnancy Resource Center	1,500
166	Dept of Public Safety	1,013
144	Rum River Special Education Co-op	1,452
140	Just for Paws	735
North Anchor	Cambridge City Hall	28,000

Mall hours

Monday – Saturday: 7:00 a.m to 10:00 p.m.
 Sunday Closed

Legal Description of Cambridge City Center Property

Lot 1, Block 1, Outlot A and Outlot B, all of Downtown Commercial 2nd Plat, according to the plat thereof on file or of record in the Office of the Isanti County Recorder, Isanti County, Minnesota.

EXCEPTING THEREFROM the following described parcel: That part of Lot 1, Block 1 of the recorded plat of Downtown Commercial 2nd Plat, Isanti County, Minnesota, described as follows:

Beginning at the Southeast corner of said Lot 1, Block 1; thence North 15 degrees 49 minutes 25 seconds East, along the Easterly line of said Lot 1, a distance of 109.62 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 200.03 feet; thence North 0 degrees 01 minutes 30 seconds East, a distance of 64.78 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 116.48 feet to the Westerly line of said Lot 1; thence South 15 degrees 37 minutes 20 seconds West, along said Westerly line, a distance of 84.46 feet to the Southwesterly corner of said Lot 1; thence South 73 degrees 56 minutes 30 seconds East, along the Southerly line of said Lot 1, a distance of 321.91 feet to the point of beginning.

Together with easements for driveways, sidewalks, parking, utilities and support as set forth in that certain Reciprocal Easement and Operating Agreement, dated September 20, 1990 and recorded October 8, 1990 as Document No. 196595 in the office of the Isanti County Recorder, Isanti County, Minnesota, as amended by that certain First Amendment to Reciprocal Easement and Operating Agreement, dated June 22, 1993, and recorded July 2, 1993, as Document No. 214331, in the office of the Isanti County Recorder, Isanti County, Minnesota.

Abstract Property.

EXHIBIT C

SIGN CRITERIA

I. GENERAL

1. Tenant shall be required to identify the premises with an illuminated sign. All such signs shall be subject to the requirements and limitations as outlined hereafter.
2. Tenant's sign shall be store identity sign only and shall be placed in the storefront area in an area designated by Landlord as to location and size.
3. Sign letters or components shall not have exposed neon or other lamps. All light sources shall be concealed by translucent material. Sign letters or components may be back illuminated with lamps contained fully within the depth of the letter. In no event shall lighted signs exceed 100 foot lamberts.

II. PROHIBITED SIGNS

The following types of signs or sign components shall be PROHIBITED:

1. Signs employing moving or flashing lights.
2. Signs employing exposed raceways, ballast boxes or transformers.
3. Sign manufacturer's names, stamps or decals.
4. Signs of a box or cabinet type.
5. Signs employing unetched or uncapped plastic letters or letters with no returns or exposed fastenings.
6. Paper or cardboard signs hung around, on or behind storefront (including glass doors and/or windows).
7. Signs placed at right angles to any storefront.
8. Signs purporting to identify leased departments or concessionaires contained within the premises.

III. PROCEDURE

Tenant shall submit two (2) drawings of its proposed signage to the Landlord for Landlord's approval prior to installation of any signage. Tenant must receive Landlord's or (Landlord's manager's) written approval prior to installation of any signage.

IV. SIGN REGULATIONS

- a. Signs shall be composed of individual letters that shall not exceed 24" in height. Lettering is not restricted to any particular style.
- b. Signs may be internally illuminated or non-illuminated. Lighting fixtures attached to the storefront for the purpose of illuminating a non-illuminated sign are prohibited.

- c. Signs may have one (1) line of copy above another line but the combined height of both lines shall not exceed 24".
- d. There are no restrictions as to color.
- e. Signs shall not cover more than eighty percent (80%) of the width of the storefront to which they are attached. However, all signs shall be set-in at least eighteen inches (18") from the borders of the tenants lease area.

Signs must be centered in front of each store.

- f. Signs shall be vertically centered on the sign soffit.
- g. Logos may be used in the allocated sign area but are subject to the size limitation, stated above. There shall not be more than one (1) logo per storefront.

EDA-Housing Division Meeting 02/02/2015

Cambridge Economic Development Authority
Staff Report

Subject: – The use of E-cigarettes at Bridge Park Apts.

Background:

In May of 2006 the EDA Board passed a resolution making Bridge Park Apts. a smoke free building. Recently we have been asked if we permit tenants to smoke e-cigarettes.

This report is to update the Board that new legislation under the Minnesota Clean Air Act effective July 1, 2014 prohibits the use of e-cigarettes in government buildings which includes Bridge Park Apartments. Staff has posted a copy of the news release on the bulletin board and a copy has been given to each of our tenants. Staff will also add additional language in our current no-smoking policy and in the lease.

Attached: News Release by the Minnesota Department of Health

Report Submitted by: Marilyn Fromm

Date: 2/2/2015



(<http://www.health.state.mn.us/index.html>)

Minnesota Department of Health

News Release

July 1, 2014

Contact information

Minnesota limits indoor electronic cigarette use

Measure also puts e-cigs behind the counter and requires child-safe packaging

New legislation that takes effect today in Minnesota prohibits e-cigarette use in several public places, including government buildings, public schools, and most health care facilities. Some residential health care facilities have smoking rooms where e-cigarettes can still be used.

The Minnesota Legislature passed a series of e-cigarette measures during the 2014 Legislative Session including indoor-use restrictions, which go into effect July 1. The law also requires retailers selling e-cigarettes to keep them behind the counter and to be licensed. Next year, starting January 1, the law will require child resistant packaging of e-cigarette liquids sold in Minnesota. The law also prohibits anyone under 18 years of age to possess an e-cigarette nicotine dispenser on public school grounds.

"As part of this law, we have taken this step to protect children and government workers by opting for clean air in public schools and in government buildings," said Minnesota Commissioner of Health Dr. Ed Ehlinger. "We encourage others to do likewise by voluntarily exercising their rights to limit e-cigarettes and keep their workplaces vapor free."

Under the Minnesota Clean Indoor Air Act e-cigarette use is now subject to the same prohibitions and restrictions as smoking in some locations, such as:

- Licensed day care, including family home daycare during hours of operation.
- Buildings and vehicles owned or operated by public school districts.
- Health care facilities and clinics, except residents of residential health care facilities or psychiatric units can still use e-cigarettes in enclosed areas, such as smoking rooms, that meet applicable regulations.
- Buildings owned or operated by the state of Minnesota, as well as Minnesota cities, counties, and townships.
- Facilities owned by Minnesota State Colleges and Universities and the University of Minnesota.
- Facilities licensed by Minnesota Department of Human Services, and those MDH-licensed facilities subject to federal licensing requirements.

E-cigarettes are battery-powered devices that allow users to inhale vaporized liquid (e-juice), which may contain nicotine and other potentially harmful chemicals. E-cigarettes are not regulated by the FDA, and there is no body of evidence proving that e-cigarettes are safer than smoking or that the vapors are safe to inhale. Nationally, e-cigarette use among youth more than doubled from 2011 to 2012. Additionally, since 2011 child poisonings in Minnesota related to e-cigarettes have increased sharply.

More information on e-cigarettes can be found at <http://www.health.state.mn.us/ecigarettes> (<http://www.health.state.mn.us/ecigarettes>).

More information on the Minnesota Clean Indoor Air Act can be found at <http://www.health.state.mn.us/freedomtobreathe/> (<http://www.health.state.mn.us/freedomtobreathe/>).

-MDH-