
Cambridge EDA
Meeting Announcement and Agenda
MONDAY, APRIL 7, 2014
EDA MEETING WILL BEGIN AFTER CITY COUNCIL MEETING ADJOURNS.
CITY COUNCIL MEETING BEGINS AT 3:00 PM.
CAMBRIDGE CITY CENTER
300 3RD AVENUE NE

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

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

AGENDA	
1.	Call to Order
2.	Approval of Agenda (p. 1)
3.	Consent Agenda
	A. Approve March 3, 2014 EDA meeting minutes (p. 2)
	B. Approve March 17, 2014 EDA special meeting minutes (p. 5)
	C. Approve Housing Division Bills – Check #16688 to #16689 & ACH, totaling \$65,959.88 (p. 7)
	D. Approve EDA Bills – Check #95724 to #96020, totaling \$71,497.14 (p. 13)
	E. Approve Draft Financial Statements (p. 27)
	F. Housing Supervisor Report (p. 49)
4.	New Business
	A. Discussion Housing Division Future Plans (p. 51)
5.	Unfinished Business
6.	Adjourn

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

Cambridge Economic Development Authority (EDA)
March 3, 2014

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

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

Members Absent: None

Others Present: Executive Director Lynda Woulfe, and Economic Development Director Stan Gustafson

Call to Order

President Iverson called the meeting to order at 6:28 pm.

Approval of Agenda

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

Consent Agenda

Palmer moved, seconded by Lewis, to approve the consent agenda item A - D as presented:

- A. Approve February 3, 2014 EDA meeting minutes
- B. Approve Housing Division Bills –ACH Activity, totaling \$65,261.88
- C. Approve EDA Bills – Check #95485 to #9570, totaling \$9,616.86
- D. Approve Draft January 2014 Financial Statements

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

New Business

Approve Lease with Isanti County Commission on Aging for the Senior Enrichment Center

Gustafson stated the Isanti County Commission on Aging intends to lease Suites 164 and 176 in the mall and the two units will be combined to serve the Senior Enrichment Center. Gustafson reviewed the lease terms identified in the staff report.

Gustafson reported the Senior Center currently at 332 3rd Ave NW will be moving to this new location in the mall and this location will better serve the needs of the users. Gustafson stated the space will be more efficient and the parking will be abundant for their needs. Gustafson reported the mall and other tenants will also benefit from this use.

Palmer asked about the use of common areas. Gustafson stated any tenant that wishes to use the common space in the mall must fill out a facility use form and have that time approved and scheduled by staff.

Bustrom moved, seconded by Caulk to approve the lease for Suites 164 and 176 in the Cambridge City Center Mall with Isanti County Commission on Aging as presented

Monthly Rent:	\$500 per month
Annual Rent:	\$6,000.00
Utilities:	Paid by Landlord
Insurance:	Paid by Tenant
Prop. Taxes:	Paid by Tenant
Term:	Five years

Motion passed unanimously.

Approve Resolution EDA R14-002 Amending 2014 EDA Admin Fund Budget

Woulfe stated the EDA Admin Special Revenue Fund accounts for economic development activity and City Center Mall operations. Woulfe reported in 2013, the City ended the year with \$11,500 excess rental income as compared to what was planned. Woulfe stated staff had savings on mall operating expenses of approximately \$7,113, had unspent marketing funds of \$5,714 and other economic development expenses of \$9,451, respectively.

Woulfe stated historically the City has carried over unspent marketing funds and thus, this budget amendment reflects the desire to carry over \$5,714 of unspent marketing funds to 2014. Woulfe stated this budget revision also reflects the addition of an "on staff" custodian and reduction of contracted maintenance expense. Woulfe stated the budget revision reflects the proposed use of \$14,000 of excess funds from 2013 to buy certain "one time" capital equipment for the maintenance of City Center Mall including a plow, floor scrubber machine and snow blower. Woulfe stated staff recommends using \$10,000 of the excess 2013 funds to fund the Downtown Task Force activities as approved by the City Council. Woulfe reviewed the changes outlined in the staff report.

Palmer moved, seconded by Caulk to approve Resolution R14-002 amending the 2014 EDA Admin Special Revenue fund budget. Motion passed unanimously.

Approve Resolution EDA R14-003 Amending 2014 EDA Housing Division Budget

Woulfe reported this budget revision also reflects the addition of an "on staff" custodian and the proposed share to be funded by housing funds that have no federal or state restrictions on their use as we work through issues created by expected retirement of staff in the future. Woulfe reviewed the changes outlined in the staff report.

Bustrom moved, seconded by Caulk to approve Resolution R14-003 amending the 2014 EDA Housing Division Revenue fund budget. Motion passed unanimously.

Housing Supervisor Report

The report was accepted as presented.

Approve Resolution EDA R14-004 SEMAP Report & Certification

Woulfe reported the EDA Housing Division is required by federal law to submit certain reports to HUD as part of the EDAs federal funding for the operation of the Section 8 Voucher Program. Woulfe stated the Section 8 Management Assessment Program (SEMAP) is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at a reasonable subsidy cost.

Woulfe stated SEMAP applies to PHA administration of the tenant-based Section 8 Voucher Program including the project-based component of the voucher program and enrollment of Section 8 participants under the Family Self-Sufficiency Program (FSS).

Woulfe stated the SEMAP assessment enables HUD to better manage the Section 8 tenant-based program by identifying the PHAs capabilities and deficiencies related to the administration of the Section 8 Program. Woulfe reviewed the performance indicators.

Palmer moved, seconded by Lewis to approve Resolution EDA R14-004 approving HUD – SEMAP Report. Motion passed unanimously.

Resident Meeting

The resident meeting minutes were accepted as presented.

Approve Bids for Maintenance Garage

Caulk moved, seconded by Palmer to table this item because staff did not have the bid results.

Unfinished Business

There was no unfinished business.

Adjournment

Caulk moved, seconded by Lewis, to adjourn the meeting at 6:42 p.m. The motion passed unanimously.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

**Cambridge Economic Development Authority (EDA)
Special Meeting Minutes
March 17, 2014**

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 17, 2014 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, Vice President Chris Caulk (arrived at 5:48 pm) and EDA members Marlys Palmer, Corey Buström, and Howard Lewis

Members Absent: None

Others Present: Executive Director Lynda Woulfe and Housing Supervisor Marilyn Fromm

Call to Order

President Iverson called the meeting to order at 5:45 pm.

Approval of Agenda

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

Consent Agenda

There was nothing for consent.

New Business

Approve Bids for Maintenance Garage

Fromm stated staff solicited proposals for the construction of a maintenance garage at Bridge Park Apartments. Fromm stated the project is part of the 2012 Capital projects. Fromm reviewed the contractors they sent bid packets to and reported that bids were opened at City Hall on February 28, 2013. Fromm informed the EDA that Todd Lind Construction was the low bidder and recommended approval of his bid of \$35,210 with a job completion date of Monday, September 1, 2014.

Palmer asked what the staff estimate was. Fromm confirmed there is enough funds in the capital budget. Fromm discussed the difference between renting a POD as opposed to moving the building for storage and informed the EDA staff will research the cost.

Woulfe stated the agreement date needs to change to March 17, 2014. Palmer asked if the City has worked with the contractor Todd Lind Construction in the past. Woulfe confirmed the City has worked with him in the past and has been satisfied with his work.

Buström moved, seconded by Palmer to approve the low bid submitted by Todd Lind Construction to construct a maintenance garage at Bridge Park Apartments not to exceed \$35,210 with the noted contract change. Motion passed unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Palmer, to adjourn the meeting at 5:51 p.m. The motion passed unanimously.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

DRAFT

3C Housing Division Bills

Date: 03/24/2014
Time: 16:27:15

Cambridge EDA
Check Register Detail Report
Cambridge

From: 03/01/2014 To: 03/24/2014

279,555.14

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2014	000034	Aaron Jordan	Payment	321.00	279,234.16	March Hap
		4715.1 Hap - Occupied Unit	321.00			Aadland, Ashley
03/01/2014	000034	Bungalows of Chisago LLC	Payment	726.00	278,508.16	March Hap
		4715.1 Hap - Occupied Unit	334.00			Cross, Grace
		4715.1 Hap - Occupied Unit	392.00			Williams, Monica
03/01/2014	000034	Calhoun Apartments	Payment	330.00	278,178.16	March Hap
		4715.1 Hap - Occupied Unit	330.00			Lessman, Bobbie
03/01/2014	000034	Calhoun Apartments	Payment	347.00	277,831.16	March Hap
		4715.1 Hap - Occupied Unit	347.00			Deiman, Antoinette
03/01/2014	000034	Chen Liu	Payment	1,958.00	275,873.16	March Hap
		4715.1 Hap - Occupied Unit	340.00			Paquette, Laurie
		4715.1 Hap - Occupied Unit	447.00			Schug, Brenda Kay
		4715.1 Hap - Occupied Unit	567.00			Schulz, Cynthia J
		4715.1 Hap - Occupied Unit	604.00			Voss, Breana
03/01/2014	000034	DJ Properties of Stanchfield, LLC	Payment	664.00	275,209.16	March Hap
		4715.1 Hap - Occupied Unit	664.00			Nicholas, Judith Evelyn
03/01/2014	000034	Dudley Peno	Payment	617.00	274,592.16	March Hap
		4715.1 Hap - Occupied Unit	617.00			Mains, Kimberly A
03/01/2014	000034	Eliot Avenue Apartments LLC	Payment	113.00	274,479.16	March Hap
		4715.1 Hap - Occupied Unit	113.00			Erickson, Todd
03/01/2014	000034	Isanti Housing Associates, LP	Payment	531.00	273,948.16	March Hap
		4715.1 Hap - Occupied Unit	531.00			Johnston, Shaylee
03/01/2014	000034	John Maher	Payment	193.00	273,755.16	March Hap
		4715.1 Hap - Occupied Unit	193.00			Diers, Scott A
03/01/2014	000034	Monster Properties LLC	Payment	499.00	273,256.16	March Hap
		4715.1 Hap - Occupied Unit	499.00			Kovacs, Gail
03/01/2014	000034	Ramon Salgado	Payment	237.00	273,019.16	March Hap
		4715.1 Hap - Occupied Unit	237.00			Waikama, Danielle K: Hap - Occupied Unit
03/01/2014	000034	Sunrise Court Apartments	Payment	609.00	272,410.16	March Hap
		4715.1 Hap - Occupied Unit	444.00			Kubes, Kevin P
		4715.1 Hap - Occupied Unit	165.00			Mullens, Darice R
03/01/2014	000034	Franconia Associates	Payment	224.00	272,186.16	March Hap
		4715.1 Hap - Occupied Unit	224.00			Wallace, Lynnell
03/01/2014	000034	Thomas Himz	Payment	518.00	271,668.16	March Hap
		4715.1 Hap - Occupied Unit	518.00			Renspe, Alicia M
03/01/2014	000034	William Francisco	Payment	411.00	271,257.16	March Hap

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From: 03/01/2014 To: 03/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2014	000035	4715.1 Hap - Occupied Unit	411.00			Griffin, Deena M
03/01/2014	000035	Kimberly Mintell	Payment	1,110.00	270,147.16	March Hap
03/01/2014	000035	4715.9 Hap - Portable Receiving	1,110.00			Gordon, Jennifer F
03/01/2014	000035	Annette M. Jensen	Payment	287.00	269,860.16	March Hap
03/01/2014	000035	4715.1 Hap - Occupied Unit	287.00			Roberts, Paula
03/01/2014	000035	Bohmer, John	Payment	689.00	269,171.16	March Hap
03/01/2014	000035	4715.9 Hap - Portable Receiving	689.00			Brasch, Terrie L
03/01/2014	000035	Dean & Jennifer Bondeson	Payment	1,069.00	268,102.16	March Hap
03/01/2014	000035	4715.9 Hap - Portable Receiving	1,069.00			Bobo, Shawna L
03/01/2014	000035	Brigitte Erickson	Payment	377.00	267,725.16	March Hap
03/01/2014	000035	4715.1 Hap - Occupied Unit	377.00			White, Teresa
03/01/2014	000035	Ellen Brown	Payment	111.00	267,614.16	March Hap
03/01/2014	000035	4715.94 Urp - Portable Receiving	111.00			Brown, Ellen
03/01/2014	000035	Bungalows of Chisago LLC	Payment	3,166.00	264,448.16	March Hap
03/01/2014	000035	4715.1 Hap - Occupied Unit	555.00			Hulbert, Jennifer
03/01/2014	000035	4715.9 Hap - Portable Receiving	577.00			Kraus, Carian J
03/01/2014	000035	4715.1 Hap - Occupied Unit	552.00			LeCuyer, Christine J
03/01/2014	000035	4715.9 Hap - Portable Receiving	401.00			Luck, Jennifer Lee
03/01/2014	000035	4715.1 Hap - Occupied Unit	563.00			Mapson, Diane E
03/01/2014	000035	4715.1 Hap - Occupied Unit	276.00			Marohn, Gerald
03/01/2014	000035	4715.1 Hap - Occupied Unit	242.00			Meyers, Colleen J
03/01/2014	000035	Calhoun Apartments	Payment	469.00	263,979.16	March Hap
03/01/2014	000035	4715.1 Hap - Occupied Unit	469.00			Lillion, Laurie A
03/01/2014	000035	Cambridge Square Assoc. LP	Payment	2,412.00	261,567.16	March Hap
03/01/2014	000035	4715.9 Hap - Portable Receiving	322.00			Erickson, James P
03/01/2014	000035	4715.1 Hap - Occupied Unit	522.00			Falvey, Deborah
03/01/2014	000035	4715.1 Hap - Occupied Unit	367.00			Longley, Christine A
03/01/2014	000035	4715.1 Hap - Occupied Unit	514.00			Puffer, Michelle
03/01/2014	000035	4715.9 Hap - Portable Receiving	687.00			Schibilla, Jamie
03/01/2014	000035	Chen Liu	Payment	4,203.00	257,364.16	March Hap
03/01/2014	000035	4715.1 Hap - Occupied Unit	555.00			Banaszak, David
03/01/2014	000035	4715.9 Hap - Portable Receiving	420.00			Kress, Dawn
03/01/2014	000035	4715.1 Hap - Occupied Unit	464.00			Paquette, JoAnn
03/01/2014	000035	4715.9 Hap - Portable Receiving	654.00			Raasch, Alicia
03/01/2014	000035	4715.9 Hap - Portable Receiving	555.00			Radke, Suzanne
03/01/2014	000035	4715.1 Hap - Occupied Unit	579.00			Schaefer, Mike E
03/01/2014	000035	4715.9 Hap - Portable Receiving	976.00			Troupe, Michael E
03/01/2014	000035	David Cobb	Payment	456.00	256,908.16	March Hap

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From: 03/01/2014 To: 03/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
			456.00			Taylor, Alice H
03/01/2014	000035	4715.9 Hap - Portable Receiving	Payment	410.00	256,498.16	March Hap
		DJ Properties of Stanchfield, LLC	410.00			Fischer, Cheryl A
		4715.1 Hap - Occupied Unit				
03/01/2014	000035	Eliot Avenue Apartments LLC	Payment	1,344.00	255,154.16	March Hap
		4715.1 Hap - Occupied Unit	280.00			Coury, Lynn M
		4715.9 Hap - Portable Receiving	549.00			Eickstadi, Cheryl
		4715.9 Hap - Portable Receiving	515.00			Grabau, Jill
03/01/2014	000035	Elmer D. Harp	Payment	774.00	254,380.16	March Hap
		4715.9 Hap - Portable Receiving	774.00			Hart, Beth L
03/01/2014	000035	ELMSUN LLC	Payment	1,076.00	253,304.16	March Hap
		4715.1 Hap - Occupied Unit	535.00			Pittman, Cheryl
		4715.1 Hap - Occupied Unit	541.00			Zentic, Scott
03/01/2014	000035	Erlandson - Nelson Construction	Payment	535.00	252,769.16	March Hap
		4715.1 Hap - Occupied Unit	535.00			Linda, Robin
03/01/2014	000035	FYP PROPERTIES	Payment	435.00	252,334.16	March Hap
		4715.9 Hap - Portable Receiving	435.00			Dodge, Rita
03/01/2014	000035	Steven & RyChel Gausted	Payment	163.00	252,171.16	March Hap
		4715.1 Hap - Occupied Unit	163.00			Strew, Linda K
03/01/2014	000035	Robert Giffin	Payment	703.00	251,468.16	March Hap
		4715.1 Hap - Occupied Unit	703.00			Giffin, Tammie
03/01/2014	000035	Hanson Properties	Payment	277.00	251,191.16	March Hap
		4715.1 Hap - Occupied Unit	277.00			Hanson, Henry P
03/01/2014	000035	Haven Properties	Payment	296.00	250,895.16	March Hap
		4715.9 Hap - Portable Receiving	296.00			Stroh, Kevin
03/01/2014	000035	Isanti Housing Associates, LP	Payment	1,429.00	249,466.16	March Hap
		4715.1 Hap - Occupied Unit	387.00			Alexander, Cindy S
		4715.1 Hap - Occupied Unit	500.00			Lynn, Christian R
		4715.9 Hap - Portable Receiving	542.00			Washington, Katherine L
03/01/2014	000035	Steven Scott Management, Inc	Payment	426.00	249,040.16	March Hap
		4715.1 Hap - Occupied Unit	426.00			Junglen, Eunice M
03/01/2014	000035	Isanti Village Apartments	Payment	860.00	248,180.16	March Hap
		4715.9 Hap - Portable Receiving	394.00			Stoll, Vernon L
		4715.1 Hap - Occupied Unit	466.00			Tews, Jackie
03/01/2014	000035	Jay M. Winger	Payment	552.00	247,628.16	March Hap
		4715.1 Hap - Occupied Unit	552.00			Parris, Paula
03/01/2014	000035	Jeff Halverson	Payment	574.00	247,054.16	March Hap

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2014	000035	4715.9 Hap - Portable Receiving	574.00			Liberte, Ore'a Lareal
		Kathryn Dahlberg	Payment	661.00	246,393.16	March Hap
		4715.1 Hap - Occupied Unit				Carlson, Samantha
03/01/2014	000035	Kestrel Meadows Townhomes	Payment	1,967.00	244,426.16	March Hap
		4715.9 Hap - Portable Receiving	727.00			Davis, Stacy
		4715.9 Hap - Portable Receiving	651.00			Dickinson, Kelli R
		4715.9 Hap - Portable Receiving	589.00			Trader, Amanda Joy
03/01/2014	000035	Kristine Yerigan	Payment	691.00	243,735.16	March Hap
		4715.9 Hap - Portable Receiving	691.00			Hjeltnaug, Karen E
03/01/2014	000035	Tami R. Kullmann	Payment	21.00	243,714.16	March Hap
		4715.4 Hap - Utility Reimbursements	21.00			Kullmann, Tami R
03/01/2014	000035	Brian Leel	Payment	336.00	243,378.16	March Hap
		4715.9 Hap - Portable Receiving	336.00			Weber, Kathleen A
03/01/2014	000035	Legacy Townhomes	Payment	2,060.00	241,318.16	March Hap
		4715.1 Hap - Occupied Unit	795.00			Degersstrom, Leah
		4715.1 Hap - Occupied Unit	778.00			Parent, Cheri C
		4715.9 Hap - Portable Receiving	487.00			Schedbauer, Jennifer
03/01/2014	000035	Janet Nielsen	Payment	800.00	240,518.16	March Hap
		4715.1 Hap - Occupied Unit	800.00			Kullmann, Tami R
03/01/2014	000035	Lindstrom Parkview Assoc.	Payment	299.00	240,219.16	March Hap
		4715.9 Hap - Portable Receiving	299.00			Eichason, Paul
03/01/2014	000035	Mann, Cheryl	Payment	555.00	239,664.16	March Hap
		4715.1 Hap - Occupied Unit	555.00			Witkowski, Michelle N
03/01/2014	000035	Meadows Edge MN L Partnership	Payment	87.00	239,577.16	March Hap
		4715.9 Hap - Portable Receiving	87.00			Greenwood, Thomas J
03/01/2014	000035	Mike Munsinger	Payment	699.00	238,878.16	March Hap
		4715.9 Hap - Portable Receiving	699.00			Wells, Sheri A
03/01/2014	000035	Monster Properties LLC	Payment	521.00	238,357.16	March Hap
		4715.1 Hap - Occupied Unit	521.00			Frandle, Dana
03/01/2014	000035	Allen Moulton	Payment	488.00	237,869.16	March Hap
		4715.1 Hap - Occupied Unit	488.00			Thompson, Marilyn J
03/01/2014	000035	Multi-Investments, LLC	Payment	344.00	237,525.16	March Hap
		4715.1 Hap - Occupied Unit	344.00			Anderson, Debra
03/01/2014	000035	Loral Myers	Payment	281.00	237,244.16	March Hap
		4715.1 Hap - Occupied Unit	281.00			Myers, Kyle C

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2014	000035	Normandy Townhomes Limited 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 499.00 342.00	841.00	236,403.16	March Hap Matchinsky, Robert T Swanson, Kathleen A
03/01/2014	000035	North Branch Senior Housing 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 225.00 196.00 236.00	657.00	235,746.16	March Hap Castillo, Sharon Fisk, Dolores M Kalberg, Annette
03/01/2014	000035	Northern Management 4715.9 Hap - Portable Receiving	Payment 444.00	444.00	235,302.16	March Hap Zieske, Robyn
03/01/2014	000035	Oakhurst Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 358.00 354.00	712.00	234,590.16	March Hap Benson, Tracy E Wenell, Russell
03/01/2014	000035	Oakridge Apartments 4715.9 Hap - Portable Receiving	Payment 760.00	760.00	233,830.16	March Hap Goertzen, Diane
03/01/2014	000035	Oakview Terrace Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 487.00 655.00 718.00 638.00 721.00	3,219.00	230,611.16	March Hap Bylander, Richard S Cole, Barbara Kennedy, Carolyn Lee Rosenberg, Gwen M Tipton, Mariessa A
03/01/2014	000035	Amber L. Perry 4715.94 Utp - Portable Receiving	Payment 273.00	273.00	230,338.16	March Hap Perry, Amber L
03/01/2014	000035	Peter Maus 4715.9 Hap - Portable Receiving	Payment 965.00	965.00	229,373.16	March Hap Parrott, Gina M
03/01/2014	000035	PK Investment Properties, LLC 4715.1 Hap - Occupied Unit	Payment 885.00	885.00	228,488.16	March Hap Branville, Roger
03/01/2014	000035	Randall Propp 4715.1 Hap - Occupied Unit	Payment 422.00	422.00	228,066.16	March Hap Nelson, Valerie J
03/01/2014	000035	Robert Mattson 4715.1 Hap - Occupied Unit	Payment 656.00	656.00	227,410.16	March Hap Good, Katherine
03/01/2014	000035	Robert & Linnea Steman 4715.9 Hap - Portable Receiving	Payment 541.00	541.00	226,869.16	March Hap Lake, Ruth
03/01/2014	000035	Sandra Crawford 4715.9 Hap - Portable Receiving	Payment 950.00	950.00	225,919.16	March Hap Perry, Amber L
03/01/2014	000035	Schaefer Rentals 4715.9 Hap - Portable Receiving	Payment 942.00	942.00	224,977.16	March Hap Butenhoff, Bradley

Date: 03/24/2014
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From: 03/01/2014 To: 03/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
03/01/2014	000035	Ordeen Spittsloser 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 247.00 527.00	774.00	224,203.16	March Hap Bazey, Jeanne E Young, Marnetta L
03/01/2014	000035	Steve Baker 4715.9 Hap - Portable Receiving	Payment 536.00	536.00	223,667.16	March Hap Rogalski, Lisa E
03/01/2014	000035	Paul & Bethany Stiles 4715.1 Hap - Occupied Unit	Payment 665.00	665.00	223,002.16	March Hap Fust, Jill
03/01/2014	000035	Sunrise Court Apartments 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 498.00 504.00 559.00	1,561.00	221,441.16	March Hap Johnson, Richard D O'Donnell, Debra K Simons, Lori J
03/01/2014	000035	Taylor's Falls Villas 4715.9 Hap - Portable Receiving	Payment 241.00	241.00	221,200.16	March Hap Jackson, Susan
03/01/2014	000035	Timothy Manning 4715.9 Hap - Portable Receiving	Payment 1,085.00	1,085.00	220,115.16	March Hap Brown, Ellen
03/01/2014	000035	Tower Terrace Limited Partnership 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 273.00 553.00 551.00 686.00 427.00	2,490.00	217,625.16	March Hap Dmytryszyn, Chad J Holland, Kathleen Jenson, Cheryl Koenig, Lance L Rohr, Russell
03/01/2014	000035	Washington County HRA 4715.8 Hap - Portable Paying 4590 Admin - Portable Paying	Payment 488.00 39.88	527.88	217,097.28	March Hap Brett, Patricia S Brett, Patricia S
03/01/2014	000035	Wayne Knutson 4715.9 Hap - Portable Receiving	Payment 585.00	585.00	216,512.28	March Hap Mollinedo, Nancy
03/01/2014	000035	Wyoming Phase 1 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 805.00 439.00	1,244.00	215,268.28	March Hap Grundhauser, Patrice Rafel, Kathy
03/01/2014	000035	Wyoming Phase 2 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 549.00 296.00 646.00	1,491.00	213,777.28	March Hap Darveaux, Linda Dillon, Tracey Harrington, Tina M
03/01/2014	016688	Patrice Grundhauser 4715.4 Hap - Utility Reimbursements	Payment 15.00	15.00	213,762.28	March Hap Grundhauser, Patrice
03/01/2014	016689	Peoples Bank Of Commerce 4715.6 Hap - Fss Escrow	Payment 167.00	167.00	213,595.28	March Hap LeCuyer, Christine J: Hap - Fss Escrow

March 29, 2014
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Agenda Item 3D

<p>CAMBRIDGE EDA MEETING April 7, 2014 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>	
Prepaid Checks	2/26/2014	95724 - 95779	2,583.42	
Prepaid Checks	3/5/2014	95786 - 95849	61,653.94	
Prepaid Checks	3/12/2014	95861 - 95908	1,838.16	
Prepaid Checks	3/19/2014	95922 - 95940	4,076.68	
Prepaid Checks	3/26/2014	95974 - 96020	1,344.94	
	Prepaid Totals		<hr/> 71,497.14 <hr/>	
TOTAL SUBMITTED FOR APPROVAL			<table border="1"><tr><td style="text-align: center;">\$71,497.14</td></tr></table>	\$71,497.14
\$71,497.14				

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
550	Bergstrom, Eugenia	Security Deposit & Interest	44.26
Total 550			44.26
969	Cardmember Service	MN Construction Conference - S. Gustafson EDAM Winter Conference - S. Gustafson	79.00 245.00
Total 969			324.00
1701	EDAM	Firm Membership	250.00
Total 1701			250.00
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
2456	Housing Data Systems	MTCS Transmittal Service 1/01/14-3/31/14 MTCS Transmittal Service 1/01/14-3/31/14	60.00 60.00
Total 2456			120.00
2986	Konica Minolta Business	C650 Printer/Copier - Copies & Overage Char C650 Printer/Copier - Copies & Overage Char	30.35 30.35
Total 2986			60.70
3006	Kramer Mechanical Plumbing	Igniter and Rubber Gaskets	154.08
Total 3006			154.08
3086	Landworks Construction, Inc.	Plowing, Salt/De-Icer - Bridge Park City Center - Plowing	205.00 812.50
Total 3086			1,017.50
3376	Marco, Inc	Managed IT & Backup 2/22-3/21/2014 Managed IT & Backup 2/22-3/21/2014	146.00 146.00
Total 3376			292.00
3521	Menards	Repair & Maint - Mall Repair & Maint - Mall Unit 162 Repair & Maint - Mall Unit 162 Tenant Services - Bridge Park Materials - Operating Supplies - Bridge Park	23.88 79.84 81.40 49.48 7.99
Total 3521			242.59
5401	Target Bank	Tenant Services	54.47
Total 5401			54.47
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32

Vendor	Vendor Name	Description	Net Inv Amt
Total 5801			16.32

Total Paid: -
Total Unpaid: 2,583.42
Grand Total: 2,583.42

Dated: 2/26/14

City Treasurer: Caroline Moul

Report Criteria:
Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/14	02/26/2014	95724	550	Bergstrom, Eugenia	901-20100	44.26
02/14	02/26/2014	95727	969	Cardmember Service	205-20100	324.00
02/14	02/26/2014	95733	1701	EDAM	205-20100	250.00
02/14	02/26/2014	95736	2046	G & K Services, Inc.	205-20100	7.50
02/14	02/26/2014	95740	2456	Housing Data Systems	901-20100	120.00
02/14	02/26/2014	95745	2986	Konica Minolta Business	901-20100	60.70
02/14	02/26/2014	95746	3006	Kramer Mechanical Plumbing	901-20100	154.08
02/14	02/26/2014	95748	3086	Landworks Construction, Inc.	901-20100	1,017.50
02/14	02/26/2014	95754	3376	Marco, Inc	901-20100	292.00
02/14	02/26/2014	95758	3521	Menards	205-20100	242.59
02/14	02/26/2014	95774	5401	Target Bank	901-20100	54.47
02/14	02/26/2014	95779	5801	Verizon Wireless	205-20100	16.32
Totals:						<u>2,583.42</u>

Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
64	Action Advertising & Promotion	Pen/Pencil Gift Set	563.79
Total 64			563.79
576	BJ Baas Builders, Inc.	Senior Activity Center Tenant Build-Out	53,200.00
Total 576			53,200.00
951	Cambridge True Value	Repair & Maint - Mall	8.40
Total 951			8.40
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
		Garbage Pickup-180 Buchanan St	321.32
Total 1661			464.44
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
2411	Hillyard Inc. - Minneapolis	Floor Pads	32.35
		Floor Scrubber	4,847.48
Total 2411			4,879.83
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056			36.80
3521	Menards	Repair & Maint - Mall	22.94
		Materials - Operating Supplies - Bridge Park	35.43
		Repair & Maint - Mall	74.50
Total 3521			132.87
4201	Northland Connect	Bronze Webpage - 03/01/14 - 02/28/15	179.40
Total 4201			179.40
5191	SPEW Health Plan	Health Insurance Premium - April	565.00
		Health Insurance Premium - April	847.50
		Health Insurance Premium - April	282.50
		Health Insurance Premium - April	282.50
Total 5191			1,977.50
5996	Windstream	Telephone Service - Bridge Park Apts	101.71
		Telephone Service - Bridge Park Apts	101.70
Total 5996			203.41

Total Paid: -
Total Unpaid: 61,653.94
Grand Total: 61,653.94

Dated: 3/5/14

City Treasurer: Caroline Moe

Report Criteria:
Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
03/14	03/05/2014	95786	64	Action Advertising & Promotion	205-20100	563.79
03/14	03/05/2014	95789	576	BJ Baas Builders, Inc.	205-20100	53,200.00
03/14	03/05/2014	95791	951	Cambridge True Value	205-20100	8.40
03/14	03/05/2014	95797	1661	East Central Sanitation	901-20100	464.44
03/14	03/05/2014	95800	2046	G & K Services, Inc.	205-20100	7.50
03/14	03/05/2014	95803	2411	Hillyard Inc. - Minneapolis	205-20100	4,879.83
03/14	03/05/2014	95814	3056	Lake Superior Laundry Inc.	205-20100	36.80
03/14	03/05/2014	95819	3521	Menards	205-20100	132.87
03/14	03/05/2014	95827	4201	Northland Connect	205-20100	179.40
03/14	03/05/2014	95834	5191	SPEW Health Plan	205-20100	1,977.50
03/14	03/05/2014	95849	5996	Windstream	901-20100	203.41
Totals:						<u>61,653.94</u>

Report Criteria:
 Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
2541	Industries Incorporated	Cleaning Services - February	168.14
Total 2541			168.14
3086	Landworks Construction, Inc.	Plowing and Shovel - City Center	1,012.50
Total 3086			1,012.50
3501	MEI Total Elevator Solutions	March Service Billing - Bridge Park Apts	212.53
Total 3501			212.53
3521	Menards	Materials - Operating Supplies - Bridge Park	58.72
		Repair & Maint - Mall Unit 166	30.79
		Materials - Operating Supplies - Bridge Park	9.99
Total 3521			99.50
3829	MN Dept of Labor and Industry	Annual Operating Permit - Elevator	100.00
Total 3829			100.00
5056	SelectAccount	Participant Fees - March	2.35
		Participant Fees - March	3.53
		Participant Fees - March	1.17
Total 5056			7.05
5861	Walmart Business Community	Rec, Pub and other services-Bridge Park Apt	134.83
Total 5861			134.83
5996	Windstream	Telephone Service - Mall	96.11
Total 5996			96.11

Total Paid: -
 Total Unpaid: 1,838.16
 Grand Total: 1,838.16

Dated: 3/12/14

City Treasurer: Caroline [Signature]

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
03/14	03/12/2014	95861	2046	G & K Services, Inc.	205-20100	7.50
03/14	03/12/2014	95867	2541	Industries Incorporated	205-20100	168.14
03/14	03/12/2014	95873	3086	Landworks Construction, Inc.	205-20100	1,012.50
03/14	03/12/2014	95880	3501	MEI Total Elevator Solutions	901-20100	212.53
03/14	03/12/2014	95881	3521	Menards	901-20100	99.50
03/14	03/12/2014	95883	3829	MN Dept of Labor and Industry	901-20100	100.00
03/14	03/12/2014	95893	5056	SelectAccount	205-20100	7.05
03/14	03/12/2014	95905	5861	Walmart Business Community	901-20100	134.83
03/14	03/12/2014	95908	5996	Windstream	205-20100	96.11
Totals:						<u>1,838.16</u>

Report Criteria:
 Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
1291	Conway Data, Inc.	Site Selection Magazine Ad	1,500.00
Total 1291			1,500.00
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
2398	Hewlett-Packard Company	MS Office Home and Business	180.00
		MS Office Home and Business	180.00
		Bridge Park Office Computers & Monitors	926.85
		Bridge Park Office Computers & Monitors	926.85
Total 2398			2,213.70
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056			36.80
3086	Landworks Construction, Inc.	Salt/Sand and Shovel - City Center Plowing	140.00
		Salt and Sand Mix - Bridge Park Apts	90.00
Total 3086			230.00
3521	Menards	Materials - Operating Supplies - Bridge Park	40.75
		Materials - Operating Supplies - Bridge Park	47.93
Total 3521			88.68

Total Paid: -
 Total Unpaid: 4,076.68
 Grand Total: 4,076.68

Dated: 3/19/14

City Treasurer: Caroline Moul

Report Criteria:

Check.GL Invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
03/14	03/19/2014	95922	1291	Conway Data, Inc.	205-20100	1,500.00
03/14	03/19/2014	95929	2046	G & K Services, Inc.	205-20100	7.50
03/14	03/19/2014	95930	2398	Hewlett-Packard Company	901-20100	2,213.70
03/14	03/19/2014	95935	3056	Lake Superior Laundry Inc.	205-20100	36.80
03/14	03/19/2014	95936	3086	Landworks Construction, Inc.	205-20100	230.00
03/14	03/19/2014	95940	3521	Menards	901-20100	88.68
Totals:						<u>4,076.68</u>

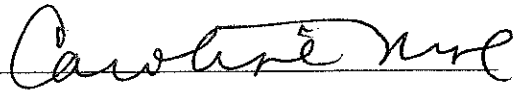
Report Criteria:

Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Vendor	Vendor Name	Description	Net Inv Amt
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
2381	Herman's Bakery	Manufacturer Round Table	11.40
Total 2381			11.40
2411	Hillyard Inc. - Minneapolis	Misc Operating Supplies	148.36
Total 2411			148.36
2986	Konica Minolta Business	Copies Overage Charges	50.16
		Copies Overage Charges	50.16
Total 2986			100.32
3521	Menards	Repair & Maint - Mall	11.38
Total 3521			11.38
3699	Minnesota Housing Finance	Refund on 2011-2013 Bridge's Grant	676.00
Total 3699			676.00
4541	Postmaster	Postage - Cambridge EDA	164.50
		Postage - Cambridge EDA	164.50
Total 4541			329.00
5401	Target Bank	Tenant Services	33.72
Total 5401			33.72
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801			16.32
5861	Walmart Business Community	Repair & Maint Supplies	10.94
Total 5861			10.94

Total Paid: -
Total Unpaid: 1,344.94
Grand Total: 1,344.94

Dated: 3/26/14

City Treasurer: 

Report Criteria:
Invoice.GL Acct = 20510100-20549300720, 90110100-92149700720

Report Criteria:

Check.GL invoice Acct () = 20510100-20549300720, 90110100-92149700496

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
03/14	03/26/2014	95974	2046	G & K Services, Inc.	205-20100	7.50
03/14	03/26/2014	95978	2381	Herman's Bakery	205-20100	11.40
03/14	03/26/2014	95980	2411	Hillyard Inc. - Minneapolis	205-20100	148.36
03/14	03/26/2014	95989	2986	Konica Minolta Business	901-20100	100.32
03/14	03/26/2014	95998	3521	Menards	205-20100	11.38
03/14	03/26/2014	96000	3699	Minnesota Housing Finance	903-20100	676.00
03/14	03/26/2014	96006	4541	Postmaster	901-20100	329.00
03/14	03/26/2014	96014	5401	Target Bank	901-20100	33.72
03/14	03/26/2014	96017	5801	Verizon Wireless	205-20100	16.32
03/14	03/26/2014	96020	5861	Walmart Business Community	205-20100	10.94
Totals:						<u>1,344.94</u>

Prepared by: Caroline Moe, Director of Finance

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the two months ended February 28, 2014. Included in the Monthly Financial Report is the following component:

Special Revenue Funds:

Housing Division Financial Statements

EDA Admin Fund– 2014 Adopted budget Compared to Actual

EDA Board Action Requested

1. NONE REQUIRED - For discussion only.

CITY OF CAMBRIDGE

BALANCE SHEET
FEBRUARY 28, 2014

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10100	CASH AND INVESTMENTS	(4.95)	
901-10102	INVESTMENTS--PBC	314,071.67	
901-10103	INVESTMENTS-MINNCO	16,265.45	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	176,583.90	
901-11500	ACCOUNTS RECEIVABLE-TENANT	75.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	556,187.78	
901-16250	BUILDING IMPROVEMENTS	1,062,039.93	
901-16300	SITE IMPROVEMENTS	172,180.46	
901-16350	NON-DWELLING STRUCTURES	86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	100,854.24	
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	463.00	
	TOTAL ASSETS		<u>951,402.16</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,216.44	
901-21650	ACCRUED VACATION & SICK PAY	38,845.52	
901-22600	TENANT SECURITY DEPOSITS	19,583.22	
	TOTAL LIABILITIES		<u>59,645.18</u>

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 REVENUE OVER EXPENDITURES - YTD	(227,249.46)	
	TOTAL FUND EQUITY		<u>891,756.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>951,402.16</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	12,963.00	57,037.00	18.52	69,939.00
TOTAL INTERGOVERNMENTAL REVENUES	70,000.00	70,000.00	12,963.00	57,037.00	18.52	69,939.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	.00	71.00	.00	.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	31.23	1,468.77	2.08	2,078.96
TOTAL INTEREST & MISC INCOME	1,571.00	1,571.00	31.23	1,539.77	1.99	2,078.96
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	26,477.92	123,522.08	17.65	148,053.06
901-37221 LAUNDRY INCOME BRIDGE PARK	7,000.00	7,000.00	1,107.25	5,892.75	15.82	7,603.00
TOTAL RENTAL INCOME	157,000.00	157,000.00	27,585.17	129,414.83	17.57	155,656.06
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	52,762.00	52,762.00	.00	52,762.00	.00	27,209.07
TOTAL OTHER FINANCING SOURCES	52,762.00	52,762.00	.00	52,762.00	.00	27,209.07
TOTAL FUND REVENUE	281,333.00	281,333.00	40,579.40	240,753.60	14.42	254,883.09

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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 ADMINISTRATION</u>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	31,048.00	31,048.00	4,347.21 (26,700.79)	14.00	31,222.12
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	.00 (2,100.00)	.00	2,100.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	315.20 (1,935.80)	14.00	2,191.70
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	332.56 (2,042.44)	14.00	2,473.14
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	2.88 (49.12)	5.54	22.68
901-49500-151 WORKERS' COMPENSATION PREMIUMS	266.00	266.00	.00 (266.00)	.00	158.36
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	.00 (1,500.00)	.00	1,198.02
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	.00 (3,000.00)	.00	2,400.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	292.00	292.00	.00	.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	243.46 (1,956.54)	11.07	1,920.47
901-49500-322 POSTAGE	800.00	800.00	.00 (800.00)	.00	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	.00 (100.00)	.00	70.70
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	70.60 (1,429.40)	4.71	246.58
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	60.00 (1,290.00)	4.44	644.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00 (500.00)	.00	496.48
TOTAL LOW RENT ADMINISTRATION	51,242.00	51,242.00	5,714.98 (45,527.02)	11.15	47,308.10
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	(404.66) (604.66) (202.33)	1,009.51
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	(404.66) (604.66) (202.33)	1,009.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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 MAINTENANCE</u>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	38,645.00	38,645.00	5,937.60 (32,707.40)	15.36	38,209.17
901-49700-121 PERA (EMPLOYER)	2,802.00	2,802.00	430.48 (2,371.52)	15.36	2,770.05
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,956.00	2,956.00	444.52 (2,511.48)	15.04	2,848.59
901-49700-131 MEDICAL/DENTAL/LIFE	9,644.00	9,644.00	3,227.52 (6,416.48)	33.47	8,449.27
901-49700-133 DEDUCTIBLE CONTRIBUTION	825.00	825.00	.00 (825.00)	.00	825.01
901-49700-151 WORKERS' COMPENSATION PREMIUMS	2,245.00	2,245.00	.00 (2,245.00)	.00	1,294.35
901-49700-154 HRA/FLEX FEES	.00	.00	20.55	20.55	.00	.00
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	443.55 (3,956.45)	10.08	3,471.97
901-49700-212 FUEL PURCHASE	200.00	200.00	.00 (200.00)	.00	105.08
901-49700-304 CONTRACT COSTS	11,036.00	11,036.00	2,375.45 (8,660.55)	21.52	11,863.49
901-49700-360 INSURANCE AND BONDS	15,000.00	15,000.00	.00 (15,000.00)	.00	14,662.00
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00 (11,100.00)	.00	11,648.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	4,324.00 (31,376.00)	12.11	31,221.00
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	1,428.52 (8,571.48)	14.29	8,145.39
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	1,094.65 (4,905.35)	18.24	6,453.77
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	286.24 (1,813.76)	13.63	2,047.08
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	.00 (238.00)	.00	120.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	212.53
901-49700-501 REPLACEMENT OF EQUIPMENT	7,000.00	7,000.00	.00 (7,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	.00	.00	.00	6,806.92
TOTAL LOW RENT MAINTENANCE	229,891.00	229,891.00	20,013.08 (209,877.92)	8.71	198,142.69
TOTAL FUND EXPENDITURES	281,333.00	281,333.00	25,323.40 (256,009.60)	9.00	246,460.30
NET REVENUES OVER EXPENDITURES	.00	.00	15,256.00	496,763.20		

CITY OF CAMBRIDGE

BALANCE SHEET
FEBRUARY 28, 2014

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10100	CASH AND INVESTMENTS	(2.61)	
902-10200	EDA OPERATING ACCT-SECTION 8		46,576.21		
902-16450	FURN, EQUIP, MACH-ADMIN		4,475.39		
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS				<u>46,573.60</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS		<u>384.20</u>		
	TOTAL LIABILITIES				384.20

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS		45,369.47		
	REVENUE OVER EXPENDITURES - YTD		<u>819.93</u>		
	TOTAL FUND EQUITY				<u>46,189.40</u>
	TOTAL LIABILITIES AND EQUITY				<u>46,573.60</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	5,568.00	39,806.00	12.27	35,384.00
TOTAL INTERGOVERNMENTAL REVENUES	45,374.00	45,374.00	5,568.00	39,806.00	12.27	35,384.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	4,165.10	13,208.90	23.97	24,955.15
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	931.50
TOTAL RENTAL INCOME	17,374.00	17,374.00	4,165.10	13,208.90	23.97	25,886.65
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	8.30 (8.30)	.00	52.71
TOTAL INTEREST	.00	.00	8.30 (8.30)	.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	9,741.40	57,706.60	14.44	61,323.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,202.00	29,202.00	4,347.19 (24,854.81)	14.89	30,489.89
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	315.16 (1,801.84)	14.89	2,191.62
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	332.56 (1,901.44)	14.89	2,312.52
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	2.88 (49.12)	5.54	22.68
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	.00 (267.00)	.00	158.35
902-49500-201 OFFICE SUPPLIES	1,500.00	1,500.00	.00 (1,500.00)	.00	1,026.43
902-49500-304 LEGAL FEES	250.00	250.00	.00 (250.00)	.00	50.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	.00 (3,000.00)	.00	2,400.00
902-49500-313 MARCO IT MGMT & BACKUP	.00	.00	292.00	292.00	.00	.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	243.45 (1,956.55)	11.07	1,920.42
902-49500-322 POSTAGE	800.00	800.00	.00 (800.00)	.00	506.22
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	19.60 (430.40)	4.36	758.03
902-49500-340 ADVERTISING	188.00	188.00	.00 (188.00)	.00	110.70
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	70.60 (2,929.40)	2.35	246.59
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	60.00 (1,290.00)	4.44	622.50
902-49500-440 STAFF TRAINING	300.00	300.00	.00 (300.00)	.00	300.00
TOTAL SECT 8 ADMINISTRATIVE	48,410.00	48,410.00	5,683.44 (42,726.56)	11.74	44,543.45
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,882.00	12,882.00	1,979.20 (10,902.80)	15.36	12,736.43
902-49700-121 PERA (EMPLOYER)	934.00	934.00	143.48 (790.52)	15.36	923.49
902-49700-122 FICA/MEDICARE (EMPLOYER)	985.00	985.00	148.16 (836.84)	15.04	949.45
902-49700-131 MEDICAL/DENTAL/LIFE	3,215.00	3,215.00	1,132.34 (2,082.66)	35.22	3,249.54
902-49700-133 INSURANCE DEDUCTIBLE	275.00	275.00	.00 (275.00)	.00	274.99
902-49700-151 WORKERS' COMPENSATION PREMIUMS	747.00	747.00	.00 (747.00)	.00	432.52
902-49700-154 HRA/FLEX FEES	.00	.00	6.85	6.85	.00	.00
TOTAL SECT 8 MAINTENANCE	19,038.00	19,038.00	3,410.03 (15,627.97)	17.91	18,566.42
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	62,861.00	62,861.00	.00	344,784.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(63,033.00)	(63,033.00)	.00	(344,784.00)
902-49775-376 URP PORT REC	.00	.00	741.00	741.00	.00	3,522.00
902-49775-378 PORT REC URP REIMB	.00	.00	(741.00)	(741.00)	.00	(3,522.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	(172.00)	(172.00)	.00	.00
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	8,921.47 (58,526.53)	13.23	63,109.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ YTD ACTUAL
NET REVENUES OVER EXPENDITURES	.00	.00	819.93	116,233.13
	.00	.00	819.93	116,233.13

CITY OF CAMBRIDGE

BALANCE SHEET
FEBRUARY 28, 2014

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10100	CASH AND INVESTMENTS	(125.62)	
903-10102	INVESTMENTS-PBC	258,087.12	
903-10200	EDA HOUSING DIV OPERATING CASH	45,527.55	
	TOTAL ASSETS		<u>303,489.05</u>

LIABILITIES AND EQUITY

LIABILITIES

903-20100	AP ALLOCATED TO OTHER FUNDS	282.50	
903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	(809.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		1,044.92

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	302,075.77	
	REVENUE OVER EXPENDITURES - YTD	368.36	
	TOTAL FUND EQUITY		<u>302,444.13</u>
	TOTAL LIABILITIES AND EQUITY		<u>303,489.05</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	16,319.00	68,681.00	19.20	115,460.00
903-33440 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
TOTAL INTERGOVERNMENTAL REVENUES	85,000.00	85,000.00	16,319.00	68,681.00	19.20	120,333.73
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	1,680.00	6,320.00	21.00	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	1,680.00	6,320.00	21.00	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	7.73	992.27	.77	1,570.59
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	7.73	992.27	.77	1,730.59
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	.00	15,000.00	.00	14,906.75
TOTAL INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	.00	15,000.00	.00	14,906.75
TOTAL FUND REVENUE	109,000.00	109,000.00	18,006.73	90,993.27	16.52	148,651.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>						
903-49500-201 OFFICE SUPPLY	.00	.00	16.00	16.00	.00	.00
903-49500-322 POSTAGE	.00	.00	.00	.00	.00	12.22
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	5.60	5.60	.00	326.84
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
903-49500-720 TRANSFERSOUT	22,462.00	22,462.00	.00 (22,462.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV-ADMIN	24,000.00	24,000.00	21.60 (23,978.40)	.09	339.06
<u>OTHER HOUSING BUS ACTIV-MAINT</u>						
903-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	607.15	607.15	.00	.00
903-49700-121 PERA (EMPLOYER)	.00	.00	62.19	62.19	.00	.00
903-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	63.43	63.43	.00	.00
903-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	565.00	565.00	.00	.00
TOTAL OTHER HOUSING BUS ACTIV-MAINT	.00	.00	1,297.77	1,297.77	.00	.00
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	16,319.00 (68,681.00)	19.20	115,399.00
903-49775-373 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
TOTAL HOUSING ASSISTANCE PROGRAMS	85,000.00	85,000.00	16,319.00 (68,681.00)	19.20	120,272.73
TOTAL FUND EXPENDITURES	109,000.00	109,000.00	17,638.37 (91,361.63)	16.18	120,611.79
NET REVENUES OVER EXPENDITURES	.00	.00	368.36	182,354.90		

CITY OF CAMBRIDGE

BALANCE SHEET
FEBRUARY 28, 2014

FUND 904 - CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>6,000.00</u>	
	TOTAL ASSETS		<u><u>6,000.00</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	TOTAL FUND EQUITY		<u><u>6,000.00</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>6,000.00</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	6,000.00	(6,000.00)	.00	27,209.07
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	6,000.00	(6,000.00)	.00	27,209.07
TOTAL FUND REVENUE	.00	.00	6,000.00	(6,000.00)	.00	27,209.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	.00	.00	27,209.07
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	27,209.07
TOTAL FUND EXPENDITURES	.00	.00	.00	.00	.00	27,209.07
NET REVENUES OVER EXPENDITURES	.00	.00	6,000.00	(6,000.00)		

CITY OF CAMBRIDGE

BALANCE SHEET

FEBRUARY 28, 2014

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	6,518.16	
905-10200	EDA OPERATING ACCT-SECTION 8	4,867.50	
	TOTAL ASSETS		<u>11,385.66</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	6,518.16	
	TOTAL LIABILITIES		6,518.16
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	8,335.85	
	REVENUE OVER EXPENDITURES - YTD	(3,468.35)	
	TOTAL FUND EQUITY		<u>4,867.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>11,385.66</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	47,187.00	207,439.00	18.53	296,265.00
TOTAL INTERGOVERNMENTAL REVENUES	254,626.00	254,626.00	47,187.00	207,439.00	18.53	296,265.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	.00	.00	.00	931.50
905-35101 FSS FORFEITURE	.00	.00	.00	.00	.00	5,728.33
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	.00	.00	.00	6,659.83
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	1.41 (1.41)	.00	18.11
TOTAL INTEREST	.00	.00	1.41 (1.41)	.00	18.11
TOTAL FUND REVENUE	254,626.00	254,626.00	47,188.41	207,437.59	18.53	302,942.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

FUND 905 - HAP OCCUPIED UNITS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
905-49775-370 HAP OCCUPIED UNITS	254,626.00	254,626.00	48,748.00	(205,878.00)	19.14	295,512.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	87.00	87.00	.00	879.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	976.00	976.00	.00	7,197.00
905-49775-375 FSS	.00	.00	766.00	766.00	.00	3,406.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	79.76	79.76	.00	624.70
TOTAL HAP EXPENDITURES	254,626.00	254,626.00	50,656.76	(203,969.24)	19.89	307,618.70
TOTAL FUND EXPENDITURES	254,626.00	254,626.00	50,656.76	(203,969.24)	19.89	307,618.70
NET REVENUES OVER EXPENDITURES	.00	.00	(3,468.35)	411,406.83		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST	100.00	100.00	.00	(100.00)	.00	5,000.00
MALL OPERATING REVENUES	225,000.00	225,000.00	34,896.60	(190,103.40)	15.51	236,587.85
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	20,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	34,896.60	(190,203.40)	15.50	261,587.85
EXPENDITURES						
EDA ADMINISTRATION	29,341.00	29,341.00	3,026.24	26,314.76	10.31	23,220.27
MALL OPERATING EXPENSES	139,810.00	139,810.00	77,985.94	61,824.06	55.78	130,720.52
EDA ADMINISTRATION	.00	.00	.00	.00	.00	4,580.00
TOTAL EDA OPERATIONS	169,151.00	169,151.00	81,012.18	88,138.82	47.89	158,520.79
TOTAL FUND EXPENDITURES	169,151.00	169,151.00	81,012.18	88,138.82	47.89	158,520.79
NET REVENUE OVER EXPENDITURES	55,949.00	55,949.00	(46,115.58)	(278,342.22)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	100.00	.00	.00
205-36230 DONATIONS	.00	.00	.00	.00	.00	5,000.00
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	5,000.00
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	46.80	(46.80)	.00	74.35
205-37220 RENTAL FEES	225,000.00	225,000.00	34,849.80	190,150.20	15.49	236,513.50
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	34,896.60	190,103.40	15.51	236,587.85
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	20,000.00
TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	20,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	34,896.60	190,203.40	15.50	261,587.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	315.00 (2,185.00)	12.60	595.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	24.11 (166.89)	12.62	45.54
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	339.11 (2,351.89)	12.60	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
TOTAL SUPPLIES	.00	.00	.00	.00	.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	7.50 (742.50)	1.00	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	.00 (2,800.00)	.00	1,570.19
TOTAL OTHER SERVICES & CHARGES	9,000.00	9,000.00	155.34 (8,844.66)	1.73	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	768.00 (1,282.00)	37.46	1,358.50
205-41930-485 PROPERTY TAXES	.00	.00	.00	.00	.00	3,630.00
205-41930-489 IND PARK MARKETING	13,600.00	13,600.00	1,513.79 (12,086.21)	11.13	11,929.40
TOTAL MISCELLANEOUS	17,650.00	17,650.00	2,531.79 (15,118.21)	14.34	16,917.90
TOTAL EDA ADMINISTRATION	29,341.00	29,341.00	3,026.24 (26,314.76)	10.31	23,220.27
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	1,214.31	1,214.31	.00	.00
205-47000-121 PERA (EMPLOYER)	.00	.00	124.38	124.38	.00	.00
205-47000-122 FICA/MEDICARE (EMPLOYER)	.00	.00	126.99	126.99	.00	.00
205-47000-131 MEDICAL/DENTAL/LIFE	.00	.00	1,134.18	1,134.18	.00	.00
205-47000-154 HRA/FLEX FEES	.00	.00	11.35	11.35	.00	.00
TOTAL PERSONAL SERVICES	.00	.00	2,611.21	2,611.21	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	41.47	41.47	.00	.00
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	787.68	(6,212.32)	11.25	11,881.42
<i>TOTAL SUPPLIES</i>	7,000.00	7,000.00	829.15	(6,170.85)	11.84	11,881.42
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	208.54	(1,391.46)	13.03	1,262.40
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	7,568.43
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	1,479.57	(21,530.43)	6.43	17,648.93
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	752.64	(4,947.36)	13.20	4,732.98
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	765.48	(5,234.52)	12.76	4,196.69
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	635.82	(3,864.18)	14.13	4,412.29
<i>TOTAL OTHER SERVICES & CHARGES</i>	47,810.00	47,810.00	3,842.05	(43,967.95)	8.04	39,821.72
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	.00	(5,200.00)	.00	198.17
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	1,968.90	1,168.90	246.11	724.73
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	29,000.00	5,447.11	(23,552.89)	18.78	28,094.48
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	.00	(50,000.00)	.00	50,000.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	10,087.52	10,087.52	.00	.00
205-47000-497 SENIOR CENTER TENANT BUILDOUT	.00	.00	53,200.00	53,200.00	.00	.00
<i>TOTAL MISCELLANEOUS</i>	85,000.00	85,000.00	70,703.53	(14,296.47)	83.18	79,017.38
<i>TOTAL MALL OPERATING EXPENSES</i>	139,810.00	139,810.00	77,985.94	(61,824.06)	55.78	130,720.52
<i>EDA ADMINISTRATION</i>						
<i>PERSONAL SERVICES</i>						
205-49300-720 TRANSFERS OUT - OPER TRANSFERS	.00	.00	.00	.00	.00	4,580.00
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	4,580.00
<i>TOTAL EDA ADMINISTRATION</i>	.00	.00	.00	.00	.00	4,580.00
<i>TOTAL FUND EXPENDITURES</i>	169,151.00	169,151.00	81,012.18	(88,138.82)	47.89	158,520.79
<i>NET REVENUES OVER EXPENDITURES</i>	55,949.00	55,949.00	(46,115.58)	278,342.22	121.32	103,067.06

3F Housing Supervisor Report

Date: April 7, 2014
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

- Submitted March payment request.
- In January staff had submitted a Bridges application for additional funding to assist six more families in. On March 5 staff received a letter from Minnesota Housing Finance Agency stating that due to the demand of funding for the limited resources MHFA was unable to fund our proposal. Priority for the funding were given to partnerships proposing to operate in areas not served by rental subsidies for persons with serious mental illness or those proposing to serve persons leaving institutional settings or those persons who are experiencing homelessness.
- One Bridges participant transferred from the Bridges Program to Section 8 April 1.
- Added two families to the program.

Section 8:

- SEMAP (Section 8 Management Assessment Program) score which was submitted the end of February has not been released yet, it is being reviewed at the Mpls. field office.
- Submitted February VMS to HUD.
- Conducted a quality control Section 8 housing inspection.
- Spend much time investigating violations of three Section 8 program families. Staff sent three termination letters to these families and offered them an opportunity to appeal our decision by submitting a request a grievance hearing in writing within 10 business days.
- Several port-in changes.

Public Housing:

- We received out Public Housing Assessment (PHAS) Score Report for Interim Rule.

PHA Indicators	Score	Maximum Score
Physical	37	40
Financial	25	25
Management	24	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
PHAS Designation	Small PHA Deregulation	

- Contacted Star Glass Co to get a quote on the installation of an electric door opened for the back entrance door.

- Contacted Sentex to request a quote on installing a Phob system on both the front and back doors. A quote will be sent out.
- Northland Fire conducted annual fire alarm system inspection March 26.
- Submitted Semi-Annual Labor Standard Report to HUD – Form 4710
- Attended an educational presentation with residents on “Alzheimer’s – Grow your Knowledge” at Grace Point Commons on March 14.
- Completed annual (May) recertification's for Bridge Park Apartment residents.
- Will conduct Bridge Park annual unit inspections Tuesday, April 8 -10.
- Will serve as a hearing officer for the Mora HRA on Tuesday, April 2 regarding the eviction of a public housing tenant.
- Received a letter from HUD stating that PHA's must establish flat rents at no less than 80 percent of the fair market rent. The revision to the flat rent schedule must be implemented no later than June 1, 2014. Staff sent a letter to all of our tenants making them aware of this mandatory change and gave them 30 days to submit a comment. This change will not affect any of our tenants until their annual recertification in 2015. A full report regarding this notice will be included in the May EDA packet.
- Residents worked on two Family Pathway mailings.
- No resident meeting in March.
- Purged Bridge Park waiting list.
- One tenant move out the end of April. One transfer.

Prepared by: Caroline Moe, Director of Finance

Background

Our existing Housing Division staff has expressed a desire to reduce their work hours to a part-time status in anticipation of the eventual retirement. We have been fortunate to have hard-working staff for such an extended period of time. As we consider future plans for the Housing Division, we would like the EDA Board to consider a range of options and to provide feedback as to which direction they would like the Housing Division to move toward. Specifically, we need to consider what we would do with the Section 8 Program, the Bridges Program and the management of Bridge Park Apartments. Options for the future in regards to staffing include but are not limited to the following:

Proposed option	Perceived “Pro” from this option	Perceived “Con” from this option
<p>Retain all existing housing programs.</p>	<ul style="list-style-type: none"> • City continues to play a role in delivering Affordable Housing services and thus maintains some control on its level of quality and quantity. (See comment **) 	<ul style="list-style-type: none"> • May be difficult to honor existing Housing staff request to go to part-time as we may need to have a full-time position with benefits available to attract any sort of employee quality.
<p>Seek another agency to manage Section 8 and Bridges but retain management of Bridge Park.</p>	<ul style="list-style-type: none"> • City maintains HUD funding for Bridge Park as well as some control over level of quality of housing services at Bridge Park. • Able to use other agencies to streamline housing division by combining our Section 8 & Bridges funding with similar funding managed by other agencies. • May be able to accommodate a request from existing staff to work part-time in the short-term. • May simplify the type of employees we need to find in the long-term to replace existing housing staff. 	<ul style="list-style-type: none"> • Will need to find another agency willing to administer our Section 8 and Bridges program if we would like a smooth transition. • Will need to work with HUD to accomplish this change.

<p>Exit from all housing programs. Allow other agencies to manage Section 8 and Bridges. Sell Bridge Park (Note—ownership change would likely mean it would convert to market rate rent).</p>	<ul style="list-style-type: none"> • City exits Housing services, a role often not played by MN cities. 	<ul style="list-style-type: none"> • We currently receive approximately \$65K of subsidy from HUD to make Bridge Park housing available for tenants at reasonable rates. This funding would be lost to the City of Cambridge if the Bridge Park units were converted to market rate rent. • Will need to work with HUD to accomplish this change.
<p>**Comment—in regards to affordable housing quantity, we have learned that Metro Plains has recently purchased Town Square and is applying for \$2M in tax credits to upgrade the units. If the tax credits are approved and the units upgraded, Metro Plains will likely convert the units to market rate rent creating issues the existing tenants that are currently receiving some sort of governmental subsidy as part of making their lease payments.</p>		

Requested Action

Provide direction for staff on preference for future plans for Housing Division.