

Cambridge EDA
Meeting Announcement and Agenda
MONDAY, AUGUST 4, 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 July 21, 2014 EDA Special Meeting minutes (p. 3)
	B. Approve Housing Division Bills – Check #16696-16697 and ACH payments, totalling \$57,599 (p. 6)
	C. Approve EDA Bills – Check #96920 to #97187, totalling \$28,650.21 (p. 12)
	D. Approve Draft Financial Statements (p. 22)
	E. Approve one year lease with the Cambridge Chamber of Commerce (p. 44)
	F. Approve Housing Supervisor Report (p. 56)
	G. Approve Request to Replace Washing Machines at Bridge Park and to allow staff to dispose of surplus property (p. 57)
4.	New Business
	A. Approve Contract for Services with Berens Sealcoating and Striping for sealcoating, crack sealing and re-striping of City Hall and City owned portion of City Center Mall (p. 58)
5.	Unfinished Business
	A. Update on Housing Division Transition (p. 64)
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.

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**Cambridge Economic Development Authority (EDA)
Special Meeting Minutes
July 21, 2014**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, July 21, 2014 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Howard Lewis, Marlys Palmer, and Corey Bustron

Members Absent: President Lisa Iverson, Vice President Chris Caulk

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

Call to Order

Administrator Woulfe called the meeting to order at 5:30 pm. Woulfe announced President Iverson and Vice President Caulk were excused from the meeting and the EDA Board would need to nominate a temporary President. Lewis moved, seconded by Bustron to nominate Palmer as temporary President. Motion carried 3/0.

Approval of Agenda

Bustron moved, seconded by Lewis, to approve the agenda as presented. Motion carried 3/0.

Consent Agenda

Lewis pulled item B for discussion. Bustron moved, seconded by Lewis, to approve consent agenda item A as presented:

- A. Approve July 7, 2014 EDA meeting minutes

Upon call of the roll, Bustron, Palmer, and Lewis, voted aye, no nays. Motion passed 3/0.

- B. Approve Resolution R14-007 Application for Payment #2 from Todd Lind Construction for Bridge Park Garage Project.

Lewis stated he spoke with Todd Lind and has looked at the garage and stated he felt it looks very nice. Lewis stated Lind indicated to him that he donated an additional pad. Woulfe stated she was not aware of Lind donating an additional pad. Lewis thanked Lind for an outstanding job. Lewis moved, seconded by Bustron to approve Resolution R14-007. Motion passed 3/0.

New Business

EDA Resolution No. EDA R14-008 Recommending the City Council Adopt a Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-16

Recommend to the City Council the Approval of the Contract for Private Development with Summit Senior Communities LLC at Outlot C Parkwood on the Lakes 4th Addition, Cambridge

Gustafson introduced Mark Ruff from Ehlers and Associates. Gustafson stated staff has been working with developer Peter Jesh with Summit Senior Communities, LLC about constructing a senior housing complex. Gustafson stated various studies indicate a need for additional senior housing in this area. Gustafson stated Summit Development purchased a lot in Parkwood Development in 2013 and has been working with staff on this potential development. Gustafson reported this lot is zoned for Senior Housing and was one of the State Tax Forfeited property's that was purchased from Isanti County.

Gustafson stated Parkwood Development is a Planned Unit Development (PUD) that consists of single family, detached townhomes, attached townhomes, twin homes, senior housing and multi-family. Gustafson stated over the past several years, the majority of these lots and outlots became State Tax Forfeited property and were placed up for sale by Isanti County. Gustafson stated within the past couple years, more lots and outlots are being sold and are starting to develop.

Gustafson stated Jay Thompson, a consultant with View Point Consulting Group, prepared a summary of the Senior Housing needs for the area which shows a current need for additional senior housing, the types of services needed and future needs. Gustafson stated the report is focused on the needs in Isanti County or Primary Market Area and the unmet demand. Gustafson stated the demographics on aging persons for this area are increasing sharply and makes sense for this type of development. Gustafson stated this development will provide current and future needs for senior housing, the development will yield both economic and fiscal benefits for the entire community and provide an attractive place to live.

Gustafson stated this concept plan was presented to Council on May 19, 2014 for discussion and it was the consensus of Council to continue to move forward. Gustafson reported the Planning Commission, at their July 1, 2014 meeting, reviewed and approved Resolution R14-01 finding a modification to the Development Program for Development District No. 6 conforms to the General plans for the Development and Redevelopment of the City.

Gustafson stated staff received an application from Summit Development for the use of Tax Increment Financing (TIF) for this project and all of the information was reviewed by Ehlers, the City's Financial Advisor who prepared a "But For" analysis. Gustafson stated the request is for a "pay as you go" TIF district where the developer would be responsible for paying all the costs up front and no City Bonds would be issued. Gustafson stated the TIF district can be set up for a total number of years or a dollar amount or both and the TIF District would be a Housing District and requires a certain number of income qualified units.

Gustafson stated this analysis indicates a need for the use of TIF to be able to attract investors to obtain the rate of return needed for this type of project to proceed and Ehlers recommends the TIF assistance not be any longer than 10 years.

Gustafson stated Summit Development plans to build a 70-unit Senior Housing Development. Gustafson reported Cambridge Senior Living's preliminary plan is for a three story 70-unit complex consisting of 22 independent living, 24 assisted living and 24 memory care units. Gustafson stated the overall project cost is estimated between \$9 and \$11.5 million or \$128,500

to \$168,000 per unit. Gustafson stated this facility will have partial underground parking, elevator, staff lounge, maintenance room, workshop, lobby, dining area, several day rooms, several offices, library, creative arts room, community room, card room and salon. Gustafson stated the Tax Increment requested is up to \$843,950.00 or up to 10 years whichever comes first. Gustafson reported the Developer will retain 90% of the TIF and the City will retain 10% for Administration cost.

Gustafson stated of the 70 units, 11 units or 20% of the total units will need to meet an annual income certification. Gustafson reviewed the income restrictions and housing qualifications. Palmer asked for a clarification on the modification. Woulfe explained the modification is creating a smaller district within TIF district 16. Ruff explained the geographic area is not being modified, only the planning area which a new district is being created. Palmer asked how many TIF Districts the City can have. Ruff explained the statute doesn't limit the number of districts, but most communities stay between 8% and 15% of their tax base. Ruff offered to send staff a list of cities with the number of TIF districts in each community.

Lewis asked if a TIF district is a subsidy to the taxpayer for a "for profit" business. Ruff explained housing is excluded from the definition of "business subsidy" but it is still considered a subsidy because of the TIF. Ruff explained the theory behind a TIF district is the developer wouldn't move forward with the project without the subsidy. Lewis stated the value to the taxpayer is that it provides affordable housing for senior citizens.

Palmer asked what happens if the owner sells the property prior to the TIF expiring. Ruff reviewed Section 8.2 of the development agreement which discusses the developer's transfer of property and assignment of agreement.

Bustrom moved, seconded by Lewis to approve EDA R14-008 recommending the City Council hold a public hearing and Adopt a Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 6-16 as presented. Motion passed 3/0.

Lewis moved, seconded by Bustrom to recommend the City Council approve the Contract for Private Development with Summit Senior Communities, LLC for Outlot C Parkwood on the Lakes 4th Addition. Motion passed 3/0.

Unfinished Business

There was no unfinished business.

Adjournment

Bustrom moved, seconded by Lewis, to adjourn the meeting at 5:59 p.m. Motion passed unanimously.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

Time: 15:12:14

Check Register Detail Report

Cambridge

From: 07/01/2014 To: 07/23/2014

327,654.25

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2014	000049	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	327,337.25	July Hap Aadland, Ashley
07/01/2014	000049	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 603.00 392.00	995.00	326,342.25	July Hap Cross, Grace Williams, Monica
07/01/2014	000049	Calhoun Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 291.00 330.00	621.00	325,721.25	July Hap Arneberg, Danielle M Lessman, Bobbie
07/01/2014	000049	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 329.00	329.00	325,392.25	July Hap Deiman, Antoinette
07/01/2014	000049	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 34.00 604.00 417.00	1,842.00	323,550.25	July Hap Paquette, Laurie Schug, Brenda Kay Schulz, Cynthia J Voss, Breana Weigel, Collin W
07/01/2014	000049	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	322,886.25	July Hap Nicholas, Judith Evelyn
07/01/2014	000049	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 617.00	617.00	322,269.25	July Hap Mains, Kimberly A
07/01/2014	000049	Eliot Avenue Apartments LLC 4715.1 Hap - Occupied Unit	Payment 109.00	109.00	322,160.25	July Hap Erickson, Todd
07/01/2014	000049	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit	Payment 531.00	531.00	321,629.25	July Hap Johnston, Shaylee
07/01/2014	000049	John Maher 4715.1 Hap - Occupied Unit	Payment 198.00	198.00	321,431.25	July Hap Diers, Scott A
07/01/2014	000049	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	320,901.25	July Hap Barrett, Christy
07/01/2014	000049	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 237.00	237.00	320,664.25	July Hap Walkama, Danielle K
07/01/2014	000049	Richard Berget 4715.1 Hap - Occupied Unit	Payment 167.00	167.00	320,497.25	July Hap Tschida, Joyce
07/01/2014	000049	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 176.00	176.00	320,321.25	July Hap Mullens, Darice R
07/01/2014	000049	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 224.00	224.00	320,097.25	July Hap Wallace, Lynnell
07/01/2014	000049	Thomas Hinz	Payment 713.00	713.00	319,384.25	July Hap

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From: 07/01/2014 To: 07/23/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2014	000049	William Francisco 4715.1 Hap - Occupied Unit	Payment 384.00	384.00	319,000.25	July Hap Griffin, Deena M
07/01/2014	000050	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 273.00	273.00	318,727.25	July Hap Roberts, Paula
07/01/2014	000050	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 852.00	852.00	317,875.25	July Hap Brasch, Terrie L
07/01/2014	000050	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 1,069.00	1,069.00	316,806.25	July Hap Bobo, Shawna L
07/01/2014	000050	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 377.00	377.00	316,429.25	July Hap White, Teresa
07/01/2014	000050	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 111.00	111.00	316,318.25	July Hap Brown, Ellen
07/01/2014	000050	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.4 Hap - Utility Reimbursements 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 580.00 577.00 705.00 9.00 401.00 564.00 276.00 242.00 61.00	3,415.00	312,903.25	July Hap Johnson, Mary Jane Kraus, Carian J LeCuyer, Christine J LeCuyer, Christine J Luck, Jennifer Lee Mapson, Diane E Marohn, Gerald Meyers, Colleen J Soderquist, Roxanne
07/01/2014	000050	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 469.00	469.00	312,434.25	July Hap Lillion, Laurie A
07/01/2014	000050	Cambridge Square Associates LP 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 322.00 533.00 367.00 508.00 319.00	2,049.00	310,385.25	July Hap Erickson, James P Falvey, Deborah Longley, Christine A Puffer, Michelle Schibilla, Jamie
07/01/2014	000050	Chen Liu 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 555.00 574.00 457.00 654.00 555.00 580.00 976.00	4,351.00	306,034.25	July Hap Banaszak, David Hjelmhaug, Karen E Paquette, JoAnn Raasch, Alicia Raadke, Suzanne Schaefer, Mike E Troupe, Michael E
07/01/2014	000050	David Cobb	Payment	854.00	305,180.25	July Hap

Time: 15:12:14

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2014	000050	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 416.00	416.00	304,764.25	July Hap Fischer, Cheryl A
07/01/2014	000050	Eliot Avenue Apartments LLC 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 549.00 515.00	1,064.00	303,700.25	July Hap Eickstadt, Cheryl Grabau, Jill
07/01/2014	000050	Elmer D. Harp 4715.9 Hap - Portable Receiving	Payment 774.00	774.00	302,926.25	July Hap Hart, Beth L
07/01/2014	000050	ELMSUN LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 535.00 541.00	1,076.00	301,850.25	July Hap Pittman, Cheryl Zentic, Scott
07/01/2014	000050	Erlandson - Nelson Construction 4715.1 Hap - Occupied Unit	Payment 542.00	542.00	301,308.25	July Hap Linda, Robin
07/01/2014	000050	FYP PROPERTIES 4715.9 Hap - Portable Receiving	Payment 220.00	220.00	301,088.25	July Hap Dodge, Rita
07/01/2014	000050	Steven & RyChel Gausted 4715.1 Hap - Occupied Unit	Payment 163.00	163.00	300,925.25	July Hap Straw, Linda K
07/01/2014	000050	Robert Giffin 4715.1 Hap - Occupied Unit	Payment 703.00	703.00	300,222.25	July Hap Giffin, Tammie
07/01/2014	000050	Hanson Properties 4715.1 Hap - Occupied Unit	Payment 277.00	277.00	299,945.25	July Hap Hanson, Henry P
07/01/2014	000050	Haven Properties 4715.9 Hap - Portable Receiving	Payment 296.00	296.00	299,649.25	July Hap Stroh, Kevin
07/01/2014	000050	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 387.00 364.00 542.00	1,293.00	298,356.25	July Hap Alexander, Cindy S Pastorius, Shyla Marie Washington, Katherine L
07/01/2014	000050	Isanti Village Apartments 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 426.00 390.00 466.00	1,282.00	297,074.25	July Hap Junglen, Eunice M Stoll, Vernon L Tews, Jackie
07/01/2014	000050	Jay M. Winger 4715.1 Hap - Occupied Unit	Payment 552.00	552.00	296,522.25	July Hap Parris, Paula
07/01/2014	000050	Jeff Halverson 4715.9 Hap - Portable Receiving	Payment 631.00	631.00	295,891.25	July Hap Liberte, Ore'a Lareal
07/01/2014	000050	Kathryn Dahlberg 4715.1 Hap - Occupied Unit	Payment 666.00	666.00	295,225.25	July Hap Carlson, Samantha
07/01/2014	000050	Kestrel Meadows Townhomes	Payment 1,541.00	1,541.00	293,684.25	July Hap

Time: 15:12:14

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Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
07/01/2014	000050	4715.9 Hap - Portable Receiving	295.00			Davis, Stacy
		4715.9 Hap - Portable Receiving	651.00			Dickinson, Kelli R
		4715.9 Hap - Portable Receiving	595.00			Trader, Amanda Joy
07/01/2014	000050	Tami R. Kullmann	Payment	21.00	293,663.25	July Hap
		4715.4 Hap - Utility Reimbursements	21.00			Kullmann, Tami R
07/01/2014	000050	Brian Leet	Payment	376.00	293,287.25	July Hap
		4715.9 Hap - Portable Receiving	376.00			Weber, Kathleen A
07/01/2014	000050	Legacy Townhomes	Payment	1,974.00	291,313.25	July Hap
		4715.1 Hap - Occupied Unit	795.00			Degerstrom, Leah
		4715.1 Hap - Occupied Unit	666.00			Parent, Cheri C
		4715.9 Hap - Portable Receiving	513.00			Schedbauer, Jennifer
07/01/2014	000050	Janet Nielsen	Payment	800.00	290,513.25	July Hap
		4715.1 Hap - Occupied Unit	800.00			Kullmann, Tami R
07/01/2014	000050	Lindstrom Parkview Assoc.	Payment	296.00	290,217.25	July Hap
		4715.9 Hap - Portable Receiving	296.00			Etchason, Paul
07/01/2014	000050	Mann, Cheryl	Payment	555.00	289,662.25	July Hap
		4715.1 Hap - Occupied Unit	555.00			Witkowski, Michelle N
07/01/2014	000050	Meadows Edge MN L Partnership	Payment	87.00	289,575.25	July Hap
		4715.9 Hap - Portable Receiving	87.00			Greenwood, Thomas J
07/01/2014	000050	Mike Munsinger	Payment	738.00	288,837.25	July Hap
		4715.9 Hap - Portable Receiving	738.00			Wells, Sheri A
07/01/2014	000050	Allen Moulton	Payment	488.00	288,349.25	July Hap
		4715.1 Hap - Occupied Unit	488.00			Thompson, Marilyn J
07/01/2014	000050	Multi-Investments, LLC	Payment	344.00	288,005.25	July Hap
		4715.1 Hap - Occupied Unit	344.00			Anderson, Debra
07/01/2014	000050	Loral Myers	Payment	278.00	287,727.25	July Hap
		4715.1 Hap - Occupied Unit	278.00			Myers, Kyle C
07/01/2014	000050	Normandy Townhomes Limited	Payment	804.00	286,923.25	July Hap
		4715.9 Hap - Portable Receiving	323.00			Matchinsky, Robert T
		4715.9 Hap - Portable Receiving	172.00			Shelby, Angela R
		4715.9 Hap - Portable Receiving	309.00			Swanson, Kathleen A
07/01/2014	000050	North Branch Senior Housing	Payment	657.00	286,266.25	July Hap
		4715.9 Hap - Portable Receiving	225.00			Castillo, Sharon
		4715.1 Hap - Occupied Unit	196.00			Fisk, Dolores M
		4715.9 Hap - Portable Receiving	236.00			Kalberg, Annette
07/01/2014	000050	Northern Management	Payment	444.00	285,822.25	July Hap
		4715.9 Hap - Portable Receiving	444.00			Zieske, Robyn

Time: 15:12:14

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Cambridge

From: 07/01/2014 To: 07/23/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit	358.00			Benson, Tracy E
		4715.1 Hap - Occupied Unit	354.00			Weneli, Russell
07/01/2014	000050	Oakridge Apartments	Payment	664.00	284,446.25	July Hap
		4715.9 Hap - Portable Receiving	664.00			Goertzen, Diane
07/01/2014	000050	Oakview Terrace Townhomes	Payment	3,086.00	281,360.25	July Hap
		4715.1 Hap - Occupied Unit	487.00			Bylander, Richard S
		4715.1 Hap - Occupied Unit	655.00			Cole, Barbara
		4715.9 Hap - Portable Receiving	726.00			Kennedy, Carolyn Lee
		4715.9 Hap - Portable Receiving	638.00			Rosenberg, Gwen M
		4715.9 Hap - Portable Receiving	580.00			Tipton, Mariesa A
07/01/2014	000050	Peter Maus	Payment	953.00	280,407.25	July Hap
		4715.9 Hap - Portable Receiving	953.00			Parrott, Gina M
07/01/2014	000050	PK Investment Properties, LLC	Payment	494.00	279,913.25	July Hap
		4715.1 Hap - Occupied Unit	494.00			Branville, Roger
07/01/2014	000050	Randall Propp	Payment	436.00	279,477.25	July Hap
		4715.1 Hap - Occupied Unit	436.00			Nelson, Valerie J
07/01/2014	000050	Robert Mattson	Payment	915.00	278,562.25	July Hap
		4715.1 Hap - Occupied Unit	915.00			Good, Katherine
07/01/2014	000050	Robert & Linnea Steman	Payment	541.00	278,021.25	July Hap
		4715.9 Hap - Portable Receiving	541.00			Lake, Ruth
07/01/2014	000050	Schaefer Rentals	Payment	942.00	277,079.25	July Hap
		4715.9 Hap - Portable Receiving	942.00			Butenhoff, Bradley
07/01/2014	000050	Ordeen Splittstoser	Payment	774.00	276,305.25	July Hap
		4715.9 Hap - Portable Receiving	247.00			Bazey, Jeanne E
		4715.1 Hap - Occupied Unit	527.00			Young, Marrietta L
07/01/2014	000050	Steve Baker	Payment	845.00	275,460.25	July Hap
		4715.9 Hap - Portable Receiving	845.00			Rogalski, Lisa E
07/01/2014	000050	Paul & Bethany Stiles	Payment	665.00	274,795.25	July Hap
		4715.1 Hap - Occupied Unit	665.00			Fust, Jill
07/01/2014	000050	Sunrise Court Apartments	Payment	1,537.00	273,258.25	July Hap
		4715.9 Hap - Portable Receiving	498.00			Johnson, Richard D
		4715.1 Hap - Occupied Unit	480.00			Kubes, Kevin P
		4715.1 Hap - Occupied Unit	559.00			Simons, Lori J
07/01/2014	000050	Taylor Falls Villas	Payment	241.00	273,017.25	July Hap
		4715.9 Hap - Portable Receiving	241.00			Jackson, Susan
07/01/2014	000050	Timothy Manning	Payment	1,085.00	271,932.25	July Hap
		4715.9 Hap - Portable Receiving	1,085.00			Brown, Ellen

Time: 15:12:14

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Cambridge

From: 07/01/2014 To: 07/23/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		Hap - Occupied Unit	273.00			Dmytryszyn, Chad J
		Hap - Portable Receiving	553.00			Holland, Kathleen
		Hap - Portable Receiving	551.00			Jenson, Cheryl
		Hap - Portable Receiving	570.00			Koenig, Lance L
		Hap - Portable Receiving	427.00			Rohr, Russell
07/01/2014	000050	Wayne Knutson	Payment	589.00	268,969.25	July Hap
		Hap - Portable Receiving	589.00			Mollinedo, Nancy
07/01/2014	000050	Wyoming Phase 1	Payment	1,013.00	267,956.25	July Hap
		Hap - Occupied Unit	574.00			Grundhauser, Patrice
		Hap - Portable Receiving	439.00			Rafel, Kathy
07/01/2014	000050	Wyoming Phase 2	Payment	904.00	267,052.25	July Hap
		Hap - Occupied Unit	549.00			Darveaux, Linda
		Hap - Occupied Unit	296.00			Dillon, Tracey
		Hap - Portable Receiving	59.00			Harrington, Tina M
07/01/2014	016696	Christine J. LeCuyer	Payment	9.00	267,043.25	July Hap
		Hap - Utility Reimbursements	9.00			LeCuyer, Christine J
07/01/2014	016697	Peoples Bank Of Commerce	Payment	9.00	267,034.25	July Hap
		Hap - Fss Escrow	9.00			LeCuyer, Christine J: Hap - Fss Escrow
07/02/2014	000051	Chen Liu	Payment	325.00	266,709.25	July Hap
		1-902-4715.6 Sec Dep	325.00			Weigel, Collin W: Sec Dep
07/08/2014	000045	**VOID** Isanti Housing Associates LP	Payment	(929.00)	267,638.25	June Hap
		Hap - Occupied Unit	(387.00)			Alexander, Cindy S
		Hap - Portable Receiving	(542.00)			Washington, Katherine L
07/08/2014	000045	**VOID** Cambridge Square	Payment	(2,417.00)	270,055.25	June Hap
		Hap - Portable Receiving	(322.00)			Erickson, James P
		Hap - Occupied Unit	(533.00)			Falvey, Deborah
		Hap - Occupied Unit	(367.00)			Longley, Christine A
		Hap - Occupied Unit	(508.00)			Puffer, Michelle
		Hap - Portable Receiving	(687.00)			Schibilla, Jamie

\$57,599 Disbursements July 2014

<p>CAMBRIDGE EDA MEETING</p> <p>August 4, 2014</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	7/2/2014	96920 - 96958	499.44
Prepaid Checks	7/9/2014	96972 - 97063	5,195.53
Prepaid Checks	7/16/2014	97069 - 97122	17,790.08
Prepaid Checks	7/23/2014	97144 - 97187	5,165.16
	Prepaid Totals		<hr/> 28,650.21 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$28,650.21

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

Vendor	Vendor Name	Description	Net Inv Amt
2046	G & K Services, Inc.	Uniform Rental	2.49
Total 2046			2.49
5431	Ted's Appliance	Repair Dryer - Bridgepark Apts	124.00
Total 5431			124.00
5440	Tersteeg, Kayti	Security Deposit Refund	323.28
Total 5440			323.28
5539	Tischler, Judy	Repair Paintings	49.67
Total 5539			49.67

Total Paid: -
 Total Unpaid: 499.44
 Grand Total: 499.44

Dated: 7/2/14

City Treasurer: Caroline me

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/14	07/02/2014	96920	2046	G & K Services, Inc.	205-20100	2.49
07/14	07/02/2014	96955	5431	Ted's Appliance	901-20100	124.00
07/14	07/02/2014	96956	5440	Tersteeg, Kayti	901-20100	323.28
07/14	07/02/2014	96958	5539	Tischler, Judy	205-20100	49.67
Totals:						<u>499.44</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
566	Bill's Carpet and Tile	Bridge Park Unit #200 Carpet & Vinyl	1,798.00
Total 566			1,798.00
951	Cambridge True Value	Repair & Maint - Mall	11.19
Total 951			11.19
1201	Cliff's Vacuum	Vacuum Bags - Bridge Park	24.99
Total 1201			24.99
1608	Dunn, Rose	Hearing Officer Mileage	28.00
Total 1608			28.00
2046	G & K Services, Inc.	Uniform Rental	2.49
Total 2046			2.49
2984	Komula, Betty	Security Deposit Refund Unit 212	454.56
Total 2984			454.56
3501	MEI Total Elevator Solutions	July Service Billing	212.53
Total 3501			212.53
3521	Menards	Materials - Operating Supplies - Bridge Park Tenant Services - Bridge Park	33.81 20.00
Total 3521			53.81
4661	Quill Corporation	Office Supplies - Bridge Park Office Supplies - Bridge Park	64.99 65.00
Total 4661			129.99
5056	SelectAccount	Participant fees - July Participant fees - July Participant fees - July	2.35 3.53 1.17
Total 5056			7.05
5191	SPEW Health Plan	Health Insurance Premium - August Health Insurance Premium - August Health Insurance Premium - August Health Insurance Premium - August	616.50 924.75 308.25 308.25
Total 5191			2,157.75
5836	Vintage Lock -Michael Granlund	Keys	15.00

Vendor	Vendor Name	Description	Net Inv Amt
Total 5836			15.00
5996	Windstream	Telephone Service - Bridge Park Apts	102.02
		Telephone Service - Bridge Park Apts	102.02
		Telephone Service - Mall	96.13
Total 5996			300.17

Total Paid: -
 Total Unpaid: 5,195.53
 Grand Total: 5,195.53

Dated: 7/9/14

City Treasurer: Caroline M...

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
07/14	07/09/2014	96972	566	Bill's Carpet and Tile	901-20100	1,798.00
07/14	07/09/2014	96976	951	Cambridge True Value	205-20100	11.19
07/14	07/09/2014	96980	1201	Cliff's Vacuum	901-20100	24.99
07/14	07/09/2014	96987	1608	Dunn, Rose	902-20100	28.00
07/14	07/09/2014	96998	2046	G & K Services, Inc.	205-20100	2.49
07/14	07/09/2014	97017	2984	Komula, Betty	901-20100	454.56
07/14	07/09/2014	97024	3501	MEI Total Elevator Solutions	901-20100	212.53
07/14	07/09/2014	97026	3521	Menards	901-20100	53.81
07/14	07/09/2014	97036	4661	Quill Corporation	901-20100	129.99
07/14	07/09/2014	97041	5056	SelectAccount	902-20100	7.05
07/14	07/09/2014	97044	5191	SPEW Health Plan	205-20100	2,157.75
07/14	07/09/2014	97057	5836	Vintage Lock -Michael Graniund	901-20100	15.00
07/14	07/09/2014	97063	5996	Windstream	902-20100	300.17
Totals:						<u>5,195.53</u>

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

Vendor	Vendor Name	Description	Net Inv Amt
576	BJ Baas Builders, Inc.	Senior Activity Center Tenant Build-Out	5,832.00
Total 576			5,832.00
2046	G & K Services, Inc.	Uniform Rental	2.50
Total 2046			2.50
2474	I & S Group	Concept Plans - Downtown Redevelopment	750.00
Total 2474			750.00
5567	Todd Lind Construction	Bridge Park Garage - Draw #2 Const. in Prog	11,205.58
Total 5567			11,205.58

Total Paid: -
 Total Unpaid: 17,790.08
 Grand Total: 17,790.08

Dated: 7/17/14

City Treasurer: Caroline Mire

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/14	07/16/2014	97069	576	BJ Baas Builders, Inc.	205-20100	5,832.00
07/14	07/16/2014	97082	2046	G & K Services, Inc.	205-20100	2.50
07/14	07/16/2014	97087	2474	I & S Group	205-20100	750.00
07/14	07/16/2014	97122	5567	Todd Lind Construction	901-20100	11,205.58
Totals:						<u>17,790.08</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			457.62
2046	G & K Services, Inc.	Uniform Rental	2.50
Total 2046			2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	63.67
		BIZHUB C650 Printer/Copier - Copy Charge	63.67
Total 2986			127.34
3521	Menards	Materials - Operating Supplies - Bridge Park	34.10
		Materials - Operating Supplies - Bridge Park	40.75
		Materials - Operating Supplies - Bridge Park	47.93
		Materials - Operating Supplies - Bridge Park	23.97
Total 3521			146.75
4661	Quill Corporation	Tuscan Steel Smoke Recepticals	188.52
Total 4661			188.52
5058	Senior Enrichment Center	Reimburse for downpymnt to BJ Baas for builc	3,968.00
Total 5058			3,968.00
5666	TruGreen ChemLawn	Lawn Service - Bridge Park	169.92
Total 5666			169.92
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801			16.32
5861	Walmart Business Community	Tenant Services	88.19
Total 5861			88.19

Total Paid:

Total Unpaid: 5,165.16Grand Total: 5,165.16Dated: 7/24/14City Treasurer: Caroline Moe

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
07/14	07/23/2014	97144	1661	East Central Sanitation	901-20100	457.62
07/14	07/23/2014	97147	2046	G & K Services, Inc.	205-20100	2.50
07/14	07/23/2014	97157	2986	Konica Minolta Business	901-20100	127.34
07/14	07/23/2014	97161	3521	Menards	901-20100	146.75
07/14	07/23/2014	97167	4661	Quill Corporation	205-20100	188.52
07/14	07/23/2014	97170	5058	Senior Enrichment Center	205-20100	3,968.00
07/14	07/23/2014	97182	5666	TruGreen ChemLawn	901-20100	169.92
07/14	07/23/2014	97184	5801	Verizon Wireless	205-20100	16.32
07/14	07/23/2014	97187	5861	Walmart Business Community	901-20100	88.19
Totals:						<u>5,165.16</u>

Prepared by: Caroline Moe, Director of Finance

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the six months ended June 30, 2014. Included in the Monthly Financial Report is the following component:

Special Revenue Funds:

Housing Division Financial Statements

EDA Admin Fund– 2014 Amended budget Compared to Actual

EDA Board Action Requested

1. NONE REQUIRED - For discussion only.

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2014

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10100	CASH AND INVESTMENTS	(3,438.81)	
901-10102	INVESTMENTS--PBC	315,012.47	
901-10103	INVESTMENTS-MINNCO	16,272.68	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	182,734.95	
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	12,024.78	
	TOTAL ASSETS		<u>966,629.16</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	3,190.35	
901-21650	ACCRUED VACATION & SICK PAY	38,845.52	
901-22600	TENANT SECURITY DEPOSITS	22,300.92	
	TOTAL LIABILITIES		<u>64,336.79</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) 25,791.39	
	TOTAL FUND EQUITY		<u>902,292.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>966,629.16</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	37,531.00	32,469.00	53.62	69,939.00
TOTAL INTERGOVERNMENTAL REVENUES	70,000.00	70,000.00	37,531.00	32,469.00	53.62	69,939.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	20.00	51.00	28.17	.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	1,055.67	444.33	70.38	2,078.96
TOTAL INTEREST & MISC INCOME	1,571.00	1,571.00	1,075.67	495.33	68.47	2,078.96
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	73,698.89	76,301.11	49.13	148,053.06
901-37221 LAUNDRY INCOME BRIDGE PARK	7,000.00	7,000.00	3,145.25	3,854.75	44.93	7,603.00
TOTAL RENTAL INCOME	157,000.00	157,000.00	76,844.14	80,155.86	48.95	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	115,450.81	165,882.19	41.04	254,883.09

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	14,142.84 (16,905.16)	45.55	31,222.12
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	665.00 (1,435.00)	31.67	2,100.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	1,025.42 (1,225.58)	45.55	2,191.70
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	1,132.79 (1,242.21)	47.70	2,473.14
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	8.64 (43.36)	16.62	22.68
901-49500-151 WORKERS' COMPENSATION PREMIUMS	266.00	266.00	106.10 (159.90)	39.89	158.36
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	1,329.65 (170.35)	88.64	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	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	696.99 (1,503.01)	31.68	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	.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	278.86 (1,221.14)	18.59	246.58
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	290.00 (1,060.00)	21.48	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	23,329.86 (27,912.14)	45.53	47,308.10
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	(759.83) (959.83) (379.92)	1,009.51
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	(759.83) (959.83) (379.92)	1,009.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	19,318.79 (19,326.21)	49.99	38,209.17
901-49700-121 PERA (EMPLOYER)	2,802.00	2,802.00	1,400.62 (1,401.38)	49.99	2,770.05
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,956.00	2,956.00	1,438.72 (1,517.28)	48.67	2,848.59
901-49700-131 MEDICAL/DENTAL/LIFE	9,644.00	9,644.00	6,272.41 (3,371.59)	65.04	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	1,054.61 (1,190.39)	46.98	1,294.35
901-49700-154 HRA/FLEX FEES	.00	.00	31.14	31.14	.00	.00
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	1,552.56 (2,847.44)	35.29	3,471.97
901-49700-212 FUEL PURCHASE	200.00	200.00	23.29 (176.71)	11.64	105.08
901-49700-304 CONTRACT COSTS	11,036.00	11,036.00	8,274.31 (2,761.69)	74.98	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	14,568.00 (21,132.00)	40.81	31,221.00
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	4,056.90 (5,943.10)	40.57	8,145.39
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	4,527.79 (1,472.21)	75.46	6,453.77
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	858.72 (1,241.28)	40.89	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	3.53 (234.47)	1.48	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	3,708.00	3,708.00	.00	6,806.92
TOTAL LOW RENT MAINTENANCE	229,891.00	229,891.00	67,089.39 (162,801.61)	29.18	198,142.69
TOTAL FUND EXPENDITURES	281,333.00	281,333.00	89,659.42 (191,673.58)	31.87	246,460.30
NET REVENUES OVER EXPENDITURES	.00	.00	25,791.39	357,555.77		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2014

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10100	CASH AND INVESTMENTS	(2,131.82)	
902-10200	EDA OPERATING ACCT-SECTION 8	49,773.04	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>47,641.22</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	<u>475.27</u>	
	TOTAL LIABILITIES		475.27

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	45,369.47	
	REVENUE OVER EXPENDITURES - YTD	<u>1,796.48</u>	
	TOTAL FUND EQUITY		<u>47,165.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,641.22</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	20,570.00	24,804.00	45.33	35,384.00
TOTAL INTERGOVERNMENTAL REVENUES	45,374.00	45,374.00	20,570.00	24,804.00	45.33	35,384.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	12,522.70	4,851.30	72.08	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	13,445.70	3,928.30	77.39	25,886.65
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	24.99	(24.99)	.00	52.71
TOTAL INTEREST	.00	.00	24.99	(24.99)	.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	34,040.69	33,407.31	50.47	61,323.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	14,142.77	(15,059.23)	48.43	30,489.89
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	1,025.29	(1,091.71)	48.43	2,191.62
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	1,081.91	(1,152.09)	48.43	2,312.52
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	8.64	(43.36)	16.62	22.68
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	106.11	(160.89)	39.74	158.35
902-49500-201 OFFICE SUPPLIES	1,500.00	1,500.00	1,329.66	(170.34)	88.64	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	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	696.99	(1,503.01)	31.68	1,920.42
902-49500-322 POSTAGE	800.00	800.00	164.50	(635.50)	20.56	506.22
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	277.20	(172.80)	61.60	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	278.87	(2,721.13)	9.30	246.59
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	190.00	(1,160.00)	14.07	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	22,739.94	(25,670.06)	46.97	44,543.45
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,882.00	12,882.00	6,439.61	(6,442.39)	49.99	12,736.43
902-49700-121 PERA (EMPLOYER)	934.00	934.00	466.85	(467.15)	49.98	923.49
902-49700-122 FICA/MEDICARE (EMPLOYER)	985.00	985.00	479.59	(505.41)	48.69	949.45
902-49700-131 MEDICAL/DENTAL/LIFE	3,215.00	3,215.00	2,318.52	(896.48)	72.12	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	351.53	(395.47)	47.06	432.52
902-49700-154 HRA/FLEX FEES	.00	.00	11.53	11.53	.00	.00
TOTAL SECT 8 MAINTENANCE	19,038.00	19,038.00	10,067.63	(8,970.37)	52.88	18,566.42
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	181,393.00	181,393.00	.00	344,784.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(181,956.36)	(181,956.36)	.00	(344,784.00)
902-49775-376 URP PORT REC	.00	.00	1,731.00	1,731.00	.00	3,522.00
902-49775-378 PORT REC URP REIMB	.00	.00	(1,731.00)	(1,731.00)	.00	(3,522.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	(563.36)	(563.36)	.00	.00
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	32,244.21	(35,203.79)	47.81	63,109.87

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2014

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ YTD ACTUAL
NET REVENUES OVER EXPENDITURES	.00	.00	1,796.48	68,611.10

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2014

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10100	CASH AND INVESTMENTS	(737.18)	
903-10102	INVESTMENTS--PBC	258,860.23	
903-10200	EDA HOUSING DIV OPERATING CASH	57,721.62	
		<hr/>	
	TOTAL ASSETS		315,844.67
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

903-20100	AP ALLOCATED TO OTHER FUNDS	308.25	
903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	466.00	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
		<hr/>	
	TOTAL LIABILITIES		2,345.67

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	302,075.77	
	REVENUE OVER EXPENDITURES - YTD	11,423.23	
		<hr/>	
	TOTAL FUND EQUITY		313,499.00
			<hr/>
	TOTAL LIABILITIES AND EQUITY		315,844.67
			<hr/> <hr/>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	49,205.00	35,795.00	57.89	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	49,205.00	35,795.00	57.89	120,333.73
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	5,120.00	2,880.00	64.00	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	5,120.00	2,880.00	64.00	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	797.65	202.35	79.76	1,570.59
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	797.65	202.35	79.76	1,730.59
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	13,143.75	1,856.25	87.62	14,906.75
TOTAL INTERGOVERNMENTAL REVENUES	15,000.00	15,000.00	13,143.75	1,856.25	87.62	14,906.75
TOTAL FUND REVENUE	109,000.00	109,000.00	68,266.40	40,733.60	62.63	148,651.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	432.80	432.80	.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	448.80 (23,551.20)	1.87	339.06
<u>OTHER HOUSING BUS ACTIV-MAINT</u>						
903-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	10,166.00	4,453.81 (5,712.19)	43.81	.00
903-49700-121 PERA (EMPLOYER)	.00	737.00	339.00 (398.00)	46.00	.00
903-49700-122 FICA/MEDICARE (EMPLOYER)	.00	778.00	345.68 (432.32)	44.43	.00
903-49700-131 MEDICAL/DENTAL/LIFE	.00	2,797.00	1,746.50 (1,050.50)	62.44	.00
903-49700-133 DEDUCTIBLE CONTRIBUTION	.00	275.00	.00 (275.00)	.00	.00
903-49700-151 WORKERS' COMPENSATION PREMIUMS	.00	591.00	304.38 (286.62)	51.50	.00
TOTAL OTHER HOUSING BUS ACTIV-MAINT	.00	15,344.00	7,189.37 (8,154.63)	46.85	.00
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	49,205.00 (35,795.00)	57.89	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	49,205.00 (35,795.00)	57.89	120,272.73
TOTAL FUND EXPENDITURES	109,000.00	124,344.00	56,843.17 (67,500.83)	45.71	120,611.79
NET REVENUES OVER EXPENDITURES	.00 (15,344.00)	11,423.23	108,234.43		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2014

FUND 904 - CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>37,715.00</u>	
	TOTAL ASSETS		<u><u>37,715.00</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	<u>37,715.00</u>	
	TOTAL FUND EQUITY		<u>37,715.00</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>37,715.00</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	37,715.00	(37,715.00)	.00	27,209.07
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	37,715.00	(37,715.00)	.00	27,209.07
TOTAL FUND REVENUE	.00	.00	37,715.00	(37,715.00)	.00	27,209.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	37,715.00	(37,715.00)		

CITY OF CAMBRIDGE

BALANCE SHEET

JUNE 30, 2014

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
905-10130	FSS-CASH WITH ESCROW AGENT	3,166.20
905-10200	EDA OPERATING ACCT-SECTION 8	<u>3,055.64</u>
	TOTAL ASSETS	<u><u>6,221.84</u></u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
905-22000	FSS ESCROW	<u>3,166.20</u>
	TOTAL LIABILITIES	3,166.20
 <u>FUND EQUITY</u>		
905-27200	RESTRICTED NET ASSETS-HAP	8,335.85
	REVENUE OVER EXPENDITURES - YTD	<u>(5,280.21)</u>
	TOTAL FUND EQUITY	<u><u>3,055.64</u></u>
	TOTAL LIABILITIES AND EQUITY	<u><u>6,221.84</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	142,979.00	111,647.00	56.15	296,265.00
TOTAL INTERGOVERNMENTAL REVENUES	254,626.00	254,626.00	142,979.00	111,647.00	56.15	296,265.00
<u>INTERGOVERNMENTAL REVENUES</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 INTERGOVERNMENTAL REVENUES	.00	.00	923.00 (923.00)	.00	6,659.83
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	3.67 (3.67)	.00	18.11
TOTAL INTEREST	.00	.00	3.67 (3.67)	.00	18.11
TOTAL FUND REVENUE	254,626.00	254,626.00	143,905.67	110,720.33	56.52	302,942.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	147,503.00	(107,123.00)	57.93	295,512.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	195.00	195.00	.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	960.00	960.00	.00	3,406.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	39.88	39.88	.00	624.70
TOTAL HAP EXPENDITURES	254,626.00	254,626.00	149,185.88	(105,440.12)	58.59	307,818.70
TOTAL FUND EXPENDITURES	254,626.00	254,626.00	149,185.88	(105,440.12)	58.59	307,818.70
NET REVENUES OVER EXPENDITURES	.00	.00	(5,280.21)	216,160.45		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	230,000.00	106,438.83	(123,561.17)	46.28	236,587.85
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	20,000.00
TOTAL FUND REVENUE	225,100.00	230,100.00	106,438.83	(123,661.17)	46.26	261,587.85
EXPENDITURES						
EDA ADMINISTRATION	29,341.00	45,055.00	10,858.89	34,196.11	24.10	23,220.27
MALL OPERATING EXPENSES	139,810.00	158,810.00	137,201.54	21,608.46	86.39	130,720.52
EDA ADMINISTRATION	.00	.00	.00	.00	.00	4,580.00
TOTAL EDA OPERATIONS	169,151.00	203,865.00	148,060.43	55,804.57	72.63	158,520.79
TOTAL FUND EXPENDITURES	169,151.00	203,865.00	148,060.43	55,804.57	72.63	158,520.79
NET REVENUE OVER EXPENDITURES	55,949.00	26,235.00	(41,621.60)	(179,465.74)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	81.70	(81.70)	.00	74.35
205-37220 RENTAL FEES	225,000.00	230,000.00	106,357.13	123,642.87	46.24	236,513.50
TOTAL MALL OPERATING REVENUES	225,000.00	230,000.00	106,438.83	123,561.17	46.28	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	230,100.00	106,438.83	123,661.17	46.26	261,587.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	490.00	(2,010.00)	19.60	595.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	37.51	(153.49)	19.64	45.54
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	527.51	(2,163.49)	19.60	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	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	.00	(2,800.00)	.00	1,570.19
TOTAL OTHER SERVICES & CHARGES	9,000.00	9,000.00	260.81	(8,739.19)	2.90	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	.00	.00	.00	3,630.00
205-41930-488 DOWNTOWN TASK FORCE	.00	10,000.00	50.00	(9,950.00)	.50	.00
205-41930-489 IND PARK MARKETING	13,600.00	19,314.00	8,877.57	(10,436.43)	45.96	11,929.40
TOTAL MISCELLANEOUS	17,650.00	33,364.00	10,070.57	(23,293.43)	30.18	16,917.90
TOTAL EDA ADMINISTRATION	29,341.00	45,055.00	10,858.89	(34,196.11)	24.10	23,220.27
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	.00	20,333.00	8,907.59	(11,425.41)	43.81	.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	678.06	(831.94)	44.90	.00
205-47000-122 FICA/MEDICARE (EMPLOYER)	.00	1,594.00	691.61	(902.39)	43.39	.00
205-47000-131 MEDICAL/DENTAL/LIFE	.00	5,594.00	3,513.50	(2,080.50)	62.81	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	.00	650.00	.00	(650.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIUMS	.00	1,181.00	608.75	(572.25)	51.55	.00
205-47000-154 HRA/FLEX FEES	.00	50.00	20.75	(29.25)	41.50	.00
TOTAL PERSONAL SERVICES	.00	31,312.00	14,420.26	(16,891.74)	46.05	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	126.76	126.76	.00	.00
205-47000-212 GASOLINE/FUEL	.00	.00	39.29	39.29	.00	.00
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	7,760.25	760.25	110.86	11,881.42
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,000.00</u>	<u>7,926.30</u>	<u>926.30</u>	<u>113.23</u>	<u>11,881.42</u>
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	658.32 (941.68)	41.15	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	20,898.00	6,437.80 (14,460.20)	30.81	17,648.93
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,200.00	2,298.76 (2,901.24)	44.21	4,732.98
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	2,996.53 (2,003.47)	59.93	4,196.69
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	1,893.82 (2,606.18)	42.08	4,412.29
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>47,810.00</u>	<u>44,198.00</u>	<u>14,285.23 (</u>	<u>29,912.77)</u>	<u>32.32</u>	<u>39,821.72</u>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	2,500.00	.00 (2,500.00)	.00	198.17
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	737.19 (62.81)	92.15	724.73
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	9,000.00	7,895.61 (1,104.39)	87.73	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	14,000.00	10,087.52 (3,912.48)	72.05	.00
205-47000-497 SENIOR CENTER TENANT BUILDOUT	.00	.00	81,849.43	81,849.43	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>85,000.00</u>	<u>76,300.00</u>	<u>100,569.75</u>	<u>24,269.75</u>	<u>131.81</u>	<u>79,017.38</u>
<i>TOTAL MALL OPERATING EXPENSES</i>	<u>139,810.00</u>	<u>158,810.00</u>	<u>137,201.54 (</u>	<u>21,608.46)</u>	<u>86.39</u>	<u>130,720.52</u>
<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>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>4,580.00</u>
<i>TOTAL EDA ADMINISTRATION</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>4,580.00</u>
<i>TOTAL FUND EXPENDITURES</i>	<u>169,151.00</u>	<u>203,865.00</u>	<u>148,060.43 (</u>	<u>55,804.57)</u>	<u>72.63</u>	<u>158,520.79</u>
<i>NET REVENUES OVER EXPENDITURES</i>	<u>55,949.00</u>	<u>26,235.00 (</u>	<u>41,621.60)</u>	<u>179,465.74</u>	<u>63.03</u>	<u>103,067.06</u>

Prepared by: Marcia Westover

Background:

The Cambridge Area Chamber of Commerce has requested a one year extension of their lease and would like to keep their rent payments at the same rate. They currently rent suite #174 in the City Center Mall, and their lease expires on August 31, 2014. They have been renting the space since September 1, 2003.

The proposed lease is as follows:

MINIMUM RENT

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

<u>Lease Year</u>	<u>Rate</u>	<u>Monthly Rate</u>	<u>Annual</u>
September 1, 2014 to August 31, 2015	\$9.25/s.f.	\$457.88	\$5,494.50

Staff is recommending the EDA approve the request.

EDA Action:

A motion from the EDA authorizing approval of the one year lease extension for the Cambridge Area Chamber of Commerce and authorize the President and City Administrator to sign the lease documents.

Attachments:

Lease Agreement

CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this 4th day of August, 2014, between the Cambridge EDA, a municipal corporation (the "Landlord") and the Cambridge Area Chamber of Commerce (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Cambridge, Minnesota 55008. Suite 174 (594 square feet) of the Cambridge City Center (the "Center") is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

LEASE TERM

The Lease Term and rent will commence on September 1, 2014 ("the Lease Term Commencement Date"). The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The lease year's fixed annual rent will be \$9.25 per square foot for twelve (12) months times 594 square feet for a total annual rental of \$5,494.50. The fixed monthly minimum rent during the lease year of this lease will be \$457.88 per month for each month after the Lease Term Commencement Date. The Lease Term expires at the end of a month 12 month period after the Lease Term Commencement Date, at which time the lease will be renegotiated between Tenant and Landlord. The fixed monthly minimum rent during the term of this lease will be as stated below. The first payment to Landlord is due the 1st day of September, 2014 with the expiration date being August 31, 2015.

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	\$9.25 /s.f.	\$457.88	\$5,494.50

TENANT AGREEMENT

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

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring and glass in good repair, all at Tenant's expense, and at the

expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.

3. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center during the term of this Lease.

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

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Center's Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. In addition, the Landlord will allow Tenant a marquee sign, purchased by Tenant 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 a administrative 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. Specifically the tenant shall comply with all Federal, State and Local regulations.
8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000) against liability for injury to or death of any one person and One Million (\$1,000,000) 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, water/sewer and telephones 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 of \$585.00, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply

with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.

- 17 If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
- 18 In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
- 19 In the event any payment required hereunder is not made within 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 In the event the Tenant or Landlord wish to terminate the lease for any reason, the Landlord shall provide Tenant with a six month early termination notice and Tenant Shall provide the Landlord with a 3 month early termination notice. The Tenant shall agree to pay the rent through the end of the early termination notice period.

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

The City of Cambridge acknowledges that if the proposed Cambridge Depot for Passenger Rail Service is located at the City center Mall, the City of Cambridge will make every attempt to retain space for the Cambridge Chamber of Commerce.

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

If to Landlord:

Cambridge EDA
 Attn: Marcia Westover
 300 3rd Avenue NE
 Cambridge, MN 55008 (763) 552-3207

If to Tenant:

Cambridge Area Chamber
 of Commerce
 P.O. Box 343
 Cambridge, MN 55008

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

ADDITIONAL PROVISIONS:

- 1. Tenant hereby agrees to be responsible for clearing all common areas and locking and unlocking all public entryways to the Center common area when the business hours of operation differ from the standard

Center hours of Monday to Saturday 7:00 am to 9:00 pm, and Sunday closed.

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

City of Cambridge, Minnesota
Landlord

By: Lisa Iverson
Its: President
Date: _____

By: Lynda Woulfe
Its: Executive Director
Date: _____

Cambridge Area Chamber of Commerce
Tenant

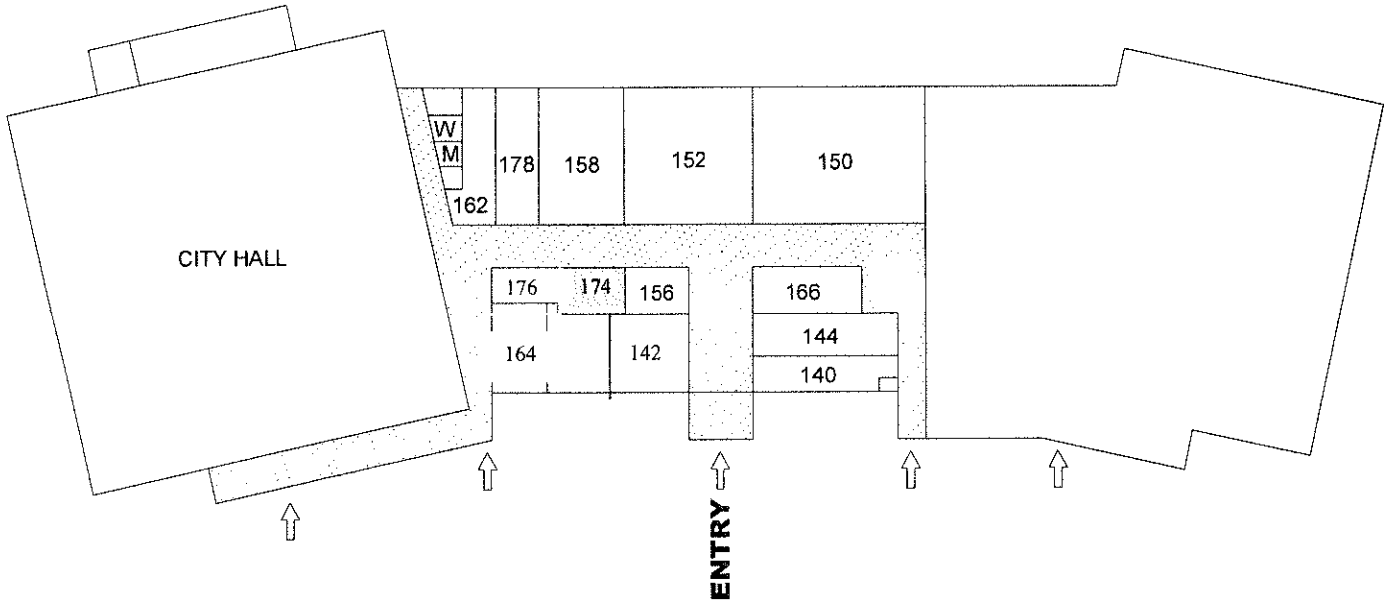
By: _____
Its: _____
Date: _____

By: _____
Its: _____
Date: _____

By: _____
Its: _____
Date: _____

lease-Cambridge Area Chamber of Commerce

Cambridge City Center



Suite	Store Name	Square Feet
162	U.S. Army Recruiters	1,044
178	Vacant	1,608
158	MN WorkForce center	3,006
152	MN WorkForce Center	3,981
150	Rum River Special Education Co-op	4,005
164	Healthy Meal Healthy U	1,350
176	Vacant	944
174	Cambridge Chamber of Commerce	594
156	In His Steps Ballet and Performing Arts	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 –Friday 7:00 AM to 900 PM
 Saturday 7:30 AM to 9:00 PM
 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.

Agenda Item 3F

Date: August 4, 2014
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Bridges:

- Submitted July payment request.
- Two new participants added to the program in July.
- We have 22 participants on the program and are paid approximately \$880 a month to administer the program. We are on track with our funding.
- Staff report - Update on the transfer of the Bridges Program.

Section 8:

- Submitted May VMS to HUD.
- Staff will serve as a hearing officer for the Mora HRA on Thursday, July 31. A Section 8 participant is appealing Mora's decision to terminate them from the program.
- Currently we have 53 families who have ported into our jurisdiction. The administration fees generate an income of around \$2100 per month. We receive roughly \$2800 per month to administer our 58 vouchers. We receive approximately \$25,596 per month in HAP or Housing Assistance Payments.
- Update on the transfer of the Section 8 voucher program. See staff report.

Public Housing:

- Longtime resident, Jean Bergstrom, who had recently moved out, passed away on July 25. Staff informed residents of her funeral which will be held on Thursday, July 31 at Carmel Covenant Church.
- Tenant who had requested an informal hearing to appeal his termination from Bridge Park Apts. did not appear at the hearing. Consequently he forfeited his right to appeal and the termination was upheld.
- Staff will serve as a hearing officer for the Mora HRA on a public housing participant who has had their residency terminated.
- No resident meeting in July.
- Will be meeting with Resident Advisory Board as we begin planning for our 5 Year and Annual PHA Plan.
- New tenant move in August 1. All units are occupied.
- We continue to get numerous calls daily from families needing and requesting subsidized housing.

Capital Project

- Garage project –Almost finished, garage doors and electric heater need to be installed. Staff submitted an application for new electric service. Electric meter should be installed within the next week.
- Staff report – Request Board approval to solicit new washers for Bridge Park

EDA-Housing Division Meeting 8/4/2014
Cambridge Economic Development Authority

Agenda Item 3G

Staff Report –Request to solicit Bids for replacing two clothes washers for Bridge Park Apartments.

Background:

We purchased 2 Maytag High Efficiency Commercial front loading washers and 2 - 4" bases in August 2011 for \$2620. Since purchasing them we have had to make many repairs. These machines are supposed to be "built to last" but this year alone we have had 4 repair calls costing approximately \$1000.

When the machines break down it poses a great inconvenience to our tenants and their PCA workers. Often it takes days before they are repaired due to having to order parts.

Staff would like to purchase new machines that would require less maintenance and involve having to replace costly parts.

The machines would be paid out of our operating funds at a cost of no more than \$3,000.

We would also request that existing machines be declared as surplus property when the new ones have been installed. We also request approval to sell surplus washing machines via an acceptable on-line auction process or via acceptable of sealed bids.

Board action requested:

Motion to approve staff to replace Bridge Park washing machines at a cost not to exceed \$3,000. Motion to declare old washing machines as surplus property and to allow staff to take steps to sell the surplus machines in a legally permissible manner that yields the largest selling price for the EDA.

Report Submitted by: Marilyn Fromm

Date: 8/04/2014

4A EDA

Approve Professional Services Proposal from Berens Sealcoating & Striping for crack sealing, re-striping, sealcoating & sweeping of City Hall Parking lot and City owned portion of City Center Mall parking lot

August 04, 2014

Author: Stan Gustafson

Request:

The EDA is requested to review and approve the proposal submitted for sealcoating, sweeping, crack sealing and re-striping of the City Hall and the City owned portion of the City Center Mall parking lot.

BACKGROUND

Steve Wegwerth, Public Works Director, has been soliciting bids to have the City Hall and City owned parking area around the City Center Mall.

Berens Sealcoating and Striping:

Route out cracks, power sweep, broom with wire brush and blow clean, seal cracks with hot applied crack sealant, re-stripe and Sealcoat.

Proposal	<u>\$17,788.00</u>
Total:	\$ 17,788.00

Fahrner Asphalt Sealers:

Route out cracks, repair asphalt , seal cracks with rubberized asphalt crack sealant, re-stripe and Sealcoat

Proposal	<u>\$28,631.35</u>
Total:	\$ <u>28,631.35</u>

Caldwell Asphalt Co, Inc:

Route out cracks, seal cracks, sweep all required areas,
re-stripe and Sealcoat

Proposal \$41,572.50

Total: **\$ 41,572.50**

The sealcoated areas will be staked and flagged and the contractor is recommending 24 hours dry time for traffic. The project above was a planned improvement and the budget has necessary funds available.

Staff Recommended

Staff is recommending to the EDA to approve Berens Sealcoating and Striping for services for the cost of \$17,788.00 to route out cracks, power sweep, broom with wire brush and blow clean, seal cracks with hot applied crack sealant, re-stripe and Sealcoat.

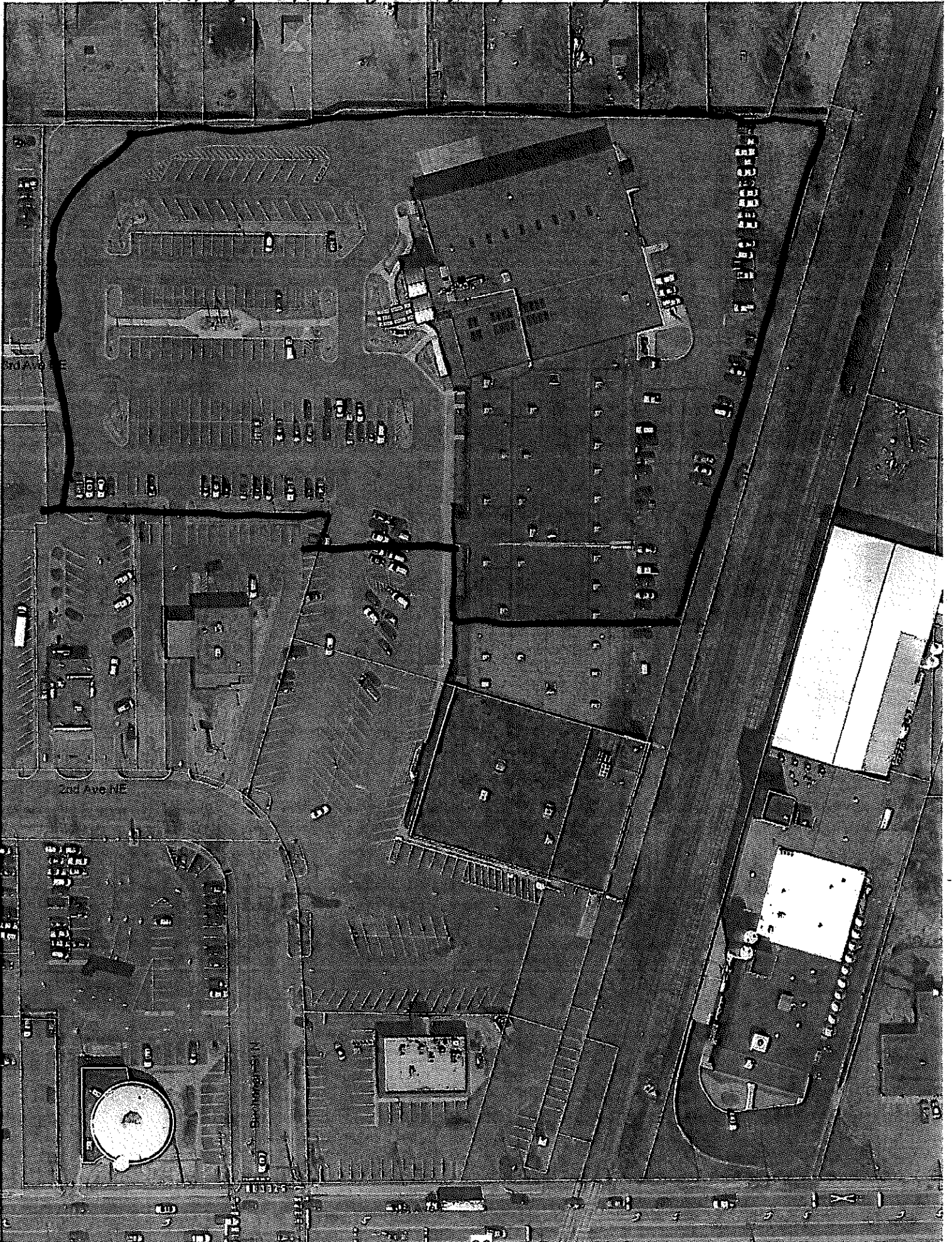
PROPOSED ACTION

A motion from the EDA approving of Berens Sealcoating and Striping for services for the cost of \$17,788.00 to route out cracks, power sweep, broom with wire brush and blow clean, seal cracks with hot applied crack sealant, re-stripe and Sealcoat for the City Hall Parking lot and City Center Mall parking area owned by the City. Authorize the EDA Chairperson and Executive Director to sign the necessary contract for services.

Attachments:

Map of parking lot
Behrens Sealcoating & Restriping, Inc
Fahrner Asphalt Sealers
Caldwell Asphalt Co, Inc

CITY HALL & CITY OWNED PARKING AREA





24504 Typo Creek Drive NE, Stacy, MN 55079 Fax: 763-444-8487 Date 7-23-14

PROPOSAL SUBMITTED TO Publis Works	PHONE 763-689-1800	DATE OF PLANS
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STREET	JOB NAME City Center	Fax
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CITY STATE AND ZIP	JOB LOCATION 300 3rd Ave NE Cambridge
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CONTACT Steve	EMAIL	JOB PHONE 612-221-9777
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We hereby submit specification and estimates for:

Route out cracks 3/4" x 3/4" (3385 LF)
 Power sweep lot and haul away debris.
 Broom with wire street brooms and blow clean with high out put walk behind blowers.
 Seal cracks with hot applied (380-400 degrees) MN spec 102 crack sealant manufactured by Deere (alligated areas cannot be sealed, asphalt has already failed and needs to be removed and patched with fresh asphalt).
 Old cracks that have been sealed with a rubberized crack sealant before can not be routed. Old cracks that have reopened over a 1/4 inch will be resealed. (4047 LF)
 Sealcoat complete with commercial grade asphalt emulsion sealer at a rate of 1.8 to 2 gallons per 100 square feet. 2-3 pounds of sand is added to act as a skid resistant surface and wear ability. (157,522 sq ft)
 A polymer additive is added to suspend sand and improve surface toughness.
 Sealcoated areas will be staked and flagged, recommend 24 hrs dry time for traffic.
 Lot will be striped per design with a high quality traffic paint supplied by Diamond Vogel Paints.

Seal all front, around to the north, down the back to color change of building.
 Lot will be done in sections to allow parking to be open.

Dollars: \$ 17,788

Payment to be made as follows Balance due upon completion

All materials is guaranteed to be as specified. All work to be completed in a workman like manner in accordance to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmans Compensation Insurance.

Authorized Signature	Date
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Note this Proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined.

Signature	Date of Acceptance:
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PROPOSAL / CONTRACT

Job. No. _____

Date: May 20, 2014



PLOVER, WI 54467
2800 Mecca Drive
Ph.: 715.341.2868
Fax: 715.341.1054

WAUNAKEE, WI 53697
316 Raemisch Road
Ph.: 608.849.6466
Fax: 608.849.6470

KAUKAUNA, WI 54130
860 Eastline Road
Ph.: 920.759.1008
Fax: 920.759.1019

EAU CLAIRE, WI 54703
6615 U.S. Hwy 12 W
Ph.: 715.874.6070
Fax: 715.874.6717

FREDERIC, WI 54837
3488 115th Street
Ph.: 715.653.2535
Fax: 715.653.2553

SAGINAW, MI 48601
2224 Veterans Memorial Pkwy
Ph.: 989.752.9200
Fax: 989.752.9205

DUBUQUE, IA 52003
4485 Dodge Street
Ph.: 563.556.6231
Fax: 563.588.1240

OAKDALE, MN 55128
7500 Hudson Blvd., Ste. 305
Ph.: 651.340.6212
Fax: 651.340.6221

Pavement Maintenance Contractors

EEO/AA (W/M/Vets/Disability) Employer

CORPORATE OFFICE: 1.800.332.3360

Contact Name: STEVE WEGWERTH	Cash Price	\$28,631.35
PURCHASER: CITY OF CAMBRIDGE	TELEPHONE:	(612) 221-9777
ADDRESS: 300 3RD ST NE CAMBRIDGE, MN 55008	DESCRIPTION OF PROPERTY:	CITY OF CAMBRIDGE 300 3RD ST NE CAMBRIDGE, MN 55008 <i>City Hall lot</i>

- FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:
 Repair asphalt areas using Infrared Seamless Patching System. Approximately (10) heats.
 Rout out cracks to a 3/4 x 3/4 ratio width versus depth.
 Seal cracks with a rubberized asphalt crack sealant. This material exceeds Fed Spec ASTM D6690 Type II
 Seal asphalt with ASI 287VM sealer

 Re-stripe asphalt as is with traffic paint.

This proposal may be withdrawn if not accepted and received by CONTRACTOR within _____ days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

- If proposal is accepted please sign, retain one copy and forward a copy to our office.
- The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of **\$28,631.35** and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:
Fahrner Asphalt Sealers, LLC:

PURCHASER:
I have read and understand the terms and conditions on both sides of this contract.

Jim Pearson Cell: (715) 828-1215

(PRINT OR TYPE NAME)

(PRINT OR TYPE NAME)

By:

(CONTRACTOR REPRESENTATIVE)

By: _____
(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: May 20, 2014

Date of acceptance: _____

Caldwell Asphalt Co., Inc.
Family Owned & Operated Since 1974
24060 175th St NE
Hawick, MN 56273

203441

PROPOSAL

320.243.4023 phone or fax

TO **City Of Cambridge**
300 3rd Ave NE
Cambridge MN 55008

PHONE	DATE
763.689.3211	6/25/14
JOB NAME / LOCATION	
2014 Sealcoat Project	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

Crackfill & Bituminous Sealcoat Areas as per Provided Specs & Map

1. AREA 4 & AREA 5: City Hall Parking Lot: Rout and fill any cracks as per provided specs
2. Sweep all areas in preparation for sealcoat
3. AREAS 1,2,3 & 4: Furnish & apply approx .25 of a gallon CRS-2P bituminous sealcoat oil per square yard
4. AREAS 1,2,3 & 4: Furnish & apply approx 20 pounds 1/4" granite sealcoat aggregate per square yard
5. Compaction of rock
6. CITY to provide final sweeping of all required AREAS
7. AREA 5: Furnish & apply approx .12 of a gallon CSS-1H(d) fog seal per sq yd;
OPTIONAL: Furnish & apply Replay per sq yd
8. Re-stripe and mark AREA 5 lot to match existing

COST: AREA 1-2-3: Approx 72,661 sq yds \$1.47 per sq yd (\$106,811.67)

AREA 4: Approx 1,228 sq yds \$5.70 per sq yd (\$6999.60) Deduct of \$1800.00 if AREA 5 is also crackfilled

AREA 5: Approx 17,250 sq yds Crackfill, Fog Seal CSS-1h(D), Stripe: \$2.41 sq yd (\$41,572.50)

OPTION: Crackfill, Replay Seal, Stripe: \$3.35 per sq yd (\$57,787.50)

**NOTES: A) Areas to be field measured upon completion & billed accordingly.

B) CITY to spray & remove any weeds

C) AREA 4 is tied to AREAS 1,2,3; it can not be the only project

D) We reserve the right for a price adjustment with the deletion or addition of any AREAS

WE PROPOSE hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of: _____ dollars (\$ _____).

Payment to be made as follows:

95% upon completion of sealcoat

5% upon completion of project

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature _____

Keith Rende (Keith Rende)

Note: This proposal may be withdrawn by us if not accepted within

10 days.

ACCEPTANCE OF PROPOSAL —The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____



CAMBRIDGE ECONOMIC DEVELOPMENT AUTHORITY



*121 South Fern Street, Cambridge, MN 55008-1454
Phone: 763-689-3883 Fax: 763-689-9148 E mail: cambhra@sherbtl.net
Bridge Park Apartments, Bridges Program & Section 8 Vouchers
Equal Opportunity Providers: Complaints of discrimination should be sent to:
Office of Civil Rights, Washington, D.C. 20250-9410*

Agenda item 5-A

EDA-Housing Division Meeting 8/04/2014 **Cambridge Economic Development Authority**

Staff Report – Update on the transfer of the Section 8 Housing Choice Program and the Bridge's Program.

Background:

At the April 7, 2014, the EDA board discussed the future direction of the housing division given the desire of existing staff to move to part-time status and eventually retire. At that meeting, the Board gave staff the direction to plan to retain the management of Bridge Park but to seek another agency to manage the Section 8 and Bridges programs.

Since that time, staff has investigated a number of options for management of the Section 8 and Bridges programs.

Section 8 Voucher Program: At this time, staff is recommending that the Board seek to enter into an agreement with the Mora HRA for the administration of the Cambridge EDA vouchers. At this point the Mora HRA would merely be administering our vouchers, but no consolidation or transfer of our vouchers to the Mora HRA would occur at this time. Rose Dunn, the Mora Housing Authority Executive Director, said she is willing to administering the voucher program for Cambridge as well as out port-in vouchers, pending the Mora HRA Board approval. This means that that the Mora HRA would be able to maintain a separate waiting list, funding etc. for the residents of Isanti and Chisago County. Our participants/applicants would continue receiving the same service as they are now getting. More details will be made available and decided upon after Rose discusses this with her Board and they make a final decision on August 20.

The Cambridge EDA frequently works with the Mora HRA and thus we have a good familiarity with their staff and capabilities. The Mora HRA also has a part-time staff that they would like to provide additional hours

of work to—taking on administration of the Cambridge EDA vouchers will allow them to achieve this objective.

Recommended Motion:

Authorize staff to prepare an agreement for administration of Section 8 vouchers by the Mora HRA subject to final agreement by the Mora HRA Board and by Cambridge EDA Board. The agreement should be on the September 2, 2014 EDA agenda.

Bridge's Program: Staff approached the Mora HRA about taking the Bridges program as well but at this time the Mora HRA is not interested in taking the program since they have no experience administering the program. Cambridge EDA staff contacted Carrie Marsh from Minnesota Housing Finance Agency to determine other options for administration of the Bridges Program. Carrie is going to contact Gary Travis from DHS and together try to explore a creative solution in keeping the vouchers in our area. She stated that they hope to have everything figured out by next February when new RFP comes out. I told her the Cambridge EDA will continue administering the program until this biennium's funding runs out on June 30, 2015. We would expect that before the grant expires a new plan for the administration of the Bridges Program that is acceptable to the Cambridge EDA will be in place.

Report Submitted by: Marilyn Fromm

Date: 8/4/2014