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**Cambridge EDA**  
Meeting Announcement and Agenda  
**MONDAY, DECEMBER 1, 2014**  
**EDA MEETING WILL BEGIN AT 5:30 PM.**  
**CITY COUNCIL MEETING BEGINS AFTER EDA MEETING ADJOURNS**  
CAMBRIDGE CITY CENTER  
300 3<sup>RD</sup> AVENUE NE

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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 November 3, 2014 minutes (p. 3)
  - B. Approving Housing Division bills check #16703 & ACH – totaling \$60,337 (p. 4)
  - C. Approve EDA Bills – Check #97999 to #98275, totaling \$16,895.16 (p. 10)
  - D. Approve Draft October 2014 Financial Statements (p. 20)
  - E. Housing Supervisor's Report (p. 50)
  - F. Approve lease renewal for Suite 156, In His Steps Ballet, in the City Center Mall (p. 51)
  - G. Resident Meeting (p. 64)
4. New Business
  - A. Public Hearing on PHA Plan (p. 65)
    1. Adopt Resolution R14-012 - 2015 Annual Statement and Five Year Capital Fund Plan (p. 66)
  - B. Adopt Resolution R14-013 - 2015 Payment Standard (p. 77)
  - C. Adopt 2015 Budget (p. 79)
    1. Resolution R14-014 EDA Housing Division Budget Approval (p. 80)
    2. Resolution R14-015 EDA Admin Budget Approval (p. 82)

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5. Unfinished Business

6. Adjourn

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

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

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
November 3, 2014**

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

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

Members Absent: None

Others Present: Executive Director Lynda Woulfe

**Call to Order**

President Iverson called the meeting to order at 4:40 p.m.

**Approval of Agenda**

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

**Consent Agenda**

Caulk moved, seconded by Bustron, to approve the consent agenda item A - F as presented:

- A. Approve exterior door placement for Suite 100 (River Special Education)
- B. Approve October 7, 2014 Minutes
- C. Approving Housing Division bills – totaling \$62,229.68
- D. Approve EDA Bills – Check #17772 to #91977, totaling \$11,860.78
- E. Approve Draft Financial Statements
- F. Housing Supervisor's Report

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

**New Business**

There was no new business.

**Unfinished Business**

There was no unfinished business.

**Adjournment**

Bustron moved, seconded by Lewis, to adjourn the meeting at 4:42 p.m. The motion passed unanimously.

\_\_\_\_\_  
Lisa Iverson, President

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, Executive Director

Time: 08:15:29

Check Register Detail Report  
Cambridge  
From: 11/01/2014 To: 11/24/2014

323,708.96 Beg. Balance

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/01/2014	000059	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 317.00	317.00	323,391.96	November Hap Aadland, Ashley
11/01/2014	000059	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 528.00 392.00	920.00	322,471.96	November Hap Cross, Grace Wilms, Monica
11/01/2014	000059	Calhoun Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 291.00 326.00	617.00	321,854.96	November Hap Arneberg, Danielle M Lessman, Bobbie
11/01/2014	000059	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 329.00	329.00	321,525.96	November Hap Deiman, Antoinette
11/01/2014	000059	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 340.00 447.00 276.00 688.00 417.00	2,168.00	319,357.96	November Hap Paquette, Laurie Schug, Brenda Kay Schulz, Cynthia J Voss, Breana Weigel, Collin W
11/01/2014	000059	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 664.00	664.00	318,693.96	November Hap Nicholas, Judith Evelyn
11/01/2014	000059	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 623.00	623.00	318,070.96	November Hap Mains, Kimberly A
11/01/2014	000059	Eliot Avenue Apartments LLC 4715.1 Hap - Occupied Unit	Payment 109.00	109.00	317,961.96	November Hap Erickson, Todd
11/01/2014	000059	Isanti Housing Associates LP 4715.1 Hap - Occupied Unit	Payment 498.00	498.00	317,463.96	November Hap Johnston, Shaylee
11/01/2014	000059	John Maher 4715.1 Hap - Occupied Unit	Payment 198.00	198.00	317,265.96	November Hap Diers, Scott A
11/01/2014	000059	Kestrel Meadows Townhomes 4715.1 Hap - Occupied Unit	Payment 530.00	530.00	316,735.96	November Hap Barrett, Christy
11/01/2014	000059	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 237.00	237.00	316,498.96	November Hap Walkama, Danielle K
11/01/2014	000059	Richard Berget 4715.1 Hap - Occupied Unit	Payment 167.00	167.00	316,331.96	November Hap Tschida, Joyce
11/01/2014	000059	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 176.00	176.00	316,155.96	November Hap Mullens, Darice R
11/01/2014	000059	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 224.00	224.00	315,931.96	November Hap Wallace, Lynnell
11/01/2014	000059	Tim Rahey Jr	Payment	401.00	315,530.96	November Hap

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Time: 08:15:30

### Check Register Detail Report

Cambridge

From: 11/01/2014 To: 11/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/01/2014	000059	Thomas Hinz 4715.1 Hap - Occupied Unit	Payment 690.00	690.00	314,840.96	November Hap Renspe, Alicia M
11/01/2014	000059	William Francisco 4715.1 Hap - Occupied Unit	Payment 323.00	323.00	314,517.96	November Hap Griffin, Deena M
11/01/2014	000060	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 273.00	273.00	314,244.96	November Hap Roberts, Paula
11/01/2014	000060	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 852.00	852.00	313,392.96	November Hap Brasch, Terrie L
11/01/2014	000060	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 1,100.00	1,100.00	312,292.96	November Hap Bobo, Shawna L
11/01/2014	000060	Bungalows of Chisago LLC 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 4715.9 Hap - Portable Receiving	Payment 580.00 442.00 564.00 157.00 46.00 61.00	1,850.00	310,442.96	November Hap Johnson, Mary Jane LeCuyer, Christine J Mapson, Diane E Marohn, Gerald Meyers, Colleen J Soderquist, Roxanne
11/01/2014	000060	Calhoun Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 383.00 469.00	852.00	309,590.96	November Hap Auge, Desirae M Lillion, Laurie A
11/01/2014	000060	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 316.00 533.00 355.00 508.00 319.00	2,031.00	307,559.96	November Hap Erickson, James P Falvey, Deborah Longley, Christine A Puffer, Michelle Schibilla, Jamie
11/01/2014	000060	Samantha Carlson 4715.4 Hap - Utility Reimbursments	Payment 30.00	30.00	307,529.96	November Hap Carlson, Samantha
11/01/2014	000060	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 555.00 553.00 457.00 1,046.00 555.00 580.00 970.00	4,716.00	302,813.96	November Hap Banaszak, David Nyreen, Rebecca A Paquette, JoAnn Price, Katherine Radke, Suzanne Schaefer, Mike E Troupe, Michael E
11/01/2014	000060	David Cobb 4715.9 Hap - Portable Receiving	Payment 728.00	728.00	302,085.96	November Hap Taylor, Alice H
11/01/2014	000060	Leah Degerstrom	Payment	47.00	302,038.96	November Hap

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Time: 08:15:30

### Check Register Detail Report

Cambridge

From: 11/01/2014 To: 11/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.4 Hap - Utility Reimbursements		47.00		Degerstrom, Leah
11/01/2014	000060	DJ Properties of Stanchfield, LLC	Payment	416.00	301,622.96	November Hap
		4715.1 Hap - Occupied Unit		416.00		Fischer, Cheryl A
11/01/2014	000060	Eliot Avenue Apartments LLC	Payment	1,086.00	300,536.96	November Hap
		4715.9 Hap - Portable Receiving		549.00		Eickstadt, Cheryl
		4715.9 Hap - Portable Receiving		537.00		Grabau, Jill
11/01/2014	000060	Elmer D. Harp	Payment	586.00	299,950.96	November Hap
		4715.9 Hap - Portable Receiving		586.00		Hart, Beth L
11/01/2014	000060	ELMSUN LLC	Payment	1,239.00	298,711.96	November Hap
		4715.1 Hap - Occupied Unit		710.00		Pittman, Cheryl
		4715.1 Hap - Occupied Unit		529.00		Zentic, Scott
11/01/2014	000060	Erlandson - Nelson Construction	Payment	542.00	298,169.96	November Hap
		4715.1 Hap - Occupied Unit		542.00		Linda, Robin
11/01/2014	000060	FYP PROPERTIES	Payment	220.00	297,949.96	November Hap
		4715.9 Hap - Portable Receiving		220.00		Dodge, Rita
11/01/2014	000060	Robert Giffin	Payment	580.00	297,369.96	November Hap
		4715.1 Hap - Occupied Unit		580.00		Giffin, Tammie
11/01/2014	000060	Hanson Properties	Payment	273.00	297,096.96	November Hap
		4715.1 Hap - Occupied Unit		273.00		Hanson, Henry P
11/01/2014	000060	Haven Properties	Payment	316.00	296,780.96	November Hap
		4715.9 Hap - Portable Receiving		316.00		Stroh, Kevin
11/01/2014	000060	Isanti Housing Associates LP	Payment	1,481.00	295,299.96	November Hap
		4715.1 Hap - Occupied Unit		384.00		Alexander, Cindy S
		4715.9 Hap - Portable Receiving		202.00		Havenner, Thomas Clifford
		4715.1 Hap - Occupied Unit		364.00		Pastorius, Shyla Marie
		4715.9 Hap - Portable Receiving		531.00		Washington, Katherine L
11/01/2014	000060	Isanti Village Apartments	Payment	967.00	294,332.96	November Hap
		4715.1 Hap - Occupied Unit		426.00		Junglen, Eunice M
		4715.1 Hap - Occupied Unit		541.00		Tews, Jackie
11/01/2014	000060	Jay M. Winger	Payment	552.00	293,780.96	November Hap
		4715.1 Hap - Occupied Unit		552.00		Parris, Paula
11/01/2014	000060	Jeff Halverson	Payment	631.00	293,149.96	November Hap
		4715.9 Hap - Portable Receiving		631.00		Liberte, Ore'a Lareal
11/01/2014	000060	Kathryn Dahlberg	Payment	725.00	292,424.96	November Hap
		4715.1 Hap - Occupied Unit		725.00		Carlson, Samantha
11/01/2014	000060	Kestrel Meadows Townhomes	Payment	1,249.00	291,175.96	November Hap
		4715.9 Hap - Portable Receiving		654.00		Dickinson, Kelli R

Time: 08:15:30

## Check Register Detail Report

Cambridge

From: 11/01/2014 To: 11/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/01/2014	000060	Brian Leet 4715.9 Hap - Portable Receiving	Payment 380.00	380.00	290,795.96	November Hap Weber, Kathleen A
11/01/2014	000060	Legacy Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 920.00 666.00 517.00	2,103.00	288,692.96	November Hap Degerstrom, Leah Parent, Cheri C Schedlbauer, Jennifer
11/01/2014	000060	Janet Nielsen 4715.1 Hap - Occupied Unit	Payment 663.00	663.00	288,029.96	November Hap Kullmann, Tami R
11/01/2014	000060	Lindstrom Parkview Assoc. 4715.9 Hap - Portable Receiving	Payment 296.00	296.00	287,733.96	November Hap Etchason, Paul
11/01/2014	000060	Mann, Cheryl 4715.1 Hap - Occupied Unit	Payment 550.00	550.00	287,183.96	November Hap Witkowski, Michelle N
11/01/2014	000060	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 37.00	37.00	287,146.96	November Hap Greenwood, Thomas J
11/01/2014	000060	Mike Munsinger 4715.9 Hap - Portable Receiving	Payment 738.00	738.00	286,408.96	November Hap Wells, Sheri A
11/01/2014	000060	Allen Moulton 4715.1 Hap - Occupied Unit	Payment 523.00	523.00	285,885.96	November Hap Thompson, Marilyn J
11/01/2014	000060	Multi-Investments, LLC 4715.1 Hap - Occupied Unit	Payment 344.00	344.00	285,541.96	November Hap Anderson, Debra
11/01/2014	000060	Loral Myers 4715.1 Hap - Occupied Unit	Payment 278.00	278.00	285,263.96	November Hap Myers, Kyle C
11/01/2014	000060	Normandy Townhomes Limited 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 323.00 271.00 334.00	928.00	284,335.96	November Hap Matchinsky, Robert T Shelby, Angela R Swanson, Kathleen A
11/01/2014	000060	North Branch Senior Housing 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 227.00 214.00 237.00	678.00	283,657.96	November Hap Castillo, Sharon Fisk, Dolores M Kalberg, Annette
11/01/2014	000060	Northern Management 4715.9 Hap - Portable Receiving	Payment 444.00	444.00	283,213.96	November Hap Zieske, Robyn
11/01/2014	000060	Oakhurst Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 354.00 354.00	708.00	282,505.96	November Hap Benson, Tracy E Wenell, Russell
11/01/2014	000060	Oakridge Apartments 4715.9 Hap - Portable Receiving	Payment 684.00	684.00	281,821.96	November Hap Goertzen, Diane

Time: 08:15:30

## Check Register Detail Report

Cambridge

From: 11/01/2014 To: 11/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/01/2014	000060	Oakview Terrace Townhomes	Payment	2,358.00	279,463.96	November Hap
		4715.1 Hap - Occupied Unit	485.00			Bylander, Richard S
		4715.1 Hap - Occupied Unit	655.00			Cole, Barbara
		4715.9 Hap - Portable Receiving	638.00			Rosenberg, Gwen M
		4715.9 Hap - Portable Receiving	580.00			Tipton, Mariesa A
11/01/2014	000060	Peter Maus	Payment	953.00	278,510.96	November Hap
		4715.9 Hap - Portable Receiving	953.00			Parrott, Gina M
11/01/2014	000060	Randall Propp	Payment	436.00	278,074.96	November Hap
		4715.1 Hap - Occupied Unit	436.00			Nelson, Valerie J
11/01/2014	000060	Robert Blaisdell-Blaisdell ENT	Payment	591.00	277,483.96	November Hap
		4715.9 Hap - Portable Receiving	591.00			Luck, Jennifer Lee
11/01/2014	000060	Robert Mattson	Payment	581.00	276,902.96	November Hap
		4715.1 Hap - Occupied Unit	581.00			Good, Katherine
11/01/2014	000060	Robert & Linnea Steman	Payment	541.00	276,361.96	November Hap
		4715.9 Hap - Portable Receiving	541.00			Lake, Ruth
11/01/2014	000060	Schaefer Rentals	Payment	936.00	275,425.96	November Hap
		4715.9 Hap - Portable Receiving	936.00			Butenhoff, Sarah M
11/01/2014	000060	Ordeen Splittstoser	Payment	1,335.00	274,090.96	November Hap
		4715.9 Hap - Portable Receiving	291.00			Bazey, Jeanne E
		4715.1 Hap - Occupied Unit	495.00			Dresel, Susan Marie
		4715.1 Hap - Occupied Unit	549.00			Young, Marrietta L
11/01/2014	000060	Steve Baker	Payment	845.00	273,245.96	November Hap
		4715.9 Hap - Portable Receiving	845.00			Rogalski, Lisa E
11/01/2014	000060	Paul & Bethany Stiles	Payment	665.00	272,580.96	November Hap
		4715.1 Hap - Occupied Unit	665.00			Fust, Jill
11/01/2014	000060	Sunrise Court Apartments	Payment	1,546.00	271,034.96	November 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	568.00			Simons, Lori J
11/01/2014	000060	Taylor's Falls Villas	Payment	463.00	270,571.96	November Hap
		4715.9 Hap - Portable Receiving	463.00			Jackson, Susan
11/01/2014	000060	Thomas Olin	Payment	277.00	270,294.96	November Hap
		4715.1 Hap - Occupied Unit	277.00			White, Teresa
11/01/2014	000060	Tim Rahey Jr	Payment	804.00	269,490.96	November Hap
		4715.9 Hap - Portable Receiving	804.00			Miller, Shannon D
11/01/2014	000060	Tower Terrace Limited Partnership	Payment	3,009.00	266,481.96	November Hap
		4715.9 Hap - Portable Receiving	690.00			Black, Twyla Pauline



Time: 08:15:30

### Check Register Detail Report

Cambridge

From: 11/01/2014 To: 11/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.9 Hap - Portable Receiving	554.00			Holland, Kathleen
		4715.9 Hap - Portable Receiving	528.00			Jenson, Cheryl
		4715.9 Hap - Portable Receiving	537.00			Koenig, Lance L
		4715.9 Hap - Portable Receiving	427.00			Rohr, Russell
11/01/2014	000060	Twyla Black	Payment	47.00	266,434.96	November Hap
		4715.94 Urp - Portable Receiving	47.00			Black, Twyla Pauline: Urp - Portable Receiving
11/01/2014	000060	Wayne Knutson	Payment	589.00	265,845.96	November Hap
		4715.9 Hap - Portable Receiving	589.00			Mollinedo, Nancy
11/01/2014	000060	Wyoming Phase 1	Payment	1,013.00	264,832.96	November Hap
		4715.1 Hap - Occupied Unit	574.00			Grundhauser, Patrice
		4715.9 Hap - Portable Receiving	439.00			Rafel, Kathy
11/01/2014	000060	Wyoming Phase 2	Payment	1,342.00	263,490.96	November Hap
		4715.9 Hap - Portable Receiving	438.00			Burston, Melissa
		4715.1 Hap - Occupied Unit	549.00			Darveaux, Linda
		4715.1 Hap - Occupied Unit	296.00			Dillon, Tracey
		4715.9 Hap - Portable Receiving	59.00			Harrington, Tina M
11/01/2014	016703	Shawna L. Bobo	Payment	45.00	263,445.96	November Hap
		4715.94 Urp - Portable Receiving	45.00			Bobo, Shawna L
11/05/2014	000061	Ramon Salgado	Payment	74.00	263,371.96	November Hap
		4715.1 Hap - Occupied Unit	74.00			Walkama, Danielle K: Hap - Occupied Unit

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60,337.- checks/ACH written Nov 2014

<p>CAMBRIDGE EDA MEETING December 1, 2014 BILLS LIST</p>
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<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For Approval</b>
Prepaid Checks	10/30/2014	97999 - 98048	4,125.97
Prepaid Checks	11/6/2014	98079 - 98116	3,737.27
Prepaid Checks	11/13/2014	98149 - 98200	1,151.35
Prepaid Checks	11/19/2014	98224 - 98275	7,880.57

Prepaid Totals

16,895.16

**TOTAL SUBMITTED FOR APPROVAL**

**\$16,895.16**

Vendor	Vendor Name	Description	Net Invoice Amount
1681	ECM Publishers, Inc.	Legal Notice - EDA 5 Year & Ann	25.80
Total 1681:			25.80
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			7.50
2411	Hillyard Inc. - Minneapolis	Maintenance Supplies - Mall	3.57
2411	Hillyard Inc. - Minneapolis	Maintenance Supplies - Mall	79.72
Total 2411:			83.29
2456	Housing Data Systems	annual license & support contract	1,213.00
2456	Housing Data Systems	annual license & support contract	567.00
Total 2456:			1,780.00
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Co	77.60
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Co	77.59
Total 2986:			155.19
3521	Menards	Repair & Maint - Mall	39.99
Total 3521:			39.99
5401	Target Bank	Materials Operating Supplies	34.20
Total 5401:			34.20
5588	Total Sports Publications	Advertising - MN Timberwolves Y	2,000.00
Total 5588:			2,000.00
Grand Totals:			4,125.97

Dated: 10/30/14

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/14	10/30/2014	97999	1681	ECM Publishers, Inc.	902-20100	25.80
10/14	10/30/2014	98005	2046	G & K Services, Inc.	205-20100	7.50
10/14	10/30/2014	98010	2411	Hillyard Inc. - Minneapolis	205-20100	83.29
10/14	10/30/2014	98011	2456	Housing Data Systems	903-20100	1,780.00
10/14	10/30/2014	98016	2986	Konica Minolta Business	902-20100	155.19
10/14	10/30/2014	98020	3521	Menards	205-20100	39.99
10/14	10/30/2014	98043	5401	Target Bank	901-20100	34.20
10/14	10/30/2014	98048	5588	Total Sports Publications	205-20100	2,000.00
<b>Grand Totals:</b>						<b>4,125.97</b>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2166	Grainger	Repair & Maint Supplies	292.08
	Total 2166:		292.08
2411	Hillyard Inc. - Minneapolis	Maintenance Supplies - Mall	85.47
	Total 2411:		85.47
3076	Lakes Telecom Inc.	Sentex Door System - Bridge Par	550.00
3076	Lakes Telecom Inc.	Door Dialer - Bridge Park Apts	300.00
	Total 3076:		850.00
3521	Menards	Misc Operating Supplies - Bridge	6.27
	Total 3521:		6.27
4386	Papco, Inc.	Tri-Grip Mat - Bridge Park Apts	255.00
	Total 4386:		255.00
5191	SPEW Health Plan	Health Insurance Premium - Dece	616.50
5191	SPEW Health Plan	Health Insurance Premium - Dece	924.75
5191	SPEW Health Plan	Health Insurance Premium - Dece	308.25
5191	SPEW Health Plan	Health Insurance Premium - Dece	308.25
	Total 5191:		2,157.75
5221	St. Croix Computer Graphics	Tax Forms - 1099 Misc and Envel	88.20
	Total 5221:		88.20
	Grand Totals:		3,737.27

Dated: \_\_\_\_\_

11/6/14

City Treasurer: \_\_\_\_\_

Caroline Mose

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/06/2014	98079	2046	G & K Services, Inc.	205-20100	2.50
11/14	11/06/2014	98081	2166	Grainger	205-20100	292.08
11/14	11/06/2014	98086	2411	Hillyard Inc. - Minneapolis	205-20100	85.47
11/14	11/06/2014	98094	3076	Lakes Telecom Inc.	901-20100	850.00
11/14	11/06/2014	98099	3521	Menards	901-20100	6.27
11/14	11/06/2014	98109	4386	Papco, Inc.	901-20100	255.00
11/14	11/06/2014	98115	5191	SPEW Health Plan	903-20100	2,157.75
11/14	11/06/2014	98116	5221	St. Croix Computer Graphics	902-20100	88.20
Grand Totals:						<u>3,737.27</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
	Total 1661:		314.50
1681	ECM Publishers, Inc.	Legal Notice - 2014-15 Annual Plan	26.40
	Total 1681:		26.40
1891	Fastenal Company	Downtown Banners	14.10
	Total 1891:		14.10
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
	Total 3056:		36.80
5056	SelectAccount	Participant Fees - November	2.35
5056	SelectAccount	Participant Fees - November	3.53
5056	SelectAccount	Participant Fees - November	1.17
	Total 5056:		7.05
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	750.00
	Total 5601:		750.00
	Grand Totals:		1,151.35

Dated: 11/13/14

City Treasurer: Caroline Moe


GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/13/2014	98149	1661	East Central Sanitation	205-20100	314.50
11/14	11/13/2014	98150	1681	ECM Publishers, Inc.	902-20100	26.40
11/14	11/13/2014	98152	1891	Fastenal Company	205-20100	14.10
11/14	11/13/2014	98154	2046	G & K Services, Inc.	205-20100	2.50
11/14	11/13/2014	98170	3056	Lake Superior Laundry Inc.	205-20100	36.80
11/14	11/13/2014	98194	5056	SelectAccount	902-20100	7.05
11/14	11/13/2014	98200	5601	TR Computer Sales LLC	901-20100	750.00
<b>Grand Totals:</b>						<b>1,151.35</b>



Vendor	Vendor Name	Description	Net Invoice Amount
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
	Total 1661:		143.12
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2456	Housing Data Systems	MTCS Transmittal Service 10/01/14-12/31/14	60.00
2456	Housing Data Systems	MTCS Transmittal Service 10/01/14-12/31/14	60.00
	Total 2456:		120.00
3076	Lakes Telecom Inc.	Access Control System & Door Operators	4,804.21
	Total 3076:		4,804.21
3501	MEI Total Elevator Solutions	November Service Billing	212.53
	Total 3501:		212.53
3521	Menards	Misc Operating Supplies - Bridge Park	26.64
3521	Menards	Misc Operating Supplies - Bridge Park	67.66
3521	Menards	Misc Operating Supplies - Bridge Park	60.08
3521	Menards	Misc Operating Supplies - Bridge Park	15.71
	Total 3521:		170.09
4011	NAC Mechanical & Electrical	Fall Tune Up on Makeup Air Unit - Bridge Park	758.75
	Total 4011:		758.75
4131	Nordberg's Electric Supply Inc	Automatic Door Opener - Bridge Park	500.00
4131	Nordberg's Electric Supply Inc	Parking Lot Light - Bridge Park	637.98
	Total 4131:		1,137.98
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Bridgepark	130.00
	Total 4211:		130.00
5666	TruGreen Commercial	Customized Lawn Plan - Bridge Park	159.00
	Total 5666:		159.00
5861	Walmart Business Community	Tenant Services	135.85
	Total 5861:		135.85
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	106.54

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5886:			106.54
Grand Totals:			7,880.57

Dated: 11/19/14

City Treasurer: 

Report Criteria:

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/19/2014	98224	1661	East Central Sanitation	901-20100	143.12
11/14	11/19/2014	98230	2046	G & K Services, Inc.	205-20100	2.50
11/14	11/19/2014	98234	2456	Housing Data Systems	902-20100	120.00
11/14	11/19/2014	98240	3076	Lakes Telecom Inc.	901-20100	4,804.21
11/14	11/19/2014	98244	3501	MEI Total Elevator Solutions	901-20100	212.53
11/14	11/19/2014	98245	3521	Menards	901-20100	170.09
11/14	11/19/2014	98250	4011	NAC Mechanical & Electrical	901-20100	758.75
11/14	11/19/2014	98252	4131	Nordberg's Electric Supply Inc	901-20100	1,137.98
11/14	11/19/2014	98254	4211	Northland Fire Protection	901-20100	130.00
11/14	11/19/2014	98270	5666	TruGreen Processing Center	901-20100	159.00
11/14	11/19/2014	98273	5861	Walmart Business Community	901-20100	135.85
11/14	11/19/2014	98275	5886	Watson Co., Inc.	901-20100	106.54
Grand Totals:						<u>7,880.57</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2014

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(	2,941.02)	
901-10102	INVESTMENTS--PBC		315,489.11	
901-10103	INVESTMENTS-MINNCO		16,272.68	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		164,358.62	
901-11500	ACCOUNTS RECEIVABLE-TENANT		75.00	
901-15500	PREPAID EXPENSES		1,213.00	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		556,187.78	
901-16250	BUILDING IMPROVEMENTS		1,071,844.14	
901-16300	SITE IMPROVEMENTS		172,180.46	
901-16350	NON-DWELLING STRUCTURES		86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		102,485.44	
901-16450	FURN, EQUIP, MACH-ADMIN		142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	1,809,839.81)	
901-16500	CONSTRUCTION IN PROGRESS		36,029.20	
	TOTAL ASSETS			985,880.09

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		8,858.21	
901-21650	ACCRUED VACATION & SICK PAY		38,845.52	
901-22600	TENANT SECURITY DEPOSITS		22,548.56	
	TOTAL LIABILITIES			70,252.29

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		574,945.21	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(	227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		39,126.82	
	BALANCE - CURRENT DATE		39,126.82	
	TOTAL FUND EQUITY			915,627.80
	TOTAL LIABILITIES AND EQUITY			985,880.09

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	62,435.00	7,565.00	89.19	69,939.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>62,435.00</b>	<b>7,565.00</b>	<b>89.19</b>	<b>69,939.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	200.00	( 129.00)	281.69	.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	1,608.26	( 108.26)	107.22	2,078.96
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>1,571.00</b>	<b>1,571.00</b>	<b>1,808.26</b>	<b>( 237.26)</b>	<b>115.10</b>	<b>2,078.96</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	124,739.89	25,260.11	83.16	148,053.06
901-37221 LAUNDRY INCOME BRIDGE PARK	7,000.00	7,000.00	5,242.00	1,758.00	74.89	7,603.00
<b>TOTAL RENTAL INCOME</b>	<b>157,000.00</b>	<b>157,000.00</b>	<b>129,981.89</b>	<b>27,018.11</b>	<b>82.79</b>	<b>155,656.06</b>
<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
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>52,762.00</b>	<b>52,762.00</b>	<b>.00</b>	<b>52,762.00</b>	<b>.00</b>	<b>27,209.07</b>
<b>TOTAL FUND REVENUE</b>	<b>281,333.00</b>	<b>281,333.00</b>	<b>194,225.15</b>			<b>254,883.09</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	31,048.00	31,048.00	23,945.66	( 7,102.34)	77.12	31,222.12
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	1,225.00	( 875.00)	58.33	2,100.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	1,736.15	( 514.85)	77.13	2,191.70
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	1,925.52	( 449.48)	81.07	2,473.14
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	14.40	( 37.60)	27.69	22.68
901-49500-151 WORKERS' COMPENSATION PREMIU	266.00	266.00	163.31	( 102.69)	61.39	158.36
<b>TOTAL PERSONAL SERVICES</b>	<b>38,092.00</b>	<b>38,092.00</b>	<b>29,010.04</b>	<b>( 9,081.96)</b>	<b>76.16</b>	<b>38,168.00</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	1,372.15	( 127.85)	91.48	1,198.02
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,372.15</b>	<b>( 127.85)</b>	<b>91.48</b>	<b>1,198.02</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	250.00	250.00	.00	( 250.00)	.00	16.40
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,400.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	438.00	438.00	.00	.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	1,409.48	( 790.52)	64.07	1,920.47
901-49500-322 POSTAGE	800.00	800.00	164.50	( 635.50)	20.56	488.70
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	51.07	( 398.93)	11.35	231.25
901-49500-340 ADVERTISING	100.00	100.00	62.23	( 37.77)	62.23	70.70
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>6,800.00</b>	<b>6,800.00</b>	<b>5,125.28</b>	<b>( 1,674.72)</b>	<b>75.37</b>	<b>5,127.52</b>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	1,500.00	1,500.00	.00	( 1,500.00)	.00	1,427.50
901-49500-413 RENTALS - OFFICE EQUIPMENT	1,500.00	1,500.00	573.59	( 926.41)	38.24	246.58
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	350.00	( 1,000.00)	25.93	644.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	( 500.00)	.00	496.48
<b>TOTAL MISCELLANEOUS</b>	<b>4,850.00</b>	<b>4,850.00</b>	<b>923.59</b>	<b>( 3,926.41)</b>	<b>19.04</b>	<b>2,814.56</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>51,242.00</b>	<b>51,242.00</b>	<b>36,431.06</b>	<b>( 14,810.94)</b>	<b>71.10</b>	<b>47,308.10</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	200.00	200.00	7.41	( 192.59)	3.71	1,009.51
	<i>TOTAL SUPPLIES</i>	200.00	200.00	7.41	( 192.59)	3.71	1,009.51
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>7.41</b>	<b>( 192.59)</b>	<b>3.71</b>	<b>1,009.51</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	38,645.00	38,645.00	32,710.79	( 5,934.21)	84.64	38,209.17
901-49700-121 PERA (EMPLOYER)	2,802.00	2,802.00	2,371.54	( 430.46)	84.64	2,770.05
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,956.00	2,956.00	2,434.88	( 521.12)	82.37	2,848.59
901-49700-131 MEDICAL/DENTAL/LIFE	9,644.00	9,644.00	9,492.25	( 151.75)	98.43	8,449.27
901-49700-133 DEDUCTIBLE CONTRIBUTION	825.00	825.00	728.92	( 96.08)	88.35	825.01
901-49700-151 WORKERS' COMPENSATION PREMIU	2,245.00	2,245.00	1,428.57	( 816.43)	63.63	1,294.35
901-49700-154 HRA/FLEX FEES	.00	.00	45.26	45.26	.00	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>57,117.00</b>	<b>57,117.00</b>	<b>49,212.21</b>	<b>( 7,904.79)</b>	<b>86.16</b>	<b>54,396.44</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	2,444.76	( 1,955.24)	55.56	3,471.97
901-49700-212 FUEL PURCHASE	200.00	200.00	78.00	( 122.00)	39.00	105.08
<b>TOTAL SUPPLIES</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>2,522.76</b>	<b>( 2,077.24)</b>	<b>54.84</b>	<b>3,577.05</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	11,036.00	11,036.00	15,578.10	4,542.10	141.16	11,863.49
901-49700-360 INSURANCE AND BONDS	15,000.00	15,000.00	12,230.50	( 2,769.50)	81.54	14,662.00
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00	( 11,100.00)	.00	11,648.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	21,756.96	( 13,943.04)	60.94	31,221.00
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	6,787.14	( 3,212.86)	67.87	8,145.39
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	5,113.71	( 886.29)	85.23	6,453.77
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,572.95	( 527.05)	74.90	2,047.08
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>90,936.00</b>	<b>90,936.00</b>	<b>63,039.36</b>	<b>( 27,896.64)</b>	<b>69.32</b>	<b>86,040.73</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	( 70,000.00)	.00	46,989.02
901-49700-430 MISCELLANEOUS & GENERAL EXP	238.00	238.00	3.53	( 234.47)	1.48	120.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	212.53
<b>TOTAL MISCELLANEOUS</b>	<b>70,238.00</b>	<b>70,238.00</b>	<b>3.53</b>	<b>( 70,234.47)</b>	<b>.01</b>	<b>47,321.55</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	7,000.00	7,000.00	.00	( 7,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	3,882.00	3,882.00	.00	6,806.92
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>3,882.00</b>	<b>( 3,118.00)</b>	<b>55.46</b>	<b>6,806.92</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>229,891.00</b>	<b>229,891.00</b>	<b>118,659.86</b>	<b>( 111,231.14)</b>	<b>51.62</b>	<b>198,142.69</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TOTAL FUND EXPENDITURES</b>	<u>281,333.00</u>	<u>281,333.00</u>	<u>155,098.33</u>			<u>246,460.30</u>
<b>NET REVENUES OVER EXPENDITURE</b>	<u>.00</u>	<u>.00</u>	<u>39,126.82</u>			<u>8,422.79</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2014

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10010	CASH AND INVESTMENTS	(	1,909.45)	
902-10200	EDA OPERATING ACCT-SECTION 8		53,380.79	
902-16450	FURN, EQUIP, MACH-ADMIN		4,475.39	
902-16480	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	4,475.39)	
	TOTAL ASSETS			<u>51,471.34</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS		422.85	
	TOTAL LIABILITIES			422.85

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS		45,369.47	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		5,679.02	
	BALANCE - CURRENT DATE		5,679.02	
	TOTAL FUND EQUITY			<u>51,048.49</u>
	TOTAL LIABILITIES AND EQUITY			<u>51,471.34</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	45,374.00	45,374.00	33,395.00	11,979.00	73.60	35,384.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>45,374.00</b>	<b>45,374.00</b>	<b>33,395.00</b>	<b>11,979.00</b>	<b>73.60</b>	<b>35,384.00</b>
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	21,027.89	( 3,653.89)	121.03	24,955.15
902-35100 FRAUD RECOVERY INCOME	.00	.00	923.00	( 923.00)	.00	931.50
<b>TOTAL RENTAL INCOME</b>	<b>17,374.00</b>	<b>17,374.00</b>	<b>21,950.89</b>	<b>( 4,576.89)</b>	<b>126.34</b>	<b>25,886.65</b>
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	42.59	( 42.59)	.00	52.71
<b>TOTAL INTEREST</b>	<b>.00</b>	<b>.00</b>	<b>42.59</b>	<b>( 42.59)</b>	<b>.00</b>	<b>52.71</b>
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	4,700.00	4,700.00	.00	4,700.00	.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>4,700.00</b>	<b>4,700.00</b>	<b>.00</b>	<b>4,700.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>67,448.00</b>	<b>67,448.00</b>	<b>55,388.48</b>			<b>61,323.36</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>SECT 8 ADMINISTRATIVE</b>						
<i>PERSONAL SERVICES</i>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,202.00	29,202.00	23,945.55	( 5,256.45)	82.00	30,489.89
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	1,735.93	( 381.07)	82.00	2,191.62
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	1,831.86	( 402.14)	82.00	2,312.52
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	14.40	( 37.60)	27.69	22.68
902-49500-151 WORKERS' COMPENSATION PREMIU	267.00	267.00	163.33	( 103.67)	61.17	158.35
<b>TOTAL PERSONAL SERVICES</b>	<b>33,872.00</b>	<b>33,872.00</b>	<b>27,691.07</b>	<b>( 6,180.93)</b>	<b>81.75</b>	<b>35,175.06</b>
<i>SUPPLIES</i>						
902-49500-201 OFFICE SUPPLIES	1,500.00	1,500.00	1,460.35	( 39.65)	97.36	1,026.43
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,460.35</b>	<b>( 39.65)</b>	<b>97.36</b>	<b>1,026.43</b>
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-304 LEGAL FEES	250.00	250.00	15.63	( 234.37)	6.25	50.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	3,000.00	.00	100.00	2,400.00
902-49500-313 MARCO IT MGMT & BACKUP	.00	.00	438.00	438.00	.00	.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	1,009.50	( 1,190.50)	45.89	1,920.42
902-49500-322 POSTAGE	800.00	800.00	399.70	( 400.30)	49.96	506.22
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	623.84	173.84	138.63	758.03
902-49500-340 ADVERTISING	188.00	188.00	76.80	( 111.20)	40.85	110.70
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>6,888.00</b>	<b>6,888.00</b>	<b>5,563.47</b>	<b>( 1,324.53)</b>	<b>80.77</b>	<b>5,745.37</b>
<i>MISCELLANEOUS</i>						
902-49500-409 LICENSE & SUPPORT CONTRACT	1,500.00	1,500.00	.00	( 1,500.00)	.00	1,427.50
902-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	573.58	( 2,426.42)	19.12	246.59
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	250.00	( 1,100.00)	18.52	622.50
902-49500-440 STAFF TRAINING	300.00	300.00	28.00	( 272.00)	9.33	300.00
<b>TOTAL MISCELLANEOUS</b>	<b>6,150.00</b>	<b>6,150.00</b>	<b>851.58</b>	<b>( 5,298.42)</b>	<b>13.85</b>	<b>2,596.59</b>
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>48,410.00</b>	<b>48,410.00</b>	<b>35,566.47</b>	<b>( 12,843.53)</b>	<b>73.47</b>	<b>44,543.45</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>SECT 8 MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,882.00	12,882.00	10,903.61	( 1,978.39)	84.64	12,736.43
902-49700-121 PERA (EMPLOYER)	934.00	934.00	790.49	( 143.51)	84.63	923.49
902-49700-122 FICA/MEDICARE (EMPLOYER)	985.00	985.00	811.69	( 173.31)	82.41	949.45
902-49700-131 MEDICAL/DENTAL/LIFE	3,215.00	3,215.00	3,556.20	341.20	110.61	3,249.54
902-49700-133 INSURANCE DEDUCTIBLE	275.00	275.00	242.97	( 32.03)	88.35	274.99
902-49700-151 WORKERS' COMPENSATION PREMIU	747.00	747.00	725.50	( 21.50)	97.12	432.52
902-49700-154 HRA/FLEX FEES	.00	.00	16.21	16.21	.00	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>19,038.00</b>	<b>19,038.00</b>	<b>17,046.67</b>	<b>( 1,991.33)</b>	<b>89.54</b>	<b>18,566.42</b>
<b>TOTAL SECT 8 MAINTENANCE</b>	<b>19,038.00</b>	<b>19,038.00</b>	<b>17,046.67</b>	<b>( 1,991.33)</b>	<b>89.54</b>	<b>18,566.42</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	290,027.68	290,027.68	.00	344,784.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 293,076.36)	( 293,076.36)	.00	( 344,784.00)
902-49775-376 URP PORT REC	.00	.00	2,034.00	2,034.00	.00	3,522.00
902-49775-378 PORT REC URP REIMB	.00	.00	( 1,889.00)	( 1,889.00)	.00	( 3,522.00)
<i>TOTAL HAP EXPENDITURES</i>	<u>.00</u>	<u>.00</u>	<u>( 2,903.68)</u>	<u>( 2,903.68)</u>	<u>.00</u>	<u>.00</u>
<b>TOTAL HAP OCCUPIED UNITS</b>	<u>.00</u>	<u>.00</u>	<u>( 2,903.68)</u>	<u>( 2,903.68)</u>	<u>.00</u>	<u>.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	49,709.46			63,109.87
NET REVENUES OVER EXPENDITURE	.00	.00	5,679.02			( 1,786.51)

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 OCTOBER 31, 2014

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10010	CASH AND INVESTMENTS	(	486.68)
903-10102	INVESTMENTS--PBC		259,251.91
903-10200	EDA HOUSING DIV OPERATING CASH		54,684.13
903-15500	PREPAID EXPENSES		567.00
			<hr/>
	TOTAL ASSETS		<u>314,016.36</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
903-20100	AP ALLOCATED TO OTHER FUNDS		308.25
903-22200	DEFERRED REVENUE		533.42
903-23000	MHFA FUNDING-UNEARNED		10,573.10
903-23001	MHFA FUNDING CHISAGO UNEARNED		800.00
903-23004	DEF REV-ADDITION 7E MENTAL HEA		238.00
			<hr/>
	TOTAL LIABILITIES		12,452.77
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS		302,075.77
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(	<u>512.18)</u>
	BALANCE - CURRENT DATE	(	<u>512.18)</u>
	TOTAL FUND EQUITY		<u>301,563.59</u>
	TOTAL LIABILITIES AND EQUITY		<u>314,016.36</u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	85,000.00	85,000.00	76,740.00	8,260.00	90.28	115,460.00
903-33440 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>85,000.00</b>	<b>85,000.00</b>	<b>76,740.00</b>	<b>8,260.00</b>	<b>90.28</b>	<b>120,333.73</b>
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	7,960.00	40.00	99.50	11,080.00
903-35510 REGION 7E ADMIN FEES	.00	.00	.00	.00	.00	600.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>7,960.00</b>	<b>40.00</b>	<b>99.50</b>	<b>11,680.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	160.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	1,209.27	( 209.27)	120.93	1,570.59
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,209.27</b>	<b>( 209.27)</b>	<b>120.93</b>	<b>1,730.59</b>
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	13,143.75	1,856.25	87.63	14,906.75
<b>TOTAL OTHER REVENUES</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>13,143.75</b>	<b>1,856.25</b>	<b>87.63</b>	<b>14,906.75</b>
<b>TOTAL FUND REVENUE</b>	<b>109,000.00</b>	<b>109,000.00</b>	<b>99,053.02</b>			<b>148,651.07</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 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>							
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	.00	.00	16.00	16.00	.00	.00
	<i>TOTAL SUPPLIES</i>	.00	.00	16.00	16.00	.00	.00
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-322	POSTAGE	.00	.00	.00	.00	.00	12.22
903-49500-331	TRAVEL/MEALS/LODGING	.00	.00	739.20	739.20	.00	326.84
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	739.20	739.20	.00	339.06
<i>MISCELLANEOUS</i>							
903-49500-409	LICENSE & SUPPORT CONTRACT	1,038.00	1,038.00	.00	( 1,038.00)	.00	.00
903-49500-433	DUES AND SUBSCRIPTIONS	500.00	500.00	.00	( 500.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,538.00	1,538.00	.00	( 1,538.00)	.00	.00
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	22,462.00	22,462.00	.00	( 22,462.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	22,462.00	22,462.00	.00	( 22,462.00)	.00	.00
	<b>TOTAL OTHER HOUSING BUS ACTIV</b>	<b>24,000.00</b>	<b>24,000.00</b>	<b>755.20</b>	<b>( 23,244.80)</b>	<b>3.15</b>	<b>339.06</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>OTHER HOUSING BUS ACTIV-MAINT</b>							
<i>PERSONAL SERVICES</i>							
903-49700-101	MAINT FT EMPLOYEES - REGULAR	.00	10,166.00	8,275.21	( 1,890.79)	81.40	.00
903-49700-121	PERA (EMPLOYER)	.00	737.00	616.02	( 120.98)	83.58	.00
903-49700-122	FICA/MEDICARE (EMPLOYER)	.00	778.00	628.57	( 149.43)	80.79	.00
903-49700-131	MEDICAL/DENTAL/LIFE	.00	2,797.00	2,979.50	182.50	106.52	.00
903-49700-133	DEDUCTIBLE CONTRIBUTION	.00	275.00	.00	( 275.00)	.00	.00
903-49700-151	WORKERS' COMPENSATION PREMIU	.00	591.00	463.70	( 127.30)	78.46	.00
<b>TOTAL PERSONAL SERVICES</b>		<b>.00</b>	<b>15,344.00</b>	<b>12,963.00</b>	<b>( 2,381.00)</b>	<b>84.48</b>	<b>.00</b>
<b>TOTAL OTHER HOUSING BUS ACTIV</b>		<b>.00</b>	<b>15,344.00</b>	<b>12,963.00</b>	<b>( 2,381.00)</b>	<b>84.48</b>	<b>.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>HOUSING ASSISTANCE PROGRAMS</b>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	85,000.00	85,000.00	85,847.00	847.00	101.00	115,399.00
903-49775-373	HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
<b>TOTAL HAP EXPENDITURES</b>		<b>85,000.00</b>	<b>85,000.00</b>	<b>85,847.00</b>	<b>847.00</b>	<b>101.00</b>	<b>120,272.73</b>
<b>TOTAL HOUSING ASSISTANCE PRO</b>		<b>85,000.00</b>	<b>85,000.00</b>	<b>85,847.00</b>	<b>847.00</b>	<b>101.00</b>	<b>120,272.73</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TOTAL FUND EXPENDITURES</b>	<u>109,000.00</u>	<u>124,344.00</u>	<u>99,565.20</u>			<u>120,611.79</u>
<b>NET REVENUES OVER EXPENDITURE</b>	<u>.00</u>	<u>( 15,344.00)</u>	<u>( 512.18)</u>			<u>28,039.28</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2014

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	43,715.00	
		<u>43,715.00</u>	
	TOTAL ASSETS		<u>43,715.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	43,715.00	
		<u>43,715.00</u>	
	BALANCE - CURRENT DATE	43,715.00	
		<u>43,715.00</u>	
	TOTAL FUND EQUITY		<u>43,715.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>43,715.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	.00	.00	43,715.00	( 43,715.00)	.00	27,209.07
	TOTAL INTERGOVERNMENTAL REVE	.00	.00	43,715.00	( 43,715.00)	.00	27,209.07
	TOTAL FUND REVENUE	.00	.00	43,715.00			27,209.07

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	.00	.00	.00	.00	.00	27,209.07
	<i>TOTAL FUNCTION 7</i>	.00	.00	.00	.00	.00	27,209.07
	TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	27,209.07



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	.00			27,209.07
NET REVENUES OVER EXPENDITURE	.00	.00	43,715.00			.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
OCTOBER 31, 2014

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	3,175.20	
905-10200	EDA OPERATING ACCT-SECTION 8	7,570.42	
	<b>TOTAL ASSETS</b>		<b>10,745.62</b>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	3,175.20	
	<b>TOTAL LIABILITIES</b>		<b>3,175.20</b>
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	8,335.85	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	( 765.43)	
	<b>BALANCE - CURRENT DATE</b>	<b>( 765.43)</b>	
	<b>TOTAL FUND EQUITY</b>		<b>7,570.42</b>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<b>10,745.62</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	254,626.00	254,626.00	243,701.00	10,925.00	95.71	296,265.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>254,626.00</b>	<b>254,626.00</b>	<b>243,701.00</b>	<b>10,925.00</b>	<b>95.71</b>	<b>296,265.00</b>
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	923.00	( 923.00)	.00	931.50
905-35101 FSS FORFEITURE	.00	.00	.00	.00	.00	5,728.33
<b>TOTAL SOURCE 35</b>	<b>.00</b>	<b>.00</b>	<b>923.00</b>	<b>( 923.00)</b>	<b>.00</b>	<b>6,659.83</b>
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	5.45	( 5.45)	.00	18.11
<b>TOTAL INTEREST</b>	<b>.00</b>	<b>.00</b>	<b>5.45</b>	<b>( 5.45)</b>	<b>.00</b>	<b>18.11</b>
<b>TOTAL FUND REVENUE</b>	<b>254,626.00</b>	<b>254,626.00</b>	<b>244,629.45</b>			<b>302,942.94</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	254,626.00	254,626.00	245,394.88			307,618.70
NET REVENUES OVER EXPENDITURE	.00	.00	( 765.43)			( 4,675.76)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	.00
205-36230 DONATIONS	.00	.00	.00	.00	.00	5,000.00
<b>TOTAL INTEREST</b>	<b>100.00</b>	<b>100.00</b>	<b>.00</b>	<b>100.00</b>	<b>.00</b>	<b>5,000.00</b>
<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	196,498.67	33,501.33	85.43	236,513.50
<b>TOTAL MALL OPERATING REVENUES</b>	<b>225,000.00</b>	<b>230,000.00</b>	<b>196,580.37</b>	<b>33,419.63</b>	<b>85.47</b>	<b>236,587.85</b>
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	7,400.00	( 7,400.00)	.00	20,000.00
<b>TOTAL TRANSFERS FROM OTHER FU</b>	<b>.00</b>	<b>.00</b>	<b>7,400.00</b>	<b>( 7,400.00)</b>	<b>.00</b>	<b>20,000.00</b>
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>230,100.00</b>	<b>203,980.37</b>			<b>261,587.85</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	595.00	( 1,905.00)	23.80	595.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	45.55	( 145.45)	23.85	45.54
<b>TOTAL PERSONAL SERVICES</b>	<b>2,691.00</b>	<b>2,691.00</b>	<b>640.55</b>	<b>( 2,050.45)</b>	<b>23.80</b>	<b>640.54</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	.00	.00	.00	.00	.00	41.87
205-41930-212 GASOLINE/FUEL/LUBRICANTS	.00	.00	.00	.00	.00	24.42
205-41930-222 RENTAL OPERATIONS EXPENSE	.00	.00	87.61	87.61	.00	.00
<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>.00</b>	<b>87.61</b>	<b>87.61</b>	<b>.00</b>	<b>66.09</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	( 5,000.00)	.00	3,916.56
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	112.97	( 637.03)	15.06	108.99
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	147.84	( 102.16)	59.14	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	( 200.00)	.00	.00
205-41930-360 INSURANCE AND BONDS	2,800.00	2,800.00	1,067.47	( 1,732.53)	38.12	1,570.19
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>1,328.28</b>	<b>( 7,671.72)</b>	<b>14.76</b>	<b>5,595.74</b>
<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	3,083.56	( 6,916.44)	30.84	.00
205-41930-489 IND PARK MARKETING	13,600.00	19,314.00	12,377.57	( 6,936.43)	64.09	11,929.40
<b>TOTAL MISCELLANEOUS</b>	<b>17,650.00</b>	<b>33,364.00</b>	<b>16,604.13</b>	<b>( 16,759.87)</b>	<b>49.77</b>	<b>16,917.90</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>29,341.00</b>	<b>45,055.00</b>	<b>18,660.57</b>	<b>( 26,394.43)</b>	<b>41.42</b>	<b>23,220.27</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	.00	20,333.00	16,550.39	( 3,782.61)	81.40	.00
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	.00	500.00	.00	( 500.00)	.00	.00
205-47000-121 PERA (EMPLOYER)	.00	1,510.00	1,232.19	( 277.81)	81.60	.00
205-47000-122 FICA/MEDICARE (EMPLOYER)	.00	1,594.00	1,257.46	( 336.54)	78.89	.00
205-47000-131 MEDICAL/DENTAL/LIFE	.00	5,594.00	5,996.12	402.12	107.19	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	.00	550.00	.00	( 550.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	.00	1,181.00	768.08	( 412.92)	65.04	.00
205-47000-154 HRA/FLEX FEES	.00	50.00	30.15	( 19.85)	60.30	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>.00</b>	<b>31,312.00</b>	<b>25,834.39</b>	<b>( 5,477.61)</b>	<b>82.51</b>	<b>.00</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	274.24	274.24	.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	10,235.98	3,235.98	146.23	11,881.42
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>10,549.51</b>	<b>3,549.51</b>	<b>150.71</b>	<b>11,881.42</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	815.04	( 784.96)	50.94	1,262.40
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	5,478.75	( 1,521.25)	78.27	7,568.43
205-47000-381 ELECTRIC UTILITIES	23,010.00	20,898.00	12,537.51	( 8,360.49)	59.99	17,648.93
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,200.00	3,780.12	( 1,419.88)	72.69	4,732.98
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	3,465.76	( 1,534.24)	69.32	4,196.69
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,151.82	( 1,348.18)	70.04	4,412.29
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>47,810.00</b>	<b>44,198.00</b>	<b>29,229.00</b>	<b>( 14,969.00)</b>	<b>66.13</b>	<b>39,821.72</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	2,500.00	1,484.43	( 1,015.57)	59.38	198.17
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	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
205-47000-494 LANDSCAPING/FRONT EXTERIOR PR	.00	.00	17,788.00	17,788.00	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	14,000.00	10,087.52	( 3,912.48)	72.05	.00
205-47000-497 SENIOR CENTER TENANT BUILDOUT	.00	.00	88,634.86	88,634.86	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>85,000.00</b>	<b>76,300.00</b>	<b>126,627.61</b>	<b>50,327.61</b>	<b>165.96</b>	<b>79,017.38</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>139,810.00</b>	<b>158,810.00</b>	<b>192,240.51</b>	<b>33,430.51</b>	<b>121.05</b>	<b>130,720.52</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 205 - EDA ADMIN FUND**

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



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TOTAL FUND EXPENDITURES</b>	<u>169,151.00</u>	<u>203,865.00</u>	<u>210,901.08</u>			<u>158,520.79</u>
<b>NET REVENUES OVER EXPENDITURE</b>	<u>55,949.00</u>	<u>26,235.00</u>	<u>( 6,920.71)</u>			<u>103,067.06</u>

**Date:** December 1, 2014  
**To:** EDA Board of Commissioners  
**From:** Marilyn Fromm, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Bridges:**

- We continue to monitor the funding for the Bridge's program and are on track.
- Currently we are subsidizing 22 families on the program.

**Section 8:**

- Reviewed utility rates data and made adjustments where there has been an increase.
- Established 2015 payment standard based on 2015 FMR set by HUD. Payment standards cannot be less than 90% of the FMR and cannot exceed 110% of the FMR.
- Will prepare 1099 detail proof reports to be sent out to landlords this month.
- Preparing files for the transfer to Mora.
- Will prepare Section 8 information to be posted on the Cambridge EDA website by the end of December.
- One new port in December 1.
- Program is fully utilized.

**Public Housing:**

- Turned over 3 units at Bridge Park on December 1. Another tenant will move out December 31. Staff is processing applications for January 1 move in. We continue to maintain our 100% occupancy status.
- Residents enjoyed a pot luck Thanksgiving dinner together on Saturday, November 22.

**Projects:**

- None at this time.

Author: Marcia Westover

Background:

In His Steps Ballet has been renting suite 156 in the mall since August 4, 2011. They are currently paying \$500 per month plus \$50 toward utilities. An increase to \$75 toward utilities is being proposed to cover more of the actual utility costs for the suite. The lease term will be for one year, lease date ending on December 31, 2015.

The proposed lease is as follows:

MINIMUM RENT

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

<u>Lease Year</u>	<u>Monthly Rate</u>	<u>Annual</u>
January 1, 2015 through December 31, 2015 (plus \$75 toward utilities each month)	\$500.00	\$6,000

Staff is recommending the EDA approve the request.

EDA Action:

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

Attachments:

Lease Agreement

## CAMBRIDGE CITY CENTER LEASE

THIS RENEWAL LEASE is made this 1<sup>st</sup> day of January, 2015, between the Cambridge Economic Development Authority (EDA), a municipal corporation (the "Landlord") and In His Steps Ballet and performing Arts Company ( hereinafter "In His Steps") (the "Tenant").

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

### LEASE TERM

The Lease Term renewal and rent will commence January 1, 2015. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The lease year's fixed annual rent will be \$500.00 per month, plus \$75.00 toward utilities for unit 156 with 950 square feet for a total annual rental of \$6,000.00, plus \$900 toward utilities The Lease Term shall run from January 1, 2015 to December 31, 2015.

### MINIMUM RENT

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

<u>Lease Year</u>	<u>monthly</u>	<u>annual</u>
Jan. 1, 2015 to Dec. 31, 2015	\$500.00 \$75.00 utility	\$6,000.00 \$900.00

### TENANT AGREEMENT

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

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

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

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent. Such consent shall not be unreasonably delayed. All such work shall comply with all applicable governmental laws, ordinances, rules and regulations. The Landlord, as a condition to said consent, may require a surety performance and/or payment bond from the Tenant for said actions. Tenant agrees to indemnify and hold Landlord and its agents free and harmless from any liability, loss, cost, damage or expense (including attorneys' fees) by reason of any said alteration, repairs, additions or improvements.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Center's Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. Tenant is authorized to use its existing outdoor sign to be placed on the front portion of the building in a location as directed by the Landlord. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3<sup>rd</sup> Avenue NE location.
6. To sublet is not prohibited as long as it provides a service to "In His Steps", but "In His Steps" and cannot assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as a ballet, performing arts and fitness and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy

or disturb any persons occupying adjacent premises. Specifically the tenant shall comply with all Federal, State and Local regulations.

8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000) against liability for injury to or death of any one person and One Million (\$1,500,000) Dollars against liability arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage; said insurance shall include Landlord, its agents, beneficiaries, and employees as assured parties and shall provide that Landlord shall be given a minimum of thirty (30) days notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to

such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.

12. The Leased Premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the Leased Premises. Tenant shall pay for all telephones used in the Leased Premises. Tenant shall pay \$75.00 toward utilities, Landlord shall pay the remainder for utilities.

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

13. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
14. If, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
15. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
16. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of \$450.00, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer,

or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.

17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within ten (10) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
22. In the event the Tenant or Landlord wish to terminate the lease for any reason, the Landlord shall provide Tenant with a six month early termination notice and Tenant shall provide the Landlord with a 3 month early termination notice. The Tenant shall agree to pay the rent through the end of the early termination notice period.



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

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

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

*If to Landlord:*

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

*If to Tenant:*

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

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

ADDITIONAL PROVISIONS:

1. Tenant hereby accepts the Leased Premises in an "as is" condition. All interior finishing work will be at the sole expense of the Tenant. The Tenant is responsible for any necessary build out of this unit required by State of Minnesota or City of Cambridge and will pay for the approximate \$ \_\_\_\_\_ estimates build out cost for plumbing, electrical, lighting, flooring, doors and sheet rock that needs to be done.
2. Tenant herby agrees to be responsible for clearing all common areas and locking and unlocking all public entryways to the Center common area when the business hours of operation differ from the standard

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

- 3. Tenant hereby agrees to be responsible for all damages associated with the use of Center common area including but not limited to hallways and restrooms associated with the use of common areas after regular mall hours (Monday to Saturday 7:00 am to 9:00 pm, and Sunday closed). Furthermore, should the landlord determine that there is a security issue associated with the extended use of the Center common area that cannot be addressed by the tenant to the satisfaction of the landlord the landlord may revoke this right upon 30 days written notice.
- 4. In His Steps will be able to remove the sprung flooring and mirrors on the wall upon termination of lease. Any damage done will need to be repaired by the tenant including repairing, priming and painting of walls, excepting reasonable wear and tear.
- 5. Tenant is responsible for cleaning and general maintenance of the premises. Tenant is responsible for, including but not limited to, interior cleaning of the unit and glass doors; light bulb replacement and disposal; general maintenance and repair of any tenant build out items in the suite; moving/set-up of tenant items; garbage removal (all tenant garbage shall be brought out to the dumpsters in the rear of the mall).
- 6. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall. This lease only grants use by the tenant for the suite as outlined on Exhibit A.

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

**City of Cambridge, Minnesota**  
**Landlord**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: President

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Executive Director

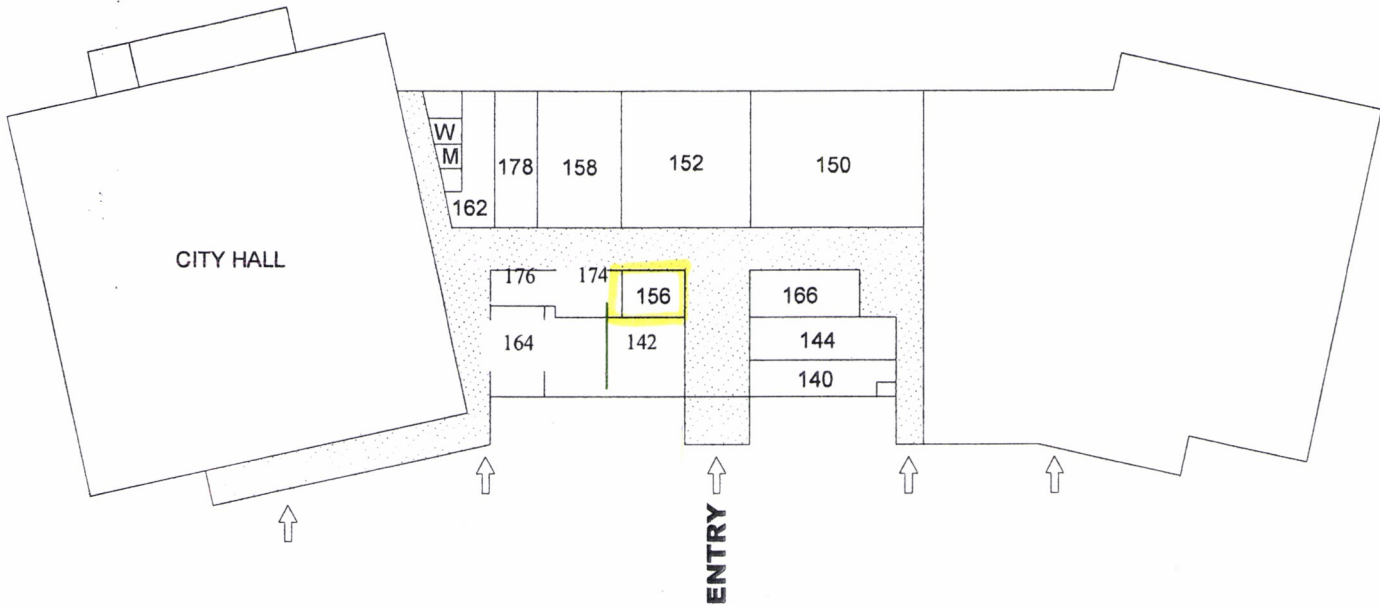
\_\_\_\_\_  
**Tenant**

\_\_\_\_\_  
**Tenant**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

# Cambridge City Center



Suite	Store Name	Square Feet	Lease Expires
162	Vacant	1,044	
178	Cambridge Center for the Arts	1,608	8/31/2016
152	MN WorkForce Center	3,006	6/30/2014 +5
152	MN WorkForce Center	3,981	6/30/2014 +5
150	Rum River Special Education Co-op	4,005	10/31/2014
164	Vacant	1,350	
176	Vacant	1,052	
174	Cambridge Chamber of Commerce	594	8/31/2014
156	In His Steps Ballet	950	12/31/2014
142	The Gamers Den	1,500	Monthly
138	Pregnancy Resource Center	1,500	02/28/2015
166	Dept of Public Safety	1,013	12/31/2017
144	Rum River Special Education Co-op	1,452	10/31/2014
140	Just for Paws	735	02/29/2015
North Anchor	Cambridge City Hall	28,000	

Mall hours Monday – Saturday 7:00 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 2<sup>nd</sup> 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.

## Resident Meeting –Friday, November 14, 2015

### Resident fund report –

Bank account – \$329.86

### **Resident activity update:**

**Parking issues –Parking on Street –City Ordinance-** Restricted parking during snow season. No vehicle is allowed to be parked on any public street between the hours of 2 a.m. and 7 a.m. from November 1 through March 31. Parking in front of the building is a 2 hour parking limit. Regulations will be posted on the bulletin board.

**Kitchen & Community Room** lights are being left on when folks come down during the night. Please make sure all lights are turned off when you leave.

**Air Conditioner** – please make sure your air conditioner cover is put on for the winter. If you are not able to put it on yourself, please make out a work order and Jerry will put it on for you. Also please make sure both windows in your living room and bedroom are closed tight.

**Vacuum carpets** – There are some residents who are not vacuuming their carpet. Your carpet needs to be cleaned so if you do not own a vacuum you will need to purchase one. You can use the house vac until you are able to get one.

**Reminder: Over- night guests** are allowed to stay no more than 14 days in a year. Secure building – Please do not let people in the building if they are not coming to visit you. Be careful not to let people in when you go out or come in.

### **Car plug-in**

**Entry system complete** –Automatic door opener is installed on the back entrance door and 2 fobs have been handed out to each resident. Please be careful not to lose one as they are costly to replace.

Car plug-in charge: Please let the office know by November 28 if you are planning on using the car plug-in for December, January and February. The excess utility charge is \$45.00 for the season. You can pay \$15 a month Dec. – Feb or you can pay the \$45 fee with your December rent payment.

**Rent, cable and other** payments (due on the 1st of the month. Late fees will be incurred after the 5<sup>th</sup> of the month. Checks, money orders/cashier's check need to be put in an envelope and deposited in EDA mailbox.

**Social security** – Those of you who receive SS, SSI or RSDI will be receiving a 1.7% increase in January. If you are sent an award letter please bring it in the office so we can make a copy. We will not be changing your rent until May 1 when you have your annual recertification.

**Social events** - Bingo – Movie night: etc. Would anyone like to facilitate an event? Would like to have coffee hour on Sunday afternoons from 1-4.

Game night is Saturday nights. Bring a snack to share.

**Thanksgiving dinner?** In the past residents have shared a meal at noon on the day of the Snowflake Parade. What are your thoughts?

**Christmas dinner? Catered by** Vicki Lefevre

**Date:** Friday, December 21 ,

**Hors d'oeuvre** served at 5:00 - 6 pm

**Dinner** served at 6:00 pm.

**Christmas entertainment?** Claranne will work on this.

**Gift exchange? Santa? No**

**Do you want to donate monies for military family in Isanti Co? Yes**

**Next EDA meeting** - Monday, December 1, 2014, 6 p.m. at the City Hall. Everyone is welcome to attend.



## **4A**

### **Cambridge Economic Development Authority – Housing Division Staff Report**

#### **Public Housing Plan**

##### **Background:**

On an annual basis the PHA is required to develop a Public Housing Agency (PHA) Plan in relation to the funding we receive from the US Department of Housing & Urban Development (HUD).

The purpose of the PHA Plan is to provide a source for interested parties to locate basic PHA policies, rules, and requirements concerning its operation, programs and services.

The Five-Year Action Plan describes the mission of our agency and our agency's long - range goals and objectives for achieving our mission over a five year period, and our approach for managing programs and providing services for the upcoming year.

The 2015 Annual Plan lists the planned capital projects using 2015 Capital.

The 2015--2019 Capital Fund Program describes our long range projects.

##### **Board action requested:**

1. Conduct public hearing on the PHA Plan.
2. Approve Resolution adopting the 2015 Annual PHA Plan and 2015-2019 Capital Fund –Five Year Action Plan.

**Report Submitted by:** Marilyn Fromm

**Date:** December 1, 2014

**Resolution No EDA R14-012**

**RESOLUTION ACCEPTING THE 2015 ANNUAL STATEMENT &  
the 5 YEAR CFP ACTION PLAN**

**WHEREAS**, the Commissioners of the Economic Development Authority (the "EDA") approved the 2015 Annual Statement & the 5 Year Capital Fund Action Plan and supporting attachments for submission to HUD.

**BE IT RESOLVED**, after careful examination and discussion of the same, a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ was unanimously passed that the resolution and the certification be approved.

**BE IT FURTHER RESOLVED**, that the President and Executive Director are hereby authorized to execute this agreement.

Adopted by the EDA  
This  
1<sup>st</sup> day of December 2014

ECONOMIC DEVELOPMENT AUTHORITY

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its Executive Director

**PHA 5-Year and Annual Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

**OMB No. 2577-0226  
Expires 4/30/2011**

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Cambridge Economic Development Authority</u> PHA Code: <u>MN067</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>1/1/2015 - 1/1/2019</u>					
<b>2.0</b>	<b>Inventory (based on ACC units at time of FY beginning in 1.0 above)</b> Number of PH units: <u>45</u> Number of HCV units: <u>696</u>					
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.</b>					
<b>5.1</b>	<b>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</b> The mission of the PHA is the same as that of the Department of Housing and Urban Development: "To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination."					

5.2	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The Cambridge Economic Development (Cambridge EDA) plans for 2015-2019 is to accomplish the following goals:</p> <ol style="list-style-type: none"> <li>1. <b>Public Housing:</b> <ul style="list-style-type: none"> <li>▪ Continue to maintain 100% occupancy rate with public housing.</li> <li>▪ Continue to modernize/update our public housing units.</li> <li>▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan</li> <li>▪ Timely and accurate reporting of financial data and all other components of quality property management and maintenance.</li> <li>▪ Continue &amp; expand on resident involvement and services;</li> <li>▪ Ensure that the PHA property continue to be managed to the highest possible standard, including regular preventive maintenance;</li> <li>▪ Prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units;</li> <li>▪ Strive to provide customer satisfaction through on going resident/staff communication by the way of monthly resident meetings; post notices etc.).</li> <li>▪ Maintain "High Performer" status under HUD's Public Housing Assessment System (PHAS);</li> <li>▪ Promote affordable housing unit development in our jurisdiction through the use of Low Income Housing Tax Credits.</li> <li>▪ Maintain EDA Web Page providing program information to potential landlords.</li> <li>▪ Ensure equal access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, marital status and the reliance on public assistance in the development and administration of Cambridge EDA.</li> </ul> </li> <li>2. <b>Capital Improvements:</b> <ul style="list-style-type: none"> <li>▪ Continue to make improvements to our public housing property. Continue to actively involve residents, staff and community in planning capital improvements.</li> </ul> </li> <li>3. <b>Safety and Security:</b> <ul style="list-style-type: none"> <li>▪ Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical improvements to properties that enhance safety and security make provisions for local police and ambulance services access when there is an emergency.</li> </ul> </li> </ol>
6.0	<p><b>PHA Plan Update</b></p> <ol style="list-style-type: none"> <li>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <ul style="list-style-type: none"> <li>▪ Adopted the Implementation of HUDs Mandatory Implementation of the New Flat Rent Provision. (June 1, 2014)</li> </ul> </li> <li>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <ul style="list-style-type: none"> <li>▪ Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern St., Cambridge, MN</li> </ul> </li> </ol>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable. N/A</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>

8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>A needs and demand analysis which was completed by the Gill Group for the City of Cambridge. The needs and demand analysis covers Isanti County in its entirety.</p> <p>The purpose of the following needs and demand analysis was to determine if the county has a need for additional housing. In doing so, the analyst utilized data from the U.S. Census Bureau, Nielsen Claritas, Ribbon Demographics and various other demographic resources. Community information and opinion was also utilized. This information was collected during a field survey conducted by Samuel Gill while visiting the site. An attempt was made to survey 100 percent of all housing in the area. Boundaries for Isanti County include the following: North – Kanabec County; East – Chisago County; South – Anoka County; and West – Mille Lacs County.</p> <p>Based on the number of phone calls and requests, more affordable housing is needed as people who have lost their home or job are searching for more affordable housing.</p> <p>All documents identified a common need to provide additional affordable housing. All project the need will continue to increase.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. Put on 2015 Annual Plan</b></p> <p>The Cambridge EDA will enter into an agreement with Mora HRA on January 1, 2015 to provide services for the administration of the Section 8 Housing Choice Program.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Cambridge EDA continues to take steps to maintain and improve the quality of public housing and living environment for tenants by resolving issues that may arise. Through the ongoing work of the EDA inspector, units are regularly inspected and necessary repairs completed in order to maintain safe and suitable housing for residents.</p> <p>The Cambridge EDA continues to ensure equal access and equal housing opportunities to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, marital status and the reliance on public assistance in the development and administration of Cambridge EDA</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>A modification or change to the PHA Plan will be considered a "significant amendment" or "substantial deviation/modification" if the modification or change significantly changes the mission of the PHA as stated in 5.1, Mission above, which would impact or change the PHA goals stated in 5.2 Goals and Objectives.</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

<b>Part I: Summary</b>		
<b>P HA Name:</b> Cambridge Economic Development Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46PO6750115 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2015</b> <b>FFY of Grant Approval:</b>

<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report
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Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	6,000			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	29,000			
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
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<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	35,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RIF funds shall be included here.

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Part II: Supporting Pages								
PHA Name: Cambridge Economic Development Authority			Grant Type and Number Capital Fund Program Grant No: MN46PO6750115 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
MN067	Operations	1406		6,000				
MN067	Replace toilets/shower heads (Est.\$715 + installation	1460	25 toilets	29,000				
	Grant total			35,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/20011

<b>Part I: Summary</b>						
PHA Name/Number Cambridge Economic Development Authority MN067			Locality (City/County & State) Cambridge, MN 55008		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
B.	Physical Improvements Subtotal	29,000	29,000	29,000	29,000	29,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations	6,000	6,000	6,000	6,000	6,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		35,000	35,000	35,000	35,000

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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015	Work Statement for Year 2018 FFY 2018			Work Statement for Year: 2019 FFY 2019		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Operations	Lump sum	6,000	Operations	Lump sum	6,000
	Replace 1 <sup>st</sup> floor corridor ceiling	1 floor	4,000	Replace outdated electrical service in mechanical room	Lump sum	11,000
	Replace lighting in bedrooms	45 units	14,000	Replace stoves in 45 apts. & community kitchen (last replaced 2007)	46	18,000
	Replace exterior metal doors to the maintenance room)	2 side by side metal doors	7,000			
	Replace furniture in community room	1 room	4,000			
	Subtotal of Estimated Cost		\$35,000	Subtotal of Estimated Cost		\$35,000

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## Cambridge Economic Development Authority

### Staff Report

We are proposing a slight increase over the 2014 payment standard for some of our bedroom sizes. Payment standards are based on the 2015 Fair Market Rents established by HUD. Isanti and Chisago Counties are part of the Minneapolis-St. Paul Metropolitan FMR area.

The payment standard is used to calculate the maximum monthly subsidy for an assisted family. It is the amount that would be needed to pay the gross rent (shelter rent plus utilities) of privately owned, decent and safe rental housing. The tenant pays 30 percent and up to 40 percent and the housing authority pays the remainder of the total housing cost in the form of a HAP payment (Housing Assistance Payment) is paid to the landlord.

Below are HUD 2015 fair market rents and new payment standards set at .90 – 100 percent of the FMR.

Unit	2015 FMR	2015 Payment Standard	2014 Payment Standard	Percent above/below FMR
0 Bedroom	641	590	578	.92
1 Bedroom	796	796	786	100
2 Bedroom	996	976	974	.98
3 Bedroom	1403	1295	1279	.923
4 Bedroom	1656	1500	1439	.905
5 Bedroom	1904	1714	1655	.90
6 Bedroom	2153	1938	1871	.90
Manufactured Home	398	382	378	.96

### **Board action requested:**

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective January 1, 2015.

**Report Submitted by:** Marilyn Fromm **Date:** December 1, 2014

**RESOLUTION NO. R14-013**

**Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2015 and updated Utility Allowance effective January 1, 2015**

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2015 and updated Utility Allowance.

WHEREAS, the Housing Supervisor and Assistant Treasurer are hereby directed to implement the Fair Market Rent final ruling set by HUD effective January 1, 2015.

WHEREAS, after careful examination and discussion of same, on a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ it was unanimously resolved that the Payment Standard and utility allowances be approved, and the President and the Secretary were directed to execute the same on behalf of the Authority.

**BE IT FURTHER RESOLVED, that the President and Secretary are hereby authorized to execute this agreement.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

CERTIFICATION

State of Minnesota        )  
County of Isanti         ) ss  
City of Cambridge        )

I, Lisa Iverson, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 1st day of December 2014.

\_\_\_\_\_  
Lisa Iverson

## **4C EDA 2015 Budget Adoption 12/1/2014**

Attached are the budgets for the EDA Admin and EDA Housing Divisions.

The 2015 EDA Housing Division reflects that housing staff will be moving towards retirement by moving to part-time status. As part of this transition, section 8 vouchers will be administered by the Mora HRA for 90% of our admin fee subsidy received from HUD. Remainder of Housing Division is consistent with 2014.

The 2015 proposed EDA Admin budget relies on mall rental income to support it. EDA marketing remains \$13,600 in 2015 as the amount was increased in 2014. The EDA Admin budget also includes one half of the City Center maintenance worker position. Mall revenues are expected to exceed mall expenditures. The excess earning is to be accumulated for future capital projects as defined in the long range financial/capital improvement plan.

### **Recommended EDA Board Action:**

Approve adoption of 2015 budgets as presented.

Prepared by: Caroline Moe, Director of Finance

**EDA Resolution No. EDA R14-014**

*Resolution Adopting the 2015 Economic Development Authority  
Housing Division Budget*

**NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA**, that the budget for the year beginning January 1, 2015, and ending December 31, 2015, is hereby adopted for the Economic Development Authority—Housing Division as follows:

**EDA HOUSING DIVISION**

Revenues:

Intergovernmental	\$455,371
Dwelling Rent	\$145,000
Other Income	\$53,100
Transfers In	<u>\$35,000</u>
Total Revenues	<u>\$688,471</u>

Expenditures:

Administration	\$93,142
Tenant Services	\$200
Utilities	\$51,700
Maintenance & Labor	\$70,393
General Expense	\$24,665
Carpet & appliance replacement	\$7,000
Housing Assistance Payments	\$336,371
Depreciation	\$70,000
Transfers Out	<u>\$35,000</u>
Total Expenditures	<u>\$688,471</u>

Adopted this 1<sup>st</sup> day of December, 2014.

\_\_\_\_\_  
Lisa Iverson, President

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, Executive Director



Cambridge EDA Housing Division Operating Budget For FYE 12/31/2015	2015 Proposed Budget	2014 Budget	Actual Results to 10/31/2014	2015 Proposed Budget	2014 Budget	Actual Results to 10/31/2014	2015 Proposed Budget	2014 Budget	Actual Results to 10/31/2014	2015 Proposed Budget	2014 Budget	Actual Results to 10/31/2014	Proposed Original 2015 Budget	2014 Budget
	Low Rent	Low Rent		Section 8	Section 8		OBA	OBA		Capital Fund	Capital Fund	Capital Fund	Total	Total
<b>Operating Income</b>														
Dwelling Rents	145,000	150,000	124,739.89										145,000.00	150,000.00
Laundry Income	6,000	7,000	5,242.00										6,000.00	7,000.00
Admin Fees - Bridges 1							4,000	8,000	9,400.00				4,000.00	8,000.00
Admin Fees - 7E							42,000	85,000	98,474.00				42,000.00	85,000.00
HAP - Bridges 1									4,873.73					
HAP - 7E														
HUD Grant Revenue	70,000	70,000	62,435.00	304371	300000	277,096.00							374,371.00	370,000.00
Interest Income	1,500	1,500	1,608.26			48.04	500	1,000	1,177.41				2,000.00	2,500.00
Other Income	100	71	200.00	30000	17374	22,873.89	15000	15000	15,085.75				45,100.00	32,245.00
CFP Operations Funds										35,000	35,000	43,715.00	35,000.00	35,000.00
Transfer In	35,000	52,762	43,715.00			4700							35,000.00	57,462.00
<b>Total Operating Income</b>	<b>257,600</b>	<b>281,333</b>	<b>237,940.15</b>	<b>334371</b>	<b>322074</b>	<b>300,017.83</b>	<b>61500</b>	<b>109000</b>	<b>129,610.89</b>	<b>35,000</b>	<b>35,000</b>	<b>43,715.00</b>	<b>688,471.00</b>	<b>747,207.00</b>
<b>Operating Expenses</b>														
<b>Administration</b>														
Administrative Salaries-FT	31,048	31,048	23,945.66			29202	23,945.55	0	0				31,048.00	60,250.00
Administrative Salaries-PT						0	15.63	0	0					
Legal Expense	100	250				250							100.00	500.00
Board Pay	2,100	2,100	1,225.00					2100					2,100.00	2,100.00
Staff Training	500	500				300	28.00	0	0				500.00	800.00
Copier Lease	3,000	1,500	573.59			3000	573.58	0	0				3,000.00	4,500.00
Audit Fees	3,000	3,000	3,000.00	3000	3000	3,000.00	0	0	0				6,000.00	6,000.00
FICA	2,375	2,375	1,925.52			2234	1,831.86	0	0				2,375.00	4,650.00
PERA	2,261	2,261	1,736.15			2117	1,736.15	0	0				2,261.00	4,368.00
Insurance	52	52	14.40			52	14.40	0	0				52.00	104.00
Work Comp	266	266	163.31			267	163.33	0	0				266.00	533.00
Telephone	3,000	2,200	1,409.48			2200	1,009.50	0	0				3,000.00	4,400.00
Office Supply	1,500	1,500	1,372.15			1500	1,460.35	0	0				1,500.00	3,000.00
Postage	250	800	164.50			800	396.70	0	0				250.00	1,600.00
Dues & Subscriptions	1,000	1,350	350.00			1350	250.00	0	0	12.22			1,000.00	2,700.00
Travel/Meals/Lodging	100	450	51.07			450	523.84	500	500	307.06			600.00	1,400.00
Advertising	100	100	62.23			188	76.80						100.00	287.50
Contracted Voucher Administration				36000									36,000.00	
License & Support	2,000	1,900	438.00	1000	1500	438.00	0	0	0				3,000.00	3,000.00
<b>Total Administration</b>	<b>50,542</b>	<b>51,242</b>	<b>36,431.06</b>	<b>40000</b>	<b>48410</b>	<b>35,566.47</b>	<b>2600</b>	<b>500</b>	<b>319.28</b>				<b>93,142.00</b>	<b>100,151.50</b>
<b>Tenant Services</b>														
Salaries							0	0	0					
Services	200	200	7.41				0	0	0				200.00	200.00
Employee Benefits							0	0	0					
<b>Total Tenant Services</b>	<b>200</b>	<b>200</b>	<b>7.41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>200.00</b>	<b>200.00</b>
<b>Utilities</b>														
Water	10,000	10,000	6,787.14				0	0	0				10,000.00	10,000.00
Electricity	35,700	35,700	21,756.96				0	0	0				35,700.00	35,700.00
Gas	6,000	6,000	5,113.71				0	0	0				6,000.00	6,000.00
<b>Total Utilities</b>	<b>51,700</b>	<b>51,700</b>	<b>33,657.81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>51,700.00</b>	<b>51,700.00</b>
<b>Maintenance &amp; Labor</b>														
Salaries and Wages	25,764	38,645	32,710.79			12882	10,903.61	0	0				25,764.00	51,526.75
Materials	4,400	4,400	2,444.76					0	0				4,400.00	4,400.00
Fuel Purchase	200	200	78.00										200.00	
Contract Costs	16,000	11,036	15,578.10										16,000.00	11,036.00
Garbage Removal	2,100	2,100	1,572.95										2,100.00	2,100.00
FICA	1,971	2,956	2,434.88			965	811.69	0	0				1,971.00	3,941.00
PERA	1,868	2,802	2,371.54			934	790.49	0	0				1,868.00	3,736.00
Insurance-Health & Dental & Life		9,644	9,452.25			3215	3,556.20	0	0					12,858.50
Insur Deductible Contribution		825	728.92			275	242.97							1,100.00
HRA/Flex Fees			45.26				16.21							
Work Comp	1,190	2,245	1,428.57			748	725.50	0	0				1,190.00	2,993.25
<b>Total Maintenance</b>	<b>53,453</b>	<b>74,853</b>	<b>66,886.02</b>	<b>0</b>	<b>19039</b>	<b>17,046.67</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>53,493.00</b>	<b>93,691.50</b>
<b>General Expense</b>														
Insurance-Property	13,500	15,000	12,230.50										13,500.00	15,000.00
PILOT	11,100	11,100						0	0				11,100.00	11,100.00
Other General Expenses	65	238	3.53	0	0	0	0	0	0				65.00	238.00
<b>Total General Expense</b>	<b>24,665</b>	<b>26,338</b>	<b>12,234.03</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>24,665.00</b>	<b>26,338.00</b>
<b>Extraordinary Maintenance</b>														
Contract Costs	3,000						18900	1038					19,900.00	1,038.00
Replacements (carpet & appliances)	4,000	7,000	3,862.00										4,000.00	7,000.00
Betterments & Additions				0	0		18900	1038					23,900.00	8,038.00
<b>Total Ext. Maintenance</b>	<b>7,000</b>	<b>7,000</b>	<b>3,862.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18900</b>	<b>1038</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,900.00</b>	<b>8,038.00</b>
<b>Haq. Assist. Payments</b>														
Vouchers				294371	254626	245,394.88	42000	85000	98,413.00				294,371.00	254,626.00
Bridges 1						(2,903.68)							42,000.00	85,000.00
Bridges 2									4,873.73					
7E														
<b>Total HAP</b>	<b>294371</b>	<b>254626</b>	<b>242,491.20</b>	<b>42000</b>	<b>85000</b>	<b>103,286.73</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>336,371.00</b>	<b>336,626.00</b>
<b>Total Expenses</b>	<b>187,600</b>	<b>211,333</b>	<b>155,098.33</b>	<b>334371</b>	<b>322074</b>	<b>295,104.34</b>	<b>61500</b>	<b>86538</b>	<b>103,606.01</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>583,471.00</b>	<b>619,745.00</b>
<b>Profit/Loss-Operations</b>	<b>70,000</b>	<b>70,000</b>	<b>82,841.82</b>	<b>0</b>	<b>0</b>	<b>4,913.59</b>	<b>0</b>	<b>22462</b>	<b>26,004.88</b>	<b>35,000</b>	<b>35,000</b>	<b>43,715.00</b>	<b>105,000.00</b>	<b>127,462.00</b>
<b>Other Expenses</b>														
Transfer between funds								22462		35,000	35,000	43,715.00	35,000.00	57,462.00
Depreciation-Loss add-back	70,000	70,000		0	0	0	0	0	0	0	0	0	70,000.00	70,000.00
<b>Total Other Expenses</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22462</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>43,715.00</b>	<b>105,000.00</b>	<b>127,462.00</b>
<b>Profit/Loss</b>	<b>0</b>	<b>0</b>	<b>82,841.82</b>	<b>0</b>	<b>0</b>	<b>4,913.59</b>	<b>0</b>	<b>0</b>	<b>26,004.88</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Added \$3K of contract costs to assist with unit turnovers due to change to PT status of Maintenance Worker in fund 901 and \$16K in 903 to assist with inspection for Bridges Program.

\*\*Plan calls for us to do Bridges Program for six months in 2015. The second half of the year. Bridges will be administered by another Housing Authority.

**EDA Resolution No. EDA14-015**

*Resolution Adopting the 2015 Economic Development Authority  
Special Revenue Fund Budget*

**NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT  
AUTHORITY OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF  
MINNESOTA**, that the annual budget of the City of Cambridge for the fiscal year  
beginning January 1, 2015, is hereby adopted for the Economic Development Authority  
Special Revenue Fund as follows:

**ECONOMIC DEVELOPMENT AUTHORITY FUND**

Revenues:

Rental Income & Interest Income	<u>\$ 225,100</u>
Total Revenues	<u>\$225,100</u>

Expenditures:

Personal Services	\$2,691
Other Charges & Services	\$29,650
Mall Operations	<u>\$156,578</u>
Total Expenditures	<u>\$188,919</u>

Adopted this 1st day of December, 2014.

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Lisa Iverson, President

ATTEST:

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Lynda J. Woulfe, Executive Director

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2014**

10/31/14

	<b>Proposed Budget 2015</b>	<b>Adopted Budget 2014</b>	<b>Amended Budget 2014</b>	<b>YTD Actual 2014</b>	<b>Actual 2013</b>
<b>OTHER FINANCING SOURCES</b>					
205-36210 Interest Earnings	100	100	100	0.00	2,302.57
205-37200 Miscellaneous				34.20	323.68
205-37220 Rental Fees	225,000	225,000	230,000	86,789.93	254,469.00
205-37240 Marketing Grant					
205-36510 Broadband Grant					
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>225,100</b>	<b>225,100</b>	<b>230,100</b>	<b>86,824.13</b>	<b>257,095.25</b>
Transfer from Bldg Fund	0	0	0	0.00	0.00
205-39200 General Fund Transfer In	0	0	0	0.00	58,000.00
<b>TOTAL TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>58,000.00</b>
<b>TOTAL REVENUES AND TRANSFER</b>	<b>225,100</b>	<b>225,100</b>	<b>230,100</b>	<b>86,824.13</b>	<b>315,095.25</b>
<b>EDA Admin #41930</b>					
<b>Personal Services</b>					
205-41930-101 Salaries					
205-41930-102 Overtime					
205-41930-112 EDA Meeting Payments	2,500	2,500	2,500	280.00	1,715.00
205-41930-121 PERA Employer Share					
205-41930-122 FICA/Medicare Employer Share/Emp	191	191	191	21.43	131.29
205-41930-131 Medical/Dental/Life Employer Share					
205-41930-151 Workers' Compensation Insurance					
<b>Total Personal Services</b>	<b>2,691</b>	<b>2,691</b>	<b>2,691</b>	<b>301.43</b>	<b>1,846.29</b>
<b>Supplies</b>					
205-41930-201 Office Supplies - Accessories	0	0	0	0.00	0.00
205-41930-204 Stationary, Forms and Envelopes	0	0	0	0.00	0.00
205-41930-209 Software Updates	0	0	0	0.00	0.00
205-41930-210 Miscellaneous Operating Supplies	0	0	0	0.00	0.00
205-41930-212 Gasoline/Fuel/Lubricants/Additivs	0	0	0	0.00	0.00
205-41930-221 Repair and Maintenance Supplies - V	0	0	0	0.00	55.22
205-41930-240 Small Tools and Minor Equipment	0	0	0	0.00	0.00
<b>Total Supplies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>55.22</b>
<b>Other Services and Charges</b>					
205-41930-304 Miscellaneous Professional Services	5000	5000	5000	250.00	4,938.75
205-41930-306 McComb's Study/Hotel Study					
205-41930-321 Telephone/Cellular Phones	0	0	0		0.00
205-41930-331 Travel/Meals/Lodging	750	750	750	78.06	300.20
205-41930-334 Mileage Reimbursement	250	250	250		0.00
205-41930-340 Advertising					
205-41930-351 Legal Notices/Ordinance Publishing	200	200	200		163.88
205-41930-360 Insurance	2800	2800	2800		1,575.50
205-41930-381 Electric--Church					
205-41930-383 Gas--Church					(210.49)
205-41930-404 Repairs and Maintenance	0	0	0		0.00
205-41930-409 Maintenance Contracts - Office Equip	0	0	0		0.00
205-41930-430 Miscellaneous	0	0	0		20.00
205-41930-433 Dues and Subscriptions	2,000	2,000	2,000		1,000.00
205-41930-440 Schools and Meetings	2,050	2,050	2,050	1,279.50	854.00
205-41930-485 Property taxes on acquired land	3,000				1,080.00
205-41930-488 Downtown Task Force			10,000		
205-41930-489 Other Contracted Services--marketing	13,600	13,600	19,314	5,329.40	10,196.38
<b>Total Other Services and Charges</b>	<b>29,650</b>	<b>26,650</b>	<b>42,364</b>	<b>6,936.96</b>	<b>19,918.22</b>
<b>Total EDA Administration</b>	<b>32,341</b>	<b>29,341</b>	<b>45,055</b>	<b>7,238.39</b>	<b>21,819.73</b>

**City of Cambridge EDA- Fund #205**  
**Budget for year ended December 31, 2014**

10/31/14

		Proposed Budget <u>2015</u>	Adopted Budget <u>2014</u>	Amended Budget <u>2014</u>	YTD Actual <u>2014</u>	Actual <u>2013</u>
<b>Mall Management</b>						
<b>Personal Services</b>						
7000-101	Salaries	22,907		20,333		
7000-102	Overtime	1,000		500		
7000-121	PERA Employer Share	1,734		1,510		
7000-122	FICA/Medicare Employer Share/Employer	1,829		1,594		
7000-131	Medical/Dental/Life Employer Share	6,910		5,594		
7000-133	Deductible Contribution	600		550		
7000-151	Workers' Compensation Insurance	1,389		1,181		
7000-154	HRA/Flex Fees	100		50		
<b>Total Personal Services</b>		<u>36,468</u>	<u>0</u>	<u>31,312</u>	<u>0</u>	<u>0</u>
205-47000-211	Miscellaneous Operating Supplies	7,000	7,000	7,000	3,068.50	7,240.69
205-47000-221	Repair and Maintenance Supplies	7,000	7,000	7,000	3,068.50	7,240.69
<b>Total Supplies</b>		<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>3,068.50</u>	<u>7,240.69</u>
<b>Other Services and Charges</b>						
205-47000-321	Telephone/Cellular Phones	1,600	1,600	1,600	308.52	1,219.77
205-47000-351	Legal Notices/Ordinance Publishing					
205-47000-360	Insurance	7,000	7,000	7,000	716.60	6,625.00
205-47000-381	Electric Utilities	23,010	23,010	20,898	4,663.22	20,693.63
205-47000-382	Water/Wastewater Utilities	5,700	5,700	5,200	1,543.18	4,585.60
205-47000-383	Gas Utilities	6,000	6,000	5,000	1,604.11	2,953.10
205-47000-384	Refuse Hauling	4,500	4,500	4,500	1,257.99	4,088.22
205-47000-401	Rep & Maint.-Building/Structures	2,500	5,200	2,500	0.00	4,641.80
205-47000-413	BNSF Parking Lot Lease	800	800	800	724.73	1,295.00
205-47000-489	Other Contracted Services	12,000	29,000	9,000	7,206.94	25,437.05
(1) 205-47000-490	Mall Cap Fund & Gen Fund Contribu	50,000	50,000	50,000	0.00	50,000.00
205-47000-491	Work Force Center Remodel					
205-47000-493	Door project					
205-47000-494	Landscaping/Front Exterior Project				0.00	57,868.28
205-47000-495	Mall Lighting Project				0.00	13,400.00
205-47000-496	Mall Capital Equipment			14,000		
205-47000-611	Mall Cap Fund Interest Exp--Interfund loan					
<b>Total Other Services and Charges</b>		<u>113,110</u>	<u>132,810</u>	<u>120,498</u>	<u>18,025.29</u>	<u>192,807.45</u>
<b>Total Mall Management</b>		<u>156,578</u>	<u>139,810</u>	<u>158,810</u>	<u>21,093.79</u>	<u>200,048.14</u>
<b>Total EDA Admin &amp; Mall Management Expenditures</b>		<u>188,919</u>	<u>169,151</u>	<u>203,865</u>	<u>28,332.18</u>	<u>221,867.87</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<u>36,181</u>	<u>55,949</u>	<u>26,235</u>	<u>58,491.95</u>	<u>93,227.38</u>