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

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

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

AGENDA

1. Call to Order
2. Annual Organizational Meeting
 - A. Annual Meeting – Election of Officers
 1. President (must be a commission member)
 2. Vice President (must be a commission member)
 3. Treasurer (must be a commission member)
 4. Secretary
 - B. Confirm Appointment of Executive Director (Lynda Woulfe)
 - C. Confirm Appointment of Assistant Treasurer (Caroline Moe)
 - D. EDA Code of Conduct & Bylaws (p. 3)
3. Approval of Agenda (p. 1)
4. Consent Agenda
 - A. Approve January 6, 2014 EDA meeting minutes (p. 23)
 - B. Approve Housing Division Bills – All ACH, totaling \$65,315.88 (p. 27)
 - C. Approve EDA Bills – Check #95227 to #95476, totaling \$30,557.45 (p. 34)
 - D. Approve EDA Draft Financial Statements for December 2013 (p. 44)
 - E. Approve Purchase of Floor Scrubber Unit for Mall (p. 65)

5. New Business

6. Unfinished Business

7. Adjourn

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

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



**EDA Code of Conduct
And
Bylaws
February 2012
Amended:
December 2013**



City of Cambridge EDA Code of Conduct

Purpose

The EDA Board determines that a code of conduct for its members is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in business matters, the EDA hopes to promote the faith and confidence of the citizens of Cambridge in their action and to encourage its citizens to serve on its Authority and boards and commissions.

Standards of Conduct

No board member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the EDA that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. If a conflict of interest does exist, the person will remove themselves from the table and sit with the audience until the discussion / action on the item has been concluded.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute §471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the EDA or committee.
- h. Disclose information that was received, discussed, or decided in conference with the EDA's or city's legal counsel that is protected by the attorney-client privilege unless a majority of the EDA has authorized the disclosure.

Except as prohibited by the provisions of Minnesota Statute Section §471.87, there is no violation of item (b) of this section for a matter that comes before the EDA, if the board member publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter.

Complaint, Hearing

Any person may file a written complaint with the EDA Executive Director alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The EDA may hold a hearing after receiving the written complaint.

A hearing must be held only if the EDA determines (1) upon advice of the city attorney, designee, or other attorney appointed by the EDA, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The EDA's determination must be made within 30 days of the filing of the allegation with the Executive Director. If the EDA determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the EDA finds that a violation of a standard has occurred or does exist, the EDA may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove the member from office.

Cambridge EDA Bylaws

- I. **STATUTORY AUTHORITY.** The EDA is authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 469.090 through 469.101.
 - A. **NAME OF AUTHORITY:** The Authority's name is the "Cambridge Economic Development Authority."
 - B. **SEAL OF AUTHORITY:** The seal of the Authority is in the form of a circle and bears the name of the Authority.
 - C. **OFFICES OF AUTHORITY:** The offices of the Authority are at Cambridge City Hall. The Authority may hold its meetings at such other place or places as it designates by motion.
 - D. **BOARD:** The Authority is governed by five commissioners (the "Board") who are the members of the Cambridge City Authority.

- II. **OFFICERS.** The officers of the Authority are the President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The Authority shall elect the President, Vice President, Secretary, and Treasurer annually at the first meeting in February of each year and they shall hold office for a term of one year or until their successors are elected and qualified. The Secretary and Assistant Treasurer need not be members of the board.
 - A. **President:** The President shall preside at meetings of the Authority. The President shall sign contracts, deeds, and other instruments made by the Authority. The President may submit recommendations and information concerning the business, affairs, and policies of the Authority at any meeting.
 - B. **Vice President:** The Vice President shall perform the duties of the President in the absence or incapacity of the President. In case of the absence, incapacity, or vacancy of the office of President, the Vice President shall perform the duties of President until a successor has been appointed and qualifies. No person may serve as President and Vice President at the same time.
 - C. **Secretary:** The Secretary shall keep minutes of all meetings of the Board and maintain all records of the Authority. The Secretary shall have custody of the seal of the Authority and shall affix the seal to contracts and other instruments as required by the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time prescribe by resolution.
 - D. **Treasurer:** The Treasurer shall:
 - a) receive and be responsible for Authority money;
 - b) be responsible for the acts of the Assistant Treasurer;

- c) disburse Authority money by check only;
 - d) keep an account of the source of all receipts along with the nature, purpose, and authority of all disbursements; and
 - e) file the Authority's detailed financial statement with the Secretary at least once per year at the time set by the Authority.
- E. **Assistant Treasurer:** The Assistant Treasurer shall have the powers and duties of the Treasurer if the Treasurer is absent or incapacitated. The Assistant Treasurer shall deposit the funds in the name of the Authority in a depository selected by the Authority. The Assistant Treasurer shall keep regular books of account showing Authority receipts and expenditures and render to the Authority an account of the financial condition of the Authority. In the absence or incapacity of the Executive Director, the Assistant Treasurer, with the President, may sign contracts, deeds, and other instruments made by the Authority.
- F. **Executive Director:** The Authority shall employ an executive director who shall exercise supervision over the administration of its business and affairs. With the President, the executive director shall sign contracts, deeds, and other instruments made by the Authority. The Executive Director shall be responsible for the management of the projects and general affairs of the Authority, under the direction of the Board.
- G. **Employees:** The Authority may employ a chief engineer, other technical experts, and agents and other employees as it may require, and determine their duties, qualifications, and compensation. The City Authority may, by resolution, place any employee of the City under the direction and control of the Authority or may authorize any employee of the City to devote a portion of the employee's time to Authority duties and determine what reimbursement, if any, the Authority shall make to the City for use of its employees. The Authority may contract for the services of consultants, agents, public accounts, and other persons needed to perform its duties and exercise its powers. The Authority may use the services of the city attorney or hire a general counsel for its legal needs.

The officers and employees of the Authority shall perform other duties and functions as may from time to time be required of them by the Authority pursuant to resolution, these bylaws, or the rules and regulations of the Authority.

Vacancies: If the office of President, Vice President, Treasurer, Secretary or Assistant Treasurer becomes vacant, the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose. The successor serves for the unexpired term of the office.

III. THE OPEN MEETING LAW. The Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, generally requires that all meetings of public bodies be open to the public.

- A. This presumption of openness serves three basic purposes:

1. To prohibit actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies, or to detect improper influences.
 2. To ensure the public's right to be informed.
 3. To afford the public an opportunity to present its views to the public body.
- B. The EDA views providing and encouraging citizen access to meetings as one of its most important duties. As a result, all EDA meetings, including special and adjourned meetings, with the exception of closed meetings, as provided by Minn. Stat. Chapter 13D, shall be open to the public.
- C. In calculating the number of days for providing notice under the Minnesota Open Meeting Law, the first day that the notice is given is not counted, but the last day is counted. If the last day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, it happens to be a Saturday, Sunday, or legal holiday).
- D. In keeping with the intent of the Minnesota Open Meeting Law, Authority members shall not use any form of electronic communications technology, such as text messaging or e-mail, to communicate with one another or third parties during a public meeting in a manner that is hidden or shielded from the public view.
- E. Pursuant to Minn. Stat. § 13D.01, subd. 6, at least one copy of the written materials made available to Authority at or before the meeting shall also be made available for inspection by the public, excluding any non-public data, attorney-client privileged or materials related to agenda items of closed meetings.

IV. QUORUM. A simple majority (three members) of the Authority shall constitute a quorum for the valid transaction of any scheduled business to come before the Authority.

V. EDA MEETINGS.

- A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held at the Cambridge City Hall in Council Chambers, unless otherwise designated by motion.
- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the Executive Director. The EDA will meet on the first Monday of each month at immediately following the adjournment of the Cambridge City Council meeting. If a meeting falls on a holiday, the meeting shall be moved to the Tuesday of the same week. All regular EDA meetings must be recorded. The order of business shall be as follows:
1. Call to order

2. Approval of agenda
 3. Consent agenda
 4. New business
 5. Unfinished business
 6. Adjourn
- C. **Special meetings.** A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the President or any two EDA members by filing a request for the meeting with the Executive Director at least three days before the meeting. Days shall be counted as provided in III-C. Notice to the public of special meetings must be given pursuant to Minn. Stat. § 13D.04, subd. 2. All special EDA meetings must be recorded.
- D. **Emergency meetings.** An emergency meeting may be called by the President or any two EDA members. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the Authority require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the Authority will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.
- E. **Closed meetings.** The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the Executive Director will state the reason for closing the meeting on the record and cite the state statute that permits closure.
- F. **Recessed or continued meetings.** When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd 4. The time and place shall be noted in the minutes. If the time and place is stated and noted in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.
- G. **Organizational meetings.** The Authority will conduct its organizational meeting concurrent with the first regular EDA meeting in February of each year to:
1. Elect officers.
 2. Review bylaws and make any needed changes.

VI. PRESIDING OFFICER. The President shall preside at all meetings of the EDA.

- A. **Role of the presiding officer.** The presiding officer shall preserve order, enforce the Authority's Rules of Order and Procedure as adopted in VII, and determine, without debate, all questions of procedure and order, subject to the final decision of the Authority on appeal as provided in VI-D. The presiding officer shall determine the order in which each member may speak and may move matters to a vote once the officer has determined that all members

have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order.

- B. ***Adjourning meetings.*** If considered necessary, because of grave disorder, the presiding officer may adjourn or continue the meeting to another time or suspend the meeting for a specified time.
- C. ***Designation of a sergeant-at-arms.*** The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at EDA meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at meetings.
- D. ***Motions and voting.*** The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the Authority.
- E. ***Absences of the presiding officer.*** In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the Executive Director shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present. The Executive Director shall preside until the Authority members present choose a member to act as presiding officer.
- F. ***Appeals of rulings of the presiding officer.*** Any member of the Authority may appeal to the full Authority a ruling on order or procedure made by the presiding officer.
 - 1. ***Procedure for appeals.*** An appeal is made by motion. No second is need for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Authority member may participate in the discussion.
 - 2. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the Authority as a whole.
 - 3. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.
- G. ***Temporary designation of a presiding officer.*** The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the Authority may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

VII. DECORUM OF AUTHORITY MEMBERS.

- A. **Aspirational statement:** All Authority members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.
- B. **Aspirational statement:** No Authority Member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.
- C. **Aspirational statement:** EDA meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
- D. To effectuate these aspirational goals, Authority members shall conduct themselves at meetings in a manner consistent with the following:
 - 1. No Authority Member shall engage in private conversation or pass private messages while in the chamber in order to not interrupt the proceedings of the Authority.
 - 2. No Authority Member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
 - 3. No Authority Member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during an Authority meeting.
 - 4. No Authority Member shall speak on any subject other than the subject in debate.
 - 5. No Authority Member shall speak without being recognized by the chair; nor shall any Authority Member interrupt the speech of another Authority Member.
 - 6. No Authority Member shall disobey the decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of Authority.
 - 7. No Authority Member shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

VIII. MOTIONS. The purpose of this policy is to foster debate and discussion in an orderly manner, and not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

- A. **Rights of Authority members** . All Authority members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.
- B. **Obligations of Authority members** . The rights of individual Authority members cannot be realized unless all Authority members also recognize their obligations as members of the political body. Authority members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim.

Authority members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, Authority members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

1. Motions.

All formal actions of Authority must be by motion. Authority Member may make only one motion at a time.

2. Language for making a motion.

The appropriate language for making a motion shall be substantially similar to “I move to _____.”

3. Procedure for consideration of a motion.

All motions must be seconded for consideration and discussion. Once a motion has been made, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the President determines that the motion is in order and no objections to the motion have been.

A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law.

4. Objections to a motion.

- a. Any member of the Authority may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.

- b. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to “I object to the motion as being out of order, and call for a ruling by the presiding officer.”
 - c. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
 - d. The presiding officer shall determine whether the motion is in order.
 - e. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining his or her position. Next, the presiding officer shall let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.
 - f. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
 - g. The presiding officer’s ruling may be appealed as provided in Rule 7.
5. **Debate.** Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
- a. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.
 - b. The maker of the motion shall be permitted to speak first on the issue.
 - c. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
 - d. Everyone who wishes to speak on the issue must be permitted to speak once, before Authority members who have already spoken are permitted to speak again.
 - e. Authority members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, Authority members may affirm agreement or disagreement.
 - f. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion’s maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for the previous question, a motion to limit debate, or a motion for a

call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

6. **Definitions of motions that may interrupt debate (secondary motions).** As explained in #5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in #3 to consider the secondary motion.

A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the Authority, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

- a. **Motion to amend the original motion.** The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . and . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

- b. **Motion to take a brief recess** is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for _____ minutes."

- c. **Motion to withdraw a motion** is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

- d. **Motion to divide a complex question** may be used for complex items of business. It allows the Authority to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into _____ parts. Part 1 shall be _____ . Part 2 shall be _____ ."

- e. **Motion to table or defer consideration to a later date** is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

- f. **Motion to refer an issue to committee** is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the _____ committee for its consideration and recommendation. The committee should report back to the Authority in ___ days/weeks."

- g. **Motion for call of the previous question** is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the Authority have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

- h. **Motion to limit debate** is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit Authority debate on this issue to no more than ___ minutes total."

- i. **Motion for a call to order** is not subject to debate. It may be used to signal to the presiding officer that the Authority Member feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a call to order shall be substantially similar to "I move for a call to order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

7. *Appealing procedural decisions of the presiding officer.*

- a. Any member of the Authority may appeal to the full Authority a ruling on order or procedure made by the presiding officer.
- b. ***Procedure for appeals.*** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Authority Member may participate in the discussion.
- c. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the Authority as a whole.
- d. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

8. *Other special motions explained.*

- a. ***Motion to adjourn*** is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary to maintain order.

The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

- b. ***Motion to go into closed session*** may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without a Authority vote, if closing the meeting is mandatory under the law or if directed by the city attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law."

- c. **Motion to leave a closed session** may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

- d. **Motion to revive consideration of an issue** may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of _____ previously tabled/deferred/referred to committee."

- e. **Motion to reconsider** may be made only at the **same** meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

- f. **Motion to rescind or repeal** may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any Authority Member, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the Authority's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the Authority's previous action related to _____ as stated in resolution number _____."

- g. **Motion to prevent reintroduction of an issue for _____ months** is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for _____ months."

- h. **Motion to suspend the rules or to consider a motion informally** should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____."

9. **Resolutions.** Simple motions shall be used for meeting matters. Substantive issues, such as the approval or disapproval of capital projects; the censure of Authority members, and amendments to the bylaws shall be by resolution. All resolutions shall be written and numbered in a manner consistent with the Authority's record keeping policies.

The appropriate language for a motion for the adoption of a resolution shall be substantially similar to "I move to adopt the resolution numbered ____."

10. **Robert's Rules not applicable.** These model rules are designed specifically for Minnesota EDAs. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order is not assumed to apply or to supplement these regulations. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city attorney.

IX. VOTING.

- A. The votes of the EDA will be taken by voice vote. The presiding officer shall announce the results of all votes of the Authority.
- B. A clear statement of the matter being voted upon and the names of those voting for and against the matter shall be recorded in the official minutes.
- C. Authority members may ask for a roll call of the vote by the President on any motion or resolution.
- D. The city administrator may ask for a verification roll call if the vote of a Authority Member is not clear on the voice vote.
- E. A majority vote of the quorum present shall be sufficient for all matters before the Authority, unless otherwise provided by state law.

- F. Whenever a matter is put forward for a vote, every Authority Member shall vote, unless a bona fide conflict of interest, as defined by state law, exists.

X. PUBLIC COMMENT AT AUTHORITY MEETINGS AND AT PUBLIC HEARINGS

- A. **Public participation and comment at Authority meetings.** EDA meetings are the forum for the EDA to conduct business. While EDA meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in Authority discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of Authority.
- B. **Members of the public shall follow the direction of the presiding officer.** Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room.

If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the Authority, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

- C. **Public comment period.** A limited forum for residents of Bridge Park to speak with the Authority is provided on the agenda for the Authority meeting held the first Monday of every month. Public comments during the public comment period are subject to these limitations:
 1. Speakers must be recognized by the presiding officer before speaking and are limited to three minutes for comment.
 2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.
 3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular Authority meeting or at a continued meeting.
 4. Speakers must sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet will be available at the start of the EDA meeting.

5. Speakers must direct their remarks toward the presiding officer.
6. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.
7. Speakers are required to follow the direction of the presiding officer.
8. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means. In emergency situations, or when conduct is an egregious threat to the safety of the public or the Authority, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.
9. Authority will generally not respond at the same meeting where an issue is initially raised by a member of the public. Generally the matter will be referred to staff for further research and possible report or action at a future Authority meeting.

D. A summary of these rules for public comment may be provided in the Authority meeting room.

XI. PUBLIC HEARINGS. Public hearings are sometimes required by law to allow the public to offer input on EDA decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

A. **General procedure for public hearings.** The order of business for all public hearings conducted by Authority shall be:

1. Opening comments by presiding officer announcing the purpose of the public hearing.
2. Presiding officer opens the public hearing portion of the meeting.
3. Staff presentation (including city administrator, attorney, engineering reports if any).
4. Developer/other presentation (if any).
5. Public comments.
6. Reading of written comments.
7. Presiding officer formally closes the public hearing portion of the meeting.

- B. Speakers who wish to address the EDA at a public hearing must follow the same rules in Section X Public Hearings. However, the presiding officer may allow additional time for speakers, as required, to comply with applicable state law.
- C. Speakers may also provide written comments to the EDA before or at the meeting. Written comments may be read aloud by the City Administrator or their designee. Anonymous, unsigned communications will not be read.
- D. The presiding officer may continue the hearing, if necessary, following the procedures in Section V Authority meetings, subsection F.

XII. PROCEDURE FOR RESOLUTION AND ORDINANCE ADOPTION. All resolutions and ordinances shall be in writing. Unless otherwise provided by law, all ordinances shall be adopted by a majority vote of Authority members present at the Authority meeting. Unless otherwise provided by law, ordinances do not require multiple readings, and may be adopted as presented at the first available meeting.

XIII. BOARD, COMMISSION, AND COMMITTEE ASSIGNMENTS. All assignments of Authority members to serve on city boards, commissions, and committees shall be by a majority vote of Authority members present at the meeting, unless otherwise provided by law.

XIV. SEATING ASSIGNMENTS. Authority members shall occupy the chairs assigned to them by the presiding officer.

XV. SUSPENSION OR AMENDMENT OF THESE RULES. Any or all of these rules may be temporarily suspended by a majority vote of the Authority members present at the meeting, except as otherwise required by Minnesota law. These rules shall not be repealed or amended except by a majority vote of the whole Authority after notice has been given at a preceding Authority meeting.

XVI. MISCELLANEOUS.

- A. **Fiscal Year:** The fiscal year of the Authority shall be January 1 to December 31.
- B. **Treasurer's Bond:** The Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary. The bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the Authority, provided that the bond must not exceed \$300,000.
- C. **Checks:** All Authority checks shall be signed by the Treasurer or Assistant Treasurer, or the Executive Director and one other officer named by the Authority. The check must state the name of the payee and the nature for which the check is issued.

- D. **Financial Statement:** The Authority shall examine the financial statement together with the Treasurer's vouchers, which financial statement shall disclose all receipts and disbursements, their nature, money on hand, the purposes to which it shall be applied, the Authority's credits and assets and its outstanding liabilities in a form required by the City's financial statements. If the Authority finds the financial statement and Treasurer's vouchers to be correct, it shall be approved by motion.
- E. **Report to the City:** The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.
- F. **Budget to the City:** The Authority shall annually send its budget to the City Council at a time fixed by the City. The budget shall include a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.
- G. **Audits:** The Authority's financial statements shall be prepared, audited, filed and published or posted in the manner required for the City's financial statements. The financial statements shall permit comparison and reconciliation with the City's accounts and financial reports and shall be filed with the State Auditor by June 30 of every year.
- H. **Depositories:** The Authority shall use the same depositories as approved by the City Council.
- I. **Supplies, Purchasing, Facilities, and Services.** The Authority may purchase supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures, space, secretarial, engineering, or other assistance needed by the Authority.

Cambridge Economic Development Authority (EDA)
January 6, 2014

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, January 6, 2014 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: Vice President Chris Caulk

Others Present: Executive Director Lynda Woulfe, Housing Supervisor Marilyn Fromm and Economic Development Director Stan Gustafson

Call to Order

President Iverson called the meeting to order at 7:18 pm.

Approval of Agenda

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

Consent Agenda

Palmer pulled E, GPS:45:93 Membership for discussion. Bustrom moved, seconded by Lewis, to approve the consent agenda item A - E as presented:

- A. Approve December 16, 2013 EDA meeting minutes
- B. Approve EDA Draft Financial Statements for November 2013
- C. Housing Div Bills checks #16686-#16687 and ACH transactions totaling \$64,231.88
- D. Approve EDA Admin Division bills checks #94979-#95167 totaling \$10,743.45

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

E. GPS:45:93 Membership

Palmer asked Gustafson to review the advantages of the membership. Gustafson explained GPS 45:93 is a regional consortium of public, private and non-profit groups in the region created to attract a variety of businesses to this region. Gustafson stated the membership benefits include being a part of CVN, Positively Minnesota, EDAM, MREJ and MNCar. Gustafson stated if the City of Cambridge were to have individual membership in these organizations, it would cost approximately \$6,350.00 as opposed to the \$750.00 membership in 2014.

Palmer moved, seconded by Bustrom to approve \$750.00 for the GPS:45:93 for the calendar year of 2014. Motion passed 4/0.

New Business

Housing Supervisor Report

Iverson asked if Fromm knew why the two families voluntarily terminated from the Bridges Program. Fromm stated one family chose to leave in order to rent from Section 8 Housing and she was unsure of the other family but believes they left the area. The Housing Supervisor Report was accepted as presented.

Energy Audit Green Physical Needs Assessment

Fromm stated the Green Physical Needs Assessment and an Energy Audit was conducted by Lakes and Pines. Fromm explained the purpose of the audits was to assess and measure the needs of the public housing inventory and help facilitate capital planning.

Fromm reported the cost of the GPNA Assessment was \$800 and the Energy Audit was \$2,000 which will be paid out of capital funds.

Palmer moved, seconded by Lewis acknowledging the Board has had an opportunity to review the reports and acknowledges the Board understands what capital improvements will be needed in preparing future budgets and capital improvements. Motion passed 4/0.

Section 8 Voucher Policy Change – Approve EDA Resolution No. EDA R1-001

Fromm stated staff is asking the Board to adopt a policy change to the Section 8 housing choice program by establishing cost saving change to the voucher issuance size. Fromm stated the new subsidy standard will be based solely on the number of people residing in each household. Fromm explained the EDA will allot one bedroom/sleeping area per two people. Fromm stated the EDA does not determine who shares a bedroom/sleeping room and that decision is up to each household. Fromm stated if the household is currently occupying a unit that is larger than the assigned voucher size, the household will be considered "over-housed" and will be issued a smaller voucher at their next annual recertification. Fromm stated the household will have the option either to move or pay the difference between the payment standard and the contract rent in addition to their 30 percent tenant rent portion. Fromm stated by implementing this cost saving measure, it reduces the likelihood of having to terminate anyone from Section 8 as a result of insufficient Federal funding.

Iverson opened the public hearing at 7:37 pm and without public comment, closed the public hearing at 7:38 pm.

Lewis moved, seconded by Buström to approve Resolution EDA R14-001, Adopting a Residency Preference for Section 8 Housing Choice Voucher as presented. Palmer asked about complaints. Fromm reported during the 45-day comment period, she had not heard from anyone. Lewis asked if the size of the bedroom is a factor. Fromm stated the size isn't taken into consideration but there are certain regulations as to what constitutes a bedroom such as closets and windows. Motion passed 4/0.

Maintenance Garage Bid Solicitation

Fromm reported solicitation of bids to construct a 24' X 34' maintenance garage was posted on the City of Cambridge web-site and advertised in the Isanti County News for 3 weeks in June of 2013. Fromm stated bid packets were sent out to the four contractors and only one contractor responded and his bid was \$6,326 over HUD funds dedicated to the project.

Fromm stated due to the lack of response, staff suggested the board reject the bid and post RFP in January of 2014 as staff felt contractors may not be as busy and would be more interested and submit better pricing. Fromm reported a completion date would be extended until the end of September. Fromm stated request for proposals would be posted on the City of Cambridge website as well as packets sent out.

Lewis moved, seconded by Palmer to reopen the bid process for the construction of the maintenance garage. Motion passed 4/0.

Cambridge Center for the Arts Lease Request

Gustafson stated representatives from the Cambridge Center For the Arts (CCFA) have approached the City about leasing Suite 162 in addition to their space in Suite 178. Gustafson reported their current lease rate for Suite 178 is \$7.50 per square foot and all utilities, insurance, and property taxes are paid by the tenant. Gustafson stated Unit 162 is approximately 1,044 square feet and, based on using a square foot cost approved by the EDA for their current lease of \$7.50 per square foot, the additional lease amount would be \$7,830 annually or \$652.50 per month. Gustafson stated this lease rate could start as soon as February 1, 2014 allowing the CCFA board to meet and approve these terms. Gustafson stated any tenant finishing would need to meet current building and fire codes and the cost would need to be paid by the tenant.

Lewis moved, seconded by Bustrom, to approve the lease pending CCFA's Board approval at a rate of \$7.50 per square foot with the tenant paying all utilities, insurance, and property taxes. Motion passed 4/0.

2014 EDA Meeting Schedule

Woulfe stated typically four times a year the EDA has met at Bridge Park Apartments. The Board discussed the decline in attendance by tenants and agreed usually the Board are the only ones in attendance. After discussion, the Board felt meeting at Bridge Park Apartments once per year was sufficient. Bustrom moved, seconded by Lewis to approve the 2014 EDA meeting schedule as presented noting the June 2, 2014 meeting will be held at Bridge Park Apartments. Motion passed 4/0.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Bustrom, to adjourn the meeting at 8:06 p.m. The motion passed 4/0.

Lisa Iverson, President

ATTEST:

Lynda J. Woulfe, Executive Director

DRAFT

Date: 01/17/2014
Time: 13:50:27

Agenda Item 4B

Cambridge EDA Check Register Detail Report Cambridge

From: 01/01/2014 To: 01/17/2014

283,655.23

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2014	000027	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 321.00	321.00	283,334.23	January Hap Aadland, Ashley
01/01/2014	000027	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit	Payment 581.00	1,365.00	281,969.23	January Hap Cross, Grace
		4715.1 Hap - Occupied Unit	392.00			Peterson, Todd E
		4715.1 Hap - Occupied Unit	392.00			Willms, Monica
01/01/2014	000027	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 330.00	330.00	281,639.23	January Hap Lessman, Bobbie
01/01/2014	000027	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 347.00	347.00	281,292.23	January Hap Deiman, Antoinette
01/01/2014	000027	Chen Liu 4715.1 Hap - Occupied Unit	Payment 315.00	1,449.00	279,843.23	January Hap Paquette, Laurie
		4715.1 Hap - Occupied Unit	530.00			Schulz, Cynthia J
		4715.1 Hap - Occupied Unit	604.00			Voss, Breana
01/01/2014	000027	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 617.00	617.00	279,226.23	January Hap Mains, Kimberly A
01/01/2014	000027	Eliot Avenue Apartments LLC 4715.1 Hap - Occupied Unit	Payment 113.00	113.00	279,113.23	January Hap Erickson, Todd
01/01/2014	000027	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit	Payment 531.00	531.00	278,582.23	January Hap Johnston, Shaylee
01/01/2014	000027	John Maher 4715.1 Hap - Occupied Unit	Payment 193.00	193.00	278,389.23	January Hap Diers, Scott A
01/01/2014	000027	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 411.00	411.00	277,978.23	January Hap Kovacs, Gail
01/01/2014	000027	Ramon Salgado 4715.1 Hap - Occupied Unit	Payment 237.00	356.00	277,622.23	January Hap Walkama, Danielle K: Hap - Occupied Unit
		4715.1 Hap - Occupied Unit	119.00			Walkama, Danielle K: Hap - Occupied Unit Pro-rate D
01/01/2014	000027	Ordeen Splitstoser 4715.1 Hap - Occupied Unit	Payment 425.00	425.00	277,197.23	January Hap Young, Marrietta L
01/01/2014	000027	Sunrise Court Apartments 4715.1 Hap - Occupied Unit	Payment 444.00	609.00	276,588.23	January Hap Kubes, Kevin P
		4715.1 Hap - Occupied Unit	165.00			Mullens, Darice R
01/01/2014	000027	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 229.00	229.00	276,359.23	January Hap Wallace, Lynnell
01/01/2014	000027	Thomas Hinz 4715.1 Hap - Occupied Unit	Payment 518.00	518.00	275,841.23	January Hap Talbot, Alicia M

Cambridge EDA
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Cambridge
From: 01/01/2014 To: 01/17/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2014	000027	William Francisco 4715.1 Hap - Occupied Unit	Payment 411.00	411.00	275,430.23	January Hap Griffin, Deena M
01/01/2014	000028	Kimberly Mintell 4715.9 Hap - Portable Receiving	Payment 1,110.00	1,110.00	274,320.23	January Hap Gordon, Jennifer F
01/01/2014	000028	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 287.00	287.00	274,033.23	January Hap Roberts, Paula
01/01/2014	000028	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 689.00	689.00	273,344.23	January Hap Brasch, Terrie L
01/01/2014	000028	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 1,069.00	1,069.00	272,275.23	January Hap Bobo, Shawna L
01/01/2014	000028	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 377.00	377.00	271,898.23	January Hap White, Teresa
01/01/2014	000028	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 111.00	111.00	271,787.23	January Hap Brown, Ellen
01/01/2014	000028	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 555.00 398.00 552.00 401.00 563.00 276.00 242.00	2,987.00	268,800.23	January Hap Hulbert, Jennifer Kraus, Carian J; Hap - Occupied Unit LeCuyer, Christine J Luck, Jennifer Lee Mapson, Diane E Marohn, Gerald Meyers, Colleen J
01/01/2014	000028	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 469.00	469.00	268,331.23	January Hap Lillion, Laurie A
01/01/2014	000028	Cambridge Square Assoc. LP 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 322.00 522.00 367.00 514.00	1,725.00	266,606.23	January Hap Erickson, James P Falvey, Deborah Longley, Christine A Puffer, Michelle
01/01/2014	000028	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 555.00 420.00 464.00 654.00 555.00 579.00 976.00	4,203.00	262,403.23	January Hap Banaszak, David Kress, Dawn Paquette, JoAnn Raasch, Alicia Radke, Suzanne Schaefer, Mike E Troupe, Michael E

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Check Register Detail Report
Cambridge
From: 01/01/2014 To: 01/17/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2014	000028	David Cobb 4715.9 Hap - Portable Receiving	Payment 456.00	456.00	261,947.23	January Hap Taylor, Alice H
01/01/2014	000028	DJ Properties of Starchfield, LLC 4715.1 Hap - Occupied Unit	Payment 410.00	410.00	261,537.23	January Hap Fischer, Cheryl A
01/01/2014	000028	Eliot Avenue Apartments LLC 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 211.00 549.00 515.00	1,275.00	260,262.23	January Hap Cory, Lynn M Eickstadt, Cheryl Grabau, Jill
01/01/2014	000028	Elmer D. Harp 4715.9 Hap - Portable Receiving	Payment 774.00	774.00	259,488.23	January Hap Hart, Beth L
01/01/2014	000028	ELMSUN LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 535.00 541.00	1,076.00	258,412.23	January Hap Pittman, Cheryl Zentic, Scott
01/01/2014	000028	Erlandson - Nelson Construction 4715.1 Hap - Occupied Unit	Payment 535.00	535.00	257,877.23	January Hap Linda, Robin
01/01/2014	000028	Jill Fust 4715.4 Hap - Utility Reimbursements	Payment 45.00	45.00	257,832.23	January Hap Fust, Jill
01/01/2014	000028	FYP PROPERTIES 4715.9 Hap - Portable Receiving	Payment 435.00	435.00	257,397.23	January Hap Dodge, Rita
01/01/2014	000028	Steven & RyChel Gausted 4715.1 Hap - Occupied Unit	Payment 163.00	163.00	257,234.23	January Hap Straw, Linda K
01/01/2014	000028	Robert Giffin 4715.1 Hap - Occupied Unit	Payment 703.00	703.00	256,531.23	January Hap Giffin, Tammie
01/01/2014	000028	Hanson Properties 4715.1 Hap - Occupied Unit	Payment 277.00	277.00	256,254.23	January Hap Hanson, Henry P
01/01/2014	000028	Haven Properties 4715.9 Hap - Portable Receiving	Payment 296.00	296.00	255,958.23	January Hap Stroh, Kevin
01/01/2014	000028	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 387.00 500.00 542.00	1,429.00	254,529.23	January Hap Alexander, Cindy S Lynn, Christian R Washington, Katherine L
01/01/2014	000028	Steven Scott Management, Inc 4715.1 Hap - Occupied Unit	Payment 426.00	426.00	254,103.23	January Hap Junglen, Eunice M
01/01/2014	000028	INH Property Mgmt/ Isanti Village 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 394.00 466.00	860.00	253,243.23	January Hap Stoll, Vernon L Tews, Jackie

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From: 01/01/2014 To: 01/17/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2014	000028	Jay M. Winger 4715.1 Hap - Occupied Unit	Payment 552.00	552.00	252,691.23	January Hap Parris, Paula
01/01/2014	000028	Jeff Halverson 4715.9 Hap - Portable Receiving	Payment 540.00	540.00	252,151.23	January Hap Liberte, Ore'a Lareal
01/01/2014	000028	Kathryn Dahlberg 4715.1 Hap - Occupied Unit	Payment 656.00	656.00	251,495.23	January Hap Carlson, Samantha
01/01/2014	000028	Kestrel Meadows Townhomes 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 727.00 651.00 65.00 589.00	2,032.00	249,463.23	January Hap Davis, Stacy Dickinson, Kelli R Oliveraz, Correna Trader, Amanda Joy
01/01/2014	000028	Kristine Yerigan 4715.9 Hap - Portable Receiving	Payment 682.00	682.00	248,781.23	January Hap Hjelmhaug, Karen E
01/01/2014	000028	Tami R. Kullmann 4715.4 Hap - Utility Reimbursements	Payment 21.00	21.00	248,760.23	January Hap Kullmann, Tami R
01/01/2014	000028	Brian Leet 4715.9 Hap - Portable Receiving	Payment 336.00	336.00	248,424.23	January Hap Weber, Kathleen A
01/01/2014	000028	Legacy Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 687.00 778.00 487.00	1,952.00	246,472.23	January Hap Degerstrom, Leah Parent, Cheri C Schedbauer, Jennifer
01/01/2014	000028	Janet Nielsen 4715.1 Hap - Occupied Unit	Payment 800.00	800.00	245,672.23	January Hap Kullmann, Tami R
01/01/2014	000028	Lindstrom Parkview Assoc. 4715.9 Hap - Portable Receiving	Payment 293.00	293.00	245,379.23	January Hap Etchason, Paul
01/01/2014	000028	Louis Crawford 4715.9 Hap - Portable Receiving	Payment 950.00	950.00	244,429.23	January Hap Perry, Amber L
01/01/2014	000028	Mann, Cheryl 4715.1 Hap - Occupied Unit	Payment 555.00	555.00	243,874.23	January Hap Witkowski, Michelle N
01/01/2014	000028	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 61.00	61.00	243,813.23	January Hap Greenwood, Thomas J
01/01/2014	000028	Mike Munsinger 4715.9 Hap - Portable Receiving	Payment 699.00	699.00	243,114.23	January Hap Wells, Sheri A
01/01/2014	000028	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 521.00	521.00	242,593.23	January Hap Frandle, Dana

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From: 01/01/2014 To: 01/17/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2014	000028	Allen Moulton 4715.1 Hap - Occupied Unit	Payment 488.00	488.00	242,105.23	January Hap Thompson, Marilyn J
01/01/2014	000028	Multi-Investments, LLC 4715.1 Hap - Occupied Unit	Payment 357.00	357.00	241,748.23	January Hap Anderson, Debra
01/01/2014	000028	Loral Myers 4715.1 Hap - Occupied Unit	Payment 281.00	281.00	241,467.23	January Hap Myers, Kyle C
01/01/2014	000028	Normandy Townhomes Limited 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 499.00 342.00	841.00	240,626.23	January Hap Matchinsky, Robert T Swanson, Kathleen A
01/01/2014	000028	North Branch Senior Housing 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 225.00 196.00 236.00	657.00	239,969.23	January Hap Castillo, Sharon Fisk, Dolores M Kalberg, Annette
01/01/2014	000028	Northern Management 4715.9 Hap - Portable Receiving	Payment 444.00 444.00	444.00	239,525.23	January Hap Zieske, Robyn
01/01/2014	000028	Oakhurst Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 358.00 354.00	712.00	238,813.23	January Hap Benson, Tracy E Wenell, Russell
01/01/2014	000028	Oakridge Apartments 4715.9 Hap - Portable Receiving	Payment 760.00	760.00	238,053.23	January Hap Goertzen, Diane
01/01/2014	000028	Oakview Terrace Townhomes 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 487.00 655.00 718.00 629.00 721.00	3,210.00	234,843.23	January Hap Bylander, Richard S Cole, Barbara Kennedy, Carolyn Lee Rosenberg, Gwen M Tipton, Mariesa A
01/01/2014	000028	Amber L. Perry 4715.94 Urp - Portable Receiving	Payment 207.00	207.00	234,636.23	January Hap Perry, Amber L
01/01/2014	000028	Peter Maus 4715.9 Hap - Portable Receiving	Payment 967.00	967.00	233,669.23	January Hap Parrott, Gina M
01/01/2014	000028	PK Investment Properties, LLC 4715.1 Hap - Occupied Unit	Payment 885.00	885.00	232,784.23	January Hap Branville, Roger
01/01/2014	000028	Randall Propp 4715.1 Hap - Occupied Unit	Payment 422.00	422.00	232,362.23	January Hap Nelson, Valerie J
01/01/2014	000028	Robert Mattson 4715.1 Hap - Occupied Unit	Payment 656.00	656.00	231,706.23	January Hap Good, Katherine

Check Register Detail Report

Cambridge

From: 01/01/2014 To: 01/17/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/01/2014	000028	Robert & Linnea Steman 4715.9 Hap - Portable Receiving	Payment 541.00	541.00	231,165.23	January Hap Lake, Ruth
01/01/2014	000028	Schaefer Rentals 4715.9 Hap - Portable Receiving	Payment 942.00	942.00	230,223.23	January Hap Butenhoff, Bradley
01/01/2014	000028	Ordeen Splittstoser 4715.9 Hap - Portable Receiving	Payment 247.00	247.00	229,976.23	January Hap Bazey, Jeanne E
01/01/2014	000028	Steve Baker 4715.9 Hap - Portable Receiving	Payment 536.00	536.00	229,440.23	January Hap Rogalski, Lisa E
01/01/2014	000028	Paul & Bethany Stiles 4715.1 Hap - Occupied Unit	Payment 778.00	778.00	228,662.23	January Hap Fust, Jill
01/01/2014	000028	Sunrise Court Apartments 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 498.00 504.00 559.00	1,561.00	227,101.23	January Hap Johnson, Richard D O'Donnell, Debra K Simons, Lori J
01/01/2014	000028	Taylor Falls Villas 4715.9 Hap - Portable Receiving	Payment 241.00	241.00	226,860.23	January Hap Jackson, Susan
01/01/2014	000028	Timothy Manning 4715.9 Hap - Portable Receiving	Payment 1,085.00	1,085.00	225,775.23	January Hap Brown, Ellen
01/01/2014	000028	Tower Terrace Limited Partnership 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 273.00 553.00 551.00 686.00 427.00	2,490.00	223,285.23	January Hap Dmytryszyn, Chad J Holland, Kathleen Jenson, Cheryl Koenig, Lance L Rohr, Russell
01/01/2014	000028	Washington County HRA 4715.8 Hap - Portable Paying 4590 Admin - Portable Paying	Payment 488.00 39.88	527.88	222,757.35	January Hap Brett, Patricia S Brett, Patricia S
01/01/2014	000028	Wayne Knutson 4715.9 Hap - Portable Receiving	Payment 585.00	585.00	222,172.35	January Hap Mollinedo, Nancy
01/01/2014	000028	Wyoming Phase 1 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 588.00 439.00	1,027.00	221,145.35	January Hap Grundhauser, Patrice Rafel, Kathy
01/01/2014	000028	Wyoming Phase 2 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.9 Hap - Portable Receiving	Payment 549.00 353.00 814.00	1,716.00	219,429.35	January Hap Darveaux, Linda Dillon, Tracey Harrington, Tina M

Check Register Detail Report

Cambridge

From: 01/01/2014 To: 01/17/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/10/2014	000030	Bungalows of Chisago LLC 4715.9 Hap - Portable Receiving	Payment 277.00	277.00	219,152.35	January Hap Kraus, Carian J
01/10/2014	000030	Cambridge Square Assoc. LP 4715.9 Hap - Portable Receiving	Payment 783.00	783.00	218,369.35	January Hap Schibilla, Jamie
01/10/2014	000030	Christine LeCuyer 4715.6 Hap - Fss Escrow	Payment 167.00	167.00	218,202.35	January Hap LeCuyer, Christine J: Hap - Fss Escrow
01/10/2014	000030	Leah Degerstrom 4715.6 Hap - Fss Escrow	Payment 216.00	216.00	217,986.35	January Hap Degerstrom, Leah: Hap - Fss Escrow
01/10/2014	000030	Jamie Schibilla 4715.94 Urp - Portable Receiving	Payment 39.00	39.00	217,947.35	January Hap Schibilla, Jamie
01/17/2014	ADJUST	Bungalows of Chisago LLC	Deposit	392.00	218,339.35	

Dec HAP check for Todd Peterson was cancelled.

\$ 6 5,315.88

<p>CAMBRIDGE EDA MEETING February 3, 2014 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	12/31/2013	95227 - 95276	2,001.38
Prepaid Checks	1/9/2014	95288 - 95374	21,012.93
Prepaid Checks	1/15/2014	95379 - 95398	1,831.71
Prepaid Checks	1/22/2014	95448 - 95476	5,711.43

Prepaid Totals	<u>30,557.45</u>
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TOTAL SUBMITTED FOR APPROVAL	\$30,557.45
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Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
2036	Fromm, Marilyn	Wreaths	36.20
Total 2036			36.20
2986	Konica Minolta Business	C650 Printer/Copier - Copies & Overage Char	26.81
		C650 Printer/Copier - Copies & Overage Char	26.82
Total 2986			53.63
3086	Landworks Construction, Inc.	Plowing - Bridge Park	260.00
		City Center Plowing	1,200.00
Total 3086			1,460.00
3521	Menards	Tenant Services - Bridge Park	21.35
		Tenant Services - Bridge Park	26.76
Total 3521			48.11
3636	Minneapolis Public Housing	Housing Authority Bonds - Fiscal Agent Fees	21.50
Total 3636			21.50
3721	Minnesota NAHRO	2014 Membership	90.00
		2014 Membership	90.00
Total 3721			180.00
4386	Papco, Inc.	maint supplies - mall	151.22
Total 4386			151.22
5401	Target Bank	Tenant Services	20.28
Total 5401			20.28
5861	Walmart Business Community	Tenant Services	30.44
Total 5861			30.44

Total Paid: -
 Total Unpaid: 2,001.38
 Grand Total: 2,001.38

Dated: 12/31/13

City Treasurer: Caroline Moe

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/13	12/31/2013	95227	2036	Fromm, Marilyn	901-20100	36.20
12/13	12/31/2013	95241	2986	Konica Minolta Business	901-20100	53.63
12/13	12/31/2013	95242	3086	Landworks Construction, Inc.	901-20100	1,460.00
12/13	12/31/2013	95247	3521	Menards	901-20100	48.11
12/13	12/31/2013	95248	3636	Minneapolis Public Housing	901-20100	21.50
12/13	12/31/2013	95250	3721	Minnesota NAHRO	901-20100	180.00
12/13	12/31/2013	95254	4386	Papco, Inc.	205-20100	151.22
12/13	12/31/2013	95266	5401	Target Bank	901-20100	20.28
12/13	12/31/2013	95276	5861	Walmart Business Community	901-20100	30.44
Totals:						<u>2,001.38</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Cov	1,968.90
Total 616			1,968.90
636	Boo Doo Signs & Installation	City Center Mall - Sign Removal & Disposal, I	680.00
Total 636			680.00
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			457.62
2601	Isanti Co Treasurer-Auditor	Payment in Lieu of Taxes - 2013 - Bridge Park	11,648.00
Total 2601			11,648.00
3056	Lake Superior Laundry Inc.	Mall Rugs	39.33
		Mall Rugs	39.33
Total 3056			78.66
3086	Landworks Construction, Inc.	Plowing, Salt/Sand - Bridge Park	565.00
		City Center Plowing	2,560.00
Total 3086			3,125.00
4191	Northern Technology Initiative	GPS45:93 2014 Annual Dues	750.00
Total 4191			750.00
5191	SPEW Health Plan	Health Insurance Premium - February	847.50
		Health Insurance Premium - February	282.50
Total 5191			1,130.00
5431	Ted's Appliance	Repair Oven	72.00
		Repair Oven	245.63
Total 5431			317.63
5498	Thies, Robert	Refund on Security Deposit & Interest	451.52
Total 5498			451.52
5786	Vander Vegt Electric, Inc.	Ballast North Light	74.09
Total 5786			74.09
5996	Windstream	Telephone Service - Bridge Park Apts	112.23
		Telephone Service - Bridge Park Apts	112.22
		Telephone Service - Mall	107.06

Vendor	Vendor Name	Description	Net Inv Amt
Total 5996			<u>331.51</u>

Total Paid: -
Total Unpaid: 21,012.93
Grand Total: 21,012.93

Dated: 1/9/14

City Treasurer: Caroline Moe

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

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/09/2014	95288	616	BNSF Railway Company	205-20100	1,968.90
01/14	01/09/2014	95290	636	Boo Doo Signs & Installation	205-20100	680.00
01/14	01/09/2014	95309	1661	East Central Sanitation	205-20100	457.62
01/14	01/09/2014	95325	2601	Isanti Co Treasurer-Auditor	901-20100	11,648.00
01/14	01/09/2014	95335	3056	Lake Superior Laundry Inc.	205-20100	78.66
01/14	01/09/2014	95336	3086	Landworks Construction, Inc.	901-20100	3,125.00
01/14	01/09/2014	95353	4191	Northern Technology Initiative	205-20100	750.00
01/14	01/09/2014	95361	5191	SPEW Health Plan	902-20100	1,130.00
01/14	01/09/2014	95363	5431	Ted's Appliance	901-20100	317.63
01/14	01/09/2014	95366	5498	Thies, Robert	901-20100	451.52
01/14	01/09/2014	95369	5786	Vander Vegt Electric, Inc.	901-20100	74.09
01/14	01/09/2014	95374	5996	Windstream	901-20100	331.51
Totals:						<u>21,012.93</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
571	Bill's Quality Cleaning	Cleaning of Mall Floor and FD Bathrooms Cleaning - Work Force Center - December	106.88 897.75
Total 571			1,004.63
1716	Ehlers	Ehlers 2014 Public Finance Seminar - S. Gusta	270.00
Total 1716			270.00
2541	Industries Incorporated	Janitorial - December	557.08
Total 2541			557.08

Total Paid: -
 Total Unpaid: 1,831.71
 Grand Total: 1,831.71

Dated: 1/15/14

City Treasurer: Caroline Mue

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/15/2014	95379	571	Bill's Quality Cleaning	205-20100	1,004.63
01/14	01/15/2014	95388	1716	Ehlers	205-20100	270.00
01/14	01/15/2014	95398	2541	Industries Incorporated	205-20100	557.08
Totals:						<u>1,831.71</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
2411	Hillyard Inc. - Minneapolis	Misc Operating Supplies	85.92
		Misc Operating Supplies	39.16
Total 2411			125.08
2986	Konica Minolta Business	C650 Printer/Copier - Copies & Overage Char	40.25
		C650 Printer/Copier - Copies & Overage Char	40.25
Total 2986			80.50
3501	MEI Total Elevator Solutions	January Service Billing - Bridge Park Apts	212.53
Total 3501			212.53
5656	Trucks and Toys LTD	9.5 Flattop V-Plow quote 903627	5,240.04
Total 5656			5,240.04
5861	Walmart Business Community	Misc Operating Supplies - Bridge Park	27.79
		Misc Operating Supplies - Bridge Park	9.49
		Misc Operating Supplies - Bridge Park	16.00
Total 5861			53.28

Total Paid: -
 Total Unpaid: 5,711.43
 Grand Total: 5,711.43

Dated: 1/22/14

City Treasurer: Caroline Moe

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/22/2014	95448	2411	Hillyard Inc. - Minneapolis	205-20100	125.08
01/14	01/22/2014	95455	2986	Konica Minolta Business	901-20100	80.50
01/14	01/22/2014	95459	3501	MEI Total Elevator Solutions	901-20100	212.53
01/14	01/22/2014	95472	5856	Trucks and Toys LTD	205-20100	5,240.04
01/14	01/22/2014	95476	5861	Walmart Business Community	901-20100	53.28
Totals:						<u>5,711.43</u>

Prepared by: Caroline Moe, Director of Finance

Monthly Financial Report

Attached for your review is the Draft Monthly Financial Report for the eleven months ended November 30, 2013. Included in the Monthly Financial Report is the following component:

Special Revenue Funds:

Housing Division Financial Statements

EDA Admin Fund– 2013 Adopted budget Compared to Actual

EDA Board Action Requested

1. NONE REQUIRED - For discussion only.

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10100	CASH AND INVESTMENTS	(6,892.26)	
901-10102	INVESTMENTS--PBC	314,071.67	
901-10103	INVESTMENTS-MINNCO	16,262.96	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	155,268.81	
901-11500	ACCOUNTS RECEIVABLE-TENANT	214.32	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	556,187.78	
901-16250	BUILDING IMPROVEMENTS	1,062,039.93	
901-16300	SITE IMPROVEMENTS	172,180.46	
901-16350	NON-DWELLING STRUCTURES	86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	100,854.24	
901-16450	FURN, EQUIP, MACH-ADMIN	142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,762,850.79)	
901-16500	CONSTRUCTION IN PROGRESS	463.00	
	TOTAL ASSETS		<u>970,325.61</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	12,785.98	
901-21650	ACCRUED VACATION & SICK PAY	38,113.35	
901-22600	TENANT SECURITY DEPOSITS	19,472.37	
	TOTAL LIABILITIES		70,371.70

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	566,522.42	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA REVENUE OVER EXPENDITURES - YTD	(227,249.46) 31,875.72	
	TOTAL FUND EQUITY		<u>899,953.91</u>
	TOTAL LIABILITIES AND EQUITY		<u>970,325.61</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	.00	.00	69,939.00	(69,939.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	69,939.00	(69,939.00)	.00	.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	.00	71.00	.00	94.00
901-36210 INTEREST EARNINGS	1,294.00	1,294.00	2,076.47	(782.47)	160.47	2,098.82
TOTAL INTEREST & MISC INCOME	1,365.00	1,365.00	2,076.47	(711.47)	152.12	2,192.82
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	149,099.01	900.99	99.40	149,483.04
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	7,603.00	(1,603.00)	126.72	7,569.75
TOTAL RENTAL INCOME	156,000.00	156,000.00	156,702.01	(702.01)	100.45	157,052.79
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	53,906.00	53,906.00	.00	53,906.00	.00	19,730.93
TOTAL OTHER FINANCING SOURCES	53,906.00	53,906.00	.00	53,906.00	.00	19,730.93
TOTAL FUND REVENUE	211,271.00	211,271.00	228,717.48	(17,446.48)	108.26	178,976.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT ADMINISTRATION</u>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	30,702.00	30,702.00	27,967.23 (2,734.77)	91.09	32,521.56
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	2,100.00	.00	100.00	1,645.00
901-49500-121 PERA (EMPLOYER)	2,226.00	2,226.00	2,027.65 (198.35)	91.09	2,107.12
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,349.00	2,349.00	2,300.04 (48.96)	97.92	2,593.61
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	22.68 (29.32)	43.62	28.08
901-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	290.94	23.94	108.97	376.61
901-49500-201 OFFICE SUPPLY	2,000.00	2,000.00	1,198.02 (801.98)	59.90	2,206.17
901-49500-304 LEGAL FEES	250.00	250.00	16.40 (233.60)	6.56	195.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,400.00 (600.00)	80.00	3,000.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	1,920.47 (279.53)	87.29	1,992.50
901-49500-322 POSTAGE	800.00	800.00	488.70 (311.30)	61.09	234.00
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	231.25 (218.75)	51.39	254.36
901-49500-340 ADVERTISING	100.00	100.00	70.70 (29.30)	70.70	54.95
901-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	1,427.50	27.50	101.96	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	246.58 (2,753.42)	8.22	.00
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	644.00 (706.00)	47.70	1,695.00
901-49500-440 STAFF TRAINING	300.00	300.00	496.48	196.48	165.49	171.13
TOTAL LOW RENT ADMINISTRATION	52,546.00	52,546.00	43,848.64 (8,697.36)	83.45	49,075.09
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	1,009.51	809.51	504.75	1,202.80
TOTAL LOW RENT TENANT SERVICES	200.00	200.00	1,009.51	809.51	504.75	1,202.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT MAINTENANCE</u>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	38,167.00	38,167.00	38,209.17	42.17	100.11	36,483.08
901-49700-121 PERA (EMPLOYER)	2,767.00	2,767.00	2,770.05	3.05	100.11	2,659.31
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,920.00	2,920.00	2,848.59 (71.41)	97.55	2,722.06
901-49700-131 MEDICAL/DENTAL/LIFE	9,512.00	9,512.00	8,449.27 (1,062.73)	88.83	6,083.82
901-49700-133 DEDUCTIBLE CONTRIBUTION	900.00	900.00	571.26 (328.74)	63.47	839.39
901-49700-151 WORKERS' COMPENSATION PREMIUMS	2,079.00	2,079.00	2,378.04	299.04	114.38	1,913.15
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	3,471.97 (928.03)	78.91	5,204.59
901-49700-212 FUEL PURCHASE	.00	.00	105.08	105.08	.00	.00
901-49700-304 CONTRACT COSTS	13,000.00	13,000.00	11,863.49 (1,136.51)	91.26	1,934.39
901-49700-360 INSURANCE AND BONDS	13,000.00	13,000.00	14,662.00	1,662.00	112.78	12,664.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	11,648.00	548.00	104.94	11,923.00
901-49700-381 ELECTRIC UTILITIES	34,000.00	34,000.00	31,221.00 (2,779.00)	91.83	27,680.00
901-49700-382 WATER/WASTEWATER UTILITIES	12,000.00	12,000.00	8,145.39 (3,854.61)	67.88	9,268.37
901-49700-383 GAS UTILITIES	5,000.00	5,000.00	6,453.77	1,453.77	129.08	5,041.35
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	2,047.08 (52.92)	97.48	1,942.22
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00 (70,000.00)	.00	51,384.90
901-49700-430 MISCELLANEOUS & GENERAL EXP	200.00	200.00	120.00 (80.00)	60.00	78.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	212.53	212.53	.00	12,296.67
901-49700-501 REPLACEMENT OF EQUIPMENT	7,380.00	7,380.00	.00 (7,380.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	6,806.92	6,806.92	.00	10,873.90
TOTAL LOW RENT MAINTENANCE	228,525.00	228,525.00	151,983.61 (76,541.39)	66.51	200,992.70
TOTAL FUND EXPENDITURES	281,271.00	281,271.00	196,841.76 (84,429.24)	69.98	251,270.59
NET REVENUES OVER EXPENDITURES	(70,000.00)	(70,000.00)	31,875.72	66,982.76		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	47,931.43	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>47,931.43</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	112.22	
	TOTAL LIABILITIES		112.22

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,155.98	
	REVENUE OVER EXPENDITURES - YTD	663.23	
	TOTAL FUND EQUITY		<u>47,819.21</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,931.43</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	42,680.00	42,680.00	35,384.00	7,296.00	82.91	43,328.00
TOTAL INTERGOVERNMENTAL REVENUES	42,680.00	42,680.00	35,384.00	7,296.00	82.91	43,328.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	24,066.92 (6,692.92)	138.52	22,222.82
902-35100 FRAUD RECOVERY INCOME	.00	.00	931.50 (931.50)	.00	1,140.40
TOTAL RENTAL INCOME	17,374.00	17,374.00	24,998.42 (7,624.42)	143.88	23,363.22
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	52.71 (52.71)	.00	212.47
TOTAL INTEREST	.00	.00	52.71 (52.71)	.00	212.47
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	7,394.00	7,394.00	.00	7,394.00	.00	.00
TOTAL OTHER FINANCING SOURCES	7,394.00	7,394.00	.00	7,394.00	.00	.00
TOTAL FUND REVENUE	67,448.00	67,448.00	60,435.13	7,012.87	89.60	66,903.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,202.00	29,202.00	27,967.17 (1,234.83)	95.77	29,322.84
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	2,027.57 (89.43)	95.78	2,107.06
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	2,139.42 (94.58)	95.77	2,223.44
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	22.68 (29.32)	43.62	28.08
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	290.93	23.93	108.96	376.60
902-49500-201 OFFICE SUPPLIES	2,000.00	2,000.00	1,026.43 (973.57)	51.32	1,902.11
902-49500-304 LEGAL FEES	250.00	250.00	50.00 (200.00)	20.00	195.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	2,400.00 (600.00)	80.00	3,000.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	1,920.42 (279.58)	87.29	1,722.65
902-49500-322 POSTAGE	800.00	800.00	506.22 (293.78)	63.28	234.00
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	758.03	308.03	168.45	825.37
902-49500-340 ADVERTISING	.00	.00	110.70	110.70	.00	64.75
902-49500-409 LICENSE & SUPPORT CONTRACT	1,400.00	1,400.00	1,427.50	27.50	101.96	.00
902-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	246.59 (2,753.41)	8.22	.00
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	622.50 (727.50)	46.11	1,695.00
902-49500-440 STAFF TRAINING	300.00	300.00	300.00	.00	100.00	147.50
TOTAL SECT 8 ADMINISTRATIVE	48,622.00	48,622.00	41,816.16 (6,805.84)	86.00	43,844.40
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,722.00	12,722.00	12,736.43	14.43	100.11	12,226.47
902-49700-121 PERA (EMPLOYER)	922.00	922.00	923.49	1.49	100.16	886.38
902-49700-122 FICA/MEDICARE (EMPLOYER)	973.00	973.00	949.45 (23.55)	97.58	912.40
902-49700-131 MEDICAL/DENTAL/LIFE	3,216.00	3,216.00	3,249.54	33.54	101.04	4,689.29
902-49700-133 INSURANCE DEDUCTIBLE	300.00	300.00	190.41 (109.59)	63.47	279.80
902-49700-151 WORKERS' COMPENSATION PREMIUMS	693.00	693.00	794.65	101.65	114.67	637.72
TOTAL SECT 8 MAINTENANCE	18,826.00	18,826.00	18,843.97	17.97	100.10	19,632.06
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	344,784.00	344,784.00	.00	323,205.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(345,643.07)	(345,643.07)	.00	(327,017.00)
902-49775-376 URP PORT REC	.00	.00	3,522.00	3,522.00	.00	3,812.00
902-49775-378 PORT REC URP REIMB	.00	.00	(3,551.16)	(3,551.16)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(888.23)	(888.23)	.00	.00
TOTAL FUND EXPENDITURES	67,448.00	67,448.00	59,771.90 (7,676.10)	88.62	63,476.46
NET REVENUES OVER EXPENDITURES	.00	.00	663.23	14,688.97		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	258,087.12	
903-10200	EDA HOUSING DIV OPERATING CASH	44,910.07	
	TOTAL ASSETS		<u>302,997.19</u>

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	(650.00)	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		921.42

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	274,036.49	
	REVENUE OVER EXPENDITURES - YTD	28,039.28	
	TOTAL FUND EQUITY		<u>302,075.77</u>
	TOTAL LIABILITIES AND EQUITY		<u>302,997.19</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	115,460.00 (30,460.00)	135.84	95,964.00
903-33440 HAP REGION 7E	13,000.00	13,000.00	4,873.73	8,126.27	37.49	18,776.39
TOTAL INTERGOVERNMENTAL REVENUES	98,000.00	98,000.00	120,333.73 (22,333.73)	122.79	114,740.39
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	11,080.00 (3,080.00)	138.50	9,120.00
903-35510 REGION 7E ADMIN FEES	1,000.00	1,000.00	600.00	400.00	60.00	1,920.00
TOTAL CHARGES FOR SERVICES	9,000.00	9,000.00	11,680.00 (2,680.00)	129.78	11,040.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	160.00 (160.00)	.00	.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	1,570.59 (570.59)	157.06	1,226.09
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	1,730.59 (730.59)	173.06	1,226.09
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	9,300.00	9,300.00	14,906.75 (5,606.75)	160.29	9,583.50
TOTAL INTERGOVERNMENTAL REVENUES	9,300.00	9,300.00	14,906.75 (5,606.75)	160.29	9,583.50
TOTAL FUND REVENUE	117,300.00	117,300.00	148,651.07 (31,351.07)	126.73	136,589.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>						
903-49500-201 OFFICE SUPPLY	.00	.00	.00	.00	.00	59.82
903-49500-322 POSTAGE	.00	.00	12.22	12.22	.00	.00
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	326.84	326.84	.00	221.60
903-49500-440 STAFF TRAINING	.00	.00	.00	.00	.00	13.88
903-49500-720 TRANSFERSOUT	13,300.00	13,300.00	.00	(13,300.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV-ADMIN	13,300.00	13,300.00	339.06	(12,960.94)	2.55	295.30
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	115,399.00	30,399.00	135.76	95,964.00
903-49775-373 HAP REGION 7E	19,000.00	19,000.00	4,873.73	(14,126.27)	25.65	16,776.39
TOTAL HOUSING ASSISTANCE PROGRAMS	104,000.00	104,000.00	120,272.73	16,272.73	115.65	114,740.39
TOTAL FUND EXPENDITURES	117,300.00	117,300.00	120,611.79	3,311.79	102.82	115,035.69
NET REVENUES OVER EXPENDITURES	.00	.00	26,039.28	(34,662.86)		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2013

FUND 904 - CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	27,209.07	
	TOTAL ASSETS		<u>27,209.07</u>

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	27,209.07	
	TOTAL FUND EQUITY		<u>27,209.07</u>
	TOTAL LIABILITIES AND EQUITY		<u>27,209.07</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93
TOTAL INTERGOVERNMENTAL REVENUES	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93
TOTAL FUND REVENUE	48,000.00	48,000.00	27,209.07	20,790.93	56.69	19,730.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	48,000.00	48,000.00	.00 (48,000.00)		.00	19,730.93
TOTAL OTHER FINANCING USES	48,000.00	48,000.00	.00 (48,000.00)		.00	19,730.93
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	.00 (48,000.00)		.00	19,730.93
NET REVENUES OVER EXPENDITURES	.00	.00	27,209.07	68,790.93		

CITY OF CAMBRIDGE

BALANCE SHEET
DECEMBER 31, 2013

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
905-10130	FSS-CASH WITH ESCROW AGENT	5,580.80
905-10200	EDA OPERATING ACCT-SECTION 8	<u>8,335.85</u>
	TOTAL ASSETS	<u>13,916.65</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
905-22000	FSS ESCROW	<u>5,580.80</u>
	TOTAL LIABILITIES	5,580.80
 <u>FUND EQUITY</u>		
905-27200	RESTRICTED NET ASSETS-HAP	13,011.61
	REVENUE OVER EXPENDITURES - YTD	<u>(4,675.76)</u>
	TOTAL FUND EQUITY	<u>8,335.85</u>
	TOTAL LIABILITIES AND EQUITY	<u>13,916.65</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	257,320.00	257,320.00	296,265.00	(38,945.00)	115.13	161,998.00
TOTAL INTERGOVERNMENTAL REVENUES	257,320.00	257,320.00	296,265.00	(38,945.00)	115.13	161,998.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	931.50	(931.50)	.00	1,140.39
905-35101 FSS FORFEITURE	.00	.00	5,728.33	(5,728.33)	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	6,659.83	(6,659.83)	.00	1,140.39
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	18.11	(18.11)	.00	301.07
TOTAL INTEREST	.00	.00	18.11	(18.11)	.00	301.07
TOTAL FUND REVENUE	257,320.00	257,320.00	302,942.94	(45,622.94)	117.73	163,439.46

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 905 - HAP OCCUPIED UNITS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
905-49775-370 HAP OCCUPIED UNITS	257,320.00	257,320.00	295,512.00	38,192.00	114.84	312,578.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	879.00	879.00	.00	1,024.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	7,197.00	7,197.00	.00	10,356.00
905-49775-375 FSS	.00	.00	3,406.00	3,406.00	.00	615.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	624.70	624.70	.00	1,009.66
TOTAL HAP EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>307,618.70</u>	<u>50,298.70</u>	<u>119.55</u>	<u>325,582.66</u>
TOTAL FUND EXPENDITURES	<u>257,320.00</u>	<u>257,320.00</u>	<u>307,618.70</u>	<u>50,298.70</u>	<u>119.55</u>	<u>325,582.66</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>(4,675.76)</u>	<u>(95,921.64)</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST	100.00	26.00	5,000.00	4,974.00	19,230.77	2,302.57
MALL OPERATING REVENUES	225,000.00	225,074.00	236,587.85	11,513.85	105.12	254,792.68
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	241,587.85	16,487.85	107.32	315,095.25
EXPENDITURES						
EDA ADMINISTRATION	29,341.00	38,385.00	23,220.27	15,164.73	60.49	21,819.73
MALL OPERATING EXPENSES	138,510.00	137,834.00	130,720.52	7,113.48	94.84	200,048.14
EDA ADMINISTRATION	.00	.00	4,580.00	(4,580.00)	.00	.00
TOTAL EDA OPERATIONS	167,851.00	176,219.00	158,520.79	17,698.21	89.96	221,867.87
TOTAL FUND EXPENDITURES	167,851.00	176,219.00	158,520.79	17,698.21	89.96	221,867.87
NET REVENUE OVER EXPENDITURES	57,249.00	48,881.00	83,067.06	(1,210.36)		

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

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	26.00	.00	26.00	.00	2,302.57
205-36230 DONATIONS	.00	.00	5,000.00	(5,000.00)	.00	.00
TOTAL INTEREST	100.00	26.00	5,000.00	(4,974.00)	19,230.77	2,302.57
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	74.00	74.35	(.35)	100.47	323.68
205-37220 RENTAL FEES	225,000.00	225,000.00	236,513.50	(11,513.50)	105.12	254,469.00
TOTAL MALL OPERATING REVENUES	225,000.00	225,074.00	236,587.85	(11,513.85)	105.12	254,792.68
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	225,100.00	225,100.00	241,587.85	(16,487.85)	107.32	315,095.25

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EDA ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	595.00	(1,905.00)	23.80	1,715.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	45.54	(145.46)	23.84	131.29
<i>TOTAL PERSONAL SERVICES</i>	<u>2,691.00</u>	<u>2,691.00</u>	<u>640.54</u>	<u>(2,050.46)</u>	<u>23.80</u>	<u>1,846.29</u>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	41.67	(208.33)	16.67	.00
205-41930-204 STATIONERY, FORMS & ENVELOPES	250.00	250.00	.00	(250.00)	.00	.00
205-41930-209 SOFTWARE UPDATES	250.00	250.00	.00	(250.00)	.00	.00
205-41930-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	.00	(250.00)	.00	.00
205-41930-212 GASOLINE/FUEL/LUBRICANTS	500.00	500.00	24.42	(475.58)	4.88	.00
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	300.00	300.00	.00	(300.00)	.00	55.22
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00	(300.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>66.09</u>	<u>(2,033.91)</u>	<u>3.15</u>	<u>55.22</u>
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	3,916.56	(1,083.44)	78.33	4,938.75
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	.00	(500.00)	.00	.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	108.99	(641.01)	14.53	300.20
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00	(250.00)	.00	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	163.88
205-41930-360 INSURANCE AND BONDS	3,800.00	1,571.00	1,570.19	(.81)	99.95	1,575.50
205-41930-383 GAS UTILITIES	.00	.00	.00	.00	.00	(210.49)
<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>10,500.00</u>	<u>8,271.00</u>	<u>5,595.74</u>	<u>(2,675.26)</u>	<u>67.65</u>	<u>6,767.84</u>
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	250.00	250.00	.00	(250.00)	.00	.00
205-41930-409 MAINT CONTRACTS OFFICE EQUIP	1,000.00	500.00	.00	(500.00)	.00	.00
205-41930-430 MISCELLANEOUS	300.00	300.00	.00	(300.00)	.00	20.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	.00	(1,500.00)	.00	1,000.00
205-41930-440 SCHOOLS & MEETINGS	1,000.00	1,500.00	1,358.50	(141.50)	90.57	854.00
205-41930-485 PROPERTY TAXES	.00	3,630.00	3,630.00	.00	100.00	1,080.00
205-41930-489 IND PARK MARKETING	10,000.00	17,643.00	11,929.40	(5,713.60)	67.62	10,196.38
<i>TOTAL MISCELLANEOUS</i>	<u>14,050.00</u>	<u>25,323.00</u>	<u>16,917.90</u>	<u>(8,405.10)</u>	<u>66.81</u>	<u>13,150.38</u>
TOTAL EDA ADMINISTRATION	<u>29,341.00</u>	<u>38,385.00</u>	<u>23,220.27</u>	<u>(15,164.73)</u>	<u>60.49</u>	<u>21,819.73</u>
<u>MALL OPERATING EXPENSES</u>						

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,500.00	11,881.42	4,381.42	158.42	7,240.69
<i>TOTAL SUPPLIES</i>	7,000.00	7,500.00	11,881.42	4,381.42	158.42	7,240.69
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	1,262.40 (337.60)	78.90	1,219.77
205-47000-360 INSURANCE AND BONDS	6,500.00	7,569.00	7,568.43 (.57)	99.99	6,625.00
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00	17,648.93 (5,361.07)	76.70	20,693.63
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,732.98 (967.02)	83.03	4,585.60
205-47000-383 GAS UTILITIES	6,000.00	5,500.00	4,196.69 (1,303.31)	76.30	2,953.10
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	4,412.29 (87.71)	98.05	4,088.22
<i>TOTAL OTHER SERVICES & CHARGES</i>	47,310.00	47,879.00	39,821.72 (8,057.28)	83.17	40,165.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	198.17 (5,001.83)	3.81	4,641.80
205-47000-413 BNSF PARKING LOT LEASE	.00	725.00	724.73 (.27)	99.96	1,295.00
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	26,530.00	28,094.48	1,564.48	105.90	25,437.05
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
205-47000-494 LANDSCAPING/FRONT EXTERIOR PRO	.00	.00	.00	.00	.00	57,868.28
205-47000-495 MALL LIGHTING PROJECT	.00	.00	.00	.00	.00	13,400.00
<i>TOTAL MISCELLANEOUS</i>	84,200.00	82,455.00	79,017.38 (3,437.62)	95.83	152,642.13
<i>TOTAL MALL OPERATING EXPENSES</i>	138,510.00	137,834.00	130,720.52 (7,113.48)	94.84	200,048.14
<i>EDA ADMINISTRATION</i>						
<i>PERSONAL SERVICES</i>						
205-49300-720 TRANSFERS OUT - OPER TRANSFERS	.00	.00	4,580.00	4,580.00	.00	.00
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	4,580.00	4,580.00	.00	.00
<i>TOTAL EDA ADMINISTRATION</i>	.00	.00	4,580.00	4,580.00	.00	.00
<i>TOTAL FUND EXPENDITURES</i>	167,851.00	176,219.00	158,520.79 (17,698.21)	89.96	221,867.87
<i>NET REVENUES OVER EXPENDITURES</i>	57,249.00	48,881.00	83,067.06	1,210.36	58.85	93,227.38

Prepared by: Caroline Moe, Director of Finance

Background

As approved at the January 6 City Council meeting, a janitorial position was created to serve City Hall, City Center Mall, the Cambridge Airport, and to provide back-up for the Housing staff.

City Center Mall currently is cleaned by a contractor with a floor scrubber unit owned by the contractor. In order for the janitorial position to efficiently clean the large common area floor space, we need to obtain a floor scrubber machine.

We have obtained two quotes, the lower of which was from Hillyard, see attached. Funding for the purchase will come from the EDA Admin Fund, #205. In 2013, rental income exceeded budget by approximately \$16,000 and expenses were less than budget by approximately \$17,000 creating an addition to fund balance of approximately \$33,000 more than expected for the long range plan. Of this excess approximately \$6,000 is due to unspent marketing funds that we anticipate carrying over to 2014. From the remaining \$27,000 of excess we would like to purchase a floor scrubber unit for the mall for a cost of \$4,847.48.

EDA Board Action Requested

Approve purchase of floor scrubber purchase from EDA Admin fund #205 for use in cleaning City Center Mall common area and City Hall entry and lobby.



HILLYARD / MINNEAPOLIS
 274 APOLLO DRIVE
 LINO LAKES MN 55014

Phone: 763 746 2800
 Fax: 763 746 2850

Quotation

Sold-to Party Address

CITY OF CAMBRIDGE
 300 THIRD AVENUE NE
 CAMBRIDGE MN 55008

Customer Phone

www.hillyard.com

Information

Quotation No. 100269126

Valid from 01/15/2014 to 03/01/2014

Document Date 01/15/2014
 Customer No. 279313
 Customer P.O.
 Sales Rep MATT KOZEL
 Phone
 Extension
 Ship By Sales Rep Delivery

Entered By: MAKO

Page 1 of 1

Quotation Details				
Item	Material Description	Quantity	Unit Price	Amount
0010	VIPFANG20HD195 SCRUBBER 20HD AUTO W/BATTERIES/CHARGER	1 EA	4,847.48	4,847.48
			Gross Price	4,847.48
	Applicable taxes may be applied.			