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**Cambridge EDA**  
Meeting Announcement and Agenda  
**MONDAY, JANUARY 6, 2014**  
**EDA MEETING WILL BEGIN AFTER CITY COUNCIL MEETING ADJOURNS.**  
**CITY COUNCIL MEETING BEGINS AT 3:00 PM.**  
CAMBRIDGE CITY CENTER  
300 3<sup>RD</sup> AVENUE NE

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

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

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AGENDA	
1.	Call to Order
2.	Approval of Agenda (p. 1)
3.	Consent Agenda <ul style="list-style-type: none"><li>A. Approve December 16, 2013 EDA meeting minutes (p. 3)</li><li>B. Approve EDA Draft Financial Statements for November 2013 (p. 5)</li><li>C. Housing Div Bills check #16686-#16687 and ACH transactions totaling \$64,231.88 (p. 26)</li><li>D. Approve EDA Admin Division bills checks #94979-#95167 totaling \$10,743.45 (p. 33)</li><li>E. GPS:45:93 Membership (p. 42)</li></ul>
4.	New Business <ul style="list-style-type: none"><li>A. Housing Supervisor Report (p. 45)<ul style="list-style-type: none"><li>1. Energy Audit (p. 46)</li><li>2. Green Physical Needs Assessment (p. 46)</li><li>3. Section 8 Voucher Policy Change (p. 50) Requested motion: Approve EDA Resolution No. EDA 1-001</li><li>4. Maintenance Garage Bid Solicitation (p. 56)</li></ul></li><li>B. Cambridge Center for the Arts lease request (p. 57)</li><li>C. 2014 EDA Meeting Schedule (p. 60)</li></ul>

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5. Unfinished Business

6. Adjourn

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

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

**Cambridge Economic Development Authority (EDA)  
December 16, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, December 16, 2013 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

Members Absent: Howard Lewis

Others Present: Executive Director Lynda Woulfe

**Call to Order**

President Iverson called the meeting to order at 3:02 pm.

**Approval of Agenda**

Woulfe added "In His Steps Ballet Lease" Caulk moved, seconded by Buström, to approve the agenda as presented. Motion carried 4/0

**Consent Agenda**

Palmer moved, seconded by Caulk, to approve the consent agenda item A as presented:

A. Approve December 2, 2013 EDA meeting minutes

Upon call of the roll, Buström, Caulk, Palmer, and Iverson voted aye, no nays. Motion passed 4/0.

**New Business**

***Approve Changes to EDA Bylaws and Code of Conduct***

Caulk moved, seconded by Buström to approve the EDA Bylaws and Code of Conduct as amended. Motion passed 4/0.

***In His Steps Lease***

Woulfe stated Center for the Arts is in agreement with the new lease with In His Steps and the only non-compete clause is for ballet instruction. Woulfe noted the rate decrease.

Buström moved, seconded by Caulk to approve lease noting the change to the signature of the EDA President instead of the Mayor. Motion passed 4/0.

**Unfinished Business**

There was no unfinished business.

**Adjournment**

Bustrom moved, seconded by Caulk, to adjourn the meeting at 3:08 p.m. The motion passed 4/0.

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Lisa Iverson, President

ATTEST:

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Lynda J. Woulfe, Executive Director

DRAFT

## **Agenda Item 3B**

### **EDA Finance Department Report 1/6/14**

#### **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.

**PREPARED BY: CAROLINE MOE, DIRECTOR OF FINANCE**

**CITY OF CAMBRIDGE**

BALANCE SHEET  
NOVEMBER 30, 2013

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

ASSETS

901-10100	CASH AND INVESTMENTS	( 2,910.60 )	
901-10102	INVESTMENTS--PBC	313,602.32	
901-10103	INVESTMENTS-MINNCO	16,244.58	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	152,025.86	
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>970,576.59</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	770.57	
901-21650	ACCRUED VACATION & SICK PAY	38,113.35	
901-22600	TENANT SECURITY DEPOSITS	20,031.94	
	TOTAL LIABILITIES		<u>58,915.86</u>

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 ) 43,582.54	
	TOTAL FUND EQUITY		<u>911,660.73</u>
	TOTAL LIABILITIES AND EQUITY		<u>970,576.59</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	64,143.00	( 64,143.00 )	.00	.00
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	64,143.00	( 64,143.00 )	.00	.00
<u>INTEREST &amp; 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	1,572.60	( 278.60 )	121.53	2,098.82
TOTAL INTEREST & MISC INCOME	1,365.00	1,365.00	1,572.60	( 207.60 )	115.21	2,192.82
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	136,494.01	13,505.99	91.00	149,483.04
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	7,248.75	( 1,248.75 )	120.81	7,569.75
TOTAL RENTAL INCOME	156,000.00	156,000.00	143,742.76	12,257.24	92.14	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	209,458.36	1,812.64	99.14	178,976.54

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	25,804.42 (	4,897.58)	84.05	32,521.56
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	1,925.00 (	175.00)	91.67	1,645.00
901-49500-121 PERA (EMPLOYER)	2,226.00	2,226.00	1,870.84 (	355.16)	84.04	2,107.12
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,349.00	2,349.00	2,121.23 (	227.77)	90.30	2,593.61
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	21.24 (	30.76)	40.85	28.08
901-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	242.49 (	24.51)	90.82	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	1,717.46 (	482.54)	78.07	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	141.25 (	308.75)	31.39	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	219.77 (	2,780.23)	7.33	.00
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	532.50 (	817.50)	39.44	1,695.00
901-49500-440 STAFF TRAINING	300.00	300.00	496.48	196.48	165.49	171.13
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>52,546.00</b>	<b>52,546.00</b>	<b>40,694.00 (</b>	<b>11,852.00)</b>	<b>77.44</b>	<b>49,075.09</b>
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	( 415.20)	( 615.20)	( 207.60)	1,202.80
<b>TOTAL LOW RENT TENANT SERVICES</b>	<b>200.00</b>	<b>200.00</b>	<b>( 415.20)</b>	<b>( 615.20)</b>	<b>( 207.60)</b>	<b>1,202.80</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	35,254.77 (	2,912.23)	92.37	36,483.08
901-49700-121 PERA (EMPLOYER)	2,767.00	2,767.00	2,555.86 (	211.14)	92.37	2,659.31
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,920.00	2,920.00	2,629.05 (	290.95)	90.04	2,722.06
901-49700-131 MEDICAL/DENTAL/LIFE	9,512.00	9,512.00	8,558.76 (	953.24)	89.98	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	1,890.04 (	188.96)	90.91	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	89.49	89.49	.00	.00
901-49700-304 CONTRACT COSTS	13,000.00	13,000.00	10,508.33 (	2,491.67)	80.83	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	.00 (	11,100.00)	.00	11,923.00
901-49700-381 ELECTRIC UTILITIES	34,000.00	34,000.00	24,780.00 (	9,220.00)	72.88	27,680.00
901-49700-382 WATER/WASTEWATER UTILITIES	12,000.00	12,000.00	7,400.81 (	4,599.19)	61.67	9,268.37
901-49700-383 GAS UTILITIES	5,000.00	5,000.00	4,487.83 (	512.17)	89.76	5,041.35
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,603.90 (	496.10)	76.38	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	113.50 (	86.50)	56.75	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
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>228,525.00</b>	<b>228,525.00</b>	<b>125,597.02 (</b>	<b>102,927.98)</b>	<b>54.96</b>	<b>200,992.70</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>281,271.00</b>	<b>281,271.00</b>	<b>165,875.82 (</b>	<b>115,395.18)</b>	<b>58.97</b>	<b>251,270.59</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 70,000.00)</b>	<b>( 70,000.00)</b>	<b>43,582.54</b>	<b>117,207.82</b>		

**CITY OF CAMBRIDGE**

BALANCE SHEET  
NOVEMBER 30, 2013

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

ASSETS

902-10100	CASH AND INVESTMENTS	( 1,884.89 )	
902-10200	EDA OPERATING ACCT-SECTION 8	50,196.04	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39 )	
	TOTAL ASSETS		<u>48,311.15</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	<u>423.43</u>	
	TOTAL LIABILITIES		423.43

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	47,155.98	
	REVENUE OVER EXPENDITURES - YTD	<u>731.74</u>	
	TOTAL FUND EQUITY		<u>47,887.72</u>
	TOTAL LIABILITIES AND EQUITY		<u>48,311.15</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	32,581.00	10,099.00	76.34	43,328.00
TOTAL INTERGOVERNMENTAL REVENUES	42,680.00	42,680.00	32,581.00	10,099.00	76.34	43,328.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	22,065.02 (	4,691.02)	127.00	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	22,996.52 (	5,622.52)	132.36	23,363.22
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	48.19 (	48.19)	.00	212.47
TOTAL INTEREST	.00	.00	48.19 (	48.19)	.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	55,625.71	11,822.29	82.47	66,903.69

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	25,804.38 (	3,397.62)	88.37	29,322.84
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	1,870.77 (	246.23)	88.37	2,107.06
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	1,973.97 (	260.03)	88.36	2,223.44
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	21.24 (	30.76)	40.85	28.08
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	242.49 (	24.51)	90.82	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	1,717.43 (	482.57)	78.07	1,722.65
902-49500-322 POSTAGE	800.00	800.00	496.99 (	303.01)	62.12	234.00
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	622.26	172.26	138.28	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	219.77 (	2,780.23)	7.33	.00
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	532.50 (	817.50)	39.44	1,695.00
902-49500-440 STAFF TRAINING	300.00	300.00	300.00	.00	100.00	147.50
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>48,622.00</b>	<b>48,622.00</b>	<b>38,816.43 (</b>	<b>9,805.57)</b>	<b>79.83</b>	<b>43,844.40</b>
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,722.00	12,722.00	11,751.63 (	970.37)	92.37	12,226.47
902-49700-121 PERA (EMPLOYER)	922.00	922.00	852.09 (	69.91)	92.42	886.38
902-49700-122 FICA/MEDICARE (EMPLOYER)	973.00	973.00	876.28 (	96.72)	90.06	912.40
902-49700-131 MEDICAL/DENTAL/LIFE	3,216.00	3,216.00	3,248.37	32.37	101.01	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	631.99 (	61.01)	91.20	637.72
<b>TOTAL SECT 8 MAINTENANCE</b>	<b>18,826.00</b>	<b>18,826.00</b>	<b>17,550.77 (</b>	<b>1,275.23)</b>	<b>93.23</b>	<b>19,632.06</b>
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	314,682.00	314,682.00	.00	323,205.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 316,126.07)	( 316,126.07)	.00	( 327,017.00)
902-49775-376 URP PORT REC	.00	.00	3,204.00	3,204.00	.00	3,812.00
902-49775-378 PORT REC URP REIMB	.00	.00	( 3,233.16)	( 3,233.16)	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>	<b>.00</b>	<b>.00</b>	<b>( 1,473.23)</b>	<b>( 1,473.23)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>67,448.00</b>	<b>67,448.00</b>	<b>54,893.97 (</b>	<b>12,554.03)</b>	<b>81.39</b>	<b>63,476.46</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>731.74</b>	<b>24,376.32</b>		

# CITY OF CAMBRIDGE

BALANCE SHEET  
NOVEMBER 30, 2013

## FUND 903 - HOUSING-OTHER BUS ACTIVITIES

### ASSETS

903-10102	INVESTMENTS--PBC	257,701.44	
903-10200	EDA HOUSING DIV OPERATING CASH	44,144.87	
	TOTAL ASSETS		<u>301,846.31</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	26,888.40	
	TOTAL FUND EQUITY		<u>300,924.89</u>
	TOTAL LIABILITIES AND EQUITY		<u>301,846.31</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	107,497.00	( 22,497.00 )	126.47	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
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>98,000.00</b>	<b>98,000.00</b>	<b>112,370.73</b>	<b>( 14,370.73 )</b>	<b>114.66</b>	<b>114,740.39</b>
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	10,280.00	( 2,280.00 )	128.50	9,120.00
903-35510 REGION 7E ADMIN FEES	1,000.00	1,000.00	600.00	400.00	60.00	1,920.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>10,880.00</b>	<b>( 1,880.00 )</b>	<b>120.89</b>	<b>11,040.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	179.00	( 179.00 )	.00	.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	1,180.93	( 180.93 )	118.09	1,226.09
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,359.93</b>	<b>( 359.93 )</b>	<b>135.99</b>	<b>1,226.09</b>
<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
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>9,300.00</b>	<b>9,300.00</b>	<b>14,906.75</b>	<b>( 5,606.75 )</b>	<b>160.29</b>	<b>9,583.50</b>
<b>TOTAL FUND REVENUE</b>	<b>117,300.00</b>	<b>117,300.00</b>	<b>139,517.41</b>	<b>( 22,217.41 )</b>	<b>118.94</b>	<b>136,589.98</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	307.06	307.06	.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
<b>TOTAL OTHER HOUSING BUS ACTIV-ADMIN</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>319.28</b>	<b>( 12,980.72 )</b>	<b>2.40</b>	<b>295.30</b>
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	107,436.00	22,436.00	126.40	95,964.00
903-49775-373 HAP REGION 7E	19,000.00	19,000.00	4,873.73	( 14,126.27 )	25.65	18,776.39
<b>TOTAL HOUSING ASSISTANCE PROGRAMS</b>	<b>104,000.00</b>	<b>104,000.00</b>	<b>112,309.73</b>	<b>8,309.73</b>	<b>107.99</b>	<b>114,740.39</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>117,300.00</b>	<b>117,300.00</b>	<b>112,629.01</b>	<b>( 4,670.99 )</b>	<b>96.02</b>	<b>115,035.69</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>26,888.40</b>	<b>( 17,546.42 )</b>		

# CITY OF CAMBRIDGE

BALANCE SHEET  
NOVEMBER 30, 2013

## FUND 904 - CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>27,209.07</u>	
	TOTAL ASSETS		<u>27,209.07</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>27,209.07</u>	
	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 11 MONTHS ENDING NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 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  
NOVEMBER 30, 2013

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

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	5,413.80	
905-10200	EDA OPERATING ACCT-SECTION 8	8,853.93	
	TOTAL ASSETS		<u>14,267.73</u>

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	5,413.80	
	TOTAL LIABILITIES		5,413.80

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	13,011.61	
	REVENUE OVER EXPENDITURES - YTD	( 4,157.68 )	
	TOTAL FUND EQUITY		<u>8,853.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>14,267.73</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	271,476.00	( 14,156.00 )	105.50	161,998.00
TOTAL INTERGOVERNMENTAL REVENUES	257,320.00	257,320.00	271,476.00	( 14,156.00 )	105.50	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	17.31	( 17.31 )	.00	301.07
TOTAL INTEREST	.00	.00	17.31	( 17.31 )	.00	301.07
TOTAL FUND REVENUE	257,320.00	257,320.00	278,153.14	( 20,833.14 )	108.10	163,439.46

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	270,965.00	13,645.00	105.30	312,578.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	813.00	813.00	.00	1,024.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	6,709.00	6,709.00	.00	10,356.00
905-49775-375 FSS	.00	.00	3,239.00	3,239.00	.00	615.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	584.82	584.82	.00	1,009.66
<b>TOTAL HAP EXPENDITURES</b>	<u>257,320.00</u>	<u>257,320.00</u>	<u>282,310.82</u>	<u>24,990.82</u>	<u>109.71</u>	<u>325,582.66</u>
<b>TOTAL FUND EXPENDITURES</b>	<u>257,320.00</u>	<u>257,320.00</u>	<u>282,310.82</u>	<u>24,990.82</u>	<u>109.71</u>	<u>325,582.66</u>
<b>NET REVENUES OVER EXPENDITURES</b>	<u>.00</u>	<u>.00</u>	<u>( 4,157.68 )</u>	<u>( 45,823.96 )</u>		

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2013**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>REVENUE</u>						
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	224,413.15	( 660.85 )	99.71	254,792.68
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
TOTAL FUND REVENUE	<u>225,100.00</u>	<u>225,100.00</u>	<u>229,413.15</u>	<u>4,313.15</u>	<u>101.92</u>	<u>315,095.25</u>
<u>EXPENDITURES</u>						
EDA ADMINISTRATION	29,341.00	38,385.00	22,881.16	15,503.84	59.61	21,819.73
MALL OPERATING EXPENSES	138,510.00	137,834.00	117,589.56	20,244.44	85.31	200,048.14
TOTAL EDA OPERATIONS	<u>167,851.00</u>	<u>176,219.00</u>	<u>140,470.72</u>	<u>35,748.28</u>	<u>79.71</u>	<u>221,867.87</u>
TOTAL FUND EXPENDITURES	<u>167,851.00</u>	<u>176,219.00</u>	<u>140,470.72</u>	<u>35,748.28</u>	<u>79.71</u>	<u>221,867.87</u>
NET REVENUE OVER EXPENDITURES	<u>57,249.00</u>	<u>48,881.00</u>	<u>88,942.43</u>	<u>( 31,435.13 )</u>		

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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
<b>TOTAL INTEREST</b>	<b>100.00</b>	<b>26.00</b>	<b>5,000.00</b>	<b>( 4,974.00 )</b>	<b>19,230.77</b>	<b>2,302.57</b>
<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	224,338.80	661.20	99.71	254,469.00
<b>TOTAL MALL OPERATING REVENUES</b>	<b>225,000.00</b>	<b>225,074.00</b>	<b>224,413.15</b>	<b>660.85</b>	<b>99.71</b>	<b>254,792.68</b>
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	58,000.00
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>58,000.00</b>
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>225,100.00</b>	<b>229,413.15</b>	<b>( 4,313.15 )</b>	<b>101.92</b>	<b>315,095.25</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	280.00 (	2,220.00)	11.20	1,715.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	21.43 (	169.57)	11.22	131.29
<i>TOTAL PERSONAL SERVICES</i>	<u>2,691.00</u>	<u>2,691.00</u>	<u>301.43 (</u>	<u>2,389.57)</u>	<u>11.20</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 &amp; 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 &amp; 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>
<b>TOTAL EDA ADMINISTRATION</b>	<u>29,341.00</u>	<u>38,385.00</u>	<u>22,881.16 (</u>	<u>15,503.84)</u>	<u>59.61</u>	<u>21,819.73</u>
<u>MALL OPERATING EXPENSES</u>						



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	10,932.21	3,432.21	145.76	7,240.69
<i>TOTAL SUPPLIES</i>	<u>7,000.00</u>	<u>7,500.00</u>	<u>10,932.21</u>	<u>3,432.21</u>	<u>145.76</u>	<u>7,240.69</u>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	1,155.34 (	444.66)	72.21	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	14,742.68 (	8,267.32)	64.07	20,693.63
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,327.01 (	1,372.99)	75.91	4,585.60
205-47000-383 GAS UTILITIES	6,000.00	5,500.00	2,701.62 (	2,798.38)	49.12	2,953.10
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,783.29 (	716.71)	84.07	4,088.22
<i>TOTAL OTHER SERVICES &amp; CHARGES</i>	<u>47,310.00</u>	<u>47,879.00</u>	<u>34,278.37 (</u>	<u>13,600.63)</u>	<u>71.59</u>	<u>40,165.32</u>
<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	21,456.08 (	5,073.92)	80.87	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>	<u>84,200.00</u>	<u>82,455.00</u>	<u>72,378.98 (</u>	<u>10,076.02)</u>	<u>87.78</u>	<u>152,642.13</u>
TOTAL MALL OPERATING EXPENSES	<u>138,510.00</u>	<u>137,834.00</u>	<u>117,589.56 (</u>	<u>20,244.44)</u>	<u>85.31</u>	<u>200,048.14</u>
TOTAL FUND EXPENDITURES	<u>167,851.00</u>	<u>176,219.00</u>	<u>140,470.72 (</u>	<u>35,748.28)</u>	<u>79.71</u>	<u>221,867.87</u>
NET REVENUES OVER EXPENDITURES	<u>57,249.00</u>	<u>48,881.00</u>	<u>88,942.43</u>	<u>31,435.13</u>	<u>54.96</u>	<u>93,227.38</u>

Date: 5/2013  
Time: 10:46:10

Ca. Judge EDA

Page 1

Check Register Detail Report  
Cambridge  
From: 12/01/2013 To: 12/26/2013

282,417.77

3C

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2013	000024	Aaron Jordan 4715.1 Hap - Occupied Unit	Payment 321.00	321.00	282,096.77	December Hap Aadland, Ashley
12/01/2013	000024	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 581.00 392.00 392.00	1,365.00	280,731.77	December Hap Cross, Grace Peterson, Todd E Willms, Monica
12/01/2013	000024	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 330.00	330.00	280,401.77	December Hap Lessman, Bobbie
12/01/2013	000024	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 347.00	347.00	280,054.77	December Hap Deiman, Antoinette
12/01/2013	000024	Chen Liu 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 315.00 624.00 604.00	1,543.00	278,511.77	December Hap Paquette, Laurie Schulz, Cynthia J Voss, Breana
12/01/2013	000024	Dudley Peno 4715.1 Hap - Occupied Unit	Payment 617.00	617.00	277,894.77	December Hap Mains, Kimberly A
12/01/2013	000024	Eliot Avenue Apartments LLC 4715.1 Hap - Occupied Unit	Payment 113.00	113.00	277,781.77	December Hap Erickson, Todd
12/01/2013	000024	Isanti Housing Associates, LP 4715.1 Hap - Occupied Unit	Payment 531.00	531.00	277,250.77	December Hap Johnston, Shaylee
12/01/2013	000024	John Maher 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 193.00 571.00	764.00	276,486.77	December Hap Diers, Scott A Sundeen, Christina K
12/01/2013	000024	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 411.00	411.00	276,075.77	December Hap Kovacs, Gail
12/01/2013	000024	N&M Properties, LLC 4715.1 Hap - Occupied Unit	Payment 489.00	489.00	275,586.77	December Hap Raboin, Robin
12/01/2013	000024	Ordeen Splittstoser 4715.1 Hap - Occupied Unit	Payment 425.00	425.00	275,161.77	December Hap Young, Marrietta L
12/01/2013	000024	Sunrise Court Apartments 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 444.00 165.00	609.00	274,552.77	December Hap Kubes, Kevin P Mullens, Darice R
12/01/2013	000024	Franconia Associates 4715.1 Hap - Occupied Unit	Payment 229.00	229.00	274,323.77	December Hap Wallace, Lynnell
12/01/2013	000024	Thomas Hinz 4715.1 Hap - Occupied Unit	Payment 518.00	518.00	273,805.77	December Hap Talbot, Alicia M

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 From: 12/01/2013 To: 12/26/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2013	000024	William Francisco 4715.1 Hap - Occupied Unit	Payment 411.00	411.00	273,394.77	December Hap Griffin, Deena M
12/01/2013	000024	**VOID** N&M Properties, LLC 4715.1 Hap - Occupied Unit Void Refer 000024	Payment ( 489.00)	( 489.00)	273,883.77	December Hap Raboin, Robin
12/01/2013	000025	Kimberly Mintell 4715.9 Hap - Portable Receiving	Payment 1,110.00	1,110.00	272,773.77	December Hap Gordon, Jennifer F
12/01/2013	000025	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 287.00	287.00	272,486.77	December Hap Roberts, Paula
12/01/2013	000025	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 689.00	689.00	271,797.77	December Hap Brasch, Terrie L
12/01/2013	000025	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 910.00	910.00	270,887.77	December Hap Bobo, Shawna L
12/01/2013	000025	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 377.00	377.00	270,510.77	December Hap White, Teresa
12/01/2013	000025	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 111.00	111.00	270,399.77	December Hap Brown, Ellen
12/01/2013	000025	Bungalows of Chisago LLC 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 555.00 552.00 401.00 563.00 276.00 242.00	2,589.00	267,810.77	December Hap Hulbert, Jennifer LeCuyer, Christine J Luck, Jennifer Lee Mapson, Diane E Marohn, Gerald Meyers, Colleen J
12/01/2013	000025	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 469.00	469.00	267,341.77	December Hap Lillion, Laurie A
12/01/2013	000025	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	265,616.77	December Hap Erickson, James P Falvey, Deborah Longley, Christine A Puffer, Michelle
12/01/2013	000025	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	Payment 555.00 420.00 464.00 654.00 555.00	4,203.00	261,413.77	December Hap Banaszak, David Kress, Dawn Paquette, JoAnn Raasch, Alicia Radke, Suzanne

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**Check Register Detail Report**  
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 From: 12/01/2013 To: 12/26/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		579.00		Schaefer, Mike E
		4715.9 Hap - Portable Receiving		976.00		Troupe, Michael E
12/01/2013	000025	David Cobb	Payment	456.00	260,957.77	December Hap
		4715.9 Hap - Portable Receiving		456.00		Taylor, Alice H
12/01/2013	000025	DJ Properties of Stanchfield, LLC	Payment	410.00	260,547.77	December Hap
		4715.1 Hap - Occupied Unit		410.00		Fischer, Cheryl A
12/01/2013	000025	Eliot Avenue Apartments LLC	Payment	1,428.00	259,119.77	December Hap
		4715.1 Hap - Occupied Unit		364.00		Coury, Lynn M
		4715.9 Hap - Portable Receiving		549.00		Eickstadt, Cheryl
		4715.9 Hap - Portable Receiving		515.00		Grabau, Jill
12/01/2013	000025	Elmer D. Harp	Payment	774.00	258,345.77	December Hap
		4715.9 Hap - Portable Receiving		774.00		Hart, Beth L
12/01/2013	000025	ELMSUN LLC	Payment	1,076.00	257,269.77	December Hap
		4715.1 Hap - Occupied Unit		535.00		Pittman, Cheryl
		4715.1 Hap - Occupied Unit		541.00		Zentic, Scott
12/01/2013	000025	Erfandson - Nelson Construction	Payment	535.00	256,734.77	December Hap
		4715.1 Hap - Occupied Unit		535.00		Linda, Robin
12/01/2013	000025	Jill Fust	Payment	45.00	256,689.77	December Hap
		4715.4 Hap - Utility Reimbursements		45.00		Fust, Jill
12/01/2013	000025	FYP PROPERTIES	Payment	435.00	256,254.77	December Hap
		4715.9 Hap - Portable Receiving		435.00		Dodge, Rita
12/01/2013	000025	Steven & RyChel Gausted	Payment	163.00	256,091.77	December Hap
		4715.1 Hap - Occupied Unit		163.00		Straw, Linda K
12/01/2013	000025	Robert Giffin	Payment	703.00	255,388.77	December Hap
		4715.1 Hap - Occupied Unit		703.00		Giffin, Tammie
12/01/2013	000025	Hanson Properties	Payment	277.00	255,111.77	December Hap
		4715.1 Hap - Occupied Unit		277.00		Hanson, Henry P
12/01/2013	000025	Haven Properties	Payment	296.00	254,815.77	December Hap
		4715.9 Hap - Portable Receiving		296.00		Stroh, Kevin
12/01/2013	000025	Isanti Housing Associates, LP	Payment	1,429.00	253,386.77	December Hap
		4715.1 Hap - Occupied Unit		387.00		Alexander, Cindy S
		4715.1 Hap - Occupied Unit		500.00		Lynn, Christian R
		4715.9 Hap - Portable Receiving		542.00		Washington, Katherine L
12/01/2013	000025	Steven Scott Management, Inc	Payment	426.00	252,960.77	December Hap
		4715.1 Hap - Occupied Unit		426.00		Junglen, Eunice M
12/01/2013	000025	INH Property Mgmt/ Isanti Village	Payment	860.00	252,100.77	December Hap

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**Check Register Detail Report**  
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 From: 12/01/2013 To: 12/26/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.9 Hap - Portable Receiving		394.00		Stoll, Vernon L
		4715.1 Hap - Occupied Unit		466.00		Tews, Jackie
12/01/2013	000025	Jay M. Winger	Payment	552.00	251,548.77	December Hap
		4715.1 Hap - Occupied Unit		552.00		Parris, Paula
12/01/2013	000025	Jeff Halverson	Payment	540.00	251,008.77	December Hap
		4715.9 Hap - Portable Receiving		540.00		Liberte, Ore'a Lareal
12/01/2013	000025	Kathryn Dahlberg	Payment	656.00	250,352.77	December Hap
		4715.1 Hap - Occupied Unit		656.00		Carlson, Samantha
12/01/2013	000025	Kestrel Meadows Townhomes	Payment	2,032.00	248,320.77	December Hap
		4715.9 Hap - Portable Receiving		727.00		Davis, Stacy
		4715.9 Hap - Portable Receiving		651.00		Dickinson, Kelli R
		4715.9 Hap - Portable Receiving		65.00		Oliveraz, Correna
		4715.9 Hap - Portable Receiving		589.00		Trader, Amanda Joy
12/01/2013	000025	Kristine Yerigan	Payment	682.00	247,638.77	December Hap
		4715.9 Hap - Portable Receiving		682.00		Hjelmhaug, Karen E
12/01/2013	000025	Tami R. Kullmann	Payment	21.00	247,617.77	December Hap
		4715.4 Hap - Utility Reimbursements		21.00		Kullmann, Tami R
12/01/2013	000025	Brian Leet	Payment	135.00	247,482.77	December Hap
		4715.9 Hap - Portable Receiving		135.00		Weber, Kathleen A
12/01/2013	000025	Legacy Townhomes	Payment	2,068.00	245,414.77	December Hap
		4715.1 Hap - Occupied Unit		803.00		Degerstrom, Leah
		4715.1 Hap - Occupied Unit		778.00		Parent, Cheri C
		4715.9 Hap - Portable Receiving		487.00		Schedlbauer, Jennifer
12/01/2013	000025	Janet Nielsen	Payment	800.00	244,614.77	December Hap
		4715.1 Hap - Occupied Unit		800.00		Kullmann, Tami R
12/01/2013	000025	Lindstrom Parkview Assoc.	Payment	293.00	244,321.77	December Hap
		4715.9 Hap - Portable Receiving		293.00		Etchason, Paul
12/01/2013	000025	Louis Crawford	Payment	950.00	243,371.77	December Hap
		4715.9 Hap - Portable Receiving		950.00		Perry, Amber L
12/01/2013	000025	Mann, Cheryl	Payment	555.00	242,816.77	December Hap
		4715.1 Hap - Occupied Unit		555.00		Wilkowski, Michelle N
12/01/2013	000025	Meadows Edge MN L Partnership	Payment	61.00	242,755.77	December Hap
		4715.9 Hap - Portable Receiving		61.00		Greenwood, Thomas J
12/01/2013	000025	Mike Munsinger	Payment	699.00	242,056.77	December Hap
		4715.9 Hap - Portable Receiving		699.00		Wells, Sheri A
12/01/2013	000025	Monster Properties LLC	Payment	521.00	241,535.77	December Hap

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**Check Register Detail Report**  
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 From: 12/01/2013 To: 12/26/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		521.00		Frandle, Dana
12/01/2013	000025	Allen Moulton	Payment	488.00	241,047.77	December Hap
		4715.1 Hap - Occupied Unit		488.00		Thompson, Marilyn J
12/01/2013	000025	Multi-Investments, LLC	Payment	357.00	240,690.77	December Hap
		4715.1 Hap - Occupied Unit		357.00		Anderson, Debra
12/01/2013	000025	Loral Myers	Payment	281.00	240,409.77	December Hap
		4715.1 Hap - Occupied Unit		281.00		Myers, Kyle C
12/01/2013	000025	N&M Properties, LLC	Payment	453.00	239,956.77	December Hap
		4715.9 Hap - Portable Receiving		453.00		Kraus, Carian J
12/01/2013	000025	Normandy Townhomes Limited	Payment	841.00	239,115.77	December Hap
		4715.9 Hap - Portable Receiving		499.00		Matchinsky, Robert T
		4715.9 Hap - Portable Receiving		342.00		Swanson, Kathleen A
12/01/2013	000025	North Branch Senior Housing	Payment	656.00	238,459.77	December Hap
		4715.9 Hap - Portable Receiving		224.00		Castillo, Sharon
		4715.1 Hap - Occupied Unit		197.00		Fisk, Dolores M
		4715.9 Hap - Portable Receiving		235.00		Kalberg, Annette
12/01/2013	000025	Northern Management	Payment	444.00	238,015.77	December Hap
		4715.9 Hap - Portable Receiving		444.00		Zieske, Robyn
12/01/2013	000025	Oakhurst Apartments	Payment	704.00	237,311.77	December Hap
		4715.1 Hap - Occupied Unit		352.00		Benson, Tracy E
		4715.1 Hap - Occupied Unit		352.00		Wenell, Russell
12/01/2013	000025	Oakridge Apartments	Payment	760.00	236,551.77	December Hap
		4715.9 Hap - Portable Receiving		760.00		Goertzen, Diane
12/01/2013	000025	Oakview Terrace Townhomes	Payment	3,206.00	233,345.77	December Hap
		4715.1 Hap - Occupied Unit		487.00		Bylander, Richard S
		4715.1 Hap - Occupied Unit		651.00		Cole, Barbara
		4715.9 Hap - Portable Receiving		718.00		Kennedy, Carolyn Lee
		4715.9 Hap - Portable Receiving		629.00		Rosenberg, Gwen M
		4715.9 Hap - Portable Receiving		721.00		Tipton, Marisa A
12/01/2013	000025	Amber L. Perry	Payment	207.00	233,138.77	December Hap
		4715.94 Urp - Portable Receiving		207.00		Perry, Amber L
12/01/2013	000025	Peter Maus	Payment	967.00	232,171.77	December Hap
		4715.9 Hap - Portable Receiving		967.00		Parrott, Gina M
12/01/2013	000025	PK Investment Properties, LLC	Payment	885.00	231,286.77	December Hap
		4715.1 Hap - Occupied Unit		885.00		Branville, Roger
12/01/2013	000025	Randall Propp	Payment	422.00	230,864.77	December Hap

**Check Register Detail Report**  
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 From: 12/01/2013 To: 12/26/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		4715.1 Hap - Occupied Unit		422.00		Nelson, Valerie J
12/01/2013	000025	Robert Mattson	Payment	656.00	230,208.77	December Hap
		4715.1 Hap - Occupied Unit		656.00		Good, Katherine
12/01/2013	000025	Robert & Linnea Steman	Payment	541.00	229,667.77	December Hap
		4715.9 Hap - Portable Receiving		541.00		Lake, Ruth
12/01/2013	000025	Schaefer Rentals	Payment	942.00	228,725.77	December Hap
		4715.9 Hap - Portable Receiving		942.00		Butenhoff, Bradley
12/01/2013	000025	Ordeen Splittstoser	Payment	247.00	228,478.77	December Hap
		4715.9 Hap - Portable Receiving		247.00		Bazey, Jeanne E
12/01/2013	000025	Paul & Bethany Stiles	Payment	778.00	227,700.77	December Hap
		4715.1 Hap - Occupied Unit		778.00		Fust, Jill
12/01/2013	000025	Sunrise Court Apartments	Payment	1,522.00	226,178.77	December Hap
		4715.9 Hap - Portable Receiving		459.00		Johnson, Richard D
		4715.9 Hap - Portable Receiving		504.00		O'Donnell, Debra K
		4715.1 Hap - Occupied Unit		559.00		Simons, Lori J
12/01/2013	000025	Taylor's Falls Villas	Payment	241.00	225,937.77	December Hap
		4715.9 Hap - Portable Receiving		241.00		Jackson, Susan
12/01/2013	000025	Timothy Manning	Payment	1,085.00	224,852.77	December Hap
		4715.9 Hap - Portable Receiving		1,085.00		Brown, Ellen
12/01/2013	000025	Tower Terrace Limited Partnership	Payment	2,512.00	222,340.77	December Hap
		4715.1 Hap - Occupied Unit		295.00		Dmytryszyn, Chad J
		4715.9 Hap - Portable Receiving		553.00		Holland, Kathleen
		4715.9 Hap - Portable Receiving		551.00		Jenson, Cheryl
		4715.9 Hap - Portable Receiving		686.00		Koenig, Lance L
		4715.9 Hap - Portable Receiving		427.00		Rohr, Russell
12/01/2013	000025	Washington County HRA	Payment	527.88	221,812.89	December Hap
		4715.8 Hap - Portable Paying		488.00		Brett, Patricia S
		4590 Admin - Portable Paying		39.88		Brett, Patricia S
12/01/2013	000025	Wayne Knutson	Payment	585.00	221,227.89	December Hap
		4715.9 Hap - Portable Receiving		585.00		Mollinedo, Nancy
12/01/2013	000025	Wyoming Phase 1	Payment	1,027.00	220,200.89	December Hap
		4715.1 Hap - Occupied Unit		588.00		Grundhauser, Patrice
		4715.9 Hap - Portable Receiving		439.00		Rafel, Kathy
12/01/2013	000025	Wyoming Phase 2	Payment	1,719.00	218,481.89	December Hap
		4715.1 Hap - Occupied Unit		552.00		Darveaux, Linda
		4715.1 Hap - Occupied Unit		353.00		Dillon, Tracey
		4715.9 Hap - Portable Receiving		814.00		Harrington, Tina M

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From: 12/01/2013 To: 12/26/2013

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/06/2013	016686	Christine LeCuyer	Payment	167.00	218,314.89	
		December FSS payment				
12/09/2013	006532	**VOID** Stacy Franzen 4715.94 Urp - Portable Receiving Void Refer 006532	Payment ( 30.00)	( 30.00)	218,344.89	August Hap Franzen, Stacy L: Franzen, Stacy
12/12/2013	016687	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 159.00	159.00	218,185.89	December Hap Bobo, Shawna L: Hap - Portable Receiving

64,231.88



Agenda Item 3D

<p>CAMBRIDGE EDA MEETING January 6, 2014 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	11/27/2013	94979 - 95024	238.07
Prepaid Checks	12/5/2013	95045 - 95083	2,549.89
Prepaid Checks	12/11/2013	95087 - 95128	2,895.24
Prepaid Checks	12/19/2013	95150 - 95167	5,060.25

Prepaid Totals

10,743.45

**TOTAL SUBMITTED FOR APPROVAL**

**\$10,743.45**

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

Vendor	Vendor Name	Description	Net Inv Amt
969	Cardmember Service	Locks - Suite 156	39.29
		Lunch with Developer	30.93
Total 969			70.22
3376	Marco, Inc	Mall Camera Repair	86.57
Total 3376			86.57
5786	Vander Vegt Electric, Inc.	Change Pole Lite	81.28
Total 5786			81.28

Total Paid: -  
 Total Unpaid: 238.07  
 Grand Total: 238.07

Dated: 11/27/13

City Treasurer: Caroline Noel

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
11/13	11/27/2013	94979	969	Cardmember Service	205-20100	70.22
11/13	11/27/2013	95001	3376	Marco, Inc	205-20100	86.57
11/13	11/27/2013	95024	5786	Vander Vegt Electric, Inc.	901-20100	81.28
Totals:						<u>238.07</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	300.06
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			614.56
1681	ECM Publishers, Inc.	Advertising - Section 8 Occupancy Policy	49.20
		Advertising - Section 8 Occupancy Policy	49.20
Total 1681			98.40
2636	Isanti County Equipment, Inc.	Lawn Tractor - Conversion to Snow Blower &	311.09
Total 2636			311.09
4541	Postmaster	Postage - Cambridge EDA	181.00
		Postage - Cambridge EDA	181.00
Total 4541			362.00
5261	Star Quality Glass	Repair Door	125.00
		DSB Bronze Low E and Labor	509.27
Total 5261			634.27
5401	Target Bank	Tenant Services	20.31
Total 5401			20.31
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	114.14
Total 5886			114.14
5996	Windstream	Telephone Service - Bridge Park Apts	144.03
		Telephone Service - Bridge Park Apts	144.03
		Telephone Service - Mall	107.06
Total 5996			395.12

Total Paid: -  
 Total Unpaid: 2,549.89  
 Grand Total: 2,549.89

Dated: 12/5/13

City Treasurer: Caroline Moore

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/13	12/05/2013	95045	1661	East Central Sanitation	901-20100	614.56
12/13	12/05/2013	95048	1681	ECM Publishers, Inc.	902-20100	98.40
12/13	12/05/2013	95051	2636	Isanti County Equipment, Inc.	901-20100	311.09
12/13	12/05/2013	95072	4541	Postmaster	901-20100	362.00
12/13	12/05/2013	95078	5261	Star Quality Glass	205-20100	634.27
12/13	12/05/2013	95079	5401	Target Bank	901-20100	20.31
12/13	12/05/2013	95081	5886	Watson Co., Inc.	901-20100	114.14
12/13	12/05/2013	95083	5996	Windstream	901-20100	395.12
Totals:						<u>2,549.89</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
379	Austin, Diane	Return of Security Deposit & Pet Deposit	559.57
Total 379			559.57
571	Bill's Quality Cleaning	Cleaning of Mall Floor and FD Bathrooms	106.88
		Scrub & Rewax Mall Floor and Clean Carpets	491.62
		Cleaning - Work Force Center - November	897.75
Total 571			1,496.25
2541	Industries Incorporated	Janitorial - November	581.06
Total 2541			581.06
3056	Lake Superior Laundry Inc.	Mall Rugs	39.33
Total 3056			39.33
3501	MEI Total Elevator Solutions	December Service Billing	212.53
Total 3501			212.53
5056	SelectAccount	Participant Fees - December	6.50
Total 5056			6.50

Total Paid: -  
 Total Unpaid: 2,895.24  
 Grand Total: 2,895.24

Dated: 12/11/13

City Treasurer: Caroline Mose

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/13	12/11/2013	95087	379	Austin, Diane	901-20100	559.57
12/13	12/11/2013	95090	571	Bill's Quality Cleaning	205-20100	1,496.25
12/13	12/11/2013	95103	2541	Industries Incorporated	205-20100	581.06
12/13	12/11/2013	95111	3056	Lake Superior Laundry Inc.	205-20100	39.33
12/13	12/11/2013	95115	3501	MEI Total Elevator Solutions	901-20100	212.53
12/13	12/11/2013	95128	5056	SelectAccount	901-20100	6.50
Totals:						<u>2,895.24</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
776	Business Telephone Products	Phone System - Bridge Park	90.78
		Phone System - Bridge Park	90.77
Total 776			181.55
1891	Fastenal Company	Repair & Maint Supplies - Mall	13.70
Total 1891			13.70
2359	Heat Miser Glass, Inc.	Furnish and Install New Entrance	4,865.00
Total 2359			4,865.00

Total Paid: -  
 Total Unpaid: 5,060.25  
 Grand Total: 5,060.25

Dated: 12/19/13

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	12/19/2013	95150	776	Business Telephone Products	901-20100	181.55
12/13	12/19/2013	95162	1891	Fastenal Company	205-20100	13.70
12/13	12/19/2013	95167	2359	Heat Miser Glass, Inc.	205-20100	4,865.00
Totals:						<u>5,060.25</u>

January 6, 2014  
Author: Stan Gustafson

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**REQUEST**

The EDA is requested to approve renewing the annual membership to GPS 45:93 for 2014.

**BACKGROUND**

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. GPS collaborates on industrial job retention, expansion, recruitment and development of existing and startup companies. The annual dues are \$750.00 for 2014 and for 2015 will be \$800.00, this amount would come from EDA marketing budget.

GPS membership consist of cities, counties, workforce, Central Mn Jobs and Training, DEED, State House and Senate, Lakes & Pines, Initiative Foundation, ECRDC, MN Power, ARRC, Manufacturers, Allina, Pine Tech, five financial institutions & Pine Medical Center for a total of 30 members all within region 7E.

The membership benefits includes, being a part of CVN, Positively MN, EDAM, MREJ conference attendance, & MNCAR. MNCAR allows me to see what Metro Realtors are posting and/or looking for their clients. The eblast's I see are requests for certain size building or land and the preferred locations and I respond accordingly. This is another marketing tool we have without the high price of joining the group on our own.

If we were to have individual memberships in these organizations, the following is the cost associated with each:

CVN	\$4,250.00
MNCAR	\$1,310.00
Positively MN	\$ 540.00
EDAM	<u>\$ 250.00</u>
Total	\$6,350.00

Cambridge continues to market to the metro or north metro realtors indicating we are within close proximity to Minneapolis/St Paul. GPS is a good regional organization and when seeking specific funding it is best to be associated with a regional organization rather than on your own.

**PROPOSED ACTION**

EDA to approve the membership to GPS 45:93 for calendar year 2014 for \$750.00

**Northern Technology Initiative**  
**DBA GPS 45:93**

**GPS 45:93**  
 YOUR POINT OF OPPORTUNITY.

**INVOICE**

900 4th St. SE  
 Pine City, MN 55063  
 Phone 320.629.5120

**DATE:** December 17, 2013  
**DUE:** Upon Receipt

**Bill To:**  
 City of Cambridge  
 300 3<sup>rd</sup> Avenue NE  
 Cambridge, MN 55008

DESCRIPTION	AMOUNT
GPS 45:93 2014 Annual Dues	\$750.00
<p><i>Notice: 2015 Dues will increase to \$800</i></p>	
v # _____ Date Received: <u>12/20/13</u>	
Account Number _____ Date Due: <u>7/1/13</u>	
_____ \$ _____	
_____ \$ _____	
_____ \$ _____	
_____ \$ _____	
_____ \$ _____	
VRFD: _____ A/P: _____ Total \$ _____	
Reviewed By: _____ Dept Approval: _____	
<b>TOTAL</b>	<b>\$750.00</b>

Make all checks payable to Northern Technology Initiative  
 Mail payment to: 900 4<sup>th</sup> St., SE Pine City, MN 55063  
 Contact 320.629.5140 with question

4A

**Date:** January 6, 2014  
**To:** EDA Board of Commissioners  
**From:** Marilyn Fromm, Housing Supervisor  
**Re:** Report on EDA Housing Operations

**Bridges:**

- Submitted December payment request.
- Submitted Bridges application for additional funding to assist six more families.
- Two families voluntarily terminated from the program.
- One household added. Another voucher in process.
- Bridges Program is fully utilized.

**Section 8:**

- Public hearing to implement policy change to the Section 8 Program.
- Submitted November VMS to HUD
- Sent out 1099 detail proof reports to landlords.
- We are only able to utilize 52 vouchers of the 58 vouchers allocated by HUD due to lack of funds to support the vouchers.
- Fifty-five households have ported into our area.

**Public Housing:**

- Submitted Federal Labor Standards Agency Monitoring Review to HUD.
- Submitted to HUD form 52574, Board Resolution approving 2014 Operating Budget.
- Informal hearing was held for a public housing resident on Wednesday, December 4. Hearing Officer ruled in our favor. Tenant moved out on December 31, 2013. Staff is processing applications for re-renting.
- We had 10 residents participate in the "Be a Santa to a Senior" program. Each of them received a gift card (Up to \$100 each) and/or a lovely gift from an anonymous giver.
- Distributed Certificate of Rent paid to current public housing residents and residents who vacated in 2013.
- No resident meeting in December.
- Staff will be on vacation January 19 – February 3. Bob Johnson will be filling in for us.

**Projects:**

- Staff report – Requesting Board Approval for the solicitation of bids for the maintenance garage.
- Staff report –Green Physical Need Assessment and Energy Audit reports

4A-1 + 4A-2

**EDA-Housing Division Meeting 1/06/2014**

**Cambridge Economic Development Authority**  
**Staff Report**

**Subject: Green Physical Needs Assessment (GPNA) and Energy Audit.**

**Background:**

The Green Physical Needs Assessment and an Energy Audit was conducted by Lakes and Pines has been completed. The purpose of the audits was to assess and measure the needs of our public housing inventory and help facilitate our capital planning. A report is included in this packet.

The cost of the GPNA Assessment is \$800 and the Energy Audit is \$2000. These fees will be paid out of capital funds.

**Board Action Requested:**

Board acknowledges that they have had an opportunity to review the reports and acknowledge they understand what capital improvements will be needed in preparing future budgets and capital improvements.

**Report Submitted by: Marilyn Fromm Date: 1/06/2014**

## **Energy Audit**

*Cambridge EDA  
Bridge Park Apartments  
121 Fern Street S.  
Cambridge, MN 55008*

This report contains information from the building heating fuel data (electric) and the energy analysis of the existing conditions. The scope of work lists items that are cost effective, using estimated prices to replace a component. Efforts to increase the energy efficiency of this building are limited, due to the precast concrete construction. The fiscal amount to add insulation to the walls and ceiling would be very expensive and not cost effective. The doors and windows are insulated glass and are in good condition. There is no value in replacing them for energy efficient reasons.

Two areas that may help save energy are installing LO-FLO shower heads, restrictors and raising the ambient cooling temperature 3 degrees. This assumes the average temperatures of the units are currently 73 degrees in the cooling months. The shower heads in the units were measured at 3.3 GPM. A more efficient shower head would be 2.0 GPM. This would decrease the natural gas consumption of the water heater and the cost of the water/sewer bill.

Enclosed are reports that include calculations and information based on data accumulated for the onsite energy audit completed on September 26, 2013. If you have any question please contact me at 320-679-1800, Ext #124.

Completed by:

Weatherization Program Manager  
Allan Cekalla  
Lakes and Pines CAC  
1700 Maple Ave East  
Mora, MN 55051

## Green Physical Needs Assessment

*Cambridge EDA  
Bridge Park Apartments  
121 South Fern Street  
Cambridge MN 55008*

This report includes building data regarding all components on the grounds, outside and inside the building. The software of the Green Physical Needs Assessment (GPNA) uses the RS Means Contractor's Pricing Guide for estimating the cost of replacing items and the Estimated Useful Life (EUL) of a component. Most components' EUL is longer than what is stated by RS Means. For example, the EUL of Storm Drain Lines is 40 years; however, they can last up to 100 years or the life of the building.

This building was constructed in 1971 and is in very good condition. Many of the components have been upgraded since it was constructed. The windows were replaced in 1987 and are in good condition, are double-pane glass, and do not need to be replaced at this time.

This building conforms to the requirements of the Americans with Disabilities Act (ADA). No violations were identified.

### REPLACEMENT/REFURBISHMENT NEEDS

1. I recommend resealing the parking lot, as the surface seal coat is wearing. This would include restriping/painting the parking spaces and curbs.
2. Replace the exterior metal door to the maintenance room.
3. The 120-gallon water heater should be replaced in the next few years as it is nearing the end of its life expectancy.
4. Replace the shower heads to 2.0 gpm - currently measured at 3.3 gpm.
5. When replacing the toilets in the future, install 1.28 gpf - currently 1.6 gpf. It is not cost effective to replace them because of water consumption.
6. Lighting: In Unit 102, there were incandescent light bulbs from 75 to 100 watts. Replace them, and all other incandescent bulbs in the units, with compact fluorescent bulbs rated from 20 to 26 watts.



#### SUMMARY OF COMPONENT CATEGORY

**Site:** The landscaping, drainage, lawns, sidewalks and outbuildings are in good condition and do not need attention at this time. The parking lot should be resealed and striping should be applied when weather allows.

**Exterior:** The exterior is structurally sound. The brick and metal facade is in good condition and the roof is also in good condition. The main glass doors and windows have been updated and are double-pane glass and are in good condition. The metal doors for the maintenance areas are showing signs of rust/deterioration. I recommend replacing them.

**System:** The fire alarm system was updated in 2009. Detectors should be replaced every 10 years. The electrical system is in good condition. The interior and exterior lighting were updated in 2008, and do not need attention at this time. The elevator is in good working order. The domestic water heating is a natural gas, 120-gallon sealed combustion unit that was installed in 2002. The life expectancy for this water heater is about 13 years. Plan to replace in the next few years.

**Units:** The units inspected were 102, 106, 208, 303 and 411. Refrigerators were installed in 2007-2008. They are Energy Star rated. The A/C units were updated in 2010. The bathroom fixtures (vanity, shower stall, toilet) are in good condition. They do not need to be replaced at this time. The wall and ceiling surfaces are in good condition. The life expectancy of these surfaces are 30 years, but will last the life of the building.

**Common Areas:** The dining room countertop has some damage on 10% of the total area. This could be replaced when the entire countertop needs replacement. The bathrooms are ADA Complainant. When the fixtures are replaced, install energy efficient units.

Attached to this report is the *PNA Summary, PNA Needs by Year, PNA Needs by Category and PNA Needs by Component.*

Completed by:

Allan Cekalla  
Lakes and Pine CAC  
1700 Maple Ave E  
Mora MN 55051  
320-679-1800 Ext 124

**Cambridge Economic Development Authority**  
**Housing Division Staff Report – 1/6/2014**

**RE: Cost saving Section 8 Voucher Policy Change**

**Background**

Pending on comments from residents and the public, staff is asking the Board to adopt a policy change to our Section 8 housing choice program by establishing cost saving change to the voucher issuance size. The new subsidy standard will be based solely on the number of people residing in each household. The EDA will allot one bedroom/sleeping area per two people. The EDA does not determine who shares a bedroom/sleeping room; that decision is up to each household. 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. 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. 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.

**Board Action Requested:**

The public has had opportunity for public comment and now staff is requesting Board approve to establish and adopt a cost saving change to the voucher issuance size and to incorporate this policy in our Section 8 Administrative Plan. A letter will be sent to all Section 8 participants notifying them of this policy amendment.

Report Submitted by: Marilyn Fromm Date: 1/6/2014

**Resolution No. EDA R14-001**

**RESOLUTION ADOPTING A RESIDENCY PREFERENCE  
FOR SECTION 8 HOUSING CHOICE VOUCHER  
APPLICANTS**

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") on January 6, 2014 motioned and unanimously by a roll call voted to implement a cost saving measure to the Section 8 program by amending our voucher issuance policy. The EDA will allot one bedroom/sleeping area per two people.

WHEREAS, after careful examination, a public hearing and discussion of the same a motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ was unanimously resolved that the policy change be amended in the Section 8 Admin Plan be effective at the time a family is issued a voucher, the family moves or at their next annual recertification.

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

Adopted by the EDA  
this  
6<sup>th</sup> day January 2014

ECONOMIC DEVELOPMENT AUTHORITY

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

By \_\_\_\_\_  
Its Executive Director Lynda Wolfe

## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **5-II.A. OVERVIEW**

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA also must establish policies related to the issuance of the voucher, to the voucher term, and to any extensions or suspensions of that term.

### **5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]**

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;

- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

PHA Policy

The PHA’s occupancy standards are as follows:

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide’s family.

Single person families will be allocated a studio or one bedroom.

Foster children will be included in determining unit size.

- The PHA will reference the following standards in determining the appropriate unit bedroom size for a family. The PHA does not determine who shares a bedroom/sleeping room; that decision is up to each household.

<b>Voucher Size</b>	<b>Persons in Household (Minimum – Maximum)</b>
1 Bedroom	1-2
2 Bedrooms	3-4
3 Bedrooms	5-6
4 Bedrooms	7-8
5 Bedrooms	9-10.

The PHA will not increase the voucher bedroom size when additional household member are added unless they are:

- Additions of family members by birth, adoption, or court-awarded custody, Delegation of Parental Authority of the written permission of the parent or marriage.
- Additions of foster children, foster adults, and live-in aides.

### **5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS**

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances.[24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment.
- A need for a separate bedroom for reason related to a family member's disability, medical or health condition.

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

#### PHA Policy

The family will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.

The PHA will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

#### **5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]**

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646]

A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

##### PHA Policy

Vouchers will be issued to eligible applicants immediately following the mandatory briefing.

The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

##### PHA Policy

Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.

If the PHA determines that there is insufficient funding after a voucher has been issued, the PHA may rescind the voucher and place the affected family back on the waiting list.

4A-4

**EDA-Housing Division Meeting 01/06/2014**  
**Cambridge Economic Development Authority**

**Staff Report –Update on bid solicitation for maintenance garage**

**Background:**

*Solicitation of bids to construct a 24'X34' maintenance garage was posted on the City of Cambridge web-site and advertised for 3 weeks in June 2013 the Isanti County News. Bid packets were sent out to the four contractors. Only one contractor responded and his bid was \$6,326 over HUD funds dedicated to this project.*

*Due the lack of response staff suggested that we reject the bid and post RFP in January 2014. Staff felt that this time of year contractors may not be as busy and would be more interested and submit better pricing. Completion date would be extended until the end of September.*

*Request for proposals would be posted on the City of Cambridge as well as packets sent out.*

**Board action requested:**

*Staff requests that the EDA Board make a motion to reopen bid process for the construction of the maintenance garage.*

**Report Submitted by: \_\_\_\_\_ Date 01/06/2014**



**Author: Stan Gustafson**

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Representatives from the Cambridge Center For the Arts (CCFA) have approached the City about leasing Suite 162 (the former Army Career Center) in addition to their space in Suite 178. Their current lease is as follows:

Their current lease rate for Suite 178 is \$7.50 per square foot.

<u>Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
9/1/13 – 12/31/13	No rent		
1/1/14 – 5/31/14		\$502.50	-----
5/31/14 – 12/31/14		\$1,005.00	-----
2015	\$7.50/sf	\$1,005.00	\$12,060.00
2016	\$7.50/sf	\$1,005.00	\$12,060.00

Utilities: Paid by Tenant  
 Insurance: Paid by Tenant  
 Prop. Taxes: Paid by Tenant  
 Term: Three years  
 Sec. Deposit:\$1,000

Unit 162 is approximately 1044 sq ft and based on using a sq ft cost approved by the EDA for their current lease of \$7.50 per sq ft the additional lease amount would be 1044 x \$7.50 = \$7830.00 annually or \$652.50 per month. Staff has been making some repairs to the walls and will be priming but CCFA will need to provide their own painting and ceiling tile replacement. This lease rate could start as soon as February 1, 2014 allowing the CCFA board to meet and approve these terms.

The lease term would look as follows providing all parties approve the terms: The tenant will still pay for utilities in both units, Insurance, property taxes, the lease term will be for three years. Will the EDA require any additional security deposit?

<u>Year</u>	<u>Rate</u>	<u>Monthly</u>	<u>Annual</u>
1/1/14 – 5/31/14		\$502.50	-----
2/1/14 – 5/31/14		\$1,155.00	-----
5/31/14 – 12/31/14		\$1,657.50	-----
2015	\$7.50/sf	\$1,657.50	\$19,890.00
2016	\$7.50/sf	\$1,657.50	\$19,890.00

Staff checked with several brokers to see what lease rates are going for in Cambridge and a range was provided. Downtown rates vary from \$10 to \$12 per sq ft with a combination of Gross and triple net leases. East Hwy 95 rates vary from \$16 to \$17 per sq ft triple net.

The EDA has a variety of leases and lease rates and for non-profits. The Chamber pays \$9.25 per sq ft and Pregnancy Resource Center pays \$9.25 per sq ft.

In commercial real estate, **a net lease** requires the tenant to pay, in addition to rent, some or all of the property expenses that normally would be paid by the property owner. These include expenses such as real estate taxes, insurance, maintenance, repairs, utilities, and other items.

**A gross** commercial lease is where the landlord pays for the building's property taxes, insurance and maintenance.

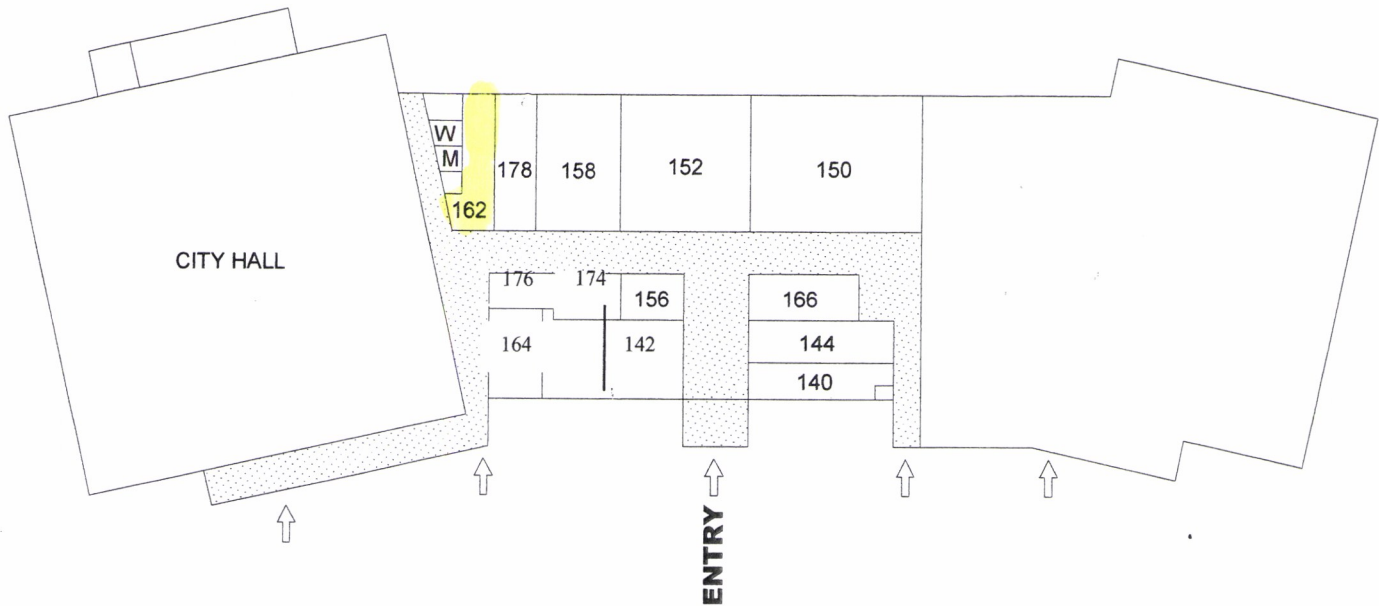
The EDA has a variety of both gross and net leases based on the needs of each individual tenant.

If the EDA approves the of lease request Cambridge Center For the Arts will need to receive final board approval. If all parties agree to the terms staff will prepare and amend the lease to meet the new terms.

**Recommendation**

EDA to discuss if the request is feasible and give direction to staff.

# Cambridge City Center



Suite	Store Name	Square Feet	Lease Expires	Rates
162	U.S. Army Recruiters	1,044	9/30/2013	17.19
<b>178</b>	<b>Vacant</b>	<b>1,608</b>		
152	MN WorkForce Center	3,006	6/30/2014 +5	15.00
152	MN WorkForce Center	3,981	6/30/2014 +5	15.00
150	Rum River Special Education Co-op	4,005	10/31/2014	10.50
164	Healthy Meal Healthy U	1,350	8/31/2012	8.50
<b>176</b>	<b>Vacant</b>	<b>944</b>		
174	Cambridge Chamber of Commerce	594	8/31/2014	9.25
156	In His Steps Ballet	950	05/11/2014	\$450 per month +
142	The Gamers Den	1,500	Monthly	8.50
138	Pregnancy Resource Center	1,500	02/28/2015	9.25
166	Dept of Public Safety	1,013	12/31/2012	13.60
144	Rum River Special Education Co-op	1,452	10/31/2014	10.50
140	Just for Paws	735	02/29/2012	10.50
North Anchor	Cambridge City Hall	28,000		

Mall hours

Monday – Saturday 7:00 AM to 9:00 PM  
 Sunday Closed

### 2014 EDA Meetings

January 6	Immediately following Council adjournment
February 3	Immediately following Council adjournment
March 3	Immediately following Council adjournment
April 7	Immediately following Council adjournment
May 5	Immediately following Council adjournment
June 2	Immediately following Council adjournment
July 7	Immediately following Council adjournment
August 4	Immediately following Council adjournment
September 2 (Tuesday)	Immediately following Council adjournment
October 6	Immediately following Council adjournment
November 3	Immediately following Council adjournment
December 1*	Immediately following Council adjournment