

---

**Cambridge EDA**  
Meeting Announcement and Agenda  
**MONDAY, MARCH 3, 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

---

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

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

---

**AGENDA**

1. Call to Order
2. Approval of Agenda (p. 1)
3. Consent Agenda
  - A. Approve February 3, 2014 EDA meeting minutes (p. 3)
  - B. Approve Housing Division Bills –ACH Activity, totaling \$65,261.88 (p. 5)
  - C. Approve EDA Bills – Check #95485 to #9570, totaling \$9,616.86 (p. 11)
  - D. Approve Draft January 2014 Financial Statements (p. 21)
4. New Business
  - A. Approve Lease with Isanti County Commission on Aging for the Senior Enrichment Center (p. 42).
  - B. Approve Resolution EDA R14-002 Amending 2014 EDA Admin Fund Budget (p. 48)  
Staff Recommendation: Approve resolution amending the 2014 EDA Admin fund budget.
  - C. Approve Resolution EDA R14-003 Amending 2014 EDA Housing Div Budget (p. 52)  
Staff Recommendation: Approve resolution amending the 2014 EDA Housing Division fund budget
  - D. Housing Supervisor Report (p. 55)
  - E. Approve Resolution EDA R14-004 SEMAP Report & Certification (p. 56)  
Staff Recommendation: Approve resolution certifying SEMAP Report
  - F. Resident Meeting (p. 61)

G. Approve Bids for Maintenance Garage (Handout due to bids being opened on Feb. 28, 2014)

5. Unfinished Business

6. Adjourn

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

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

**Cambridge Economic Development Authority (EDA)  
February 3, 2014**

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

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

Members Absent: None

Others Present: Executive Director Lynda Woulfe

**Call to Order**

President Iverson called the meeting to order at 5:07 pm.

**Annual Organizational Meeting**

***President***

Lewis moved, seconded by Buström to affirm Lisa Iverson as the 2014 President of the Economic Development Authority. Motion passed unanimously.

***Vice President***

Palmer moved, seconded by Buström to affirm Chris Caulk as the 2014 Vice President of the Economic Development Authority. Motion passed unanimously.

***Treasurer***

Palmer moved, seconded by Buström to affirm Howard Lewis as the 2014 Treasurer of the Economic Development Authority. Motion passed unanimously.

***Secretary***

Palmer moved, seconded by Buström to affirm Lynda Woulfe as the 2014 Secretary of the Economic Development Authority. Motion passed unanimously.

***Confirm Appointment of Executive Director  
Confirm Appointment of Assistant Treasurer***

Lewis moved, seconded by Caulk to affirm Lynda Woulfe as the 2014 Executive Director and Caroline Moe as the 2014 Assistant Treasurer of the Economic Development Authority. Motion passed unanimously.

## **EDA Code of Conduct & Bylaws**

Caulk moved, seconded by Bustrom to accept the Bylaws as presented. Motion passed unanimously.

### **Approval of Agenda**

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

### **Consent Agenda**

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

- A. Approve January 6, 2014 EDA meeting minutes
- B. Approve Housing Division Bills – All ACH, totaling \$65,315.88
- C. Approve EDA Bills – Check #95227 to #95476, totaling \$30,557.45
- D. Approve EDA Draft Financial Statements for December 2013
- E. Approve Purchase of Floor Scrubber Unit for Mall

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

### **New Business**

There was no new business

### **Unfinished Business**

There was no unfinished business.

### **Adjournment**

Lewis moved, seconded by Bustrom, to adjourn the meeting at 5:19 p.m. The motion passed unanimously.

---

Lisa Iverson, President

ATTEST:

---

Lynda J. Woulfe, Executive Director

Date: 02/24/2014  
Time: 16:28:02

Cambridge EDA  
Check Register Detail Report  
Cambridge  
From: 02/01/2014 To: 02/24/2014

205,890.49 Opening Balance

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/01/2014	000031	Aaron Jordan	Payment	321.00	285,568.49	February Hap Aadland, Ashley
02/01/2014	000031	4715.1 Hap - Occupied Unit	Payment	973.00	284,596.49	February Hap
		Bungalows of Chisago LLC	581.00			Cross, Grace
		4715.1 Hap - Occupied Unit	392.00			Wilms, Monica
02/01/2014	000031	Calhoun Apartments	Payment	330.00	284,266.49	February Hap
		4715.1 Hap - Occupied Unit	330.00			Lessman, Bobbie
02/01/2014	000031	Calhoun Apartments	Payment	347.00	283,919.49	February Hap
		4715.1 Hap - Occupied Unit	347.00			Deitman, Antoinette
02/01/2014	000031	Chen Liu	Payment	1,474.00	282,445.49	February Hap
		4715.1 Hap - Occupied Unit	340.00			Paquette, Laurie
		4715.1 Hap - Occupied Unit	530.00			Schulz, Cynthia J
		4715.1 Hap - Occupied Unit	604.00			Voss, Breana
02/01/2014	000031	Dudley Peno	Payment	617.00	281,828.49	February Hap
		4715.1 Hap - Occupied Unit	617.00			Mains, Kimberly A
02/01/2014	000031	Eliot Avenue Apartments LLC	Payment	113.00	281,715.49	February Hap
		4715.1 Hap - Occupied Unit	113.00			Erickson, Todd
02/01/2014	000031	Isanti Housing Associates, LP	Payment	531.00	281,184.49	February Hap
		4715.1 Hap - Occupied Unit	531.00			Johnston, Shaylee
02/01/2014	000031	John Maher	Payment	193.00	280,991.49	February Hap
		4715.1 Hap - Occupied Unit	193.00			Diers, Scott A
02/01/2014	000031	Monster Properties LLC	Payment	499.00	280,492.49	February Hap
		4715.1 Hap - Occupied Unit	499.00			Kovacs, Gail: Hap - Occupied Unit
02/01/2014	000031	Ramon Saigado	Payment	237.00	280,255.49	February Hap
		4715.1 Hap - Occupied Unit	237.00			Walkama, Danielle K: Hap - Occupied Unit
02/01/2014	000031	Ordeen Splitstoser	Payment	425.00	279,830.49	February Hap
		4715.1 Hap - Occupied Unit	425.00			Young, Marrietta L
02/01/2014	000031	Sunrise Court Apartments	Payment	609.00	279,221.49	February Hap
		4715.1 Hap - Occupied Unit	444.00			Kubes, Kevin P
		4715.1 Hap - Occupied Unit	165.00			Mullens, Darice R
02/01/2014	000031	Franconia Associates	Payment	224.00	278,997.49	February Hap
		4715.1 Hap - Occupied Unit	224.00			Wallace, Lynnell
02/01/2014	000031	Thomas Hirz	Payment	518.00	278,479.49	February Hap
		4715.1 Hap - Occupied Unit	518.00			Talbot, Alicia M
02/01/2014	000031	William Francisco	Payment	411.00	278,068.49	February Hap
		4715.1 Hap - Occupied Unit	411.00			Griffin, Deena M

Cambridge EDA  
**Check Register Detail Report**  
Cambridge

From: 02/01/2014 To: 02/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/01/2014	000032	Kimberly Mintell 4715.9 Hap - Portable Receiving	Payment 1,110.00	1,110.00	276,958.49	February Hap Gordon, Jennifer F
02/01/2014	000032	Annette M. Jensen 4715.1 Hap - Occupied Unit	Payment 287.00	287.00	276,671.49	February Hap Roberts, Paula
02/01/2014	000032	Bohmer, John 4715.9 Hap - Portable Receiving	Payment 689.00	689.00	275,982.49	February Hap Brasch, Terrie L
02/01/2014	000032	Dean & Jennifer Bondeson 4715.9 Hap - Portable Receiving	Payment 1,069.00	1,069.00	274,913.49	February Hap Bobo, Shawna L
02/01/2014	000032	Brigitte Erickson 4715.1 Hap - Occupied Unit	Payment 377.00	377.00	274,536.49	February Hap White, Teresa
02/01/2014	000032	Ellen Brown 4715.94 Urp - Portable Receiving	Payment 111.00	111.00	274,425.49	February Hap Brown, Ellen
02/01/2014	000032	Bungalows of Chisago LLC 4715.1 Hap - Occupied Unit	Payment 555.00	2,866.00	271,559.49	February Hap Hulbert, Jennifer
		4715.9 Hap - Portable Receiving	277.00			Kraus, Carian J
		4715.1 Hap - Occupied Unit	552.00			LeCuyer, Christine J
		4715.9 Hap - Portable Receiving	401.00			Luck, Jennifer Lee
		4715.1 Hap - Occupied Unit	563.00			Mapson, Diane E
		4715.1 Hap - Occupied Unit	276.00			Marohn, Gerald
		4715.1 Hap - Occupied Unit	242.00			Meyers, Colleen J
02/01/2014	000032	Calhoun Apartments 4715.1 Hap - Occupied Unit	Payment 469.00	469.00	271,090.49	February Hap Lillion, Laurie A
02/01/2014	000032	Cambridge Square Assoc. LP 4715.9 Hap - Portable Receiving	Payment 322.00	2,412.00	268,678.49	February Hap Erickson, James P
		4715.1 Hap - Occupied Unit	522.00			Falvey, Deborah
		4715.1 Hap - Occupied Unit	367.00			Longley, Christine A
		4715.1 Hap - Occupied Unit	514.00			Puffer, Michelle
		4715.9 Hap - Portable Receiving	687.00			Schibilla, Jamie
02/01/2014	000032	Chen Liu 4715.1 Hap - Occupied Unit	Payment 555.00	4,203.00	264,475.49	February Hap Banaszak, David
		4715.9 Hap - Portable Receiving	420.00			Kress, Dawn
		4715.1 Hap - Occupied Unit	464.00			Paquette, JoAnn
		4715.9 Hap - Portable Receiving	654.00			Raasch, Alicia
		4715.9 Hap - Portable Receiving	555.00			Radke, Suzanne
		4715.1 Hap - Occupied Unit	579.00			Schaefer, Mike E
		4715.9 Hap - Portable Receiving	976.00			Troupe, Michael E
02/01/2014	000032	Christine LeCuyer 4715.6 Hap - Fss Escrow	Payment 167.00	167.00	264,308.49	February Hap LeCuyer, Christine J; Hap - Fss Escrow

Date: 02/24/2014  
Time: 16:28:02

Cambridge EDA  
**Check Register Detail Report**  
Cambridge

From: 02/01/2014 To: 02/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/01/2014	000032	David Cobb 4715.9 Hap - Portable Receiving	Payment 456.00	456.00	263,852.49	February Hap Taylor, Alice H
02/01/2014	000032	DJ Properties of Stanchfield, LLC 4715.1 Hap - Occupied Unit	Payment 410.00	410.00	263,442.49	February Hap Fischer, Cheryl A
02/01/2014	000032	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	262,167.49	February Hap Coury, Lynn M Eickstadt, Cheryl Grabau, Jill
02/01/2014	000032	Elmer D. Harp 4715.9 Hap - Portable Receiving	Payment 774.00	774.00	261,393.49	February Hap Hart, Beth L
02/01/2014	000032	ELMSUN LLC 4715.1 Hap - Occupied Unit 4715.1 Hap - Occupied Unit	Payment 535.00 541.00	1,076.00	260,317.49	February Hap Pillman, Cheryl Zenitc, Scott
02/01/2014	000032	Erlandson - Nelson Construction 4715.1 Hap - Occupied Unit	Payment 535.00	535.00	259,782.49	February Hap Linda, Robin
02/01/2014	000032	FYP PROPERTIES 4715.9 Hap - Portable Receiving	Payment 435.00	435.00	259,347.49	February Hap Dodge, Rita
02/01/2014	000032	Steven & RyChel Gausted 4715.1 Hap - Occupied Unit	Payment 163.00	163.00	259,184.49	February Hap Straw, Linda K
02/01/2014	000032	Robert Giffin 4715.1 Hap - Occupied Unit	Payment 703.00	703.00	258,481.49	February Hap Giffin, Tammie
02/01/2014	000032	Hanson Properties 4715.1 Hap - Occupied Unit	Payment 277.00	277.00	258,204.49	February Hap Hanson, Henry P
02/01/2014	000032	Haven Properties 4715.9 Hap - Portable Receiving	Payment 296.00	296.00	257,908.49	February Hap Stroh, Kevin
02/01/2014	000032	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	256,479.49	February Hap Alexander, Cindy S Lynn, Christian R Washington, Katherine L
02/01/2014	000032	Steven Scott Management, Inc 4715.1 Hap - Occupied Unit	Payment 426.00	426.00	256,053.49	February Hap Junglen, Eunice M
02/01/2014	000032	INH Property Mgmt/ Isanti Village 4715.9 Hap - Portable Receiving 4715.1 Hap - Occupied Unit	Payment 394.00 466.00	860.00	255,193.49	February Hap Stoll, Vernon L Tews, Jackie
02/01/2014	000032	Jay M. Winger 4715.1 Hap - Occupied Unit	Payment 552.00	552.00	254,641.49	February Hap Parris, Paula

Date: 02/24/2014  
Time: 16:28:02

Cambridge EDA  
Check Register Detail Report  
Cambridge

From: 02/01/2014 To: 02/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
02/01/2014	000032	Jeff Halverson 4715.9 Hap - Portable Receiving	Payment 540.00	540.00	254,101.49	February Hap Liberte, Ore'a Lareal
02/01/2014	000032	Kathryn Dahlberg 4715.1 Hap - Occupied Unit	Payment 661.00	661.00	253,440.49	February Hap Carlson, Samantha
02/01/2014	000032	Kestrel Meadows Townhomes 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving 4715.9 Hap - Portable Receiving	Payment 727.00 651.00 589.00	1,967.00	251,473.49	February Hap Davis, Stacy Dickinson, Kelli R Trader, Amanda Joy
02/01/2014	000032	Kristine Yerigan 4715.9 Hap - Portable Receiving	Payment 691.00	691.00	250,782.49	February Hap Hjeltnaug, Karen E
02/01/2014	000032	Tami R. Kullmann 4715.4 Hap - Utility Reimbursements	Payment 21.00	21.00	250,761.49	February Hap Kullmann, Tami R
02/01/2014	000032	Leah Degerstrom 4715.6 Hap - Fss Escrow	Payment 216.00	216.00	250,545.49	February Hap Degerstrom, Leah: Hap - Fss Escrow
02/01/2014	000032	Brian Leet 4715.9 Hap - Portable Receiving	Payment 336.00	336.00	250,209.49	February Hap Weber, Kathleen A
02/01/2014	000032	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	248,257.49	February Hap Degerstrom, Leah Parent, Cheri C Schedbauer, Jennifer
02/01/2014	000032	Janet Nielsen 4715.1 Hap - Occupied Unit	Payment 800.00	800.00	247,457.49	February Hap Kullmann, Tami R
02/01/2014	000032	Lindstrom Parkview Assoc. 4715.9 Hap - Portable Receiving	Payment 299.00	299.00	247,158.49	February Hap Etchason, Paul
02/01/2014	000032	Louis Crawford 4715.9 Hap - Portable Receiving	Payment 950.00	950.00	246,208.49	February Hap Perry, Amber L
02/01/2014	000032	Mann, Cheryl 4715.1 Hap - Occupied Unit	Payment 555.00	555.00	245,653.49	February Hap Witkowski, Michelle N
02/01/2014	000032	Meadows Edge MN L Partnership 4715.9 Hap - Portable Receiving	Payment 87.00	87.00	245,566.49	February Hap Greenwood, Thomas J
02/01/2014	000032	Mike Munsinger 4715.9 Hap - Portable Receiving	Payment 699.00	699.00	244,867.49	February Hap Wells, Sheri A
02/01/2014	000032	Monster Properties LLC 4715.1 Hap - Occupied Unit	Payment 521.00	521.00	244,346.49	February Hap Frandle, Dana
02/01/2014	000032	Allen Moulton	Payment 488.00	488.00	243,858.49	February Hap



Date: 02/24/2014  
 Time: 16:28:02

Cambridge EDA  
 Check Register Detail Report  
 Cambridge

From: 02/01/2014 To: 02/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
			488.00			Thompson, Marilyn J
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	344.00	243,514.49	February Hap
		Multi-Investments, LLC	344.00			Anderson, Debra
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	281.00	243,233.49	February Hap
		Loral Myers	281.00			Myers, Kyle C
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	841.00	242,392.49	February Hap
		Normandy Townhomes Limited	499.00			Matchinsky, Robert T
		4715.9 Hap - Portable Receiving	342.00			Swanson, Kathleen A
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	657.00	241,735.49	February Hap
		North Branch Senior Housing	225.00			Castillo, Sharon
		4715.9 Hap - Portable Receiving	196.00			Fisk, Dolores M
		4715.1 Hap - Occupied Unit	236.00			Kalberg, Annette
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	444.00	241,291.49	February Hap
		Northern Management	444.00			Zieske, Robyn
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	712.00	240,579.49	February Hap
		Oakhurst Apartments	358.00			Benson, Tracy E
		4715.1 Hap - Occupied Unit	354.00			Wenell, Russell
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	760.00	239,819.49	February Hap
		Oakridge Apartments	760.00			Goertzen, Diane
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	3,219.00	236,600.49	February Hap
		Oakview Terrace Townhomes	487.00			Bylander, Richard S
		4715.1 Hap - Occupied Unit	655.00			Cole, Barbara
		4715.1 Hap - Occupied Unit	718.00			Kennedy, Carolyn Lee
		4715.9 Hap - Portable Receiving	638.00			Rosenberg, Gwen M
		4715.9 Hap - Portable Receiving	721.00			Tipton, Martesa A
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	273.00	236,327.49	February Hap
		Amber L. Perry	273.00			Perry, Amber L
02/01/2014	000032	4715.94 Urp - Portable Receiving	Payment	965.00	235,362.49	February Hap
		Peter Maus	965.00			Parrott, Gina M
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	885.00	234,477.49	February Hap
		PK Investment Properties, LLC	885.00			Branville, Roger
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	422.00	234,055.49	February Hap
		Randall Propp	422.00			Nelson, Valerie J
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	656.00	233,399.49	February Hap
		Robert Maltson	656.00			Good, Katherine
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	541.00	232,858.49	February Hap
		Robert & Linnea Steman				

Date: 02/24/2014  
Time: 16:28:02

Cambridge EDA  
Check Register Detail Report  
Cambridge

From: 02/01/2014 To: 02/24/2014

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
			541.00			Lake, Ruth
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	942.00	231,916.49	February Hap
		Schaefer Rentals	942.00			Butenhoff, Bradley
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	247.00	231,669.49	February Hap
		Ordeen Spilltoster	247.00			Bazey, Jeanne E
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	536.00	231,133.49	February Hap
		Steve Baker	536.00			Rogalski, Lisa E
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	665.00	230,468.49	February Hap
		Paul & Bethany Stiles	665.00			Fust, Jill
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	1,561.00	228,907.49	February Hap
		Sunrise Court Apartments	498.00			Johnson, Richard D
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	504.00		O'Donnell, Debra K
		4715.9 Hap - Portable Receiving	559.00			Simons, Lori J
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	241.00	228,666.49	February Hap
		Taylor's Falls Villas	241.00			Jackson, Susan
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	1,085.00	227,581.49	February Hap
		Timothy Manning	1,085.00			Brown, Ellen
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	2,490.00	225,091.49	February Hap
		Tower Terrace Limited Partnership	273.00			Dmytyszyn, Chad J
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	553.00		Holland, Kathleen
		4715.9 Hap - Portable Receiving	551.00			Jenson, Cheryl
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	686.00		Koenig, Lance L
		4715.9 Hap - Portable Receiving	427.00			Rohr, Russell
02/01/2014	000032	Washington County HRA	Payment	527.88	224,563.61	February Hap
		4715.8 Hap - Portable Paying	488.00			Brett, Patricia S
02/01/2014	000032	4590 Admin - Portable Paying	39.88			Brett, Patricia S
02/01/2014	000032	Wayne Knutson	Payment	585.00	223,978.61	February Hap
		4715.9 Hap - Portable Receiving	585.00			Mollinedo, Nancy
02/01/2014	000032	Wyoming Phase 1	Payment	1,027.00	222,951.61	February Hap
		4715.1 Hap - Occupied Unit	588.00			Grundhauser, Patrice
02/01/2014	000032	4715.9 Hap - Portable Receiving	Payment	1,659.00	221,292.61	February Hap
		Wyoming Phase 2	549.00			Darveau, Linda
02/01/2014	000032	4715.1 Hap - Occupied Unit	Payment	296.00		Dillon, Tracey
		4715.1 Hap - Occupied Unit	814.00			Harrington, Tina M
02/05/2014	000033	DJ Properties of Starchfield, LLC	Payment	664.00	220,628.61	February Hap
		4715.1 Hap - Occupied Unit	664.00			Nicholas, Judith Evelyn: Hap - Occupied Unit

*Handwritten:* \$1,572,261.98

<p>CAMBRIDGE EDA MEETING</p> <p>March 3, 2014</p> <p>BILLS LIST</p>
---

<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For Approval</b>
Prepaid Checks	1/29/2014	95485 - 95537	1,632.67
Prepaid Checks	2/5/2014	95553 - 95604	3,673.36
Prepaid Checks	2/13/2014	95610 - 95673	4,211.79
Prepaid Checks	2/19/2014	95689 - 95707	99.04

Prepaid Totals

9,616.86

**TOTAL SUBMITTED FOR APPROVAL**

**\$9,616.86**

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

Vendor	Vendor Name	Description	Net Inv Amt
969	Cardmember Service	DEED Competitiveness Summit - S. Gustafson	95.00
		Residential Real Estate Summit - S. Gustafson	79.00
Total 969			174.00
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056			36.80
3086	Landworks Construction, Inc.	Plowing - Bridge Park	160.00
		City Center Plowing	1,005.00
Total 3086			1,165.00
3376	Marco, Inc	Preferred Power 8-Camera	171.43
Total 3376			171.43
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	85.44
Total 5886			85.44

Total Paid: -  
 Total Unpaid: 1,632.67  
 Grand Total: 1,632.67

Dated: 1/29/14

City Treasurer: Caroline More

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
01/14	01/29/2014	95485	969	Cardmember Service	205-20100	174.00
01/14	01/29/2014	95505	3056	Lake Superior Laundry Inc.	205-20100	36.80
01/14	01/29/2014	95506	3086	Landworks Construction, Inc.	901-20100	1,165.00
01/14	01/29/2014	95509	3376	Marco, Inc	901-20100	171.43
01/14	01/29/2014	95537	5886	Watson Co., Inc.	901-20100	85.44
Totals:						<u>1,632.67</u>

Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
1661	East Central Sanitation	Garbage Pickup - Bridge Park	143.12
		Garbage Pickup-180 Buchanan St	314.50
Total 1661			457.62
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056			36.80
4891	Ross Janitorial Supply	Repair & Maint Supplies - Bridge Park	772.85
Total 4891			772.85
5191	SPEW Health Plan	Health Insurance Premium - March	565.00
		Health Insurance Premium - March	847.50
		Health Insurance Premium - March	282.50
		Health Insurance Premium - March	282.50
Total 5191			1,977.50
5401	Target Bank	Tenant Services	110.12
Total 5401			110.12
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	21.36
Total 5886			21.36
5996	Windstream	Telephone Service - Bridge Park Apts	96.75
		Telephone Service - Bridge Park Apts	96.75
		Telephone Service - Mall	96.11
Total 5996			289.61

Total Paid: -  
 Total Unpaid: 3,673.36  
 Grand Total: 3,673.36

Dated: 2/5/14

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
02/14	02/05/2014	95553	1661	East Central Sanitation	901-20100	457.62
02/14	02/05/2014	95556	2046	G & K Services, Inc.	205-20100	7.50
02/14	02/05/2014	95569	3056	Lake Superior Laundry Inc.	205-20100	36.80
02/14	02/05/2014	95586	4891	Ross Janitorial Supply	901-20100	772.85
02/14	02/05/2014	95590	5191	SPEW Health Plan	205-20100	1,977.50
02/14	02/05/2014	95593	5401	Target Bank	901-20100	110.12
02/14	02/05/2014	95601	5886	Watson Co., Inc.	901-20100	21.36
02/14	02/05/2014	95604	5996	Windstream	901-20100	289.61
Totals:						<u>3,673.36</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	100.00
		Cleaning - Work Force Center - January	840.00
Total 571			940.00
1661	East Central Sanitation	Fluorescent Bulb Recycling	58.25
Total 1661			58.25
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
2368	Henkel, Lea	Return of Pet Deposit	300.00
Total 2368			300.00
2411	Hillyard Inc. - Minneapolis	Maintenance Supplies	184.01
		Multifold Towels	17.16
Total 2411			201.17
2541	Industries Incorporated	Cleaning Services - January	563.97
Total 2541			563.97
3086	Landworks Construction, Inc.	Plowing - Bridge Park	195.00
		City Center Plowing	945.00
Total 3086			1,140.00
3376	Marco, Inc	Managed IT & Backup 1/22-2/22/2014	146.00
		Managed IT & Backup 1/22-2/22/2014	146.00
Total 3376			292.00
3501	MEI Total Elevator Solutions	February Service Billing - Bridge Park Apts	212.53
Total 3501			212.53
3521	Menards	Repair & Maint - Mall Unit 162	27.98
Total 3521			27.98
4931	S & T Office Products	Sign - B Johnson	11.47
Total 4931			11.47
5431	Ted's Appliance	Repair Washer	72.00
		Repair Washer	75.00
Total 5431			147.00
5786	Vander Vegt Electric, Inc.	Chg Parking Lot Lite	142.11
		Parking Lot Bulb	100.26



Vendor	Vendor Name	Description	Net Inv Amt
Total 5786			242.37
5861	Walmart Business Community	Misc Operating Supplies - Bridge Park	43.82
		Misc Operating Supplies - Bridge Park	23.73
Total 5861			67.55

Total Paid: -  
 Total Unpaid: 4,211.79  
 Grand Total: 4,211.79

Dated: 2/13/14

City Treasurer: *Caroline Moul*

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

## Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/14	02/13/2014	95610	571	Bill's Quality Cleaning	205-20100	940.00
02/14	02/13/2014	95620	1661	East Central Sanitation	205-20100	58.25
02/14	02/13/2014	95628	2046	G & K Services, Inc.	205-20100	7.50
02/14	02/13/2014	95632	2368	Henkel, Lea	901-20100	300.00
02/14	02/13/2014	95635	2411	Hillyard Inc. - Minneapolis	205-20100	201.17
02/14	02/13/2014	95637	2541	Industries Incorporated	205-20100	563.97
02/14	02/13/2014	95647	3086	Landworks Construction, Inc.	901-20100	1,140.00
02/14	02/13/2014	95649	3376	Marco, Inc	901-20100	292.00
02/14	02/13/2014	95652	3501	MEI Total Elevator Solutions	901-20100	212.53
02/14	02/13/2014	95653	3521	Menards	205-20100	27.98
02/14	02/13/2014	95664	4931	S & T Office Products	205-20100	11.47
02/14	02/13/2014	95666	5431	Ted's Appliance	901-20100	147.00
02/14	02/13/2014	95670	5786	Vander Vegt Electric, Inc.	901-20100	242.37
02/14	02/13/2014	95673	5861	Walmart Business Community	901-20100	67.55
Totals:						<u>4,211.79</u>

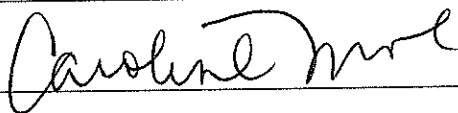
Report Criteria:

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

Vendor	Vendor Name	Description	Net Inv Amt
2046	G & K Services, Inc.	Uniform Rental	7.50
Total 2046			7.50
3056	Lake Superior Laundry Inc.	Mall Rugs	36.80
Total 3056			36.80
3521	Menards	Dolly	15.99
Total 3521			15.99
5056	SelectAccount	Annual Fee	6.50
		Annual Fee	9.75
		Annual Fee	3.25
		Manual Payroll Processing Fee	2.50
		Manual Payroll Processing Fee	3.75
		Manual Payroll Processing Fee	1.25
		Participant Fees - January/February	2.35
		Participant Fees - January/February	7.05
		Participant Fees - January/February	2.35
Total 5056			38.75

Total Paid: -  
 Total Unpaid: 99.04  
 Grand Total: 99.04

Dated: 2/19/14

City Treasurer: 

Report Criteria:

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

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/14	02/19/2014	95689	2046	G & K Services, Inc.	205-20100	7.50
02/14	02/19/2014	95695	3056	Lake Superior Laundry Inc.	205-20100	36.80
02/14	02/19/2014	95698	3521	Menards	205-20100	15.99
02/14	02/19/2014	95707	5056	SelectAccount	205-20100	38.75
Totals:						<u>99.04</u>

Prepared by: Caroline Moe, Director of Finance

**Monthly Financial Report**

Attached for your review is the Draft Monthly Financial Report for the month ended January 31, 2014. Included in the Monthly Financial Report is the following component:

**Special Revenue Funds:**

Housing Division Financial Statements

EDA Admin Fund– 2014 Adopted budget Compared to Actual

**EDA Board Action Requested**

1. NONE REQUIRED - For discussion only.

# CITY OF CAMBRIDGE

BALANCE SHEET  
JANUARY 31, 2014

## FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

### ASSETS

901-10100	CASH AND INVESTMENTS	( 3,707.37 )	
901-10102	INVESTMENTS--PBC	314,071.67	
901-10103	INVESTMENTS-MINNCO	16,265.45	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	176,658.39	
901-11500	ACCOUNTS RECEIVABLE-TENANT	75.00	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	556,187.78	
901-16250	BUILDING IMPROVEMENTS	1,062,039.93	
901-16300	SITE IMPROVEMENTS	172,180.46	
901-16350	NON-DWELLING STRUCTURES	86,400.33	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	100,854.24	
901-16450	FURN, EQUIP, MACH-ADMIN	142,082.79	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 1,809,839.81 )	
901-16500	CONSTRUCTION IN PROGRESS	463.00	
	TOTAL ASSETS		<u>947,774.23</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,209.70	
901-21650	ACCRUED VACATION & SICK PAY	38,845.52	
901-22600	TENANT SECURITY DEPOSITS	19,927.48	
	TOTAL LIABILITIES		60,982.70

#### FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	574,945.21	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA REVENUE OVER EXPENDITURES - YTD	( 227,249.46 ) 10,290.55	
	TOTAL FUND EQUITY		<u>886,791.53</u>
	TOTAL LIABILITIES AND EQUITY		<u>947,774.23</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	6,482.00	63,518.00	9.26	69,939.00
TOTAL INTERGOVERNMENTAL REVENUES	70,000.00	70,000.00	6,482.00	63,518.00	9.26	69,939.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	71.00	71.00	.00	71.00	.00	.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	16.54	1,483.46	1.10	2,078.96
TOTAL INTEREST & MISC INCOME	1,571.00	1,571.00	16.54	1,554.46	1.05	2,078.96
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	150,000.00	150,000.00	12,994.00	137,006.00	8.66	148,053.06
901-37221 LAUNDRY INCOME BRIDGE PARK	7,000.00	7,000.00	481.50	6,518.50	6.88	7,603.00
TOTAL RENTAL INCOME	157,000.00	157,000.00	13,475.50	143,524.50	8.58	155,656.06
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	52,762.00	52,762.00	.00	52,762.00	.00	27,209.07
TOTAL OTHER FINANCING SOURCES	52,762.00	52,762.00	.00	52,762.00	.00	27,209.07
TOTAL FUND REVENUE	281,333.00	281,333.00	19,974.04	261,358.96	7.10	254,883.09

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT ADMINISTRATION</u>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	31,048.00	31,048.00	2,173.60	( 28,874.40 )	7.00	31,222.12
901-49500-112 EDA HOUSING BOARD PAY	2,100.00	2,100.00	.00	( 2,100.00 )	.00	2,100.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	157.60	( 2,093.40 )	7.00	2,191.70
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	166.28	( 2,208.72 )	7.00	2,473.14
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	1.44	( 50.56 )	2.77	22.68
901-49500-151 WORKERS' COMPENSATION PREMIUMS	266.00	266.00	.00	( 266.00 )	.00	158.36
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	.00	( 1,500.00 )	.00	1,198.02
901-49500-304 LEGAL FEES	250.00	250.00	.00	( 250.00 )	.00	16.40
901-49500-306 AUDITING	3,000.00	3,000.00	.00	( 3,000.00 )	.00	2,400.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	146.00	146.00	.00	.00
901-49500-321 TELEPHONE EXPENSE	2,200.00	2,200.00	141.75	( 2,058.25 )	6.44	1,920.47
901-49500-322 POSTAGE	800.00	800.00	.00	( 800.00 )	.00	488.70
901-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	.00	( 450.00 )	.00	231.25
901-49500-340 ADVERTISING	100.00	100.00	.00	( 100.00 )	.00	70.70
901-49500-409 LICENSE & SUPPORT CONTRACT	1,500.00	1,500.00	.00	( 1,500.00 )	.00	1,427.50
901-49500-413 RENTALS - OFFICE EQUIPMENT	1,500.00	1,500.00	40.25	( 1,459.75 )	2.68	246.58
901-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	.00	( 1,350.00 )	.00	644.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	( 500.00 )	.00	496.48
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>51,242.00</b>	<b>51,242.00</b>	<b>2,826.92</b>	<b>( 48,415.08 )</b>	<b>5.52</b>	<b>47,308.10</b>
<u>LOW RENT TENANT SERVICES</u>						
901-49600-210 REC, PUB & OTHER SERVICES	200.00	200.00	( 1,453.57 )	( 1,653.57 )	( 726.78 )	1,009.51
<b>TOTAL LOW RENT TENANT SERVICES</b>	<b>200.00</b>	<b>200.00</b>	<b>( 1,453.57 )</b>	<b>( 1,653.57 )</b>	<b>( 726.78 )</b>	<b>1,009.51</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT MAINTENANCE</u>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	38,645.00	38,645.00	2,968.80 (	35,676.20)	7.68	38,209.17
901-49700-121 PERA (EMPLOYER)	2,802.00	2,802.00	215.24 (	2,586.76)	7.68	2,770.05
901-49700-122 FICA/MEDICARE (EMPLOYER)	2,956.00	2,956.00	223.88 (	2,732.12)	7.57	2,848.59
901-49700-131 MEDICAL/DENTAL/LIFE	9,644.00	9,644.00	2,489.51 (	7,154.49)	25.81	8,449.27
901-49700-133 DEDUCTIBLE CONTRIBUTION	825.00	825.00	.00 (	825.00)	.00	825.01
901-49700-151 WORKERS' COMPENSATION PREMIUMS	2,245.00	2,245.00	.00 (	2,245.00)	.00	1,294.35
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	287.72 (	4,112.28)	6.54	3,471.97
901-49700-212 FUEL PURCHASE	200.00	200.00	.00 (	200.00)	.00	105.08
901-49700-304 CONTRACT COSTS	11,036.00	11,036.00	1,291.47 (	9,744.53)	11.70	11,863.49
901-49700-360 INSURANCE AND BONDS	15,000.00	15,000.00	.00 (	15,000.00)	.00	14,662.00
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00 (	11,100.00)	.00	11,648.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	.00 (	35,700.00)	.00	31,221.00
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	690.40 (	9,309.60)	6.90	8,145.39
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	.00 (	6,000.00)	.00	6,453.77
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	143.12 (	1,956.88)	6.82	2,047.08
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00 (	70,000.00)	.00	46,989.02
901-49700-430 MISCELLANEOUS & GENERAL EXP	238.00	238.00	.00 (	238.00)	.00	120.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	212.53
901-49700-501 REPLACEMENT OF EQUIPMENT	7,000.00	7,000.00	.00 (	7,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	.00	.00	.00	6,806.92
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>229,891.00</b>	<b>229,891.00</b>	<b>8,310.14 (</b>	<b>221,580.86)</b>	<b>3.61</b>	<b>198,142.69</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>281,333.00</b>	<b>281,333.00</b>	<b>9,683.49 (</b>	<b>271,649.51)</b>	<b>3.44</b>	<b>246,460.30</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>10,290.55</b>	<b>533,008.47</b>		

# CITY OF CAMBRIDGE

BALANCE SHEET

JANUARY 31, 2014

## FUND 902 - SECTION 8 VOUCHERS PROGRAM

### ASSETS

902-10100	CASH AND INVESTMENTS	( 3,142.37 )	
902-10200	EDA OPERATING ACCT-SECTION 8	49,273.84	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39 )	
	TOTAL ASSETS		<u>46,131.47</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

902-20100	AP ALLOCATED TO OTHER FUNDS	<u>525.25</u>	
	TOTAL LIABILITIES		525.25

#### FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	45,369.47	
	REVENUE OVER EXPENDITURES - YTD	<u>236.75</u>	
	TOTAL FUND EQUITY		<u>45,606.22</u>
	TOTAL LIABILITIES AND EQUITY		<u>46,131.47</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	45,374.00	45,374.00	2,784.00	42,590.00	6.14	35,384.00
TOTAL INTERGOVERNMENTAL REVENUES	45,374.00	45,374.00	2,784.00	42,590.00	6.14	35,384.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	17,374.00	17,374.00	2,102.54	15,271.46	12.10	24,955.15
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	931.50
TOTAL RENTAL INCOME	17,374.00	17,374.00	2,102.54	15,271.46	12.10	25,886.65
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	4.34 (	4.34 )	.00	52.71
TOTAL INTEREST	.00	.00	4.34 (	4.34 )	.00	52.71
<u>OTHER FINANCING SOURCES</u>						
902-39203 TRANSFERS FROM OTHER FUNDS	4,700.00	4,700.00	.00	4,700.00	.00	.00
TOTAL OTHER FINANCING SOURCES	4,700.00	4,700.00	.00	4,700.00	.00	.00
TOTAL FUND REVENUE	67,448.00	67,448.00	4,890.88	62,557.12	7.25	61,323.36

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
902-49500-101 ADMIN FULL-TIME EMP - REGULAR	29,202.00	29,202.00	2,173.60 (	27,028.40)	7.44	30,489.89
902-49500-121 PERA (EMPLOYER)	2,117.00	2,117.00	157.58 (	1,959.42)	7.44	2,191.62
902-49500-122 FICA/MEDICARE (EMPLOYER)	2,234.00	2,234.00	166.28 (	2,067.72)	7.44	2,312.52
902-49500-131 MEDICAL/DENTAL/LIFE	52.00	52.00	1.44 (	50.56)	2.77	22.68
902-49500-151 WORKERS' COMPENSATION PREMIUMS	267.00	267.00	.00 (	267.00)	.00	158.35
902-49500-201 OFFICE SUPPLIES	1,500.00	1,500.00	.00 (	1,500.00)	.00	1,026.43
902-49500-304 LEGAL FEES	250.00	250.00	.00 (	250.00)	.00	50.00
902-49500-306 AUDIT FEES	3,000.00	3,000.00	.00 (	3,000.00)	.00	2,400.00
902-49500-313 MARCO IT MGMT & BACKUP	.00	.00	146.00	146.00	.00	.00
902-49500-321 TELEPHONE	2,200.00	2,200.00	141.75 (	2,058.25)	6.44	1,920.42
902-49500-322 POSTAGE	800.00	800.00	.00 (	800.00)	.00	506.22
902-49500-331 TRAVEL/MEALS/LODGING	450.00	450.00	19.60 (	430.40)	4.36	758.03
902-49500-340 ADVERTISING	188.00	188.00	.00 (	188.00)	.00	110.70
902-49500-409 LICENSE & SUPPORT CONTRACT	1,500.00	1,500.00	.00 (	1,500.00)	.00	1,427.50
902-49500-413 RENTALS - OFFICE EQUIPMENT	3,000.00	3,000.00	40.25 (	2,959.75)	1.34	246.59
902-49500-433 DUES AND SUBSCRIPTIONS	1,350.00	1,350.00	.00 (	1,350.00)	.00	622.50
902-49500-440 STAFF TRAINING	300.00	300.00	.00 (	300.00)	.00	300.00
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>48,410.00</b>	<b>48,410.00</b>	<b>2,846.50 (</b>	<b>45,563.50)</b>	<b>5.88</b>	<b>44,543.45</b>
<u>SECT 8 MAINTENANCE</u>						
902-49700-101 INSPECT FULL-TIME EMP- REGULAR	12,882.00	12,882.00	989.60 (	11,892.40)	7.68	12,736.43
902-49700-121 PERA (EMPLOYER)	934.00	934.00	71.74 (	862.26)	7.68	923.49
902-49700-122 FICA/MEDICARE (EMPLOYER)	985.00	985.00	74.62 (	910.38)	7.58	949.45
902-49700-131 MEDICAL/DENTAL/LIFE	3,215.00	3,215.00	848.67 (	2,366.33)	26.40	3,249.54
902-49700-133 INSURANCE DEDUCTIBLE	275.00	275.00	.00 (	275.00)	.00	274.99
902-49700-151 WORKERS' COMPENSATION PREMIUMS	747.00	747.00	.00 (	747.00)	.00	432.52
<b>TOTAL SECT 8 MAINTENANCE</b>	<b>19,038.00</b>	<b>19,038.00</b>	<b>1,984.63 (</b>	<b>17,053.37)</b>	<b>10.42</b>	<b>18,566.42</b>
<u>HAP OCCUPIED UNITS</u>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	31,487.00	31,487.00	.00	344,784.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 31,664.00)	( 31,664.00)	.00	( 344,784.00)
902-49775-376 URP PORT REC	.00	.00	357.00	357.00	.00	3,522.00
902-49775-378 PORT REC URP REIMB	.00	.00	( 357.00)	( 357.00)	.00	( 3,522.00)
<b>TOTAL HAP OCCUPIED UNITS</b>	<b>.00</b>	<b>.00</b>	<b>( 177.00)</b>	<b>( 177.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>67,448.00</b>	<b>67,448.00</b>	<b>4,654.13 (</b>	<b>62,793.87)</b>	<b>6.90</b>	<b>63,109.87</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>236.75</b>	<b>125,350.99</b>		

# CITY OF CAMBRIDGE

BALANCE SHEET  
JANUARY 31, 2014

## FUND 903 - HOUSING-OTHER BUS ACTIVITIES

### ASSETS

903-10102	INVESTMENTS--PBC	258,087.12	
903-10200	EDA HOUSING DIV OPERATING CASH	45,573.54	
	TOTAL ASSETS		<u>303,660.66</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

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

#### FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	302,075.77	
	REVENUE OVER EXPENDITURES - YTD	539.97	
	TOTAL FUND EQUITY		<u>302,615.74</u>
	TOTAL LIABILITIES AND EQUITY		<u>303,660.66</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	85,000.00	85,000.00	7,833.00	77,167.00	9.22	115,460.00
903-33440 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>85,000.00</b>	<b>85,000.00</b>	<b>7,833.00</b>	<b>77,167.00</b>	<b>9.22</b>	<b>120,333.73</b>
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	8,000.00	8,000.00	840.00	7,160.00	10.50	11,080.00
903-35510 REGION 7E ADMIN FEES	.00	.00	.00	.00	.00	600.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>840.00</b>	<b>7,160.00</b>	<b>10.50</b>	<b>11,680.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	160.00
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	4.07	995.93	.41	1,570.59
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>4.07</b>	<b>995.93</b>	<b>.41</b>	<b>1,730.59</b>
<u>INTERGOVERNMENTAL REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	.00	15,000.00	.00	14,906.75
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>.00</b>	<b>15,000.00</b>	<b>.00</b>	<b>14,906.75</b>
<b>TOTAL FUND REVENUE</b>	<b>109,000.00</b>	<b>109,000.00</b>	<b>8,677.07</b>	<b>100,322.93</b>	<b>7.96</b>	<b>148,651.07</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>						
903-49500-201 OFFICE SUPPLY	.00	.00	16.00	16.00	.00	.00
903-49500-322 POSTAGE	.00	.00	.00	.00	.00	12.22
903-49500-331 TRAVEL/MEALS/LODGING	.00	.00	5.60	5.60	.00	326.84
903-49500-409 LICENSE & SUPPORT CONTRACT	1,038.00	1,038.00	.00 (	1,038.00)	.00	.00
903-49500-433 DUES AND SUBSCRIPTIONS	500.00	500.00	.00 (	500.00)	.00	.00
903-49500-720 TRANSFERSOUT	22,462.00	22,462.00	.00 (	22,462.00)	.00	.00
<b>TOTAL OTHER HOUSING BUS ACTIV-ADMIN</b>	<b>24,000.00</b>	<b>24,000.00</b>	<b>21.60 (</b>	<b>23,978.40)</b>	<b>.09</b>	<b>339.06</b>
<u>OTHER HOUSING BUS ACTIV-MAINT</u>						
903-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	282.50	282.50	.00	.00
<b>TOTAL OTHER HOUSING BUS ACTIV-MAINT</b>	<b>.00</b>	<b>.00</b>	<b>282.50</b>	<b>282.50</b>	<b>.00</b>	<b>.00</b>
<u>HOUSING ASSISTANCE PROGRAMS</u>						
903-49775-370 HAP-MHFA	85,000.00	85,000.00	7,833.00 (	77,167.00)	9.22	115,399.00
903-49775-373 HAP REGION 7E	.00	.00	.00	.00	.00	4,873.73
<b>TOTAL HOUSING ASSISTANCE PROGRAMS</b>	<b>85,000.00</b>	<b>85,000.00</b>	<b>7,833.00 (</b>	<b>77,167.00)</b>	<b>9.22</b>	<b>120,272.73</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>109,000.00</b>	<b>109,000.00</b>	<b>8,137.10 (</b>	<b>100,862.90)</b>	<b>7.47</b>	<b>120,611.79</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>539.97</b>	<b>201,185.83</b>		

**CITY OF CAMBRIDGE**

BALANCE SHEET  
JANUARY 31, 2014

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

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>6,000.00</u>	
	TOTAL ASSETS		<u>6,000.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	TOTAL FUND EQUITY		<u>6,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,000.00</u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	.00	.00	6,000.00	( 6,000.00 )	.00	27,209.07
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	6,000.00	( 6,000.00 )	.00	27,209.07
TOTAL FUND REVENUE	.00	.00	6,000.00	( 6,000.00 )	.00	27,209.07

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>UNUSED/ UNEARNED</u>	<u>% OF BUDGET</u>	<u>PRIOR YR YTD ACTUAL</u>
<u>OTHER FINANCING USES</u>						
904-49300-720 TRANSFERS OUT	.00	.00	.00	.00	.00	27,209.07
TOTAL OTHER FINANCING USES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>27,209.07</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>27,209.07</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>6,000.00</u>	<u>( 6,000.00 )</u>		

# CITY OF CAMBRIDGE

BALANCE SHEET

JANUARY 31, 2014

## FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

### ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	6,135.16	
905-10200	EDA OPERATING ACCT-SECTION 8	8,384.72	
	TOTAL ASSETS		<u>14,519.88</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

905-22000	FSS ESCROW	6,135.16	
	TOTAL LIABILITIES		6,135.16

#### FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	8,335.85	
	REVENUE OVER EXPENDITURES - YTD	48.87	
	TOTAL FUND EQUITY		<u>8,384.72</u>
	TOTAL LIABILITIES AND EQUITY		<u>14,519.88</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	254,626.00	254,626.00	25,687.00	228,939.00	10.09	296,265.00
TOTAL INTERGOVERNMENTAL REVENUES	254,626.00	254,626.00	25,687.00	228,939.00	10.09	296,265.00
<u>INTERGOVERNMENTAL REVENUES</u>						
905-35100 FRAUD RECOVERY	.00	.00	.00	.00	.00	931.50
905-35101 FSS FORFEITURE	.00	.00	.00	.00	.00	5,728.33
TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	.00	.00	.00	6,659.83
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	.75 (	.75 )	.00	18.11
TOTAL INTEREST	.00	.00	.75 (	.75 )	.00	18.11
TOTAL FUND REVENUE	254,626.00	254,626.00	25,687.75	228,938.25	10.09	302,942.94

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 905 - HAP OCCUPIED UNITS**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
905-49775-370 HAP OCCUPIED UNITS	254,626.00	254,626.00	24,662.00 (	229,964.00 )	9.69	295,512.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	66.00	66.00	.00	879.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	488.00	488.00	.00	7,197.00
905-49775-375 FSS	.00	.00	383.00	383.00	.00	3,406.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	39.88	39.88	.00	624.70
TOTAL HAP EXPENDITURES	<u>254,626.00</u>	<u>254,626.00</u>	<u>25,638.88 (</u>	<u>228,987.12 )</u>	<u>10.07</u>	<u>307,618.70</u>
TOTAL FUND EXPENDITURES	<u>254,626.00</u>	<u>254,626.00</u>	<u>25,638.88 (</u>	<u>228,987.12 )</u>	<u>10.07</u>	<u>307,618.70</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>48.87</u>	<u>457,925.37</u>		

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
INTEREST	100.00	100.00	.00	( 100.00 )	.00	5,000.00
MALL OPERATING REVENUES	225,000.00	225,000.00	24,953.85	( 200,046.15 )	11.09	236,587.85
TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	20,000.00
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>225,100.00</b>	<b>24,953.85</b>	<b>( 200,146.15 )</b>	<b>11.09</b>	<b>261,587.85</b>
<b>EXPENDITURES</b>						
EDA ADMINISTRATION	29,341.00	29,341.00	1,700.05	27,640.95	5.79	23,220.27
MALL OPERATING EXPENSES	139,810.00	139,810.00	10,439.69	129,370.31	7.47	130,720.52
EDA ADMINISTRATION	.00	.00	.00	.00	.00	4,580.00
<b>TOTAL EDA OPERATIONS</b>	<b>169,151.00</b>	<b>169,151.00</b>	<b>12,139.74</b>	<b>157,011.26</b>	<b>7.18</b>	<b>158,520.79</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>169,151.00</b>	<b>169,151.00</b>	<b>12,139.74</b>	<b>157,011.26</b>	<b>7.18</b>	<b>158,520.79</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>55,949.00</b>	<b>55,949.00</b>	<b>12,814.11</b>	<b>( 357,157.41 )</b>		

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	.00
205-36230 DONATIONS	.00	.00	.00	.00	.00	5,000.00
<b>TOTAL INTEREST</b>	<b>100.00</b>	<b>100.00</b>	<b>.00</b>	<b>100.00</b>	<b>.00</b>	<b>5,000.00</b>
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	46.80	( 46.80 )	.00	74.35
205-37220 RENTAL FEES	225,000.00	225,000.00	24,907.05	200,092.95	11.07	236,513.50
<b>TOTAL MALL OPERATING REVENUES</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>24,953.85</b>	<b>200,046.15</b>	<b>11.09</b>	<b>236,587.85</b>
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	.00	20,000.00
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>20,000.00</b>
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>225,100.00</b>	<b>24,953.85</b>	<b>200,146.15</b>	<b>11.09</b>	<b>261,587.85</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	140.00 (	2,360.00)	5.60	595.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	10.71 (	180.29)	5.61	45.54
<b>TOTAL PERSONAL SERVICES</b>	<b>2,691.00</b>	<b>2,691.00</b>	<b>150.71 (</b>	<b>2,540.29)</b>	<b>5.60</b>	<b>640.54</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	.00	.00	.00	.00	.00	41.67
205-41930-212 GASOLINE/FUEL/LUBRICANTS	.00	.00	.00	.00	.00	24.42
<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>66.09</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00 (	5,000.00)	.00	3,916.56
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	7.50 (	742.50)	1.00	108.99
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	147.84 (	102.16)	59.14	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (	200.00)	.00	.00
205-41930-360 INSURANCE AND BONDS	2,800.00	2,800.00	.00 (	2,800.00)	.00	1,570.19
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>155.34 (</b>	<b>8,844.66)</b>	<b>1.73</b>	<b>5,595.74</b>
<i>MISCELLANEOUS</i>						
205-41930-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	.00 (	2,000.00)	.00	.00
205-41930-440 SCHOOLS & MEETINGS	2,050.00	2,050.00	444.00 (	1,606.00)	21.66	1,358.50
205-41930-485 PROPERTY TAXES	.00	.00	.00	.00	.00	3,630.00
205-41930-489 IND PARK MARKETING	13,600.00	13,600.00	950.00 (	12,650.00)	6.99	11,929.40
<b>TOTAL MISCELLANEOUS</b>	<b>17,650.00</b>	<b>17,650.00</b>	<b>1,394.00 (</b>	<b>16,256.00)</b>	<b>7.90</b>	<b>16,917.90</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>29,341.00</b>	<b>29,341.00</b>	<b>1,700.05 (</b>	<b>27,640.95)</b>	<b>5.79</b>	<b>23,220.27</b>
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-131 MEDICAL/DENTAL/LIFE	.00	.00	565.00	565.00	.00	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>.00</b>	<b>.00</b>	<b>565.00</b>	<b>565.00</b>	<b>.00</b>	<b>.00</b>
<i>SUPPLIES</i>						
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	345.89 (	6,654.11)	4.94	11,881.42
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>345.89 (</b>	<b>6,654.11)</b>	<b>4.94</b>	<b>11,881.42</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2014**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	96.11 (	1,503.89 )	6.01	1,262.40
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00 (	7,000.00 )	.00	7,568.43
205-47000-381 ELECTRIC UTILITIES	23,010.00	23,010.00 (	50.00 ) (	23,060.00 ) (	.22 )	17,648.93
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	390.28 (	5,309.72 )	6.85	4,732.98
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	.00 (	6,000.00 )	.00	4,196.69
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	314.50 (	4,185.50 )	6.99	4,412.29
<i>TOTAL OTHER SERVICES &amp; CHARGES</i>	<u>47,810.00</u>	<u>47,810.00</u>	<u>750.89 (</u>	<u>47,059.11 )</u>	<u>1.57</u>	<u>39,821.72</u>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	5,200.00	5,200.00	.00 (	5,200.00 )	.00	198.17
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	1,968.90	1,168.90	246.11	724.73
205-47000-489 OTHER CONTRACTED SERVICES	29,000.00	29,000.00	1,568.97 (	27,431.03 )	5.41	28,094.48
205-47000-490 MALL CAP FUND CONTRIBUTION	50,000.00	50,000.00	.00 (	50,000.00 )	.00	50,000.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	5,240.04	5,240.04	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>85,000.00</u>	<u>85,000.00</u>	<u>8,777.91 (</u>	<u>76,222.09 )</u>	<u>10.33</u>	<u>79,017.38</u>
<b>TOTAL MALL OPERATING EXPENSES</b>	<u>139,810.00</u>	<u>139,810.00</u>	<u>10,439.69 (</u>	<u>129,370.31 )</u>	<u>7.47</u>	<u>130,720.52</u>
 <i>EDA ADMINISTRATION</i>						
<i>PERSONAL SERVICES</i>						
205-49300-720 TRANSFERS OUT - OPER TRANSFERS	.00	.00	.00	.00	.00	4,580.00
<i>TOTAL PERSONAL SERVICES</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>4,580.00</u>
<b>TOTAL EDA ADMINISTRATION</b>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>4,580.00</u>
 <b>TOTAL FUND EXPENDITURES</b>	<u>169,151.00</u>	<u>169,151.00</u>	<u>12,139.74 (</u>	<u>157,011.26 )</u>	<u>7.18</u>	<u>158,520.79</u>
 <b>NET REVENUES OVER EXPENDITURES</b>	<u>55,949.00</u>	<u>55,949.00</u>	<u>12,814.11</u>	<u>357,157.41</u>	<u>436.62</u>	<u>103,067.06</u>

Prepared by Marcia Westover

The Isanti County Commission on Aging intends to lease suites 164 and 176 in the mall. The two units will be combined to serve the Senior Enrichment Center. Attached is the EDA's standard lease for rental of mall space. The lease has the following terms:

Monthly Rent: \$500 per month

Annual Rent: \$6,000.00

Utilities: Paid by Landlord

Insurance: Paid by Tenant

Prop. Taxes: Paid by Tenant

Term: Five years

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

**Recommendation**

Approve lease as outlined.

## CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this 3<sup>rd</sup> day of March, 2014, between the Cambridge Economic Development Authority (EDA), a municipal corporation (the "Landlord") and the Isanti County Commission on Aging (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the County of Isanti, in the State of Minnesota, the street address of which is 140 North Buchanan Street, Suite 164, Cambridge, Minnesota 55008. Suite 164 (includes the former Suite 176) will have a total of 2,294 square feet of the Cambridge City Center (the "Center") and is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises").

### LEASE TERM

The Lease Term and rent will commence the date Tenant occupies and takes possession of the Leased Premises in its entirety ("the Lease Term Commencement Date"). The approximate date for Lease Commencement is April 1, 2014, after remodeling is complete. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The first five year lease fixed annual rent will be \$500 per month, for a total annual rent of \$6,000.00. The Lease Term is five years commencing after the Lease Term Commencement Date (approximately on April 1, 2014) and ending March 31, 2019. The Tenant shall have access to the Leased Premises from February 3, 2014 until the Lease Term Commencement Date for remodeling purposes.

Landlord and Tenant shall memorialize the actual Commencement Date and corresponding rent payable. If the Commencement Date is other than the first day of the month, rent payable for the first month of occupancy shall be prorated to the product obtained by multiplying the full monthly rent payable by a fraction, of which the numerator is the actual number of days in the month that the Leased Premises is occupied and the denominator of which is equal to the total number of days in the applicable calendar month.

### MINIMUM RENT

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

<u>Lease Year</u>	<u>Monthly</u>	<u>Annual</u>
April 1 <sup>st</sup> , 2014 to March 31, 2019	\$500	\$ 6,000.00

### OPTION TO RENEW

Tenant shall have three (3) options to renew this Lease for a period of five (5) years upon the existing terms and conditions of the Lease.

### TENANT AGREEMENT

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

1. To pay the rent for the premises above-described.

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

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

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

8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premises, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the Leased Premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of One Million Five Hundred Thousand Dollars (\$1,500,000) against liability for injury to or death arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage. Said insurance shall include Landlord as an additional insured party, and shall provide that Landlord shall be given a minimum of thirty (30) days' notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.
12. The Leased Premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the Leased Premises. Landlord shall pay for all heating, air conditioning, electricity, and gas. Tenant shall pay for telephones used in the Leased Premises.
13. Tenant shall provide all cleaning/janitorial services and supplies to the Leased Premises.

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

14. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
15. If, after the expiration of this Lease, the Tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
16. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This Lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
22. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail,

postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

*If to Landlord:*

Cambridge EDA  
Attn: Marcia Westover  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008

*If to Tenant:*

Isanti County Commission on Aging  
Attn: Mary Sarault  
140 Buchanan St. N., Suite 164  
Cambridge, MN 55008

**ADDITIONAL PROVISIONS**

1. Tenant shall allow Northbound Liquor to use Suite 164 at least three (3) times per year for wine tasting events. Northbound Liquor shall be allowed to use the kitchen facilities and to store various items in the space (for no more than three days) for the event. The use of the space shall not interfere with the normal operations of the Senior Enrichment Center.
2. In the event the City declares an emergency, the Tenant agrees to utilize the kitchen to support emergency management staff operations.

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

*Mary E. Sarault*  
Tenant  
President

*Isanti County Commission on Aging*  
Tenant

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: 2/18/14

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

**4B Finance Department Report      3/3/14**  
**2014 EDA Admin Special Revenue Fund Budget Amendment**

**Background:**

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

We have historically carried over unspent marketing funds and thus, this budget amendment reflects our desire to carry over \$5,714 of unspent marketing funds to 2014. This budget revision also reflects the addition of an “on staff” custodian and reduction of contracted maintenance expense. Furthermore, this budget revision reflects the proposed use of \$14,000 of excess funds from 2013 to buy certain “one time” capital equipment for the maintenance of City Center Mall including a plow, floor scrubber machine and snow blower. We also recommend using \$10,000 of the excess 2013 funds to fund the Downtown Task Force activities as approved the City Council.

We recommend the following change to the EDA Special Revenue fund budgeted revenues:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Mall Rental Income	\$5,000	Increase expected rental income related to addition of Central Performing Arts as tenant. Amount not included in adopted budget.

We recommend the following change to the EDA Special Revenue fund budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Other Charges & Services	\$15,714.	Fund Downtown Task Force and carryover unspent marketing from 2013.
Mall operations	\$19,000	Fund “one time” capital fund and reflect additional rental income that can support custodian position.
Total	\$34,714.	

**Council Action**

Approve Resolution EDA R14-002 amending the 2014 EDA Admin Special Revenue fund budget.



**Resolution No. EDA R14-002**

**RESOLUTION AMENDING THE 2014 EDA ADMINISTRATION SPECIAL REVENUE FUND BUDGET**

WHEREAS, the Cambridge EDA passed upon Resolution R13-14 adopting the 2014 EDA Administration Budget; And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

	2014 Adopted Budget	2014 Proposed Amended Budget 3/3/14
Revenue:		
Rental & Interest Income	<u>\$225,100</u>	<u>\$230,100</u>
Expenditures:		
Personal Services	\$2,691	\$2,691
Other Charges & Services	\$26,650	\$42,364
Mall Operations	\$89,810	\$108,810
Transfer to General Fund	<u>\$50,000</u>	<u>\$50,000</u>
Total Expenditures	<u>\$169,151</u>	<u>\$203,865</u>

Adopted this 3rd Day of March, 2014

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

Attest:

\_\_\_\_\_  
Lynda Woulfe, Executive Director

City of Cambridge EDA- Fund <sup>205</sup>  
Budget for year ended December 31, 2014

	Adopted Budget <u>2014</u>	03/03/14 Proposed Amended Budget <u>2014</u>
<b>OTHER FINANCING SOURCES</b>		
205-36210 Interest Earnings	100	100
205-37200 Miscellaneous		
205-37220 Rental Fees	225,000	230,000
205-37240 Marketing Grant		
205-36510 Broadband Grant		
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>225,100</b>	<b>230,100</b>
Transfer from Bldg Fund	0	0
205-39200 General Fund Transfer In	0	0
<b>TOTAL TRANSFERS IN</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>225,100</b>	<b>230,100</b>
<b>EDA Admin #41930</b>		
Personal Services		
205-41930-101 Salaries		
205-41930-102 Overtime		
205-41930-112 EDA Meeting Payments	2,500	2,500
205-41930-121 PERA Employer Share		
205-41930-122 FICA/Medicare Employer Share/Empl	191	191
205-41930-131 Medical/Dental/Life Employer Share		
205-41930-151 Workers' Compensation Insurance		
Total Personal Services	2,691	2,691
Supplies		
205-41930-201 Office Supplies - Accessories	0	0
205-41930-204 Stationary, Forms and Envelopes	0	0
205-41930-209 Software Updates	0	0
205-41930-210 Miscellaneous Operating Supplies	0	0
205-41930-212 Gasoline/Fuel/Lubricants/Additives	0	0
205-41930-221 Repair and Maintenance Supplies - V	0	0
205-41930-240 Small Tools and Minor Equipment	0	0
Total Supplies	0	0
Other Services and Charges		
205-41930-304 Miscellaneous Professional Services	5000	5000
205-41930-306 McComb's Study/Hotel Study		
205-41930-321 Telephone/Cellular Phones	0	0
205-41930-331 Travel/Meals/Lodging	750	750
205-41930-334 Mileage Reimbursement	250	250
205-41930-340 Advertising		
205-41930-351 Legal Notices/Ordinance Publishing	200	200
205-41930-360 Insurance	2800	2800
205-41930-381 Electric--Church		
205-41930-383 Gas--Church		
205-41930-404 Repairs and Maintenance	0	0
205-41930-409 Maintenance Contracts - Office Equip	0	0
205-41930-430 Miscellaneous	0	0
205-41930-433 Dues and Subscriptions	2,000	2,000
205-41930-440 Schools and Meetings	2,050	2,050
205-41930-485 Property taxes on acquired land		
205-41930-488 Downtown Task Force		10,000
205-41930-489 Other Contracted Services--marketing	13,600	19,314
Total Other Services and Charges	26,650	42,364
Total EDA Administration	29,341	45,055

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

	Adopted Budget <u>2014</u>	03/03/14 Proposed Amended Budget <u>2014</u>
<b>Mall Management</b>		
Personal Services		
7000-101 Salaries		20,333
7000-102 Overtime		500
7000-121 PERA Employer Share		1,510
7000-122 FICA/Medicare Employer Share/Employee Benefits		1,594
7000-131 Medical/Dental/Life Employer Share		5,594
7000-133 Deductible Contribution		550
7000-151 Workers' Compensation Insurance		1,181
7000-154 HRA/Flex Fees		50
Total Personal Services	0	31,312
205-47000-211 Miscellaneous Operating Supplies		
205-47000-221 Repair and Maintenance Supplies	7,000	7,000
Total Supplies	7,000	7,000
Other Services and Charges		
205-47000-321 Telephone/Cellular Phones	1,600	1,600
205-47000-351 Legal Notices/Ordinance Publishing		
205-47000-360 Insurance	7,000	7,000
205-47000-381 Electric Utilities	23,010	20,898
205-47000-382 Water/Wastewater Utilities	5,700	5,200
205-47000-383 Gas Utilities	6,000	5,000
205-47000-384 Refuse Hauling	4,500	4,500
205-47000-401 Rep & Maint.-Building/Structures	5,200	2,500
205-47000-413 BNSF Parking Lot Lease	800	800
205-47000-489 Other Contracted Services	29,000	9,000
(1) 205-47000-490 Mall Cap Fund & Gen Fund Contribu	50,000	50,000
205-47000-491 Work Force Center Remodel		
205-47000-493 Door project		
205-47000-494 Landscaping/Front Exterior Project		
205-47000-495 Mall Lighting Project		
205-47000-496 Mall Capital Equipment		14,000
205-47000-611 Mall Cap Fund Interest Exp--Interfund loan		
Total Other Services and Charges	132,810	120,498
<i>Total Mall Management</i>	139,810	158,810
Total EDA Admin & Mall Management Expenditures	169,151	203,865
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	55,949	26,235

**4C Finance Department Report      3/3/14**  
**2014 EDA Housing Division Budget Amendment**

**Background:**

This budget revision also reflects the addition of an “on staff” custodian and the proposed share to be funded by housing funds that have no federal or state restrictions on their use as we work through issues created by expected retirement of staff in the future.

We recommend the following change to the EDA Housing Division budgeted expenditures:

<b>Expenditure Line Impacted</b>	<b>Amount of increase (decrease)</b>	<b>Rationale</b>
Maintenance	\$13,343.	Reflect change in housing budget for share of custodian position.
Total	\$13,343.	

**Council Action**

Approve Resolution EDA R14-003 amending the 2014 EDA Housing Division Revenue fund budget.

Resolution No. EDA R14-003

RESOLUTION AMENDING THE 2014 EDA HOUSING DIVISION BUDGET

WHEREAS, the Cambridge EDA passed upon Resolution R13-13 adopting the 2014 EDA Housing Division Budget; And

WHEREAS, for financial reporting purposes, all amendments to the EDA Administration Fund Budget are to be made in the form of Budget Amendment Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to enter the following budget amendments into the City's financial records:

**ECONOMIC DEVELOPMENT AUTHORITY**  
**HOUSING DIVISION**

Revenues:	Adopted Budget	Proposed Amended Budget 3-3-14
Intergovernmental	\$498,000	\$498,000
Dwelling Rent	\$150,000	\$150,000
Other Income	\$41,945	\$41,945
Transfers In	<u>\$57,462</u>	<u>\$57,462</u>
Total Revenues	<u>\$747,407</u>	<u>\$747,407</u>
Expenditures:		
Administration	\$100,151	\$100,151
Tenant Services	\$200	\$200
Utilities	\$51,700	\$51,700
Maintenance & Labor	\$93,892	\$109,235
General Expense	\$26,338	\$26,338
Carpet & appliance replacement	\$8,038	\$8,038
Housing Assistance Payments	\$339,626	\$339,626
Depreciation	\$70,000	\$70,000
Transfers Out	<u>\$57,462</u>	<u>\$57,462</u>
Total Expenditures	<u>\$747,407</u>	<u>\$762,750</u>

Adopted this 3rd Day of March, 2014

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

Attest:

\_\_\_\_\_  
Lynda Woulfe, Executive Director



## **4D – EDA Housing Supervisor Report**

**Date:** March 3, 2014  
**To:** EDA Board of Commissioners  
**From:** Marilyn Fromm, Housing Supervisor  
**Re:** Report on EDA Housing Operations

### **Bridges:**

- Submitted January/February payment request.
- Submitted Bridges application for additional funding to assist six more families.
- Bridges Program is fully utilized.

### **Section 8:**

- Washington HRA absorbed our one port out. Currently we are assisting 53 families in Chisago and Isanti Counties and administering files for 55 families who have ported into our area. Added one person to our program. We still have 136 families on our waiting list. Unless we are issued more funding, it will be 5 – 10 years before we will be able to accept new applications.
- Submitted January/February VMS to HUD.
- Submitted SEMAP (Section 8 Management Assessment Program) certification to HUD (Due March 1).
- Conducted several annual and interim reviews due to income change (hours reduced or job loss).

### **Public Housing:**

- Reported Public Housing Agency Executive Compensation Information to HUD
- Submitted Federal Labor Standards to HUD, form 52725.
- Conducted a conference call with Loretta Szweduik, HUD's Labor Relations Specialist.
- Submitted GPNA and Energy audit to REACT.
- Prepared and handed out paperwork to all Bridge Park residents for their annual recertification.

### **Projects:**

- Staff report –Request acceptance of proposal for the maintenance garage.

**4E EDA Council Meeting 03/03/2014**

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

**Background:**

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

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

The SEMAP assessment enables HUD to better manage the Section 8 tenant based program by identifying the PHAs capabilities and deficiencies related to the administration of the Section 8 Program. The performance indicators for the SEMAP Certification are as follows:

1. Selection from Waiting List.
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedule
5. HQS Quality Control
6. HQS Enforcement
7. Expanding Housing Opportunities
8. Payment Standards
9. Timely Annual Reexaminations
10. Correct Tenant Rent Calculations
11. Pre-Contract HQS Inspections
12. Annual HQS Inspections
13. Lease-Up
14. Family Self-Sufficiency

The report deadline for submission is 3/01/2014

**Board Action Requested:**

Motion to approve Resolution No. EDA R14-004 Approving HUD – SEMAP Report.

**Attached:**

1. Resolution No. EDA R14-004
2. SEMAP Report



Resolution No. EDA R14-004

**Resolution Approving HUD – SEMAP Report  
(Section Eight Management Assessment Program)**

**WHEREAS, the Cambridge EDA Board of Commissioners pass a  
resolution adopting the SEMAP Report**

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

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

CERTIFICATION

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

I, Lisa Iverson, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 3rd day of March 2014.

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

Get Help | Logoff / Return to Secure Systems



Marilyn Fromm  
(MH3187)  
PIC Main

Assessment Profile	Reports	Submission			
List	Summary	Certification	Profile	Comments	
Field Office:	5KPH MINNEAPOLIS HUB OFFICE				
Housing Agency:	MN067 CAMBRIDGE EDA				
PHA Fiscal Year End:	12/31/2013				

SEMAP  
Logoff

OMB Approval No. 2577-0215

**SEMAP CERTIFICATION (Page 1)**

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

**Performance Indicators**

**1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))**

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response  Yes  No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response  Yes  No

**2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)**

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar

unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response  Yes  No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response  At least 98% of units sampled  80 to 97% of units sampled  
 Less than 80% of units sampled

### 3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response  At least 90% of files sampled  80 to 89% of files sampled  
 Less than 80% of files sampled

### 4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response  Yes  No

### 5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response  Yes  No

### 6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response  At least 98% of cases sampled  Less than 98% of cases sampled

### 7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))  
 Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response  Yes  No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response  Yes  No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response  Yes  No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response  Yes  No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response  Yes  No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response  Yes  No

Page 1 of 2

[Go to Comments](#)

[Go to Deconcentration Addendum](#)

## 4F – Resident Meeting

**Resident Meeting –Wednesday, January 15, 2014**  
**Coffee rolls and fruit served.**

### Resident fund report –

Introduce new residents: Jackie Clos – 312  
William Kleidon - 401  
Sally Blake - 200

Bank account – \$299.86

Christmas expense - \$50.00

### Resident activity update:

- ✓ **Nutrition Class:** I contacted Ruth Thunstrom to inquire if she would be teaching the Nutrition Class again this year. She stated that the program has been discontinued state wide. Her last day is next Tuesday. I thought it would be nice if we would send Ruth a “thank you” note thanking her for her years of service at Bridge Park.
- ✓ **Annual recertification:** Explained paperwork that will be needed for their May recertification. Forms will be handed out the first week in February and will need to be turned into the office the first week in March. Verifications cannot be more than 90 days old (ex: bank statements, employment)/ Apartment inspections will be scheduled for the first part of April. Inspection dates and time will be posted on each floor and on the bulletin board.
- ✓ **Upcoming capital projects:** Maintenance garage will be built in the spring. One side of the garage will be for bicycles so we should have lots of room. We will be preparing our 5 year capital plan this year. We welcome anyone who would like to serve on the Resident Advisory Board
- ✓ **Staff will be on vacation** from Monday, January 20 - February 3. We will be back in the office on March 1. Bob will be here at times and on call while we are gone. Please do not call him unless it is an absolute emergency. His number will be posted on the bulletin board.

### Discussion

- ✓ Residents would like to do more mailings for Family Pathways. Staff will contact them and ask if they have any upcoming mailings.
- ✓ Residents would like to order Grandy chicken in Feb.
- ✓ Trip to St. Cloud.
- ✓ Reminder to dog owners. Dog owners must take their dog to back of parking lot, put dog feces in a plastic bag and dispose it in the dumpster.
- ✓ No Sunday coffee unless someone volunteers to set up and prepare coffee.