
Economic Development Authority - City Hall Council Chambers
Regular Meeting, Monday, November 18, 2019
Meeting Announcement and Agenda
5:30 pm

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

1. Call to Order

2. Approval of Agenda (p. 1)

3. Consent Agenda Approvals

- A. Approve EDA Regular Meeting Minutes for October 21, 2019 (p. 3)
- B. Approve EDA Draft September 2019 Financial Statements (p. 5)
- C. Housing Division October 2019 Disbursements, Totaling \$ (p. 34)
- D. Approve EDA Admin Division October 2019 Bills Checks #114936-#115235 , Totaling \$24,656.91 (p. 37)
- E. Housing Supervisor Report (p. 48)

4. Work Session

5. Unfinished Business

6. New Business

- A. Public Hearing 2020 Capital Plan (p. 49)
 - 1. Resolution R19-023 Adopt 2020 Capital Plan (p. 50)

7. Adjourn

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes – October 21, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, October 21, 2019 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Lisa Iverson, Jim Godfrey and Kersten Conley.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, Economic Development Director Gustafson and Administrator Woulfe.

Call to Order and Approval of Agenda

Shogren called the meeting to order at 5:30 p.m. Iverson moved, seconded by Godfrey, to approve the agenda. Motion carried unanimously.

Consent Agenda

Conley moved, seconded by Godfrey, to approve consent agenda items A – F as presented:

- A. EDA Regular Meeting Minutes for September 16, 2019
- B. EDA Draft August 2019 Financial Statements
- C. Housing Division September 2019 Disbursements, Totaling \$63,789.97
- D. EDA Admin Division September 2019 Bills Checks #114872-#114925, Totaling \$18,026.29
- E. Housing Supervisor Report
- F. Resident Meeting Minutes

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under the unfinished business.

New Business

2020 PHA Plan and Five-Year Capital Fund 2020-2024

Barrett stated that she had been working on the Public Housing Agency (PHA) Plan and the 5-Year Action Plan. She said the only changes were the addition of replacing the vinyl flooring in the stairways and the landings under for 2024. She wanted to call for a public hearing on the PHA Plan and 5-Year Capital Fund on November 18, 2019 at 5:30 pm.

Iverson moved, seconded by Godfrey, to approve a public hearing on the PHA Plan & 5 Year Capital Fund on November 18, 2019 at 5:30 p.m. Upon call of roll, all ayes, no ayes. Motion carried unanimously.

Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 5:33 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2019

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(16,593.97)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	86,497.58	
901-18100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,243,440.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	54,631.03	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,739,191.70)	
	TOTAL ASSETS		<u>452,113.81</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,702.82	
901-22600	TENANT SECURITY DEPOSITS	30,399.77	
	TOTAL LIABILITIES		32,102.59

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	857,820.36	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(739,364.91)	
	BALANCE - CURRENT DATE	(739,364.91)	
	TOTAL FUND EQUITY		<u>420,011.22</u>
	TOTAL LIABILITIES AND EQUITY		<u>452,113.81</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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	75,000.00	75,000.00	63,617.00	11,383.00	84.82	71,599.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	63,617.00	11,383.00	84.82	71,599.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	.00	100.00	.00	45.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	842.99	657.01	56.20	2,432.28
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	842.99	757.01	52.69	2,477.28
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,600.00	147,600.00	124,059.02	23,540.98	84.05	170,059.47
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,198.65	1,801.35	54.97	4,100.91
TOTAL RENTAL INCOME	151,600.00	151,600.00	126,257.67	25,342.33	83.28	174,160.38
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	31,915.00
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	31,915.00
TOTAL FUND REVENUE	276,600.00	276,600.00	190,717.66			280,151.66

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	35,000.00	35,000.00	36,914.72	1,914.72	105.47	26,721.15
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	395.22	395.22	.00	.00
901-49500-121 PERA (EMPLOYER)	2,625.00	2,625.00	2,798.23	173.23	106.60	2,004.09
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,678.00	2,678.00	2,805.73	127.73	104.77	2,044.22
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	63.39	(436.61)	12.68	158.45
901-49500-154 HRA/FLEX FEES	.00	.00	59.25	59.25	.00	.00
TOTAL PERSONAL SERVICES	40,803.00	40,803.00	43,036.54	2,233.54	105.47	30,927.91
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	302.23	(697.77)	30.22	287.15
TOTAL SUPPLIES	1,000.00	1,000.00	302.23	(697.77)	30.22	287.15
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	1,875.00	(1,125.00)	62.50	1,100.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,032.29	(967.71)	67.74	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	5,029.12	(1,770.88)	73.96	7,506.45
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	59.70
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	283.51	183.51	283.51	.00
901-49500-340 ADVERTISING	300.00	300.00	42.00	(258.00)	14.00	274.15
TOTAL OTHER SERVICES AND CHA	14,250.00	14,250.00	9,261.92	(4,988.08)	65.00	11,650.02
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	104.08	(295.92)	26.02	150.56
901-49500-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	2,883.00	883.00	144.15	5,480.22
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	454.00	(546.00)	45.40	499.00
TOTAL MISCELLANEOUS	5,400.00	5,400.00	3,441.08	(1,958.92)	63.72	6,129.78
TOTAL LOW RENT ADMINISTRATION	61,453.00	61,453.00	56,041.77	(5,411.23)	91.19	48,994.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	800.00	800.00	4,757.43	3,957.43	594.68	5,727.38
	<i>TOTAL SUPPLIES</i>	800.00	800.00	4,757.43	3,957.43	594.68	5,727.38
	TOTAL LOW RENT TENANT SERVICE	800.00	800.00	4,757.43	3,957.43	594.68	5,727.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	23,737.00	23,737.00	.00	(23,737.00)	.00	16,970.20
901-49700-121 PERA (EMPLOYER)	1,780.00	1,780.00	.00	(1,780.00)	.00	1,263.56
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,816.00	1,816.00	.00	(1,816.00)	.00	1,298.18
901-49700-151 WORKERS' COMPENSATION PREMIU	1,567.00	1,567.00	460.54	(1,106.46)	29.39	697.13
901-49700-153 UNEMPLOYMENT	4,000.00	4,000.00	.00	(4,000.00)	.00	5,954.00
TOTAL PERSONAL SERVICES	32,900.00	32,900.00	460.54	(32,439.46)	1.40	26,183.07
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	2,330.14	(4,552.86)	33.85	6,064.85
901-49700-212 FUEL PURCHASE	200.00	200.00	20.01	(179.99)	10.01	6.85
TOTAL SUPPLIES	7,083.00	7,083.00	2,350.15	(4,732.85)	33.18	6,071.70
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	30,000.00	30,000.00	27,712.51	(2,287.49)	92.38	29,202.44
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	7,363.00	(4,001.00)	64.79	9,551.00
901-49700-370 PAYMENT IN LIEU OF TAXES	14,000.00	14,000.00	.00	(14,000.00)	.00	12,849.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	28,506.55	(7,493.45)	79.18	34,403.52
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	5,290.25	(5,209.75)	50.38	8,367.36
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	1,003.71	(5,496.29)	15.44	2,899.01
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	1,972.48	(1,027.52)	65.75	3,101.87
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	71,848.50	(39,515.50)	64.52	100,374.20
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	649,201.08	649,201.08	.00	.00
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	33,500.00	33,500.00	.00	.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	69,463.10	69,463.10	.00	.00
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	42,460.00	42,460.00	.00	.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	(50,000.00)	.00	48,755.10
901-49700-489 OTHER CONTRACTED SERVICES	9,000.00	9,000.00	.00	(9,000.00)	.00	.00
TOTAL MISCELLANEOUS	59,000.00	59,000.00	794,624.18	735,624.18	1,346.82	48,755.10
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	.00	.00	.00	3,985.00
901-49700-502 BETTERMENTS AND ADDITIONS	4,000.00	4,000.00	.00	(4,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	4,000.00	4,000.00	.00	(4,000.00)	.00	3,985.00
TOTAL LOW RENT MAINTENANCE	214,347.00	214,347.00	869,283.37	654,936.37	405.55	185,389.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,600.00	276,600.00	930,082.57			240,091.31
NET REVENUES OVER EXPENDITURE	.00	.00	(739,364.91)			40,060.35

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2019

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10010	CASH AND INVESTMENTS	(3,866.81)
902-10200	EDA OPERATING ACCT-SECTION 8		140,337.11
902-11500	ACCOUNTS RECEIVABLE		109.00
902-16450	FURN, EQUIP, MACH-ADMIN		4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
			<hr/>
	TOTAL ASSETS		<u>136,579.30</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20200	ACCOUNTS PAYABLE		2,789.01
			<hr/>
	TOTAL LIABILITIES		2,789.01
<u>FUND EQUITY</u>			
902-27200	UNRESTRICTED NET ASSETS		118,736.75
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		15,053.54
			<hr/>
	BALANCE - CURRENT DATE		15,053.54
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	TOTAL FUND EQUITY		<u>133,790.29</u>
	TOTAL LIABILITIES AND EQUITY		<u>136,579.30</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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	48,000.00	48,000.00	54,265.00	(6,265.00)	113.05	65,194.00
TOTAL INTERGOVERNMENTAL REVE	48,000.00	48,000.00	54,265.00	(6,265.00)	113.05	65,194.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	.00	.00	.00	1,409.00
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	84.00
TOTAL RENTAL INCOME	.00	.00	.00	.00	.00	1,493.00
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	80.16	(80.16)	.00	115.90
TOTAL INTEREST	.00	.00	80.16	(80.16)	.00	115.90
TOTAL FUND REVENUE	48,000.00	48,000.00	54,345.16			66,802.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	AUDIT FEES	3,000.00	3,000.00	1,875.00 (1,125.00)	62.50	1,100.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	35,674.71 (8,325.29)	81.08	42,225.88
	<i>TOTAL OTHER SERVICES AND CHA</i>	47,000.00	47,000.00	37,549.71 (9,450.29)	79.89	43,325.88
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	TOTAL SECT 8 ADMINISTRATIVE	48,000.00	48,000.00	37,549.71 (10,450.29)	78.23	43,325.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	225,424.00	225,424.00	.00	326,068.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(224,291.00)	(224,291.00)	.00	(326,713.00)
902-49775-376 URP PORT REC	.00	.00	450.00	450.00	.00	555.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	158.91	158.91	.00	.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	90.00
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	1,741.91	1,741.91	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	1,741.91	1,741.91	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	39,291.62			43,325.88
NET REVENUES OVER EXPENDITURE	.00	.00	15,053.54			23,477.02

CITY OF CAMBRIDGE
 BALANCE SHEET
 SEPTEMBER 30, 2019

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10010	CASH AND INVESTMENTS	(188.39)
903-10102	INVESTMENTS--PBC		372,924.35
903-10200	EDA HOUSING DIV OPERATING CASH		13,975.09
	TOTAL ASSETS		<u>386,711.05</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS		376,238.13
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		10,472.92
	BALANCE - CURRENT DATE		<u>10,472.92</u>
	TOTAL FUND EQUITY		<u>386,711.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,711.05</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	1,000.00	1,000.00	1,701.35	(701.35)	170.14	1,698.26
TOTAL INTEREST & MISC INCOME	1,000.00	1,000.00	1,701.35	(701.35)	170.14	1,698.26
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	9,826.50	5,173.50	65.51	16,774.25
TOTAL OTHER REVENUES	15,000.00	15,000.00	9,826.50	5,173.50	65.51	16,774.25
TOTAL FUND REVENUE	16,000.00	16,000.00	11,527.85			18,472.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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>						
903-49500-112 BOARD PAY	2,100.00	2,100.00	980.00	(1,120.00)	46.67	1,855.00
903-49500-122 FICA/MEDICARE (EMPLOYER)	161.00	161.00	74.93	(86.07)	46.54	141.86
<i>TOTAL FUNCTION 1</i>	<u>2,261.00</u>	<u>2,261.00</u>	<u>1,054.93</u>	<u>(1,206.07)</u>	<u>46.66</u>	<u>1,996.86</u>
<i>SUPPLIES</i>						
903-49500-201 OFFICE SUPPLY	839.00	839.00	.00	(839.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>839.00</u>	<u>839.00</u>	<u>.00</u>	<u>(839.00)</u>	<u>.00</u>	<u>.00</u>
<i>OTHER SERVICES AND CHARGES</i>						
903-49500-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>.00</u>	<u>(500.00)</u>	<u>.00</u>	<u>.00</u>
<i>TRANSFERS</i>						
903-49500-720 TRANSFERSOUT	12,400.00	12,400.00	.00	(12,400.00)	.00	.00
<i>TOTAL TRANSFERS</i>	<u>12,400.00</u>	<u>12,400.00</u>	<u>.00</u>	<u>(12,400.00)</u>	<u>.00</u>	<u>.00</u>
TOTAL OTHER HOUSING BUS ACTIV	<u><u>16,000.00</u></u>	<u><u>16,000.00</u></u>	<u><u>1,054.93</u></u>	<u><u>(14,945.07)</u></u>	<u><u>6.59</u></u>	<u><u>1,996.86</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	16,000.00	16,000.00	1,054.93			1,996.86
NET REVENUES OVER EXPENDITURE	.00	.00	10,472.92			16,475.65

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2019

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	74,816.42	
	TOTAL ASSETS		74,816.42
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	74,816.42	
	BALANCE - CURRENT DATE	74,816.42	
	TOTAL FUND EQUITY		74,816.42
	TOTAL LIABILITIES AND EQUITY		74,816.42

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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	36,000.00	36,000.00	74,816.42	(38,816.42)	207.82	31,915.00
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	74,816.42	(38,816.42)	207.82	31,915.00
 TOTAL FUND REVENUE	<u>36,000.00</u>	<u>36,000.00</u>	<u>74,816.42</u>			<u>31,915.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>						
904-49300-720 TRANSFERS OUT	36,000.00	36,000.00	.00	(36,000.00)	.00	31,915.00
<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	31,915.00
TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	31,915.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	36,000.00	36,000.00	.00			31,915.00
NET REVENUES OVER EXPENDITURE	.00	.00	74,816.42			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 SEPTEMBER 30, 2019

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8	(<u>10,045.32)</u>
	TOTAL ASSETS		<u>(10,045.32)</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(19,667.36)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>9,622.04</u>
	BALANCE - CURRENT DATE		<u>9,622.04</u>
	TOTAL FUND EQUITY		<u>(10,045.32)</u>
	TOTAL LIABILITIES AND EQUITY		<u>(10,045.32)</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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	352,000.00	352,000.00	364,455.00	(12,455.00)	103.54	410,863.00
TOTAL INTERGOVERNMENTAL REVE	352,000.00	352,000.00	364,455.00	(12,455.00)	103.54	410,863.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	150.00	150.00	.00	150.00	.00	84.00
TOTAL SOURCE 35	150.00	150.00	.00	150.00	.00	84.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	50.00	50.00	.00	50.00	.00	2.77
TOTAL INTEREST	50.00	50.00	.00	50.00	.00	2.77
 TOTAL FUND REVENUE	 352,200.00	 352,200.00	 364,455.00			 410,949.77

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	352,200.00	352,200.00	347,878.00	(4,322.00)	98.77	403,246.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	6,498.00	6,498.00	.00	8,437.00
905-49775-375 FSS	.00	.00	.00	.00	.00	3,026.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	456.96	456.96	.00	703.66
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>354,832.96</u>	<u>2,632.96</u>	<u>100.75</u>	<u>415,412.66</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>354,832.96</u>	<u>2,632.96</u>	<u>100.75</u>	<u>415,412.66</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	352,200.00	352,200.00	354,832.96			415,412.66
NET REVENUES OVER EXPENDITURE	.00	.00	9,622.04			(4,462.89)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

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	2,000.00	2,000.00	.00	2,000.00	.00	4,351.46
TOTAL INTEREST	2,000.00	2,000.00	.00	2,000.00	.00	4,351.46
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	225,000.00	225,000.00	217,884.02	7,115.98	96.84	247,078.28
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	217,884.02	7,115.98	96.84	247,078.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	200,000.00	200,000.00	200,000.00	.00	100.00	75,000.00
TOTAL TRANSFERS FROM OTHER FU	200,000.00	200,000.00	200,000.00	.00	100.00	75,000.00
TOTAL FUND REVENUE	<u>427,000.00</u>	<u>427,000.00</u>	<u>417,884.02</u>			<u>326,429.74</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	94,623.00	94,623.00	72,203.21	(22,419.79)	76.31	93,693.50
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	490.00	(2,010.00)	19.60	525.00
205-41930-121 PERA (EMPLOYER)	7,289.00	7,289.00	5,415.24	(1,873.76)	74.29	6,746.16
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,434.00	7,434.00	5,360.02	(2,073.98)	72.10	6,945.31
205-41930-131 MEDICAL/DENTAL/LIFE	17,114.00	17,114.00	13,793.10	(3,320.90)	80.60	16,065.00
205-41930-132 LONGEVITY PAY	2,553.00	2,553.00	.00	(2,553.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	761.00	761.00	185.78	(575.22)	24.41	427.34
205-41930-154 HRA/FLEX FEES	100.00	100.00	59.30	(40.70)	59.30	73.35
TOTAL PERSONAL SERVICES	133,574.00	133,574.00	98,706.65	(34,867.35)	73.90	125,675.66
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	99.65	(150.35)	39.86	130.88
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	(200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	219.98	(3,080.02)	6.67	1,229.98
TOTAL SUPPLIES	3,750.00	3,750.00	319.63	(3,430.37)	8.52	1,360.86
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	4,000.00	4,000.00	4,188.00	188.00	104.70	3,423.50
205-41930-313 IT MGMT & BACKUP	2,700.00	2,700.00	2,032.29	(667.71)	75.27	2,709.72
205-41930-321 TELEPHONE/CELLULAR	900.00	900.00	822.22	(77.78)	91.36	945.55
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	334.27	(665.73)	33.43	476.64
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	555.29	(244.71)	69.41	1,198.49
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	92.00	(108.00)	46.00	142.82
205-41930-360 INSURANCE AND BONDS	1,550.00	1,550.00	265.00	(1,285.00)	17.10	343.00
205-41930-381 ELECTRIC UTILITIES	1,000.00	1,000.00	1,877.74	877.74	187.77	1,688.82
205-41930-382 WATER/SEWER/STORM PROPERTY A	2,000.00	2,000.00	.00	(2,000.00)	.00	2,161.26
205-41930-383 GAS UTILITIES	300.00	300.00	2,468.75	2,168.75	822.92	890.84
TOTAL OTHER SERVICES & CHARG	14,450.00	14,450.00	12,635.56	(1,814.44)	87.44	13,980.64

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	100.00	100.00	.00
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	11,455.44	1,455.44	114.55
205-41930-430	MISCELLANEOUS	.00	.00	.00	.00	(61.43)
205-41930-433	DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,965.00	465.00	131.00
205-41930-440	SCHOOLS & MEETINGS	1,500.00	1,500.00	1,911.50	411.50	127.43
205-41930-450	TAX ABATEMENT-MAIN & 65 LLC	.00	.00	.00	.00	.00
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	14,668.38	14,668.38	.00
205-41930-484	NLX ACTIVITIES	8,357.00	8,357.00	8,356.00	(1.00)	99.99
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00
205-41930-489	IND PARK MARKETING	9,500.00	9,500.00	1,000.00	(8,500.00)	10.53
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>36,857.00</u>	<u>36,857.00</u>	<u>39,456.32</u>	<u>2,599.32</u>	<u>107.05</u>
	TOTAL EDA ADMINISTRATION	<u><u>188,631.00</u></u>	<u><u>188,631.00</u></u>	<u><u>151,118.16</u></u>	<u><u>(37,512.84)</u></u>	<u><u>80.11</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,224.00	27,224.00	20,940.39	(6,283.61)	76.92	26,463.72
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	3,935.74	935.74	131.19	6,593.05
205-47000-121 PERA (EMPLOYER)	2,192.00	2,192.00	1,570.53	(621.47)	71.65	1,977.60
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	1,847.76	(388.24)	82.64	2,448.39
205-47000-131 MEDICAL/DENTAL/LIFE	8,557.00	8,557.00	6,890.43	(1,666.57)	80.52	8,024.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	539.63
205-47000-151 WORKERS' COMPENSATION PREMIU	1,653.00	1,653.00	556.34	(1,096.66)	33.66	1,313.07
205-47000-154 HRA/FLEX FEES	100.00	100.00	29.65	(70.35)	29.65	36.75
TOTAL PERSONAL SERVICES	46,562.00	46,562.00	35,770.84	(10,791.16)	76.82	47,396.61
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	144.99	(55.01)	72.50	148.49
205-47000-212 GASOLINE/FUEL	125.00	125.00	43.98	(81.02)	35.18	71.92
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	5,770.91	(9,229.09)	38.47	11,127.07
205-47000-240 SMALL TOOLS	.00	.00	15.12	15.12	.00	.00
TOTAL SUPPLIES	15,325.00	15,325.00	5,975.00	(9,350.00)	38.99	11,347.48
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	197.55	(152.45)	56.44	309.82
205-47000-351 PUBLISHING/LEGAL NOTICES	.00	.00	.00	.00	.00	494.45
205-47000-360 INSURANCE AND BONDS	5,000.00	5,000.00	4,921.20	(78.80)	98.42	6,052.27
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	11,456.85	(10,543.15)	52.08	18,183.11
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	3,783.34	(1,916.66)	66.37	4,764.76
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,818.40	(4,181.60)	30.31	3,651.01
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,239.17	(1,260.83)	71.98	3,655.90
TOTAL OTHER SERVICES & CHARG	43,550.00	43,550.00	25,416.51	(18,133.49)	58.36	37,111.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	33,902.35	17,902.35	211.89	8,557.81
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	2,282.50	782.50	152.17	(251.08)
205-47000-440 SCHOOLS & MEETINGS	.00	.00	19.00	19.00	.00	.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	391.80	(11,608.20)	3.27	3,491.80
205-47000-490 MALL CAP FUND CONTRIBUTION	2,350.00	2,350.00	2,350.00	.00	100.00	.00
205-47000-491 WORK FORCE CENTER BUILDOUT	45,000.00	45,000.00	.00	(45,000.00)	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	18,370.31
205-47000-498 TENANT BUILD OUT	.00	.00	.00	.00	.00	105,836.80
TOTAL MISCELLANEOUS	76,850.00	76,850.00	38,945.65	(37,904.35)	50.68	136,005.64
TOTAL MALL OPERATING EXPENSE	182,287.00	182,287.00	106,108.00	(76,179.00)	58.21	231,861.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>EXPENSE 300</u>						
<i>TRANSFERS</i>						
205-49300-720 TRANSFERS OUT - OPER TRANSFER	.00	.00	.00	.00	.00	14,687.63
<i>TOTAL TRANSFERS</i>	.00	.00	.00	.00	.00	14,687.63
TOTAL EXPENSE 300	.00	.00	.00	.00	.00	14,687.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2019

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>370,918.00</u>	<u>370,918.00</u>	<u>257,226.16</u>			<u>458,435.13</u>
NET REVENUES OVER EXPENDITURE	<u>56,082.00</u>	<u>56,082.00</u>	<u>160,657.86</u>			<u>(132,005.39)</u>

<p>CAMBRIDGE EDA MEETING</p> <p>November 18, 2019</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	10/1/2019	n/a	51,930.59
ACH-Section 8 Individuals (see attached)	10/1/2019	n/a	10,719.00
Prepaid Totals			<u>62,649.59</u>

TOTAL SUBMITTED FOR APPROVAL

\$62,649.59

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 10/1/2019-10/31/2019.

Caroline Moe 11/12/19
Caroline Moe, Director of Finance signature & date

Deb Barrett 11/12/19
Deb Barrett, Housing Supervisor signature & date

Date: 09/27/2019

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000213

Created On: 09/27/2019

<u>Name</u>	<u>Amount</u>
Theresa Brunnette	\$847.00
Bungalows of Chisago L	\$1,154.00
Calhoun Apartments	\$1,099.00
Cambridge Square Assoc	\$931.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$6,821.00
PG Companies Redwing A	\$1,055.00
DJ Properties of Stanc	\$1,050.00
Elmhurst Apt. c/o Lifs	\$237.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$340.00
New Challenges, Inc.	\$5,000.00
Isanti Village Apartme	\$1,093.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$3,796.00
Legacy Townhomes	\$3,242.00
Main Street Flats LP	\$920.00
Allen Moulton	\$291.00
Osmium Holdings LLC	\$950.00
NETA Property Manageme	\$596.00
Normandy Townhomes	\$4,295.00
North Branch Senior Ho	\$338.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,528.00
Pine Village LLC	\$97.00
Rush Oaks Apartments	\$389.00
Sunrise Court Apartmen	\$1,126.00
Sunset Assets LLC	\$603.00
Taylors Falls Villas	\$581.00
Tower Terrace Limited	\$4,424.00
Virginia HRA	\$364.59
Wyoming Limited Partne	\$1,473.00
Wyoming Limited Partne	\$1,939.00
Cambridge EDA	\$-51,930.59
Batch Total:	\$0.00

Date: 09/27/2019

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000214

Created On: 09/27/2019

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$486.00
Bohmer, John	\$703.00
Dean & Jennifer Bondes	\$936.00
Charles Satak	\$585.00
David Findell	\$554.00
Elmer D. Harp	\$584.00
Jenell King	\$709.00
John Maher	\$377.00
Brian Leet	\$359.00
Michael Doran	\$548.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$458.00
Robert Blaisdell	\$1,150.00
Robert Mattson	\$585.00
Steve Baker	\$797.00
Paul & Bethany Stiles	\$531.00
Cambridge EDA	\$-10,719.00
Batch Total:	\$0.00

CAMBRIDGE EDA MEETING
 November 18, 2019
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	10/9/2019	114936 - 115010	8,983.19
Prepaid Checks	10/22/2019	115025 - 115101	6,626.71
Prepaid Checks	10/30/2019	115119 - 115162	1,352.83
Prepaid Checks	11/6/2019	115178 - 115235	7,694.18
Prepaid Totals			24,656.91

TOTAL SUBMITTED FOR APPROVAL

\$24,656.91

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 10/3/19-11/8/2019.

Caroline Moe 11/8/19
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 11-8-19
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
596	Bloomquist Electric Inc	Repair Lot Lights	165.00
	Total 596:		165.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1690	Ecowater Systems	Repair & Maint Equipment - Bridge Park	836.62
	Total 1690:		836.62
2456	HDS, LLC	Annual License and Support Contract	1,980.00
	Total 2456:		1,980.00
2474	I & S Group, Inc.	Progress Billing for Professional Services	1,000.00
	Total 2474:		1,000.00
3521	Menards	Materials - Bridge Park	322.52
	Total 3521:		322.52
4011	NAC Mechanical & Electrical Serv	Fall Semi-Annual Maintenance	1,019.70
	Total 4011:		1,019.70
4131	Nordberg's Electric Supply Inc	GFI Unit 305, Exit Sign - Bridge Park	272.49
	Total 4131:		272.49
4886	Roof Tech	Roof Repairs - Cambridge City Hall/Mall	402.71
	Total 4886:		402.71
5191	St. Paul Electrical Workers Health	Health Insurance Premium - November	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - November	771.00
	Total 5191:		2,313.00
5251	Star	Public Notice EDA Annual PHA Plan	4.50
	Total 5251:		4.50
5431	Ted's Complete Appliance	Repairs - Bridge Park	135.00
	Total 5431:		135.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.57
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	294.83

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5878:			527.40
Grand Totals:			<u>8,983.19</u>

Dated: Caroline Hwe

City Treasurer: 10/9/19

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/09/2019	114936	596	Bloomquist Electric Inc	205-20100	165.00
10/19	10/09/2019	114943	1140	Cintas Corporation	205-20100	4.25
10/19	10/09/2019	114952	1690	Ecowater Systems	901-20100	836.62
10/19	10/09/2019	114961	2456	Housing Data Systems, Inc	901-20100	1,980.00
10/19	10/09/2019	114963	2474	I & S Group, Inc.	205-20100	1,000.00
10/19	10/09/2019	114974	3521	Menards	901-20100	322.52
10/19	10/09/2019	114984	4011	NAC Mechanical & Electrical Services	205-20100	1,019.70
10/19	10/09/2019	114988	4131	Nordberg's Electric Supply Inc	901-20100	272.49
10/19	10/09/2019	114995	4886	Roof Tech	205-20100	402.71
10/19	10/09/2019	114997	5191	SPEW Health Plan	205-20100	2,313.00
10/19	10/09/2019	114998	5251	Star	901-20100	4.50
10/19	10/09/2019	115001	5431	Ted's Appliance	901-20100	135.00
10/19	10/09/2019	115010	5878	Waste Management of WI-MN	205-20100	527.40
Grand Totals:						<u>8,983.19</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	96.70
	Total 555:		96.70
969	Cardmember Service	Parking - S. Gustafson	9.00
	Total 969:		9.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		8.50
3056	Lake Superior Laundry Inc.	Mall Rugs	62.10
	Total 3056:		62.10
3376	Marco Technologies LLC	Service Cameras - Mall	45.50
	Total 3376:		45.50
3521	Menards	Maintenance Supplies - Mall	10.21
3521	Menards	Maintenance Supplies - Mall	.57
3521	Menards	Materials - Operating Supplies - Bridge Park	53.89
3521	Menards	Maintenance Supplies - Mall	25.96
3521	Menards	Materials - Operating Supplies - Bridge Park	29.94
	Total 3521:		120.57
3933	Mora HRA	October Contracted Section 8 Administration	3,813.84
	Total 3933:		3,813.84
4211	Northland Fire Protection	Install IP Communicator, Fire Alarm Monitoring	1,500.00
	Total 4211:		1,500.00
5965	White Bear IT Solutions LLC	Hardware SonicWALL, Service - Bridge Park	647.00
5965	White Bear IT Solutions LLC	Hardware SonicWALL, Service - Bridge Park	323.50
	Total 5965:		970.50
	Grand Totals:		6,626.71

Dated: 10/22/19City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/22/2019	115025	555	Business Essentials	205-20100	96.70
10/19	10/22/2019	115027	969	Cardmember Service	205-20100	9.00
10/19	10/22/2019	115031	1140	Cintas Corporation	205-20100	8.50
10/19	10/22/2019	115053	3056	Lake Superior Laundry Inc.	205-20100	62.10
10/19	10/22/2019	115058	3376	Marco Technologies LLC	205-20100	45.50
10/19	10/22/2019	115061	3521	Menards	901-20100	120.57
10/19	10/22/2019	115065	3933	Mora HRA	902-20100	3,813.84
10/19	10/22/2019	115070	4211	Northland Fire Protection	901-20100	1,500.00
10/19	10/22/2019	115101	5965	White Bear IT Solutions LLC	901-20100	970.50
Grand Totals:						6,626.71

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	160.68
	Total 1686:		160.68
1716	Ehlers & Associates, Inc.	TIF/Tax Abatement Assistance - Housing Projec	600.00
	Total 1716:		600.00
3056	Lake Superior Laundry Inc.	Mall Rugs	62.10
	Total 3056:		62.10
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	10.13
	Total 3543:		10.13
4661	Quill Corporation	Office Supplies - Bridge Park	133.25
	Total 4661:		133.25
5058	SAC's Enrichment Center	Manufacturing Appreciation Breakfast	170.00
	Total 5058:		170.00
5686	U.S. Postal Service	Postage - Bridge Park	55.00
	Total 5686:		55.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	126.03
5801	Verizon Wireless	wireless phone service - Economic Developmen	32.92
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.44
5801	Verizon Wireless	wireless phone service - Bridge Park	42.87
	Total 5801:		157.42
	Grand Totals:		1,352.83

Dated: 10/30/19

City Treasurer: Caroline Mire

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/30/2019	115119	1140	Cintas Corporation	205-20100	4.25
10/19	10/30/2019	115126	1686	Ecolab Pest Elimination Div.	901-20100	160.68
10/19	10/30/2019	115127	1716	Ehlers & Associates, Inc.	205-20100	600.00
10/19	10/30/2019	115138	3056	Lake Superior Laundry Inc.	205-20100	62.10
10/19	10/30/2019	115143	3543	Metro Sales, Inc.	901-20100	10.13
10/19	10/30/2019	115153	4661	Quill Corporation	901-20100	133.25
10/19	10/30/2019	115155	5058	SAC's Enrichment Center	205-20100	170.00
10/19	10/30/2019	115161	5686	U.S. Postal Service	901-20100	55.00
10/19	10/30/2019	115162	5801	Verizon Wireless	901-20100	157.42
Grand Totals:						1,352.83

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	1,275.00
	Total 1602:		1,275.00
1686	Ecolab Pest Elimination Div.	Materials / Operating Supplies - Bridge Park	125.71
	Total 1686:		125.71
2362	Hendren, Judith	Refund Security Deposit and Interest - Unit 307	568.80
	Total 2362:		568.80
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	233.77
	Total 3006:		233.77
3076	Lakes Telecom Inc.	Door Repair - Bridge Park Apts	356.00
	Total 3076:		356.00
3501	MEI Total Elevator Solutions	November Service Billing	253.03
	Total 3501:		253.03
3521	Menards	Maintenance Supplies - Mall	32.05
3521	Menards	Small Tools - Maintenance	7.62
3521	Menards	Small Tools - Maintenance	2.74
	Total 3521:		42.41
4171	Northern Business Products, Inc.	Office Supplies - Economic Development	16.89
	Total 4171:		16.89
4737	Real Estate Publishing Corporatio	REJournals Conference Industrial Summit Spon	1,000.00
	Total 4737:		1,000.00
4987	Scott Olson Construction	October Mowing & Fall Leaf Clean Up - Bridge	457.50
	Total 4987:		457.50
5191	St. Paul Electrical Workers Health	Health Insurance Premium - December	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - December	771.00
	Total 5191:		2,313.00

Vendor	Vendor Name	Description	Net Invoice Amount
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	203.10
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	393.10
Total 5878:			596.20
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
Total 5965:			451.62
Grand Totals:			7,694.18

Dated: _____

11/6/19

City Treasurer: _____

Caroline Nove

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/06/2019	115178	1140	Cintas Corporation	205-20100	4.25
11/19	11/06/2019	115184	1602	Duff Companies, LLC	205-20100	1,275.00
11/19	11/06/2019	115185	1686	Ecolab Pest Elimination Div.	901-20100	125.71
11/19	11/06/2019	115192	2362	Judith Hendren	901-20100	568.80
11/19	11/06/2019	115198	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	233.77
11/19	11/06/2019	115199	3076	Lakes Telecom Inc.	901-20100	356.00
11/19	11/06/2019	115202	3501	MEI Total Elevator Solutions	901-20100	253.03
11/19	11/06/2019	115203	3521	Menards	205-20100	42.41
11/19	11/06/2019	115210	4171	Northern Business Products, Inc.	205-20100	16.89
11/19	11/06/2019	115218	4737	Real Estate Publishing Corporation	205-20100	1,000.00
11/19	11/06/2019	115220	4987	Scott Olson Construction	901-20100	457.50
11/19	11/06/2019	115222	5191	SPEW Health Plan	205-20100	2,313.00
11/19	11/06/2019	115232	5878	Waste Management of WI-MN	205-20100	596.20
11/19	11/06/2019	115235	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>7,694.18</u>

3E

Date: November 18, 2019
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Did an inspection on all units and building looking for anything that needs repaired from the asbestos project that was done earlier this year. Only found 6 units that needs closet door tracks repaired. Wayne Fredrickson from Tight Miter was out on November 12th to do the repairs.
- Starting installing new door stoppers and wall stoppers in units and on hallway doors
- Processed rent checks, submitted MTCS Report (Vacancy Report)
- Bridge Park is at 100% occupancy for November
- Substandard Management score per HUD: Received 16 out of 25 due to results of occupancy from the asbestos project. This low score is due to incorrect processing of requests we have made of HUD to reflect our units under rehab. We are trying to correct this with HUD but have been assured by them that they understand the situation. HUD indicated we will not be penalized for this score, even if corrections are not made.

Prepared by: Deb Barrett

Background:

On an annual basis the PHA is required to develop a Public Housing Agency (PHA) Plan in relation to the funding we receive from the US Department of Housing & Urban Development (HUD). The purpose of the PHA Plan is to provide a source for interested parties to operation, programs and services.

The 5-Year Action Plan describes the mission of our agency's long-range goals and objectives for achieving our mission over a five year, and our approach for managing programs and providing services for the upcoming years. The 2020 & 5-Year Capital Fund Program describes our long range projects.

We will review the proposed capital projects for the next five years with the Board. Then we will conduct a public hearing on the plan as required by HUD. Then we will ask the Board to adopt plan as proposed, subject to feedback from the public.

Recommendation

Conduct public hearing and adopt resolution R19-023 accepting the 2020 PHA Plan and the 2020-2024 capital plan.

Resolution No EDA R19-023

**RESOLUTION ACCEPTING THE 2020 ANNUAL STATEMENT &
the 5 YEAR CFP ACTION PLAN**

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") approved the 2020 Annual Statement & the 5 Year Capital Fund Action Plan and supporting attachments for submission to HUD.

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

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

Adopted by the EDA
This
18th day of November 2019

ECONOMIC DEVELOPMENT AUTHORITY

By _____
Its President

By _____
Its Executive Director

Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
-----------------------------------------------------------	-----------------------------------------------------------------------------------------	------------------------------------------

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Cambridge Economic Development Authority</u> PHA Code: <u>MN067</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2020</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>45</u> Number of Housing Choice Vouchers (HCVs) _____ Total Combined _____ PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern Street, Cambridge, MN 55008</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
-----------------------------------------------------------	-----------------------------------------------------------------------------------------	------------------------------------------

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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Definitions.

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A.	PHA Information.																										
A.1	<p>PHA Name: Cambridge Economic Development Authority _____ PHA Code: <u>MN067</u> _____</p> <p>PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2020 _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>45</u> _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern Street, Cambridge, MN 55008</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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		PH	HCV																								
Lead PHA:																											

B.	<p>Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).</p>
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Cambridge EDA continues to promote adequate & affordable housing for low-income & very low-income families and a suitable living environment free from discrimination</p>

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	New Activities (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. (d) The PHA must submit its Deconcentration Policy for Field Office Review.
C.2	Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan <u>Form 50077-SM, Certification of Compliance with PHA Plans and Related Regulations</u> , including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.
D Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.	
D.1	Civil Rights Certification. <u>Form 50077-SM-HP, Certification of Compliance with PHA Plans and Related Regulations</u> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
D.2	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N <input checked="" type="checkbox"/> <input type="checkbox"/> If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
D.3	Certification by State or Local Officials. <u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
E Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).	
E.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See "HUD Form 50075.2 approved by HUD on 09/17/2018"

Summary of Five Year Capital Plan

2019-2023		Estimated	Estimated	Estimated	Estimated	Estimated
		2020	2021	2022	2023	2024
Capital Projects	Grant Amount	\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Description						
Operations		\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 10,000.00
Renovate bathrooms in 45 units		\$ 26,300.00	\$ 26,300.00	\$ 26,300.00		
Roof Replacement (done in 2007)				\$ 15,000.00	\$ 41,300.00	
Replace vinyl on all stairway's and landing on 4 floors						
TOTAL		\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00
	Obligation Start:					\$ 50,000.00
	4/16/2019					
	Obligation End:					
	4/15/2021					
	Disbursement End:					
	4/15/2023					