

Cambridge EDA Meeting – Monday, September 21, 2020, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
 Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of August 17, 2020 meeting minutes (p. 3)
	B. Approve EDA Draft July 2020 Financial Statements (p. 5)
	C. Housing Division August 2020 Bills ACH only, Totaling \$67,417.00 (p. 33)
	D. Approve EDA Admin Division Bills Checks #117469 - #117795 Totaling \$32,311.94 (p. 36)
	E. Housing Supervisor's Monthly Report (p. 47)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Duct Cleaning (p. 48)
	B. Bridge Park Financial Management Policies (p. 49)
	C. Move Out Procedure Update (p. 52) 1. EDA Resolution R20-005(p. 56)
	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes – August 17, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, August 17, 2020 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Joe Morin, 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

Morin called the meeting to order at 5:47 p.m.

Approval of Agenda

Conley moved, seconded by Godfrey, to approve the agenda. Motion carried unanimously.

Consent Agenda

Conley moved, seconded by Iverson, to approve consent agenda items A – F:

- A. Approval of July 20, 2020 meeting minutes
- B. Approve EDA Draft May 2020 Financial Statements
- C. Housing Division July 2020 Bills ACH only, Totaling \$ 69,183.00
- D. Approve EDA Admin Division Bills Checks #117254 - #117466 Totaling \$17,837.62
- E. Housing Supervisor's Monthly Report
- F. Approve Advertisements for Bid for City Hall and City Center Mall Roof Replacement and Mechanical Rehabilitation for a spring 2021 construction time line

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

Work Session

There were no items under the work session.

Unfinished Business

Approve proposal for Gazebo Rehabilitation

Moe stated that they had solicited for bids for the gazebo rehabilitation at Bridge Park Apartments as part of the Capital Budget plan that was approved by HUD. She said they had advertised for the bids on the website, in the local papers, and sent information out to businesses whom might have interest in the project. Moe said they did the bid opening earlier that morning at 9:00 am, and they only received one proposal. It was from Tight Miter LLC in the amount of \$7,840. The amount of the bid was a little higher than anticipated, but it was

reasonable. Moe said the City has been pleased with other projects they have done for the City, and they are also familiar with the requirements that need to be met for HUD. Iverson moved, seconded by Godfrey, to approve the Gazebo Rehabilitation Project proposal from Tight Miter LLC not to exceed \$7840. All members voted aye upon roll call, and the motion carried.

New Business

Cambridge Cares For Business Proposal

Moe informed the council that the City still has approximately \$200,000 left to spend of the \$676,330 in CARES Act funding from the State of Minnesota through federal funding. She said staff is proposing to use \$100,000 of these funds to grant to small businesses within the City's corporate limits that have been impacted by COVID-19. Moe stated that Isanti County has also received CARES Act funding, and businesses that are not located in the city limits of Cambridge may be able to appeal to the county for assistance.

The guidelines for the assistance program outline which small businesses are eligible to receive grant money, and what types of expenses they would be able to have reimbursed that are related to COVID-19. Gustafson said there is a short timeline involved, and applications received by October 1, 2020 will have first consideration. He said staff will be adding information on the program to the City website, Facebook, and news media outlets. Woulfe noted that they have had many businesses that are interested in applying for the grant funds. Moe pointed out the maximum award for eligible expenses is \$5,000, but the city would consider increasing aid amount to businesses if not all of the funds have been committed by October 3, 2020. Godfrey moved, seconded by Conley, to approve the Cambridge Cares for Business proposal as presented. Motion carried unanimously.

Adjournment

Conley moved, seconded by Iverson, to adjourn the meeting at 5.58 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2020

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(1,948.01)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	198,391.53	
901-15500	PREPAID EXPENSES	323.50	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,232,140.52	
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	42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,728,326.20)	
TOTAL ASSETS			566,334.40

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	129.43	
901-22600	TENANT SECURITY DEPOSITS	30,469.53	
TOTAL LIABILITIES			30,598.96

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	187,110.44	
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		47,069.23	
BALANCE - CURRENT DATE		47,069.23	
TOTAL FUND EQUITY			535,735.44
TOTAL LIABILITIES AND EQUITY			566,334.40

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	35,588.00	39,412.00	47.45	76,779.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	11,246.00	(11,246.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	46,834.00	28,166.00	62.45	76,779.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	110.37	389.63	22.07	881.12
TOTAL INTEREST & MISC INCOME	500.00	500.00	110.37	389.63	22.07	881.12
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	108,443.00	38,557.00	73.77	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,005.99	1,994.01	50.15	3,097.48
TOTAL RENTAL INCOME	151,000.00	151,000.00	110,448.99	40,551.01	73.15	173,416.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL FUND REVENUE	261,500.00	261,500.00	157,393.36			325,893.04

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	30,000.00	30,000.00	20,076.36	(9,923.64)	66.92	32,010.47
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	395.22
901-49500-121 PERA (EMPLOYER)	2,250.00	2,250.00	1,505.71	(744.29)	66.92	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	1,354.74	(940.26)	59.03	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	5,572.86	5,572.86	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	77.70	(149.30)	34.23	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	45.15	45.15	.00	73.35
TOTAL PERSONAL SERVICES	34,772.00	34,772.00	28,632.52	(6,139.48)	82.34	37,423.24
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	674.47	(325.53)	67.45	769.51
TOTAL SUPPLIES	1,000.00	1,000.00	674.47	(325.53)	67.45	769.51
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	700.00	700.00	.00	(700.00)	.00	208.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,000.00	(1,000.00)	66.67	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	3,109.40	109.40	103.65	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	2,938.26	(3,861.74)	43.21	7,462.42
901-49500-322 POSTAGE	50.00	50.00	55.00	5.00	110.00	55.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	283.51
901-49500-340 ADVERTISING	300.00	300.00	.00	(300.00)	.00	46.50
TOTAL OTHER SERVICES AND CHA	13,950.00	13,950.00	8,102.66	(5,847.34)	58.08	12,640.15
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	90.61	(309.39)	22.65	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,644.00	2,044.00	440.67	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	(909.00)	8.55	454.00
TOTAL MISCELLANEOUS	4,494.00	4,494.00	2,819.61	(1,674.39)	62.74	3,590.72
TOTAL LOW RENT ADMINISTRATION	54,216.00	54,216.00	40,229.26	(13,986.74)	74.20	54,423.62

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2020

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	5,500.00	5,500.00	2,447.91	(3,052.09)	44.51	8,639.49
<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	2,447.91	(3,052.09)	44.51	8,639.49
TOTAL LOW RENT TENANT SERVICE	5,500.00	5,500.00	2,447.91	(3,052.09)	44.51	8,639.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	24,000.00	24,000.00	10,552.25	(13,447.75)	43.97	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	791.44	(1,008.56)	43.97	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	797.11	(1,038.89)	43.42	1,235.68
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	2,691.00	2,691.00	.00	.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	525.76	(1,058.24)	33.19	654.36
TOTAL PERSONAL SERVICES	29,220.00	29,220.00	15,357.56	(13,862.44)	52.56	19,243.02
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	2,035.00	(1,965.00)	50.88	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	20.01
TOTAL SUPPLIES	4,200.00	4,200.00	2,035.00	(2,165.00)	48.45	2,971.99
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	21,937.99	(10,062.01)	68.56	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,003.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	12,459.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	21,113.84	(14,886.16)	58.65	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	4,223.17	(6,276.83)	40.22	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	720.30	(5,779.70)	11.08	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	2,259.10	(740.90)	75.30	2,670.72
TOTAL OTHER SERVICES AND CHA	112,364.00	112,364.00	50,254.40	(62,109.60)	44.72	104,057.84
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	.00	.00	.00	620,701.08
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	.00	.00	.00	33,500.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	.00	.00	.00	69,463.10
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	.00	.00	.00	42,460.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	(50,000.00)	.00	41,142.82
TOTAL MISCELLANEOUS	50,000.00	50,000.00	.00	(50,000.00)	.00	807,267.00
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	201,784.00	201,784.00	67,646.96	(134,137.04)	33.52	933,539.85

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	261,500.00	261,500.00	110,324.13			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	47,069.23			(670,709.92)

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2020

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	160,975.17	
902-11500	ACCOUNTS RECEIVABLE	830.59	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>161,805.76</u>

LIABILITIES AND EQUITY

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	141,667.29	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>20,138.47</u>	
	BALANCE - CURRENT DATE	<u>20,138.47</u>	
	TOTAL FUND EQUITY		<u>161,805.76</u>
	TOTAL LIABILITIES AND EQUITY		<u>161,805.76</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	47,800.00	47,800.00	45,702.00	2,098.00	95.61	73,512.00
902-33161 COVID 19 SECT 8 ADMIN GRANT	.00	.00	12,814.00	(12,814.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	47,800.00	47,800.00	58,516.00	(10,716.00)	122.42	73,512.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
TOTAL RENTAL INCOME	150.00	150.00	.00	150.00	.00	2,188.45
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	92.83	(42.83)	185.66	115.38
TOTAL INTEREST	50.00	50.00	92.83	(42.83)	185.66	115.38
TOTAL FUND REVENUE	48,000.00	48,000.00	58,608.83			75,815.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	3,000.00	3,000.00	3,200.00	200.00	106.67	1,875.00
902-49500-307	44,000.00	44,000.00	26,472.61	(17,527.39)	60.17	47,010.29
<i>TOTAL OTHER SERVICES AND CHA</i>	47,000.00	47,000.00	29,672.61	(17,327.39)	63.13	48,885.29
<i>MISCELLANEOUS</i>						
902-49500-409	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
<i>FUNCTION 7</i>						
902-49500-720	.00	.00	.00	.00	.00	4,000.00
<i>TOTAL FUNCTION 7</i>	.00	.00	.00	.00	.00	4,000.00
TOTAL SECT 8 ADMINISTRATIVE	48,000.00	48,000.00	29,672.61	(18,327.39)	61.82	52,885.29

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	197,986.00	197,986.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(190,766.19)	(190,766.19)	.00	(303,344.05)
902-49775-376 URP PORT REC	.00	.00	1,472.00	1,472.00	.00	542.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	105.94	105.94	.00	715.05
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	8,797.75	8,797.75	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	8,797.75	8,797.75	.00	.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2020

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	38,470.36			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	20,138.47			22,930.54

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2020

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	374,810.62	
903-10200	EDA HOUSING DIV OPERATING CASH	12,109.88	
	TOTAL ASSETS		<u>386,920.50</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	990.28	
	BALANCE - CURRENT DATE	990.28	
	TOTAL FUND EQUITY		<u>386,920.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,920.50</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	1,615.00	1,615.00	1,329.36	285.64	82.31	2,269.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	1,329.36	285.64	82.31	2,269.04
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	9,826.50
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	9,826.50
TOTAL FUND REVENUE	1,615.00	1,615.00	1,329.36			12,095.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	1,500.00	1,500.00	315.00	(1,185.00)	21.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	24.08	(90.92)	20.94	120.45
<i>TOTAL FUNCTION 1</i>		<u>1,615.00</u>	<u>1,615.00</u>	<u>339.08</u>	<u>(1,275.92)</u>	<u>21.00</u>	<u>1,695.45</u>
<u>OTHER SERVICES AND CHARGES</u>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	708.00
<i>TOTAL OTHER SERVICES AND CHA</i>		<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>708.00</u>
TOTAL OTHER HOUSING BUS ACTIV-		<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>339.08</u></u>	<u><u>(1,275.92)</u></u>	<u><u>21.00</u></u>	<u><u>2,403.45</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,615.00	1,615.00	339.08			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	990.28			9,692.09

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	19,685.00	
	TOTAL ASSETS		19,685.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	19,685.00	
	BALANCE - CURRENT DATE	19,685.00	
	TOTAL FUND EQUITY		19,685.00
	TOTAL LIABILITIES AND EQUITY		19,685.00

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2020

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	35,000.00	35,000.00	19,685.00	15,315.00	56.24	74,816.42
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	19,685.00	15,315.00	56.24	74,816.42
	TOTAL FUND REVENUE	35,000.00	35,000.00	19,685.00			74,816.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			74,816.42
NET REVENUES OVER EXPENDITURE	.00	.00	19,685.00			.00

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8	3,203.64	
		<hr/>	
	TOTAL ASSETS		3,203.64
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	1.64	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	3,202.00	
		<hr/>	
	BALANCE - CURRENT DATE	3,202.00	
		<hr/>	
	TOTAL FUND EQUITY		3,203.64
			<hr/>
	TOTAL LIABILITIES AND EQUITY		3,203.64
			<hr/> <hr/>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	352,200.00	352,200.00	265,094.00	87,106.00	75.27	480,125.00
TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	265,094.00	87,106.00	75.27	480,125.00
<u>OTHER FINANCING SOURCES</u>						
905-39203 TRANSFER IN	.00	.00	.00	.00	.00	4,000.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	4,000.00
TOTAL FUND REVENUE	352,200.00	352,200.00	265,094.00			484,125.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	260,680.00	(91,520.00)	74.01	457,328.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	1,212.00	1,212.00	.00	7,128.00
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>261,892.00</u>	<u>(90,308.00)</u>	<u>74.36</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES	<u><u>352,200.00</u></u>	<u><u>352,200.00</u></u>	<u><u>261,892.00</u></u>	<u><u>(90,308.00)</u></u>	<u><u>74.36</u></u>	<u><u>464,456.00</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2020

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	261,892.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	3,202.00			19,669.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	.00	.00	.00	.00	.00	12,632.60
TOTAL INTEREST	.00	.00	.00	.00	.00	12,632.60
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	275,000.00	275,000.00	160,708.19	114,291.81	58.44	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	160,708.19	114,291.81	58.44	277,743.52
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL TRANSFERS FROM OTHER FU	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL FUND REVENUE	569,391.00	569,391.00	160,708.19			490,376.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	96,512.00	96,512.00	61,118.42 (35,393.58)	63.33	95,263.53
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	665.00 (1,835.00)	26.60	665.00
205-41930-121	PERA (EMPLOYER)	7,452.00	7,452.00	4,583.88 (2,868.12)	61.51	7,041.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	4,542.54 (3,058.46)	59.76	7,051.80
205-41930-131	MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	11,202.15 (6,220.85)	64.30	16,513.20
205-41930-132	LONGEVITY PAY	2,845.00	2,845.00	.00 (2,845.00)	.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	575.00	575.00	227.79 (347.21)	39.62	297.68
205-41930-154	HRA/FLEX FEES	100.00	100.00	45.15 (54.85)	45.15	73.40
	TOTAL PERSONAL SERVICES	136,208.00	136,208.00	83,584.93 (52,623.07)	61.37	128,105.61
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	250.00	250.00	141.98 (108.02)	56.79	136.02
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	.00 (3,300.00)	.00	246.97
	TOTAL SUPPLIES	3,750.00	3,750.00	141.98 (3,608.02)	3.79	382.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00 (5,000.00)	.00	6,268.00
205-41930-313	IT MGMT & BACKUP	2,800.00	2,800.00	3,109.40 309.40	111.05	2,709.72
205-41930-321	TELEPHONE/CELLULAR	1,400.00	1,400.00	636.27 (763.73)	45.45	1,097.45
205-41930-331	TRAVEL/MEALS/LODGING	1,000.00	1,000.00	6.10 (993.90)	.61	567.79
205-41930-334	MILEAGE REIMBURSEMENT	1,200.00	1,200.00	202.40 (997.60)	16.87	606.68
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	20.00 (180.00)	10.00	184.00
205-41930-360	INSURANCE AND BONDS	.00	.00	.00 .00	.00	997.81
205-41930-381	ELECTRIC UTILITIES	.00	.00	1,017.02 1,017.02	.00	2,434.29
205-41930-382	WATER/SEWER/STORM PROPERTY A	.00	.00	41.86 41.86	.00	.00
205-41930-383	GAS UTILITIES	.00	.00	276.67 276.67	.00	2,623.31
	TOTAL OTHER SERVICES & CHARG	11,600.00	11,600.00	5,309.72 (6,290.28)	45.77	17,489.05
<i>MISCELLANEOUS</i>						
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	.00 .00	.00	100.00
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	4,335.00 (5,665.00)	43.35	14,541.96
205-41930-433	DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00 (2,505.00)	10.54	1,965.00
205-41930-440	SCHOOLS & MEETINGS	1,500.00	1,500.00	479.00 (1,021.00)	31.93	1,941.50
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	14,309.39 14,309.39	.00	29,336.76
205-41930-484	NLX ACTIVITIES	.00	.00	.00 .00	.00	8,356.00
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	.00 (3,000.00)	.00	.00
205-41930-489	IND PARK MARKETING	10,500.00	18,000.00	1,400.00 (16,600.00)	7.78	2,000.00
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 (3,000.00)	.00	.00
	TOTAL MISCELLANEOUS	30,800.00	38,300.00	20,818.39 (17,481.61)	54.36	58,241.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL EDA ADMINISTRATION	182,358.00	189,858.00	109,855.02	(80,002.98)	57.86	204,218.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

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	28,845.00	28,845.00	17,128.79	(11,716.21)	59.38	27,321.91
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	2,855.10	(4,144.90)	40.79	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	1,284.66	(879.34)	59.37	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	1,484.56	(722.44)	67.27	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	5,596.33	(3,115.67)	64.24	8,248.44
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	735.37	(848.63)	46.42	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	22.60	(77.40)	22.60	36.70
TOTAL PERSONAL SERVICES	52,212.00	52,212.00	29,107.41	(23,104.59)	55.75	45,959.87
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	127.49	(72.51)	63.75	200.24
205-47000-212 GASOLINE/FUEL	125.00	125.00	23.87	(101.13)	19.10	96.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	4,795.82	(10,204.18)	31.97	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	1,766.73	(1,233.27)	58.89	39.97
TOTAL SUPPLIES	18,325.00	18,325.00	6,713.91	(11,611.09)	36.64	8,193.16
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	149.36	(200.64)	42.67	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	.00	(6,100.00)	.00	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	7,280.04	(14,719.96)	33.09	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	2,999.33	(2,200.67)	57.68	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	1,460.27	(2,939.73)	33.19	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	3,431.22	(768.78)	81.70	4,202.27
TOTAL OTHER SERVICES & CHARG	42,250.00	42,250.00	15,320.22	(26,929.78)	36.26	34,247.09
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	18,882.38	2,882.38	118.01	39,766.02
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	1,716.20	216.20	114.41	2,282.50
205-47000-440 SCHOOLS & MEETINGS	.00	.00	20.00	20.00	.00	19.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	(1.35)	(12,001.35)	(.01)	391.80
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-499 MALL ROOF PROJECT	.00	.00	27,297.48	27,297.48	.00	.00
TOTAL MISCELLANEOUS	29,500.00	29,500.00	47,914.71	18,414.71	162.42	44,809.32
TOTAL MALL OPERATING EXPENSES	142,287.00	142,287.00	99,056.25	(43,230.75)	69.62	133,209.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	324,645.00	332,145.00	208,911.27			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	(48,203.08)			152,947.81

CAMBRIDGE EDA MEETING
September 21, 2020
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached batch 243)	8/3/2020	n/a	\$ 55,041.00
ACH-Section 8 Individuals (see attached batch 243)	8/3/2020	n/a	\$ 795.00
ACH-Section 8 Individuals (see attached batch 244)	8/3/2020	n/a	\$ 11,581.00
Prepaid Totals			<u>\$ 67,417.00</u>

\$ 67,417.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 8/1/2020-8/31/2020.

Caroline Moe 9/14/2020
Caroline Moe, Director of Finance signature & date

Debra Barrett 9/16/2020
Deb Barrett, Housing Supervisor signature & date

ACH Transaction Report

Batch #: 000243

Created On: 07/29/2020

Name	Amount
Bungalows of Chisago L	\$1,003.00
Calhoun Apartments	\$1,115.00
Cambridge Square Assoc	\$1,189.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$9,969.00
DJ Properties of Stanc	\$1,587.00
Elmhurst Apt. c/o Lifs	\$280.00
Erlandson Group LLC	\$556.00
Haven Properties	\$370.00
New Challenges, Inc.	\$4,277.00
Isanti Village Apartme	\$1,118.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$5,594.00
Legacy Townhomes	\$3,167.00
Main Street Flats LP	\$2,148.00
Allen Moulton	\$313.00
Normandy Townhomes	\$2,307.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$352.00
Oakview Terrace Townho	\$3,236.00
PG Companies Redwing A	\$1,206.00
Pine Village LLC	\$118.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$996.00
Franconia Associates	\$416.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$5,649.00
Trikin Properties Inc.	\$628.00
Wyoming Limited Partne	\$1,443.00
Wyoming Limited Partne	\$2,216.00
Cambridge EDA	\$-55,041.00
Brett Nelson	\$795.00
Cambridge EDA	\$-795.00
Batch Total:	\$0.00

ACH Transaction ReportBatch #: 000244
Created On: 07/29/2020

Name	Amount
Aaron Jordan	\$516.00
Bohmer, John	\$753.00
Dean & Jennifer Bondes	\$1,016.00
Charles Satak	\$621.00
David Findell	\$621.00
Leeanna M. Dudley	\$92.00
Elmer D. Harp	\$584.00
Jenell King	\$551.00
John Maher	\$378.00
Brian Leet	\$410.00
Michael Doran	\$548.00
Loral Myers	\$507.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$620.00
Richard Berget	\$251.00
Robert Blaisdell-Blais	\$508.00
Robert Blaisdell	\$1,085.00
Robert Mattson	\$603.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$721.00
Jordaan R. Wilkerson	\$92.00
Cambridge EDA	\$-11,581.00
Batch Total:	\$0.00

CAMBRIDGE EDA MEETING
 September 21, 2020
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	<u>Submitted For Approval</u>
Prepaid Checks	8/12/2020	117469 - 117531	5,695.70
Prepaid Checks	8/19/2020	117545 - 117625	996.46
Prepaid Checks	8/26/2020	117652 - 117696	15,065.60
Prepaid Checks	9/2/2020	117713 - 117762	9,087.56
Prepaid Checks	9/9/2020	117778 - 117795	1,466.62
Prepaid Totals			32,311.94

TOTAL SUBMITTED FOR APPROVAL

\$32,311.94

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 8/6/20-9/9/2020.

Caroline Moe 9/10/2020
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 9/10/2020
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
283	Apadana LLC	Exterior Pole Lights - City Hall / Mall	1,150.18
Total 283:			1,150.18
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			622.32
3258	Local 49 H&W Fund	Health Insurance September	1,527.00
3258	Local 49 H&W Fund	Health Insurance September	763.50
3258	Local 49 H&W Fund	Health Insurance September	1,145.25
3258	Local 49 H&W Fund	Health Insurance September	381.75
Total 3258:			3,817.50
5861	Walmart Community Card	Tenant Services - Bridge Park	9.96
5861	Walmart Community Card	Materials - Bridge Park	26.84
Total 5861:			36.80
6071	Zee Medical Service	First Aid Kit Supplies - Bridge Park	64.65
Total 6071:			64.65
Grand Totals:			5,695.70

Dated: 8/12/2020City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/12/2020	117469	283	Apadana LLC	205-20100	1,150.18
08/20	08/12/2020	117478	1140	Cintas Corporation	205-20100	4.25
08/20	08/12/2020	117497	3189	LePage and Sons	901-20100	622.32
08/20	08/12/2020	117498	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,817.50
08/20	08/12/2020	117527	5861	Walmart Business/SYNCB	901-20100	36.80
08/20	08/12/2020	117531	6071	Zee Medical Service	901-20100	64.65
Grand Totals:						<u>5,695.70</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2166	Grainger	Repair & Maint Supplies Mall	364.20
	Total 2166:		364.20
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	94.50
	Total 3006:		94.50
3521	Menards	Materials - Operating Supplies - Bridge Park	294.51
	Total 3521:		294.51
5251	Star	Public Notice - Cambridge EDA Invitation	20.00
	Total 5251:		20.00
5431	Ted's Complete Appliance	Repairs Bridge Park	219.00
	Total 5431:		219.00
	Grand Totals:		996.46

Dated: 8/19/2020City Treasurer: Caroline Jue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/19/2020	117545	1140	Cintas Corporation	205-20100	4.25
08/20	08/19/2020	117564	2166	Grainger	205-20100	364.20
08/20	08/19/2020	117584	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	94.50
08/20	08/19/2020	117593	3521	Menards	901-20100	294.51
08/20	08/19/2020	117619	5251	Star	901-20100	20.00
08/20	08/19/2020	117625	5431	Ted's Appliance	901-20100	219.00
Grand Totals:						996.46

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Office Supplies - Econ Dev	70.99
969	Cardmember Service	Training - S. Gustafson	225.00
Total 969:			295.99
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
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	41.66
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	40.16
2350	HD Supply Facilities Maintenance	Credit Materials - Operating Supplies - Bridge P	41.66-
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	15.18
Total 2350:			55.34
2456	HDS, LLC	MTCS Transmittal Service 07/01/20-09/30/20	120.00
Total 2456:			120.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	11.55
Total 3543:			11.55
3933	Mora HRA	August Contracted Section 8 Administration	14,188.00
Total 3933:			14,188.00
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s)	78.00
Total 4211:			78.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	89.63
5801	Verizon Wireless	wireless phone service - Maintenance	20.72
5801	Verizon Wireless	wireless phone service - Bridge Park	41.44
Total 5801:			151.79
Grand Totals:			15,065.60

Dated: _____

8/26/2020

City Treasurer: _____

Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/26/2020	117652	969	Cardmember Service	205-20100	295.99
08/20	08/26/2020	117654	1140	Cintas Corporation	205-20100	4.25
08/20	08/26/2020	117659	1686	Ecolab Pest Elimination Div.	901-20100	160.68
08/20	08/26/2020	117663	2350	HD Supply Facilities Maintenance Ltd	901-20100	55.34
08/20	08/26/2020	117664	2456	Housing Data Systems, Inc	901-20100	120.00
08/20	08/26/2020	117672	3543	Metro Sales, Inc.	901-20100	11.55
08/20	08/26/2020	117674	3933	Mora HRA	902-20100	14,188.00
08/20	08/26/2020	117678	4211	Northland Fire Protection	205-20100	78.00
08/20	08/26/2020	117696	5801	Verizon Wireless	205-20100	151.79
Grand Totals:						15,065.60

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
	Total 1140:		4.24
1201	Cliff's Vacuum	Vacuum - Bridge Park	350.00
	Total 1201:		350.00
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	2,000.00
1602	Duff Consulting, LLC	Property Maintenance Services August - Bridge	210.00
	Total 1602:		2,210.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	140.00
	Total 3006:		140.00
3258	Local 49 H&W Fund	Health Insurance October	1,527.00
3258	Local 49 H&W Fund	Health Insurance October	763.50
3258	Local 49 H&W Fund	Health Insurance October	1,145.25
3258	Local 49 H&W Fund	Health Insurance October	381.75
	Total 3258:		3,817.50
3501	MEI Total Elevator Solutions	September Monthly Service - Bridge Park	260.62
	Total 3501:		260.62
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s)	72.80
	Total 4211:		72.80
5431	Ted's Complete Appliance	Repairs Bridge Park	147.00
	Total 5431:		147.00
5965	White Bear IT Solutions LLC	Hardware - Bridge Park	1,197.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
	Total 5965:		2,085.40
	Grand Totals:		9,087.56

Dated: 9/2/2020City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/02/2020	117713	1140	Cintas Corporation	205-20100	4.24
09/20	09/02/2020	117714	1201	Cliff's Vacuum	901-20100	350.00
09/20	09/02/2020	117720	1602	Duff Companies, LLC	901-20100	2,210.00
09/20	09/02/2020	117733	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	140.00
09/20	09/02/2020	117735	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,817.50
09/20	09/02/2020	117737	3501	MEI Total Elevator Solutions	901-20100	260.62
09/20	09/02/2020	117748	4211	Northland Fire Protection	205-20100	72.80
09/20	09/02/2020	117756	5431	Ted's Appliance	901-20100	147.00
09/20	09/02/2020	117762	5965	White Bear IT Solutions LLC	901-20100	2,085.40
Grand Totals:						<u>9,087.56</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1666	East Central Solid Waste Co	Disposal of Appliances	160.00
Total 1666:			160.00
2597	Irwin, Aingelina	Interest and Security Deposit	432.58
Total 2597:			432.58
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			108.80
3189	LePage and Sons	TRASH AND RECYCLE SERVICE - CITY HALL/MALL	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	379.58
Total 3189:			725.82
3521	Menards	Tenant Services - Bridge Park	8.45
3521	Menards	Materials - Operating Supplies - Bridge Park	3.76
3521	Menards	Maintenance Supplies - Mall	22.96
Total 3521:			35.17
Grand Totals:			1,466.62

Dated: _____

9/10/2020

City Treasurer: _____

Caroline Trone

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/09/2020	117778	1140	Cintas Corporation	205-20100	4.25
09/20	09/09/2020	117782	1666	East Central Solid Waste Commission	205-20100	160.00
09/20	09/09/2020	117785	2597	Aingelina Irwin	901-20100	432.58
09/20	09/09/2020	117790	3056	Lake Superior Laundry Inc.	205-20100	108.80
09/20	09/09/2020	117792	3189	LePage and Sons	901-20100	725.82
09/20	09/09/2020	117795	3521	Menards	205-20100	35.17
Grand Totals:						<u>1,466.62</u>

Date: September 21, 2020
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Vacancy report submitted (MTCs). All units rented. Have one Notice of Vacancy for October 31st and November 30, 2020.
- Processed rent checks
- Webinar training on Enterprise Income Verification (EVI)
- Received bids on air duct cleaning

Capital Project

Tight Miter was out last week and pressured washed the Gazebo. Gazebo rehab is expected to be done by mid-October.

Prepared by: Deb Barrett

Background:

Staff is requesting approval to have the air ducts cleaned at Bridge Park Apartments. The air ducts have not been cleaned since October 2012. Due to the dollar amount of the service, staff solicited proposals but only received one quote using our preferred method of duct cleaning, a heppa vacuum system. We recommend awarding the contract to Service Master for \$7,375.

Fiscal Note—Funding for this contract will come from the \$11,246 Bridge Park received from HUD related to the CARES Act.

Recommendation

Authorize Executive Director to sign contract with Service Master to clean air ducts at Bridge Park for \$7,375.

Prepared by: Caroline Moe, Director of Finance

Background:

The United States Department of Housing and Urban Development (HUD) is has requested Public Housing Agencies to update their financial management policies. Accordingly, attached is an update of financial management policies that relates to Bridge Park Apartments.

Recommendation

EDA Board to approve Financial Management Polices for Bridge Park Apartments as presented.

Cambridge EDA
Bridge Park Apartments
Financial Management Policies

Purpose: This document outlines the day to day financial operations of Bridge Park Apartments for the purpose of complying with US Department of Housing and Urban Development (HUD) regulations.

1. Board financial reports are prepared on a monthly basis by the Executive Director. The Executive Director reviews accounts for unusual activity. Board members are also expected to review financial reports for unusual or unexpected items.
2. The Bridge Park Apartment financial information is subject to an independent audit on an annual basis as part of the City of Cambridge's audit. The Executive Director will coordinate the independent audit process. The Executive Director will also submit unaudited and audited into HUD's Real Estate Assessment Center (REAC) Financial Assessment Subsystem.
3. The Bridge Park Apartment budget will be approved by the Cambridge EDA Board on an annual basis prior to the start of the new fiscal year. The Executive Director will prepare the budget. The budget will be adopted via resolution with supporting documentation.
4. The Bridge Park Housing Manager will use Housing Data Systems (HDS) software to maintain tenant records including rent and deposits. Any rent not paid will be investigated by the housing manager by the 20th of the month. Any rent not paid by a tenant vacated will be recouped from the security deposit maintained.
5. Cash Management
 - a. No petty cash will be maintained at Bridge Park.
 - b. If possible, rent will be collected via ACH withdrawal to minimize cash transactions.
 - c. If a tenant will not pay via ACH withdrawal, rent or other tenant charges must be paid via check or money order. Checks or money orders must be deposited by the Bridge Park Housing Manager within two days via the scanner in the Bridge Park Office.
 - d. All cash disbursements will be paid via the City's checking account so we can use the segregation of duties routines in place at Cambridge City Hall. The Executive Director will make a transfer at month end to reimburse the City from the EDA Housing Account. The transfer amount will be reviewed by the Bridge Park Manager.
 - e. The only credit cards that may be used by the Bridge Park Manager are the Wal-mart and Menard's store cards. Receipts must be obtained for these card transactions and reviewed by the Executive Director prior to payment.
 - f. All payroll will for Bridge Park staff will be process by the City of Cambridge using their existing internal controls. Bridge Park will reimburse the City on a monthly basis for payroll amounts.
 - g. At month end, the Bridge Park Manager will prepare the HDS system for bank reconciliation. The Executive Director will preform the reconciliation in HDS and ensure that amounts match to the general ledger amounts shown in the City's accounting system.
 - h. Excess cash on hand will be invested in the EDA Savings account, when possible. The Executive Director will ensure all bank accounts are properly collateralized.

6. The Bridge Park Manager will assist the Executive Director in completing all HUD Operating Subsidy processing along with Line of Credit Control (LOCCs) processing. LOCC's is the system that allows Bridge Park to access HUD funding.
7. The Bridge Park Manager along with the Executive Director will make sure that the HUD requirements are met related to the Capital Fund Program (CFP). The Cambridge EDA Board will approve CFP as required and approve contracts for work, when appropriate.
8. The Bridge Park Manager will order supplies as necessary for the building and the Executive Director will review purchases prior to payment. Items exceeding \$10,000 must have a formal purchase order prepared prior to purchase. Items exceeding \$2,000 must have a secondary quote prior to purchase.
9. Bridge Park Manager will conduct an annual inspection of all units and will do a fixed asset inventory on an annual basis. The Executive Director will review fixed asset records as part of preparing for the annual audit.
10. All journal entries and support for Bridge Park financial transactions will be held at Cambridge City Hall and supervised by the Executive Director.
11. All HUD, Federal, and State record retention requirements will be followed by Bridge Park Staff.
12. Quality Review of Tenant Files—the Executive Director will review the tenant files within 90 days for new residents. On a random basis, the Executive Director will review 5 other files on a semi-annual basis for completeness and accuracy.

Prepared by: Deb Barrett & Caroline Moe

Background:

Resolution No. R 09-18 was adopted on December 7, 2009. The Resolution is a partial list of charges for the replacement/repairs of EDA Property and cleaning charges for tenants that have vacated at Bridge Park Apartments. Due to recent experience with tenant departures, staff believes we need to update our resolution governing move-out charges.

Staff feels it is in the best interest of the tenant and Bridge Park to charge an hourly current maintenance wage rate for any excess cleaning that EDA Staff does during a turnover and charge actual cost for any damaged or replacements of EDA Property and garbage disposal charges.

When a tenant submits their Notice to Vacate, staff would schedule a Pre-Inspection notice. The goal of the pre-inspection process is to make sure a unit comes back in clean condition so a tenant gets the maximum amount of security deposit back **AND** the unit is easier to prepare for the next tenant. During this pre-inspection staff would be looking for any damages/repairs that need to be done during turnover, so that any needed supplies are available for the turnover. Staff would communicate expected move-out "deficiencies" so that a tenant can have an opportunity to fix problems.

Attached is the Tenant Handbook with updated procedures on move-out process. If the updates to the Tenant Handbook is approved by the Board, staff would notify current tenants in writing with an Amendment issuing a revised Tenant Handbook.

Recommendation for Board Action:

- 1. Adopt Resolution EDA R20-005 Update to Tenant Charges**
- 2. Approve updates to Tenant Handbook and direct Housing Staff to notify residents of changes.**

Attachments:

Resolution No. R 20-005
Pre-Inspection Notice
Moving Cleaning Letter
Tenant Handbook



CAMBRIDGE ECONOMIC DEVELOPMENT AUTHORITY



121 South Fern Street, Cambridge, MN 55008-1454
Phone : 763-552-3278 Fax : 763-689-9148 E-mail : HousingDivision@ci.cambridge.mn.us
Bridge Park Apartments & Section 8 Vouchers
Equal Opportunity Providers: Complaints of discrimination should be sent to:
Office of Civil Rights, Washington, D.C. 20250-9410

Resident(s) Name:
Address: 121 S Fern St #
Cambridge, MN 55008

**MOVE-OUT PRE-INSPECTION MUST BE COMPLETED AT
LEAST 30 DAYS PRIOR TO MOVE-OUT.**

The Housing Supervisor and if Resident is available will be completing a pre-inspection:

Items to look at are appliances, carpet, vinyl, doors, lights, blinds etc. the following have been notated that may need cleaned, replaced or repaired.

____These items listed may need to be cleaned, replaced or repaired and may be charged back to resident.

____There are no noticeable repairs or replacements currently. HOWEVER, this is a pre-inspection and does not take place of the final move out inspection, which may reveal other repairs or replacements.

_____	_____	_____	_____
Housing Supervisor	Date	Resident	Date
_____		_____	_____
		Resident	Date

To Residents who are moving:

Dear: _____: Date _____
This is to acknowledge a notice to vacate dated _____ to vacate unit # _____
at Bridge Park Apartments on or before _____.

YOUR 30-DAY PRE-INSPECTION IS SCHEDULED FOR:

YOUR MOVE OUT INSPECTION IS SCHEDULED FOR:

We hope you have enjoyed your home and wish you well as you relocate. To assist you in the return of your Security Deposit, we make the following suggestions to avoid any charges:

1. Full term of the lease has expired.
2. Full 60- day written notice prior to the first of the month given prior to date of leaving.
3. Rent paid in accordance with lease term.
4. No damage to property beyond ordinary wear and tear. **Actual cost for any damaged or replacements of EDA Property will be charged to vacating resident.**
 - A. Walls must be clean. Soap and water will remove ordinary dirt, grease, and marks. Large holes in the walls or ceilings will be charged to residents.
 - B. Floors must be absolutely clean. If we have to scrub floors and remove excess wax, the labor will be charged to the resident.
 - C. Closets including all shelves should be washed and particular attention given to marks from luggage, etc. Also door tracks and all bi-fold doors should be wiped down.
 - D. Kitchen cabinets must be clean inside and out. Shelf paper must be removed.
 - E. Refrigerator must be absolutely clean. Please turn dial to the lowest setting. **DO NOT TURN OFF.** Pull refrigerator out and clean sides, underneath and behind.
 - F. Stove must be clean and all parts free from grease and splash. Oven must be clean. Pull stove out and clean the sides, underneath and behind.
 - G. Air-Conditioners: Filters and fronts of wall air-conditioners should be washed clean.
 - H. Bathrooms: Floors and fixtures should be free of water spots, hard water stains and excess of wax. Rinse thoroughly and dry all fixtures. Clean shower stall. Medicine Cabinet, vanity, sink, and toilet cleaned. Faucets should be free of soap residue.
 - I. Electrical Fixtures: Chandeliers and light fixtures should be washed down. All light bulbs must be in working order.
 - J. Heating baseboards should be cleaned.
 - K. Windows should be washed and sliding tracks should be cleaned out. Blinds should be cleaned.
 - L. Refuse and unwanted items should be placed in proper garbage containers. **Actual cost will be charged to vacating resident, for items that require additional pick-up from refuse company.**
 - M. **DO NOT PATCH NAIL HOLES**
5. Leave ice trays, cable remote & cable box, remote to air conditioner and broiler pan in apartment.
6. All keys and FOB's are to be returned by 12:00 noon on the last day of the month to the Housing Supervisor.
7. Leave a forwarding address and telephone number with the Housing Supervisor.

The Housing Supervisor is required to complete an inspection report after you leave the apartment. You are invited to discuss the condition of the apartment with the Housing Supervisor. You will be charged for any cleaning not done in accordance with the above, and for any abnormal repairs. **Work performed by EDA staff will be charged at the hourly wage rate contained in the current Maintenance Wage for maintenance at Bridge Park Apartments.** No fixtures, shelving, curtain rods, carpeting, or any other attachments were to be made without

the consent of the management. Where such items have been attached to the building, they become a part of the real property and may not be removed.

Most tenants have made Security Deposits. We will refund these promptly to the tenant that has fulfilled their obligations.

Thank you for your cooperation.

Sincerely,
Bridge Park Apartments/Cambridge EDA

Deb Barrett
Housing Supervisor

PLEASE SIGN AND DATE AT MOVE OUT.

Resident Date

Resident Date

Housing Supervisor Date

EDA Resolution R20-005 Tenant Charge Schedule

BE IT RESOLVED by the commissioners of the Cambridge Economic Development Authority of Cambridge by adopting this resolution update the Schedule of Tenant Services Charges as follows:

The following is a partial list of standard charges, which will be made by the Cambridge Economic Development Authority (EDA) for the replacement and/or repair of EDA property. Charges for items not listed will be based on actual cost to the EDA for repair or replacement with comparable quality items. Charges will be assessed for repair or replacement that exceeds normal wear and tear when it is determined that the damages and/or losses are the responsibility of the tenant.

Tenants will be billed for service charges by the EDA as soon as the cost has been determined.

REPLACEMENT AND REPAIR CHARGES

<u>Description</u>	<u>Charge</u>
1 Re-key interior apt door. (due to lost key including mail box key)	Actual Cost of Replacement
2 Removal and disposal of tenant owned carpet. (per room)	Actual Cost for Disposal
3 Cost per burn hole in carpet/flooring	Actual Cost to Replace
4 Clean stove	Actual Hourly Cost of Staff
5 Clean refrigerator	Actual Hourly Cost of Staff
6 Drip pan for stove. (4)	Actual Cost of Replacement
7 Window screen	Actual Cost of Replacement
8 Crisper for refrigerator	Actual Cost of Replacement
9 4-foot fluorescent light bulb for kitchen and bedroom. (Includes disposal of old bulb)	Actual Cost of Replacement
10 Light bulb for bathroom or living room. (Includes disposal of old bulb)	Actual Cost of Replacement
11 Cleaning of windows/blinds in Living Room & Bedroom	Actual Hourly Cost of Staff

GARBAGE DISPOSAL CHARGES

<u>Description</u>	<u>Charge</u>
1 Davenport/Sofa/Couch	Actual Cost for Disposal
2 Chairs	Actual Cost for Disposal
3 Microwave	Actual Cost for Disposal
4 Television	Actual Cost for Disposal
5 Computer	Actual Cost for Disposal
6 Mattress	Actual Cost for Disposal
7 Other Large Items	Actual Cost for Disposal

LABOR AND MATERIAL CHARGES

Charges to the tenant for items not listed above will be the total of the cost of material plus the cost of labor determined as follows:

- a.) Work performed by EDA staff will be charged at the hourly wage rate assigned the work
- b.) Work performed by contractors will be paid at the hourly rate charged by the contractor. The EDA will follow its Procurement Policy in obtaining goods and services.

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

This Resolution shall be effective as of the 21st day of September, 2020.

President – Robert Shogren

Attested by: Executive Director – Caroline Moe

Tenant Handbook

The employees of the Economic Development Authority of Cambridge (Cambridge EDA) would like to welcome you to your new apartment. Our goal is to provide you with a clean, comfortable and enjoyable setting in your new home.

Pleasant living depends largely upon cooperation and understanding by you and your neighbors. Consideration of your neighbors and their consideration of you will make your living here an enjoyable experience.

The purpose of this handbook is to familiarize you with your new home and surroundings, to help you understand more clearly your responsibilities as a tenant and to explain what you may expect from the management. These rules are not intended to restrict your activities, but rather to protect your privacy and provide equal opportunity for all to enjoy their apartment and amenities.

Please read this handbook carefully and keep it available for easy reference when you are in doubt about regulations. You will find that it will save you time, money and many headaches.

The EDA office maintenance and staff work on a part-time basis (office hours are listed below). Tenants are encouraged to contact the EDA office at any time with questions or concerns. Voicemail is available to leave a message.

Again, we welcome you to your new home and look forward to providing you an enjoyable place you are proud to call home.

Important Telephone Numbers

Cambridge EDA Office	763- 552-3278
Cambridge EDA Fax.....	763-689-9148
Staff Numbers (Emergencies Only Please)	
Emergency Cell	763-250-8145
Police Department, Fire Department, Ambulance	
Emergency	911
Hospital/Clinic	
Cambridge Medial Center.....	763-689-7700
Telephone Service	
Windstream.....	1 800 843 9214
MIDCO	1 800 888 1300

EDA Office Hours

Cambridge EDA Office..... Monday thru Thursday
..... 8:00 am to 2:00pm

Tenant Rent Collection

In conformance with your lease, the full monthly rent is due and payable on or before the fifth day of each month. You can pay your monthly rent from your checking or savings account automatically – no checks to write, money orders to purchase or late payments. Money is withdrawn on the 5th of the month. It's free, fast and completely hassle free! If you choose to write out a personal check or purchase a money order, make them payable to the Cambridge EDA or Bridge Park Apts. Rent payments may be dropped off in the office mailbox at any time. If the fifth of the month falls on a Saturday, rent will be collected at the regular time on the Friday before; if the fifth falls on a Sunday, rent will be collected at the regular time on the Monday after.

If you are unable to pay at this location, you should mail your rent to the Cambridge EDA office at:
121 South Fern Street
Cambridge, MN 55008

Your check must be received on or before the fifth to avoid any late penalty. All rent received after the fifth of the month will be subject to a \$25.00 late fee. If a tenant receives four late rent notices in a twelve-month period, they will be issued a notice to vacate in accordance with the lease agreement.

If your check is returned due to insufficient funds, account closed, etc. you will be charged \$25.00 and be required to pay any rent thereafter using money orders only.

Admissions & Continued Occupancy Policy

The Admissions & Continued Occupancy Policy (ACOP) is publicly posted in the Project Office. A copy of the ACOP can be furnished on request at the expense of the person making the request.

Keys and Locks

Each tenant is given five keys: 2 building keys, 2 apartment keys, 1 mailbox key and two fobs upon moving into an apartment: Keys and fobs are to be returned to the EDA office upon vacating the apartment.

Be very careful not to misplace or lose these keys. ~~A standard copy charge of \$10.00 will be assessed to replace mailbox keys or apartment door keys. The cost to replace a fob is \$25.00~~ **Any keys or FOBs that need to be replaced (due to lost by tenant) will be charged the actual cost of replacement.**

Tenants cannot make duplicate copies of keys.

Tenants are not permitted to alter any lock or install a new lock or other attachments on their apartment door or any building exterior door.

Security and Safety

For the safety of all tenants, your building is equipped with a controlled entrance. Individuals may not enter the building unless a tenant opens the exterior door. Do not prop open any exterior door or open the door for anyone other than your guests. Propping the doors leads to uninvited people, animals, rodents and trouble. It's important to keep your apartment door always locked. Adequate protection of you and your property begins with your own actions.

Tenants are to report any strangers or persons acting suspiciously to the EDA office or local authorities.

Common area windows in the lobbies, alcoves and laundry room are to be closed each evening. If you open a window during the day, you are responsible to close the window at night.

The Cambridge EDA cannot be responsible for the care of your unit during an extended absence. If you know you will be gone for an extended period of time, please make arrangements for friends or family to care for your apartment. It is advisable that you notify the EDA office of any extended absences.

Fire Safety and Emergency Regulations

IN CASE OF FIRE, CALL 911

Bridge Park is equipped with the most sophisticated equipment to ensure your safety in the event of a fire. The building is equipped with a central fire alarm system. It has emergency lights available on each floor to direct you toward the stairwells and has smoke detectors throughout the building.

1. First call the fire department. It is a state law (Section 671-010):
Any person, who discovers smoke, heat or gas indicating that there is a fire, shall immediately call the Fire Department. The City of Cambridge has a volunteer Fire Department. The EDA manager or resident must call 911 to get the Fire Department to respond to an alarm.
2. If you are in your apartment and discover a small fire within your unit, call 911 immediately. **IF IT IS SAFE TO DO SO**. Otherwise, shut the door, go to the hallway and sound the building alarm by breaking the glass and pulling the handle in the manual station located by the elevator and at the end of each corridor. If you are in the hallway when you discover the fire, sound the building alarm by breaking the glass and pulling the alarm handle.
3. If you hear the fire alarm, leave your apartment and go to the first floor by the way of the stairwell. **DO NOT USE THE ELEVATOR!** Go outside to the gazebo. If there is smoke in the hallway when you leave your apartment, go back into your apartment and put a wet towel at the bottom of your entrance door. Let someone know that you are in your apartment by calling on your phone or yelling out the window.

Severe Weather Procedures

When severe weather such as strong thunderstorms or tornados occurs, we encourage you to listen to your radio or television for official watches and warnings. You usually will first hear that a severe storm or tornado “watch” is in effect. This means that conditions are favorable for severe weather. A “warning” is broadcast when a severe storm or tornado actually strikes. If you hear a warning or hear tornado sirens, you should immediately take shelter.

The safest place in the building is on the first floor in either hallway connected to the lobby. The most important thing to remember is to stay away from all windows. If you do not feel you have enough time to go downstairs, you should go into your bathroom and close the door.

Remember...if you are included in a tornado watch, now is the time to plan. If you are included in a tornado warning, you must act immediately.

Maintenance Request Procedures

If and when there are needed repairs or problems in your unit, you must contact the EDA staff at 763-552-3278. A work order then will be completed.

Contact the Housing Supervisor or Maintenance immediately if you notice any of the following items:

- No heat in the winter
- Plumbing leaks
- No electricity
- Any condition that may cause a fire

You are responsible for any damage caused by you or your guests and will be required to pay for the repair of any such damages.

You may maintenance staff to complete a work order if you need a light bulb changed. Please do not attempt to use a chair or ladder to change the bulb yourself. A small fee will be charged if you choose to use one of the EDA bulbs, or you may supply your own bulb at no cost.

You are encouraged to submit your maintenance request as soon as you notice a problem. Do not wait for the problem to worsen. No request is too small, and all items will be responded to in a prompt manner.

If your landlord wants to come into your home to make non-emergency repairs, or to show or inspect the apartment, you will be given a "reasonable notice." Normally, this means at least a 24-hour written or verbal notice.

Your landlord can come in only at "reasonable times." Generally, this means during the daytime or evening, not in the middle of the night. There may be other factors that make certain times "unreasonable" for you.

Exception: If there is an emergency, your landlord can enter after a shorter notice or without notice. For example, the pipes burst or there is the smell of smoke coming from your apartment.

Renter's Insurance

Our insurance does not cover personal belongings or liability. It is necessary that you contact an insurance agent to obtain details concerning Apartment Renters Insurance of Household Goods and Liability Insurance or another similar policy to cover your personal belongings.

Vehicles and Parking Lots

One parking space is provided to any tenant who drives. Please contact the EDA office to request an assigned parking space. All vehicle license plates must be current and makes and models are to be registered with the EDA office. Tenants are asked to park in their assigned space only and may only have one vehicle in the parking lot. Guests and tenant PCA workers are to park in the rear spaces in the parking lot. No vehicles are allowed on grass or sidewalks.

All vehicles in the parking lot must be operational and used on a regular basis. The parking lot cannot be used to store a vehicle. If an inoperable vehicle is found in the lot, the owner will be asked to remove the vehicle. If the vehicle remains it will be towed at the owner's expense.

~~Monthly charges will be incurred on owners who have a vehicle that leaks fluids, which can cause damage to the asphalt in the parking lot.~~ **Owners that have a vehicle with leaking fluids will be given 3 written monthly notices to correct the leaking fluid.** Damaging fluids can be brake fluid, coolant, and oil. If after ~~three months~~ the **third written notice** tenant's vehicle has not been repaired, ~~it will have to be removed~~ **will be towed off the property at the owner's expense.**

Tenants are responsible to move their vehicle for snow plowing purposes. EDA staff cannot remove snow from your vehicle or move your vehicle from the lot. Your vehicle may be towed at your expense if it is not removed by the requested time.

Tenants may not perform repairs on any vehicles such as oil changes, engine repairs, in parking areas. All vehicles related items such as used oil, batteries, antifreeze, tires, etc. must be disposed of at a local recycling facility. These items cannot be disposed of in the waste container on site.

Commercial vehicles such as dump trucks, tow trucks, etc. is not allowed in the parking lot. In addition, recreational vehicles such as campers, watercraft, motor homes, snowmobiles, etc. are not allowed in the parking lot.

Bus Service

Bus service is provided to our building through the Heartland bus service. You may schedule a ride by contacting Heartland 763-689-8131. You must schedule a ride the day before transportation is needed to destinations beyond city limits. Same day rides are subject to availability. This service is available to all people with no age or income restrictions. The bus is handicap accessible.

Decorating Within Apartments

You are welcome to decorate your apartment to reflect your personal tastes and lifestyle. We do ask that you follow a few commonsense guidelines to ensure the unit will be in good shape for the next tenant. Please follow these guidelines when decorating your apartment:

- Use only small finishing nails to hang pictures – do not use adhesives, tape, molly bolts, or screws.
- Do not hang wallpaper
- Do not paint, redecorate or permanently alter your apartment (inc. light fixtures)
- Do not pound nails or screws on woodwork, including window frames and sills, **apartment doors** and cabinetry (i.e. curtain rods, electric can openers, paper towel holders, etc.) No inappropriate signs or sayings may be hung on your entrance door.
- Do not put tape on walls or woodwork.

You may contact the EDA office for clarification of any decorating questions.

Public Areas

The hall must be kept unobstructed and free of objects. Entry mats, rubber and overshoe mats and such personal items must be kept inside the apartment door, not in the hallway. Eating in halls, entries, stairways or laundry is prohibited since wrappers and spilled food left in the halls may cause someone to slip and fall. Any container containing a liquid beverage (coffee, pop etc.) must be covered while carrying outside your apartment to avoid spills.

Laundry Room

The laundry room is to be used by tenants only. The laundry machines are leased from BDS, if you lose money in the machines you will need to call BDS. You must use HE (High Efficiency) soap in the washers or they will not function properly.

As a courtesy to your neighbors, please remove your clothes promptly from the machine and clean the machines, remove lint from the filters and place lint into the waste basket. Wipe off countertops, etc. if spills occur. No rugs or large items such as comforters, blankets etc. are to be washed in the machines.

Please notify the EDA office immediately if machines are not working properly.

Smoking and Alcohol Restrictions

Smoking is **not allowed** in individual apartments. Tenants may not smoke anywhere in common areas in the building or within 50 feet of the building. Common areas include hallways, lobbies, stairs, elevators, laundry rooms and community rooms. Failure to comply with this rule is a violation of your lease and if tenant or tenant's guests are found smoking in their apartment, termination of lease will be immediate, no warnings. If a tenant knows of another tenant smoking in their apartment, they must report this to the office.

Alcohol consumption is allowed in individual apartments; however, any misuse or excessive use of alcoholic beverages will constitute grounds for immediate eviction, without prior notice to the tenant concerned. Alcohol is **not allowed** in any common area including the community room or on the property. The use of alcohol must not threaten the health, safety or right to peaceful enjoyment of the premises by other residents.

BBQ Grill

The BBQ grill is to be used by tenants only. Grills must be at least 15 feet from the building when grilling, per state statutes. No personal grills are allowed on the property.

For the safety of all tenants you must properly shut off the grill after each use, including the propane tank. You are asked to thoroughly clean the grill and cover it after each use.

Recycling

Recycling dumpster is in the back of the building. All tenants are mandated to recycle in accordance with the procedure. Recycling helps to save our natural resources. Cardboard boxes must be broken down and placed inside of the dumpster for recycling. Do not throw them in the dumpster as they take up too much space.

Trash Removal

All garbage must be properly wrapped and disposed of in the dumpster in the back of the building. Hazardous materials such as drained oil, batteries antifreeze, tires, etc. cannot be placed in the garbage container. These items must be delivered to the proper recycling center. Large items such as couches, TV's, mattresses, etc. cannot be placed in the garbage dumpster. If tenants would like the trash collection agency to pick up these items, it will be billed to the appropriate tenant **at actual cost**.

Storage of Hazardous Materials

Tenants shall not use or bring onto the premises or the building any flammable oils or fluids such as gasoline, kerosene, or other explosives which are deemed hazardous to life, limb or property. Car batteries, antifreeze and engine oil cannot be stored in your apartment.

Common Area Attire

Appropriate daytime clothing is required while visiting in common areas of the building. Shirts and shoes or slippers (with soles) must be worn in all common areas including the laundry room, lobbies and community room. Please inform your guests of this policy as well.

Tenant Notices/Tenant Meetings

A bulletin board is located in the first-floor lobby, which contains tenant notices from the EDA and community notices. We ask that you check this board each day to keep current with events happening in your area. Please contact the EDA office if you would like to post a notice on the board.

A notice will be posted with the date and time of each resident meeting. All tenants are encouraged to attend the resident meeting and participate in discussions. A resident meeting gives you the opportunity to learn more about life in your building and is a great place to meet your neighbors.

Community Room Use

The community room is available for use by tenants. Please contact the EDA office for a copy of the Community Room Policy.

Rumors/Gossip

We do our best to keep tenants informed of changes and happenings in our building. Should you hear rumors or gossip that you are concerned about; we encourage you to contact the EDA office for clarification.

Rumors and gossip are hurtful talk. If a rumor comes your way and you have an urge to pass it on, ask yourself if the rumor is unkind and decide that you are not going to pass it on. Simply say, "I'm not interested in hearing mean gossip" and walk away. Just like physical bullying, there are no innocent bystanders, with hurtful rumors. Management will monitor this destructive activity closely and lease infractions will be given for speaking in an abusive or threatening manner toward other residents.

Tenant Issues

Any tenant complaints or problems that cannot first be resolved between tenants must be submitted to the management office in writing. Management will not act as mediator for tenant issues which are not lease violations.

Mail Delivery

Mail is delivered and picked up from your building Monday – Saturday. Packages and/or letters that do not fit in the mail slot should be mailed at the post office. If you will be out of town for an extended period of time you are required to either place a temporary hold/forward on your mail at the post office or arrange for someone to pick up your mail.

Pets

You can have a pet in accordance with the current Pet Policy.

Pet Waste Requirements:

Pet owners are to take their pet to the area behind maintenance garages.

Pet waste is to be picked up and disposed of in the dumpster outside the building.

Pet owners are responsible to clean up after their pet by carrying a disposable baggie anytime their pet is outside.

Cat owners must keep litter boxes always clean and sanitized. No waste may be disposed through a sink or toilet.

You must read and sign the Pet Policy prior to bringing your pet home. You must pay a deposit of \$300.00 dollars before obtaining a pet. This deposit is refunded upon termination of the lease if there is no damage caused by your pet. All pets must be spayed or neutered, current on all shots and registered with the EDA office. Visiting pets must be registered with the EDA office and approved to be on site prior to their visit. **Pets must always be on a leash.** Unleashed pets can be a tripping hazard.

Due to the dangers involved, please do not feed or shelter stray animals. If you are concerned about a stray animal, you are encouraged to contact a local animal shelter or the EDA office for assistance.

Visitors

Visitors are always welcome and are asked to abide by the same house rules as tenants. If you have children visiting, we ask that they do not run down the halls or play in the elevator. Children should never be left unattended in the building. Your lease contains further information regarding the length of time visitors may stay.

Building Appearance & Grounds

Careful consideration and time are taken to ensure that the building is a pleasant, safe environment for all tenants. It is also important that the building be kept attractive to invite new tenants to the area. Management and tenants must work together to ensure the building is well maintained.

Please use the following items as a guide to maintain the appearance of your building and grounds:

- Plants and flowers may be planted in the designated flower garden area only. Bird feeders, exterior plant stands, potted plants and shepherd hooks may be used in areas designated by the Cambridge EDA.
- Lawn ornaments are prohibited.
- Do not place decorations or pictures in the hallways or common areas of your building. This includes the community room and the walls outside your apartment. One person's idea of good decorating may not be the same as his or her neighbor.
- Maintenance is responsible for watering the plants in the common areas of the building.
- If you open a window during the day, please be sure to close the window before you go to bed or if it begins to rain. This will prevent possible damage to carpet and walls and maintain the security of the building.
- Exterior building decorations (including building and grounds) will be completed by EDA staff when appropriate. Please do not store items in the gazebo.

Unit Transfers

All requests for unit transfers must be submitted to management in writing, detailing the reason for the transfer. The tenant file will be reviewed for consideration under Cambridge EDA written policy. If approved, the tenant will assume all financial responsibility associated with the transfer. Residents may request a transfer to another apartment unit after living at Bridge Park for two years. Current tenants would receive priority for an available unit over a new applicant applying for occupancy. The tenant would also be required to pay the difference (if any) on the required security deposit amount on the apartment unit that is vacant and the amount of the security deposit that the tenant originally paid. All move-out cleaning and damage charges will apply. Tenants are responsible for ALL damages done to the apartment they are moving out of. The apartment must be cleaned and ready to re-rent or cleaning charges will be incurred and withdrawn from their security deposit.

Moveout

A 60-day notice (prior to the first of a month) must be given **in writing**. It must be received on or before the last day of the month prior to vacating, regardless of the number of days in the month. State law states, if proper notice is not received, your security deposit may not be returned. Leases run on a monthly calendar. Rent is not prorated for early move-out. No surrender of the apartment will be considered acceptable by the Cambridge EDA without proper written notice to vacate as prescribed.

A move-out pre-inspection will be conducted 30 days prior to vacating. During this inspection Cambridge EDA Staff will be looking for any items that may need to be repaired or replaced.

Furniture or other items are not allowed in our garbage dumpster. You must take them with you. You will be charged **actual cost** to have the items taken away.

The Cambridge EDA furnishes light bulbs in each fixture when you move in. It is the responsibility of the resident to replace all bulbs with the proper size, not larger than 60 watts when vacating your unit.

Normal wear and tear does not include: burn holes in the floor, carpeting, chipped appliances or broken glass, stains or animal damage, torn or missing screens, burns in countertops or floors from irons, pots etc. dirty appliances; damage to walls or doors.

Your apartment must be vacated by 12 o'clock noon on the last day of the month. If you do not schedule a move out inspection with the EDA staff, you forfeit the right to argue charges.

All keys must be left with the EDA staff. A forwarding address should be left with staff for returning the security deposit.

Please remember to stop the newspaper, all deliveries and do an address change.

In case of an Emergency

EDA staff will assist you during regular business hours. Your neighbors or caregivers can call 911 if you are in need of help any time after regular business hours.

Elevator Emergency System

The elevator in your building is equipped with an emergency phone. This phone is to be used only in cases when you are trapped in the elevator or need immediate assistance.

MAINTENANCE AND HOUSEHOLD HINTS

REFRIGERATORS – If the food compartment is too warm or too cold, check the control valve to see if it has been moved by mistake. If too much frost is forming, it may be caused by higher-than-normal humidity, dishes that are not properly covered or frequent opening. If the freezer is not working properly, it may be because of too much food crammed into the space. Air flow is needed to keep temperatures set correctly.

RANGES – If the oven does not heat properly, make sure that the burners are properly installed. They are removable for easier cleaning and must be correctly replaced. We suggest monthly cleaning to remove grease and other foreign materials.

STAINLESS STEEL SINKS – While very durable, stainless steel sinks scratch easily. We suggest liners and racks be used as protectors and that direct contact with other metals with sharp edges be avoided. It is okay to use cleansers and a scrub pad without any problems. Some of the new soft scrub cleansers clean well and leave a great shine. There is stainless steel polish that can be purchased and used on a regular basis to keep the sink shiny and repel water spots.

KITCHEN COUNTERS – Do not place burning objects, hot pan directly from range top or oven on the counter tops. Do not chop foods, pound meat, cut up vegetables or slice bread directly on the countertop.

CABINETS – All cabinets should be kept free of moisture. Periodically, inspect underneath the sink cabinet to ensure the drainpipe is properly connected and is not leaking. Any types of leaks should be promptly reported to maintenance. Contact paper should not be used in the cabinets. This paper usually contain adhesive that leaves behind a residue that is harmful to the finish on the shelf or leaves a sticky surface.

WOODWORK - All the woodwork in the apartment should be in decent condition. As NO time should any type of nail, staple, tack or stick adhesive be placed on the woodwork. The woodwork must stay free of any type of item that will mark or damage it.

BATHROOM- Do not use abrasive cleansers when cleaning the shower or the man-made marble materials vanity tops as these will dull the finish which cannot be restored. The foamy type bathroom cleaners are just suited to this type of cleaning and do an efficient job and do not damage the finish.

LIGHT BULBS – Light fixtures are provided as standard equipment in the apartments and are supplied with light bulbs at the time of initial occupancy. Residents are responsible for any replacement thereafter. Too high wattage bulbs are a definite fire hazard and are an unnecessary expense. DO NOT USE a bulb stronger than a 60 Watt in the light fixture. We highly recommend that you use energy efficient light bulb. There are many benefits: 1.) they are long lasting in that they last up to 10 times as long as compact fluorescents and far longer than the traditional incandescent, 2.) Durable, they are not easily broken, 3.) they are cool, they don't get hot and contribute to heat buildup in a room, 4.) mercury free – no mercury is used in the manufacturing of LEDs, and lastly, LED light bulbs are more efficient. The EDA sells replacement bulbs at a minimal fee (listed on the repair/replace cost sheet). Any burned out light bulbs must be replaced at the time of move out or resident will be charged for it.

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