

**Cambridge EDA Meeting – Monday, October 19, 2020, 5:45 pm**  
**City Council Chambers, 300 3<sup>rd</sup> 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 September 21, 2020 meeting minutes (p. 3)
	B. Approve EDA Draft August 2020 Financial Statements (p. 5)
	C. Housing Division September 2020 Bills ACH only, Totaling \$68,597.00 (p. 33)
	D. Approve EDA Admin Division Bills Checks #117824- #118059 Totaling \$46,539.20 (p. 37)
	E. Housing Supervisor's Monthly Report (p. 46)
	F. Approve Rum River Special Education Lease Suite 150 and storage suite in the City Center Mall (p. 47)
	4. Work Session
	5. Unfinished Business
	A. Verbal Update Section 8 Transfer to Mora
	6. New Business
	A. Call for Public Hearing on 2021 Public Housing Authority Plan (p. 58)
	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 – September 21, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, September 21, 2020 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

**Members Present:** EDA members Bob Shogren, Joe Morin, Lisa Iverson, and Jim Godfrey.

**Members Absent:** EDA member Kersten Conley.

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

**Call to Order**

Shogren called the meeting to order at 5:45 p.m.

**Approval of Agenda**

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

**Consent Agenda**

Iverson moved, seconded by Godfrey, to approve consent agenda items A – E:

- A. Approval of August 17, 2020 meeting minutes
- B. Approve EDA Draft July 2020 Financial Statements
- C. Housing Division August 2020 Bills ACH only, Totaling \$67,417.00
- D. Approve EDA Admin Division Bills Checks #117469 - #117795 Totaling \$32,311.94
- E. Housing Supervisor's Monthly Report

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**

*Duct Cleaning*

Barrett stated the ducts at Bridge Park Apartments have not been cleaned since October of 2012. She said staff is requesting approval to have them cleaned again. Staff solicited for bids and three proposals were received. Two of the bids did not meet specifications of using a heppa vacuum system, so Barrett recommended awarding the contract to Service Master for

\$7,375. Their proposal met all the specifications, and have done quality work for the apartments before. Morin moved, seconded by Iverson, to authorize the Executive Director to sign the contract with Service Master to clean air ducts at Bridge Park for a cost not to exceed \$7,375. Motion passed unanimously.

*Bridge Park Financial Management Policies*

Moe informed the members that the United States Department of Housing and Urban Development (HUD) has requested Public Housing Agencies to update their financial management policies. She said she has updated the policy to make sure they are in compliance, and there is only one newly added item. This includes reviewing the files of new residents within 90 days, and randomly reviewing five other files on a semi-annual basis for completeness and accuracy. Iverson moved, seconded by Godfrey, to approve the Financial Management Policies for Bridge Park Apartments as presented. Motion passed unanimously.

*Move Out Procedure Update*

Due to recent experience with tenant depart, Barrett believes the resolution governing the move-out charges needs to be updated. She feels it is in the best interest for both the tenant and Bridge Park, and the charges have not been updated since Resolution R09-18 was adopted on December 7, 2009. Barrett stated the old resolution was not very accurate about charging actual costs for damages, and was not very flexible for the tenants. One of the changes would be to add a pre-inspection scheduled for 30 days prior to the tenant vacating their unit. Staff could inspect any damages or repairs that would need to be done, and would allow the tenant an opportunity to fix any problems. Tenants would be able to maximize the amount of their security deposit return, while allowing staff to plan for any repairs before the next tenant moves in. The other change would be updates to the Tenant Handbook. If the handbook is approved by the board, staff would notify current tenants in writing with an amendment issuing a revised Tenant Handbook. Morin moved, seconded by Godfrey, to adopt Resolution R20-005 updating the tenant charges, and to approve updates to the Tenant Handbook and direct staff to notify residents of the changes. Motion passed unanimously.

**Adjournment**

Godfrey moved, seconded by Iverson, to adjourn the meeting at 5:54 p.m. Motion carried unanimously.

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Bob Shogren, President

ATTEST:

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Caroline Moe, Executive Director

CITY OF CAMBRIDGE  
BALANCE SHEET  
AUGUST 31, 2020

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	( 2,042.08)	
901-10102	INVESTMENTS--PBC	120,000.00	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	81,825.15	
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	103,818.10	
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		<u>569,673.95</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,834.00	
901-22600	TENANT SECURITY DEPOSITS	31,391.53	
	TOTAL LIABILITIES		33,225.53

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	<u>47,782.21</u>	
	BALANCE - CURRENT DATE	<u>47,782.21</u>	
	TOTAL FUND EQUITY		<u>536,448.42</u>
	TOTAL LIABILITIES AND EQUITY		<u>569,673.95</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	40,656.00	34,344.00	54.21	76,779.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	11,246.00	( 11,246.00)	.00	.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>51,902.00</b>	<b>23,098.00</b>	<b>69.20</b>	<b>76,779.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	124.25	375.75	24.85	881.12
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>500.00</b>	<b>500.00</b>	<b>124.25</b>	<b>375.75</b>	<b>24.85</b>	<b>881.12</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	123,073.00	23,927.00	83.72	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,218.39	1,781.61	55.48	3,097.48
<b>TOTAL RENTAL INCOME</b>	<b>151,000.00</b>	<b>151,000.00</b>	<b>125,291.39</b>	<b>25,708.61</b>	<b>82.97</b>	<b>173,416.50</b>
<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
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>74,816.42</b>
<b>TOTAL FUND REVENUE</b>	<b>261,500.00</b>	<b>261,500.00</b>	<b>177,317.64</b>			<b>325,893.04</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2020**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	30,000.00	30,000.00	22,723.05	( 7,276.95)	75.74	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	1,704.21	( 545.79)	75.74	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	1,537.24	( 757.76)	66.98	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	6,336.35	6,336.35	.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	49.85	49.85	.00	73.35
<i>TOTAL PERSONAL SERVICES</i>	<u>34,772.00</u>	<u>34,772.00</u>	<u>32,428.40</u>	<u>( 2,343.60)</u>	<u>93.26</u>	<u>37,423.24</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	1,936.12	936.12	193.61	769.51
<i>TOTAL SUPPLIES</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,936.12</u>	<u>936.12</u>	<u>193.61</u>	<u>769.51</u>
<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	3,553.60	553.60	118.45	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	3,439.21	( 3,360.79)	50.58	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	55.78	( 44.22)	55.78	283.51
901-49500-340 ADVERTISING	300.00	300.00	20.00	( 280.00)	6.67	46.50
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>13,950.00</u>	<u>13,950.00</u>	<u>9,123.59</u>	<u>( 4,826.41)</u>	<u>65.40</u>	<u>12,840.15</u>
<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	102.16	( 297.84)	25.54	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,764.00	2,164.00	460.67	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	( 909.00)	8.55	454.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,494.00</u>	<u>4,494.00</u>	<u>2,951.16</u>	<u>( 1,542.84)</u>	<u>65.67</u>	<u>3,590.72</u>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<u><u>54,216.00</u></u>	<u><u>54,216.00</u></u>	<u><u>46,439.27</u></u>	<u><u>( 7,776.73)</u></u>	<u><u>85.66</u></u>	<u><u>54,423.62</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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>							
901-49800-210	REC, PUB & OTHER SERVICES	5,500.00	5,500.00	2,849.74	( 2,650.26)	51.81	8,639.49
	<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	2,849.74	( 2,650.26)	51.81	8,639.49
	<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>2,849.74</b>	<b>( 2,650.26)</b>	<b>51.81</b>	<b>8,639.49</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2020**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	11,775.25	( 12,224.75)	49.06	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	883.17	( 916.83)	49.07	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	881.43	( 954.57)	48.01	1,235.68
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	3,072.75	3,072.75	.00	.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	525.76	( 1,058.24)	33.19	654.36
<b>TOTAL PERSONAL SERVICES</b>	<b>29,220.00</b>	<b>29,220.00</b>	<b>17,138.36</b>	<b>( 12,081.64)</b>	<b>58.65</b>	<b>19,243.02</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	2,761.69	( 1,238.31)	69.04	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	20.01
<b>TOTAL SUPPLIES</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>2,761.69</b>	<b>( 1,438.31)</b>	<b>65.75</b>	<b>2,971.99</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	23,169.79	( 8,830.21)	72.41	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	7,919.00	( 3,445.00)	69.68	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	21,159.45	( 14,840.55)	58.78	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	4,754.25	( 5,745.75)	45.28	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	808.70	( 5,691.30)	12.44	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	2,535.18	( 464.82)	84.51	2,670.72
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>112,364.00</b>	<b>112,364.00</b>	<b>60,346.37</b>	<b>( 52,017.63)</b>	<b>53.71</b>	<b>104,057.84</b>
<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
<b>TOTAL MISCELLANEOUS</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>	<b>( 50,000.00)</b>	<b>.00</b>	<b>807,267.00</b>
<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
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.00</b>	<b>( 6,000.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>201,784.00</b>	<b>201,784.00</b>	<b>80,246.42</b>	<b>( 121,537.58)</b>	<b>39.77</b>	<b>933,539.85</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	129,535.43			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	47,782.21			( 870,709.92)

CITY OF CAMBRIDGE  
BALANCE SHEET  
AUGUST 31, 2020

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	170,855.11
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>171,685.70</u>
<u>LIABILITIES AND EQUITY</u>		
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	141,667.29
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>30,018.41</u>
	BALANCE - CURRENT DATE	<u>30,018.41</u>
	TOTAL FUND EQUITY	<u>171,685.70</u>
	TOTAL LIABILITIES AND EQUITY	<u>171,685.70</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	51,115.00	( 3,315.00)	106.94	73,512.00
902-33161 COVID 19 SECT 8 ADMIN GRANT	.00	.00	28,128.00	( 28,128.00)	.00	.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>47,800.00</b>	<b>47,800.00</b>	<b>79,243.00</b>	<b>( 31,443.00)</b>	<b>165.78</b>	<b>73,512.00</b>
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
<b>TOTAL RENTAL INCOME</b>	<b>150.00</b>	<b>150.00</b>	<b>.00</b>	<b>150.00</b>	<b>.00</b>	<b>2,188.45</b>
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	103.27	( 53.27)	206.54	115.38
<b>TOTAL INTEREST</b>	<b>50.00</b>	<b>50.00</b>	<b>103.27</b>	<b>( 53.27)</b>	<b>206.54</b>	<b>115.38</b>
<b>TOTAL FUND REVENUE</b>	<b>48,000.00</b>	<b>48,000.00</b>	<b>79,346.27</b>			<b>75,815.83</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2020**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>SECT 8 ADMINISTRATIVE</b>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	3,200.00	200.00	106.67	1,875.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	40,660.61	( 3,339.39)	92.41	47,010.29
	<i>TOTAL OTHER SERVICES AND CHA</i>	47,000.00	47,000.00	43,860.61	( 3,139.39)	93.32	48,885.29
<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
<i>FUNCTION 7</i>							
902-49500-720	TRANSFERS OUT	.00	.00	.00	.00	.00	4,000.00
	<i>TOTAL FUNCTION 7</i>	.00	.00	.00	.00	.00	4,000.00
	<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>48,000.00</b>	<b>48,000.00</b>	<b>43,860.61</b>	<b>( 4,139.39)</b>	<b>91.38</b>	<b>52,885.29</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	227,195.00	227,195.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 223,489.69)	( 223,489.69)	.00	( 303,344.05)
902-49775-376 URP PORT REC	.00	.00	1,656.00	1,656.00	.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	5,467.25	5,467.25	.00	.00
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	5,467.25	5,467.25	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	49,327.86			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	30,018.41			22,930.54

CITY OF CAMBRIDGE  
BALANCE SHEET  
AUGUST 31, 2020

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	375,028.75	
903-10200	EDA HOUSING DIV OPERATING CASH	11,922.25	
	TOTAL ASSETS		<u>386,951.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	1,020.78	
	BALANCE - CURRENT DATE	1,020.78	
	TOTAL FUND EQUITY		<u>386,951.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,951.00</u>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2020**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; MISC INCOME</u>						
903-36210 INTEREST EARNINGS	1,615.00	1,615.00	1,548.26	66.74	95.87	2,269.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	1,548.26	66.74	95.87	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	1,548.26			12,095.54

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	490.00	( 1,010.00)	32.67	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	37.48	( 77.52)	32.59	120.45
	<i>TOTAL FUNCTION 1</i>	<u>1,615.00</u>	<u>1,615.00</u>	<u>527.48</u>	<u>( 1,087.52)</u>	<u>32.66</u>	<u>1,695.45</u>
<i>OTHER SERVICES AND CHARGES</i>							
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>
	<b>TOTAL OTHER HOUSING BUS ACTIV-</b>	<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>527.48</u></u>	<u><u>( 1,087.52)</u></u>	<u><u>32.66</u></u>	<u><u>2,403.45</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	527.48			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	1,020.78			9,692.09

CITY OF CAMBRIDGE  
BALANCE SHEET  
AUGUST 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 8 MONTHS ENDING AUGUST 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	<u>35,000.00</u>	<u>35,000.00</u>	<u>19,685.00</u>			<u>74,816.42</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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 8 MONTHS ENDING AUGUST 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  
 AUGUST 31, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		2,341.64
	TOTAL ASSETS		2,341.64
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		1.64
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	2,340.00	
	BALANCE - CURRENT DATE		2,340.00
	TOTAL FUND EQUITY		2,341.64
	TOTAL LIABILITIES AND EQUITY		2,341.64



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	302,256.00	49,944.00	85.82	480,125.00
TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	302,256.00	49,944.00	85.82	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	 302,256.00			 484,125.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	298,704.00	( 53,496.00)	84.81	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>299,916.00</u>	<u>( 52,284.00)</u>	<u>85.16</u>	<u>464,456.00</u>
<b>TOTAL HAP EXPENDITURES</b>	<u><u>352,200.00</u></u>	<u><u>352,200.00</u></u>	<u><u>299,916.00</u></u>	<u><u>( 52,284.00)</u></u>	<u><u>85.16</u></u>	<u><u>464,456.00</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	299,916.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	2,340.00			19,669.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	191,542.97	83,457.03	69.65	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	191,542.97	83,457.03	69.65	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	<u>569,391.00</u>	<u>569,391.00</u>	<u>191,542.97</u>			<u>490,376.12</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101	FULL-TIME EMPLOYEES - REGULAR	96,512.00	96,512.00	68,764.82 ( 27,747.18)	71.25	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	5,157.36 ( 2,294.64)	69.21	7,041.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	5,103.06 ( 2,497.94)	67.14	7,051.80
205-41930-131	MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	12,583.65 ( 4,839.35)	72.22	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	49.85 ( 50.15)	49.85	73.40
	<b>TOTAL PERSONAL SERVICES</b>	<b>136,208.00</b>	<b>136,208.00</b>	<b>93,751.53 ( 42,456.47)</b>	<b>68.83</b>	<b>128,105.61</b>
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	250.00	250.00	212.97 ( 37.03)	85.19	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	248.97
	<b>TOTAL SUPPLIES</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>212.97 ( 3,537.03)</b>	<b>5.68</b>	<b>382.99</b>
<i>OTHER SERVICES &amp; 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	3,553.60 753.60	126.91	2,709.72
205-41930-321	TELEPHONE/CELLULAR	1,400.00	1,400.00	725.90 ( 674.10)	51.85	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	1,457.66 1,457.66	.00	997.81
205-41930-381	ELECTRIC UTILITIES	.00	.00	1,173.16 1,173.16	.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	310.75 310.75	.00	2,623.31
	<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>11,600.00</b>	<b>11,600.00</b>	<b>7,491.43 ( 4,108.57)</b>	<b>64.58</b>	<b>17,489.05</b>
<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	6,335.00 ( 3,665.00)	63.35	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	704.00 ( 796.00)	46.93	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
	<b>TOTAL MISCELLANEOUS</b>	<b>30,800.00</b>	<b>38,300.00</b>	<b>23,043.39 ( 15,256.61)</b>	<b>60.17</b>	<b>58,241.22</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	124,499.32	( 65,358.68)	65.57	204,218.87

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	28,845.00	28,845.00	19,271.99 (	9,573.01)	66.81	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	3,432.26 (	3,567.74)	49.03	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	1,445.40 (	718.60)	66.79	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	1,686.81 (	520.19)	76.43	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	6,286.41 (	2,425.59)	72.16	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	24.95 (	75.05)	24.95	36.70
<b>TOTAL PERSONAL SERVICES</b>	<b>52,212.00</b>	<b>52,212.00</b>	<b>32,883.19 (</b>	<b>19,328.81)</b>	<b>62.98</b>	<b>45,959.87</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	148.73 (	51.27)	74.37	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	5,310.82 (	9,689.18)	35.41	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	1,766.73 (	1,233.27)	58.89	39.97
<b>TOTAL SUPPLIES</b>	<b>18,325.00</b>	<b>18,325.00</b>	<b>7,250.15 (</b>	<b>11,074.85)</b>	<b>39.56</b>	<b>8,193.16</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	170.08 (	179.92)	48.59	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	3,640.00 (	2,460.00)	59.67	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	8,607.22 (	13,392.78)	39.12	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	3,391.21 (	1,808.79)	65.22	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	1,553.51 (	2,846.49)	35.31	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	3,777.46 (	422.54)	89.94	4,202.27
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>42,250.00</b>	<b>42,250.00</b>	<b>21,139.48 (</b>	<b>21,110.52)</b>	<b>50.03</b>	<b>34,247.09</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	20,032.56	4,032.56	125.20	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
<b>TOTAL MISCELLANEOUS</b>	<b>29,500.00</b>	<b>29,500.00</b>	<b>49,064.89</b>	<b>19,564.89</b>	<b>166.32</b>	<b>44,809.32</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>142,287.00</b>	<b>142,287.00</b>	<b>110,337.71 (</b>	<b>31,949.29)</b>	<b>77.55</b>	<b>133,209.44</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 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	234,837.03			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	( 43,294.06)			152,947.81



**CAMBRIDGE EDA MEETING**  
**October 19, 2020**  
**BILLS LIST**

<b>Disbursement Type:</b>	<b>Date:</b>	<b>Numbers:</b>	<b>Submitted For <u>Approval</u></b>
ACH-Section 8 Business (see attached batch 247)	9/1/2020	n/a	\$ 55,687.00
ACH-Section 8 Individuals (see attached batch 247)	9/1/2020	n/a	\$ 795.00
ACH-Section 8 Individuals (see attached batch 246)	9/1/2020	n/a	\$ 11,487.00
ACH-Section 8 Individuals (see attached batch 249)	9/15/2020	n/a	\$ 628.00
Prepaid Totals			<u>\$ 68,597.00</u>

ACH-Section 8 Business (see attached batch 249)

**\$ 68,597.00**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 9/1/2020-9/30/2020.

Caroline Moe 10-8-2020  
Caroline Moe, Director of Finance signature & date

Deb Barrett 10/8/2020  
Deb Barrett, Housing Supervisor signature & date

**ACH Transaction Report**

Batch #: 000247

Created On: 08/26/2020

<b>Name</b>	<b>Amount</b>
Bungalows of Chisago L	\$1,003.00
Calhoun Apartments	\$1,115.00
Cambridge Square Assoc	\$1,179.00
Cambridge Town Square	\$1,369.00
Liu's Real Estate Deve	\$10,787.00
DJ Properties of Stanc	\$1,587.00
Elmhurst Apt. c/o Lifs	\$280.00
Erlandson Group LLC	\$556.00
Haven Properties	\$356.00
New Challenges, Inc.	\$2,927.00
Isanti Village Apartme	\$1,118.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$5,594.00
Legacy Townhomes	\$4,357.00
Main Street Flats LP	\$1,908.00
Allen Moulton	\$313.00
Normandy Townhomes	\$3,672.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$352.00
Oakview Terrace Townho	\$3,231.00
PG Companies Redwing A	\$1,206.00
Pine Village LLC	\$118.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$980.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$5,465.00
Wyoming Limited Partne	\$1,443.00
Wyoming Limited Partne	\$2,366.00
Cambridge EDA	\$-55,687.00
Brett Nelson	\$795.00
Cambridge EDA	\$-795.00

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**Batch Total:** \$0.00

**ACH Transaction Report**

Batch #: 000246

Created On: 08/26/2020

<b>Name</b>	<b>Amount</b>
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	\$414.00
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	\$-11,487.00
<b>Batch Total:</b>	<b>\$0.00</b>

### ACH Transaction Report

Batch #: 000249  
Created On: 09/14/2020

<b>Name</b>	<b>Amount</b>
Trikin Properties Inc.	\$628.00
Cambridge EDA	\$-628.00
<b>Batch Total:</b>	<b>\$0.00</b>

CAMBRIDGE EDA MEETING  
October 19, 2020  
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	9/16/2020	117824, 117843	58.65
Prepaid Checks	9/30/2020	117898 - 117978	31,620.73
Prepaid Checks	10/7/2020	117990 - 118059	14,859.82

Prepaid Totals 46,539.20

**TOTAL SUBMITTED FOR APPROVAL**

**\$46,539.20**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 9/10/20-10/7/2020.

Caroline Moe                      10-8-2020  
Caroline Moe, Director of Finance signature & date

Linda Gerlach                      10-8-2020  
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
	Total 3056:		54.40
	Grand Totals:		58.65

Dated: 9/16/2020

City Treasurer: Caroline Tve

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/16/2020	117824	1140	Cintas Corporation	205-20100	4.25
09/20	09/16/2020	117843	3056	Lake Superior Laundry Inc.	205-20100	54.40
Grand Totals:						<u>58.65</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	129.43
	Total 306:		129.43
444	Bassing Electric	Electrical Service Work - Bridge Park	681.59
	Total 444:		681.59
670	Brad Hoheisel Tree Service, L	Tree Removal - Bridge Park	3,000.00
	Total 670:		3,000.00
969	Cardmember Service	Molded Plastic Folding Tables - Mall	1,679.86
	Total 969:		1,679.86
1070	Central Roofing Company	Heat Tape Install - Mall	7,600.00
	Total 1070:		7,600.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		8.50
1613	Dusty's Drain Cleaning, Inc.	Repairs & Maintenance - Bridge Park	250.00
	Total 1613:		250.00
1648	East Central Exterminating	Inspection & Treatment - Bridge Park	245.00
	Total 1648:		245.00
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	160.68
	Total 1686:		160.68
1837	Evergreen Recycling LLC	Bulbs Recycling - Bridge Park	25.00
	Total 1837:		25.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	257.70
	Total 2411:		257.70
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	340.48
	Total 3006:		340.48
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40



Vendor	Vendor Name	Description	Net Invoice Amount
Total 3056:			54.40
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	15.98
Total 3543:			15.98
3933	Mora HRA	September Contracted Section 8 Administration	9,180.32
Total 3933:			9,180.32
5528	Tight Miter Carpentry, LLC	Gazebo Repairs - Bridge Park	7,840.00
Total 5528:			7,840.00
5801	Verizon Wireless	wireless phone service - Economic Development	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:			31,620.73

Dated: 9/30/2020City Treasurer: Arline Muel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/30/2020	117898	306	ARC Irrigation, LLC	901-20100	129.43
09/20	09/30/2020	117900	444	Bassing Electric	901-20100	681.59
09/20	09/30/2020	117903	670	Brad Hoheisel Tree Service, LLC	901-20100	3,000.00
09/20	09/30/2020	117906	969	Cardmember Service	205-20100	1,679.86
09/20	09/30/2020	117908	1070	Central Roofing Company	205-20100	7,600.00
09/20	09/30/2020	117912	1140	Cintas Corporation	205-20100	8.50
09/20	09/30/2020	117919	1613	Dusty's Drain Cleaning, Inc.	901-20100	250.00
09/20	09/30/2020	117921	1648	East Central Exterminating	901-20100	245.00
09/20	09/30/2020	117923	1686	Ecolab Pest Elimination Div.	901-20100	160.68
09/20	09/30/2020	117926	1837	Evergreen Recycling LLC	901-20100	25.00
09/20	09/30/2020	117933	2411	Hillyard / Minneapolis	205-20100	257.70
09/20	09/30/2020	117943	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	340.48
09/20	09/30/2020	117944	3056	Lake Superior Laundry Inc.	205-20100	54.40
09/20	09/30/2020	117953	3543	Metro Sales, Inc.	901-20100	15.98
09/20	09/30/2020	117955	3933	Mora HRA	902-20100	9,180.32
09/20	09/30/2020	117974	5528	Tight Miter Carpentry, LLC	901-20100	7,840.00
09/20	09/30/2020	117978	5801	Verizon Wireless	205-20100	151.79
Grand Totals:						31,620.73

Vendor	Vendor Name	Description	Net Invoice Amount
596	Bloomquist Electric Inc	Heat Tape Project - Final Payment	1,099.72
Total 596:			1,099.72
906	NAPA Central MN	Repair & Maint Supplies Veh/Eq - Maintenance	34.37
Total 906:			34.37
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	2,000.00
1602	Duff Consulting, LLC	Property Maintenance Services September - Bridge Pa	280.00
Total 1602:			2,280.00
2467	Hummingbird Environmental,	Removal and Disposal ACM - 627 1st Ave, 345 4th Ave	5,385.00
Total 2467:			5,385.00
3258	Local 49 H&W Fund	Health Insurance November	1,527.00
3258	Local 49 H&W Fund	Health Insurance November	763.50
3258	Local 49 H&W Fund	Health Insurance November	1,145.25
3258	Local 49 H&W Fund	Health Insurance November	381.75
Total 3258:			3,817.50
3501	MEI Total Elevator Solutions	October Monthly Service - Bridge Park	260.62
Total 3501:			260.62
3521	Menards	Materials - Operating Supplies - Bridge Park	38.22
3521	Menards	Maintenance Supplies - Mall	32.04
Total 3521:			70.26
4011	NAC Mechanical & Electrical	Fall Semi-Annual Maintenance	1,019.70
Total 4011:			1,019.70
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
Total 5965:			888.40
Grand Totals:			14,859.82

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Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 10/7/2020

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/07/2020	117990	596	Bloomquist Electric Inc	205-20100	1,099.72
10/20	10/07/2020	117995	1140	Cintas Corporation	205-20100	4.25
10/20	10/07/2020	118002	1602	Duff Companies, LLC	901-20100	2,280.00
10/20	10/07/2020	118011	2467	Hummingbird Environmental, LLC	205-20100	5,385.00
10/20	10/07/2020	118022	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,817.50
10/20	10/07/2020	118027	3501	MEI Total Elevator Solutions	901-20100	260.62
10/20	10/07/2020	118028	3521	Menards	205-20100	70.26
10/20	10/07/2020	118034	4011	NAC Mechanical & Electrical Services	205-20100	1,019.70
10/20	10/07/2020	118035	906	NAPA Central MN	205-20100	34.37
10/20	10/07/2020	118059	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>14,859.82</u>

### **3E Housing Supervisor's Monthly Report**

**Date:** October 19, 2020

**To:** EDA Board of Commissioners

**From:** Deb Barrett, Housing Supervisor

**Re:** Report on EDA Housing Operations

#### **Public Housing:**

- Have 3 residents vacating the end of October. One unit is rented, resident transferring from 4<sup>th</sup> floor to 1<sup>st</sup>. Two pending applications on the other 2 units.
- Processed rent checks. Submitted MTCS Report (Vacancy Report)
- Received notice from HUD on 9/29/2020 that they have increased the 2020 Capital Fund to \$57,105. An increase of \$412.00, this amount has been added the bathroom renovation.
- All the dead pine trees at Bridge Park have been removed.
- Cleaned out the gutters on the maintenance garage
- Submitted Semi-Annual Labor Standards and Maintenance Wage Rate Determination to Davis Bacon Labor Standards.

#### **Capital Fund:**

- Gazebo Rehab is finished. Looks great!!

### **3F Approve Rum River Special Education Cooperative/District #6079 Lease Renewal for Suite 150 & storage suite**

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October 19, 2020

Author: Stan Gustafson

#### **Request:**

Rum River Special Education Cooperative/District #6079 is requesting approval for lease renewal for Suite 150 & storage suite.

#### **BACKGROUND**

Rum River Special Education Cooperative/District # 6079 leases Suite #150 & Suite #144 in the City Center Mall. They have been leasing these spaces since November 1, 2003. At this time, they are only renewing the lease for Suite 150 and the storage unit for an additional 3 years from November 1, 2020 to October 31, 2023.

#### **MINIMUM RENT**

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

<b><u>Year</u></b>	<b><u>Rate</u></b>	<b><u>S/Unit</u></b>	<b><u>Base</u></b>	<b><u>Monthly</u></b>
<b>2020-2023</b>	<b>\$11.25 s/f</b>	<b>\$162.50</b>	<b>\$3,754.69</b>	<b>\$3,917.19</b>

#### **EDA ACTION**

Approve lease renewal with Rum River Special Education Cooperative/District #6079 for an additional three years for suite #150 & storage suite in the City Center Mall. Authorize the EDA President and Executive Director to sign the lease.

#### **ATTACHMENTS**

- Lease
- Exhibit A suite map
- Exhibit B legal description
- Exhibit C sign criteria

**CAMBRIDGE CITY CENTER LEASE  
SIXTH AMENDMENT OF LEASE**

THIS LEASE AMENDMENT is made this 19<sup>th</sup> day of October, 2020, between the Cambridge EDA, a public body corporate and poiltic (the "Landlord") and the Rum River Special Education Cooperative/District 6079, a joint powers entity (the "Tenant"). This is an amendment to the "Cambridge City Center Lease" dated October 1, 2003 ("Original Lease").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the City of Cambridge, County of Isanti, in the State of Minnesota, the street address of which is 140 Buchanan Street North, Cambridge, Minnesota 55008. Suite #150 (4,005 square feet) and Storage Suite storage suite #150 325 sq. ft. of the Cambridge City Center is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B".

**LEASE TERM**

The fixed monthly minimum rent during the term of this lease will be as stated below. The first payment to Landlord is due the 1<sup>st</sup> day of November, 2020 with the expiration date being October 31, 2023.

Suite #150 rate is based on \$11.25 per S/F, while the storage suite is an additional \$162.50 per month.

Upon termination of the lease, the leasehold improvements become property of the Landlord.

**MINIMUM RENT**

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

<b>Year</b>	<b>Rate</b>	<b>S/Unit</b>	<b>Base</b>	<b>Monthly</b>
<b>2020-2023</b>	<b>\$11.25 s/f</b>	<b>\$162.50</b>	<b>\$3,754.69</b>	<b>\$3,917.19</b>

**TENANT AGREEMENT**

**The Landlord and Tenant agree and acknowledge that the leasehold improvements contemplated in the Original Lease have been completed and all financial obligations related thereto have been satisfied. The payment for leasehold improvements for 2018 project is schedule to be paid off in October 2020.**



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

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, lighting, switch plates, outlets, wiring and glass in good repair, all at Tenant's expenses, and at the expiration of the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.
3. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent.
4. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the City Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify.
5. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
6. To use the premises only as administrative offices and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises.
7. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.
8. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premise, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For

Lease” card or sign upon the leased premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant’s operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the City Center.

9. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00) against liability for injury to or death arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000.00) against liability arising out of any property damage. Said insurance shall include Landlord as an additional insured party and shall provide that Landlord shall be given a minimum of thirty (30) days’ notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
10. To allow the Landlord to enter upon the premises at any reasonable hour.
11. The leased premises are constructed to utilize individual heating and air conditioning systems. Tenant agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the leased premises. Tenant shall pay for all heating, air conditioning, electricity, gas, telephone, water, and sewer charges used in the leased premises.

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

12. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant’s liability to pay same.
13. If, after the expiration of this Lease, the tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month’s rent paid under this lease, and subject to all the terms and conditions of this lease.
14. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be

liable for the balance of the rent herein reserved until the expiration of the term of this Lease.

15. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum of two thousand dollars (\$2,000.00), the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.
16. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.
17. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
18. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
19. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.

20. This lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
21. Landlord promises to keep the structural elements (i.e. walls and roof) and the parking lot and sidewalks of the Cambridge City Center in reasonable repair except when the damage is caused by the intentional or negligent action of Tenant or Tenant's agents, employees or guests. For purposes of this Lease, structural elements shall mean the foundation, floor, exterior and load bearing walls and the roof. Maintenance of the parking lot and sidewalks shall include snow removal.
22. If the Leased Premises is destroyed or damaged not due to the fault of Tenants or Tenant's guests, and the Leased Premises is unfit for Tenant's use, Tenant shall not be required to pay rent for the time the Leased Premises cannot be used. If part of the Leased Premises cannot be used, Tenant must only pay rent for the usable part. If the Leased Premises is substantially damaged or destroyed (meaning 50% or more of the Leased Premises is unusable), either Landlord or Tenant may terminate this Lease by written notice to the other within 30 days of the event causing such damage or destruction, and the Landlord shall have no obligation to Tenant to rebuild or repair the Premises.
23. Tenant expressly understands that the location of the property may be situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger rail service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

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

**IN WITNESS WHEREOF**, Landlord and Tenant have signed this Third Amendment of Lease as of the date set forth above.

**Cambridge EDA**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Rum River Special Education  
Cooperative/District 6079**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**By:** \_\_\_\_\_

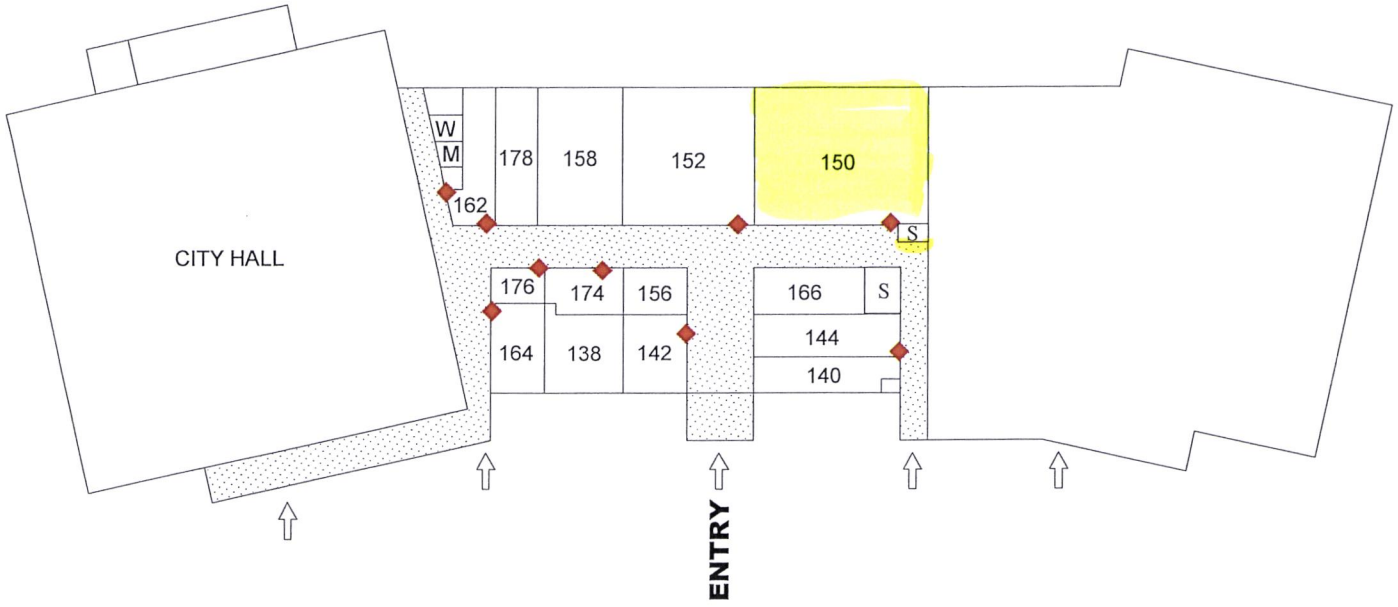
**Its:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Exhibit A**

**Cambridge City Center**



- ◆ Indicates approximate location of electrical outlet
- S Storage Facility

**Legal Description of Cambridge City Center Property**

Lot 1, Block 1, Outlot A and Outlot B, all of Downtown Commercial 2nd Plat, according to the plat thereof on file or of record in the Office of the Isanti County Recorder, Isanti County, Minnesota.

EXCEPTING THEREFROM the following described parcel: That part of Lot 1, Block 1 of the recorded plat of Downtown Commercial 2<sup>nd</sup> Plat, Isanti County, Minnesota, described as follows:

Beginning at the Southeast corner of said Lot 1, Block 1; thence North 15 degrees 49 minutes 25 seconds East, along the Easterly line of said Lot 1, a distance of 109.62 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 200.03 feet; thence North 0 degrees 01 minutes 30 seconds East, a distance of 64.78 feet; thence North 89 degrees 58 minutes 30 seconds West, a distance of 116.48 feet to the Westerly line of said Lot 1; thence South 15 degrees 37 minutes 20 seconds West, along said Westerly line, a distance of 84.46 feet to the Southwesterly corner of said Lot 1; thence South 73 degrees 56 minutes 30 seconds East, along the Southerly line of said Lot 1, a distance of 321.91 feet to the point of beginning.

Together with easements for driveways, sidewalks, parking, utilities and support as set forth in that certain Reciprocal Easement and Operating Agreement, dated September 20, 1990 and recorded October 8, 1990 as Document No. 196595 in the office of the Isanti County Recorder, Isanti County, Minnesota, as amended by that certain First Amendment to Reciprocal Easement and Operating Agreement, dated June 22, 1993, and recorded July 2, 1993, as Document No. 214331, in the office of the Isanti County Recorder, Isanti County, Minnesota.

Abstract Property.

## **EXHIBIT C**

### **SIGN CRITERIA**

#### **I. GENERAL**

1. Tenant shall be required to identify the premises with an appropriate sign approved by city staff. All such signs shall be subject to the requirements and limitations as outlined hereafter.
2. Tenant's sign shall be store identity sign only and shall be placed in the storefront area in an area designated by Landlord as to location and size.
3. Sign letters or components shall not have exposed neon or other lamps. All light sources shall be concealed by translucent material. Sign letters or components may be back illuminated with lamps contained fully within the depth of the letter. In no event shall lighted signs exceed 100 foot lamberts.

#### **II. PROHIBITED SIGNS**

The following types of signs or sign components shall be PROHIBITED:

1. Signs employing moving or flashing lights.
2. Signs employing exposed raceways, ballast boxes or transformers.
3. Sign manufacturer's names, stamps or decals.
4. Signs of a box or cabinet type.
5. Signs employing unetched or uncapped plastic letters or letters with no returns or exposed fastenings.
6. Paper or cardboard signs hung around, on or behind storefront (including glass doors and/or windows).
7. Signs placed at right angles to any storefront.
8. Signs purporting to identify leased departments or concessionaires contained within the premises.

#### **III. PROCEDURE**

Tenant shall submit two (2) drawings of its proposed signage to the Landlord for Landlord's approval prior to installation of any signage. Tenant must receive Landlord's or (Landlord's manager's) written approval prior to installation of any signage.

#### **IV. SIGN REGULATIONS**

- a. Signs shall be composed of individual letters that shall not exceed 24" in height. Lettering is not restricted to any particular style.
- b. Signs may be internally illuminated or non-illuminated. Lighting fixtures attached to the storefront for the purpose of illuminating a non-illuminated sign are prohibited.



- c. Signs may have one (1) line of copy above another line but the combined height of both lines shall not exceed 24".
- d. There are no restrictions as to color.
- e. Signs shall not cover more than eighty percent (80%) of the width of the storefront to which they are attached. However, all signs shall be set-in at least eighteen inches (18") from the borders of the tenants lease area.

Signs must be centered in front of each store.

- f. Signs shall be vertically centered on the sign soffit.
- g. Logos may be used in the allocated sign area but are subject to the size limitation, stated above. There shall not be more than one (1) logo per storefront.

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 Five-Year Action Plan describes the mission of our agency and 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 year.

The 2021 Annual Plan lists the planned capital projects using 2021 Capital Funds.

The 2021-2025 Capital Fund Program describes our long-range projects.

**Recommendation**

1. Call for public hearing on the PHA Plan on December 21, 2020 at 5:45 pm
2. Approve the 2021 Annual PHA Plan for presentation at the Public Hearing
3. Approve the 2021-2025 Capital Fund-Five Year Action Plan for presentation at the Public Hearing

<b>Summary of Five Year Capital Plan</b>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>
<b>2020-2024</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Grant Amount</b>	\$ 56,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	50,000.00
<b>Capital Projects</b>					
<b>Description</b>					
<b>Operations</b>	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	\$ 10,000.00	\$ 10,000.00
<b>Mill/overlay, restripping parking lot</b>					\$ 20,000.00
<b>Renovate bathrooms in 45 units</b>	\$ 47,300.00	\$ 47,300.00	\$ 41,300.00		
<b>Roof Replacement (done in 2007)</b>				\$ 40,000.00	20,000.00
<b>Replace vinyl on all stairway's and landing on 4 floors</b>					
<b>TOTAL</b>	\$ 56,000.00	\$ 56,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Cambridge Economic Development Authority</u> <span style="float: right;">PHA Code: <u>MN067</u></span> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>1/01/2021</u>				
<b>2.0</b>	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>45</u>		Number of HCV units: <u>936</u>		
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH            HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination."				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>N/A Annual Plan</b>				

6.0	<p><b>PHA Plan Update</b></p> <ul style="list-style-type: none"> <li>▪ Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</li> <li>▪ No revision; ongoing</li> </ul> <p>The Cambridge Economic Development (Cambridge EDA) aim for 2019 is to continue to work toward accomplishing the goals that are currently in place:</p> <ol style="list-style-type: none"> <li>1. <b>Public Housing:</b> <ul style="list-style-type: none"> <li>▪ Continue to maintain 100% occupancy rate with public housing.</li> <li>▪ Continue to modernize/update our public housing units.</li> <li>▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan</li> <li>▪ Timely and accurate reporting of financial data and all other components of quality property management and maintenance.</li> <li>▪ Continue &amp; expand on resident involvement and services;</li> <li>▪ Ensure that the PHA property continue to be managed to the highest possible standard, including regular preventive maintenance;</li> <li>▪ Prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units;</li> <li>▪ Strive to provide customer satisfaction through on going resident/staff communication by the way of monthly resident meetings; post notices etc.).</li> <li>▪ Maintain "High Performer" status under HUD's Public Housing Assessment System (PHAS);</li> <li>▪ Promote affordable housing unit development in our jurisdiction through the use of Low Income Housing Tax Credits.</li> <li>▪ Maintain EDA Web Page providing program information to potential landlords.</li> <li>▪ Ensure equal access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, marital status and the reliance on public assistance in the development and administration of Cambridge EDA.</li> </ul> </li> <li>2. <b>Section 8</b> <ul style="list-style-type: none"> <li>▪ There is no revision to the Section 8 HCV Administrative Plan</li> </ul> </li> <li>3. <b>Capital Improvements:</b> <ul style="list-style-type: none"> <li>▪ Continue to make improvements to our public housing property. Continue to actively involve residents, staff and community in planning capital improvements.</li> </ul> </li> <li>4. <b>Safety and Security:</b> <ol style="list-style-type: none"> <li>a. Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical</li> <li>b. Improvements to properties that enhance safety and security make provisions for local police and ambulance services</li> </ol> </li> <li>5. <b>Smoke-Free Policy</b> <ul style="list-style-type: none"> <li>Enforce the smoke-free Public Housing Policies effective July 30, 2018</li> <li>Update the Admission &amp; Continued Occupancy Policy</li> <li>No smoking within 50 feet of entrance of building</li> <li>Designated smoking area is 50 feet away from structures on property</li> <li>All residents to sign smoke-free lease addendum</li> <li>Lease and resident handbook updated to include the Smoke-Free Policy</li> </ul> </li> <li>6. <b>Violence Against Women and Justice Department Reauthorization Act of 2005</b> <ul style="list-style-type: none"> <li>All resident to sign Lease Addendum of the VAWA – HUD-91067, HUD-5380 &amp; HUD-5382</li> <li>Update the Admission &amp; Continued Occupancy Policy</li> </ul> </li> </ol> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ol style="list-style-type: none"> <li>7. Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern St., Cambridge, MN</li> </ol>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>N/A</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>The Cambridge EDA has entered into an agreement with Mora HRA on January 1, 2016 to provide services for the administration of the Section 8 Housing Choice Program.</b></p> <p><b>The Cambridge EDA has requested that the Section 8 Voucher program be transferred to the Mora HRA effective January 1, 2021. If this is not approved the Mora HRA will continue to administer the Section 8 Voucher program on a contract service basis.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p><b>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</b></p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p><b>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note: Faxed copies of these documents will not be accepted by the Field Office.</b></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>