

Cambridge EDA Meeting – Monday, September 20, 2021, 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 16, 2021 meeting minutes (p. 3)
	B. Approve EDA Draft July 2021 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks #120765- #121090 Totaling \$493,249.37 (p. 19)
	D. Resident Meeting Minutes (p. 32)
	E. Housing Supervisor's Monthly Report (p. 33)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Call for Hearing on PHA Plan (p. 34)
	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 16, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, August 16, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, City Administrator Vogel, and Assistant City Administrator Lewis.

Call to Order

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

Approval of Agenda

Moe wished to add Sprinkler Discussion as item 5A under Unfinished Business. Conley moved, seconded by Godfrey, to approve the amended agenda. Motion carried unanimously.

Consent Agenda

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

- A. Approval of June 21, 2021 meeting minutes
- B. Approve EDA Draft May and June 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 120287- # 120746 Totaling \$173,545.08
- D. Approval of July 27, 2021 special meeting minutes
- E. Housing Supervisor's Monthly Report

Upon call of the roll, Ziebarth, Iverson, Godfrey, Shogren, and Conley all voted aye. Motion carried unanimously.

There were no items for Work Session.

Unfinished Business

Sprinkler Discussion

Moe informed the board the Minnesota Housing Finance Agency accepted their application to install a sprinkler system at the Bridge Park Apartments. The loan will be a 0% interest loan for 30 years. She said the project will greatly improve the safety for residents at the apartments, is planned to start work on the project in the spring.

New Business

Resolution EDA R21-003 Adjust Fair Market Rent

Barrett stated a fair market rent (FMR) standard and updated utility allowance was established by HUD, and will be effective on September 1, 2021. She said this was created to allow tenants

a greater ability to move to Opportunity Neighborhoods and will allow for multiple payment standards within a metropolitan area. It will also help to reduce excessive market area rents and prevent overpayments in lower-rent areas. Conley moved, seconded by Ziebarth, to approve EDA Resolution R21-003 approving the new payment standard established on HUD fair market rents for FY2021 and updated utility allowance effective September, 1, 2021. Motion passed unanimously.

Lighting on Maintenance/Residence Garage

Barrett said residents have asked about having a light installed on the south side of the maintenance/resident garage. They would like the light there so they can see when they walk their dog out to go potty. Barrett received a proposal from Bassing Electric for \$480.00, and said there were adequate amounts in the contract maintenance line item to fund this proposed action. Godfrey moved, seconded by Iverson, to authorize the Executive Director to sign the proposal with Bassing Electric. Motion passed unanimously.

Adjournment

Conley moved, seconded by Iverson, to adjourn the meeting at 5:50 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE

BALANCE SHEET

JULY 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,122.31)	
901-10102	INVESTMENTS--PBC		120,811.18	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		143,728.43	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,239,980.52	
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	(1,770,802.85)	
	TOTAL ASSETS			<u>597,348.03</u>

LIABILITIES AND EQUITYLIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		192.37	
901-22600	TENANT SECURITY DEPOSITS		30,907.00	
	TOTAL LIABILITIES			31,099.37

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		229,117.42	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>35,575.47</u>	
	BALANCE - CURRENT DATE		<u>35,575.47</u>	
	TOTAL FUND EQUITY			<u>566,248.66</u>
	TOTAL LIABILITIES AND EQUITY			<u>597,348.03</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	35,621.00	34,379.00	50.89	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	35,621.00	34,379.00	50.89	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	671.54	(371.54)	223.85	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	671.54	(371.54)	223.85	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	104,362.00	65,638.00	61.39	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,971.04	2,028.96	49.28	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	106,333.04	67,666.96	61.11	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	142,625.58			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	36,990.00	36,990.00	20,683.98	(16,306.02)	55.92	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	1,551.31	(1,222.69)	55.92	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	1,419.90	(1,410.10)	50.17	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	6,298.80	(4,045.20)	60.89	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	93.04	(186.96)	33.23	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	44.90	(55.10)	44.90	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	30,091.93	(23,226.07)	56.44	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	698.87	(1,277.13)	35.37	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	698.87	(1,277.13)	35.37	1,931.42
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00	(500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	3,325.40	(1,374.60)	70.75	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	3,721.22	(2,978.78)	55.54	6,142.35
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	11.28	(288.72)	3.76	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	10,057.90	(5,292.10)	65.52	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	112.22	(87.78)	56.11	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,904.00	(196.00)	93.68	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	85.00
TOTAL MISCELLANEOUS	3,700.00	3,700.00	3,016.22	(683.78)	81.52	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	43,864.92	(30,479.08)	59.00	64,736.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	4,000.00	4,000.00	1,967.30	(2,032.70)	49.18	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	1,967.30	(2,032.70)	49.18	6,416.60
TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	1,967.30	(2,032.70)	49.18	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	10,841.60	(13,158.40)	45.17	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	813.11	(986.89)	45.17	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	744.09	(1,091.91)	40.53	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	3,054.00	(2,118.00)	59.05	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	450.23	(1,133.77)	28.42	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	15,903.03	(18,488.97)	46.24	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	2,988.10	(1,011.90)	74.70	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	2,988.10	(1,211.90)	71.15	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	13,559.60	(21,440.40)	38.74	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,826.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	21,361.71	(14,638.29)	59.34	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	3,941.09	(5,058.91)	43.79	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,531.80	(1,468.20)	51.06	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	1,932.56	(2,067.44)	48.31	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	42,326.76	(69,037.24)	38.01	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
TOTAL MISCELLANEOUS	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
<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	200,956.00	200,956.00	61,217.89	(139,738.11)	30.46	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	107,050.11			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	35,575.47			42,006.98

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2021

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	9,620.00	
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	TOTAL ASSETS		9,620.00
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	<u>LIABILITIES AND EQUITY</u>		
	<u>FUND EQUITY</u>		
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	9,620.00	
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	BALANCE - CURRENT DATE	9,620.00	
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	TOTAL FUND EQUITY		9,620.00
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	TOTAL LIABILITIES AND EQUITY		9,620.00
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CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	9,620.00	25,380.00	27.49	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	9,620.00	25,380.00	27.49	27,525.00
TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>9,620.00</u>			<u>27,525.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	9,620.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	12,253.79
TOTAL INTEREST	.00	.00	.00	.00	.00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	154,201.52	85,798.48	64.25	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	154,201.52	85,798.48	64.25	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL FUND REVENUE	370,000.00	370,000.00	154,201.52			579,505.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

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	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,015.00	(1,485.00)	40.60	1,189.84
205-41930-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	77.64	(113.36)	40.65	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	.00	.00	(1,519.80)	(1,519.80)	.00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	371.55
205-41930-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	68.65
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(427.16)	(3,118.16)	(15.87)	189,782.60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00	(250.00)	.00	228.99
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	.00
TOTAL SUPPLIES	3,750.00	3,750.00	.00	(3,750.00)	.00	228.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,768.87	(3,231.13)	35.38	3,675.00
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	3,325.40	325.40	110.85	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	511.31	(888.69)	36.52	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	.00	(800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00	(1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	.00	(2,100.00)	.00	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	694.13	694.13	.00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00	(75.00)	.00	41.86
205-41930-383 GAS UTILITIES	.00	.00	116.09	116.09	.00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	6,415.80	(7,359.20)	46.58	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	7,740.00	(7,260.00)	51.60	26,080.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	9,600.00	9,600.00	.00	.00
205-41930-430 MISCELLANEOUS	.00	.00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	875.00	(1,925.00)	31.25	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	410.00	(1,090.00)	27.33	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	14,004.55	(15,995.45)	46.68	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	.00	(10,500.00)	.00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	62,800.00	62,800.00	32,685.55	(30,114.45)	52.05	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	38,674.19	(44,341.81)	46.59	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
MALL OPERATING EXPENSES							
<i>PERSONAL SERVICES</i>							
205-47000-101	FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	17,339.99 (10,314.01)	62.70	28,009.77
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	4,875.16 (2,124.84)	69.65	4,006.79
205-47000-121	PERA (EMPLOYER)	4,904.00	4,904.00	1,300.50 (3,603.50)	26.52	2,088.36
205-47000-122	FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	1,655.59 (3,347.41)	33.09	2,367.24
205-47000-131	MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	5,552.29 (3,089.71)	64.25	8,321.40
205-47000-133	DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00 (600.00)	.00	.00
205-47000-151	WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	454.03 (2,138.97)	17.51	1,266.71
205-47000-154	HRA/FLEX FEES	100.00	100.00	22.45 (77.55)	22.45	34.35
	TOTAL PERSONAL SERVICES	57,496.00	57,496.00	31,200.01 (26,295.99)	54.26	46,094.62
<i>SUPPLIES</i>							
205-47000-211	MISC OPERATING SERVICES	200.00	200.00	127.49 (72.51)	63.75	255.34
205-47000-212	GASOLINE/FUEL	125.00	125.00	.00 (125.00)	.00	23.87
205-47000-221	REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	3,890.22 (11,109.78)	25.93	10,980.21
205-47000-240	SMALL TOOLS	1,000.00	1,000.00	14.99 (985.01)	1.50	3,463.44
	TOTAL SUPPLIES	16,325.00	16,325.00	4,032.70 (12,292.30)	24.70	14,722.86
<i>OTHER SERVICES & CHARGES</i>							
205-47000-321	TELEPHONE/CELLULAR PHONES	350.00	350.00	145.28 (204.72)	41.51	252.97
205-47000-360	INSURANCE AND BONDS	6,000.00	6,000.00	.00 (6,000.00)	.00	4,976.00
205-47000-381	ELECTRIC UTILITIES	20,500.00	20,500.00	9,239.21 (11,260.79)	45.07	14,855.22
205-47000-382	WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	2,762.10 (2,437.90)	53.12	5,009.37
205-47000-383	GAS UTILITIES	4,200.00	4,200.00	1,634.15 (2,565.85)	38.91	2,250.46
205-47000-384	REFUSE HAULING	6,800.00	6,800.00	2,440.06 (4,359.94)	35.88	5,195.18
	TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	16,220.80 (26,829.20)	37.68	32,539.20
<i>MISCELLANEOUS</i>							
205-47000-401	REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	4,895.64 (11,104.36)	30.60	31,905.05
205-47000-413	BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440	SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489	OTHER CONTRACTED SERVICES	12,000.00	12,000.00	186.00 (11,814.00)	1.55	(.20)
205-47000-496	MALL CAPITAL EQUIPMENT	.00	.00	3,523.50	3,523.50	.00	.00
205-47000-499	MALL ROOF PROJECT	.00	.00	153,106.50	153,106.50	.00	31,875.20
	TOTAL MISCELLANEOUS	29,750.00	29,750.00	164,133.14	134,383.14	551.71	65,516.25
	TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	215,586.65	68,965.65	147.04	158,872.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637.00	229,637.00	254,260.84			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	(100,059.32)			157,992.99

<p>CAMBRIDGE EDA MEETING</p> <p>September 20, 2021</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	8/11/2021	120765 - 120842	294,266.28
Prepaid Checks	8/18/2021	120849 - 120884	583.24
Prepaid Checks	8/26/2021	120920 - 120973	1,808.11
Prepaid Checks	9/1/2021	120985 - 131031	3,245.75
Prepaid Checks	9/8/2021	121041 - 121090	193,345.99
		Prepaid Totals	<u>493,249.37</u>

TOTAL SUBMITTED FOR APPROVAL

\$493,249.37

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 8/10/21-9/8/2021.

Caroline Moe 9-9-2021
Caroline Moe, Director of Finance signature & date

Linda Gerlach 9-9-2021
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - A. Lewis	10.00
Total 969:			10.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
1648	East Central Exterminating	August Service & Unit Treatment - Bridge Park	320.00
Total 1648:			320.00
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	3,523.50
Total 2568:			3,523.50
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	181.19
Total 3006:			181.19
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
Total 3056:			144.10
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	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	August Monthly Service - Bridge Park	271.04
Total 3501:			271.04
3521	Menards	Maintenance Supplies - Mall	28.40
Total 3521:			28.40
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	11.18
Total 3543:			11.18

Vendor	Vendor Name	Description	Net Invoice Amount
3675	MNCAR	Exchange Access - EDC Member	580.00
Total 3675:			580.00
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - City Ha	164.45
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - Workfo	78.00
Total 4211:			242.45
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	1,000.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care Bridge	70.00
Total 4567:			1,070.00
5808	Versacon, Inc.	City Hall Roof Replacement - Pay App No 5	284,074.70
Total 5808:			284,074.70
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:			294,266.28

Dated: _____

8/10/2021

City Treasurer: _____

Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/11/2021	120765	969	Cardmember Service	205-20100	10.00
08/21	08/11/2021	120767	1140	Cintas Corporation	205-20100	8.50
08/21	08/11/2021	120773	1648	East Central Exterminating	901-20100	320.00
08/21	08/11/2021	120787	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
08/21	08/11/2021	120788	2568	Inspec, Inc	205-20100	3,523.50
08/21	08/11/2021	120795	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	181.19
08/21	08/11/2021	120796	3056	Lake Superior Laundry Inc.	205-20100	144.10
08/21	08/11/2021	120797	3189	LePage and Sons	901-20100	622.32
08/21	08/11/2021	120803	3501	MEI Total Elevator Solutions	901-20100	271.04
08/21	08/11/2021	120804	3521	Menards	205-20100	28.40
08/21	08/11/2021	120805	3543	Metro Sales, Inc.	901-20100	11.18
08/21	08/11/2021	120811	3675	MNCAR Exchange	205-20100	580.00
08/21	08/11/2021	120816	4211	Northland Fire Protection	205-20100	242.45
08/21	08/11/2021	120819	4567	Precision Property Maintenance	901-20100	1,070.00
08/21	08/11/2021	120838	5808	Versacon, Inc.	205-20100	284,074.70
08/21	08/11/2021	120842	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						294,266.28

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Tenant Services - Bridge Park	9.98
958	Capital One	Materials/Operating Supplies - Bridge Park	48.75
Total 958:			58.73
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	98.20
Total 2350:			98.20
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	373.77
Total 3006:			373.77
3521	Menards	Materials - Operating Supplies - Bridge Park	48.29
Total 3521:			48.29
Grand Totals:			583.24

Dated: 8/18/2021City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/18/2021	120849	958	Capital One	901-20100	58.73
08/21	08/18/2021	120852	1140	Cintas Corporation	205-20100	4.25
08/21	08/18/2021	120868	2350	HD Supply Facilities Maintenance Ltd	901-20100	98.20
08/21	08/18/2021	120876	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	373.77
08/21	08/18/2021	120884	3521	Menards	901-20100	48.29
Grand Totals:						<u>583.24</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - A. Lewis	340.00
	Total 969:		340.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2166	Grainger	Repair & Maint Supplies Mall	42.48
	Total 2166:		42.48
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	14.25
	Total 2350:		14.25
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	949.82
	Total 3006:		949.82
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
	Total 3056:		72.05
5261	Star Quality Glass	Service Call - Mall	225.00
	Total 5261:		225.00
5686	U.S. Postal Service	Postage - Bridge Park	58.00
	Total 5686:		58.00
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance Dept	20.75
5801	Verizon Wireless	wireless phone service - Bridge Park	41.50
	Total 5801:		102.26
	Grand Totals:		1,808.11

Dated: 8/26/2021City Treasurer: Caroline Hunk

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/26/2021	120920	969	Cardmember Service	205-20100	340.00
08/21	08/26/2021	120922	1140	Cintas Corporation	205-20100	4.25
08/21	08/26/2021	120932	2166	Grainger	205-20100	42.48
08/21	08/26/2021	120936	2350	HD Supply Facilities Maintenance Ltd	901-20100	14.25
08/21	08/26/2021	120940	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	949.82
08/21	08/26/2021	120942	3056	Lake Superior Laundry Inc.	205-20100	72.05
08/21	08/26/2021	120963	5261	Star Quality Glass	205-20100	225.00
08/21	08/26/2021	120970	5686	U.S. Postal Service	901-20100	58.00
08/21	08/26/2021	120973	5801	Verizon Wireless	205-20100	102.26
Grand Totals:						<u>1,808.11</u>

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Installation of Wiring - Bridge Park	480.00
	Total 444:		480.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	44.00
	Total 2350:		44.00
2450	Hoskins, Joseph	Refund Security Deposit & Interest	618.80
	Total 2450:		618.80
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	12.30
	Total 3543:		12.30
5431	Ted's Complete Appliance	Repairs Bridge Park	111.00
5431	Ted's Complete Appliance	Repairs Bridge Park	111.00
5431	Ted's Complete Appliance	Repairs Bridge Park	255.00
5431	Ted's Complete Appliance	Repairs Bridge Park	213.00
5431	Ted's Complete Appliance	Repairs Bridge Park	95.00
5431	Ted's Complete Appliance	Repairs Bridge Park	182.00
5431	Ted's Complete Appliance	Repairs Bridge Park	231.00
	Total 5431:		1,198.00
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:		3,245.75

Dated: 9/1/2021City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/01/2021	120985	444	Bassing Electric	901-20100	480.00
09/21	09/01/2021	120994	1140	Cintas Corporation	205-20100	4.25
09/21	09/01/2021	121001	2350	HD Supply Facilities Maintenance Ltd	901-20100	44.00
09/21	09/01/2021	121002	2450	Joseph Hoskins	901-20100	618.80
09/21	09/01/2021	121011	3543	Metro Sales, Inc.	901-20100	12.30
09/21	09/01/2021	121024	5431	Ted's Appliance	901-20100	1,198.00
09/21	09/01/2021	121031	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>3,245.75</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1201	Cliff's Vacuum	Vacuum Repairs - Bridge Park	69.99
	Total 1201:		69.99
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	5,455.00
	Total 2568:		5,455.00
3006	Kramer Mechanical Plumbing	Building Improvements - Bridge Park	5,069.00
	Total 3006:		5,069.00
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
	Total 3056:		77.05
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
	Total 3189:		276.08
3501	MEI Total Elevator Solutions	September Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3521	Menards	Materials - Operating Supplies - Bridge Park	4.97
	Total 3521:		4.97
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care Bridge Pa	210.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	1,500.00
	Total 4567:		1,710.00
5808	Versacon, Inc.	City Hall Roof Replacement - Pay App No 6	179,758.61
	Total 5808:		179,758.61
6014	Wisconsin Economic Develop	Basic Economic Development Course - A. Lewis	650.00
	Total 6014:		650.00
	Grand Totals:		193,345.99

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 9-8-2021

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/08/2021	121041	1140	Cintas Corporation	205-20100	4.25
09/21	09/08/2021	121042	1201	Cliff's Vacuum	901-20100	69.99
09/21	09/08/2021	121054	2568	Inspec, Inc	205-20100	5,455.00
09/21	09/08/2021	121061	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	5,069.00
09/21	09/08/2021	121062	3056	Lake Superior Laundry Inc.	205-20100	77.05
09/21	09/08/2021	121065	3189	LePage and Sons	901-20100	276.08
09/21	09/08/2021	121067	3501	MEI Total Elevator Solutions	901-20100	271.04
09/21	09/08/2021	121069	3521	Menards	901-20100	4.97
09/21	09/08/2021	121076	4567	Precision Property Maintenance	205-20100	1,710.00
09/21	09/08/2021	121084	5808	Versacon, Inc.	205-20100	179,758.61
09/21	09/08/2021	121090	6014	Wisconsin Economic Development Assoc	205-20100	650.00
Grand Totals:						<u>193,345.99</u>

3D

RESIDENT MEETING

SEPTEMBER 9, 2021, AT 1:00 P.M.

- THANKED THE RESIDENT'S FOR THEIR COOPERATION WITH GETTING THE SHOWER STALLS RESURFACED.
- WENT OVER THE CAPITAL FUND PROJECTS AND THE RESIDENTS WOULD LIKE TO HAVE NEW AIR CONDITIONERS. ALSO, ASKED ABOUT GETTING A CLEAN RECYCLING DUMPSTER DUE TO ALL THE BEES.
- EXPLAINED THE DIFFERENCE WITH FLAT RENT AND 30% OF THEIR INCOME REGARDING RENT.
- ASKED RESIDENTS TO PLEASE START DOUBLE BAGGING THEIR GARBAGE WHEN BRINGING IT OUT, THERE'S STAINS AND DRIP MARKS ALL OVER THE CARPET. THE HALLWAY CARPET HAS BEEN SCHEDULED FOR CLEANING ON TUESDAY, SEPTEMBER 21, 2021.
- ASKED RESIDENTS NOT TO LEAVE THE SHOPPING CARTS AND/OR THE FLAT CART SETTING IN THE HALLWAYS. RESIDENTS IN WHEELCHAIRS AND/OR WALKERS ARE HAVING TROUBLE COMING THROUGH THE HALLWAY OR TRYING TO GET OFF THE ELEVATOR.
- THERE WILL BE NEW FLOORING INSTALLED IN THE ELEVATOR AT THE END OF THE MONTH. AN EXACT DATE HAS NOT BEEN SCHEDULED AT THIS TIME AND HOUSING SUPERVISOR WILL POST NOTICES WITH THE DATE AND TIME FOR WHEN THE ELEVATOR WILL BE SHUT DOWN.
- REMINDED RESIDENTS AGAIN THAT THEY NEED TO REPORT ANY MAINTENANCE ISSUES TO THE OFFICE.
- DUE TO THE POOR CONDITION, HOUSING SUPERVISOR HAS SEEN WHEN SHE HAD TO ENTER SOME APARTMENTS, HOUSING SUPERVISOR HAS SCHEDULED UNIT INSPECTIONS FOR ALL APARTMENTS FOR SEPTEMBER 15 AND SEPTEMBER 16, 2021.

Date: September 20, 2021
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Vacancy report submitted (MTCs). No new Vacate Notices have been received. Unit #311 has been vacated and the resident has significantly damaged the unit. All the flooring needs replaced in the unit. This is disappointing since the flooring was all new in the spring of 2019. Damage deposit will be forfeited to pay for the flooring and if amount exceeds the damage deposit, we will file for revenue recapture with the State of MN. Unit has been re-rented for October 1, 2021.
- Processed rent checks
- Residents would like to thank the board members for the approval of installing the outside light on the backside of the garage.
- Working on the 2022 Capital Fund Grant

Capital Project

Surface Specialist Metro started the shower stalls/bathtub project on August 23rd. Project has been completed and the shower stalls/bathtub looks great.

Prepared by: Deb Barrett

Background:

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

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

The 2022 & 5-Year Capital Fund Program describes our long- range projects.

Recommendation

Call for public hearing on the PHA Plan & 5 Year Capital Fund on November 15, 2021 at 5:45 p.m.

6.0	<p>PHA Plan Update</p> <ul style="list-style-type: none"> ▪ Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: ▪ No revision; ongoing <p>The Cambridge Economic Development (Cambridge EDA) aim for 2022 is to continue to work toward accomplishing the goals that are currently in place:</p> <ol style="list-style-type: none"> 1. Public Housing: <ul style="list-style-type: none"> ▪ Continue to maintain 100% occupancy rate with public housing. ▪ Continue to modernize/update our public housing units. ▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan ▪ Timely and accurate reporting of financial data and all other components of quality property management and maintenance. ▪ Continue & expand on resident involvement and services; ▪ Ensure that the PHA property continue to be managed to the highest possible standard, including regular preventive maintenance; ▪ Prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units; ▪ Strive to provide customer satisfaction through on going resident/staff communication by the way of monthly resident meetings; post notices etc.). ▪ Maintain "High Performer" status under HUD's Public Housing Assessment System (PHAS); ▪ Promote affordable housing unit development in our jurisdiction through the use of Low Income Housing Tax Credits. ▪ Maintain EDA Web Page providing program information to potential landlords. ▪ 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. 2. Section 8 Section 8 HCV Administrative Plan was transferred to Mora HRA on January 1, 2021. 3. Capital Improvements: <ul style="list-style-type: none"> ▪ Continue to make improvements to our public housing property. Continue to actively involve residents, staff and community in planning capital improvements. ▪ 4. Safety and Security: <ol style="list-style-type: none"> a. Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical b. Improvements to properties that enhance safety and security make provisions for local police and ambulance services 5. Smoke-Free Policy Enforce the smoke-free Public Housing Policies effective July 30, 2018 Update the Admission & Continued Occupancy Policy No smoking within 50 feet of entrance of building Designated smoking area is 50 feet away from structures on property All residents to sign smoke-free lease addendum Lease and resident handbook updated to include the Smoke-Free Policy 6. Violence Against Women and Justice Department Reauthorization Act of 2005 All resident to sign Lease Addendum of the VAWA – HUD-91067, HUD-5380 & HUD-5382 Update the Admission & Continued Occupancy Policy <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"> 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
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. 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>Capital Fund Program Five-Year Action Plan. 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>Capital Fund Financing Program (CFFP). <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>Housing Needs. 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>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
9.1	<p>Strategy for Addressing Housing Needs. 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Cambridge EDA transferred the Section 8 Voucher program to the Mora HRA effective January 1, 2021.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (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) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (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. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

Summary of Five Year Capital Plan	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>
2022-2026	2022	2023	2024	2025	2026
Grant Amount	\$ 56,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Capital Projects					
Description					
Operations	\$ 8,700.00	\$ 8,700.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Mill/overlay, restriping parking lot				\$ 20,000.00	
Renovate bathrooms in 45 units	\$ 47,300.00	\$ 41,300.00			
Roof Replacement (done in 2007)			\$ 40,000.00	\$ 20,000.00	
Replace vinyl on all stairway's and landing on 4 floors					\$ 40,000.00
Building Sprinkler System- Funding through Grant					
TOTAL HUD FUNDED	\$ 56,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
NON HUD FUNDED--MN HOUSING FINANCE AGENCY					
PUBLICLY OWNED HOUSING PROGRAM:					
Sprinkler system installation including soffit covering					
and expanded water service to supply sprinkler system					
BDHP Program funded	\$ 80,000.00				
Cambridge EDA Reserve funded	\$ 48,250.00				
TOTAL NON HUD FUNDED--MN HOUSING FINANCE AGENCY	\$ 128,250.00				
Total capital project planned	\$ 184,250.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00