

Cambridge EDA Meeting – Monday June 17, 2024, 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
5:45 pm	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of May 20, 2024 regular meeting minutes (p. 2)
	B. Approve EDA Draft April 2024 Financial Statements (p. 3)
	C. Approve EDA Admin Division Bills Checks #129188 - #129420 Totaling \$4496.15 (p. 18)
	D. Housing Supervisor's Report (p. 27)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. 2025 Annual PHA Plan & 5 Year Plan (p. 28)
	1. Set Public Hearing
	B. Carpet Replacement in the DVS Suite 166 (p. 38)
	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.

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – May 20, 2024

A regular meeting of the Cambridge Economic Development Authority (EDA) was held at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

Staff present: City Administrator Vogel, Deputy City Administrator Smith, Police Chief Schuster, Deputy Police Chief Machin, Finance Director Moe, Community Development Director Westover, Utilities/Public Works Director Schwab, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

Iverson moved, seconded by Ziebarth, to approve the agenda. Motion carried unanimously.

Consent Agenda

Godfrey moved, seconded by Berg, to approve consent agenda items A – D:

- A. Approval of April 15, 2024 regular meeting minutes
- B. Approve EDA Draft March 2024 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 128886- # 129161 Totaling \$18,291.88
- D. Housing Supervisor's Report

Upon roll call, Godfrey, Shogren, Ziebarth, Berg and Iverson voted aye, no nays. Motion carried.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under unfinished business.

New Business

There were no items under new business.

Adjournment

Iverson moved, seconded by Godfrey, to adjourn the meeting at 5:46 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2024

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>		
901-10010	CASH AND INVESTMENTS	(8.24)
901-10102	INVESTMENTS--PBC	121,870.18
901-10200	EDA OPERATING ACCOUNT-LOW RENT	372,908.13
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37
901-16200	BUILDINGS AND STRUCTURES	474,877.78
901-16250	BUILDING IMPROVEMENTS	1,317,760.79
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	38,854.91
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,843,700.42)
	TOTAL ASSETS	<u>831,015.70</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
901-20100	AP ALLOCATED TO OTHER FUNDS	5,800.73
901-21650	ACCRUED VACATION & SICK PAY	2,891.56
901-22600	TENANT SECURITY DEPOSITS	36,994.58
	TOTAL LIABILITIES	45,686.87
 <u>FUND EQUITY</u>		
901-27200	UNRESTRICTED NET ASSETS	453,968.09
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>29,804.97</u>
	BALANCE - CURRENT DATE	<u>29,804.97</u>
	TOTAL FUND EQUITY	<u>785,328.83</u>
	TOTAL LIABILITIES AND EQUITY	<u>831,015.70</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	90,000.00	90,000.00	32,320.00	57,680.00	35.91	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	32,320.00	57,680.00	35.91	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	272.66	27.34	90.89	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	272.66	27.34	90.89	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	77,520.48	102,479.52	43.07	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	1,197.84	1,802.16	39.93	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	78,718.32	104,281.68	43.02	209,309.41
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL FUND REVENUE	<u>308,300.00</u>	<u>308,300.00</u>	<u>111,310.98</u>			<u>340,612.39</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>LOW RENT ADMINISTRATION</i>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	44,392.00	44,392.00	12,764.64	(31,627.36)	28.75	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	957.36	(2,372.64)	28.75	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	895.69	(2,500.31)	26.37	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	4,745.75	(5,267.25)	47.40	9,527.61
901-49500-151 WORKERS' COMPENSATION PREMIU	433.00	433.00	104.86	(328.14)	24.22	334.69
901-49500-154 HRA/FLEX FEES	100.00	100.00	29.45	(70.55)	29.45	67.40
<i>TOTAL PERSONAL SERVICES</i>	<u>61,664.00</u>	<u>61,664.00</u>	<u>19,497.75</u>	<u>(42,166.25)</u>	<u>31.62</u>	<u>57,489.98</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	658.00	658.00	153.98	(504.02)	23.40	209.23
<i>TOTAL SUPPLIES</i>	<u>658.00</u>	<u>658.00</u>	<u>153.98</u>	<u>(504.02)</u>	<u>23.40</u>	<u>209.23</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	10,000.00	10,000.00	.00	(10,000.00)	.00	11,197.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	3,000.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	1,833.00	(4,667.00)	28.20	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	1,886.57	(5,613.43)	25.15	7,373.83
901-49500-322 POSTAGE	300.00	300.00	.00	(300.00)	.00	269.12
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	.00
901-49500-340 ADVERTISING	50.00	50.00	.00	(50.00)	.00	61.96
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>27,450.00</u>	<u>27,450.00</u>	<u>3,719.57</u>	<u>(23,730.43)</u>	<u>13.55</u>	<u>27,384.43</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	135.44	(139.56)	49.25	282.34
901-49500-433 DUES AND SUBSCRIPTIONS	3,800.00	3,800.00	3,224.00	(576.00)	84.84	3,699.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	225.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,475.00</u>	<u>4,475.00</u>	<u>3,359.44</u>	<u>(1,115.56)</u>	<u>75.07</u>	<u>4,206.34</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>94,247.00</u></u>	<u><u>94,247.00</u></u>	<u><u>26,730.74</u></u>	<u><u>(67,516.26)</u></u>	<u><u>28.36</u></u>	<u><u>89,289.98</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	240.00	240.00	18.95	(221.05)	7.90	225.33
	<i>TOTAL SUPPLIES</i>	240.00	240.00	18.95	(221.05)	7.90	225.33
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	18.95	(221.05)	7.90	225.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	26,084.00	26,084.00	6,926.74	(19,157.26)	26.56	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	519.50	(1,437.50)	26.55	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	487.02	(1,508.98)	24.40	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	2,062.50	(2,943.50)	41.20	4,768.50
901-49700-151 WORKERS' COMPENSATION PREMIU	2,520.00	2,520.00	530.02	(1,989.98)	21.03	1,765.26
<i>TOTAL PERSONAL SERVICES</i>	<u>37,563.00</u>	<u>37,563.00</u>	<u>10,525.78</u>	<u>(27,037.22)</u>	<u>28.02</u>	<u>33,483.34</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	4,268.89	(731.11)	85.38	5,033.89
901-49700-212 FUEL PURCHASE	50.00	50.00	.00	(50.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>5,050.00</u>	<u>5,050.00</u>	<u>4,268.89</u>	<u>(781.11)</u>	<u>84.53</u>	<u>5,033.89</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	24,806.33	(16,193.67)	60.50	44,718.19
901-49700-360 INSURANCE AND BONDS	10,000.00	10,000.00	.00	(10,000.00)	.00	6,813.00
901-49700-370 PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	.00	(15,000.00)	.00	16,498.00
901-49700-381 ELECTRIC UTILITIES	38,000.00	38,000.00	11,866.17	(26,133.83)	31.23	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	1,786.99	(5,213.01)	25.53	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	490.68	(2,509.32)	16.36	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,011.48	(3,188.52)	24.08	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>39,961.65</u>	<u>(78,238.35)</u>	<u>33.81</u>	<u>116,857.03</u>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	43,000.00	43,000.00	.00	(43,000.00)	.00	45,256.07
<i>TOTAL MISCELLANEOUS</i>	<u>43,000.00</u>	<u>43,000.00</u>	<u>.00</u>	<u>(43,000.00)</u>	<u>.00</u>	<u>45,256.07</u>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	.00	(5,000.00)	.00	3,294.20
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<u>10,000.00</u>	<u>10,000.00</u>	<u>.00</u>	<u>(10,000.00)</u>	<u>.00</u>	<u>3,294.20</u>
TOTAL LOW RENT MAINTENANCE	<u><u>213,813.00</u></u>	<u><u>213,813.00</u></u>	<u><u>54,756.32</u></u>	<u><u>(159,056.68)</u></u>	<u><u>25.61</u></u>	<u><u>203,924.53</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	308,300.00	308,300.00	81,506.01			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	29,804.97			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2024

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10200	EDA HOUSING DIV OPERATING CASH	<u>75,733.00</u>	
	TOTAL ASSETS		<u>75,733.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	<u>75,733.00</u>	
	TOTAL FUND EQUITY		<u>75,733.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>75,733.00</u>

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2024

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>2,877.70</u>	
	TOTAL ASSETS		<u>2,877.70</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>2,877.70</u>	
	BALANCE - CURRENT DATE	<u>2,877.70</u>	
	TOTAL FUND EQUITY		<u>2,877.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,877.70</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	2,877.70	32,122.30	8.22	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	2,877.70	32,122.30	8.22	18,700.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>2,877.70</u>			<u>18,700.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	18,700.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	18,700.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	18,700.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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			18,700.00
NET REVENUES OVER EXPENDITURE	.00	.00	2,877.70			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	17,368.71
TOTAL INTEREST	.00	.00	.00	.00	.00	17,368.71
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	180,000.00	180,000.00	81,992.60	98,007.40	45.55	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	81,992.60	98,007.40	45.55	195,844.79
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	150,000.00	150,000.00	.00	150,000.00	.00	50,000.00
TOTAL TRANSFERS FROM OTHER FU	150,000.00	150,000.00	.00	150,000.00	.00	50,000.00
TOTAL FUND REVENUE	<u>330,000.00</u>	<u>330,000.00</u>	<u>81,992.60</u>			<u>263,213.50</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	82,933.00	82,933.00	25,607.69	(57,325.31)	30.88	69,411.24
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	875.00	(1,625.00)	35.00	1,845.00
205-41930-121 PERA (EMPLOYER)	6,248.00	6,248.00	1,920.59	(4,327.41)	30.74	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	1,990.60	(4,382.40)	31.23	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	6,165.40	(8,334.60)	42.52	13,810.56
205-41930-132 LONGEVITY PAY	380.00	380.00	.00	(380.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	810.00	810.00	259.55	(550.45)	32.04	571.12
205-41930-154 HRA/FLEX FEES	80.00	80.00	23.59	(56.41)	29.49	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	36,842.42	(78,181.58)	32.03	97,388.46
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	.00	(300.00)	.00	122.29
205-41930-209 SOFTWARE UPDATES	.00	.00	.00	.00	.00	102.94
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00	(300.00)	.00	.00
TOTAL SUPPLIES	600.00	600.00	.00	(600.00)	.00	225.23
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	844.00
205-41930-307 MARKET OR BRE STUDY	.00	19,000.00	8,257.78	(10,742.22)	43.46	.00
205-41930-313 IT MGMT & BACKUP	5,600.00	5,600.00	1,833.00	(3,767.00)	32.73	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	180.00	(360.00)	33.33	405.00
205-41930-331 TRAVEL/MEALS/LODGING	1,200.00	1,200.00	319.94	(880.06)	26.66	466.30
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	148.74	(651.26)	18.59	275.95
205-41930-351 LEGAL NOTICES/ORD PUB	300.00	300.00	.00	(300.00)	.00	125.37
205-41930-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	1,735.62
TOTAL OTHER SERVICES & CHARG	13,440.00	32,440.00	10,739.46	(21,700.54)	33.11	9,334.76
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	100.00	100.00	.00	(100.00)	.00	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	.00	8,800.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	.00	2,190.65
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	4,000.00	4,000.00	1,500.00	(2,500.00)	37.50	2,965.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	610.00	(1,390.00)	30.50	795.00
205-41930-484 NLX ACTIVITIES	7,800.00	7,800.00	9,324.00	1,524.00	119.54	.00
205-41930-485 PROPERTY TAXES	.00	.00	.00	.00	.00	3,042.00
205-41930-489 IND PARK MARKETING	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
TOTAL MISCELLANEOUS	19,000.00	19,000.00	11,434.00	(7,566.00)	60.18	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	59,015.88	(108,048.12)	35.33	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	30,981.00	30,981.00	9,772.79	(21,208.21)	31.54	30,064.05
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	.00	(7,000.00)	.00	5,769.37
205-47000-121 PERA (EMPLOYER)	2,500.00	2,500.00	732.96	(1,767.04)	29.32	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	725.50	(2,319.50)	23.83	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	3,844.73	(5,219.27)	42.42	8,605.68
205-47000-132 LONGEVITY PAY	833.00	833.00	.00	(833.00)	.00	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	750.00	750.00	.00	(750.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	3,845.00	3,845.00	786.35	(3,058.65)	20.45	2,403.99
205-47000-154 HRA/FLEX FEES	100.00	100.00	14.75	(85.25)	14.75	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	15,877.08	(43,240.92)	26.86	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	98.44	(101.56)	49.22	240.77
205-47000-212 GASOLINE/FUEL	125.00	125.00	34.68	(90.32)	27.74	102.41
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,213.97	(13,786.03)	8.09	5,089.56
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	15.70	(984.30)	1.57	97.79
TOTAL SUPPLIES	16,325.00	16,325.00	1,362.79	(14,962.21)	8.35	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	82.47	(267.53)	23.56	246.93
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	4,966.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	4,821.65	(15,678.35)	23.52	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	1,952.58	(3,547.42)	35.50	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	2,996.98	(1,203.02)	71.36	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	798.36	(5,201.64)	13.31	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	10,652.04	(31,897.96)	25.03	41,929.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	25,000.00	25,000.00	3,337.27	(21,662.73)	13.35	19,621.90
205-47000-413 BNSF PARKING LOT LEASE	2,500.00	2,500.00	2,646.04	146.04	105.84	2,568.97
205-47000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-494 PARKING LOT/EXTERIOR PROJECT	.00	.00	.00	.00	.00	458,597.21
205-47000-498 TENANT BUILD OUT	.00	.00	20,147.25	20,147.25	.00	15,940.00
TOTAL MISCELLANEOUS	28,500.00	28,500.00	26,130.56	(2,369.44)	91.69	496,728.08
TOTAL MALL OPERATING EXPENSES	146,493.00	146,493.00	54,022.47	(92,470.53)	36.88	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	294,557.00	313,557.00	113,038.35			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(31,045.75)			(457,503.32)

<p>CAMBRIDGE EDA MEETING</p> <p>June 17, 2024</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	5/15/2024	129188 - 129236	736.03
Prepaid Checks	5/22/2024	129251 - 129296	2,078.31
Prepaid Checks	5/29/2024	129354	61.83
Prepaid Checks	6/5/2024	129376 - 129420	1,619.98
	Prepaid Totals		4,496.15

TOTAL SUBMITTED FOR APPROVAL

\$4,496.15

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 5/9/24-6/6/24.

Caroline Moe 6/6/2024
Caroline Moe, Director of Finance signature & date

Linda Gerlach 6/6/2024
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Electrical Service Work - Bridge Park	354.44
	Total 444:		354.44
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
	Total 1140:		4.75
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	160.84
	Total 2350:		160.84
2411	Hillyard Inc.	Maintenance Supplies - Mall	18.00
	Total 2411:		18.00
5431	Ted's Complete Appliance	Repairs Bridgepark Apts	198.00
	Total 5431:		198.00
	Grand Totals:		736.03

Dated: 5/15/2024

City Treasurer: Caroline Mve

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/15/2024	129188	444	Bassing Electric	901-20100	354.44
05/24	05/15/2024	129195	1140	Cintas Corporation	205-20100	4.75
05/24	05/15/2024	129206	2350	HD Supply Facilities Maintenance Ltd	901-20100	160.84
05/24	05/15/2024	129207	2411	Hillyard / Minneapolis	205-20100	18.00
05/24	05/15/2024	129236	5431	Ted's Appliance	901-20100	198.00
Grand Totals:						736.03

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	170.00
Total 306:			170.00
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	MNCAR Membership - A. Smith	325.00
969	Cardmember Service	EDAM Conference - A. Smith	365.00
Total 969:			705.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			60.02
2970	Knolls Construction Inc	Installed Access Cover - Bridge Park	140.00
Total 2970:			140.00
3521	Menards	Tenant Services - Bridge Park	21.98
3521	Menards	Materials - Operating Supplies - Bridge Park	725.08
3521	Menards	Materials - Operating Supplies - Bridge Park	29.11
3521	Menards	Maintenance Supplies - Mall	40.17
3521	Menards	Tenant Services - Bridge Park	5.98
3521	Menards	Materials - Operating Supplies - Bridge Park	12.54
Total 3521:			834.86
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	18.68
Total 3543:			18.68
4559	Precision Pest Control	Pest Control Bridge Park - May Service	145.00
Total 4559:			145.00
Grand Totals:			2,078.31

Dated: 5/22/24

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/22/2024	129251	306	ARC Irrigation, LLC	901-20100	170.00
05/24	05/22/2024	129262	1140	Cintas Corporation	205-20100	4.75
05/24	05/22/2024	129263	1170	City Laundering Co.	205-20100	60.02
05/24	05/22/2024	129267	969	Elan Financial Services	205-20100	705.00
05/24	05/22/2024	129279	2970	Knolls Construction Inc	901-20100	140.00
05/24	05/22/2024	129283	3521	Menards	205-20100	40.17
05/24	05/22/2024	129284	3521	Menards	901-20100	794.69
05/24	05/22/2024	129285	3543	Metro Sales, Inc.	901-20100	18.68
05/24	05/22/2024	129296	4559	Precision Pest Control	901-20100	145.00
Grand Totals:						2,078.31

Vendor	Vendor Name	Description	Net Invoice Amount
5801	Verizon Wireless	wireless phone service - Maintenance	20.61
5801	Verizon Wireless	wireless phone service - Bridge Park	41.22
Total 5801:			61.83
Grand Totals:			61.83

Dated: 5-29-24

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/29/2024	129354	5801	Verizon Wireless	901-20100	61.83
Grand Totals:						61.83

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
	Total 1140:		4.75
2455	HDS, LLC	MTCSQ 04/01/2024 to 09/30/2024	240.00
	Total 2455:		240.00
3501	MEI Total Elevator Solutions	June Monthly Service - Bridge Park	313.73
	Total 3501:		313.73
5431	Ted's Complete Appliance	Service Call Bridge Park	145.00
	Total 5431:		145.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
	Total 5965:		916.50
	Grand Totals:		1,619.98

Dated: 6/6/2024

City Treasurer: *Caroline*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/05/2024	129376	1140	Cintas Corporation	205-20100	4.75
06/24	06/05/2024	129385	2455	HDS, LLC DBA Kanso Software	901-20100	240.00
06/24	06/05/2024	129395	3501	MEI Total Elevator Solutions	901-20100	313.73
06/24	06/05/2024	129413	5431	Ted's Appliance	901-20100	145.00
06/24	06/05/2024	129420	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>1,619.98</u>

3D

Date: *June 17, 2024*

To: *EDA Board of Commissioners*

From: *Deb Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- Processed rent checks. Submitted MTCS Report (vacancy report). All units are occupied. Have not received any Vacate Notices currently.
- Ted's Appliance has been coming out to the property and pulling out the air conditioner and cleaning them.
- All the units have had the new refrigerators installed. Some of them have damage and waiting for replacement parts.

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 five years, and our approach for managing programs and providing services for the upcoming years.

The 2025 and 5-Year Capital Fund Program describes our long-range projects.

Recommendation

1. Call for a public hearing on the PHA Plan Fund on August 19, 2024, at 5:45 p.m.
2. Approve the Draft 2025 Annual PHA Plan
3. Approve the Draft 2025-2029 Capital Fund-Five Year Action Plan

Summary of Five Year Capital Plan				Estimated	Estimated	Estimated	Estimated	Estimated
2022-2029	2022	2023	2024	2025	2026	2027	2028	2029
Grant Amount	\$ 66,832.00	\$ 66,540.00	\$ 63,069.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 62,000.00
Capital Projects								
Description								
Operations	\$ 8,700.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00
Mill/overlay, restriping parking lot					\$ 50,000.00	\$ 40,000.00	\$ 40,000.00	
Roof Replacement (done in 2007)	\$ 15,910.45	\$ 56,540.00	\$ 53,069.00	\$ 23,000.00				
Refrigerators and stoves(Refrigerator's only)	\$ 35,144.55							
Replacement of stoves				32,000.00				
Replace vinyl on all stairway's and landing on 4 floors							\$ 10,000.00	\$ 30,000.00
Landscaping Refurbishment								\$ 24,000.00
Air Conditioners						\$ 10,000.00		
Replace Water Softener and salt tank	\$ 7,077.00							
TOTAL	\$ 66,832.00	\$ 66,540.00	\$ 63,069.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 62,000.00
BALANCE ON CFP	\$ 15,910.45	\$ 56,540.00						
Commit to roof replacement as needed			\$ 128,249.00					
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								
Cambridge EDA Reserve funded			\$ 1.00					
TOTAL NON HUD FUNDED--MN HOUSING FINANCE AGENCY								
Obligation Start:	5/12/2022	2/17/2023	5/6/2024					
Obligation End:	5/11/2024	2/16/2025	5/5/2026					
Disbursement End:	5/11/2026	6/16/2027	5/5/2028					
	Drew Down \$8700.00 on 02/08/23	Drew Down \$10,00.00 on 09/22/2023						

Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

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

A.	PHA Information.																														
A.1	<p>PHA Name: Cambridge Economic Development Authority _____ PHA Code: <u>MN067</u> _____</p> <p>PHA Type: <input checked="" type="checkbox"/> Small</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2025</u> _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>45</u> _____ Number of Housing Choice Vouchers (HCVs) <u>0</u> _____</p> <p>Total Combined <u>45</u> _____</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																											
				PH	HCV																										
Lead PHA:																															

B.	<p>Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
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<p>B.1</p>	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>To promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.</p>
<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. 5-Year Action Plan for 2024-2028 was approved on January 16, 2024,</p>

B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>	
B.1	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
B.2	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. 5-Year Action Plan for 2024-2028 was approved on January 16, 2024,</p>
<p>C Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p>	
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D.	Affirmatively Furthering Fair Housing (AFFH).					
D.1	<p>Affirmatively Furthering Fair Housing.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1" data-bbox="203 661 1404 1596"> <tr> <td data-bbox="203 661 1404 703">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="203 703 1404 1102"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan <input type="checkbox"/> 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. </td> </tr> <tr> <td data-bbox="203 1102 1404 1144">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="203 1144 1404 1543"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </td> </tr> <tr> <td data-bbox="203 1543 1404 1585">Fair Housing Goal:</td> </tr> </table>	Fair Housing Goal:	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan <input type="checkbox"/> 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. 	Fair Housing Goal:	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>	Fair Housing Goal:
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<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>						
Fair Housing Goal:						

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.						
A.1	PHA Name: Cambridge Economic Development Authority _____ PHA Code: <u>MN067</u> _____ PHA Plan for Fiscal Year Beginning: (01/2025): _____ PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)						
Participating PHAs		PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
Lead PHA:					PH	HCV

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	Mission. 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.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. N/A Annual Plan
B.3	Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Continuing with 100% occupancy rate. Continue to update the public housing units. Continue with ongoing resident communication with resident meetings.
B.4	Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. Enforcements of the VAWA Act.
B.5	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. <i>A proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed-finance proposal are considered by HUD to be significant amendment to the CFP 5-Year Action Plan based on the Capital Fund Rule.</i>
B.6	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the 5-Year PHA Plan? Y N <input type="checkbox"/> <input type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
B.7	Certification by State or Local Officials. <u>Form HUD 50077-SL</u> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.

Prepared by: Alex Smith, Deputy City Administrator

Background:

The carpet in suite 166, occupied by the Driver and Vehicle Services (DVS), is in need of replacement. This item was previously in the capital budget to be replaced in 2021 but was pushed back, and needs to be replaced at this time. A quote from Abbey Carpet and Floor has been received for the amount of \$5,748.76. If approved, we are able to have the work done June 22nd and 23rd.

This carpet was added to the capital budget to be replaced in 2021, budgeting \$5,000 for the project. The additional cost of \$748.76 is able to be covered by other sources, per Finance Director Moe.

Public Works and staff will work with DVS staff to remove the items inside on Friday, June 21st and returned on Monday, June 24th, preventing the need to hire movers for the occasion. The items are to be stored inside the vacant suite 144 next door to keep them secure in that time.

Recommendation:

Staff recommends the approval of the replacement of the carpet in suite 166 by Abbey Carpet and Floor for the total of \$5,748.76.

Attachments:

1. Quote from Abbey Carpet and Floor



Abbey Carpet & Floor®

America's choice in floor fashions since 1958.

HIGHWAY 95

55008

1565 EAST

Cambridge, Mn.

763-689-5054

AGREEMENT

To: **D.V.S. Exam station**

Location: Inside the City of Cambridge owned indoor mall,
that is adjoining the City Hall & City Hall police station.

Date: May 20thth, 2024

Page: 1 of 1

DVS' location (only), carpet agreement as follows-

Install new carpeting in the front lobby area as you enter the DVS from the indoor mall, front counter area included, the office to the east as you walk into the DVS is included, behind the main counter where the tellers work of the DVS is included, the short office hallway that is located behind the DVS main counter, as well as the office located off of the short hallway mention located behind the DVS main front counter.

Broadloom carpeting, 12 'foot roll goods.

Patcraft PDQ I- Style: Work It # I0124. Color: Attract # 24760

- 12 x 74.75 feet totals 897 square feet.	
897 square feet of architect folder LEVEL I at \$3.95 per square foot installed as a glue direct installation. As it was installed prior. Adhesive(s) included	= \$ 3,543.15
- Take up and haul away/dispose of the old carpeting that is adhered direct	= \$ 581.41
- Dispose of the old carpeting in our dumpster, verses the city's dumpster	= \$ 110.00
- 12 x 8 foot piece of material for the wall carpet base to be made out of.	
For the PDQ Level 1 carpeting, 96 sq. ft. x \$ 2.45 per square foot	= \$ 235.20
- Take up/remove the existing wall base from the walls installed currently 216 ft. x .50 cents per	= \$ 108.00
- Carpet seam sealer(s)	= \$ 75.00
- Make carpet base to 4.25 inches tall and have top edges bound with cloth edges, as it was done prior. 216 feet	= \$ 432.00
- Install 200 + feet of carpet base on walls	= \$ 400.00
- Vinyl reducers at doorways installed. 12 foot length x 7.00 per	= \$ 84.00
- Reducer adhesive(s)	= \$ 30.00
Total complete for Patcraft PDQ Level I Broadloom	= \$ 5,598.76
Install over a weekend	= + 150.00
GRAND TOTALS	= \$ 5,748.76
Down payment	= \$ -3,850.00
Balance due on the day of completion	= \$ 1,898.76

Sign: _____
Bob Shogren, President

Caroline Moe, Executive Director