

Cambridge EDA Meeting – Monday August,19 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 July 15, 2024, regular meeting minutes (p. 2)
	B. Approve EDA Draft June 2024 Financial Statements (p. 3)
	C. Approve EDA Admin Division Bills Checks #129602 - #129932 Totaling \$39,814.46 (p. 18)
	D. Housing Supervisor’s Report (p. 30)
	E. Resident Meeting Minutes (p. 31)
	F. Resident Advisory Board Meeting (p. 32)
	4. Work Session
	5. Unfinished Business
	A. Approve proposal for Roof Replacement project manager (handout)
	6. New Business
	A. Public Hearing on PHA Plan for 2025-2029 (p. 33) (1) Approve Resolution EDA R24-003 Adopting the PHA Plan for 2025-2029 (p. 34)
5:50 pm	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 – July 15, 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, Jim Godfrey and Aaron Berg.

Members Absent: EDA member Lisa Iverson.

Staff present: City Administrator Vogel, Deputy City Administrator Smith, Finance Director Moe, City Engineer Anderson, Westover, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

Berg moved, seconded by Godfrey, to approve the agenda. All voted aye, motion carried.

Consent Agenda

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

- A. Approval of June 17, 2024 regular meeting minutes
- B. Approve EDA Draft May 2024 Financial Statements
- C. Approve EDA Admin Division Bills Checks #129432- #129594 Totaling \$45,639.11
- D. Housing Supervisor's Report

Upon roll call, Godfrey, Shogren, Ziebarth, and Berg 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

Godfrey moved, seconded by Ziebarth, to adjourn the meeting at 5:48 p.m. All voted aye, motion carried.

ATTEST:

Bob Shogren, President

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,519.12)	
901-10102	INVESTMENTS--PBC	121,931.29	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	364,689.93	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,352,905.34	
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		855,492.28

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	210.00	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	37,416.08	
	TOTAL LIABILITIES		40,517.64

FUND EQUITY

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	59,450.78	
	BALANCE - CURRENT DATE	59,450.78	
	TOTAL FUND EQUITY		814,974.64
	TOTAL LIABILITIES AND EQUITY		855,492.28

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	50,034.00	39,966.00	55.59	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	50,034.00	39,966.00	55.59	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	414.44	(114.44)	138.15	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	414.44	(114.44)	138.15	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	117,234.18	62,765.82	65.13	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	1,980.42	1,019.58	66.01	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	119,214.60	63,785.40	65.14	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	308,300.00	308,300.00	169,663.04			340,612.39

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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 ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103	ADMIN PART-TIME - REGULAR	44,392.00	44,392.00	20,608.17 (23,783.83)	46.42	41,617.18
901-49500-121	PERA (EMPLOYER)	3,330.00	3,330.00	1,545.61 (1,784.39)	46.41	3,023.72
901-49500-122	FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	1,437.16 (1,958.84)	42.32	2,919.38
901-49500-131	MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	6,217.50 (3,795.50)	62.09	9,527.61
901-49500-151	WORKERS' COMPENSATION PREMIU	433.00	433.00	195.34 (237.66)	45.11	334.69
901-49500-154	HRA/FLEX FEES	100.00	100.00	38.85 (61.15)	38.85	67.40
	TOTAL PERSONAL SERVICES	61,664.00	61,664.00	30,042.63 (31,621.37)	48.72	57,489.98
<i>SUPPLIES</i>						
901-49500-201	OFFICE SUPPLY	658.00	658.00	153.98 (504.02)	23.40	209.23
	TOTAL SUPPLIES	658.00	658.00	153.98 (504.02)	23.40	209.23
<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	2,749.50 (3,750.50)	42.30	5,482.52
901-49500-321	TELEPHONE EXPENSE	7,500.00	7,500.00	3,115.55 (4,384.45)	41.54	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
	TOTAL OTHER SERVICES AND CHA	27,450.00	27,450.00	5,865.05 (21,584.95)	21.37	27,384.43
<i>MISCELLANEOUS</i>						
901-49500-413	RENTALS - OFFICE EQUIPMENT	275.00	275.00	174.30 (100.70)	63.38	282.34
901-49500-433	DUES AND SUBSCRIPTIONS	3,800.00	3,800.00	3,464.00 (336.00)	91.16	3,699.00
901-49500-440	STAFF TRAINING	400.00	400.00	.00 (400.00)	.00	225.00
	TOTAL MISCELLANEOUS	4,475.00	4,475.00	3,638.30 (836.70)	81.30	4,206.34
	TOTAL LOW RENT ADMINISTRATION	94,247.00	94,247.00	39,699.96 (54,547.04)	42.12	89,289.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	46.91	(193.09)	19.55	225.33
<i>TOTAL SUPPLIES</i>		<u>240.00</u>	<u>240.00</u>	<u>46.91</u>	<u>(193.09)</u>	<u>19.55</u>	<u>225.33</u>
TOTAL LOW RENT TENANT SERVICE		<u><u>240.00</u></u>	<u><u>240.00</u></u>	<u><u>46.91</u></u>	<u><u>(193.09)</u></u>	<u><u>19.55</u></u>	<u><u>225.33</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	11,151.02	(14,932.98)	42.75	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	836.33	(1,120.67)	42.74	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	778.76	(1,217.24)	39.02	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	2,903.50	(2,102.50)	58.00	4,768.50
901-49700-151 WORKERS' COMPENSATION PREMIU	2,520.00	2,520.00	986.48	(1,533.52)	39.15	1,765.26
<i>TOTAL PERSONAL SERVICES</i>	<u>37,563.00</u>	<u>37,563.00</u>	<u>16,656.09</u>	<u>(20,906.91)</u>	<u>44.34</u>	<u>33,483.34</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	5,074.23	74.23	101.48	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>5,074.23</u>	<u>24.23</u>	<u>100.48</u>	<u>5,033.89</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	27,536.80	(13,463.20)	67.16	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	15,927.89	(22,072.11)	41.92	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	2,824.98	(4,175.02)	40.36	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	792.36	(2,207.64)	26.41	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,653.04	(2,546.96)	39.36	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>48,735.07</u>	<u>(69,464.93)</u>	<u>41.23</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>70,465.39</u></u>	<u><u>(143,347.61)</u></u>	<u><u>32.96</u></u>	<u><u>203,924.53</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 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	110,212.26			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	59,450.78			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2024

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10200	EDA HOUSING DIV OPERATING CASH	75,733.00	
		<hr/>	
	TOTAL ASSETS		75,733.00
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	75,733.00	
		<hr/>	
	TOTAL FUND EQUITY		75,733.00
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		75,733.00
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CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2024

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL		38,251.25
	TOTAL ASSETS		38,251.25
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	38,251.25	
	BALANCE - CURRENT DATE		38,251.25
	TOTAL FUND EQUITY		38,251.25
	TOTAL LIABILITIES AND EQUITY		38,251.25

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	38,251.25	(3,251.25)	109.29	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	38,251.25	(3,251.25)	109.29	18,700.00
TOTAL FUND REVENUE	35,000.00	35,000.00	38,251.25			18,700.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	<u>35,000.00</u>	<u>35,000.00</u>	<u>.00</u>	<u>(35,000.00)</u>	<u>.00</u>	<u>18,700.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	38,251.25			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	121,934.28	58,065.72	67.74	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	121,934.28	58,065.72	67.74	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	330,000.00	330,000.00	121,934.28			263,213.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	82,933.00	82,933.00	41,636.50	(41,296.50)	50.20	69,411.24
205-41930-112	2,500.00	2,500.00	1,050.00	(1,450.00)	42.00	1,845.00
205-41930-121	6,248.00	6,248.00	3,122.74	(3,125.26)	49.98	5,185.36
205-41930-122	6,373.00	6,373.00	3,204.39	(3,168.61)	50.28	5,311.26
205-41930-131	14,500.00	14,500.00	8,533.58	(5,966.42)	58.85	13,810.56
205-41930-132	380.00	380.00	.00	(380.00)	.00	.00
205-41930-133	1,200.00	1,200.00	1,200.00	.00	100.00	1,200.00
205-41930-151	810.00	810.00	437.89	(372.11)	54.06	571.12
205-41930-154	80.00	80.00	31.11	(48.89)	38.89	53.92
<i>TOTAL PERSONAL SERVICES</i>	<u>115,024.00</u>	<u>115,024.00</u>	<u>59,216.21</u>	<u>(55,807.79)</u>	<u>51.48</u>	<u>97,388.46</u>
<i>SUPPLIES</i>						
205-41930-201	300.00	300.00	.00	(300.00)	.00	122.29
205-41930-209	.00	.00	.00	.00	.00	102.94
205-41930-240	300.00	300.00	.00	(300.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>600.00</u>	<u>600.00</u>	<u>.00</u>	<u>(600.00)</u>	<u>.00</u>	<u>225.23</u>
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304	5,000.00	5,000.00	.00	(5,000.00)	.00	844.00
205-41930-307	.00	19,000.00	8,257.78	(10,742.22)	43.46	.00
205-41930-313	5,600.00	5,600.00	2,749.50	(2,850.50)	49.10	5,482.52
205-41930-321	540.00	540.00	270.00	(270.00)	50.00	405.00
205-41930-331	1,200.00	1,200.00	334.94	(865.06)	27.91	466.30
205-41930-334	800.00	800.00	192.96	(607.04)	24.12	275.95
205-41930-351	300.00	300.00	.00	(300.00)	.00	125.37
205-41930-360	.00	.00	.00	.00	.00	1,735.62
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>13,440.00</u>	<u>32,440.00</u>	<u>11,805.18</u>	<u>(20,634.82)</u>	<u>36.39</u>	<u>9,334.76</u>
<i>MISCELLANEOUS</i>						
205-41930-404	100.00	100.00	.00	(100.00)	.00	.00
205-41930-407	.00	.00	2,000.00	2,000.00	.00	8,800.00
205-41930-408	.00	.00	.00	.00	.00	2,190.65
205-41930-430	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433	4,000.00	4,000.00	1,825.00	(2,175.00)	45.63	2,965.00
205-41930-440	2,000.00	2,000.00	975.00	(1,025.00)	48.75	795.00
205-41930-484	7,800.00	7,800.00	9,324.00	1,524.00	119.54	.00
205-41930-485	.00	.00	.00	.00	.00	3,042.00
205-41930-489	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>19,000.00</u>	<u>19,000.00</u>	<u>14,124.00</u>	<u>(4,876.00)</u>	<u>74.34</u>	<u>17,792.65</u>
TOTAL EDA ADMINISTRATION	<u><u>148,064.00</u></u>	<u><u>167,064.00</u></u>	<u><u>85,145.39</u></u>	<u><u>(81,918.61)</u></u>	<u><u>50.97</u></u>	<u><u>124,741.10</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	15,894.79	(15,086.21)	51.30	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	804.34	(6,195.66)	11.49	5,769.37
205-47000-121 PERA (EMPLOYER)	2,500.00	2,500.00	1,192.11	(1,307.89)	47.68	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	1,239.23	(1,805.77)	40.70	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	5,320.52	(3,743.48)	58.70	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	1,461.84	(2,383.16)	38.02	2,403.99
205-47000-154 HRA/FLEX FEES	100.00	100.00	19.45	(80.55)	19.45	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	25,932.28	(33,185.72)	43.87	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	131.69	(68.31)	65.85	240.77
205-47000-212 GASOLINE/FUEL	125.00	125.00	83.85	(41.15)	67.08	102.41
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	2,289.48	(12,710.52)	15.26	5,089.56
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	23.04	(976.96)	2.30	97.79
TOTAL SUPPLIES	16,325.00	16,325.00	2,528.06	(13,796.94)	15.49	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	123.69	(226.31)	35.34	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	7,560.52	(12,939.48)	36.88	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	3,237.89	(2,262.11)	58.87	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	4,051.82	(148.18)	96.47	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	1,319.68	(4,680.32)	21.99	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	16,293.60	(26,256.40)	38.29	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
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	3,850.00	3,850.00	.00	.00
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	29,980.56	1,480.56	105.19	496,728.08
TOTAL MALL OPERATING EXPENSES	146,493.00	146,493.00	74,734.50	(71,758.50)	51.02	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	159,879.89			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(37,945.61)			(457,503.32)

CAMBRIDGE EDA MEETING August 19, 2024 BILLS LIST
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	7/3/2024	129602 - 129666	5,778.81
Prepaid Checks	7/17/2024	129669 - 129755	12,952.86
Prepaid Checks	7/24/2024	129787 - 129821	1,195.54
Prepaid Checks	8/1/2024	129838 - 129894	14,547.93
Prepaid Checks	8/7/2024	129898 - 129932	5,339.32
	Prepaid Totals		<u>39,814.46</u>

TOTAL SUBMITTED FOR APPROVAL

\$39,814.46

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 6/28/24-8/7/24.

Caroline Moe 8/7/24
Caroline Moe, Director of Finance signature & date

Rebecca Gestson 8/7/24
Rebecca Gestson, Accountant signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	210.00
Total 306:			210.00
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			60.02
2411	Hillyard Inc.	Maintenance Supplies - Mall	402.62
Total 2411:			402.62
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	420.50
Total 3258:			3,868.60
3501	MEI Total Elevator Solutions	July Monthly Service - Bridge Park	313.73
Total 3501:			313.73
3521	Menards	Small Tools & Equipment - Mall	7.34
Total 3521:			7.34
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:			5,778.81

Dated: 7/3/24

City Treasurer: *Caroline [Signature]*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/24	07/03/2024	129602	306	ARC Irrigation, LLC	901-20100	210.00
07/24	07/03/2024	129609	1170	City Laundering Co.	205-20100	60.02
07/24	07/03/2024	129621	2411	Hillyard / Minneapolis	205-20100	402.62
07/24	07/03/2024	129622	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
07/24	07/03/2024	129635	3501	MEI Total Elevator Solutions	901-20100	313.73
07/24	07/03/2024	129636	3521	Menards	205-20100	7.34
07/24	07/03/2024	129666	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>5,778.81</u>

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/24	07/17/2024	129669	34	Abbey Carpet & Floor of Cambridge	205-20100	1,898.76
07/24	07/17/2024	129675	306	ARC Irrigation, LLC	901-20100	170.00
07/24	07/17/2024	129687	1140	Cintas Corporation	205-20100	19.00
07/24	07/17/2024	129688	1170	City Laundering Co.	205-20100	60.02
07/24	07/17/2024	129700	6108	Hayes Mechanical	901-20100	7,707.00
07/24	07/17/2024	129701	2350	HD Supply Facilities Maintenance Ltd	901-20100	748.00
07/24	07/17/2024	129718	3521	Menards	205-20100	34.48
07/24	07/17/2024	129739	4559	Precision Pest Control	901-20100	145.00
07/24	07/17/2024	129740	4567	Precision Property Maintenance	205-20100	2,000.00
07/24	07/17/2024	129751	5251	Star	901-20100	40.60
07/24	07/17/2024	129755	5431	Ted's Appliance	901-20100	130.00
Grand Totals:						12,952.86

Vendor	Vendor Name	Description	Net Invoice Amount
34	Abbey Carpet & Floor of Cam	Final Payment Carpet Agreement DVS Exam Station	1,898.76
Total 34:			1,898.76
306	ARC Irrigation, LLC	Fertilization - Bridge Park	170.00
Total 306:			170.00
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			19.00
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			60.02
6108	Hayes Mechanical	Building Improvements - Commerial Water Softener	7,707.00
Total 6108:			7,707.00
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	748.00
Total 2350:			748.00
3521	Menards	Repair & Maint Supplies - Mall	4.66
3521	Menards	Repair & Maint Supplies - Mall	29.82
Total 3521:			34.48
4559	Precision Pest Control	Pest Control Bridge Park - July Service	145.00
Total 4559:			145.00
4567	Precision Property Maintenanc	Lawn Care - City Lots	2,000.00
Total 4567:			2,000.00
5251	Star	Public Notice EDA Annual PHA Plan	40.60
Total 5251:			40.60
5431	Ted's Complete Appliance	Repairs Bridgepark Apts	130.00
Total 5431:			130.00

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>12,952.86</u>

Dated: 7/17/2024

City Treasurer: Caroline M...

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	109.99
Total 969:			109.99
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
Total 1140:			4.75
3320	M&H Appliance Sales and Ser	Appliances, Haul Away and Installation - Bridge Park	828.00
Total 3320:			828.00
3521	Menards	Repair & Maint Supplies - Mall	25.00
Total 3521:			25.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	19.95
Total 3543:			19.95
5686	U.S. Postal Service	Postage - Bridge Park	146.00
Total 5686:			146.00
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.23
Total 5801:			61.85
Grand Totals:			1,195.54

Dated: 7/24/24City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/24	07/24/2024	129787	1140	Cintas Corporation	205-20100	4.75
07/24	07/24/2024	129793	969	Elan Financial Services	205-20100	109.99
07/24	07/24/2024	129801	3320	M&H Appliance Sales and Service, Inc	901-20100	828.00
07/24	07/24/2024	129804	3521	Menards	205-20100	25.00
07/24	07/24/2024	129806	3543	Metro Sales, Inc.	901-20100	19.95
07/24	07/24/2024	129820	5686	U.S. Postal Service	901-20100	146.00
07/24	07/24/2024	129821	5801	Verizon Wireless	901-20100	61.85
Grand Totals:						<u>1,195.54</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
	Total 1140:		4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
	Total 1170:		60.02
3439	Maxfield Research & Consulti	Research & Consulting Services - Housing Needs Ass	2,850.00
3439	Maxfield Research & Consulti	Research & Consulting Services - Housing Needs Ass	7,600.00
	Total 3439:		10,450.00
3521	Menards	Repair & Maint Supplies - Mall	26.66
	Total 3521:		26.66
3542	Metro Payroll Inc.	In Touch Time Clock - Bridge Park	2,500.00
	Total 3542:		2,500.00
3675	MNCAR	Exchange Access - EDC Member	590.00
	Total 3675:		590.00
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:		14,547.93

Dated: 8/1/24

City Treasurer: *Catherine Mac*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/24	08/01/2024	129838	1140	Cintas Corporation	205-20100	4.75
08/24	08/01/2024	129839	1170	City Laundering Co.	205-20100	60.02
08/24	08/01/2024	129859	3439	Maxfield Research & Consulting	205-20100	10,450.00
08/24	08/01/2024	129862	3521	Menards	205-20100	26.66
08/24	08/01/2024	129863	3542	Metro Payroll Inc.	901-20100	2,500.00
08/24	08/01/2024	129867	3675	MNCAR Exchange	205-20100	590.00
08/24	08/01/2024	129894	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>14,547.93</u>

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Office Supplies - Admin	6.99
Total Amazon Capital Services, Inc.:			6.99
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance September	420.50
Total I.U.O.E. Local 49 Fringe Benefit Fund:			3,868.60
3501	MEI Total Elevator Solutions	August Monthly Service - Bridge Park	313.73
MEI Total Elevator Solutions:			313.73
4567	Precision Property Maintenanc	Lawn Care - City Lots	1,150.00
Total Precision Property Maintenance:			1,150.00
Grand Totals:			5,339.32

Dated: 8/7/24

City Treasurer: *Caroline [Signature]*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/24	08/07/2024	129898	175	Amazon Capital Services, Inc.	205-20100	6.99
08/24	08/07/2024	129914	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
08/24	08/07/2024	129924	3501	MEI Total Elevator Solutions	901-20100	313.73
08/24	08/07/2024	129932	4567	Precision Property Maintenance	205-20100	1,150.00
Grand Totals:						<u>5,339.32</u>

3D Housing Supervisor Report

Date: *August 19, 2024*

To: *EDA Board of Commissioners*

From: *Deb Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- Submitted MTCS Report (Vacancy report). Resident in #205 & #206 vacating on September 30, 2024. Unit #205 is rented for the beginning of October, and I am working on getting unit #206 rented. There are currently 135 people on the waiting list.
- Processed rent checks, month end for July and ACH for August
- Attended all staff meeting on July 29, 2024
- Northland Fire was out and installed a magnet on the back of the laundry room door to hold it open. The door will release if the fire alarm goes off. Lots of happy residents now.
- BDS Laundry was out and installed all new machines with laundry card readers. Residents will need to download the app on their cell phone or use a debit/credit card or cash to add money onto the laundry card.
- Still waiting on four refrigerators for warranty repairs. M&H Appliances has been out three times now with new doors and when they open the box all the new doors have been damaged.
- Completed quarterly unit inspections on July 23, 2024. The inspections were good. I had suggested to three residents about getting their carpet cleaned, two of them did. The third resident probably will be paying for new carpet when they vacate. The maintenance was very minimal. All maintenance has been completed.

3E.

RESIDENT MEETING

JULY 9, 2024, AT 11:00 A.M.

- THANKED DOUG FOR THE WONDERFUL JOB HE DOES ON THE FLOWER GARDEN.
- INFORMED RESIDENTS OF THE 2025 PHA ANNUAL PLAN AND THE 2025-2029 5-YEAR CAPITAL PLAN PUBLIC HEARING ON AUGUST 19, 2024, AT 5:45 P.M. AT THE CAMBRIDGE CITY HALL.
- RECEIVED COMPLAINTS FROM RESIDENTS THAT THEY ARE BEING WOKE UP IN THE MIDDLE OF THE NIGHT FROM RESIDENTS THAT ARE SITTING IN THE SMOKING AREA TALKING LOUDLY. ASKED RESIDENTS TO PLEASE QUIET DOWN WHEN THEY ARE OUT AT THE SMOKING AREA.
- REMINDED RESIDENTS IF THEY OPEN THE LAUNDRY WINDOW, THEY NEED TO CLOSE IT AND THIS INCLUDES WHEN THEIR WORKERS OPEN THE WINDOW.
- THANKED THE RESIDENTS FOR THEIR WONDERFUL WORK IN THEIR APARTMENTS FOR THE HUD (NSPIRE) INSPECTION THAT WAS IN APRIL. WE SCORED A 92 OUT OF 100. HUD HAS MADE US CLOSE THE LAUNDRY ROOM DOOR AND THE DOORS TO THE COMMUNITY ROOM SINCE THE DOORS ARE FIRE RATED. BRIDGE PARK WILL BE INSTALLING A MAGNET ON THE BACK OF THE LAUNDRY ROOM DOOR SO THAT IT WILL BE EASIER FOR RESIDENTS TO ENTER/EXIT THE ROOM WHEN THEIR TRYING TO CARRYING THEIR LAUNDRY BASKET. JUST WAITING FOR NORTHLAND FIRE TO INSTALL THE MAGNET. IF THE FIRE ALARM GOES OFF THE LAUNDRY ROOM DOOR WILL CLOSE. INFORMED RESIDENT THAT THEY HAVE TO KEEP THEIR STUFF AWAY FROM THE HEAT REGISTERS EVEN WHEN THE HEAT IS OFF, ANOTHER HUD REQUIREMENT. RESIDENTS ALSO NEED TO MAKE SURE THE SHOPPING CARTS ARE NOT BLOCKING THE HALLWAY DOOR, IF THE FIRE ALARM GOES OFF, THE CART IS PREVENTING THE DOOR FROM CLOSING.
- REMINDED RESIDENTS TO USE THEIR APARTMENT NUMBER ON ALL MAIL AND PACKAGES.
- HAD A BRIEF DISCUSSION ON INSTALLING A KISOK FOR THE LAUNDRY MACHINES INSTEAD OF USING QUARTERS. ALL RESIDENTS WOULD RECEIVE A LAUNDRY CARD. WILL UPDATE RESIDENTS WHEN I RECEIVE MORE INFORMATION FROM BDS.
- UNIT INSPECTIONS WILL BE THIS MONTH. RESIDENTS WILL RECEIVE ONE WEEK NOTICE OF ENTRY.
- REMINDED RESIDENTS TO PLEASE NOT SPREAD RUMORS.

3F. RESIDENT ADVISORY BOARD MEETING
JULY 9, 2024, AT 10:00 A.M.

PRESENT: CORRINE B. #310, DIANE B. #308 AND
SHELLY P. #210 AND DEB B., HOUSING
SUPERVISOR

- HANDED OUT THE 2022-2029 OPEN CAPITAL FUNDS SPREADSHEET AND WENT OVER THE ITEMS FOR THE CAPITAL FUND. TALKED ABOUT THE REPLACEMENT OF THE ROOF. DIANE ASKED ABOUT WHEN THE PARKING LOT GETS REDONE IF THERE STILL, WE BE RESERVED PARKING FOR THE RESIDENTS. ONE RESIDENT WAS FOR NO RESERVED PARKING AND ONE AGAINST IT, OTHER RESIDENT DIDN'T COMMENT SINCE SHE DOESN'T DRIVE. DECIDED TO WAIT UNTIL THE PARKING LOT PROJECT GETS CLOSER TO BEING COMPLETED.
- RESIDENTS WHERE INFORMED OF THE PHA ANNUAL PLAN AND THE 2025-2029 5-YEAR CAPITAL FUND PUBLIC HEARING ON AUGUST 19, 2024, AT 5:45 P.M. AT THE CITY HALL.
- DIANE ASKED ABOUT GETTING THE TREES TRIMMED IN FRONT OF THE BUILDING. SHE SAID SHE HAS A TREE BRANCH HITTING HER WINDOW WHEN ITS WINDY. I WILL CONTACT A TREE TRIMMING COMPANY.

Prepared by: Deb Barrett

Background:

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

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

The 2025 Annual Plan lists the planned capital projects using the 2025 Capital Fund.

The 2025-2029 Capital Fund Program describes our long-range projects.

Public Notice was published in the Isanti-Chisago County Star on June 27, 2024.

Recommendation

Conduct public hearing and adopt resolution R24- 003 accepting the 2025 Annual PHA Plan and the 2025-2029 capital plan.

Resolution No EDA R24-003

RESOLUTION ADOPTING THE PUBLIC HOUSING 2025 ANNUAL STATEMENT AND 5 YEAR ACTION PLAN.

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") approved the Five -Year Capital Plan and Annual PHA Plan for Fiscal Years beginning January 1, 2025 – January 1, 2029 along with the Annual/Five Year Capital Statements and supporting attachments for submission to HUD.

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

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

Adopted by the EDA
this
19th day of August 2024

ECONOMIC DEVELOPMENT AUTHORITY

By _____
Its President

By _____
Its Executive Director

Streamlined Annual PHA Plan (Small PHAs)	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; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	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).
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input 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>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based 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>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>To promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.</p>

B.4	<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 <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>	
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<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 <input type="checkbox"/> <input checked="" type="checkbox"/></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>Form HUD 50077-SL, <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 <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="207 625 1406 1547"> <tr> <td data-bbox="207 625 1406 667">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="207 667 1406 1066"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <ul style="list-style-type: none"> ▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan ▪ 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="207 1066 1406 1108">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="207 1108 1406 1486"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </td> </tr> <tr> <td data-bbox="207 1486 1406 1547">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"> ▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan ▪ 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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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 \$10,000.00 on 09/22/2023							
	Drew Down \$35,144.55 on 6/20/2024								
	Drew Down \$7077.00 7/24/24								