

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes – March 16, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 16, 2020 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

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

Call to Order

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

Approval of Agenda

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

Consent Agenda

Conley moved, seconded by Godfrey, to approve consent agenda items A – E as presented:

- A. Approval of February 21, 2020 meeting minutes
- B. Approve EDA Draft January 2020 Financial Statements
- C. Housing Division February 2020 Bills ACH only, Totaling \$62,523
- D. Approve EDA Admin Division Bills Checks #116021- #116271 Totaling \$20,001.97
- E. Housing Supervisor's Monthly Report

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

Work Session

There were no items under the work session.

Unfinished Business

There were no items under the unfinished business.

New Business

*Approve Proposal from Inspec for Engineering Services for Roof and Roof Top Units Replacement
at City Center Mall*

Gustafson informed the members that the roof above City Mall and City Hall, and the boiler have been repaired many times. He said the City and EDA have been budgeting for several years to have the roof, HVAC, and boiler replaced. Gustafson said he reached out to Todd Blank, City Engineer at SEH, and many other roofing companies to see if they offered design and construction services for roof replacement, and HVAC and boiler replacement. Being that this type of service is highly specialized, only Inspec offered services that addressed all of the needs for this project. Blank and other SEH staff reviewed the proposal from Inspec, and feels it is complete and at a fair fee. SEH will also provide the mechanical engineering services for the project. Cynthia Long, Senior Project Manager of Inspec, was present to review their services in more detail.

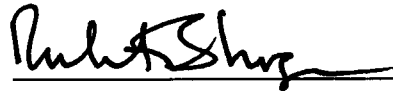
Gustafson stated that the total cost of the design and bidding services of Inspec and SEH came to \$49,323, and the total construction administration and observation services came to \$33,226. This is roughly about 10 percent of the estimated cost of the roof, HVAC, and boiler replacement, which is estimated to be between \$800,000 and \$1,000,000. The new roof and heating and cooling system would have a 30-year warranty. Gustafson said there are funds in the EDA Administration Fund and the City Hall Capital Fund to pay for the proposed contract from Inspec and SEH, as well as the project which includes the replacement of the roof and heating and cooling systems. Conley moved, seconded by Godfrey, to approve the proposal from Inspec and SEH for engineering services for roof and HVAC replacement at City Mall and City Hall not to exceed \$91,000, and to authorized the EDA president and Executive Director to sign the contract. Roll call was taken, and all member voted aye. Motion passed unanimously.

Approve Rum River Special Education Cooperative Storage Area Buildout Additional Lease for space

Gustafson said he was approached by Rum River Special Education Cooperative/District #6079, requesting approval to build a storage unit in front of Suite 150. He said they have been leasing this suite since November 2003, but are in need of additional storage space. Rum River Coop would be paying for all of the buildout costs, and would be using RAK Construction. This is the same company that built the EDA storage suite. Gustafson stated that Rum River Coop would have a temporary lease when the construction was completed, and then would have one lease for all of the space, old and new, starting November 1, 2020. He said the additional lease would be \$162.50 per month for the additional 325 square feet of storage. The storage unit would not affect the overall mall operations, and would only decrease table space by three spaces for any events held in the mall. Shogren moved, seconded by Godfrey, to approve the revised lease with Rum River Special Education, adding the storage suite to the existing lease for an additional \$162.50 per month, and authorizing the EDA president and Executive Director to sign the lease. Motion carried.

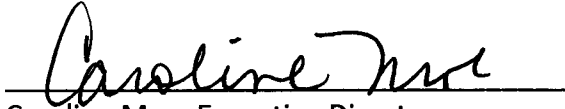
Adjournment

Godfrey moved, seconded by Conley, to adjourn the meeting at 6:06 p.m. Motion carried unanimously.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>		
901-10010	CASH AND INVESTMENTS	(2,357.11)
901-10200	EDA OPERATING ACCOUNT-LOW RENT	163,554.77
901-15500	PREPAID EXPENSES	323.50
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37
901-16200	BUILDINGS AND STRUCTURES	474,877.78
901-16250	BUILDING IMPROVEMENTS	1,232,140.52
901-16300	SITE IMPROVEMENTS	103,618.10
901-16350	NON-DWELLING STRUCTURES	76,009.20
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90
901-16450	FURN, EQUIP, MACH-ADMIN	42,422.71
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,728,326.20)
	TOTAL ASSETS	<u>531,088.54</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
901-20100	AP ALLOCATED TO OTHER FUNDS	800.29
901-22600	TENANT SECURITY DEPOSITS	30,437.00
	TOTAL LIABILITIES	<u>31,237.29</u>
 <u>FUND EQUITY</u>		
901-27200	UNRESTRICTED NET ASSETS	187,110.44
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77
901-27400	HUD OPERATING RESERVE MEMO	227,249.46
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>11,185.04</u>
	BALANCE - CURRENT DATE	<u>11,185.04</u>
	TOTAL FUND EQUITY	<u>499,851.25</u>
	TOTAL LIABILITIES AND EQUITY	<u>531,088.54</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	75,000.00	75,000.00	6,800.00	68,200.00	9.07	76,779.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	6,800.00	68,200.00	9.07	76,779.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	14.59	485.41	2.92	881.12
TOTAL INTEREST & MISC INCOME	500.00	500.00	14.59	485.41	2.92	881.12
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	15,983.00	131,017.00	10.87	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	298.24	3,701.76	7.46	3,097.48
TOTAL RENTAL INCOME	151,000.00	151,000.00	16,281.24	134,718.76	10.78	173,416.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
TOTAL FUND REVENUE	261,500.00	261,500.00	23,095.83			325,893.04

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	30,000.00	30,000.00	5,565.17	(24,434.83)	18.55	32,010.47
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	395.22
901-49500-121 PERA (EMPLOYER)	2,250.00	2,250.00	417.39	(1,832.61)	18.55	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	411.00	(1,884.00)	17.91	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	1,349.25	1,349.25	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	.00	(227.00)	.00	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	73.35
TOTAL PERSONAL SERVICES	34,772.00	34,772.00	7,742.81	(27,029.19)	22.27	37,423.24
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	508.50	(491.50)	50.85	769.51
TOTAL SUPPLIES	1,000.00	1,000.00	508.50	(491.50)	50.85	769.51
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	700.00	700.00	.00	(700.00)	.00	208.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	42.65	(6,757.35)	.63	7,462.42
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	55.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	283.51
901-49500-340 ADVERTISING	300.00	300.00	.00	(300.00)	.00	46.50
TOTAL OTHER SERVICES AND CHA	13,950.00	13,950.00	268.46	(13,681.54)	1.92	12,640.15
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	9.83	(390.17)	2.46	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,165.00	1,565.00	360.83	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	(909.00)	8.55	454.00
TOTAL MISCELLANEOUS	4,494.00	4,494.00	2,259.83	(2,234.17)	50.29	3,590.72
TOTAL LOW RENT ADMINISTRATION	54,216.00	54,216.00	10,779.60	(43,436.40)	19.88	54,423.62

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	5,500.00	5,500.00	(1,032.00)	(6,532.00)	(18.76)	8,639.49
<i>TOTAL SUPPLIES</i>		5,500.00	5,500.00	(1,032.00)	(6,532.00)	(18.76)	8,639.49
TOTAL LOW RENT TENANT SERVICE		5,500.00	5,500.00	(1,032.00)	(6,532.00)	(18.76)	8,639.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	.00	(24,000.00)	.00	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	.00	(1,800.00)	.00	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	.00	(1,836.00)	.00	1,235.68
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	654.36
TOTAL PERSONAL SERVICES	29,220.00	29,220.00	.00	(29,220.00)	.00	19,243.02
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	236.26	(3,763.74)	5.91	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	20.01
TOTAL SUPPLIES	4,200.00	4,200.00	236.26	(3,963.74)	5.63	2,971.99
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	1,077.71	(30,922.29)	3.37	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,003.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	12,459.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	.00	(36,000.00)	.00	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	664.10	(9,835.90)	6.32	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	.00	(6,500.00)	.00	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	185.12	(2,814.88)	6.17	2,670.72
TOTAL OTHER SERVICES AND CHA	112,364.00	112,364.00	1,926.93	(110,437.07)	1.71	104,057.84
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	.00	.00	.00	620,701.08
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	.00	.00	.00	33,500.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	.00	.00	.00	69,463.10
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	.00	.00	.00	42,460.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	(50,000.00)	.00	41,142.82
TOTAL MISCELLANEOUS	50,000.00	50,000.00	.00	(50,000.00)	.00	807,267.00
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	201,784.00	201,784.00	2,163.19	(199,620.81)	1.07	933,539.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	261,500.00	261,500.00	11,910.79			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	11,185.04			(670,709.92)

CITY OF CAMBRIDGE
 BALANCE SHEET
 JANUARY 31, 2020

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	145,289.72
902-11500	ACCOUNTS RECEIVABLE	830.59
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
	TOTAL ASSETS	<u>146,120.31</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20100	AP ALLOCATED TO OTHER FUNDS	<u>3,707.90</u>
	TOTAL LIABILITIES	3,707.90
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	141,667.29
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>745.12</u>
	BALANCE - CURRENT DATE	<u>745.12</u>
	TOTAL FUND EQUITY	<u>142,412.41</u>
	TOTAL LIABILITIES AND EQUITY	<u>146,120.31</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	47,800.00	47,800.00	5,403.00	42,397.00	11.30	73,512.00
TOTAL INTERGOVERNMENTAL REVE	47,800.00	47,800.00	5,403.00	42,397.00	11.30	73,512.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
TOTAL RENTAL INCOME	150.00	150.00	.00	150.00	.00	2,188.45
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	13.52	36.48	27.04	115.38
TOTAL INTEREST	50.00	50.00	13.52	36.48	27.04	115.38
TOTAL FUND REVENUE	48,000.00	48,000.00	5,416.52			75,815.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	.00	(3,000.00)	.00	1,875.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	3,707.90	(40,292.10)	8.43	47,010.29
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>47,000.00</u>	<u>47,000.00</u>	<u>3,707.90</u>	<u>(43,292.10)</u>	<u>7.89</u>	<u>48,885.29</u>
<i>MISCELLANEOUS</i>							
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00</u>	<u>(1,000.00)</u>	<u>.00</u>	<u>.00</u>
<i>FUNCTION 7</i>							
902-49500-720	TRANSFERS OUT	.00	.00	.00	.00	.00	4,000.00
	<i>TOTAL FUNCTION 7</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>4,000.00</u>
	TOTAL SECT 8 ADMINISTRATIVE	<u><u>48,000.00</u></u>	<u><u>48,000.00</u></u>	<u><u>3,707.90</u></u>	<u><u>(44,292.10)</u></u>	<u><u>7.72</u></u>	<u><u>52,885.29</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	26,329.00	26,329.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(25,917.50)	(25,917.50)	.00	(303,344.05)
902-49775-376 URP PORT REC	.00	.00	552.00	552.00	.00	542.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	.00	.00	.00	715.05
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	963.50	963.50	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	963.50	963.50	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	48,000.00	48,000.00	4,671.40			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	745.12			22,930.54

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	373,691.22	
903-10200	EDA HOUSING DIV OPERATING CASH	12,442.79	
	TOTAL ASSETS		<u>386,134.01</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>203.79</u>	
	BALANCE - CURRENT DATE		<u>203.79</u>
	TOTAL FUND EQUITY		<u>386,134.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,134.01</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>							
903-36210	INTEREST EARNINGS	1,615.00	1,615.00	203.79	1,411.21	12.62	2,269.04
	TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	203.79	1,411.21	12.62	2,269.04
<u>OTHER REVENUES</u>							
903-37220	TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	9,826.50
	TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	9,826.50
	TOTAL FUND REVENUE	1,615.00	1,615.00	203.79			12,095.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	1,500.00	1,500.00	.00	(1,500.00)	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	.00	(115.00)	.00	120.45
	<i>TOTAL FUNCTION 1</i>	<u>1,615.00</u>	<u>1,615.00</u>	<u>.00</u>	<u>(1,615.00)</u>	<u>.00</u>	<u>1,695.45</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	708.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>708.00</u>
	TOTAL OTHER HOUSING BUS ACTIV	<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>.00</u></u>	<u><u>(1,615.00)</u></u>	<u><u>.00</u></u>	<u><u>2,403.45</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,615.00	1,615.00	.00			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	203.79			9,692.09

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	10,985.00	
		<u>10,985.00</u>	
	TOTAL ASSETS		<u>10,985.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	10,985.00	
		<u>10,985.00</u>	
	BALANCE - CURRENT DATE		<u>10,985.00</u>
	TOTAL FUND EQUITY		<u>10,985.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>10,985.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	35,000.00	35,000.00	10,985.00	24,015.00	31.39	74,816.42
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	10,985.00	24,015.00	31.39	74,816.42
	TOTAL FUND REVENUE	35,000.00	35,000.00	10,985.00			74,816.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	74,816.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			74,816.42
NET REVENUES OVER EXPENDITURE	.00	.00	10,985.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 JANUARY 31, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		3,022.64
	TOTAL ASSETS		<u>3,022.64</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP		1.64
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>3,021.00</u>	
	BALANCE - CURRENT DATE		<u>3,021.00</u>
	TOTAL FUND EQUITY		<u>3,022.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,022.64</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	352,200.00	352,200.00	39,690.00	312,510.00	11.27	480,125.00
TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	39,690.00	312,510.00	11.27	480,125.00
<u>OTHER FINANCING SOURCES</u>						
905-39203 TRANSFER IN	.00	.00	.00	.00	.00	4,000.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	4,000.00
TOTAL FUND REVENUE	<u>352,200.00</u>	<u>352,200.00</u>	<u>39,690.00</u>			<u>484,125.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	352,200.00	352,200.00	36,669.00	(315,531.00)	10.41	457,328.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	.00	.00	.00	7,128.00
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>36,669.00</u>	<u>(315,531.00)</u>	<u>10.41</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES	<u><u>352,200.00</u></u>	<u><u>352,200.00</u></u>	<u><u>36,669.00</u></u>	<u><u>(315,531.00)</u></u>	<u><u>10.41</u></u>	<u><u>464,456.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	352,200.00	352,200.00	36,669.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	3,021.00			19,669.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,632.60
TOTAL INTEREST	.00	.00	.00	.00	.00	12,632.60
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	275,000.00	275,000.00	32,612.43	242,387.57	11.86	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	32,612.43	242,387.57	11.86	277,743.52
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL TRANSFERS FROM OTHER FU	294,391.00	294,391.00	.00	294,391.00	.00	200,000.00
TOTAL FUND REVENUE	569,391.00	569,391.00	32,612.43			490,376.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	96,512.00	96,512.00	11,443.20	(85,068.80)	11.86	95,263.53
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	665.00
205-41930-121 PERA (EMPLOYER)	7,452.00	7,452.00	858.24	(6,593.76)	11.52	7,041.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	838.59	(6,762.41)	11.03	7,051.80
205-41930-131 MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	2,859.90	(14,563.10)	16.41	16,513.20
205-41930-132 LONGEVITY PAY	2,845.00	2,845.00	.00	(2,845.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	575.00	575.00	.00	(575.00)	.00	297.68
205-41930-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	73.40
TOTAL PERSONAL SERVICES	136,208.00	136,208.00	15,999.93	(120,208.07)	11.75	128,105.61
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	70.99	(179.01)	28.40	136.02
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	(200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	246.97
TOTAL SUPPLIES	3,750.00	3,750.00	70.99	(3,679.01)	1.89	382.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	6,268.00
205-41930-313 IT MGMT & BACKUP	2,800.00	2,800.00	225.81	(2,574.19)	8.06	2,709.72
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	90.84	(1,309.16)	6.49	1,097.45
205-41930-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	6.10	(993.90)	.61	567.79
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00	(1,200.00)	.00	606.68
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	184.00
205-41930-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	997.81
205-41930-381 ELECTRIC UTILITIES	.00	.00	.00	.00	.00	2,434.29
205-41930-383 GAS UTILITIES	.00	.00	.00	.00	.00	2,623.31
TOTAL OTHER SERVICES & CHARG	11,600.00	11,600.00	322.75	(11,277.25)	2.78	17,489.05
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	.00	.00	.00	.00	.00	100.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	.00	(10,000.00)	.00	14,541.96
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00	(2,505.00)	10.54	1,965.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	85.00	(1,415.00)	5.67	1,941.50
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.00	29,336.76
205-41930-484 NLX ACTIVITIES	.00	.00	.00	.00	.00	8,356.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-41930-489 IND PARK MARKETING	10,500.00	18,000.00	.00	(18,000.00)	.00	2,000.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	30,800.00	38,300.00	380.00	(37,920.00)	.99	58,241.22
TOTAL EDA ADMINISTRATION	182,358.00	189,858.00	16,773.67	(173,084.33)	8.83	204,218.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	28,845.00	28,845.00	3,207.60	(25,637.40)	11.12	27,321.91
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	933.28	(6,066.72)	13.33	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	240.57	(1,923.43)	11.12	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	307.91	(1,899.09)	13.95	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	1,429.27	(7,282.73)	16.41	8,248.44
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	36.70
TOTAL PERSONAL SERVICES	52,212.00	52,212.00	6,118.63	(46,093.37)	11.72	45,959.87
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	17.00	(183.00)	8.50	200.24
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	96.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,029.61	(13,970.39)	6.86	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	.00	(3,000.00)	.00	39.97
TOTAL SUPPLIES	18,325.00	18,325.00	1,046.61	(17,278.39)	5.71	8,193.16
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	21.33	(328.67)	6.09	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	.00	(6,100.00)	.00	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	.00	(22,000.00)	.00	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	438.25	(4,761.75)	8.43	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	.00	(4,400.00)	.00	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	717.47	(3,482.53)	17.08	4,202.27
TOTAL OTHER SERVICES & CHARG	42,250.00	42,250.00	1,177.05	(41,072.95)	2.79	34,247.09
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	2,770.17	(13,229.83)	17.31	39,766.02
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	1,716.20	216.20	114.41	2,282.50
205-47000-440 SCHOOLS & MEETINGS	.00	.00	20.00	20.00	.00	19.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	391.80
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
TOTAL MISCELLANEOUS	29,500.00	29,500.00	4,506.37	(24,993.63)	15.28	44,809.32
TOTAL MALL OPERATING EXPENSE	142,287.00	142,287.00	12,848.66	(129,438.34)	9.03	133,209.44

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	324,645.00	332,145.00	29,622.33			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	2,990.10			152,947.81

CAMBRIDGE EDA MEETING
March 16, 2020
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
ACH-Section 8 Business (see attached)	2/3/2020	n/a	\$ 49,205.00
ACH-Section 8 Individuals (see attached)	2/3/2020	n/a	\$ 11,250.00
ACH-Section 8 Business (see attached)	2/20/2020	n/a	\$ 1,578.00
ACH-Section 8 Business (see attached)	2/27/2020	n/a	\$ 490.00
Prepaid Totals			<u>\$ 62,523.00</u>

\$ 62,523.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 2/1/2020-2/29/2020.

Caroline Moe 3/10/20

Caroline Moe, Director of Finance signature & date

Debra Barrett 3/10/2020

Deb Barrett, Housing Supervisor signature & date

Date: 01/27/2020

Peoples Bank of Commerce / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000225

Created On: 01/27/2020

Name	Amount
Theresa Brunnette	\$1,174.00
Bungalows of Chisago L	\$928.00
Calhoun Apartments	\$1,094.00
Cambridge Square Assoc	\$1,149.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$6,452.00
DJ Properties of Stanc	\$1,628.00
Elmhurst Apt. c/o Lifes	\$242.00
Erlandson - Nelson Con	\$559.00
Haven Properties	\$370.00
New Challenges, Inc.	\$4,466.00
Isanti Village Apartme	\$1,093.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$3,958.00
Legacy Townhomes	\$3,195.00
Main Street Flats LP	\$741.00
Allen Moulton	\$291.00
Normandy Townhomes	\$3,792.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$355.00
Oakview Terrace Townho	\$3,271.00
PG Companies Redwing A	\$1,057.00
Pine Village LLC	\$11.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$996.00
Franconia Associates	\$416.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$4,436.00
Wyoming Limited Partne	\$1,647.00
Wyoming Limited Partne	\$2,096.00
Cambridge EDA	\$-49,205.00
Batch Total:	\$0.00

Date: 01/27/2020

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000226

Created On: 01/27/2020

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$491.00
Bohmer, John	\$703.00
Dean & Jennifer Bondes	\$939.00
Charles Satak	\$621.00
David Findell	\$621.00
Elmer D. Harp	\$584.00
Jenell King	\$625.00
John Maher	\$377.00
Brett Nelson	\$422.00
Brian Leet	\$359.00
Michael Doran	\$548.00
Loral Myers	\$242.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$593.00
Richard Berget	\$256.00
Robert Blaisdell-Blais	\$508.00
Robert Blaisdell	\$985.00
Robert Mattson	\$603.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$577.00
Jordaan R. Wilkerson	\$92.00
Cambridge EDA	\$-11,250.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000227
Created On: 02/19/2020

<u>Name</u>	<u>Amount</u>
Osmium Holdings LLC	\$950.00
Trikin Properties Inc.	\$628.00
Cambridge EDA	\$-1,578.00
Batch Total:	\$0.00

02/19/2020 09:28 #498 P.002/002

Date: 02/26/2020

Peoples Bank of Commerce / Cambridge EDA

Pa

ACH Transaction Report

Batch #: 000228

Created On: 02/26/2020

<u>Name</u>	<u>Amount</u>
Oakview Terrace Townho	\$50.00
Tower Terrace Limited	\$320.00
Wyoming Limited Partne	\$120.00
Cambridge EDA	\$-490.00
Batch Total:	\$0.00

02/26/2020 09:31 #548 P.002/004

CAMBRIDGE EDA MEETING
 March 16, 2020
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	2/12/2020	116021 - 116072	4,939.11
Prepaid Checks	2/19/2020	116082 - 116105	743.04
Prepaid Checks	2/26/2020	116130 - 116175	4,253.43
Prepaid Checks	3/5/2020	116195 - 116271	10,066.39
Prepaid Totals			20,001.97

TOTAL SUBMITTED FOR APPROVAL

\$20,001.97

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 2/6/20-3/5/2020.

Caroline Moe 3/16/2020
 Caroline Moe, Director of Finance signature & date

Linda Woulfe 3/10/2020
 Linda Woulfe, City Administrator signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Small Tools & Equipment - Mall	1,761.74
	Total 969:		1,761.74
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1201	Cliff's Vacuum	Operating Supplies - Bridge Park	94.98
	Total 1201:		94.98
2456	HDS, LLC	MTCS Transmittal Service 01/01/20-03/31/20	120.00
	Total 2456:		120.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	417.50
	Total 3086:		417.50
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	251.08
	Total 3189:		597.32
4886	Roof Tech	Roof Repairs - Mall	940.87
	Total 4886:		940.87
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	366.14
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	636.31
	Total 5878:		1,002.45
	Grand Totals:		4,939.11

Dated: 2-12-2020City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/12/2020	116021	969	Cardmember Service	205-20100	1,761.74
02/20	02/12/2020	116024	1140	Cintas Corporation	205-20100	4.25
02/20	02/12/2020	116025	1201	Cliff's Vacuum	901-20100	94.98
02/20	02/12/2020	116039	2456	Housing Data Systems, Inc	901-20100	120.00
02/20	02/12/2020	116042	3086	Landworks Construction, Inc.	901-20100	417.50
02/20	02/12/2020	116045	3189	LePage and Sons	901-20100	597.32
02/20	02/12/2020	116061	4886	Roof Tech	205-20100	940.87
02/20	02/12/2020	116072	5878	Waste Management of WI-MN	205-20100	1,002.45
Grand Totals:						<u>4,939.11</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Training - S. Gustafson	305.00
Total 969:			305.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
Total 1140:			4.24
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt Unit 310	266.00
Total 3006:			266.00
3056	Lake Superior Laundry Inc.	Mall Rugs	69.80
Total 3056:			69.80
3264	Lockstar Locksmith Service LLC	Service Call and Cylinder Re-Key - Bridge Park	98.00
Total 3264:			98.00
Grand Totals:			743.04

Dated: 2/19/2020

City Treasurer: Caroline Howe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/19/2020	116082	969	Cardmember Service	205-20100	305.00
02/20	02/19/2020	116085	1140	Cintas Corporation	205-20100	4.24
02/20	02/19/2020	116100	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	266.00
02/20	02/19/2020	116101	3056	Lake Superior Laundry Inc.	205-20100	69.80
02/20	02/19/2020	116105	3264	Lockstar Locksmith Service LLC	901-20100	98.00
Grand Totals:						<u>743.04</u>

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Maintenance Supplies - Mall	32.40
Total 175:			32.40
555	Business Essentials	Maintenance Supplies - Mall	139.84
Total 555:			139.84
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	160.68
Total 1686:			160.68
3521	Menards	Materials - Operating Supplies - Bridge Park	41.94
Total 3521:			41.94
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	11.61
Total 3543:			11.61
3933	Mora HRA	February Contracted Section 8 Administration	3,707.90
Total 3933:			3,707.90
5801	Verizon Wireless	wireless phone service - Economic Developmen	90.84
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.32
5801	Verizon Wireless	wireless phone service - Bridge Park	42.65
Total 5801:			154.81
Grand Totals:			4,253.43

Dated: 2/26/2020

City Treasurer: Caroline Nune

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/26/2020	116130	175	Amazon Capital Services, Inc.	205-20100	32.40
02/20	02/26/2020	116135	555	Business Essentials	205-20100	139.84
02/20	02/26/2020	116142	1140	Cintas Corporation	205-20100	4.25
02/20	02/26/2020	116147	1686	Ecolab Pest Elimination Div.	901-20100	160.68
02/20	02/26/2020	116158	3521	Menards	901-20100	41.94
02/20	02/26/2020	116159	3543	Metro Sales, Inc.	901-20100	11.61
02/20	02/26/2020	116160	3933	Mora HRA	902-20100	3,707.90
02/20	02/26/2020	116175	5801	Verizon Wireless	901-20100	154.81
Grand Totals:						<u>4,253.43</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2421	Redpath and Company	Special Project - Review of Federal Program Co	3,200.00
	Total 2421:		3,200.00
3056	Lake Superior Laundry Inc.	Mall Rugs	69.80
	Total 3056:		69.80
3501	MEI Total Elevator Solutions	March Monthly Service - Bridge Park	253.03
	Total 3501:		253.03
3521	Menards	Maintenance Supplies - Mall	24.54
3521	Menards	Materials - Operating Supplies - Bridge Park	23.98
3521	Menards	Materials - Operating Supplies - Bridge Park	30.56
3521	Menards	Maintenance Supplies - Mall	415.68
	Total 3521:		446.80
4020	Nan McKay & Associates, Inc	Model Admission & Cont. Policy Digital Revision	239.00
	Total 4020:		239.00
4886	Roof Tech	Repair & Maint Bldg/Structures - Mall Roof Rep	1,028.87
4886	Roof Tech	Repair & Maint Bldg/Structures - Mall Roof Rep	518.02
	Total 4886:		1,546.89
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	771.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - April	1,542.00
	Total 5191:		3,855.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		10,066.39

Dated: 3/5/2020City Treasurer: Caroline

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/05/2020	116195	1140	Cintas Corporation	205-20100	4.25
03/20	03/05/2020	116226	3056	Lake Superior Laundry Inc.	205-20100	69.80
03/20	03/05/2020	116231	3501	MEI Total Elevator Solutions	901-20100	253.03
03/20	03/05/2020	116232	3521	Menards	205-20100	446.80
03/20	03/05/2020	116237	4020	Nan McKay & Associates, Inc	901-20100	239.00
03/20	03/05/2020	116248	2421	Redpath and Company	902-20100	3,200.00
03/20	03/05/2020	116249	4886	Roof Tech	205-20100	1,546.89
03/20	03/05/2020	116256	5191	SPEW Health Plan	901-20100	3,855.00
03/20	03/05/2020	116271	5965	White Bear IT Solutions LLC	205-20100	451.62
Grand Totals:						<u>10,066.39</u>