

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes – September 21, 2020**

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

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

Members Absent: EDA member Kersten Conley.

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

**Call to Order**

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

**Approval of Agenda**

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

**Consent Agenda**

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

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

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

**Work Session**

There were no items under the work session.

**Unfinished Business**

There were no items under the unfinished business.

**New Business**

*Duct Cleaning*

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

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

*Bridge Park Financial Management Policies*

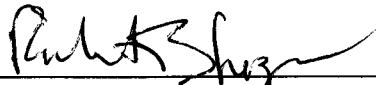
Moe informed the members that the United States Department of Housing and Urban Development (HUD) has requested Public Housing Agencies to update their financial management policies. She said she has updated the policy to make sure they are in compliance, and there is only one newly added item. This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

*Move Out Procedure Update*

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

**Adjournment**

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

  
\_\_\_\_\_  
Bob Shogren, President

ATTEST:

  
\_\_\_\_\_  
Caroline Moe, Executive Director

CITY OF CAMBRIDGE  
BALANCE SHEET  
JULY 31, 2020

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	( 1,948.01)	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	198,391.53	
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			566,334.40

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	129.43	
901-22600	TENANT SECURITY DEPOSITS	30,469.53	
TOTAL LIABILITIES			30,598.96

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	187,110.44	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	( 227,249.46)	
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		47,069.23	
BALANCE - CURRENT DATE		47,069.23	
TOTAL FUND EQUITY			535,735.44
TOTAL LIABILITIES AND EQUITY			566,334.40

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	35,588.00	39,412.00	47.45	76,779.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	11,246.00	( 11,246.00)	.00	.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>46,834.00</b>	<b>28,166.00</b>	<b>62.45</b>	<b>76,779.00</b>
<u>INTEREST &amp; MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	110.37	389.63	22.07	881.12
<b>TOTAL INTEREST &amp; MISC INCOME</b>	<b>500.00</b>	<b>500.00</b>	<b>110.37</b>	<b>389.63</b>	<b>22.07</b>	<b>881.12</b>
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	108,443.00	38,557.00	73.77	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,005.99	1,994.01	50.15	3,097.48
<b>TOTAL RENTAL INCOME</b>	<b>151,000.00</b>	<b>151,000.00</b>	<b>110,448.99</b>	<b>40,551.01</b>	<b>73.15</b>	<b>173,416.50</b>
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	74,816.42
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>35,000.00</b>	<b>.00</b>	<b>74,816.42</b>
<b>TOTAL FUND REVENUE</b>	<b>261,500.00</b>	<b>261,500.00</b>	<b>157,393.36</b>			<b>325,893.04</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2020**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	30,000.00	30,000.00	20,076.36	( 9,923.64)	66.92	32,010.47
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	.00	.00	.00	395.22
901-49500-121 PERA (EMPLOYER)	2,250.00	2,250.00	1,505.71	( 744.29)	66.92	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	1,354.74	( 940.26)	59.03	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	5,572.86	5,572.86	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	77.70	( 149.30)	34.23	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	45.15	45.15	.00	73.35
<b>TOTAL PERSONAL SERVICES</b>	<b>34,772.00</b>	<b>34,772.00</b>	<b>28,632.52</b>	<b>( 6,139.48)</b>	<b>82.34</b>	<b>37,423.24</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	674.47	( 325.53)	67.45	769.51
<b>TOTAL SUPPLIES</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>674.47</b>	<b>( 325.53)</b>	<b>67.45</b>	<b>769.51</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	700.00	700.00	.00	( 700.00)	.00	208.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,000.00	( 1,000.00)	66.67	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	3,109.40	109.40	103.65	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	2,938.26	( 3,861.74)	43.21	7,462.42
901-49500-322 POSTAGE	50.00	50.00	55.00	5.00	110.00	55.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	( 100.00)	.00	283.51
901-49500-340 ADVERTISING	300.00	300.00	.00	( 300.00)	.00	46.50
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>13,950.00</b>	<b>13,950.00</b>	<b>8,102.66</b>	<b>( 5,847.34)</b>	<b>58.08</b>	<b>12,640.15</b>
<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	90.61	( 309.39)	22.65	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,644.00	2,044.00	440.67	3,003.00
901-49500-440 STAFF TRAINING	994.00	994.00	85.00	( 909.00)	8.55	454.00
<b>TOTAL MISCELLANEOUS</b>	<b>4,494.00</b>	<b>4,494.00</b>	<b>2,819.61</b>	<b>( 1,674.39)</b>	<b>62.74</b>	<b>3,590.72</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>54,216.00</b>	<b>54,216.00</b>	<b>40,229.26</b>	<b>( 13,986.74)</b>	<b>74.20</b>	<b>54,423.62</b>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	2,447.91	( 3,052.09)	44.51	8,639.49
<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	2,447.91	( 3,052.09)	44.51	8,639.49
TOTAL LOW RENT TENANT SERVICE	5,500.00	5,500.00	2,447.91	( 3,052.09)	44.51	8,639.49

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	10,552.25	( 13,447.75)	43.97	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	791.44	( 1,008.56)	43.97	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	797.11	( 1,038.89)	43.42	1,235.68
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	2,691.00	2,691.00	.00	.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	525.76	( 1,058.24)	33.19	654.36
<b>TOTAL PERSONAL SERVICES</b>	<b>29,220.00</b>	<b>29,220.00</b>	<b>15,357.56</b>	<b>( 13,862.44)</b>	<b>52.56</b>	<b>19,243.02</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	2,035.00	( 1,965.00)	50.88	2,951.98
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	( 200.00)	.00	20.01
<b>TOTAL SUPPLIES</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>2,035.00</b>	<b>( 2,165.00)</b>	<b>48.45</b>	<b>2,971.99</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	21,937.99	( 10,062.01)	68.56	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	21,113.84	( 14,886.16)	58.65	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	4,223.17	( 6,276.83)	40.22	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	720.30	( 5,779.70)	11.08	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	2,259.10	( 740.90)	75.30	2,670.72
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>112,364.00</b>	<b>112,364.00</b>	<b>50,254.40</b>	<b>( 62,109.60)</b>	<b>44.72</b>	<b>104,057.84</b>
<i>MISCELLANEOUS</i>						
901-49700-401 BRIDGE PARK ASBESTOS ABATEMEN	.00	.00	.00	.00	.00	620,701.08
901-49700-402 BRIDGE PARK PROJ MGMT-ASBEST	.00	.00	.00	.00	.00	33,500.00
901-49700-403 BRIDGE PARK ASB ABATE LODGING	.00	.00	.00	.00	.00	69,463.10
901-49700-404 BRIDGE PARK ASB ABATE FOOD REI	.00	.00	.00	.00	.00	42,460.00
901-49700-420 DEPRECIATION EXPENSE	50,000.00	50,000.00	.00	( 50,000.00)	.00	41,142.82
<b>TOTAL MISCELLANEOUS</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>	<b>( 50,000.00)</b>	<b>.00</b>	<b>807,267.00</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.00</b>	<b>( 6,000.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>201,784.00</b>	<b>201,784.00</b>	<b>67,646.96</b>	<b>( 134,137.04)</b>	<b>33.52</b>	<b>933,539.85</b>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	110,324.13			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	47,069.23			( 670,709.92)



CITY OF CAMBRIDGE  
BALANCE SHEET  
JULY 31, 2020

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	160,975.17	
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		161,805.76

LIABILITIES AND EQUITY

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	141,667.29	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	20,138.47	
	BALANCE - CURRENT DATE	20,138.47	
	TOTAL FUND EQUITY		161,805.76
	TOTAL LIABILITIES AND EQUITY		161,805.76

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	45,702.00	2,098.00	95.61	73,512.00
902-33161 COVID 19 SECT 8 ADMIN GRANT	.00	.00	12,814.00	( 12,814.00)	.00	.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>47,800.00</b>	<b>47,800.00</b>	<b>58,516.00</b>	<b>( 10,716.00)</b>	<b>122.42</b>	<b>73,512.00</b>
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	150.00	150.00	.00	150.00	.00	2,188.45
<b>TOTAL RENTAL INCOME</b>	<b>150.00</b>	<b>150.00</b>	<b>.00</b>	<b>150.00</b>	<b>.00</b>	<b>2,188.45</b>
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	50.00	50.00	92.83	( 42.83)	185.66	115.38
<b>TOTAL INTEREST</b>	<b>50.00</b>	<b>50.00</b>	<b>92.83</b>	<b>( 42.83)</b>	<b>185.66</b>	<b>115.38</b>
<b>TOTAL FUND REVENUE</b>	<b>48,000.00</b>	<b>48,000.00</b>	<b>58,608.83</b>			<b>75,815.83</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	3,000.00	3,000.00	3,200.00	200.00	106.67	1,875.00
902-49500-307	44,000.00	44,000.00	26,472.61	( 17,527.39)	60.17	47,010.29
<i>TOTAL OTHER SERVICES AND CHA</i>	47,000.00	47,000.00	29,672.61	( 17,327.39)	63.13	48,885.29
<i>MISCELLANEOUS</i>						
902-49500-409	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
<i>FUNCTION 7</i>						
902-49500-720	.00	.00	.00	.00	.00	4,000.00
<i>TOTAL FUNCTION 7</i>	.00	.00	.00	.00	.00	4,000.00
<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>48,000.00</b>	<b>48,000.00</b>	<b>29,672.61</b>	<b>( 18,327.39)</b>	<b>61.82</b>	<b>52,885.29</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	197,986.00	197,986.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 190,766.19)	( 190,766.19)	.00	( 303,344.05)
902-49775-376 URP PORT REC	.00	.00	1,472.00	1,472.00	.00	542.00
902-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	105.94	105.94	.00	715.05
<i>TOTAL HAP EXPENDITURES</i>	<u>.00</u>	<u>.00</u>	<u>8,797.75</u>	<u>8,797.75</u>	<u>.00</u>	<u>.00</u>
TOTAL HAP OCCUPIED UNITS	<u>.00</u>	<u>.00</u>	<u>8,797.75</u>	<u>8,797.75</u>	<u>.00</u>	<u>.00</u>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	38,470.36			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	20,138.47			22,930.54

CITY OF CAMBRIDGE  
BALANCE SHEET  
JULY 31, 2020

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	374,810.62	
903-10200	EDA HOUSING DIV OPERATING CASH	12,109.88	
	TOTAL ASSETS		<u>386,920.50</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	385,930.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	990.28	
	BALANCE - CURRENT DATE	990.28	
	TOTAL FUND EQUITY		<u>386,920.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>386,920.50</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2020**

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; MISC INCOME</u>						
903-36210 INTEREST EARNINGS	1,615.00	1,615.00	1,329.36	285.64	82.31	2,269.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	1,329.36	285.64	82.31	2,269.04
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	9,826.50
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	9,826.50
TOTAL FUND REVENUE	1,615.00	1,615.00	1,329.36			12,095.54

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	315.00	( 1,185.00)	21.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	24.08	( 90.92)	20.94	120.45
	<i>TOTAL FUNCTION 1</i>	<u>1,615.00</u>	<u>1,615.00</u>	<u>339.08</u>	<u>( 1,275.92)</u>	<u>21.00</u>	<u>1,695.45</u>
<u>OTHER SERVICES AND CHARGES</u>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	708.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>708.00</u>
	<b>TOTAL OTHER HOUSING BUS ACTIV-</b>	<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>339.08</u></u>	<u><u>( 1,275.92)</u></u>	<u><u>21.00</u></u>	<u><u>2,403.45</u></u>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	339.08			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	990.28			9,692.09

CITY OF CAMBRIDGE  
BALANCE SHEET  
JULY 31, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	19,685.00	
	TOTAL ASSETS		19,685.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	19,685.00	
	BALANCE - CURRENT DATE	19,685.00	
	TOTAL FUND EQUITY		19,685.00
	TOTAL LIABILITIES AND EQUITY		19,685.00

**CITY OF CAMBRIDGE**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2020

**FUND 904 - CAPITAL FUND PROGRAM-HUD**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	35,000.00	35,000.00	19,685.00	15,315.00	56.24	74,816.42
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	19,685.00	15,315.00	56.24	74,816.42
	TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>19,685.00</u>			<u>74,816.42</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 31, 2020

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			74,816.42
NET REVENUES OVER EXPENDITURE	.00	.00	19,685.00			.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
JULY 31, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8	3,203.64	
		<hr/>	
	TOTAL ASSETS		3,203.64
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	1.64	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	3,202.00	
		<hr/>	
	BALANCE - CURRENT DATE	3,202.00	
		<hr/>	
	TOTAL FUND EQUITY		3,203.64
			<hr/>
	TOTAL LIABILITIES AND EQUITY		3,203.64
			<hr/> <hr/>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	265,094.00	87,106.00	75.27	480,125.00
TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	265,094.00	87,106.00	75.27	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	352,200.00	352,200.00	265,094.00			484,125.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	260,680.00	( 91,520.00)	74.01	457,328.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	1,212.00	1,212.00	.00	7,128.00
<i>TOTAL HAP EXPENDITURES</i>	<u>352,200.00</u>	<u>352,200.00</u>	<u>261,892.00</u>	<u>( 90,308.00)</u>	<u>74.36</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES	<u>352,200.00</u>	<u>352,200.00</u>	<u>261,892.00</u>	<u>( 90,308.00)</u>	<u>74.36</u>	<u>464,456.00</u>



**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	261,892.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	3,202.00			19,669.00

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 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	160,708.19	114,291.81	58.44	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	160,708.19	114,291.81	58.44	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	160,708.19			490,376.12

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-101	FULL-TIME EMPLOYEES - REGULAR	96,512.00	96,512.00	61,118.42 ( 35,393.58)	63.33	95,263.53
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	665.00 ( 1,835.00)	26.60	665.00
205-41930-121	PERA (EMPLOYER)	7,452.00	7,452.00	4,583.88 ( 2,868.12)	61.51	7,041.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	4,542.54 ( 3,058.46)	59.76	7,051.80
205-41930-131	MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	11,202.15 ( 6,220.85)	64.30	16,513.20
205-41930-132	LONGEVITY PAY	2,845.00	2,845.00	.00 ( 2,845.00)	.00	.00
205-41930-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00 .00	100.00	1,200.00
205-41930-151	WORKERS' COMPENSATION PREMIU	575.00	575.00	227.79 ( 347.21)	39.62	297.68
205-41930-154	HRA/FLEX FEES	100.00	100.00	45.15 ( 54.85)	45.15	73.40
	<b>TOTAL PERSONAL SERVICES</b>	<b>136,208.00</b>	<b>136,208.00</b>	<b>83,584.93 ( 52,623.07)</b>	<b>61.37</b>	<b>128,105.61</b>
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	250.00	250.00	141.98 ( 108.02)	56.79	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
	<b>TOTAL SUPPLIES</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>141.98 ( 3,608.02)</b>	<b>3.79</b>	<b>382.99</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00 ( 5,000.00)	.00	6,268.00
205-41930-313	IT MGMT & BACKUP	2,800.00	2,800.00	3,109.40 309.40	111.05	2,709.72
205-41930-321	TELEPHONE/CELLULAR	1,400.00	1,400.00	636.27 ( 763.73)	45.45	1,097.45
205-41930-331	TRAVEL/MEALS/LODGING	1,000.00	1,000.00	6.10 ( 993.90)	.61	567.79
205-41930-334	MILEAGE REIMBURSEMENT	1,200.00	1,200.00	202.40 ( 997.60)	16.87	606.68
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	20.00 ( 180.00)	10.00	184.00
205-41930-360	INSURANCE AND BONDS	.00	.00	.00 .00	.00	997.81
205-41930-381	ELECTRIC UTILITIES	.00	.00	1,017.02 1,017.02	.00	2,434.29
205-41930-382	WATER/SEWER/STORM PROPERTY A	.00	.00	41.86 41.86	.00	.00
205-41930-383	GAS UTILITIES	.00	.00	276.67 276.67	.00	2,623.31
	<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>11,600.00</b>	<b>11,600.00</b>	<b>5,309.72 ( 6,290.28)</b>	<b>45.77</b>	<b>17,489.05</b>
<i>MISCELLANEOUS</i>						
205-41930-404	REP & MAINT LABOR VEH/EQUIP	.00	.00	.00 .00	.00	100.00
205-41930-407	HWY 95 PROPERTY ACQ MAINT EXP	10,000.00	10,000.00	4,335.00 ( 5,665.00)	43.35	14,541.96
205-41930-433	DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00 ( 2,505.00)	10.54	1,965.00
205-41930-440	SCHOOLS & MEETINGS	1,500.00	1,500.00	479.00 ( 1,021.00)	31.93	1,941.50
205-41930-451	TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	14,309.39 14,309.39	.00	29,336.76
205-41930-484	NLX ACTIVITIES	.00	.00	.00 .00	.00	8,356.00
205-41930-485	PROPERTY TAXES	3,000.00	3,000.00	.00 ( 3,000.00)	.00	.00
205-41930-489	IND PARK MARKETING	10,500.00	18,000.00	1,400.00 ( 16,600.00)	7.78	2,000.00
205-41930-497	EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 ( 3,000.00)	.00	.00
	<b>TOTAL MISCELLANEOUS</b>	<b>30,800.00</b>	<b>38,300.00</b>	<b>20,818.39 ( 17,481.61)</b>	<b>54.36</b>	<b>58,241.22</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2020

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL EDA ADMINISTRATION	182,358.00	189,858.00	109,855.02	( 80,002.98)	57.86	204,218.87

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2020**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	28,845.00	28,845.00	17,128.79	( 11,716.21)	59.38	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	2,855.10	( 4,144.90)	40.79	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	1,284.66	( 879.34)	59.37	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	1,484.56	( 722.44)	67.27	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	5,596.33	( 3,115.67)	64.24	8,248.44
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	735.37	( 848.63)	46.42	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	22.60	( 77.40)	22.60	36.70
<b>TOTAL PERSONAL SERVICES</b>	<b>52,212.00</b>	<b>52,212.00</b>	<b>29,107.41</b>	<b>( 23,104.59)</b>	<b>55.75</b>	<b>45,959.87</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	127.49	( 72.51)	63.75	200.24
205-47000-212 GASOLINE/FUEL	125.00	125.00	23.87	( 101.13)	19.10	96.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	4,795.82	( 10,204.18)	31.97	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	1,766.73	( 1,233.27)	58.89	39.97
<b>TOTAL SUPPLIES</b>	<b>18,325.00</b>	<b>18,325.00</b>	<b>6,713.91</b>	<b>( 11,611.09)</b>	<b>36.64</b>	<b>8,193.16</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	149.36	( 200.64)	42.67	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	7,280.04	( 14,719.96)	33.09	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	2,999.33	( 2,200.67)	57.68	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	1,460.27	( 2,939.73)	33.19	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	3,431.22	( 768.78)	81.70	4,202.27
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>42,250.00</b>	<b>42,250.00</b>	<b>15,320.22</b>	<b>( 26,929.78)</b>	<b>36.26</b>	<b>34,247.09</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	18,882.38	2,882.38	118.01	39,766.02
205-47000-413 BNSF PARKING LOT LEASE	1,500.00	1,500.00	1,716.20	216.20	114.41	2,282.50
205-47000-440 SCHOOLS & MEETINGS	.00	.00	20.00	20.00	.00	19.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	( 1.35)	( 12,001.35)	(.01)	391.80
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-499 MALL ROOF PROJECT	.00	.00	27,297.48	27,297.48	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>29,500.00</b>	<b>29,500.00</b>	<b>47,914.71</b>	<b>18,414.71</b>	<b>162.42</b>	<b>44,809.32</b>
<b>TOTAL MALL OPERATING EXPENSES</b>	<b>142,287.00</b>	<b>142,287.00</b>	<b>99,056.25</b>	<b>( 43,230.75)</b>	<b>69.62</b>	<b>133,209.44</b>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	208,911.27			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	( 48,203.08)			152,947.81

CAMBRIDGE EDA MEETING

September 21, 2020

BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For  <u>Approval</u>
ACH-Section 8 Business (see attached batch 243)	8/3/2020	n/a	\$ 55,041.00
ACH-Section 8 Individuals (see attached batch 243)	8/3/2020	n/a	\$ 795.00
ACH-Section 8 Individuals (see attached batch 244)	8/3/2020	n/a	\$ 11,581.00
Prepaid Totals			<u>\$ 67,417.00</u>

\$ 67,417.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 8/1/2020-8/31/2020.

Caroline Moe 9/14/2020  
 Caroline Moe, Director of Finance signature & date

Debra Barrett 9/16/2020  
 Deb Barrett, Housing Supervisor signature & date

**ACH Transaction Report**

Batch #: 000243

Created On: 07/29/2020

<b>Name</b>	<b>Amount</b>
Bungalows of Chisago L	\$1,003.00
Calhoun Apartments	\$1,115.00
Cambridge Square Assoc	\$1,189.00
Cambridge Town Square	\$1,383.00
Liu's Real Estate Deve	\$9,969.00
DJ Properties of Stanc	\$1,587.00
Elmhurst Apt. c/o Lifs	\$280.00
Erlandson Group LLC	\$556.00
Haven Properties	\$370.00
New Challenges, Inc.	\$4,277.00
Isanti Village Apartme	\$1,118.00
Kaizen Property Soluti	\$1,054.00
Kestrel Meadows Townho	\$5,594.00
Legacy Townhomes	\$3,167.00
Main Street Flats LP	\$2,148.00
Allen Moulton	\$313.00
Normandy Townhomes	\$2,307.00
North Branch Senior Ho	\$356.00
Oakhurst Apartments	\$352.00
Oakview Terrace Townho	\$3,236.00
PG Companies Redwing A	\$1,206.00
Pine Village LLC	\$118.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$996.00
Franconia Associates	\$416.00
Sunset Assets LLC	\$603.00
Tower Terrace Limited	\$5,649.00
Trikin Properties Inc.	\$628.00
Wyoming Limited Partne	\$1,443.00
Wyoming Limited Partne	\$2,216.00
Cambridge EDA	\$-55,041.00
Brett Nelson	\$795.00
Cambridge EDA	\$-795.00
<b>Batch Total:</b>	<b>\$0.00</b>



### ACH Transaction Report

Batch #: 000244  
Created On: 07/29/2020

<u>Name</u>	<u>Amount</u>
Aaron Jordan	\$516.00
Bohmer, John	\$753.00
Dean & Jennifer Bondes	\$1,016.00
Charles Satak	\$621.00
David Findell	\$621.00
Leeanna M. Dudley	\$92.00
Elmer D. Harp	\$584.00
Jenell King	\$551.00
John Maher	\$378.00
Brian Leet	\$410.00
Michael Doran	\$548.00
Loral Myers	\$507.00
Ordeen Splittstoser	\$266.00
Randall Propp	\$620.00
Richard Berget	\$251.00
Robert Blaisdell-Blais	\$508.00
Robert Blaisdell	\$1,085.00
Robert Mattson	\$603.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$721.00
Jordaan R. Wilkerson	\$92.00
Cambridge EDA	\$-11,581.00
<b>Batch Total:</b>	<b>\$0.00</b>

CAMBRIDGE EDA MEETING  
 September 21, 2020  
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	<u>Submitted For Approval</u>
Prepaid Checks	8/12/2020	117469 - 117531	5,695.70
Prepaid Checks	8/19/2020	117545 - 117625	996.46
Prepaid Checks	8/26/2020	117652 - 117696	15,065.60
Prepaid Checks	9/2/2020	117713 - 117762	9,087.56
Prepaid Checks	9/9/2020	117778 - 117795	1,466.62
Prepaid Totals			32,311.94

**TOTAL SUBMITTED FOR APPROVAL**

**\$32,311.94**

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 8/6/20-9/9/2020.

Caroline Moe 9/10/2020  
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 9/10/2020  
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
283	Apadana LLC	Exterior Pole Lights - City Hall / Mall	1,150.18
Total 283:			1,150.18
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			622.32
3258	Local 49 H&W Fund	Health Insurance September	1,527.00
3258	Local 49 H&W Fund	Health Insurance September	763.50
3258	Local 49 H&W Fund	Health Insurance September	1,145.25
3258	Local 49 H&W Fund	Health Insurance September	381.75
Total 3258:			3,817.50
5861	Walmart Community Card	Tenant Services - Bridge Park	9.96
5861	Walmart Community Card	Materials - Bridge Park	26.84
Total 5861:			36.80
6071	Zee Medical Service	First Aid Kit Supplies - Bridge Park	64.65
Total 6071:			64.65
Grand Totals:			5,695.70

Dated: 8/12/2020City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/12/2020	117469	283	Apadana LLC	205-20100	1,150.18
08/20	08/12/2020	117478	1140	Cintas Corporation	205-20100	4.25
08/20	08/12/2020	117497	3189	LePage and Sons	901-20100	622.32
08/20	08/12/2020	117498	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,817.50
08/20	08/12/2020	117527	5861	Walmart Business/SYNCB	901-20100	36.80
08/20	08/12/2020	117531	6071	Zee Medical Service	901-20100	64.65
Grand Totals:						<u>5,695.70</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2166	Grainger	Repair & Maint Supplies Mall	364.20
	Total 2166:		364.20
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	94.50
	Total 3006:		94.50
3521	Menards	Materials - Operating Supplies - Bridge Park	294.51
	Total 3521:		294.51
5251	Star	Public Notice - Cambridge EDA Invitation	20.00
	Total 5251:		20.00
5431	Ted's Complete Appliance	Repairs Bridge Park	219.00
	Total 5431:		219.00
	Grand Totals:		996.46

Dated: 8/19/2020City Treasurer: Caroline Jue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/19/2020	117545	1140	Cintas Corporation	205-20100	4.25
08/20	08/19/2020	117564	2166	Grainger	205-20100	364.20
08/20	08/19/2020	117584	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	94.50
08/20	08/19/2020	117593	3521	Menards	901-20100	294.51
08/20	08/19/2020	117619	5251	Star	901-20100	20.00
08/20	08/19/2020	117625	5431	Ted's Appliance	901-20100	219.00
Grand Totals:						996.46

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Office Supplies - Econ Dev	70.99
969	Cardmember Service	Training - S. Gustafson	225.00
Total 969:			295.99
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
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	41.66
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	40.16
2350	HD Supply Facilities Maintenance	Credit Materials - Operating Supplies - Bridge P	41.66
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	15.18
Total 2350:			55.34
2456	HDS, LLC	MTCS Transmittal Service 07/01/20-09/30/20	120.00
Total 2456:			120.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	11.55
Total 3543:			11.55
3933	Mora HRA	August Contracted Section 8 Administration	14,188.00
Total 3933:			14,188.00
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s)	78.00
Total 4211:			78.00
5801	Verizon Wireless	wireless phone service - Economic Developmen	89.63
5801	Verizon Wireless	wireless phone service - Maintenance	20.72
5801	Verizon Wireless	wireless phone service - Bridge Park	41.44
Total 5801:			151.79
Grand Totals:			15,065.60

Dated: \_\_\_\_\_

8/26/2020

City Treasurer: \_\_\_\_\_

Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/26/2020	117652	969	Cardmember Service	205-20100	295.99
08/20	08/26/2020	117654	1140	Cintas Corporation	205-20100	4.25
08/20	08/26/2020	117659	1686	Ecolab Pest Elimination Div.	901-20100	160.68
08/20	08/26/2020	117663	2350	HD Supply Facilities Maintenance Ltd	901-20100	55.34
08/20	08/26/2020	117664	2456	Housing Data Systems, Inc	901-20100	120.00
08/20	08/26/2020	117672	3543	Metro Sales, Inc.	901-20100	11.55
08/20	08/26/2020	117674	3933	Mora HRA	902-20100	14,188.00
08/20	08/26/2020	117678	4211	Northland Fire Protection	205-20100	78.00
08/20	08/26/2020	117696	5801	Verizon Wireless	205-20100	151.79
Grand Totals:						15,065.60



Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
	Total 1140:		4.24
1201	Cliff's Vacuum	Vacuum - Bridge Park	350.00
	Total 1201:		350.00
1602	Duff Consulting, LLC	Property Maintenance Services - Lawn Mowing	2,000.00
1602	Duff Consulting, LLC	Property Maintenance Services August - Bridge	210.00
	Total 1602:		2,210.00
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	140.00
	Total 3006:		140.00
3258	Local 49 H&W Fund	Health Insurance October	1,527.00
3258	Local 49 H&W Fund	Health Insurance October	763.50
3258	Local 49 H&W Fund	Health Insurance October	1,145.25
3258	Local 49 H&W Fund	Health Insurance October	381.75
	Total 3258:		3,817.50
3501	MEI Total Elevator Solutions	September Monthly Service - Bridge Park	260.62
	Total 3501:		260.62
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s)	72.80
	Total 4211:		72.80
5431	Ted's Complete Appliance	Repairs Bridge Park	147.00
	Total 5431:		147.00
5965	White Bear IT Solutions LLC	Hardware - Bridge Park	1,197.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint	444.20
	Total 5965:		2,085.40
	Grand Totals:		9,087.56

Dated: 9/2/2020City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/02/2020	117713	1140	Cintas Corporation	205-20100	4.24
09/20	09/02/2020	117714	1201	Cliff's Vacuum	901-20100	350.00
09/20	09/02/2020	117720	1602	Duff Companies, LLC	901-20100	2,210.00
09/20	09/02/2020	117733	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	140.00
09/20	09/02/2020	117735	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,817.50
09/20	09/02/2020	117737	3501	MEI Total Elevator Solutions	901-20100	260.62
09/20	09/02/2020	117748	4211	Northland Fire Protection	205-20100	72.80
09/20	09/02/2020	117756	5431	Ted's Appliance	901-20100	147.00
09/20	09/02/2020	117762	5965	White Bear IT Solutions LLC	901-20100	2,085.40
Grand Totals:						<u>9,087.56</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1666	East Central Solid Waste Co	Disposal of Appliances	160.00
Total 1666:			160.00
2597	Irwin, Aingelina	Interest and Security Deposit	432.58
Total 2597:			432.58
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			108.80
3189	LePage and Sons	TRASH AND RECYCLE SERVICE - CITY HALL/MALL	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	379.58
Total 3189:			725.82
3521	Menards	Tenant Services - Bridge Park	8.45
3521	Menards	Materials - Operating Supplies - Bridge Park	3.76
3521	Menards	Maintenance Supplies - Mall	22.96
Total 3521:			35.17
Grand Totals:			1,466.62

Dated: \_\_\_\_\_

9/10/2020

City Treasurer: \_\_\_\_\_

Caroline Trone

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/09/2020	117778	1140	Cintas Corporation	205-20100	4.25
09/20	09/09/2020	117782	1666	East Central Solid Waste Commission	205-20100	160.00
09/20	09/09/2020	117785	2597	Aingelina Irwin	901-20100	432.58
09/20	09/09/2020	117790	3056	Lake Superior Laundry Inc.	205-20100	108.80
09/20	09/09/2020	117792	3189	LePage and Sons	901-20100	725.82
09/20	09/09/2020	117795	3521	Menards	205-20100	35.17
Grand Totals:						<u>1,466.62</u>