

Cambridge EDA Meeting – Tuesday, January 19, 2021, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
 Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of November 16, 2020 meeting minutes (p. 3)
	B. Approve EDA Draft October 2020 Financial Statements (p. 5)
	C. Housing Division November 2020 Bills ACH only, Totaling \$71,526.00 (p. 33)
	D. Approve EDA Admin Division Bills Checks #118720- # 118924 Totaling \$13,515.08 (p. 39)
	E. Housing Supervisor's Monthly Report (p. 48)
	4. Work Session
	5. Unfinished Business
	A. Section 8 Auditor Procedures
	6. New Business
	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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

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

This meeting was held electronically via Zoom and Facebook due to the COVID19 pandemic.

Members Present: EDA members Bob Shogren, Joe Morin, Lisa Iverson, Jim Godfrey (via zoom) and 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

Conley moved, seconded by Iverson, to approve the agenda. Upon roll call, all members voted aye, and the motion carried unanimously.

Consent Agenda

Iverson wished to pull item 4E for further discussion. Morin moved, seconded by Iverson, to approve consent agenda items A – D:

- A. Approval of November 16, 2020 regular meeting minutes and the December 7, 2020 special meeting minutes
- B. Approve EDA Draft October 2020 Financial Statements
- C. Housing Division November 2020 Bills ACH only, Totaling \$71,216.00
- D. Approve EDA Admin Division Bills Checks # 118357- # 118700 Totaling \$36,011.11

Upon call of the roll, all members voted to approve the consent agenda. Motion carried unanimously.

The Housing Supervisor's Report was pulled to discuss the tenant damages that had occurred. Due to COVID19 restrictions, there will be no eviction, and the tenant is working with staff to pay for the damages. Iverson moved, seconded by Morin, to approve the Housing Supervisor's Report. Upon roll call, all member voted aye, with no nays. Motion passed unanimously.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under the unfinished business.

New Business

PHA Plan

Barrett presented the annual Public Housing Agency (PHA) Plan in relation to funding received from the U.S. Department of Housing & Urban Development (HUD). This plan helps to provide information about operations, programs, and services. Barrett also provided information about the Five-Year Action Plan, which describes the mission of the agency, the agency's long-range goals and objectives for achieving the mission over a five-year period, and their approach to managing the programs and services for the upcoming year. She noted the 2021 Annual Plan includes planned capital projects using 2021 Capital Funds, and the 2021-2025 Capital Fund Program describes the long-range projects.

The Public Hearing was called at 5:53 p.m. and the floor was opened to anyone wishing to speak on the PHA Plan. No one appeared before the board, and the public hearing was closed for public discussion at 5:53 p.m. Morin moved, seconded by Iverson, to approve Resolution EDA R20-010 accepting the 2021 Annual PHA Plan and the 2021-2025 Capital Plan. Upon roll call, all members voted aye, with no nays. Motion passed unanimously.

Adjournment

Conley 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
NOVEMBER 30, 2020

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(4.70)	
901-10102	INVESTMENTS--PBC	120,179.60	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	77,807.18	
901-15500	PREPAID EXPENSES	2,303.50	
901-18100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-18200	BUILDINGS AND STRUCTURES	474,877.78	
901-18250	BUILDING IMPROVEMENTS	1,232,140.52	
901-18300	SITE IMPROVEMENTS	103,618.10	
901-18350	NON-DWELLING STRUCTURES	76,009.20	
901-18400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-18450	FURN, EQUIP, MACH-ADMIN	42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,728,326.20)	
	TOTAL ASSETS		<u>569,852.96</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,095.16	
901-22600	TENANT SECURITY DEPOSITS	30,665.12	
	TOTAL LIABILITIES		<u>31,760.28</u>

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	<u>49,426.47</u>	
	BALANCE - CURRENT DATE	<u>49,426.47</u>	
	TOTAL FUND EQUITY		<u>538,092.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>569,852.96</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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>						
901-33180 OPERATING GRANTS-HUD	75,000.00	75,000.00	55,028.00	19,974.00	73.37	76,779.00
901-33181 COVID 19 OPERATING GRANT	.00	.00	11,248.00	(11,248.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	75,000.00	75,000.00	66,272.00	8,728.00	88.36	76,779.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	500.00	500.00	328.31	171.89	65.66	881.12
TOTAL INTEREST & MISC INCOME	500.00	500.00	328.31	171.89	65.66	881.12
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	147,000.00	147,000.00	167,246.00	(20,246.00)	113.77	170,319.02
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,844.39	1,155.61	71.11	3,097.48
TOTAL RENTAL INCOME	151,000.00	151,000.00	170,090.39	(19,090.39)	112.64	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	236,690.70			325,893.04

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	30,231.26	231.26	100.77	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	2,267.34	17.34	100.77	2,430.42
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,295.00	2,295.00	2,063.23	(231.77)	89.90	2,417.79
901-49500-131 MEDICAL/LIFE/DENTAL	.00	.00	8,817.70	8,817.70	.00	.00
901-49500-151 WORKERS' COMPENSATION PREMIU	227.00	227.00	115.81	(111.19)	51.02	95.99
901-49500-154 HRA/FLEX FEES	.00	.00	63.95	63.95	.00	73.35
TOTAL PERSONAL SERVICES	34,772.00	34,772.00	43,559.29	8,787.29	125.27	37,423.24
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,000.00	1,000.00	1,936.12	936.12	193.61	769.51
TOTAL SUPPLIES	1,000.00	1,000.00	1,936.12	936.12	193.61	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	2,000.00	(1,000.00)	66.67	1,875.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	4,886.20	1,886.20	162.87	2,709.72
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,800.00	4,942.84	(1,857.16)	72.69	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	55.78	(44.22)	55.78	283.51
901-49500-340 ADVERTISING	300.00	300.00	24.50	(275.50)	8.17	46.50
TOTAL OTHER SERVICES AND CHA	13,950.00	13,950.00	11,964.32	(1,985.68)	85.77	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	150.78	(249.22)	37.70	133.72
901-49500-433 DUES AND SUBSCRIPTIONS	600.00	600.00	2,884.00	2,284.00	480.67	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	3,119.78	(1,374.22)	69.42	3,590.72
TOTAL LOW RENT ADMINISTRATION	54,216.00	54,216.00	60,579.51	6,363.51	111.74	54,423.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	4,152.29	(1,347.71)	75.50	8,839.49
	<i>TOTAL SUPPLIES</i>	5,500.00	5,500.00	4,152.29	(1,347.71)	75.50	8,839.49
	TOTAL LOW RENT TENANT SERVICE	5,500.00	5,500.00	4,152.29	(1,347.71)	75.50	8,839.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	15,757.86	(8,242.14)	65.66	16,152.59
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	1,170.80	(629.20)	65.04	1,200.39
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	1,161.48	(674.52)	63.28	1,235.68
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	4,218.00	4,218.00	.00	.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	717.42	(866.58)	45.29	654.36
TOTAL PERSONAL SERVICES	29,220.00	29,220.00	23,025.56	(6,194.44)	78.80	19,243.02
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	3,254.30	(745.70)	81.36	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	3,254.30	(945.70)	77.48	2,971.99
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	32,000.00	32,000.00	46,560.11	14,560.11	145.50	35,120.07
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	10,826.00	(538.00)	95.27	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	27,991.40	(8,008.60)	77.75	35,194.08
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	6,277.68	(4,222.32)	59.79	7,245.59
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	1,089.08	(5,410.92)	16.76	1,365.38
901-49700-384 REFUSE HAULING	3,000.00	3,000.00	3,508.30	508.30	116.94	2,670.72
TOTAL OTHER SERVICES AND CHA	112,364.00	112,364.00	96,252.57	(16,111.43)	85.66	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	122,532.43	(79,251.57)	60.72	933,539.85

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	187,264.23			996,602.96
NET REVENUES OVER EXPENDITURE	.00	.00	49,426.47			(670,709.92)

CITY OF CAMBRIDGE
 BALANCE SHEET
 NOVEMBER 30, 2020

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	167,371.12	
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>168,201.71</u>

LIABILITIES AND EQUITY

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	141,667.29	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>26,534.42</u>	
	BALANCE - CURRENT DATE	<u>26,534.42</u>	
	TOTAL FUND EQUITY		<u>168,201.71</u>
	TOTAL LIABILITIES AND EQUITY		<u>168,201.71</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	73,855.00	(28,055.00)	154.51	73,512.00
902-33161 COVID 19 SECT 8 ADMIN GRANT	.00	.00	28,128.00	(28,128.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	47,800.00	47,800.00	101,983.00	(54,183.00)	213.35	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	146.72	(96.72)	293.44	115.38
TOTAL INTEREST	50.00	50.00	146.72	(96.72)	293.44	115.38
TOTAL FUND REVENUE	48,000.00	48,000.00	102,129.72			75,815.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
SECT 8 ADMINISTRATIVE							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	3,200.00	200.00	106.67	1,875.00
902-49500-307	CONTRACTED SECT 8 ADMIN	44,000.00	44,000.00	57,602.05	13,802.05	130.91	47,010.29
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>47,000.00</u>	<u>47,000.00</u>	<u>60,802.05</u>	<u>13,802.05</u>	<u>129.37</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	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00 (1,000.00)</u>	<u>.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>60,802.05</u></u>	<u><u>12,802.05</u></u>	<u><u>126.67</u></u>	<u><u>52,885.29</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	325,599.00	325,599.00	.00	302,087.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(313,048.69)	(313,048.69)	.00	(303,344.05)
902-49775-376 URP PORT REC	.00	.00	2,137.00	2,137.00	.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>	.00	.00	14,793.25	14,793.25	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	14,793.25	14,793.25	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	75,595.30			52,885.29
NET REVENUES OVER EXPENDITURE	.00	.00	26,534.42			22,930.54

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2020

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	375,590.02	
903-10200	EDA HOUSING DIV OPERATING CASH	11,586.12	
	TOTAL ASSETS		<u>387,176.14</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>1,245.92</u>	
	BALANCE - CURRENT DATE		<u>1,245.92</u>
	TOTAL FUND EQUITY		<u>387,176.14</u>
	TOTAL LIABILITIES AND EQUITY		<u>387,176.14</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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>						
903-38210 INTEREST EARNINGS	1,615.00	1,615.00	2,112.47	(497.47)	130.80	2,289.04
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	2,112.47	(497.47)	130.80	2,289.04
<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	2,112.47			12,085.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
OTHER HOUSING BUS ACTIV-ADMIN							
903-49500-112	BOARD PAY	1,500.00	1,500.00	805.00	(695.00)	53.67	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	61.55	(53.45)	53.52	120.45
	<i>TOTAL FUNCTION 1</i>	<u>1,615.00</u>	<u>1,615.00</u>	<u>866.55</u>	<u>(748.45)</u>	<u>53.66</u>	<u>1,695.45</u>
OTHER SERVICES AND CHARGES							
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>866.55</u></u>	<u><u>(748.45)</u></u>	<u><u>53.66</u></u>	<u><u>2,403.45</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	866.55			2,403.45
NET REVENUES OVER EXPENDITURE	.00	.00	1,245.92			9,692.09

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2020

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	27,525.00	
	TOTAL ASSETS		27,525.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	27,525.00	
	BALANCE - CURRENT DATE	27,525.00	
	TOTAL FUND EQUITY		27,525.00
	TOTAL LIABILITIES AND EQUITY		27,525.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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>							
904-33180	HUD CAPITAL GRANTS	35,000.00	35,000.00	27,525.00	7,475.00	78.64	74,816.42
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	27,525.00	7,475.00	78.64	74,816.42
	TOTAL FUND REVENUE	35,000.00	35,000.00	27,525.00			74,816.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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
TOTAL FUNCTION 7	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 11 MONTHS ENDING NOVEMBER 30, 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	27,525.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 NOVEMBER 30, 2020

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10200	EDA OPERATING ACCT-SECTION 8		4,420.64
	TOTAL ASSETS		<u>4,420.64</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	4,419.00	
	BALANCE - CURRENT DATE		4,419.00
	TOTAL FUND EQUITY		<u>4,420.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,420.64</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	415,128.00	(82,928.00)	117.87	480,125.00
	TOTAL INTERGOVERNMENTAL REVE	352,200.00	352,200.00	415,128.00	(82,928.00)	117.87	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	415,128.00			484,125.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	409,497.00	57,297.00	116.27	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>410,709.00</u>	<u>58,509.00</u>	<u>116.61</u>	<u>464,456.00</u>
TOTAL HAP EXPENDITURES		<u>352,200.00</u>	<u>352,200.00</u>	<u>410,709.00</u>	<u>58,509.00</u>	<u>116.61</u>	<u>464,456.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	410,709.00			464,456.00
NET REVENUES OVER EXPENDITURE	.00	.00	4,419.00			19,669.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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>						
205-37200 MISCELLANEOUS	.00	.00	500.00	(500.00)	.00	.00
205-37220 RENTAL FEES	275,000.00	275,000.00	251,792.69	23,207.31	91.56	277,743.52
TOTAL MALL OPERATING REVENUES	275,000.00	275,000.00	252,292.69	22,707.31	91.74	277,743.52
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	294,391.00	294,391.00	294,391.00	.00	100.00	200,000.00
TOTAL TRANSFERS FROM OTHER FU	294,391.00	294,391.00	294,391.00	.00	100.00	200,000.00
TOTAL FUND REVENUE	569,391.00	569,391.00	546,683.69			490,376.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	89,123.36 (7,388.64)	92.34	95,263.53
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	1,015.00 (1,485.00)	40.60	665.00
205-41930-121	PERA (EMPLOYER)	7,452.00	7,452.00	6,684.25 (767.75)	89.70	7,041.00
205-41930-122	FICA/MEDICARE (EMPLOYER)	7,601.00	7,601.00	6,626.22 (974.78)	87.18	7,051.80
205-41930-131	MEDICAL/DENTAL/LIFE	17,423.00	17,423.00	16,804.50 (618.50)	96.45	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	319.29 (255.71)	55.53	297.68
205-41930-154	HRA/FLEX FEES	100.00	100.00	63.95 (36.05)	63.95	73.40
	TOTAL PERSONAL SERVICES	136,208.00	136,208.00	121,836.57 (14,371.43)	89.45	128,105.61
<i>SUPPLIES</i>						
205-41930-201	OFFICE SUPPLIES	250.00	250.00	212.97 (37.03)	85.19	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	212.97 (3,537.03)	5.68	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	4,886.20 2,086.20	174.51	2,709.72
205-41930-321	TELEPHONE/CELLULAR	1,400.00	1,400.00	994.81 (405.19)	71.06	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	1,922.49 1,922.49	.00	997.81
205-41930-381	ELECTRIC UTILITIES	.00	.00	1,611.07 1,611.07	.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	412.95 412.95	.00	2,623.31
	TOTAL OTHER SERVICES & CHARG	11,600.00	11,600.00	10,097.88 (1,502.12)	87.05	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	26,080.00 16,080.00	260.80	14,541.96
205-41930-430	MISCELLANEOUS	.00	.00	46.00 46.00	.00	.00
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	704.00 (796.00)	46.93	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	2,400.00 (15,600.00)	13.33	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	43,834.39 5,534.39	114.45	58,241.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	175,981.81	(13,876.19)	92.69	204,218.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	25,701.58 (3,143.42)	89.10	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	3,432.26 (3,567.74)	49.03	4,984.80
205-47000-121 PERA (EMPLOYER)	2,164.00	2,164.00	1,927.62 (236.38)	89.08	2,042.13
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	2,164.04 (42.96)	98.05	2,379.73
205-47000-131 MEDICAL/DENTAL/LIFE	8,712.00	8,712.00	8,394.82 (317.18)	96.36	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	1,117.03 (466.97)	70.52	946.16
205-47000-154 HRA/FLEX FEES	100.00	100.00	32.00 (68.00)	32.00	36.70
TOTAL PERSONAL SERVICES	52,212.00	52,212.00	42,769.35 (9,442.65)	81.91	45,959.87
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	238.34	38.34	119.17	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	10,614.12 (4,385.88)	70.78	7,856.20
205-47000-240 SMALL TOOLS	3,000.00	3,000.00	3,446.59	446.59	114.89	39.97
TOTAL SUPPLIES	18,325.00	18,325.00	14,322.92 (4,002.08)	78.16	8,193.16
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	232.25 (117.75)	66.36	261.86
205-47000-360 INSURANCE AND BONDS	6,100.00	6,100.00	4,976.00 (1,124.00)	81.57	6,135.20
205-47000-381 ELECTRIC UTILITIES	22,000.00	22,000.00	12,072.72 (9,927.28)	54.88	16,161.17
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	4,600.61 (599.39)	88.47	5,069.01
205-47000-383 GAS UTILITIES	4,400.00	4,400.00	1,849.81 (2,550.19)	42.04	2,417.58
205-47000-384 REFUSE HAULING	4,200.00	4,200.00	4,848.94	648.94	115.45	4,202.27
TOTAL OTHER SERVICES & CHARG	42,250.00	42,250.00	28,580.33 (13,669.67)	67.65	34,247.09
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	31,905.05	15,905.05	199.41	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	(.20) (12,000.20)	.00	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	31,875.20	31,875.20	.00	.00
TOTAL MISCELLANEOUS	29,500.00	29,500.00	65,516.25	36,016.25	222.09	44,809.32
TOTAL MALL OPERATING EXPENSES	142,287.00	142,287.00	151,188.85	8,901.85	106.26	133,209.44

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	327,170.66			337,428.31
NET REVENUES OVER EXPENDITURE	244,746.00	237,246.00	219,513.03			152,947.81

CAMBRIDGE EDA MEETING
January 19, 2021
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For	<u>Approval</u>
ACH-Section 8 Business (see attached batch 259)	12/1/2020	n/a	\$	61,427.00
ACH-Section 8 Business (see attached batch 260)	12/1/2020	n/a	\$	9,609.00
ACH-Section 8 Business (see attached batch 261)	12/8/2020	n/a	\$	212.00
ACH-Section 8 Business (see attached batch 262)	12/16/2020	n/a	\$	271.00
ACH-Section 8 Business (see attached batch 263)	12/16/2020	n/a	\$	7.00
Prepaid Totals			\$	<u>71,526.00</u>
			\$	71,526.00

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA Housing disbursements from 12/1/2020-12/31/2020.

Caroline Moe 1/8/2021
 Caroline Moe, Director of Finance signature & date

Deb Barrett 1/12/2021
 Deb Barrett, Housing Supervisor signature & date

ACH Transaction Report

Batch #: 000259

Created On: 11/23/2020

Name	Amount
Bungalows of Chisago L	\$1,003.00
Calhoun Apartments	\$1,160.00
Cambridge Square Assoc	\$1,179.00
Cambridge Town Square	\$1,338.00
Liu's Real Estate Deve	\$11,352.00
Cherokee Place, LLC	\$3,109.00
Christensen Rentals LL	\$605.00
DJ Properties of Stanc	\$1,587.00
Elmhurst Apt. c/o Lif	\$280.00
Erlandson Group LLC	\$596.00
Haven Properties	\$356.00
New Challenges, Inc.	\$3,865.00
Isanti Village Apartme	\$1,165.00
K.C. Rabobank, LLC	\$1,048.00
Kestrel Meadows Townho	\$4,820.00
Legacy Townhomes	\$3,345.00
Main Street Flats LP	\$1,908.00
Meadows Edge LP	\$495.00
Allen Moulton	\$313.00
Normandy Townhomes	\$3,985.00
Oakhurst Apartments	\$352.00
Oakview Terrace Townho	\$3,524.00
PG Companies Redwing A	\$1,206.00
Pine Village LLC	\$109.00
Rush Oaks Apartments	\$392.00
Sunrise Court Apartmen	\$980.00
Sunset Assets LLC	\$625.00
Tower Terrace Limited	\$5,591.00
Trikin Properties Inc.	\$628.00
Wyoming Limited Partne	\$1,732.00
Wyoming Limited Partne	\$2,779.00
Cambridge EDA	\$-61,427.00
Batch Total:	\$0.00

ACH Transaction ReportBatch #: 000260
Created On: 11/23/2020

Name	Amount
Aaron Jordan	\$516.00
Bohmer, John	\$661.00
Dean & Jennifer Bondes	\$779.00
Charles Satak	\$621.00
Leeanna M. Dudley	\$92.00
Elmer D. Harp	\$621.00
Jenell King	\$551.00
John Maher	\$378.00
Brett Nelson	\$249.00
Brian Leet	\$410.00
Michael Doran	\$544.00
Loral Myers	\$507.00
Ordeen Splittstoser	\$298.00
Randall Propp	\$620.00
Richard Berget	\$251.00
Robert Blaisdell-Blais	\$461.00
Robert Mattson	\$649.00
Shatura S. Smith	\$99.00
Steve Baker	\$838.00
Paul & Bethany Stiles	\$464.00
Cambridge EDA	\$-9,609.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000261

Created On: 12/07/2020

<u>Name</u>	<u>Amount</u>
Shatura S. Smith	\$212.00
Cambridge EDA	\$-212.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000262

Created On: 12/15/2020

Name	Amount
Liu's Real Estate Deve	\$176.00
DJ Properties of Stanc	\$47.00
New Challenges, Inc.	\$8.00
Normandy Townhomes	\$40.00
Cambridge EDA	\$-271.00
Batch Total:	\$0.00

ACH Transaction Report

Batch #: 000263

Created On: 12/15/2020

Name	Amount
Wyoming Limited Partne	\$7.00
Cambridge EDA	\$-7.00
Batch Total:	\$0.00

CAMBRIDGE EDA MEETING January 19, 2021 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	12/16/2020	118720 - 118777	6,568.24
Prepaid Checks	12/22/2020	118792	4.25
Prepaid Checks	12/30/2020	118832 - 118869	196.16
Prepaid Checks	1/6/2021	118882 - 118924	6,746.43
Prepaid Checks			
		Prepaid Totals	13,515.08

TOTAL SUBMITTED FOR APPROVAL

\$13,515.08

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 12/10/20-1/6/2021.

Caroline Moe 1/8/2021
Caroline Moe, Director of Finance signature & date

Linda Gerlach 1-8-21
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1046	CenterPoint Energy	Gas Utilities - Account 5828794-7 Mall Suite 144	29.76
	Total 1046:		29.76
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1648	East Central Exterminating	December Service - Bridge Park	145.00
	Total 1648:		145.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	89.30
2411	Hillyard Inc.	Maintenance Supplies - Mall	201.54
	Total 2411:		290.84
2474	I & S Group, Inc.	Progress Billing for Professional Services - Platting	1,750.00
	Total 2474:		1,750.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	82.62
	Total 3006:		82.62
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
3521	Menards	Materials - Operating Supplies - Bridge Park	22.95
	Total 3521:		22.95
3933	Mora HRA	December Contracted Section 8 Administration	3,880.56
	Total 3933:		3,880.56
5731	UPS	Shipping Charges - Econ Development	16.02
	Total 5731:		16.02
	Grand Totals:		6,568.24

Dated: 12-16-2020City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/16/2020	118720	1046	CenterPoint Energy	205-20100	29.76
12/20	12/16/2020	118722	1140	Cintas Corporation	205-20100	4.25
12/20	12/16/2020	118727	1648	East Central Exterminating	901-20100	145.00
12/20	12/16/2020	118738	2411	Hillyard / Minneapolis	205-20100	290.84
12/20	12/16/2020	118739	2474	I & S Group, Inc.	205-20100	1,750.00
12/20	12/16/2020	118744	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	82.62
12/20	12/16/2020	118746	3189	LePage and Sons	205-20100	346.24
12/20	12/16/2020	118751	3521	Menards	901-20100	22.95
12/20	12/16/2020	118752	3933	Mora HRA	902-20100	3,880.56
12/20	12/16/2020	118777	5731	UPS	205-20100	16.02
Grand Totals:						6,588.24

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
Grand Totals:			4.25

Dated: 12-22-2020

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/22/2020	118792	1140	Cintas Corporation	205-20100	4.25
Grand Totals:						4.25

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
3521	Menards	Small Tools & Equipment - Mall	16.85
	Total 3521:		16.85
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	23.25
	Total 3543:		23.25
5801	Verizon Wireless	wireless phone service - Economic Development	89.64
5801	Verizon Wireless	wireless phone service - Maintenance	20.72
5801	Verizon Wireless	wireless phone service - Bridge Park	41.45
	Total 5801:		151.81
	Grand Totals:		196.16

Dated: 12-30-2020City Treasurer: Caroline Iwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/30/2020	118832	1140	Cintas Corporation	205-20100	4.25
12/20	12/30/2020	118850	3521	Menards	205-20100	16.85
12/20	12/30/2020	118851	3543	Metro Sales, Inc.	901-20100	23.25
12/20	12/30/2020	118869	5801	Verizon Wireless	205-20100	151.81
Grand Totals:						<u>196.16</u>

Vendor	Vendor Name	Description	Net Invoice Amount
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Covered ..	2,421.50
	Total 616:		2,421.50
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1701	EDAM	Conference - E. Vogel	175.00
	Total 1701:		175.00
3076	Lakes Telecom Inc.	Entry Door System Repairs - Bridge Park	495.00
	Total 3076:		495.00
3258	Local 49 H&W Fund	Health Insurance February	763.50
3258	Local 49 H&W Fund	Health Insurance February	1,145.25
3258	Local 49 H&W Fund	Health Insurance February	381.75
	Total 3258:		2,290.50
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	260.62
	Total 3501:		260.62
3521	Menards	Materials - Bridge Park	21.16
	Total 3521:		21.16
4471	Public Housing Authorities Dir	Housing Authority - C. Moe	190.00
	Total 4471:		190.00
5965	White Bear IT Solutions LLC	IT Mgmt & Backup	444.20
5965	White Bear IT Solutions LLC	IT Mgmt & Backup	444.20
	Total 5965:		888.40
	Grand Totals:		6,746.43

Dated: _____

1/6/2021

City Treasurer: _____

Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/06/2021	118882	616	BNSF Railway Company	205-20100	2,421.50
01/21	01/06/2021	118889	1140	Cintas Corporation	205-20100	4.25
01/21	01/06/2021	118892	1701	EDAM	205-20100	175.00
01/21	01/06/2021	118899	3078	Lakes Telecom Inc.	901-20100	495.00
01/21	01/06/2021	118900	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
01/21	01/06/2021	118903	3501	MEI Total Elevator Solutions	901-20100	280.82
01/21	01/06/2021	118904	3521	Menards	901-20100	21.16
01/21	01/06/2021	118915	4471	PHADA	901-20100	190.00
01/21	01/06/2021	118924	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>6,746.43</u>

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). Bridge Park is at 100% Occupancy. Have not received any vacate notices.
- Handed out and mailed Certificate of Rent Paid to current and past residents.
- Prepared re-certification packets for all current residents to complete. Packets were posted on resident doors on January 11, 2021. Due to Covid-19 we have not held any resident meetings.
- Webinar training with HUD for submitting Capital Fund forms this year.
- Annual webinar training for MN Revenue Recapture
- Submitted 2021 PHA Annual Plan, 5- year Capital Fund Plan and all other required forms to HUD.
- Watched a video training on YouTube for AWAIR (A Workplace Accident and Injury Reduction Program) 2021

Prepared by: Caroline Moe, EDA Executive Director

Background:

As previously approved by the EDA Board, the Section 8 Grant Program of the Cambridge EDA was transferred to the Mora HRA effective January 1, 2021. Under the terms of the transfer, any unspent restricted Section 8 program fund balance must be returned to the US Department of Housing and Urban Development. Also, under the terms of the transfer, any unspent unrestricted section 8 fund balance must be sent to the Mora HRA.

In order to verify that these transfers are correct, our auditors must perform additional procedures to verify the ending balances. Attached is an agreed upon procedures engagement letter from our auditors detailing the work they will perform and the estimated cost of the work.

Fiscal Note: The cost of the agreed upon procedures work will be deducted from the unrestricted section 8 fund balance being transferred to Mora and thus will not cost the Cambridge EDA any money in 2021.

Recommendation

Approve the agreed upon procedures engagement letter from Redpath and Company as presented.



January 13, 2021

Cambridge Economic Development Agency
c/o Caroline Moe, Finance Director
City of Cambridge, Minnesota
300 Third Avenue Northeast
Cambridge, MN 55008

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Cambridge EDA.

You will agree to the procedures described in the attachment to this letter and will acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to provide assurance as to the ending cash balance to be transferred upon close-out. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgment are contained within this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the ending cash balance to be transferred upon close-out. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We plan to begin our procedures on approximately January 18, 2021 and, unless unforeseeable problems are encountered, the engagement should be completed by January 29, 2021.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to The Cambridge EDA Board. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed, or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the ending cash balance to be transferred.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the schedule of cash receipts and disbursements. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the schedule of cash receipts and disbursements.

David Mol, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

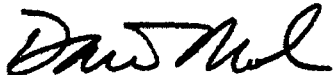
We estimate that our fees for these services will range from \$2,000 to \$3,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the

additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will consider whether they need to acknowledge in writing their agreement with the procedures performed or to be performed and their acknowledgment that the procedures are appropriate for their purposes.

Sincerely,

REDPATH AND COMPANY, LTD.



David J. Mol, CPA

DJM/ajf

RESPONSE:

This letter correctly sets forth the understanding of Cambridge EDA

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Cambridge EDA Schedule of Procedures

1. Obtain a schedule of cash receipts and cash disbursement for calendar year 2020, including cash balance at beginning and ending of year.
2. Cash
 - a. Trace beginning cash balance to the 2019 audited financial statements.
3. Receipts
 - a. Trace monthly HAP receipts and administrative fee receipts per general ledger per the schedule to “disbursement schedule” provided by HUD.
 - b. Trace monthly HAP and administrative fee receipts to monthly bank statements.
4. Disbursements
 - a. Trace monthly totals for HAP occupied disbursements, portable receiving, and portable receiving URP to HAP register.