

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – May 17, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 17, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Staff present: Executive Director Moe, City Administrator Vogel, and Assistant City Administrator Lewis.

Call to Order

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

Approval of Agenda

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

Consent Agenda

Iverson moved, seconded by Conley, to approve consent agenda items A – D:

- A. Approval of April 19, 2021 meeting minutes
- B. Approve EDA Draft March 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks #119704- #119955 Totaling \$16,027.43
- D. 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

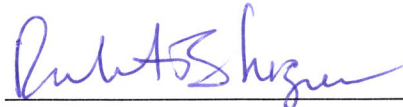
Workforce Center Lease Extension with Term Modifications

Moe stated that it was time to renew the lease with the Minnesota Department of Employment and Economic Development (DEED). She said their lease expires on June 30, 2021, but they have proposed some changes if they are to continue to lease space from the Cambridge EDA. These changes are due in part to COVID19, as many of the staff have been working from home and won't require as much office space in the future. Moe said there has also been pressure from the State to reduce lease costs as part of cost saving measures for the State budget.

Moe said there is little time to change the unit or square footage, so DEED is asking for a reduction in rent for their lease for the upcoming year from July 1, 2021 to June 30, 2022. She said the per square foot amount would change from \$13.90 to \$10.50, reducing the annual income from \$92,852 to \$70,140. To offset the loss in revenue, DEED has agreed to change their cleaning schedule to once per week instead of daily. Moe said it would be better to collect less in lease payments, than to have an empty space that is collecting no revenue. She said they will work with DEED to determine how much space is needed in the future, or if the space needs to be marketed to attract a new tenant. Conley moved, seconded by Godfrey, to approve an extension of the Workforce Center Lease space with DEED with the modifications of terms as listed and authorized the Executive Director and EDA Board Chair to execute the lease amendment. Motion passed unanimously.

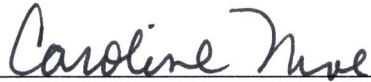
Adjournment

Godfrey moved, seconded by Iverson, to adjourn the meeting at 5:52 p.m. Motion carried unanimously.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	120,567.22	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	118,302.34	
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	1,239,980.52	
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	(1,770,802.85)	
	TOTAL ASSETS		574,123.79

LIABILITIES AND EQUITY

LIABILITIES

901-22600	TENANT SECURITY DEPOSITS	31,274.00	
	TOTAL LIABILITIES		31,274.00

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	229,117.42	
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	12,176.60	
	BALANCE - CURRENT DATE	12,176.60	
	TOTAL FUND EQUITY		542,849.79
	TOTAL LIABILITIES AND EQUITY		574,123.79

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	70,000.00	70,000.00	13,121.00	56,879.00	18.74	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	13,121.00	56,879.00	18.74	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	377.88	(77.88)	125.96	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	377.88	(77.88)	125.96	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	43,142.00	126,858.00	25.38	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	770.24	3,229.76	19.26	3,114.28
TOTAL RENTAL INCOME	174,000.00	174,000.00	43,912.24	130,087.76	25.24	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	57,411.12			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	36,990.00	36,990.00	9,306.96	(27,683.04)	25.16	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	698.03	(2,075.97)	25.16	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	636.25	(2,193.75)	22.48	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	3,244.84	(7,099.16)	31.37	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	43.76	(236.24)	15.63	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	26.10	(73.90)	26.10	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	13,955.94	(39,362.06)	26.17	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	209.09	(1,766.91)	10.58	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	209.09	(1,766.91)	10.58	1,931.42
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00	(500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	1,548.60	(3,151.40)	32.95	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	1,267.38	(5,432.62)	18.92	6,142.35
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	.00	(300.00)	.00	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	2,815.98	(12,534.02)	18.35	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	65.79	(134.21)	32.90	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,864.00	(236.00)	92.39	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	85.00
TOTAL MISCELLANEOUS	3,700.00	3,700.00	2,929.79	(770.21)	79.18	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	19,910.80	(54,433.20)	26.78	64,736.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	4,000.00	4,000.00	(184.96)	(4,184.96)	(4.62)	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	(184.96)	(4,184.96)	(4.62)	6,416.60
TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	(184.96)	(4,184.96)	(4.62)	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	4,886.32	(19,113.68)	20.36	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	366.47	(1,433.53)	20.36	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	333.93	(1,502.07)	18.19	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	1,527.00	(3,645.00)	29.52	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	208.41	(1,375.59)	13.16	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	7,322.13	(27,069.87)	21.29	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	556.24	(3,443.76)	13.91	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	556.24	(3,643.76)	13.24	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	3,765.27	(31,234.73)	10.76	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,826.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	10,843.05	(25,156.95)	30.12	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	1,635.07	(7,364.93)	18.17	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	558.68	(2,441.32)	18.62	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	828.24	(3,171.76)	20.71	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	17,630.31	(93,733.69)	15.83	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
TOTAL MISCELLANEOUS	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
<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	200,956.00	200,956.00	25,508.68	(175,447.32)	12.69	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	45,234.52			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	12,176.60			42,006.98

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	.00	1,615.00	.00	2,304.85
TOTAL INTEREST & MISC INCOME	1,615.00	1,615.00	.00	1,615.00	.00	2,304.85
TOTAL FUND REVENUE	<u>1,615.00</u>	<u>1,615.00</u>	<u>.00</u>			<u>2,304.85</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	1,500.00	1,500.00	.00	(1,500.00)	.00	980.16
903-49500-122	FICA/MEDICARE (EMPLOYER)	115.00	115.00	.00	(115.00)	.00	74.91
<i>TOTAL FUNCTION 1</i>		<u>1,615.00</u>	<u>1,615.00</u>	<u>.00</u>	<u>(1,615.00)</u>	<u>.00</u>	<u>1,055.07</u>
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	.00	.00	.00	.00	.00	387,180.00
<i>TOTAL TRANSFERS</i>		<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>387,180.00</u>
TOTAL OTHER HOUSING BUS ACTIV-		<u><u>1,615.00</u></u>	<u><u>1,615.00</u></u>	<u><u>.00</u></u>	<u><u>(1,615.00)</u></u>	<u><u>.00</u></u>	<u><u>388,235.07</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,615.00	1,615.00	.00			388,235.07
NET REVENUES OVER EXPENDITURE	.00	.00	.00			(385,930.22)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	.00	35,000.00	.00	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>.00</u>			<u>27,525.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-38210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,253.79
TOTAL INTEREST	.00	.00	.00	.00	.00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	62,513.11	177,486.89	26.05	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	62,513.11	177,486.89	26.05	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL FUND REVENUE	370,000.00	370,000.00	62,513.11			579,505.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	350.00 (2,150.00)	14.00	1,189.84
205-41930-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	26.78 (164.22)	14.02	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	.00	.00	(1,519.80)	(1,519.80)	.00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	371.55
205-41930-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	68.65
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(1,143.02)	(3,834.02)	(42.48)	189,782.60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00 (250.00)	.00	228.99
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	.00
TOTAL SUPPLIES	3,750.00	3,750.00	.00 (3,750.00)	.00	228.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,768.87 (3,231.13)	35.38	3,675.11
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,548.60 (1,451.40)	51.62	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	269.07 (1,130.93)	19.22	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	.00 (800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00 (1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (200.00)	.00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	.00 (2,100.00)	.00	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	164.96	164.96	.00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00 (75.00)	.00	41.86
205-41930-383 GAS UTILITIES	.00	.00	43.20	43.20	.00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	3,794.70 (9,980.30)	27.55	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	.00 (15,000.00)	.00	26,080.00
205-41930-430 MISCELLANEOUS	.00	.00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	875.00 (1,925.00)	31.25	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	175.00 (1,325.00)	11.67	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00 (30,000.00)	.00	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	.00 (10,500.00)	.00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 (3,000.00)	.00	.00
TOTAL MISCELLANEOUS	62,800.00	62,800.00	1,106.00 (61,694.00)	1.76	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	3,757.68 (79,258.32)	4.53	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

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	27,654.00	27,654.00	7,576.79	(20,077.21)	27.40	28,009.77
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	773.64	(6,226.36)	11.05	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	568.28	(4,335.74)	11.59	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	618.35	(4,384.65)	12.36	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	2,795.57	(5,846.43)	32.35	8,321.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	.00	(2,593.00)	.00	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	13.05	(86.95)	13.05	34.35
TOTAL PERSONAL SERVICES	57,496.00	57,496.00	12,345.66	(45,150.34)	21.47	46,094.62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	55.24	(144.76)	27.62	255.34
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	465.20	(14,534.80)	3.10	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	(1,000.00)	.00	3,463.44
TOTAL SUPPLIES	16,325.00	16,325.00	520.44	(15,804.56)	3.19	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	62.25	(287.75)	17.79	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	3,844.92	(16,655.08)	18.76	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	1,135.32	(4,064.68)	21.83	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	666.38	(3,533.62)	15.87	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	1,038.72	(5,761.28)	15.28	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	6,747.59	(36,302.41)	15.67	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	2,580.00	(13,420.00)	16.13	31,905.05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440 SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	(.20)
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	31,875.20
TOTAL MISCELLANEOUS	29,750.00	29,750.00	5,001.50	(24,748.50)	16.81	65,516.25
TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	24,615.19	(122,005.81)	16.79	158,872.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637.00	229,637.00	28,372.87			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	34,140.24			157,992.99

CAMBRIDGE EDA MEETING

May 17, 2021

BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	4/14/2021	119704 - 119773	2,842.05
Prepaid Checks	4/22/2021	119780 - 119819	4,461.33
Prepaid Checks	4/28/2021	119842 - 119881	3,540.89
Prepaid Checks	5/5/2021	119902 - 119955	5,183.16
	Prepaid Totals		<u>16,027.43</u>

TOTAL SUBMITTED FOR APPROVAL

\$16,027.43

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 4/8/21-5/6/2021.

Caroline Moe

5/7/2021

Caroline Moe, Director of Finance signature & date

Linda Gerlach

5-7-2021

Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Maintenance Supplies - Mall	90.38
	Total 175:		90.38
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	15.78
	Total 2350:		15.78
2411	Hillyard Inc.	Maintenance Supplies - Mall	233.15
	Total 2411:		233.15
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	1,313.62
	Total 3006:		1,313.62
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
	Total 3056:		54.40
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
	Total 3189:		346.24
4011	NAC Mechanical & Electrical	Repairs & Maint Bldgs/Structures - Mall	389.32
	Total 4011:		389.32
5528	Tight Miter Carpentry, LLC	Door Replacement - Bridge Park	370.00
	Total 5528:		370.00
5861	Walmart Community Card	Office Supplies - Bridge Park	14.97
5861	Walmart Community Card	Tenant Services - Bridge Park	9.94
	Total 5861:		24.91
	Grand Totals:		2,842.05

Dated: 4/14/2021City Treasurer: Caroline Muel

PL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/14/2021	119704	175	Amazon Capital Services, Inc.	205-20100	90.38
04/21	04/14/2021	119716	1140	Cintas Corporation	205-20100	4.25
04/21	04/14/2021	119728	2350	HD Supply Facilities Maintenance Ltd	901-20100	15.78
04/21	04/14/2021	119729	2411	Hillyard / Minneapolis	205-20100	233.15
04/21	04/14/2021	119737	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	1,313.62
04/21	04/14/2021	119738	3056	Lake Superior Laundry Inc.	205-20100	54.40
04/21	04/14/2021	119741	3189	LePage and Sons	205-20100	346.24
04/21	04/14/2021	119750	4011	NAC Mechanical & Electrical Services	205-20100	389.32
04/21	04/14/2021	119769	5528	Tight Miter Carpentry, LLC	901-20100	370.00
04/21	04/14/2021	119773	5861	Walmart Business/SYNCB	901-20100	24.91
Grand Totals:						<u>2,842.05</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	137.00
Total 306:			137.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1613	Dusty's Drain Cleaning, Inc.	Repairs & Maintenance - Bridge Park	139.00
Total 1613:			139.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	197.19
Total 3006:			197.19
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			54.40
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	1,145.2
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance May	381.7
Total 3258:			2,290.50
3521	Menards	Maintenance Supplies - Mall	19.88
3521	Menards	Small Tools & Equipment - Mall	14.99
Total 3521:			34.87
4211	Northland Fire Protection	Replace Horns and Repair/Test Elevator Recall	1,538.16
Total 4211:			1,538.16
4661	Quill Corporation	Office Supplies - Bridge Park	65.96
Total 4661:			65.96
Grand Totals:			4,461.33

Dated: 4/22/2021

City Treasurer: Caroline Mue

3L Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/22/2021	119780	306	ARC Irrigation, LLC	901-20100	137.00
04/21	04/22/2021	119788	1140	Cintas Corporation	205-20100	4.25
04/21	04/22/2021	119790	1613	Dusty's Drain Cleaning, Inc.	901-20100	139.00
04/21	04/22/2021	119797	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
04/21	04/22/2021	119803	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	197.19
04/21	04/22/2021	119804	3056	Lake Superior Laundry Inc.	205-20100	54.40
04/21	04/22/2021	119808	3521	Menards	205-20100	34.87
04/21	04/22/2021	119815	4211	Northland Fire Protection	901-20100	1,538.16
04/21	04/22/2021	119819	4661	Quill Corporation	901-20100	65.96
Grand Totals:						<u>4,461.33</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2568	Inspec, Inc	RR and Mechanical Rehabilitation Construction Mgmt	2,954.25
	Total 2568:		2,954.25
2935	King Industries, Inc.	Materials-Operating Supplies - Bridge Park	96.41
	Total 2935:		96.41
3056	Lake Superior Laundry Inc.	Mall Rugs	15.40
	Total 3056:		15.40
3501	MEI Total Elevator Solutions	Service Elevator - Bridge Park	451.50
	Total 3501:		451.50
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	13.95
	Total 3543:		13.95
5251	Star	Public Notice EDA Annual PHA Plan	5.13
	Total 5251:		5.13
	Grand Totals:		3,540.89

Dated: 4/28/2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/28/2021	119842	1140	Cintas Corporation	205-20100	4.25
04/21	04/28/2021	119857	2568	Inspec, Inc	205-20100	2,954.25
04/21	04/28/2021	119863	2935	King Industries, Inc.	901-20100	96.41
04/21	04/28/2021	119864	3056	Lake Superior Laundry Inc.	205-20100	15.40
04/21	04/28/2021	119867	3501	MEI Total Elevator Solutions	901-20100	451.50
04/21	04/28/2021	119869	3543	Metro Sales, Inc.	901-20100	13.95
04/21	04/28/2021	119881	5251	Star	901-20100	5.13
Grand Totals:						<u>3,540.89</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
2303	Hanson, Thomas	Security Deposit Refund Unit 409 Bridge Park	411.75
	Total 2303:		411.75
2568	Inspec, Inc	RR and Mechanical Rehabilitation Construction Mgmt	861.25
	Total 2568:		861.25
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
	Total 3189:		276.08
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	381.75
	Total 3258:		2,290.50
3501	MEI Total Elevator Solutions	May Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3521	Menards	Materials - Operating Supplies - Bridge Park	27.92
	Total 3521:		27.92
5801	Verizon Wireless	wireless phone service - Economic Development	89.70
5801	Verizon Wireless	wireless phone service - Maintenance	20.76
5801	Verizon Wireless	wireless phone service - Bridge Park	41.51
	Total 5801:		151.97
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
	Total 5965:		888.40
	Grand Totals:		5,183.16

Dated: 5/6/2021City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/05/2021	119902	1140	Cintas Corporation	205-20100	4.25
05/21	05/05/2021	119916	2303	Thomas Hanson	901-20100	411.75
05/21	05/05/2021	119918	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
05/21	05/05/2021	119919	2568	Inspec, Inc	205-20100	881.25
05/21	05/05/2021	119925	3189	LePage and Sons	901-20100	276.08
05/21	05/05/2021	119928	3501	MEI Total Elevator Solutions	901-20100	271.04
05/21	05/05/2021	119930	3521	Menards	901-20100	27.92
05/21	05/05/2021	119950	5801	Verizon Wireless	205-20100	151.97
05/21	05/05/2021	119955	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						5,183.16