

Cambridge EDA Meeting – Monday June 20, 2023, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
 Meeting Announcement and Agenda

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

Tentative Time	Agenda Item
5:45 pm	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of May 15, 2023 meeting minutes (p. 2)
	B. Approve EDA Draft April 2023 Financial Statements (p. 4)
	C. Approve EDA Admin Division Bills Checks # 126138- # 126375 Totaling \$19,835.64 (p. 21)
	D. Housing Supervisor's Report (p. 31)
	4. Work Session
	5. Unfinished Business
	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.

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes –Monday, May 15th, 2023

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 15th, 2023 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Staff present: Executive Director Moe, City Administrator Vogel, Deputy City Administrator Smith, Police Chief Schuster, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. Approval of April 17, 2023 meeting minutes
- B. Approve EDA Draft March 2023 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 125911- # 126130 Totaling \$11,887.70
- D. Housing Supervisor's Report

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

Work Session

There were no items under the work session.

Unfinished Business

There were no items under unfinished business.

New Business

A. Approve Lease Extension for Department of Human Services

Moe said the Minnesota Department of Human Services (DHS) has expressed interest in extending its lease provided the flooring is replaced in the unit and a fresh coat of paint is given to the unit.

Moe noted staff recommended extension of the lease with accommodation of the flooring change and unit painting provided that increases to the lease amount occurs and lease

language gives us the flexibility to make changes, if needed, due to the Northern Lights Express (NLX) project.

Zeibarth motioned, seconded by Godfrey, to approve lease extension for Minnesota Department of Human Services beginning August 1, 2023 subject to City Attorney review and final approval of lease language by the City Administrator. All voted aye, motion carried unanimously.

B Approve Flooring Replacement Quote for Dept of Human Services Suite

Moe said the flooring in the main part of the Department of Human Services suite needs to be replaced. The cost of the flooring replacement will be recovered from the increased rate collected in future years. Because of the positive experience staff have had with Northern Edge Carpet and Vinyl at Bridge Park Apartments, a quote was obtained from them. Staff received a bid of \$15,791.50. Due to the dollar value of the procurement, two quotations are not required.

Iverson motioned, seconded by Godfrey, to approve quote for flooring replacement from Northern Edge Carpet and Vinyl in the amount of \$15,791.50 and direct staff to coordinate work to minimize disruption for tenant. All voted aye, motion carried unanimously.

C Approve Month-to-Month lease of Suite 142 to Senior Activities Center

Smith said staff was approached by the Senior Activities Center (SACs) regarding possible use of vacant mall suite spaces to host social activities, such as card games and other organized events, while the suites remained unleased. A rate of \$250 per month has been negotiated for use of suite 142, as is, while it is continued to be marketed for a long-term tenant. If approved, the lease would begin June 1st, 2023 and go until the suite is leased or the lease is terminated by either party.

Godfrey motioned, seconded by Iverson, to approve the month-to-month lease of Suite 142 to SACs at the rate of \$250 per month, pending administrative and attorney approval. All voted aye, motion carried unanimously.

Adjournment

Ziebarth moved, seconded by Berg, to adjourn the meeting at 5:51 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2023

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>			
901-10102	INVESTMENTS--PBC	121,504.17	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	278,213.75	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,317,760.79	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	38,854.91	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,798,444.35)	
	TOTAL ASSETS		781,219.62
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
901-20100	AP ALLOCATED TO OTHER FUNDS	1,277.64	
901-21650	ACCRUED VACATION & SICK PAY	1,614.38	
901-22600	TENANT SECURITY DEPOSITS	37,100.66	
	TOTAL LIABILITIES		39,992.68
<u>FUND EQUITY</u>			
901-27200	UNRESTRICTED NET ASSETS	406,795.54	
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	32,875.63	
	BALANCE - CURRENT DATE	32,875.63	
	TOTAL FUND EQUITY		741,226.94
	TOTAL LIABILITIES AND EQUITY		781,219.62

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	85,000.00	85,000.00	35,671.00	49,329.00	41.97	96,574.00
TOTAL INTERGOVERNMENTAL REVE	85,000.00	85,000.00	35,671.00	49,329.00	41.97	96,574.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	238.06	61.94	79.35	648.47
TOTAL INTEREST & MISC INCOME	300.00	300.00	238.06	61.94	79.35	648.47
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	175,000.00	175,000.00	64,352.53	110,647.47	36.77	187,460.38
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	1,048.09	1,951.91	34.94	4,589.79
TOTAL RENTAL INCOME	178,000.00	178,000.00	65,400.62	112,599.38	36.74	192,050.17
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	88,074.30
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	88,074.30
TOTAL FUND REVENUE	298,300.00	298,300.00	101,309.68			377,346.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	41,833.00	41,833.00	12,456.04	(29,376.96)	29.78	38,868.81
901-49500-104 ADMIN PART-TIME - OVERTIME	262.00	262.00	.00	(262.00)	.00	.00
901-49500-121 PERA (EMPLOYER)	3,138.00	3,138.00	934.21	(2,203.79)	29.77	2,790.62
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,200.00	3,200.00	879.31	(2,320.69)	27.48	2,652.39
901-49500-131 MEDICAL/LIFE/DENTAL	9,544.00	9,544.00	4,521.36	(5,022.64)	47.37	9,161.88
901-49500-151 WORKERS' COMPENSATION PREMIU	300.00	300.00	86.09	(213.91)	28.70	193.40
901-49500-154 HRA/FLEX FEES	100.00	100.00	29.80	(70.20)	29.80	68.00
TOTAL PERSONAL SERVICES	58,377.00	58,377.00	18,906.81	(39,470.19)	32.39	53,735.10
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	800.00	800.00	106.86	(693.14)	13.36	309.00
TOTAL SUPPLIES	800.00	800.00	106.86	(693.14)	13.36	309.00
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	2,000.00	2,000.00	.00	(2,000.00)	.00	2,190.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,500.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	1,818.28	(4,681.72)	27.97	5,330.40
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	1,887.75	(5,612.25)	25.17	7,200.80
901-49500-322 POSTAGE	100.00	100.00	63.00	(37.00)	63.00	58.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	.00
901-49500-340 ADVERTISING	100.00	100.00	.00	(100.00)	.00	30.45
TOTAL OTHER SERVICES AND CHA	19,300.00	19,300.00	6,769.03	(12,530.97)	35.07	17,309.65
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	2,571.16	2,371.16	1,285.58	182.09
901-49500-433 DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	744.00	(2,756.00)	21.26	3,479.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	.00
TOTAL MISCELLANEOUS	4,100.00	4,100.00	3,315.16	(784.84)	80.86	3,661.09
TOTAL LOW RENT ADMINISTRATION	82,577.00	82,577.00	29,097.86	(53,479.14)	35.24	75,014.84

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	240.00	240.00	32.87	(207.13)	13.70	8,295.91
	<i>TOTAL SUPPLIES</i>	240.00	240.00	32.87	(207.13)	13.70	8,295.91
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	32.87	(207.13)	13.70	8,295.91

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	24,586.00	24,586.00	6,666.47	(17,919.53)	27.11	20,029.74
901-49700-121 PERA (EMPLOYER)	1,844.00	1,844.00	484.88	(1,359.12)	26.30	1,472.60
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,881.00	1,881.00	471.77	(1,409.23)	25.08	1,392.86
901-49700-131 MEDICAL/DENTAL/LIFE	4,772.00	4,772.00	1,965.00	(2,807.00)	41.18	4,581.00
901-49700-151 WORKERS' COMPENSATION PREMIU	2,000.00	2,000.00	425.80	(1,574.20)	21.29	963.38
TOTAL PERSONAL SERVICES	35,083.00	35,083.00	10,013.92	(25,069.08)	28.54	28,439.58
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	731.30	(3,268.70)	18.28	3,920.91
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	731.30	(3,468.70)	17.41	3,920.91
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	11,398.03	(23,601.97)	32.57	42,793.57
901-49700-360 INSURANCE AND BONDS	14,000.00	14,000.00	.00	(14,000.00)	.00	10,727.00
901-49700-370 PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	.00	(15,000.00)	.00	14,783.00
901-49700-381 ELECTRIC UTILITIES	38,000.00	38,000.00	13,137.40	(24,862.60)	34.57	35,235.69
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	2,031.72	(6,968.28)	22.57	6,618.15
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	583.81	(2,416.19)	19.46	2,364.71
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,407.14	(2,792.86)	33.50	4,024.56
TOTAL OTHER SERVICES AND CHA	118,200.00	118,200.00	28,558.10	(89,641.90)	24.16	116,546.68
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	48,000.00	48,000.00	.00	(48,000.00)	.00	42,716.18
TOTAL MISCELLANEOUS	48,000.00	48,000.00	.00	(48,000.00)	.00	42,716.18
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	5,000.00	5,000.00	.00	(5,000.00)	.00	2,248.82
901-49700-502 BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	10,000.00	10,000.00	.00	(10,000.00)	.00	2,248.82
TOTAL LOW RENT MAINTENANCE	215,483.00	215,483.00	39,303.32	(176,179.68)	18.24	193,872.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	298,300.00	298,300.00	68,434.05			277,182.92
NET REVENUES OVER EXPENDITURE	.00	.00	32,875.63			100,164.02

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2023

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10200	EDA HOUSING DIV OPERATING CASH	75,733.00	
	TOTAL ASSETS		75,733.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	75,733.00	
	TOTAL FUND EQUITY		75,733.00
	TOTAL LIABILITIES AND EQUITY		75,733.00

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

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>							
903-36201	HUD LAWSUIT PROCEEDS	.00	.00	.00	.00	.00	75,733.00
	TOTAL INTEREST & MISC INCOME	.00	.00	.00	.00	.00	75,733.00
	TOTAL FUND REVENUE	.00	.00	.00			75,733.00
	NET REVENUES OVER EXPENDITURE	.00	.00	.00			75,733.00

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2023

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	8,700.00	
	TOTAL ASSETS		8,700.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	8,700.00	
	BALANCE - CURRENT DATE	8,700.00	
	TOTAL FUND EQUITY		8,700.00
	TOTAL LIABILITIES AND EQUITY		8,700.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	8,700.00	26,300.00	24.86	88,074.30
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	8,700.00	26,300.00	24.86	88,074.30
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>8,700.00</u>			<u>88,074.30</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	88,074.30
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	88,074.30
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	88,074.30

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

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			88,074.30
NET REVENUES OVER EXPENDITURE	.00	.00	8,700.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	3,251.38
205-36215 UNREALIZED MKT VALUE GAIN/LOSS	.00	.00	.00	.00	.00	(11,911.77)
TOTAL INTEREST	.00	.00	.00	.00	.00	(8,660.39)
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	180,000.00	180,000.00	80,238.65	99,761.35	44.58	187,492.73
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	80,238.65	99,761.35	44.58	187,492.73
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	50,000.00	50,000.00	.00	50,000.00	.00	350,000.00
TOTAL TRANSFERS FROM OTHER FU	50,000.00	50,000.00	.00	50,000.00	.00	350,000.00
TOTAL FUND REVENUE	230,000.00	230,000.00	80,238.65			528,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	68,521.00	68,521.00	20,776.34	(47,744.66)	30.32	51,998.63
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	490.00	(2,010.00)	19.60	1,435.00
205-41930-121 PERA (EMPLOYER)	5,150.00	5,150.00	1,558.25	(3,591.75)	30.26	3,886.10
205-41930-122 FICA/MEDICARE (EMPLOYER)	5,253.00	5,253.00	1,593.27	(3,659.73)	30.33	3,984.79
205-41930-131 MEDICAL/DENTAL/LIFE	13,826.00	13,826.00	5,875.20	(7,950.80)	42.49	9,887.40
205-41930-132 LONGEVITY PAY	143.00	143.00	.00	(143.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	420.00
205-41930-151 WORKERS' COMPENSATION PREMIU	565.00	565.00	176.72	(388.28)	31.28	282.20
205-41930-154 HRA/FLEX FEES	80.00	80.00	23.84	(56.16)	29.80	33.84
TOTAL PERSONAL SERVICES	97,238.00	97,238.00	30,493.62	(66,744.38)	31.36	71,927.96
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	70.99	(229.01)	23.66	241.53
205-41930-209 SOFTWARE UPDATES	.00	.00	.00	.00	.00	73.44
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	350.00	350.00	.00	(350.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	279.99
TOTAL SUPPLIES	3,950.00	3,950.00	70.99	(3,879.01)	1.80	594.96
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	250.00	(4,750.00)	5.00	1,321.50
205-41930-306 MCCOMB & HOTEL STUDY	.00	3,000.00	.00	(3,000.00)	.00	.00
205-41930-307 MARKET OR BRE STUDY	.00	35,000.00	.00	(35,000.00)	.00	.00
205-41930-313 IT MGMT & BACKUP	5,600.00	5,600.00	1,818.28	(3,781.72)	32.47	5,330.40
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	180.00	(360.00)	33.33	608.89
205-41930-331 TRAVEL/MEALS/LODGING	1,200.00	1,200.00	406.30	(793.70)	33.86	940.64
205-41930-334 MILEAGE REIMBURSEMENT	1,500.00	1,500.00	93.60	(1,406.40)	6.24	459.14
205-41930-351 LEGAL NOTICES/ORD PUB	350.00	350.00	.00	(350.00)	.00	.00
205-41930-360 INSURANCE AND BONDS	2,500.00	2,500.00	.00	(2,500.00)	.00	4,311.98
205-41930-381 ELECTRIC UTILITIES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00	(75.00)	.00	.00
205-41930-383 GAS UTILITIES	200.00	200.00	.00	(200.00)	.00	.00
TOTAL OTHER SERVICES & CHARG	17,965.00	55,965.00	2,748.18	(53,216.82)	4.91	12,972.55

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	101.00	101.00	.00	(101.00)	.00	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	.00	(15,000.00)	.00	11,500.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	2,190.65	2,190.65	.00	31,360.67
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	3,770.00	3,770.00	1,805.00	(1,965.00)	47.88	4,163.60
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	385.00	(1,615.00)	19.25	1,678.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00	(30,000.00)	.00	29,091.82
205-41930-484 NLX ACTIVITIES	7,800.00	7,800.00	.00	(7,800.00)	.00	.00
205-41930-485 PROPERTY TAXES	.00	.00	.00	.00	.00	712.00
205-41930-489 IND PARK MARKETING	5,000.00	5,000.00	.00	(5,000.00)	.00	5,000.00
<i>TOTAL MISCELLANEOUS</i>	<u>63,771.00</u>	<u>63,771.00</u>	<u>4,380.65</u>	<u>(59,390.35)</u>	<u>6.87</u>	<u>83,506.09</u>
TOTAL EDA ADMINISTRATION	<u><u>182,924.00</u></u>	<u><u>220,924.00</u></u>	<u><u>37,693.44</u></u>	<u><u>(183,230.56)</u></u>	<u><u>17.06</u></u>	<u><u>169,001.56</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

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	29,193.00	29,193.00	9,186.80	(20,006.20)	31.47	28,813.20
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	2,386.76	(4,613.24)	34.10	5,040.54
205-47000-121 PERA (EMPLOYER)	2,843.00	2,843.00	689.01	(2,153.99)	24.24	2,154.84
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,900.00	2,900.00	864.31	(2,035.69)	29.80	2,511.05
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	3,663.37	(4,978.63)	42.39	8,270.16
205-47000-132 LONGEVITY PAY	712.00	712.00	.00	(712.00)	.00	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	750.00	750.00	.00	(750.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	3,089.00	3,089.00	691.21	(2,397.79)	22.38	1,577.49
205-47000-154 HRA/FLEX FEES	100.00	100.00	14.90	(85.10)	14.90	34.00
TOTAL PERSONAL SERVICES	56,229.00	56,229.00	17,496.36	(38,732.64)	31.12	48,401.28
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	72.79	(127.21)	36.40	221.74
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	216.22
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,929.76	(13,070.24)	12.87	8,362.99
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	(1,000.00)	.00	347.12
TOTAL SUPPLIES	16,325.00	16,325.00	2,002.55	(14,322.45)	12.27	9,148.07
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	82.26	(267.74)	23.50	247.22
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	5,280.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	5,912.26	(14,587.74)	28.84	18,352.29
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	1,846.16	(3,653.84)	33.57	5,265.88
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	3,112.54	(1,087.46)	74.11	4,818.60
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	1,514.84	(4,485.16)	25.25	5,686.74
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	12,468.06	(30,081.94)	29.30	39,650.73
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	20,000.00	20,000.00	3,590.14	(16,409.86)	17.95	40,340.82
205-47000-413 BNSF PARKING LOT LEASE	2,500.00	2,500.00	2,568.97	68.97	102.76	2,494.15
205-47000-489 OTHER CONTRACTED SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
205-47000-494 PARKING LOT/EXTERIOR PROJECT	480,000.00	480,000.00	.00	(480,000.00)	.00	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	22,810.05	22,810.05	.00	13,797.53
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	306.39
TOTAL MISCELLANEOUS	507,500.00	507,500.00	28,969.16	(478,530.84)	5.71	56,938.89
TOTAL MALL OPERATING EXPENSES	622,604.00	622,604.00	60,936.13	(561,667.87)	9.79	154,138.97

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	805,528.00	843,528.00	98,629.57			323,140.53
NET REVENUES OVER EXPENDITURE	(575,528.00)	(613,528.00)	(18,390.92)			205,691.81

<p>CAMBRIDGE EDA MEETING</p> <p>June 20, 2023</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	5/10/2023	126138 - 126177	7,557.16
Prepaid Checks	5/24/2023	126192 - 126267	3,478.96
Prepaid Checks	6/1/2023	126275 - 126337	2,106.84
Prepaid Checks	6/7/2023	126342 - 126375	6,692.68
	Prepaid Totals		19,835.64

TOTAL SUBMITTED FOR APPROVAL

\$19,835.64

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 5/4/23-6/7/23.

Caroline Moe 6/7/23
Caroline Moe, Director of Finance signature & date

Linda Gerlach 6/8/23
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
596	Bloomquist Electric Inc	Install Time Clock - Mall	1,100.00
	Total 596:		1,100.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		4.60
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
1578	Don Metcalf Construction	Repairs Bridge Park - Labor & Material	694.29
	Total 1578:		694.29
2421	Redpath and Company LLC	Completion of REAC submission	1,000.00
	Total 2421:		1,000.00
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	319.06
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	320.78
	Total 3189:		986.08
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,281.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	801.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,201.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	400.50
	Total 3258:		3,684.60
3521	Menards	Maintenance Supplies - Mall	2.59
	Total 3521:		2.59
	Grand Totals:		7,557.16

Dated: 5/10/2023

City Treasurer: *Caroline M...*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/23	05/10/2023	126138	596	Bloomquist Electric Inc	205-20100	1,100.00
05/23	05/10/2023	126145	1140	Cintas Corporation	205-20100	4.60
05/23	05/10/2023	126146	1170	City Laundering Co.	205-20100	85.00
05/23	05/10/2023	126150	1578	Don Metcalf	901-20100	694.29
05/23	05/10/2023	126161	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,684.60
05/23	05/10/2023	126167	3189	LePage and Sons	901-20100	986.08
05/23	05/10/2023	126170	3521	Menards	205-20100	2.59
05/23	05/10/2023	126177	2421	Redpath and Company LLC	901-20100	1,000.00
Grand Totals:						<u>7,557.16</u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	168.91
	Total 306:		168.91
444	Bassing Electric	Electrical Service Work - Bridge Park	141.15
	Total 444:		141.15
958	Capital One	Tenant Services - Bridge Park	15.10
958	Capital One	Materials/Operating Supplies - Bridge Park	14.44
	Total 958:		29.54
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
	Total 969:		15.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		9.20
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
2326	Hasser Garage Doors Inc.	Repair & Maint - Bridge Park	565.00
	Total 2326:		565.00
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	883.51
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	1,006.16
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	166.00
	Total 3006:		2,055.67
3521	Menards	Materials - Operating Supplies - Bridge Park	31.93
3521	Menards	Tenant Services - Bridge Park	25.41
3521	Menards	Materials - Bridge Park	70.35
3521	Menards	Materials - Bridge Park	202.12
3521	Menards	Tenant Services - Bridge Park	5.97
3521	Menards	Materials - Bridge Park	12.05
	Total 3521:		347.83
5801	Verizon Wireless	wireless phone service - Maintenance	20.55
5801	Verizon Wireless	wireless phone service - Bridge Park	41.11

Vendor	Vendor Name	Description	Net Invoice Amount
		Total 5801:	61.66
		Grand Totals:	<u>3,478.96</u>

Dated: 5/24/23

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/23	05/24/2023	126192	306	ARC Irrigation, LLC	901-20100	168.91
05/23	05/24/2023	126194	444	Bassing Electric	901-20100	141.15
05/23	05/24/2023	126202	958	Capital One	901-20100	29.54
05/23	05/24/2023	126204	969	Elan Financial Services	205-20100	15.00
05/23	05/24/2023	126207	1140	Cintas Corporation	205-20100	9.20
05/23	05/24/2023	126208	1170	City Laundering Co.	205-20100	85.00
05/23	05/24/2023	126223	2326	Hasser Garage Doors Inc.	901-20100	565.00
05/23	05/24/2023	126232	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	2,055.67
05/23	05/24/2023	126238	3521	Menards	901-20100	347.83
05/23	05/24/2023	126267	5801	Verizon Wireless	901-20100	61.66
Grand Totals:						3,478.96

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Bridge Park	145.00
	Total 70:		145.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		4.60
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	733.88
	Total 2350:		733.88
2411	Hillyard Inc.	Maintenance Supplies - Mall	259.81
	Total 2411:		259.81
3521	Menards	Maintenance Supplies - Mall	34.43
	Total 3521:		34.43
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	13.50
	Total 3543:		13.50
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	457.81
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	457.81
	Total 5965:		915.62
	Grand Totals:		2,106.84

Dated: 6/1/2023

City Treasurer: *Cawline*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/01/2023	126275	70	Adams Pest Control - Main	901-20100	145.00
06/23	06/01/2023	126283	1140	Cintas Corporation	205-20100	4.60
06/23	06/01/2023	126294	2350	HD Supply Facilities Maintenance Ltd	901-20100	733.88
06/23	06/01/2023	126295	2411	Hillyard / Minneapolis	205-20100	259.81
06/23	06/01/2023	126308	3521	Menards	205-20100	34.43
06/23	06/01/2023	126309	3543	Metro Sales, Inc.	901-20100	13.50
06/23	06/01/2023	126337	5965	White Bear IT Solutions LLC	901-20100	915.62
Grand Totals:						2,106.84

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	168.91
	Total 306:		168.91
444	Bassing Electric	Final Billing Installation of Wiring - Bridge Park	460.00
	Total 444:		460.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		4.60
1170	City Laundering Co.	Rugs - DMV and Mall	85.00
	Total 1170:		85.00
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	320.78
	Total 3189:		320.78
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,281.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	801.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,201.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	400.50
	Total 3258:		3,684.60
3501	MEI Total Elevator Solutions	June Monthly Service - Bridge Park	298.79
	Total 3501:		298.79
4175	Northern Edge Carpet & Vinyl	Repairs - Bridge Park	170.00
	Total 4175:		170.00
4567	Precision Property Maintenan	Property Maintenance Services - Lawn Care	1,500.00
	Total 4567:		1,500.00
	Grand Totals:		6,692.68

Dated: 6/7/2023

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/07/2023	126342	306	ARC Irrigation, LLC	901-20100	168.91
06/23	06/07/2023	126345	444	Bassing Electric	901-20100	460.00
06/23	06/07/2023	126350	1140	Cintas Corporation	205-20100	4.60
06/23	06/07/2023	126351	1170	City Laundering Co.	205-20100	85.00
06/23	06/07/2023	126357	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,684.60
06/23	06/07/2023	126362	3189	LePage and Sons	901-20100	320.78
06/23	06/07/2023	126365	3501	MEI Total Elevator Solutions	901-20100	298.79
06/23	06/07/2023	126371	4175	Northern Edge Carpet & Vinyl LLC	901-20100	170.00
06/23	06/07/2023	126375	4567	Precision Property Maintenance	205-20100	1,500.00
Grand Totals:						<u>6,692.68</u>

3D

Date: *June 20, 2023*

To: *EDA Board of Commissioners*

From: *Deb Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- Processed rent checks. Submitted MTCS Report (vacancy report). All units are occupied currently. One vacant for the end of June and the unit is rented for July.
- Ted's Appliance has been coming out to the property and pulling out the air conditioner and cleaning them.
- New light fixtures were installed in the lobby area.