

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – January 16, 2024

A regular meeting of the Cambridge Economic Development Authority (EDA) was held at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

Staff present: City Administrator Vogel, Deputy City Administrator Smith, Executive Director Moe, Housing Supervisor Barrett, Police Chief Schuster, Public Works Director Schwab, and Assistant to the City Administrator Seiberlich.

Call to Order

Shogren called the meeting to order at 5:46 p.m.

Approval of Agenda

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

Consent Agenda

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

- A. Approval of December 18, 2023 regular meeting minutes
- B. Approve EDA Draft November 2023 Financial Statements
- C. Approve EDA Admin Division Bills Checks #127906 - #128135 Totaling \$54,306.07
- 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 Recommended Lease Changes due to New Crime Free Leasing Legislation

Barrett stated Squires, Waldspurger & Mace, P.A. reviewed the Bridge Park Apartments residential lease to determine necessary changes to comply with recent changes to Minnesota housing laws.

3D

Date: *January 16, 2024*

To: *EDA Board of Commissioners*

From: *Debra Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- *Bridge Park is 100% occupied.*
- *Submitted Federal Labor Standards Agency Monitoring Review to HUD.*
- *Bridge Park has been awarded \$114,180 for the 2024 Operating Funds.*
- *Distributed Certificate of Rent paid to current public housing residents and residents who vacated in 2023.*
- *Resident meeting is on January 11, 2024. Annual Recertification Packets will be handed out to residents that attend; the rest of the residents will need to pick up their packet from the office.*
- *Quarterly inspections will be conducted later in January.*

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2023

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(25,347.27)	
901-10102	INVESTMENTS--PBC	121,718.04	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	347,598.79	
901-15500	PREPAID EXPENSES	2,475.00	
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		<u>827,946.26</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	3,540.80	
901-21650	ACCRUED VACATION & SICK PAY	1,614.38	
901-22600	TENANT SECURITY DEPOSITS	40,288.92	
	TOTAL LIABILITIES		45,444.10

FUND EQUITY

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	<u>74,150.85</u>	
	BALANCE - CURRENT DATE	<u>74,150.85</u>	
	TOTAL FUND EQUITY		<u>782,502.16</u>
	TOTAL LIABILITIES AND EQUITY		<u>827,946.26</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	94,167.00	(9,167.00)	110.78	96,574.00
TOTAL INTERGOVERNMENTAL REVE	85,000.00	85,000.00	94,167.00	(9,167.00)	110.78	96,574.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	691.81	(391.81)	230.60	648.47
TOTAL INTEREST & MISC INCOME	300.00	300.00	691.81	(391.81)	230.60	648.47
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	175,000.00	175,000.00	187,086.53	(12,086.53)	106.91	187,460.38
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	3,047.93	(47.93)	101.60	4,589.79
TOTAL RENTAL INCOME	178,000.00	178,000.00	190,134.46	(12,134.46)	106.82	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	284,993.27			377,346.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	35,723.94	(6,109.06)	85.40	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	2,679.33	(458.67)	85.38	2,790.62
901-49500-122	FICA/MEDICARE (EMPLOYER)	3,200.00	3,200.00	2,509.54	(690.46)	78.42	2,652.39
901-49500-131	MEDICAL/LIFE/DENTAL	9,544.00	9,544.00	10,128.36	584.36	106.12	9,161.88
901-49500-151	WORKERS' COMPENSATION PREMIU	300.00	300.00	246.02	(53.98)	82.01	193.40
901-49500-154	HRA/FLEX FEES	100.00	100.00	62.70	(37.30)	62.70	68.00
	TOTAL PERSONAL SERVICES	58,377.00	58,377.00	51,349.89	(7,027.11)	87.96	53,735.10
<i>SUPPLIES</i>							
901-49500-201	OFFICE SUPPLY	800.00	800.00	209.23	(590.77)	26.15	309.00
	TOTAL SUPPLIES	800.00	800.00	209.23	(590.77)	26.15	309.00
<i>OTHER SERVICES AND CHARGES</i>							
901-49500-304	LEGAL FEES	2,000.00	2,000.00	10,009.00	8,009.00	500.45	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	5,024.27	(1,475.73)	77.30	5,330.40
901-49500-321	TELEPHONE EXPENSE	7,500.00	7,500.00	6,184.41	(1,315.59)	82.46	7,200.80
901-49500-322	POSTAGE	100.00	100.00	269.12	169.12	269.12	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	61.96	(38.04)	61.96	30.45
	TOTAL OTHER SERVICES AND CHA	19,300.00	19,300.00	24,548.76	5,248.76	127.20	17,309.65
<i>MISCELLANEOUS</i>							
901-49500-413	RENTALS - OFFICE EQUIPMENT	200.00	200.00	248.81	48.81	124.41	182.09
901-49500-433	DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	3,699.00	199.00	105.69	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	3,947.81	(152.19)	96.29	3,661.09
	TOTAL LOW RENT ADMINISTRATION	82,577.00	82,577.00	80,055.69	(2,521.31)	96.95	75,014.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	117.47	(122.53)	48.95	8,295.91
	<i>TOTAL SUPPLIES</i>	240.00	240.00	117.47	(122.53)	48.95	8,295.91
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	117.47	(122.53)	48.95	8,295.91

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	21,100.93	(3,485.07)	85.82	20,029.74
901-49700-121 PERA (EMPLOYER)	1,844.00	1,844.00	1,428.52	(415.48)	77.47	1,472.60
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,881.00	1,881.00	1,497.90	(383.10)	79.63	1,392.86
901-49700-131 MEDICAL/DENTAL/LIFE	4,772.00	4,772.00	4,768.50	(3.50)	99.93	4,581.00
901-49700-151 WORKERS' COMPENSATION PREMIU	2,000.00	2,000.00	1,316.75	(683.25)	65.84	963.38
TOTAL PERSONAL SERVICES	35,083.00	35,083.00	30,112.60	(4,970.40)	85.83	28,439.58
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	4,807.65	807.65	120.19	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	4,807.65	607.65	114.47	3,920.91
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	43,357.84	8,357.84	123.88	42,793.57
901-49700-360 INSURANCE AND BONDS	14,000.00	14,000.00	6,813.00	(7,187.00)	48.66	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	30,765.98	(7,234.02)	80.96	35,235.69
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	6,183.27	(2,816.73)	68.70	6,618.15
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,567.46	(1,432.54)	52.25	2,364.71
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	3,767.26	(432.74)	89.70	4,024.56
TOTAL OTHER SERVICES AND CHA	118,200.00	118,200.00	92,454.81	(25,745.19)	78.22	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	3,294.20	(1,705.80)	65.88	.00
TOTAL IMPROVEMENTS/BETTERM	10,000.00	10,000.00	3,294.20	(6,705.80)	32.94	2,248.82
TOTAL LOW RENT MAINTENANCE	215,483.00	215,483.00	130,669.26	(84,813.74)	60.64	193,872.17

CITY OF CAMBRIDGE

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 11 MONTHS ENDING NOVEMBER 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	210,842.42			277,182.92
NET REVENUES OVER EXPENDITURE	.00	.00	74,150.85			100,164.02

CITY OF CAMBRIDGE
BALANCE SHEET
NOVEMBER 30, 2023

HOUSING-OTHER BUS ACTIVITIES

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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
NOVEMBER 30, 2023

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	18,700.00	
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	TOTAL ASSETS		18,700.00
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<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	18,700.00	
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	BALANCE - CURRENT DATE	18,700.00	
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	TOTAL FUND EQUITY		18,700.00
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	TOTAL LIABILITIES AND EQUITY		18,700.00
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CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	18,700.00	16,300.00	53.43	88,074.30
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	18,700.00	16,300.00	53.43	88,074.30
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>18,700.00</u>			<u>88,074.30</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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 11 MONTHS ENDING NOVEMBER 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	18,700.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	201,878.62	(21,878.62)	112.15	187,492.73
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	201,878.62	(21,878.62)	112.15	187,492.73
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	50,000.00	50,000.00	50,000.00	.00	100.00	350,000.00
TOTAL TRANSFERS FROM OTHER FU	50,000.00	50,000.00	50,000.00	.00	100.00	350,000.00
TOTAL FUND REVENUE	230,000.00	230,000.00	251,878.62			528,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	60,625.95	(7,895.05)	88.48	51,998.63
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	1,505.00	(995.00)	60.20	1,435.00
205-41930-121	PERA (EMPLOYER)	5,150.00	5,150.00	4,547.00	(603.00)	88.29	3,886.10
205-41930-122	FICA/MEDICARE (EMPLOYER)	5,253.00	5,253.00	4,650.76	(602.24)	88.54	3,984.79
205-41930-131	MEDICAL/DENTAL/LIFE	13,826.00	13,826.00	13,996.11	170.11	101.23	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	1,200.00	.00	100.00	420.00
205-41930-151	WORKERS' COMPENSATION PREMIU	565.00	565.00	484.09	(80.91)	85.68	282.20
205-41930-154	HRA/FLEX FEES	80.00	80.00	50.16	(29.84)	62.70	33.84
	TOTAL PERSONAL SERVICES	97,238.00	97,238.00	87,059.07	(10,178.93)	89.53	71,927.96
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	300.00	300.00	122.29	(177.71)	40.76	241.53
205-41930-209	SOFTWARE UPDATES	.00	.00	102.94	102.94	.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	225.23	(3,724.77)	5.70	594.96
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	844.00	(4,156.00)	16.88	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	5,024.27	(575.73)	89.72	5,330.40
205-41930-321	TELEPHONE/CELLULAR	540.00	540.00	360.00	(180.00)	66.67	608.89
205-41930-331	TRAVEL/MEALS/LODGING	1,200.00	1,200.00	451.30	(748.70)	37.61	940.64
205-41930-334	MILEAGE REIMBURSEMENT	1,500.00	1,500.00	275.95	(1,224.05)	18.40	459.14
205-41930-351	LEGAL NOTICES/ORD PUB	350.00	350.00	125.37	(224.63)	35.82	.00
205-41930-360	INSURANCE AND BONDS	2,500.00	2,500.00	1,735.62	(764.38)	69.42	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	8,816.51	(47,148.49)	15.75	12,972.55

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	8,800.00 (6,200.00)	58.67	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	2,965.00 (805.00)	78.65	4,163.60
205-41930-440	SCHOOLS & MEETINGS	2,000.00	2,000.00	445.00 (1,555.00)	22.25	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	3,042.00 3,042.00	.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>17,442.65 (46,328.35)</u>	<u>27.35</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>113,543.46 (107,380.54)</u></u>	<u><u>51.39</u></u>	<u><u>169,001.56</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 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	26,448.79	(2,744.21)	90.60	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	5,799.51	(1,200.49)	82.85	5,040.54
205-47000-121 PERA (EMPLOYER)	2,843.00	2,843.00	1,983.66	(859.34)	69.77	2,154.84
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,900.00	2,900.00	2,402.86	(497.14)	82.86	2,511.05
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	8,723.81	81.81	100.95	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	2,139.18	(949.82)	69.25	1,577.49
205-47000-154 HRA/FLEX FEES	100.00	100.00	31.35	(68.65)	31.35	34.00
TOTAL PERSONAL SERVICES	56,229.00	56,229.00	47,529.16	(8,699.84)	84.53	48,401.28
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	222.37	22.37	111.19	221.74
205-47000-212 GASOLINE/FUEL	125.00	125.00	102.41	(22.59)	81.93	216.22
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	4,800.38	(10,199.62)	32.00	8,362.99
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	97.79	(902.21)	9.78	347.12
TOTAL SUPPLIES	16,325.00	16,325.00	5,222.95	(11,102.05)	31.99	9,148.07
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	226.31	(123.69)	64.66	247.22
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	4,966.00	(1,034.00)	82.77	5,280.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	17,152.40	(3,347.60)	83.67	18,352.29
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	5,190.49	(309.51)	94.37	5,265.88
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	5,407.34	1,207.34	128.75	4,818.60
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	3,940.42	(2,059.58)	65.67	5,686.74
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	36,882.96	(5,667.04)	86.68	39,650.73
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	20,000.00	20,000.00	23,911.30	3,911.30	119.56	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	376,172.47	(103,827.53)	78.37	.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	63,410.78	63,410.78	.00	13,797.53
205-47000-498 TENANT BUILD OUT	.00	.00	5,787.50	5,787.50	.00	.00
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	306.39
TOTAL MISCELLANEOUS	507,500.00	507,500.00	471,851.02	(35,648.98)	92.98	56,938.89
TOTAL MALL OPERATING EXPENSES	622,604.00	622,604.00	561,486.09	(61,117.91)	90.18	154,138.97

CITY OF CAMBRIDGE
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 FOR THE 11 MONTHS ENDING NOVEMBER 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	675,029.55			323,140.53
NET REVENUES OVER EXPENDITURE	(575,528.00)	(613,528.00)	(423,150.93)			205,691.81

Godfrey motioned, seconded by Ziebarth, to approve the recommended changes to the residential lease for Bridge Park Apartments. All voted aye, motion passed unanimously.

B Solicit Bids for Water Softener

Barrett asked the EDA Board to authorize staff to solicit bids for a new water softener and bring bids for consideration at the March 18, 2024 EDA meeting. The last time the water softener was installed was in 2002 by Eco Water.

Iverson motioned, seconded by Ziebarth, to authorize staff to solicit bids for a new water softener and bring bids for consideration at the March 18, 2024 EDA meeting. All voted aye, no nays, motion passed unanimously.

C Solicit Bids for New Appliances

Barrett asked the EDA Board authorize staff to solicit bids for new appliances and bring bids for consideration at the March 18, 2024, EDA meeting. Stoves and refrigerators were replaced in 2007. Depending on the cost, staff may only be able to replace a portion of the appliances in 2024.

Berg motioned, seconded by Godfrey, to authorize staff to solicit bids for new appliances and bring bids for consideration at the March 18, 2024, EDA meeting. All voted aye, no nays, motion passed unanimously.

Adjournment

Godfrey moved, seconded by Iverson, to adjourn the meeting at 5:50 p.m. Motion carried unanimously.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

CAMBRIDGE EDA MEETING
January 16, 2024
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	12/13/2023	127906 - 127972	23,523.76
Prepaid Checks	12/20/2023	127985 - 128028	22,236.66
Prepaid Checks	12/27/2023	128044 - 128081	476.30
Prepaid Checks	1/3/2024	128094 - 128135	8,069.35
	Prepaid Totals		<hr/> 54,306.07 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$54,306.07

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 12/7/23-1/3/24.

Caroline Moe 1/5/2024

Caroline Moe, Director of Finance signature & date

Linda Gerlach 1/5/2024

Linda Gerlach, Finance Clerk signature & date

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
1553	DW Companies LLC	Salt/Sand - Bridge Park	300.00
	Total 1553:		300.00
1595	Douglas-Kerr Underground, L	2023 City Parking Lot Improvements - Pay App No 4	17,813.96
	Total 1595:		17,813.96
2536	Independent Testing Tech. Inc	City Parking Lot Reconstruction - I.T.T. Project #23-122	1,200.00
	Total 2536:		1,200.00
4011	NAC Mechanical & Electrical	Repairs & Maint Bldgs/Structures - Mall	372.00
	Total 4011:		372.00
4175	Northern Edge Carpet & Vinyl	Install Vinyl Flooring - Bridge Park	3,088.20
	Total 4175:		3,088.20
4567	Precision Property Maintenanc	Fall Clean Up & Shrub Trimming Bridge Park	400.00
	Total 4567:		400.00
5261	Star Quality Glass	Service Call - Mall	200.00
	Total 5261:		200.00
	Grand Totals:		23,523.76

Dated: 12/13/2023City Treasurer: Caroline Howe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/13/2023	127906	70	Adams Pest Control - Main	901-20100	145.00
12/23	12/13/2023	127918	1140	Cintas Corporation	205-20100	4.60
12/23	12/13/2023	127925	1595	Douglas-Kerr Underground, LLC	205-20100	17,813.96
12/23	12/13/2023	127926	1553	DW Companies LLC	901-20100	300.00
12/23	12/13/2023	127938	2536	Independent Testing Tech. Inc.	205-20100	1,200.00
12/23	12/13/2023	127958	4011	NAC Mechanical & Electrical Services	205-20100	372.00
12/23	12/13/2023	127962	4175	Northern Edge Carpet & Vinyl LLC	901-20100	3,088.20
12/23	12/13/2023	127967	4567	Precision Property Maintenance	901-20100	400.00
12/23	12/13/2023	127972	5261	Star Quality Glass	205-20100	200.00
Grand Totals:						23,523.76

Vendor	Vendor Name	Description	Net Invoice Amount
152	All Pride Plumbing Inc	Plumbing Mondo's Pet Depot - 50% Payment	5,250.00
	Total 152:		5,250.00
958	Capital One	Tenant Services - Bridge Park	72.04
	Total 958:		72.04
969	Cardmember Service	Training - D. Barrett	225.00
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	Training - A. Smith	350.00
	Total 969:		590.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
	Total 1140:		4.60
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	1,020.63
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	252.72
	Total 3006:		1,273.35
3521	Menards	Maintenance Supplies - Mall	34.18
3521	Menards	Materials - Operating Supplies - Bridge Park	119.35
3521	Menards	Materials - Operating Supplies - Bridge Park	17.56
3521	Menards	Materials - Operating Supplies - Bridge Park	13.45
	Total 3521:		149.42
4160	North Grid Electric	Electrical Mondo's Pet Depot - 50% Payment	2,437.50
	Total 4160:		2,437.50
4942	Sawmark Construction, LLC	Demo/Remodel Mondo's Pet Depot - 25% Payment	2,893.75
	Total 4942:		2,893.75
5172	Sonshine Coatings	Floor Contractor Mondo's Pet Depot - 50% Payment	9,566.00
	Total 5172:		9,566.00
	Grand Totals:		22,236.66

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 12-20-23

City Treasurer: Caroline Mol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/20/2023	127985	152	All Pride Plumbing Inc	205-20100	5,250.00
12/23	12/20/2023	127990	958	Capital One	901-20100	72.04
12/23	12/20/2023	127991	969	Elan Financial Services	205-20100	590.00
12/23	12/20/2023	127994	1140	Cintas Corporation	205-20100	4.60
12/23	12/20/2023	128008	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	1,273.35
12/23	12/20/2023	128014	3521	Menards	205-20100	34.18
12/23	12/20/2023	128015	3521	Menards	901-20100	115.24
12/23	12/20/2023	128021	4160	North Grid Electric	205-20100	2,437.50
12/23	12/20/2023	128026	4942	Sawmark Construction, LLC	205-20100	2,893.75
12/23	12/20/2023	128028	5172	Sonshine Coatings	205-20100	9,566.00
Grand Totals:						<u>22,236.66</u>

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Electrical Service Work - Bridge Park	291.32
	Total 444:		291.32
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
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	33.53
	Total 3543:		33.53
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.23
	Total 5801:		61.85
	Grand Totals:		476.30

Dated: 12-27-23

City Treasurer: Caroline Murt

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/27/2023	128044	444	Bassing Electric	901-20100	291.32
12/23	12/27/2023	128052	1140	Cintas Corporation	205-20100	4.60
12/23	12/27/2023	128053	1170	City Laundering Co.	205-20100	85.00
12/23	12/27/2023	128070	3543	Metro Sales, Inc.	901-20100	33.53
12/23	12/27/2023	128081	5801	Verizon Wireless	901-20100	61.85
Grand Totals:						476.30

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.60
Total 1140:			4.60
1613	Dusty's Drain Cleaning, Inc.	Repairs & Maint Labor Bldgs - Mall	645.00
Total 1613:			645.00
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	1,331.86
Total 3006:			1,331.86
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	1,281.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	801.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	1,201.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance February	400.50
Total 3258:			3,684.60
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	298.79
Total 3501:			298.79
4919	Squires, Waldspurger & Mace	October Legal Expense	72.00
4919	Squires, Waldspurger & Mace	November Legal Expense	288.00
4919	Squires, Waldspurger & Mace	December Legal Expense	828.00
Total 4919:			1,188.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
Total 5965:			916.50
Grand Totals:			8,069.35

Dated: 1/3/2024

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/03/2024	128094	1140	Cintas Corporation	205-20100	4.60
01/24	01/03/2024	128099	1613	Dusty's Drain Cleaning, Inc.	205-20100	645.00
01/24	01/03/2024	128106	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,684.60
01/24	01/03/2024	128115	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	1,331.86
01/24	01/03/2024	128117	3501	MEI Total Elevator Solutions	901-20100	298.79
01/24	01/03/2024	128127	4919	Squires, Waldspurger & Mace, P.A.	901-20100	1,188.00
01/24	01/03/2024	128135	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						8,069.35