

Cambridge EDA Meeting – Monday May 20, 2024, 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 April 15, 2024 regular meeting minutes (p. 2)
	B. Approve EDA Draft March 2024 Financial Statements (p. 3)
	C. Approve EDA Admin Division Bills Checks # 128886- # 129161 Totaling \$18,291.88 (p. 18)
	D. Housing Supervisor's Report (p. 30)
	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 – April 15, 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: Executive Director Moe, City Administrator Vogel, Deputy City Administrator Smith, 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

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

- A. Approval of March 18, 2024 regular meeting minutes.
- B. Approve EDA Draft February 2024 Financial Statements.
- C. Approve EDA Admin Division Bills Checks # 128645- # 128883 Totaling \$22,330.86.
- D. Housing Supervisor's Report.

Upon roll call, Godfrey, Shogren, Ziebarth, Berg and Iverson voted aye, 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

There were no items under new business.

Adjournment

Berg moved, seconded by Iverson, to adjourn the meeting at 5:47 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	121,840.14	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	370,788.94	
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	(1,843,700.42)	
	TOTAL ASSETS		828,874.71

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	8,204.03	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	36,994.58	
	TOTAL LIABILITIES		48,090.17

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	453,968.09	
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	25,260.68	
	BALANCE - CURRENT DATE	25,260.68	
	TOTAL FUND EQUITY		780,784.54
	TOTAL LIABILITIES AND EQUITY		828,874.71

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	90,000.00	90,000.00	24,018.00	65,982.00	26.69	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	24,018.00	65,982.00	26.69	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	204.25	95.75	68.08	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	204.25	95.75	68.08	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	57,814.48	122,185.52	32.12	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	1,197.84	1,802.16	39.93	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	59,012.32	123,987.68	32.25	209,309.41
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	18,700.00
TOTAL FUND REVENUE	308,300.00	308,300.00	83,234.57			340,612.39

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	44,392.00	44,392.00	9,509.63	(34,882.37)	21.42	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	713.23	(2,616.77)	21.42	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	670.25	(2,725.75)	19.74	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	3,904.75	(6,108.25)	39.00	9,527.61
901-49500-151 WORKERS' COMPENSATION PREMIU	433.00	433.00	104.86	(328.14)	24.22	334.69
901-49500-154 HRA/FLEX FEES	100.00	100.00	24.75	(75.25)	24.75	67.40
<i>TOTAL PERSONAL SERVICES</i>	<u>61,664.00</u>	<u>61,664.00</u>	<u>14,927.47</u>	<u>(46,736.53)</u>	<u>24.21</u>	<u>57,489.98</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	658.00	658.00	153.98	(504.02)	23.40	209.23
<i>TOTAL SUPPLIES</i>	<u>658.00</u>	<u>658.00</u>	<u>153.98</u>	<u>(504.02)</u>	<u>23.40</u>	<u>209.23</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	10,000.00	10,000.00	.00	(10,000.00)	.00	11,197.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	3,000.00
901-49500-313 IT MGMT & BACKUP	6,500.00	6,500.00	1,374.75	(5,125.25)	21.15	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	1,271.48	(6,228.52)	16.95	7,373.83
901-49500-322 POSTAGE	300.00	300.00	.00	(300.00)	.00	269.12
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	.00
901-49500-340 ADVERTISING	50.00	50.00	.00	(50.00)	.00	61.96
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>27,450.00</u>	<u>27,450.00</u>	<u>2,646.23</u>	<u>(24,803.77)</u>	<u>9.64</u>	<u>27,384.43</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	104.27	(170.73)	37.92	282.34
901-49500-433 DUES AND SUBSCRIPTIONS	3,800.00	3,800.00	3,224.00	(576.00)	84.84	3,699.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	225.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,475.00</u>	<u>4,475.00</u>	<u>3,328.27</u>	<u>(1,146.73)</u>	<u>74.37</u>	<u>4,206.34</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>94,247.00</u></u>	<u><u>94,247.00</u></u>	<u><u>21,055.95</u></u>	<u><u>(73,191.05)</u></u>	<u><u>22.34</u></u>	<u><u>89,289.98</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	18.95	(221.05)	7.90	225.33
	<i>TOTAL SUPPLIES</i>	240.00	240.00	18.95	(221.05)	7.90	225.33
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	18.95	(221.05)	7.90	225.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>LOW RENT MAINTENANCE</i>						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	26,084.00	26,084.00	5,143.32	(20,940.68)	19.72	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	385.75	(1,571.25)	19.71	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	363.01	(1,632.99)	18.19	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	1,642.00	(3,364.00)	32.80	4,768.50
901-49700-151 WORKERS' COMPENSATION PREMIU	2,520.00	2,520.00	530.02	(1,989.98)	21.03	1,765.26
<i>TOTAL PERSONAL SERVICES</i>	<i>37,563.00</i>	<i>37,563.00</i>	<i>8,064.10</i>	<i>(29,498.90)</i>	<i>21.47</i>	<i>33,483.34</i>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	3,201.32	(1,798.68)	64.03	5,033.89
901-49700-212 FUEL PURCHASE	50.00	50.00	.00	(50.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<i>5,050.00</i>	<i>5,050.00</i>	<i>3,201.32</i>	<i>(1,848.68)</i>	<i>63.39</i>	<i>5,033.89</i>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	14,752.65	(26,247.35)	35.98	44,718.19
901-49700-360 INSURANCE AND BONDS	10,000.00	10,000.00	.00	(10,000.00)	.00	6,813.00
901-49700-370 PAYMENT IN LIEU OF TAXES	15,000.00	15,000.00	.00	(15,000.00)	.00	16,498.00
901-49700-381 ELECTRIC UTILITIES	38,000.00	38,000.00	8,566.48	(29,433.52)	22.54	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	1,319.07	(5,680.93)	18.84	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	321.05	(2,678.95)	10.70	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	674.32	(3,525.68)	16.06	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>118,200.00</i>	<i>118,200.00</i>	<i>25,633.57</i>	<i>(92,566.43)</i>	<i>21.69</i>	<i>116,857.03</i>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	43,000.00	43,000.00	.00	(43,000.00)	.00	45,256.07
<i>TOTAL MISCELLANEOUS</i>	<i>43,000.00</i>	<i>43,000.00</i>	<i>.00</i>	<i>(43,000.00)</i>	<i>.00</i>	<i>45,256.07</i>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	5,000.00	5,000.00	.00	(5,000.00)	.00	3,294.20
<i>TOTAL IMPROVEMENTS/BETTERM</i>	<i>10,000.00</i>	<i>10,000.00</i>	<i>.00</i>	<i>(10,000.00)</i>	<i>.00</i>	<i>3,294.20</i>
TOTAL LOW RENT MAINTENANCE	213,813.00	213,813.00	36,898.99	(176,914.01)	17.26	203,924.53

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2024

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	308,300.00	308,300.00	57,973.89			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	25,260.68			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2024

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
 BALANCE SHEET
 MARCH 31, 2024

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL		201.00
	TOTAL ASSETS		<u>201.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	201.00	
	BALANCE - CURRENT DATE		201.00
	TOTAL FUND EQUITY		<u>201.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>201.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	201.00	34,799.00	.57	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	201.00	34,799.00	.57	18,700.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>201.00</u>			<u>18,700.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	18,700.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	18,700.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	18,700.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2024

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			18,700.00
NET REVENUES OVER EXPENDITURE	.00	.00	201.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	17,368.71
TOTAL INTEREST	.00	.00	.00	.00	.00	17,368.71
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	180,000.00	180,000.00	62,618.75	117,381.25	34.79	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	62,618.75	117,381.25	34.79	195,844.79
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	150,000.00	150,000.00	.00	150,000.00	.00	50,000.00
TOTAL TRANSFERS FROM OTHER FU	150,000.00	150,000.00	.00	150,000.00	.00	50,000.00
TOTAL FUND REVENUE	330,000.00	330,000.00	62,618.75			263,213.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	82,933.00	82,933.00	19,196.17	(63,736.83)	23.15	69,411.24
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	525.00	(1,975.00)	21.00	1,845.00
205-41930-121 PERA (EMPLOYER)	6,248.00	6,248.00	1,439.73	(4,808.27)	23.04	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	1,483.68	(4,889.32)	23.28	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	4,947.67	(9,552.33)	34.12	13,810.56
205-41930-132 LONGEVITY PAY	380.00	380.00	.00	(380.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	810.00	810.00	259.55	(550.45)	32.04	571.12
205-41930-154 HRA/FLEX FEES	80.00	80.00	19.83	(60.17)	24.79	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	27,871.63	(87,152.37)	24.23	97,388.46
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	.00	(300.00)	.00	122.29
205-41930-209 SOFTWARE UPDATES	.00	.00	.00	.00	.00	102.94
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	300.00	.00	(300.00)	.00	.00
TOTAL SUPPLIES	600.00	600.00	.00	(600.00)	.00	225.23
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	844.00
205-41930-307 MARKET OR BRE STUDY	.00	19,000.00	8,257.78	(10,742.22)	43.46	.00
205-41930-313 IT MGMT & BACKUP	5,600.00	5,600.00	1,374.75	(4,225.25)	24.55	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	135.00	(405.00)	25.00	405.00
205-41930-331 TRAVEL/MEALS/LODGING	1,200.00	1,200.00	319.94	(880.06)	26.66	466.30
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	148.74	(651.26)	18.59	275.95
205-41930-351 LEGAL NOTICES/ORD PUB	300.00	300.00	.00	(300.00)	.00	125.37
205-41930-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	1,735.62
TOTAL OTHER SERVICES & CHARG	13,440.00	32,440.00	10,236.21	(22,203.79)	31.55	9,334.76
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	100.00	100.00	.00	(100.00)	.00	.00
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	.00	8,800.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	.00	.00	.00	2,190.65
205-41930-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	4,000.00	4,000.00	910.00	(3,090.00)	22.75	2,965.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	575.00	(1,425.00)	28.75	795.00
205-41930-484 NLX ACTIVITIES	7,800.00	7,800.00	9,324.00	1,524.00	119.54	.00
205-41930-485 PROPERTY TAXES	.00	.00	.00	.00	.00	3,042.00
205-41930-489 IND PARK MARKETING	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
TOTAL MISCELLANEOUS	19,000.00	19,000.00	10,809.00	(8,191.00)	56.89	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	48,916.84	(118,147.16)	29.28	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

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	30,981.00	30,981.00	7,327.19	(23,653.81)	23.65	30,064.05
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	.00	(7,000.00)	.00	5,769.37
205-47000-121 PERA (EMPLOYER)	2,500.00	2,500.00	549.54	(1,950.46)	21.98	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	544.86	(2,500.14)	17.89	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	3,085.81	(5,978.19)	34.04	8,605.68
205-47000-132 LONGEVITY PAY	833.00	833.00	.00	(833.00)	.00	.00
205-47000-133 DEDUCTIBLE CONTRIBUTION	750.00	750.00	.00	(750.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	3,845.00	3,845.00	786.35	(3,058.65)	20.45	2,403.99
205-47000-154 HRA/FLEX FEES	100.00	100.00	12.40	(87.60)	12.40	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	12,306.15	(46,811.85)	20.82	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	74.69	(125.31)	37.35	240.77
205-47000-212 GASOLINE/FUEL	125.00	125.00	34.68	(90.32)	27.74	102.41
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	1,061.47	(13,938.53)	7.08	5,089.56
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	15.70	(984.30)	1.57	97.79
TOTAL SUPPLIES	16,325.00	16,325.00	1,186.54	(15,138.46)	7.27	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	61.86	(288.14)	17.67	246.93
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	4,966.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	3,278.07	(17,221.93)	15.99	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	1,451.49	(4,048.51)	26.39	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	2,135.57	(2,064.43)	50.85	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	537.70	(5,462.30)	8.96	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	7,464.69	(35,085.31)	17.54	41,929.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	25,000.00	25,000.00	3,337.27	(21,662.73)	13.35	19,621.90
205-47000-413 BNSF PARKING LOT LEASE	2,500.00	2,500.00	2,646.04	146.04	105.84	2,568.97
205-47000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-494 PARKING LOT/EXTERIOR PROJECT	.00	.00	.00	.00	.00	458,597.21
205-47000-498 TENANT BUILD OUT	.00	.00	20,147.25	20,147.25	.00	15,940.00
TOTAL MISCELLANEOUS	28,500.00	28,500.00	26,130.56	(2,369.44)	91.69	496,728.08
TOTAL MALL OPERATING EXPENSES	146,493.00	146,493.00	47,087.94	(99,405.06)	32.14	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	294,557.00	313,557.00	96,004.78			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(33,386.03)			(457,503.32)

Agenda Item 3C

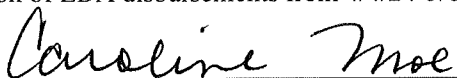
CAMBRIDGE EDA MEETING
 May 20, 2024
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	4/10/2024	128886 - 128913	2,908.44
Prepaid Checks	4/17/2024	128956 - 128999	2,528.81
Prepaid Checks	4/24/2024	129018 - 129048	1,420.59
Prepaid Checks	5/1/2024	129070 - 129134	10,835.13
Prepaid Checks	5/8/2024	129146 - 129161	598.91
Prepaid Totals			18,291.88


TOTAL SUBMITTED FOR APPROVAL

\$18,291.88

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 4/4/24-5/8/24.


5/13/24

Caroline Moe, Director of Finance signature & date


5/13/24

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
444	Bassing Electric	Electrical Service Work - Bridge Park	798.67
Total 444:			798.67
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			60.02
3264	Lockstar Locksmith Service L	Deadbolt Hole Cover and Labor Install	1,900.00
Total 3264:			1,900.00
Grand Totals:			2,908.44

Dated: 4/10/2024

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/24	04/10/2024	128886	70	Adams Pest Control - Main	901-20100	145.00
04/24	04/10/2024	128890	444	Bassing Electric	901-20100	798.67
04/24	04/10/2024	128899	1140	Cintas Corporation	205-20100	4.75
04/24	04/10/2024	128900	1170	City Laundering Co.	205-20100	60.02
04/24	04/10/2024	128913	3264	Lockstar Locksmith Service LLC	901-20100	1,900.00
Grand Totals:						<u>2,908.44</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			4.75
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	172.00
Total 3006:			172.00
3264	Lockstar Locksmith Service L	Service Call and Door Handle - Bridge Park	790.00
Total 3264:			790.00
3521	Menards	Maintenance Supplies - Mall	12.71
3521	Menards	Materials - Operating Supplies - Bridge Park	40.93
Total 3521:			53.64
4211	Northland Fire Protection	Alarm Labor Replace Smoke Detector - Bridge Park	591.92
Total 4211:			591.92
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:			2,528.81

Dated: 4/17/2024

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/24	04/17/2024	128956	1140	Cintas Corporation	205-20100	4.75
04/24	04/17/2024	128971	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	172.00
04/24	04/17/2024	128972	3264	Lockstar Locksmith Service LLC	901-20100	790.00
04/24	04/17/2024	128974	3521	Menards	205-20100	12.71
04/24	04/17/2024	128975	3521	Menards	901-20100	40.93
04/24	04/17/2024	128984	4211	Northland Fire Protection	901-20100	591.92
04/24	04/17/2024	128999	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>2,528.81</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Repair & Maint Supplies Veh/Eq - Bridge Park	77.95
969	Cardmember Service	MNCAR Exchange Access Fees	590.00
969	Cardmember Service	Training - A. Smith	35.00
Total 969:			702.95
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			4.75
3521	Menards	Maintenance Supplies - Mall	8.72
Total 3521:			8.72
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	31.17
Total 3543:			31.17
4559	Precision Pest Control	Pest Control Bridge Park - April Service	145.00
Total 4559:			145.00
4895	Roto-Rooter Services Compa	Repairs - Bridge Park	528.00
Total 4895:			528.00
Grand Totals:			1,420.59

Dated: 4/24/24

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/24	04/24/2024	129018	1140	Cintas Corporation	205-20100	4.75
04/24	04/24/2024	129025	969	Elan Financial Services	205-20100	702.95
04/24	04/24/2024	129037	3521	Menards	205-20100	8.72
04/24	04/24/2024	129038	3543	Metro Sales, Inc.	901-20100	31.17
04/24	04/24/2024	129046	4559	Precision Pest Control	901-20100	145.00
04/24	04/24/2024	129048	4895	Roto-Rooter	901-20100	528.00
Grand Totals:						<u>1,420.59</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
	Total 1140:		4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
	Total 1170:		60.02
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	179.82
	Total 3006:		179.82
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance June	420.50
	Total 3258:		3,868.60
3501	MEI Total Elevator Solutions	May Monthly Service - Bridge Park	313.73
	Total 3501:		313.73
3521	Menards	Materials - Operating Supplies - Bridge Park	784.31
3521	Menards	Maintenance Supplies - Mall	11.03
	Total 3521:		795.34
4895	Roto-Rooter Services Compa	Repairs - Bridge Park	2,000.00
4895	Roto-Rooter Services Compa	Repairs - Bridge Park	264.00
4895	Roto-Rooter Services Compa	Repairs - Bridge Park	2,323.46
	Total 4895:		4,587.46
5261	Star Quality Glass	Rescreen - Bridge Park	47.08
	Total 5261:		47.08
5801	Verizon Wireless	wireless phone service - Maintenance	20.61
5801	Verizon Wireless	wireless phone service - Bridge Park	41.22
	Total 5801:		61.83
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

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>10,835.13</u>

Dated: 5/1/24

City Treasurer: Caroline Trow

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/01/2024	129070	1140	Cintas Corporation	205-20100	4.75
05/24	05/01/2024	129071	1170	City Laundering Co.	205-20100	60.02
05/24	05/01/2024	129082	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
05/24	05/01/2024	129094	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	179.82
05/24	05/01/2024	129100	3501	MEI Total Elevator Solutions	901-20100	313.73
05/24	05/01/2024	129101	3521	Menards	205-20100	11.03
05/24	05/01/2024	129102	3521	Menards	901-20100	784.31
05/24	05/01/2024	129119	4895	Roto-Rooter	901-20100	4,587.46
05/24	05/01/2024	129125	5261	Star Quality Glass	901-20100	47.08
05/24	05/01/2024	129131	5801	Verizon Wireless	901-20100	61.83
05/24	05/01/2024	129134	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						10,835.13

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
	Total 1140:		4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
	Total 1170:		60.02
2411	Hillyard Inc.	Maintenance Supplies - Mall	238.57
	Total 2411:		238.57
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	295.57
	Total 3006:		295.57
	Grand Totals:		598.91

Dated: 5/8/2024

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/08/2024	129146	1140	Cintas Corporation	205-20100	4.75
05/24	05/08/2024	129147	1170	City Laundering Co.	205-20100	60.02
05/24	05/08/2024	129155	2411	Hillyard / Minneapolis	205-20100	238.57
05/24	05/08/2024	129161	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	295.57
Grand Totals:						<u>598.91</u>

3D Housing Supervisor's Report

Date: May 20, 2024
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Submitted MTCS (vacancy report). Bridge Park is 100% occupied.
- Processed rent checks, Ran monthly reports through HUD-Income verification reports.
- NSPIRE Inspection (REAC Inspection) was held on April 16, 2024. Nineteen apartments were inspected. Bridge Park received ninety-two out of one hundred points. Had to have plug-ins replaced with GFI's that were within six feet of water source. Community Room and Laundry Room doors are no longer able to remain open. Had to install a smoke detector in the bedroom and replace the one in the living room in all apartments. The new code for smoke detectors must be within 4"-12" from the ceiling and ours were seventeen". All the work has been completed.
- On May 2nd there were fifteen new refrigerators installed. Remainder of refrigerators will be installed in phases as shipments arrive.