

Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – May 20, 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, Police Chief Schuster, Deputy Police Chief Machin, Finance Director Moe, Community Development Director Westover, Utilities/Public Works Director Schwab, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

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

Consent Agenda

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

- A. Approval of April 15, 2024 regular meeting minutes
- B. Approve EDA Draft March 2024 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 128886- # 129161 Totaling \$18,291.88
- D. Housing Supervisor's Report

Upon roll call, Godfrey, Shogren, Ziebarth, Berg and Iverson voted aye, no nays. Motion carried.

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

Iverson moved, seconded by Godfrey, to adjourn the meeting at 5:46 p.m. Motion carried unanimously.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2024

LOW RENT PROGRAM-BRIDGE PARK

<u>ASSETS</u>		
901-10010	CASH AND INVESTMENTS	(8.24)
901-10102	INVESTMENTS--PBC	121,870.18
901-10200	EDA OPERATING ACCOUNT-LOW RENT	372,908.13
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	<u>831,015.70</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
901-20100	AP ALLOCATED TO OTHER FUNDS	5,800.73
901-21650	ACCRUED VACATION & SICK PAY	2,891.56
901-22600	TENANT SECURITY DEPOSITS	36,994.58
	TOTAL LIABILITIES	45,686.87
 <u>FUND EQUITY</u>		
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	<u>29,804.97</u>
	BALANCE - CURRENT DATE	<u>29,804.97</u>
	TOTAL FUND EQUITY	<u>785,328.83</u>
	TOTAL LIABILITIES AND EQUITY	<u>831,015.70</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	32,320.00	57,680.00	35.91	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	32,320.00	57,680.00	35.91	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	272.66	27.34	90.89	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	272.66	27.34	90.89	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	77,520.48	102,479.52	43.07	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	78,718.32	104,281.68	43.02	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	<u>308,300.00</u>	<u>308,300.00</u>	<u>111,310.98</u>			<u>340,612.39</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	12,764.64	(31,627.36)	28.75	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	957.36	(2,372.64)	28.75	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	895.69	(2,500.31)	26.37	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	4,745.75	(5,267.25)	47.40	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	29.45	(70.55)	29.45	67.40
TOTAL PERSONAL SERVICES	61,664.00	61,664.00	19,497.75	(42,166.25)	31.62	57,489.98
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	658.00	658.00	153.98	(504.02)	23.40	209.23
TOTAL SUPPLIES	658.00	658.00	153.98	(504.02)	23.40	209.23
<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	1,833.00	(4,667.00)	28.20	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	1,886.57	(5,613.43)	25.15	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
TOTAL OTHER SERVICES AND CHA	27,450.00	27,450.00	3,719.57	(23,730.43)	13.55	27,384.43
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	135.44	(139.56)	49.25	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
TOTAL MISCELLANEOUS	4,475.00	4,475.00	3,359.44	(1,115.56)	75.07	4,206.34
TOTAL LOW RENT ADMINISTRATION	94,247.00	94,247.00	26,730.74	(67,516.26)	28.36	89,289.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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 4 MONTHS ENDING APRIL 30, 2024

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	26,084.00	26,084.00	6,926.74	(19,157.26)	26.56	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	519.50	(1,437.50)	26.55	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	487.02	(1,508.98)	24.40	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	2,062.50	(2,943.50)	41.20	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>	<u>37,563.00</u>	<u>37,563.00</u>	<u>10,525.78</u>	<u>(27,037.22)</u>	<u>28.02</u>	<u>33,483.34</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	4,268.89	(731.11)	85.38	5,033.89
901-49700-212 FUEL PURCHASE	50.00	50.00	.00	(50.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>5,050.00</u>	<u>5,050.00</u>	<u>4,268.89</u>	<u>(781.11)</u>	<u>84.53</u>	<u>5,033.89</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	24,806.33	(16,193.67)	60.50	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	11,866.17	(26,133.83)	31.23	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	1,786.99	(5,213.01)	25.53	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	490.68	(2,509.32)	16.36	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,011.48	(3,188.52)	24.08	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>39,961.65</u>	<u>(78,238.35)</u>	<u>33.81</u>	<u>116,857.03</u>
<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>	<u>43,000.00</u>	<u>43,000.00</u>	<u>.00</u>	<u>(43,000.00)</u>	<u>.00</u>	<u>45,256.07</u>
<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>	<u>10,000.00</u>	<u>10,000.00</u>	<u>.00</u>	<u>(10,000.00)</u>	<u>.00</u>	<u>3,294.20</u>
TOTAL LOW RENT MAINTENANCE	<u><u>213,813.00</u></u>	<u><u>213,813.00</u></u>	<u><u>54,756.32</u></u>	<u><u>(159,056.68)</u></u>	<u><u>25.61</u></u>	<u><u>203,924.53</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	81,506.01			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	29,804.97			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2024

HOUSING-OTHER BUS ACTIVITIES

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

CITY OF CAMBRIDGE
BALANCE SHEET
APRIL 30, 2024

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>2,877.70</u>	
	TOTAL ASSETS		<u>2,877.70</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>2,877.70</u>	
	BALANCE - CURRENT DATE	<u>2,877.70</u>	
	TOTAL FUND EQUITY		<u>2,877.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,877.70</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	2,877.70	32,122.30	8.22	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	2,877.70	32,122.30	8.22	18,700.00
 TOTAL FUND REVENUE	 35,000.00	 35,000.00	 2,877.70			 18,700.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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 4 MONTHS ENDING APRIL 30, 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	2,877.70			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	81,992.60	98,007.40	45.55	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	81,992.60	98,007.40	45.55	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	 <u>330,000.00</u>	 <u>330,000.00</u>	 <u>81,992.60</u>			 <u>263,213.50</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	25,607.69	(57,325.31)	30.88	69,411.24
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	875.00	(1,625.00)	35.00	1,845.00
205-41930-121 PERA (EMPLOYER)	6,248.00	6,248.00	1,920.59	(4,327.41)	30.74	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	1,990.60	(4,382.40)	31.23	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	6,165.40	(8,334.60)	42.52	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	23.59	(56.41)	29.49	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	36,842.42	(78,181.58)	32.03	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	1,833.00	(3,767.00)	32.73	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	180.00	(360.00)	33.33	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	10,739.46	(21,700.54)	33.11	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	1,500.00	(2,500.00)	37.50	2,965.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	610.00	(1,390.00)	30.50	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	11,434.00	(7,566.00)	60.18	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	59,015.88	(108,048.12)	35.33	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	9,772.79	(21,208.21)	31.54	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	732.96	(1,767.04)	29.32	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	725.50	(2,319.50)	23.83	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	3,844.73	(5,219.27)	42.42	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	14.75	(85.25)	14.75	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	15,877.08	(43,240.92)	26.86	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	98.44	(101.56)	49.22	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	1,213.97	(13,786.03)	8.09	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	1,362.79	(14,962.21)	8.35	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	82.47	(267.53)	23.56	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	4,821.65	(15,678.35)	23.52	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	1,952.58	(3,547.42)	35.50	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	2,996.98	(1,203.02)	71.36	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	798.36	(5,201.64)	13.31	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	10,652.04	(31,897.96)	25.03	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	54,022.47	(92,470.53)	36.88	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	113,038.35			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(31,045.75)			(457,503.32)

Agenda Item 3C

<p>CAMBRIDGE EDA MEETING</p> <p>June 17, 2024</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	5/15/2024	129188 - 129236	736.03
Prepaid Checks	5/22/2024	129251 - 129296	2,078.31
Prepaid Checks	5/29/2024	129354	61.83
Prepaid Checks	6/5/2024	129376 - 129420	1,619.98
	Prepaid Totals		<hr/> 4,496.15 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$4,496.15

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 5/9/24-6/6/24.

Caroline Moe 6/6/2024
Caroline Moe, Director of Finance signature & date

Linda Gerlach 6/6/2024
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
444	Bassing Electric	Electrical Service Work - Bridge Park	354.44
Total 444:			354.44
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			4.75
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	160.84
Total 2350:			160.84
2411	Hillyard Inc.	Maintenance Supplies - Mall	18.00
Total 2411:			18.00
5431	Ted's Complete Appliance	Repairs Bridgepark Apts	198.00
Total 5431:			198.00
Grand Totals:			736.03

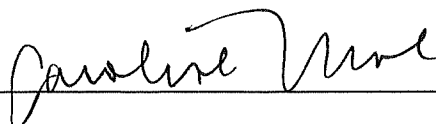
Dated: 5/15/2024

City Treasurer: Caroline Mve

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/15/2024	129188	444	Bassing Electric	901-20100	354.44
05/24	05/15/2024	129195	1140	Cintas Corporation	205-20100	4.75
05/24	05/15/2024	129206	2350	HD Supply Facilities Maintenance Ltd	901-20100	160.84
05/24	05/15/2024	129207	2411	Hillyard / Minneapolis	205-20100	18.00
05/24	05/15/2024	129236	5431	Ted's Appliance	901-20100	198.00
Grand Totals:						736.03

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	170.00
Total 306:			170.00
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
969	Cardmember Service	MNCAR Membership - A. Smith	325.00
969	Cardmember Service	EDAM Conference - A. Smith	365.00
Total 969:			705.00
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
2970	Knolls Construction Inc	Installed Access Cover - Bridge Park	140.00
Total 2970:			140.00
3521	Menards	Tenant Services - Bridge Park	21.98
3521	Menards	Materials - Operating Supplies - Bridge Park	725.08
3521	Menards	Materials - Operating Supplies - Bridge Park	29.11
3521	Menards	Maintenance Supplies - Mall	40.17
3521	Menards	Tenant Services - Bridge Park	5.98
3521	Menards	Materials - Operating Supplies - Bridge Park	12.54
Total 3521:			834.86
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	18.68
Total 3543:			18.68
4559	Precision Pest Control	Pest Control Bridge Park - May Service	145.00
Total 4559:			145.00
Grand Totals:			2,078.31

Dated: 5/22/24

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/22/2024	129251	306	ARC Irrigation, LLC	901-20100	170.00
05/24	05/22/2024	129262	1140	Cintas Corporation	205-20100	4.75
05/24	05/22/2024	129263	1170	City Laundering Co.	205-20100	60.02
05/24	05/22/2024	129267	969	Elan Financial Services	205-20100	705.00
05/24	05/22/2024	129279	2970	Knolls Construction Inc	901-20100	140.00
05/24	05/22/2024	129283	3521	Menards	205-20100	40.17
05/24	05/22/2024	129284	3521	Menards	901-20100	794.69
05/24	05/22/2024	129285	3543	Metro Sales, Inc.	901-20100	18.68
05/24	05/22/2024	129296	4559	Precision Pest Control	901-20100	145.00
Grand Totals:						2,078.31

Vendor	Vendor Name	Description	Net Invoice Amount
5801	Verizon Wireless	wireless phone service - Maintenance	20.61
5801	Verizon Wireless	wireless phone service - Bridge Park	41.22
Total 5801:			61.83
Grand Totals:			61.83

Dated: 5-29-24

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/29/2024	129354	5801	Verizon Wireless	901-20100	61.83
Grand Totals:						<u>61.83</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			4.75
2455	HDS, LLC	MTCSQ 04/01/2024 to 09/30/2024	240.00
Total 2455:			240.00
3501	MEI Total Elevator Solutions	June Monthly Service - Bridge Park	313.73
Total 3501:			313.73
5431	Ted's Complete Appliance	Service Call Bridge Park	145.00
Total 5431:			145.00
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:			1,619.98

Dated: 6/6/2024

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/05/2024	129376	1140	Cintas Corporation	205-20100	4.75
06/24	06/05/2024	129385	2455	HDS, LLC DBA Kanso Software	901-20100	240.00
06/24	06/05/2024	129395	3501	MEI Total Elevator Solutions	901-20100	313.73
06/24	06/05/2024	129413	5431	Ted's Appliance	901-20100	145.00
06/24	06/05/2024	129420	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>1,619.98</u>