

Cambridge EDA Meeting – Monday July 15, 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 June 17, 2024 regular meeting minutes (p. 2)
	B. Approve EDA Draft May 2024 Financial Statements (p. 4)
	C. Approve EDA Admin Division Bills Checks #129432- #129594 Totaling \$45,639.11 (p. 19)
	D. Housing Supervisor’s Report (p. 26)
	4. Work Session
	5. Unfinished Business
	6. New Business
5:50 pm	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, June 17, 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, and Aaron Berg.

Members Absent: Jim Godfrey

Staff present: Executive Director Moe, Housing Supervisor Barrett, City Administrator Vogel, City Engineer Blank, 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

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

- A. Approval of May 20, 2024 regular meeting minutes
- B. Approve EDA Draft April 2024 Financial Statements
- C. Approve EDA Admin Division Bills Checks #129188 - #129420 Totaling \$4496.15
- D. Housing Supervisor's Report

Upon roll call, 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

A. 2025 Annual PHA Plan & 5 Year Plan

Barrett said staff have completed the annual PHA Plan and 2025-2029 Capital Fund Plan. In 2029 the vinyl in the stairways will be replaced and landscaping will be updated. This requires a call for a public hearing on the PHA Plan Fund, it is recommended to be on August 19, 2024, at 5:45 p.m.

Berg motioned, seconded by Ziebarth, to approve the public hearing on the PHA Plan Fund on August 19, 2024, at 5:45 p.m.

Vogel asked if the motion meant to include approving the annual PHA Plan and the 2025-2029 Capital Fund Plan, or if a separate motion should be made. Berg agreed to amend his motion to include the public hearing, the PHA Plan and 2025-2029 Capital Fund Plan. Ziebarth agreed to second the amendment.

Upon vote, all voted aye, no nays. Motion passed unanimously.

B. Carpet Replacement in the DVS Suite 166

Vogel said the carpet in suite 166, occupied by the Driver and Vehicle Services (DVS), was set to be replaced in 2021, but was pushed back. A quote from Abbey Carpet and Floor has been received for the amount of \$5,748.76.

Iverson motioned, seconded by Berg, to approve the replacement of the carpet in suite 166 by Abbey Carpet and Floor for the total of \$5,748.76. All voted aye, no nays, motion passed unanimously.

Adjournment

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

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,610.55)	
901-10102	INVESTMENTS--PBC	121,903.24	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	380,212.34	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,352,905.34	
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		870,895.21

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	35,829.55	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	37,416.08	
	TOTAL LIABILITIES		76,137.19

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	39,234.16	
	BALANCE - CURRENT DATE	39,234.16	
	TOTAL FUND EQUITY		794,758.02
	TOTAL LIABILITIES AND EQUITY		870,895.21

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	38,513.00	51,487.00	42.79	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	38,513.00	51,487.00	42.79	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	348.41	(48.41)	116.14	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	348.41	(48.41)	116.14	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	97,516.48	82,483.52	54.18	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	1,438.72	1,561.28	47.96	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	98,955.20	84,044.80	54.07	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>137,816.61</u>			<u>340,612.39</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	17,495.80	(26,896.20)	39.41	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	1,312.19	(2,017.81)	39.41	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	1,222.42	(2,173.58)	36.00	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	5,376.50	(4,636.50)	53.70	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	34.15	(65.85)	34.15	67.40
<i>TOTAL PERSONAL SERVICES</i>	<u>61,664.00</u>	<u>61,664.00</u>	<u>25,545.92</u>	<u>(36,118.08)</u>	<u>41.43</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	2,291.25	(4,208.75)	35.25	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	2,501.01	(4,998.99)	33.35	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>4,792.26</u>	<u>(22,657.74)</u>	<u>17.46</u>	<u>27,384.43</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	154.12	(120.88)	56.04	282.34
901-49500-433 DUES AND SUBSCRIPTIONS	3,800.00	3,800.00	3,464.00	(336.00)	91.16	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>3,618.12</u>	<u>(856.88)</u>	<u>80.85</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>34,110.28</u></u>	<u><u>(60,136.72)</u></u>	<u><u>36.19</u></u>	<u><u>89,289.98</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 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	46.91	(193.09)	19.55	225.33
	<i>TOTAL SUPPLIES</i>	240.00	240.00	46.91	(193.09)	19.55	225.33
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	46.91	(193.09)	19.55	225.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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 MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	26,084.00	26,084.00	9,465.95	(16,618.05)	36.29	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	709.95	(1,247.05)	36.28	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	662.49	(1,333.51)	33.19	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	2,483.00	(2,523.00)	49.60	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>13,851.41</u>	<u>(23,711.59)</u>	<u>36.88</u>	<u>33,483.34</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	5,035.62	35.62	100.71	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>5,035.62</u>	<u>(14.38)</u>	<u>99.72</u>	<u>5,033.89</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	26,868.07	(14,131.93)	65.53	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	14,222.53	(23,777.47)	37.43	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	2,323.01	(4,676.99)	33.19	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	792.36	(2,207.64)	26.41	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,332.26	(2,867.74)	31.72	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>45,538.23</u>	<u>(72,661.77)</u>	<u>38.53</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>64,425.26</u></u>	<u><u>(149,387.74)</u></u>	<u><u>30.13</u></u>	<u><u>203,924.53</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	98,582.45			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	39,234.16			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2024

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10200 EDA HOUSING DIV OPERATING CASH

75,733.00

TOTAL ASSETS

75,733.00

LIABILITIES AND EQUITY

FUND EQUITY

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
MAY 31, 2024

CAPITAL FUND PROGRAM-HUD

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

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	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 5 MONTHS ENDING MAY 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 5 MONTHS ENDING MAY 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	2,877.70			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-38210 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	101,366.45	78,633.55	56.31	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	101,366.45	78,633.55	56.31	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>101,366.45</u>			<u>263,213.50</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	35,224.98	(47,708.02)	42.47	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	2,641.88	(3,606.12)	42.28	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	2,710.84	(3,662.16)	42.54	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	7,315.85	(7,184.15)	50.45	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	1,200.00	.00	100.00	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	27.35	(52.65)	34.19	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	50,255.45	(64,768.55)	43.69	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	2,291.25	(3,308.75)	40.92	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	225.00	(315.00)	41.67	405.00
205-41930-331 TRAVEL/MEALS/LODGING	1,200.00	1,200.00	334.94	(865.06)	27.91	466.30
205-41930-334 MILEAGE REIMBURSEMENT	800.00	800.00	192.96	(607.04)	24.12	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	11,301.93	(21,138.07)	34.84	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	1,825.00	(2,175.00)	45.63	2,965.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	975.00	(1,025.00)	48.75	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	12,124.00	(6,876.00)	63.81	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	73,681.38	(93,382.62)	44.10	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	13,445.99	(17,535.01)	43.40	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	1,008.45	(1,491.55)	40.34	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	996.82	(2,048.18)	32.74	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	4,561.60	(4,502.40)	50.33	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	17.10	(82.90)	17.10	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	20,816.31	(38,301.69)	35.21	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	117.44	(82.56)	58.72	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	1,690.77	(13,309.23)	11.27	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	1,858.59	(14,466.41)	11.38	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	103.08	(246.92)	29.45	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	6,235.21	(14,264.79)	30.42	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	2,453.67	(3,046.33)	44.61	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	4,051.82	(148.18)	96.47	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	1,059.02	(4,940.98)	17.65	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	13,902.80	(28,647.20)	32.67	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	62,708.26	(83,784.74)	42.81	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	136,389.64			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(35,023.19)			(457,503.32)

Agenda Item 3C

CAMBRIDGE EDA MEETING
July 15, 2024
BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	6/12/2024	129432 - 129476	41,497.33
Prepaid Checks	6/20/2024	129492 - 129505	3,914.77
Prepaid Checks	6/27/2024	129580 - 129594	227.01
	Prepaid Totals		45,639.11

TOTAL SUBMITTED FOR APPROVAL \$45,639.11

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 6/7/24-6/27/24.

Caroline Moe 6/27/24
Caroline Moe, Director of Finance signature & date

Linda Gerlach 6/27/24
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total 1140:			9.50
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total 1170:			60.02
1316	Crawford's Equipment, Inc.	Materials/Operating Supplies - Bridge Park	18.98
Total 1316:			18.98
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance July	420.50
Total 3258:			3,868.60
3320	M&H Appliance	Appliances, Haul Away and Installation - Bridge Park	23,429.70
3320	M&H Appliance	Appliances, Haul Away and Installation - Bridge Park	11,714.85
3320	M&H Appliance	Installation Labor - Bridge Park	300.00
Total 3320:			35,444.55
3521	Menards	Maintenance Supplies - Mall	76.05
3521	Menards	Materials - Operating Supplies - Bridge Park	19.63
Total 3521:			95.68
4567	Precision Property Maintenanc	Lawn Care - City Lots	2,000.00
Total 4567:			2,000.00
Grand Totals:			41,497.33

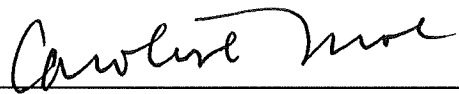
Dated: 6/12/24

City Treasurer: Caroline Rowe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/12/2024	129432	1140	Cintas Corporation	205-20100	9.50
06/24	06/12/2024	129433	1170	City Laundering Co.	205-20100	60.02
06/24	06/12/2024	129435	1316	Crawford's Equipment, Inc.	901-20100	18.98
06/24	06/12/2024	129446	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
06/24	06/12/2024	129461	3320	M&H Appliance	901-20100	35,144.55
06/24	06/12/2024	129462	3320	M&H Appliance	901-20100	300.00
06/24	06/12/2024	129464	3521	Menards	205-20100	76.05
06/24	06/12/2024	129465	3521	Menards	901-20100	19.63
06/24	06/12/2024	129476	4567	Precision Property Maintenance	205-20100	2,000.00
Grand Totals:						41,497.33

Vendor	Vendor Name	Description	Net Invoice Amount
34	Abbey Carpet & Floor of Cam	Down Payment Carpet Agreement DVS Exam Station	3,850.00
Total 34:			3,850.00
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
Grand Totals:			3,914.77

Dated: 6/20/24

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/20/2024	129492	34	Abbey Carpet & Floor of Cambridge	205-20100	3,850.00
06/24	06/20/2024	129504	1140	Cintas Corporation	205-20100	4.75
06/24	06/20/2024	129505	1170	City Laundering Co.	205-20100	60.02
Grand Totals:						<u>3,914.77</u>

Vendor	Vendor Name	Description	Net Invoice Amount
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	20.18
Total 3543:			20.18
4559	Precision Pest Control	Pest Control Bridge Park - June Service	145.00
Total 4559:			145.00
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:			227.01

Dated: 6/27/24

City Treasurer: Caroline Rowe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/27/2024	129580	3543	Metro Sales, Inc.	901-20100	20.18
06/24	06/27/2024	129586	4559	Precision Pest Control	901-20100	145.00
06/24	06/27/2024	129594	5801	Verizon Wireless	901-20100	61.83
Grand Totals:						<u>227.01</u>

3D Housing Supervisor Report

July 15, 2024

Prepared by: Deb Barrett

Public Housing:

- Submitted MTCS report (Vacancy Report). 100% occupied. Have not received any Notice to Vacate.
- The new Water Softener was installed on June 25, 2024.
- Still waiting for M&H Appliance's to complete the warranty work on the refrigerators.
- There is a Resident Meeting scheduled for July 9, 2024, at 11:00 a.m.