

Cambridge EDA Meeting – Monday October 21, 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 August 19, 2024, regular meeting minutes (p. 2)
	B. Approve EDA Draft July & August 2024 Financial Statements (p. 4)
	C. Approve EDA Admin Division Bills Checks # 129954 - # 130469 Totaling \$26,566.37 (p. 34)
	D. Housing Supervisor’s Report (p. 52)
	4. Work Session
	5. Unfinished Business
	A.
	6. New Business
	A. Pregnancy Resource Center Lease Renewal (p. 53)
	B. 2025 Payment Standard Adoption—Resolution EDA R24-004 (p. 60)
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 – August 19, 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 Mark Ziebarth, Lisa Iverson, Jim Godfrey and Aaron Berg.

Members Absent: EDA member Bob Shogren

Staff present: City Administrator Vogel, Deputy City Administrator Smith, Executive Director Moe, Police Chief Machin, Deputy Fire Chief Benzen, Public Works Director Schwab, and Assistant to the City Administrator Seiberlich.

Call to Order

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

Approval of Agenda

Iverson moved, seconded by Ziebarth, to approve the agenda. All voted aye, no nays, motion passed.

Consent Agenda

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

- A. Approval of July 15, 2024, regular meeting minutes
- B. Approve EDA Draft June 2024 Financial Statements
- C. Approve EDA Admin Division Bills Checks #129602 - #129932 Totaling \$39,814.46
- D. Housing Supervisor's Report
- E. Resident Meeting Minutes
- F. Resident Advisory Board Meeting

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

Work Session

There were no items under the work session.

Unfinished Business

A. Approve proposal for Roof Replacement project manager

Moe said on February 20, 2024 the EDA approved solicitation of proposals for a firm to manage the Bridge Park Roof Replacement. HUD requires that at least two proposals be solicited. A solicitation request was sent to Inspec, BJ Baas and Companies, and S.E.H.

BJ Baas received a proposal from RSI Building Envelope on our behalf totaling \$24,420. S.E.H. submitted a proposal totaling \$37,500. Inspec declined to submit a proposal. Qualifications of the proposers were reviewed and the firms were determined to be qualified to complete the work.

Iverson motioned, seconded by Godfrey, to approve the proposal from RSI Building Envelope for oversight of Bridge Park Apartment roof replacement not to exceed \$24,420, subject to City Attorney review and approval of contract language. All voted aye, no nays, motion passed.

New Business

A. 2025 Annual PHA Plan & 5- year Capital Fund 2025-2029

Moe said on an annual basis the Public Housing Agency (PHA) is required to develop a PHA Plan in relation to the funding received from the US Department of Housing & Urban Development (HUD). The purpose of the PHA Plan is to provide a source for interested parties on operation, programs, and services.

The Five-Year Action Plan describes the mission and long-range goals of the agency, and the approach for managing programs and providing services for the upcoming year. The 2025 annual plan lists the planned capital projects using the 2025 Capital Fund.

The next project planned is the roof replacement, which took several years of capital funds to achieve. Bridge Park reserves can be added if the funding falls short. Future projects include mill and overlay of the parking lot, and replacement of stoves, air conditioning, stair and landing vinyl. Further in the future the landscaping will be replaced.

Public Hearing

Berg opened the public hearing at 5:52 pm.

Patti Smith, 220 21st Ave SW. Smith asked what Bridge Park was, Moe said it is an apartment building owned by the EDA, Smith clarified if it was owned by EDA or the City, Moe said the EDA was a subcomponent of the City. Smith asked if the City collected rent, Moe said the EDA had its own budget. Smith verified funds did not come out of tax dollars, Moe said they did not.

No further residents approached to speak, Berg closed the public hearing at 5:55 pm.

Ziebarth motioned, seconded by Godfrey, to approve Resolution EDA R24-003 Adopting the PHA Plan and the capital plan for 2025-2029. All voted aye, no nays, motion passed.

Adjournment

Berg moved, seconded by Iverson, to adjourn the meeting at 5:55 p.m. All voted aye, no nays, motion passed.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	121,995.44	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	385,913.66	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,359,982.34	
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		886,376.28

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	160.00	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	38,990.08	
	TOTAL LIABILITIES		42,041.64

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	88,810.78	
	BALANCE - CURRENT DATE	88,810.78	
	TOTAL FUND EQUITY		844,334.64
	TOTAL LIABILITIES AND EQUITY		886,376.28

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	73,074.00	16,926.00	81.19	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	73,074.00	16,926.00	81.19	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	569.09	(269.09)	189.70	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	569.09	(269.09)	189.70	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	157,896.18	22,103.82	87.72	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	2,908.59	91.41	96.95	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	160,804.77	22,195.23	87.87	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	234,447.86			340,612.39

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	26,933.93	(17,458.07)	60.67	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	2,020.05	(1,309.95)	60.66	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	1,886.03	(1,509.97)	55.54	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	8,109.75	(1,903.25)	80.99	9,527.61
901-49500-151 WORKERS' COMPENSATION PREMIU	433.00	433.00	195.34	(237.66)	45.11	334.69
901-49500-154 HRA/FLEX FEES	100.00	100.00	48.25	(51.75)	48.25	67.40
TOTAL PERSONAL SERVICES	61,664.00	61,664.00	39,193.35	(22,470.65)	63.56	57,489.98
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	658.00	658.00	335.96	(322.04)	51.06	209.23
901-49500-240 SMALL TOOLS AND MINOR EQUIP	.00	.00	2,500.00	2,500.00	.00	.00
TOTAL SUPPLIES	658.00	658.00	2,835.96	2,177.96	431.00	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	3,666.00	(2,834.00)	56.40	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	4,345.49	(3,154.51)	57.94	7,373.83
901-49500-322 POSTAGE	300.00	300.00	146.00	(154.00)	48.67	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	40.60	(9.40)	81.20	61.96
TOTAL OTHER SERVICES AND CHA	27,450.00	27,450.00	8,198.09	(19,251.91)	29.87	27,384.43
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	214.73	(60.27)	78.08	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
TOTAL MISCELLANEOUS	4,475.00	4,475.00	3,678.73	(796.27)	82.21	4,206.34
TOTAL LOW RENT ADMINISTRATION	94,247.00	94,247.00	53,906.13	(40,340.87)	57.20	89,289.98

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 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	66.60	(173.40)	27.75	225.33
	<i>TOTAL SUPPLIES</i>	240.00	240.00	66.60	(173.40)	27.75	225.33
	TOTAL LOW RENT TENANT SERVICE	240.00	240.00	66.60	(173.40)	27.75	225.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	14,752.48	(11,331.52)	56.56	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	1,106.45	(850.55)	56.54	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	1,035.34	(960.66)	51.87	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	3,744.50	(1,261.50)	74.80	4,768.50
901-49700-151 WORKERS' COMPENSATION PREMIU	2,520.00	2,520.00	986.48	(1,533.52)	39.15	1,765.26
TOTAL PERSONAL SERVICES	37,563.00	37,563.00	21,625.25	(15,937.75)	57.57	33,483.34
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	5,852.79	852.79	117.06	5,033.89
901-49700-212 FUEL PURCHASE	50.00	50.00	.00	(50.00)	.00	.00
TOTAL SUPPLIES	5,050.00	5,050.00	5,852.79	802.79	115.90	5,033.89
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	31,439.24	(9,560.76)	76.68	44,718.19
901-49700-360 INSURANCE AND BONDS	10,000.00	10,000.00	4,228.00	(5,772.00)	42.28	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	21,182.51	(16,817.49)	55.74	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	3,953.77	(3,046.23)	56.48	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,088.19	(1,911.81)	36.27	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	2,294.60	(1,905.40)	54.63	4,498.91
TOTAL OTHER SERVICES AND CHA	118,200.00	118,200.00	64,186.31	(54,013.69)	54.30	116,857.03
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	43,000.00	43,000.00	.00	(43,000.00)	.00	45,256.07
TOTAL MISCELLANEOUS	43,000.00	43,000.00	.00	(43,000.00)	.00	45,256.07
<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
TOTAL IMPROVEMENTS/BETTERM	10,000.00	10,000.00	.00	(10,000.00)	.00	3,294.20
TOTAL LOW RENT MAINTENANCE	213,813.00	213,813.00	91,664.35	(122,148.65)	42.87	203,924.53

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 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	145,637.08			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	88,810.78			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 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
AUGUST 31, 2024

CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	55,328.25	
	TOTAL ASSETS		55,328.25

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	55,328.25		
BALANCE - CURRENT DATE		55,328.25	
TOTAL FUND EQUITY			55,328.25
TOTAL LIABILITIES AND EQUITY			55,328.25

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	55,328.25	(20,328.25)	158.08	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	55,328.25	(20,328.25)	158.08	18,700.00
TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>55,328.25</u>			<u>18,700.00</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 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 8 MONTHS ENDING AUGUST 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	55,328.25			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	159,577.80	20,422.20	88.65	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	159,577.80	20,422.20	88.65	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>159,577.80</u>			<u>263,213.50</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	54,459.55	(28,473.45)	65.67	69,411.24
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,330.00	(1,170.00)	53.20	1,845.00
205-41930-121 PERA (EMPLOYER)	6,248.00	6,248.00	4,084.46	(2,163.54)	65.37	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	4,191.29	(2,181.71)	65.77	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	11,036.32	(3,463.68)	76.11	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	437.89	(372.11)	54.06	571.12
205-41930-154 HRA/FLEX FEES	80.00	80.00	38.63	(41.37)	48.29	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	76,778.14	(38,245.86)	66.75	97,388.46
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	6.99	(293.01)	2.33	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	6.99	(593.01)	1.17	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	18,707.78	(292.22)	98.46	.00
205-41930-313 IT MGMT & BACKUP	5,600.00	5,600.00	3,666.00	(1,934.00)	65.46	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	360.00	(180.00)	66.67	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	2,692.52	2,692.52	.00	1,735.62
TOTAL OTHER SERVICES & CHARG	13,440.00	32,440.00	25,954.20	(6,485.80)	80.01	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	5,150.00	5,150.00	.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	2,415.00	(1,585.00)	60.38	2,965.00
205-41930-440 SCHOOLS & MEETINGS	2,000.00	2,000.00	990.00	(1,010.00)	49.50	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	17,879.00	(1,121.00)	94.10	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	120,618.33	(46,445.67)	72.20	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	20,792.39	(10,188.61)	67.11	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	1,387.64	(5,612.36)	19.82	5,769.37
205-47000-121 PERA (EMPLOYER)	2,500.00	2,500.00	1,559.43	(940.57)	62.38	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	1,648.83	(1,396.17)	54.15	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	6,880.41	(2,183.59)	75.91	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	1,461.84	(2,383.16)	38.02	2,403.99
205-47000-154 HRA/FLEX FEES	100.00	100.00	24.15	(75.85)	24.15	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	33,754.69	(25,363.31)	57.10	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	179.19	(20.81)	89.60	240.77
205-47000-212 GASOLINE/FUEL	125.00	125.00	83.85	(41.15)	67.08	102.41
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	3,139.97	(11,860.03)	20.93	5,089.56
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	23.04	(976.96)	2.30	97.79
TOTAL SUPPLIES	16,325.00	16,325.00	3,426.05	(12,898.95)	20.99	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	164.93	(185.07)	47.12	246.93
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	4,349.00	(1,651.00)	72.48	4,966.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	10,175.26	(10,324.74)	49.64	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	4,474.36	(1,025.64)	81.35	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	4,467.67	267.67	106.37	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	1,841.00	(4,159.00)	30.68	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	25,472.22	(17,077.78)	59.86	41,929.32
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	25,000.00	25,000.00	6,172.76	(18,827.24)	24.69	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
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	5,748.76	5,748.76	.00	.00
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	34,714.81	6,214.81	121.81	496,728.08
TOTAL MALL OPERATING EXPENSES	146,493.00	146,493.00	97,367.77	(49,125.23)	66.47	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	217,986.10			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(58,408.30)			(457,503.32)

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2024

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	121,962.36	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	372,667.44	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,360,612.34	
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		873,726.98

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	2,500.00	
901-21650	ACCRUED VACATION & SICK PAY	2,891.56	
901-22600	TENANT SECURITY DEPOSITS	37,416.08	
	TOTAL LIABILITIES		42,807.64

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	75,395.48	
	BALANCE - CURRENT DATE	75,395.48	
	TOTAL FUND EQUITY		830,919.34
	TOTAL LIABILITIES AND EQUITY		873,726.98

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	61,554.00	28,446.00	68.39	111,842.00
TOTAL INTERGOVERNMENTAL REVE	90,000.00	90,000.00	61,554.00	28,446.00	68.39	111,842.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	488.60	(188.60)	162.87	760.98
TOTAL INTEREST & MISC INCOME	300.00	300.00	488.60	(188.60)	162.87	760.98
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	180,000.00	180,000.00	137,563.18	42,436.82	76.42	205,890.74
901-37221 LAUNDRY INCOME BRIDGE PARK	3,000.00	3,000.00	2,408.63	591.37	80.29	3,418.67
TOTAL RENTAL INCOME	183,000.00	183,000.00	139,971.81	43,028.19	76.49	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>202,014.41</u>			<u>340,612.39</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	23,762.16	(20,629.84)	53.53	41,617.18
901-49500-121 PERA (EMPLOYER)	3,330.00	3,330.00	1,782.16	(1,547.84)	53.52	3,023.72
901-49500-122 FICA/MEDICARE (EMPLOYER)	3,396.00	3,396.00	1,655.07	(1,740.93)	48.74	2,919.38
901-49500-131 MEDICAL/LIFE/DENTAL	10,013.00	10,013.00	7,058.50	(2,954.50)	70.49	9,527.61
901-49500-151 WORKERS' COMPENSATION PREMIU	433.00	433.00	195.34	(237.66)	45.11	334.69
901-49500-154 HRA/FLEX FEES	100.00	100.00	43.55	(56.45)	43.55	67.40
TOTAL PERSONAL SERVICES	61,664.00	61,664.00	34,496.78	(27,167.22)	55.94	57,489.98
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	658.00	658.00	153.98	(504.02)	23.40	209.23
901-49500-240 SMALL TOOLS AND MINOR EQUIP	.00	.00	2,500.00	2,500.00	.00	.00
TOTAL SUPPLIES	658.00	658.00	2,653.98	1,995.98	403.34	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	3,207.75	(3,292.25)	49.35	5,482.52
901-49500-321 TELEPHONE EXPENSE	7,500.00	7,500.00	3,730.02	(3,769.98)	49.73	7,373.83
901-49500-322 POSTAGE	300.00	300.00	146.00	(154.00)	48.67	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	40.60	(9.40)	81.20	61.96
TOTAL OTHER SERVICES AND CHA	27,450.00	27,450.00	7,124.37	(20,325.63)	25.95	27,384.43
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	275.00	275.00	194.25	(80.75)	70.64	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
TOTAL MISCELLANEOUS	4,475.00	4,475.00	3,658.25	(816.75)	81.75	4,206.34
TOTAL LOW RENT ADMINISTRATION	94,247.00	94,247.00	47,933.38	(46,313.62)	50.86	89,289.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 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	12,937.44	(13,146.56)	49.60	23,660.84
901-49700-121 PERA (EMPLOYER)	1,957.00	1,957.00	970.32	(986.68)	49.58	1,616.59
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,996.00	1,996.00	902.80	(1,093.20)	45.23	1,672.15
901-49700-131 MEDICAL/DENTAL/LIFE	5,006.00	5,006.00	3,324.00	(1,682.00)	66.40	4,768.50
901-49700-151 WORKERS' COMPENSATION PREMIU	2,520.00	2,520.00	986.48	(1,533.52)	39.15	1,765.26
<i>TOTAL PERSONAL SERVICES</i>	<u>37,563.00</u>	<u>37,563.00</u>	<u>19,121.04</u>	<u>(18,441.96)</u>	<u>50.90</u>	<u>33,483.34</u>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	5,000.00	5,000.00	5,822.23	822.23	116.44	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>5,822.23</u>	<u>772.23</u>	<u>115.29</u>	<u>5,033.89</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	41,000.00	41,000.00	29,123.53	(11,876.47)	71.03	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	18,256.79	(19,743.21)	48.04	35,794.69
901-49700-382 WATER/WASTEWATER UTILITIES	7,000.00	7,000.00	3,395.05	(3,604.95)	48.50	6,727.28
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	946.18	(2,053.82)	31.54	1,806.96
901-49700-384 REFUSE HAULING	4,200.00	4,200.00	1,973.82	(2,226.18)	47.00	4,498.91
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>118,200.00</u>	<u>118,200.00</u>	<u>53,695.37</u>	<u>(64,504.63)</u>	<u>45.43</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>78,638.64</u></u>	<u><u>(135,174.36)</u></u>	<u><u>36.78</u></u>	<u><u>203,924.53</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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	126,618.93			293,439.84
NET REVENUES OVER EXPENDITURE	.00	.00	75,395.48			47,172.55

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 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
JULY 31, 2024

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL		45,328.25
	TOTAL ASSETS		45,328.25
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	45,328.25	
	BALANCE - CURRENT DATE		45,328.25
	TOTAL FUND EQUITY		45,328.25
	TOTAL LIABILITIES AND EQUITY		45,328.25

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	45,328.25	(10,328.25)	129.51	18,700.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	45,328.25	(10,328.25)	129.51	18,700.00
TOTAL FUND REVENUE	35,000.00	35,000.00	45,328.25			18,700.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 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 7 MONTHS ENDING JULY 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	45,328.25			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	136,253.17	43,746.83	75.70	195,844.79
TOTAL MALL OPERATING REVENUES	180,000.00	180,000.00	136,253.17	43,746.83	75.70	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	136,253.17			263,213.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	48,048.03	(34,884.97)	57.94	69,411.24
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,190.00	(1,310.00)	47.60	1,845.00
205-41930-121 PERA (EMPLOYER)	6,248.00	6,248.00	3,603.60	(2,644.40)	57.68	5,185.36
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,373.00	6,373.00	3,695.26	(2,677.74)	57.98	5,311.26
205-41930-131 MEDICAL/DENTAL/LIFE	14,500.00	14,500.00	9,751.31	(4,748.69)	67.25	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	437.89	(372.11)	54.06	571.12
205-41930-154 HRA/FLEX FEES	80.00	80.00	34.87	(45.13)	43.59	53.92
TOTAL PERSONAL SERVICES	115,024.00	115,024.00	67,960.96	(47,063.04)	59.08	97,388.46
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	300.00	300.00	6.99	(293.01)	2.33	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	6.99	(593.01)	1.17	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	18,707.78	(292.22)	98.46	.00
205-41930-313 IT MGMT & BACKUP	5,600.00	5,600.00	3,207.75	(2,392.25)	57.28	5,482.52
205-41930-321 TELEPHONE/CELLULAR	540.00	540.00	315.00	(225.00)	58.33	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	22,758.43	(9,681.57)	70.16	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	4,000.00	4,000.00	.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	2,415.00	(1,585.00)	60.38	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	16,714.00	(2,286.00)	87.97	17,792.65
TOTAL EDA ADMINISTRATION	148,064.00	167,064.00	107,440.38	(59,623.62)	64.31	124,741.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	18,343.59	(12,637.41)	59.21	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	1,387.64	(5,612.36)	19.82	5,769.37
205-47000-121 PERA (EMPLOYER)	2,500.00	2,500.00	1,375.77	(1,124.23)	55.03	2,247.87
205-47000-122 FICA/MEDICARE (EMPLOYER)	3,045.00	3,045.00	1,464.73	(1,580.27)	48.10	2,663.13
205-47000-131 MEDICAL/DENTAL/LIFE	9,064.00	9,064.00	6,079.44	(2,984.56)	67.07	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	1,461.84	(2,383.16)	38.02	2,403.99
205-47000-154 HRA/FLEX FEES	100.00	100.00	21.80	(78.20)	21.80	33.70
TOTAL PERSONAL SERVICES	59,118.00	59,118.00	30,134.81	(28,983.19)	50.97	51,787.79
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	160.19	(39.81)	80.10	240.77
205-47000-212 GASOLINE/FUEL	125.00	125.00	83.85	(41.15)	67.08	102.41
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	2,605.65	(12,394.35)	17.37	5,089.56
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	23.04	(976.96)	2.30	97.79
TOTAL SUPPLIES	16,325.00	16,325.00	2,872.73	(13,452.27)	17.60	5,530.53
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	144.31	(205.69)	41.23	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	8,818.63	(11,681.37)	43.02	20,264.18
205-47000-382 WATER/WASTEWATER UTILITIES	5,500.00	5,500.00	3,916.01	(1,583.99)	71.20	5,667.75
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	4,289.16	89.16	102.12	6,257.20
205-47000-384 REFUSE HAULING	6,000.00	6,000.00	1,580.34	(4,419.66)	26.34	4,527.26
TOTAL OTHER SERVICES & CHARG	42,550.00	42,550.00	18,748.45	(23,801.55)	44.06	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
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	5,748.76	5,748.76	.00	.00
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	31,879.32	3,379.32	111.86	496,728.08
TOTAL MALL OPERATING EXPENSES	146,493.00	146,493.00	83,635.31	(62,857.69)	57.09	595,975.72

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	191,075.69			720,716.82
NET REVENUES OVER EXPENDITURE	35,443.00	16,443.00	(54,822.52)			(457,503.32)

CAMBRIDGE EDA MEETING
 October 21, 2024
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	8/19/2024	129954 - 130004	362.29
Prepaid Checks	8/21/2024	130013 - 130020	104.21
Prepaid Checks	8/29/2024	130072 - 130119	2,095.36
Prepaid Checks	9/12/2024	130137 - 130231	13,137.72
Prepaid Checks	9/18/2024	130235 - 130271	1,748.29
Prepaid Checks	9/25/2024	130294 - 130317	192.58
Prepaid Checks	10/2/2024	130343 - 130407	6,111.35
Prepaid Checks	10/9/2024	130427 - 130469	2,814.57
Prepaid Totals			26,566.37

TOTAL SUBMITTED FOR APPROVAL

\$26,566.37

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 9/5/24-10/10/24.

Caroline Moe 10/10/24
 Caroline Moe, Director of Finance signature & date

Rebecca Gestson 10/10/24
 Rebecca Gestson, Accountant signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
	Total Cintas Corporation:		4.75
3521	Menards	Materials - Operating Supplies - Bridge Park	20.77
	Total Menards:		20.77
4559	Precision Pest Control	Pest Control Bridge Park - August Service	145.00
	Total Precision Pest Control:		145.00
4661	Quill Corporation	Office Supplies - Bridge Park	181.98
4661	Quill Corporation	Materials/Operating Supplies - Bridge Park	9.79
	Total Quill Corporation:		191.77
	Grand Totals:		362.29

Dated: 8/19/24

City Treasurer: Caroline Moul

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/24	08/16/2024	129954	1140	Cintas Corporation	205-20100	4.75
08/24	08/16/2024	129977	3521	Menards	901-20100	.00 V
08/24	08/16/2024	129987	4559	Precision Pest Control	901-20100	145.00
08/24	08/16/2024	129988	4661	Quill Corporation	901-20100	191.77
08/24	08/19/2024	130004	3521	Menards	901-20100	20.77
Grand Totals:						<u>362.29</u>

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Rec, Pub & Other Services	19.69
Total Capital One:			19.69
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
Total Cintas Corporation:			9.50
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total City Laundering Co.:			60.02
969	Cardmember Service	Monthly Chamber Luncheon	15.00
Total Elan Financial Services:			15.00
Grand Totals:			104.21

Dated: 8/21/24

City Treasurer: Caroline Mnd

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/24	08/21/2024	130013	958	Capital One	901-20100	19.69
08/24	08/21/2024	130015	1140	Cintas Corporation	205-20100	9.50
08/24	08/21/2024	130016	1170	City Laundering Co.	205-20100	60.02
08/24	08/21/2024	130020	969	Elan Financial Services	205-20100	15.00
Grand Totals:						<u>104.21</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
	Total Cintas Corporation:		4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
	Total City Laundering Co.:		60.02
2411	Hillyard Inc.	Maintenance Supplies - Mall	195.44
2411	Hillyard Inc.	Maintenance Supplies - Mall	12.40
	Total Hillyard / Minneapolis:		207.84
3521	Menards	Maintenance Supplies - Mall	43.44
	Total Menards:		43.44
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	20.48
	Total Metro Sales, Inc.:		20.48
4211	Northland Fire Protection	Magnetic Door Closure Bridge Park	1,696.98
	Total Northland Fire Protection:		1,696.98
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.23
	Total Verizon Wireless:		61.85
	Grand Totals:		2,095.36

Dated: 8/29/24City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/24	08/29/2024	130072	1140	Cintas Corporation	205-20100	4.75
08/24	08/29/2024	130073	1170	City Laundering Co.	205-20100	60.02
08/24	08/29/2024	130086	2411	Hillyard / Minneapolis	205-20100	207.84
08/24	08/29/2024	130094	3521	Menards	205-20100	43.44
08/24	08/29/2024	130095	3543	Metro Sales, Inc.	901-20100	20.48
08/24	08/29/2024	130101	4211	Northland Fire Protection	901-20100	1,696.98
08/24	08/29/2024	130119	5801	Verizon Wireless	901-20100	61.85
Grand Totals:						<u>2,095.36</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
	Total Cintas Corporation:		4.75
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
	Total City Laundering Co.:		60.02
2411	Hillyard Inc.	Maintenance Supplies - Mall	163.00
	Total Hillyard / Minneapolis:		163.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance October	420.50
	Total I.U.O.E. Local 49 Fringe Benefit Fund:		3,868.60
3006	Kramer Mechanical Plumbing	Repair & Maint - Bridge Park	160.00
	Total Kramer Mechanical Plumbing & Heating Inc:		160.00
3501	MEI Total Elevator Solutions	September Monthly Service - Bridge Park	313.73
	MEI Total Elevator Solutions:		313.73
3521	Menards	Materials - Operating Supplies - Bridge Park	15.63
	Total Menards:		15.63
4567	Precision Property Maintenanc	Lawn Care - City Lots	1,800.00
	Total Precision Property Maintenance:		1,800.00
2421	Redpath and Company LLC	Completion of 2023 Audit	3,000.00
	Total Redpath and Company LLC:		3,000.00
5261	Star Quality Glass	Repairs & Maint-Bldg/Structures - Mall	2,835.49
	Total Star Quality Glass:		2,835.49
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 White Bear IT Solutions LLC:		916.50

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>13,137.72</u>

Dated: 9/12/24

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/24	09/12/2024	130137	1140	Cintas Corporation	205-20100	4.75
09/24	09/12/2024	130138	1170	City Laundering Co.	205-20100	60.02
09/24	09/12/2024	130160	2411	Hillyard / Minneapolis	205-20100	163.00
09/24	09/12/2024	130162	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
09/24	09/12/2024	130177	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	160.00
09/24	09/12/2024	130186	3501	MEI Total Elevator Solutions	901-20100	313.73
09/24	09/12/2024	130187	3521	Menards	901-20100	15.63
09/24	09/12/2024	130203	4567	Precision Property Maintenance	205-20100	1,800.00
09/24	09/12/2024	130205	2421	Redpath and Company LLC	901-20100	3,000.00
09/24	09/12/2024	130218	5261	Star Quality Glass	205-20100	2,835.49
09/24	09/12/2024	130231	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>13,137.72</u>

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Repair & Maint Supplies -Mall	88.88
	Total Amazon Capital Services, Inc.:		88.88
306	ARC Irrigation, LLC	Fertilization Round 3 - Bridge Park	170.00
	Total ARC Irrigation, LLC:		170.00
958	Capital One	Rec, Pub & Other Services	44.87
	Total Capital One:		44.87
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
	Total Cintas Corporation:		4.75
2411	Hillyard Inc.	Repairs & Maintenance Supplies - Mall	22.39
	Total Hillyard / Minneapolis:		22.39
3521	Menards	Repair & Maint Supplies - Mall	27.40
	Total Menards:		27.40
3675	MNCAR	Exchange Access - EDC Member	590.00
	Total MNCAR Exchange:		590.00
6126	Roof Spec, Inc	Project Mgmt Work-Bridge Park Roof Replacement	800.00
	Total Roof Spec, Inc:		800.00
	Grand Totals:		1,748.29

Dated: 9/18/24City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/24	09/18/2024	130235	175	Amazon Capital Services, Inc.	205-20100	88.88
09/24	09/18/2024	130236	306	ARC Irrigation, LLC	901-20100	170.00
09/24	09/18/2024	130241	958	Capital One	901-20100	44.87
09/24	09/18/2024	130242	1140	Cintas Corporation	205-20100	4.75
09/24	09/18/2024	130250	2411	Hillyard / Minneapolis	205-20100	22.39
09/24	09/18/2024	130260	3521	Menards	205-20100	27.40
09/24	09/18/2024	130262	3675	MNCAR Exchange	205-20100	590.00
09/24	09/18/2024	130271	6126	Roof Spec, Inc	901-20100	800.00
Grand Totals:						1,748.29

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Misc Operating Services - Mall	4.75
Total Cintas Corporation:			4.75
969	Cardmember Service	ECDP - A. Smith	15.00
969	Cardmember Service	Chamber Monthly Luncheon - A. Smith	15.00
Total Elan Financial Services:			30.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Rental - Bridge Park	12.83
Total Metro Sales, Inc.:			12.83
4559	Precision Pest Control	Pest Control Bridge Park - September Service	145.00
Total Precision Pest Control:			145.00
Grand Totals:			192.58

Dated: 9/26/24

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/24	09/25/2024	130294	1140	Cintas Corporation	205-20100	4.75
09/24	09/25/2024	130298	969	Elan Financial Services	205-20100	30.00
09/24	09/25/2024	130311	3543	Metro Sales, Inc.	901-20100	12.83
09/24	09/25/2024	130317	4559	Precision Pest Control	901-20100	145.00
Grand Totals:						<u>192.58</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
Total Cintas Corporation:			9.50
1170	City Laundering Co.	Rugs - DMV and Mall	60.02
Total City Laundering Co.:			60.02
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance November	1,345.60
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance November	841.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance November	1,261.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance November	420.50
Total I.U.O.E. Local 49 Fringe Benefit Fund:			3,868.60
3501	MEI Total Elevator Solutions	October Monthly Service - Bridge Park	313.73
MEI Total Elevator Solutions:			313.73
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - City Ha	130.93
Total Northland Fire Protection:			130.93
4930	S & J Properties, LLC	Tree Removal & Grind Stump	750.00
Total S & J Properties, LLC:			750.00
5801	Verizon Wireless	wireless phone service - Maintenance	20.69
5801	Verizon Wireless	wireless phone service - Bridge Park	41.38
Total Verizon Wireless:			62.07
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 White Bear IT Solutions LLC:			916.50
Grand Totals:			6,111.35

Dated: 10/3/24

City Treasurer: *Caroline [Signature]*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/24	10/02/2024	130343	1140	Cintas Corporation	205-20100	9.50
10/24	10/02/2024	130344	1170	City Laundering Co.	205-20100	60.02
10/24	10/02/2024	130362	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	3,868.60
10/24	10/02/2024	130375	3501	MEI Total Elevator Solutions	901-20100	313.73
10/24	10/02/2024	130385	4211	Northland Fire Protection	205-20100	130.93
10/24	10/02/2024	130393	4930	S & J Properties, LLC	901-20100	750.00
10/24	10/02/2024	130403	5801	Verizon Wireless	901-20100	62.07
10/24	10/02/2024	130407	5965	White Bear IT Solutions LLC	901-20100	916.50
Grand Totals:						<u>6,111.35</u>

Vendor	Vendor Name	Description	Net Invoice Amount
6132	Austin, Diane	Refund & Interest on Security Deposit	1,020.94
	Total Diane Austin:		1,020.94
6133	Bangsund, Elizabeth	Refund & Interest on Security Deposit	848.89
	Total Elizabeth Bangsund:		848.89
2455	HDS, LLC	MTCSQ 10/01/2024 to 03/31/2025	240.00
	Total HDS, LLC DBA Kanso Software:		240.00
3151	League of Minnesota Cities	APMP Conference - A. Smith	50.00
	Total League of Minnesota Cities:		50.00
3521	Menards	Repair & Maint Supplies - Mall	56.03
3521	Menards	Materials - Operating Supplies - Bridge Park	9.71
	Total Menards:		65.74
4211	Northland Fire Protection	Fire Alarm Monitoring - Bridge Park	360.00
	Total Northland Fire Protection:		360.00
5528	Tight Miter Carpentry, LLC	Service Call and Repairs - Bridge Park	229.00
	Total Tight Miter Carpentry, LLC:		229.00
	Grand Totals:		2,814.57

Dated: 10/9/2024

City Treasurer: *Caroline M...*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/24	10/09/2024	130427	6132	Diane Austin	901-20100	1,020.94
10/24	10/09/2024	130428	6133	Elizabeth Bangsund	901-20100	848.89
10/24	10/09/2024	130433	2455	HDS, LLC DBA Kanso Software	901-20100	240.00
10/24	10/09/2024	130437	3151	League of Minnesota Cities	205-20100	50.00
10/24	10/09/2024	130443	3521	Menards	901-20100	65.74
10/24	10/09/2024	130452	4211	Northland Fire Protection	901-20100	360.00
10/24	10/09/2024	130469	5528	Tight Miter Carpentry, LLC	901-20100	229.00
Grand Totals:						<u>2,814.57</u>

3D

Date: **October 21, 2024**
To: **EDA Board of Commissioners**
From: **Deb Barrett, Housing Supervisor**
Re: **Report on EDA Housing Operations**

Public Housing:

- *Processed rent checks. Submitted MTCS Report (Vacancy Report). Bridge Park is 100% occupied with 146 people on the waiting list.*
- *Quarterly unit inspections have been scheduled for October 22 & October 23, 2024.*
- *Annual Fire Extinguishers inspection was completed on October 9, 2024.*
- *Resident meeting is scheduled for Wednesday, October 16th at 11:00 a.m.*
- *Received notice from HUD that three residents had unreported income. All three residents have provided proof of income and rent adjustments were made.*

Prepared by: Alex Smith, Deputy City Administrator

Background:

Pregnancy Resource Center, a tenant of the City Center Mall, is looking to renew their lease for one year. Their current lease ends December 31, 2024 and they are looking to renew for the term length of January 1, 2025 to December 31, 2025 at the below rates. These rates are a just below a 3% increase from their lease ending December 2024.

The minimum rent during the term of this lease is recommended at the following rates:

Year		Rate	Monthly	Annual
January 1 ,2025- December 31, 2025	Suite 138	\$9.56	\$1,195.00	\$14,340.00
	Suite 174	\$9.02	\$446.49	\$5,357.88
	Total		\$1,641.49	\$19,697.88

Recommendations:

EDA to review and approve the Pregnancy Resource Center lease renewal for 1 year at the listed rates.

Attachments:

1. 2025 Pregnancy Resource Center Lease Renewal Draft

CAMBRIDGE CITY CENTER LEASE

THIS LEASE is made this ____ day of December, 2024, between the Cambridge EDA, a public body corporate and politic (the "Landlord") and the Pregnancy Resource Center of Cambridge (the "Tenant").

In consideration of the payment of the rent and the performance of the covenants and agreements by the Landlord set forth below, the Landlord does hereby lease to the Tenant the following described property situated in the City of Cambridge, County of Isanti, in the State of Minnesota, the street address of which is 140 Buchanan Street North, Cambridge, Minnesota 55008. Suite #138 (1500 square feet) and Suite #174 (594 square feet) of the Cambridge City Center is outlined in yellow on the attached Exhibit "A", which is by reference made a part hereof. (The premises outlined in yellow are hereinafter called the "Leased Premises"). Legal description of the Cambridge City Center is attached as Exhibit "B". This lease supersedes all previous lease documents between Landlord and Tenant.

LEASE TERM

The Lease Term will begin January 1 ,2025 and rent will commence December 31, 2025. The fixed annual minimum rent during the term of this lease shall be payable by Tenant in monthly installments, on or before the first day of each month, in advance, at the office of Landlord or at such other place as is designated by Landlord, without prior demand therefore, and without any deduction or setoff whatsoever. The Lease Term shall run from January 1, 2025 to December 31, 2025.

MINIMUM RENT

The minimum rent during the term of this lease shall be at the following rates:

Year		Rate	Monthly	Annual
January 1 ,2025- December 31, 2025	Suite 138	\$9.56	\$1,195	\$14,340
	Suite 174	\$9.02	\$446.49	\$5,357.88
	Total		\$1,641.49	\$19,697.88

TENANT AGREEMENT

The Tenant, in considerations of the leasing of the premises agrees as follows:

1. To pay the rent for the premises above-described.
2. To keep the improvement upon the premises, including sewer connections, plumbing, wiring (including lights bulbs, light fixtures, outlets and outlet covers, ballast and glass in good repair, all at Tenant's expenses, and at the expiration of

the Lease to surrender the premises in as good a condition as when the Tenant entered the premises, loss by fire, inevitable accident, and ordinary wear excepted.

3. To be responsible for a pro rata share, based on the square footage of leased space, of all taxes, assessments, and other governmental charges that are levied or assessed against the Center during the term of this Lease.

Without limiting the foregoing, to the extent that personal property taxes or taxes in lieu of or as a substitute for real estate taxes are imposed with respect to the Leased Premises or directly on Tenant during the term of this Lease, Tenant shall pay such taxes (and any installments of special assessments allocable to the Leased Premises) before delinquency and shall indemnify and hold harmless Landlord from such taxes (and special assessments). Without limiting the foregoing, in the event that the Leased Premises is deemed or classified as a separate tax parcel or separate sub-tax parcel by Isanti County, Tenant shall pay before delinquency all taxes and installments of special assessments for such tax parcel or sub-tax parcel during the term of this Lease.

4. That the Tenant shall not paint, wallpaper, nor make alterations to the property without the Landlord's prior written consent.
5. Tenant shall not erect or install any interior window or door signs, advertising media or window or door lettering or placards or other signs without Landlord's prior written consent. Tenant shall not erect or install any exterior signs at any time without Landlord's prior written consent. It is agreed by Tenant that all of Tenant's signs shall conform when installed to the Sign Criteria set forth as Exhibit "C" hereto and incorporated herein by reference or to the Sign Criteria then in effect with respect to the City Center at the time of installation of any sign by Tenant, which Sign Criteria Landlord reserves the right to modify. In addition, the Landlord will allow Tenant a marquee sign, if and when constructed by Landlord to contain a removable nameplate that identifies the Tenant (to be co-located along with other City Center Tenants) on the Main Street/3rd Avenue NE location.
6. To sublet no part of the premises, and not to assign the lease or any interest therein without the written consent of the Landlord.
7. To use the premises only as medical/professional offices and to use the premises for no purposes prohibited by the laws of the United States or the State of Minnesota, or of the ordinances of the City of Cambridge, and for no improper or questionable purposes whatsoever, and to neither permit nor suffer any disorderly conduct, noise or nuisance having a tendency to annoy or disturb any persons occupying adjacent premises.
8. To comply with all reasonable rules or regulations posted on the premises or determined mutually between tenants and Landlord.

9. To neither hold nor attempt to hold the Landlord liable for any injury or damage, either proximate or remote, occurring through or caused by the repairs, alterations, injury or accident to the premises, or adjacent premises, or other parts of the above premises not herein demised, or by reason of the negligence or default of the owners or occupants thereof or any other person, nor to hold the Landlord liable for any injury or damage occasioned by defective electric wiring, or the breakage or stoppage of plumbing or sewerage upon said premises or upon adjacent premises, whether breakage or stoppage results from freezing or otherwise; to neither permit nor suffer said premise, or the walls or floors thereof, to be endangered by overloading, nor said premises to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous, nor make any alterations in or changes in, upon, or about said premises without first obtaining the written consent of the Landlord therefore, but to permit the Landlord to place a "For Lease" card or sign upon the leased premises at any time after sixty (60) days before the end of this lease. Tenant agrees to indemnify, hold harmless and defend Landlord, its agents, employees, and officers from any liability or damages arising out of Tenant's operations or any act or omission of Tenant, its agents, employees, invitees, or guests in either the Leased Premises or the City Center.
10. Tenant agrees to carry during the term hereof public liability insurance for the Premises, providing coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000) against liability for injury to or death of any one person and One Million (\$1,500,000) Dollars against liability arising out of any one accident or occurrence, and also One Hundred Thousand Dollars (\$100,000) against liability arising out of any property damage; said insurance shall include Landlord, its agents, beneficiaries, and employees as assured parties and shall provide that Landlord shall be given a minimum of thirty (30) days notice by the insurance company prior to cancellation, termination, or change of such insurance. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof.
11. Tenant agrees to permit Landlord or its agents and/or representatives to enter into and upon any part of the Leased Premises during all suitable hours to inspect the same, clean, make repairs, alterations or additions thereto or show the Leased Premises to prospective Tenants, purchasers or others, or for any other reasonable purposes as Landlord may deem necessary or desirable. Landlord shall, except in an emergency, give Tenant reasonable notice prior to such entry. No such entry shall constitute an eviction or entitle Tenant to any abatement of rent, operating costs, or any sums due under said Lease.
12. The leased premises are constructed to utilize individual heating and air conditioning systems. Landlord agrees to keep the air-conditioning and heating systems operating at levels sufficient to satisfy the requirements of the leased premises. Tenant shall pay for all heating, air conditioning, electricity, gas, and telephone charges used in the leased premises.

IT IS EXPRESSLY UNDERSTOOD AND AGREED BETWEEN LANDLORD AND TENANT AS FOLLOWS:

13. No assent, express or implied, to any breach of any one or more of the agreements hereof shall be deemed or taken to be a waiver of any succeeding or other breach. Any payment by Tenant, or acceptance by Landlord, of a lesser amount than due shall be treated only as a payment on account. Further, failure of the Landlord to timely bill for taxes, insurance or repairs, as required herein, shall not be deemed a waiver of the Tenant's liability to pay same.
14. If, after the expiration of this Lease, the tenant shall remain in possession of the premises and continue to pay rent without a written agreement as to such possession, then such tenancy shall be regarded as a month-to-month tenancy, at a monthly rental, payable in advance, equivalent to the last month's rent paid under this lease, and subject to all the terms and conditions of this lease.
15. If the premises are left vacant and any part of the rent reserved hereunder is not paid, then the Landlord may, without being obligated to do so, and without terminating this Lease, retake possession of the said premises and rent the same for such rent, and upon such conditions as the Landlord may think best, making such change and repairs/as may be required, giving credit for the amount of rent so received less all expenses of such changes and repairs, and the Tenants shall be liable for the balance of the rent herein reserved until the expiration of the term of this Lease.
16. Tenant hereby deposits with Landlord and shall maintain at all times on deposit with Landlord and keep whole and unencumbered the sum \$1,000, the receipt of which is hereby acknowledged as security for the faithful performance by Tenant of every term and condition of this Lease. If there shall be a breach or default by Tenant in respect of any term or condition of this lease, Landlord may use all or any part of the security deposit to perform same for the account of Tenant. If Tenant shall fully and faithfully comply with all of the provisions of this lease then said security deposit or any balance thereof remaining shall be repaid to Tenant within a reasonable time after such removal, quitting, and surrender. It is understood that no interest on said security will be paid by Landlord to Tenant. In the event of any sale, transfer, or assignment of Landlord's interest under this lease, Landlord may transfer or assign said security deposit to the vendee, transferee or assignee, as the case may be, and Landlord thereupon shall be released from all liability for the repayment of said security deposit, and Tenant, in each instance, shall look solely to such vendee, transferee or assignee, as the case may be, for repayment of said security deposit. The provisions hereof shall apply to each such sale, transfer, or assignment and to each such transfer or assignment of such security deposit.
17. If any part of the rent provided to be paid herein is not paid when due, or if any default is made in any of the agreements by the Tenant contained herein, it shall be lawful for the Landlord to declare the term ended, and to enter into the

premises, either with or without legal process, and to remove the Tenant or any other person occupying the premises, using such force as may be necessary, without being liable to prosecution, or in damages therefore, and to repossess the premises free and clear of any rights of the Tenant. If, at any time, this lease is terminated under this paragraph, the Tenant agrees to peacefully surrender the premises to the Landlord immediately upon termination, and if the Tenant remains in possession of the premises, the Tenant shall be deemed guilty of forcible entry and detainer of the premises, and, waiving notice, shall be subject to forcible eviction with or without process of law.

18. In the event of any dispute arising under the terms of this Lease, or in the event of non-payment of any sums arising under this lease and in the event the matter is turned over to an attorney, the party prevailing in such dispute shall be entitled, in addition to other damages or costs, to receive reasonable attorney's fees from the other party.
19. In the event any payment required hereunder is not made within five (5) days after the payment is due, a late charge in the amount of five percent (5%) of the payment will be paid by the Tenant.
20. In the event of a condemnation or other taking by any governmental agency, all proceeds shall be paid to the Landlord hereunder, the Tenant waiving all right to any such payments.
21. This lease is made with the express understanding and agreement that, in the event the Tenant becomes insolvent, or is declared bankrupt, then, in either event, the Landlord may declare this Lease ended, and all rights of the Tenant hereunder shall terminate and cease.
22. Landlord promises to keep the structural elements (i.e. walls and roof) and the parking lot and sidewalks of the Cambridge City Center in reasonable repair except when the damage is caused by the intentional or negligent action of Tenant or Tenant's agents, employees or guests. For purposes of this Lease, structural elements shall mean the foundation, floor, exterior and load bearing walls and the roof. Maintenance of the parking lot and sidewalks shall include snow removal.
23. Tenant expressly understands that the location of the property may be situated in a future redevelopment area. At the present time there is not a plan for redevelopment that would affect the term of this lease but a concept of a Cambridge Depot for Passenger rail service has been presented. However, should a redevelopment plan come to fruition during the term of the lease, Landlord will give the Tenant a minimum of 180 days notice to vacate the subject property. If notice is given, Tenant shall vacate the subject property 180 days thereafter, or at a later time as agreed upon by the Landlord. Tenant hereby expressly waives any right to damages that may arise from any redevelopment action or eminent domain action of the City of Cambridge or any claim for

relocation assistance. Tenant understands that the possibility of redevelopment is reflected in the lease rate.

The City of Cambridge acknowledges that if the proposed Cambridge Depot for Passenger rail service is located at the City Center Mall, the City of Cambridge will make every attempt to retain space for the Pregnancy Resource Center of Cambridge.

24. Tenant is responsible for cleaning and general maintenance of the premises. Tenant is responsible for, including but not limited to,: interior cleaning of the unit and glass doors; light bulb replacement and disposal; general maintenance and repair of any tenant build out items in the suite; moving/set-up of tenant items; garbage removal (all tenant garbage shall be brought out to the dumpsters in the rear of the mall).
25. Landlord is not responsible for any items displayed by tenant in the common area of the mall outside of tenant's individual suite(s). All such items must be removed upon request of the Landlord in order for the common area mall floors to be cleaned or when a special event is being held in the common area of the mall. This lease only grants use by the tenant for the suite as outlined on Exhibit A.
26. In the event the Tenant or Landlord wish to terminate the lease for any reason, the Landlord shall provide Tenant with a six-month early termination notice and Tenant shall provide the Landlord with a 3-month early termination notice. The Tenant shall agree to pay the rent through the end of the early termination notice period.
27. NOTICES. Any notices required or permitted to be given hereunder shall be in writing and shall be personally delivered, delivered via overnight delivery or deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, addressed to Landlord or Tenant, as the case may be, as follows:

If to Landlord:

Cambridge EDA
Attn: Caroline Moe
300 3rd Avenue NE
Cambridge, MN 55008
(763) 552-3202

If to Tenant:

Gina M. Kennedy
Pregnancy Resource Center
140 Buchanan St. N, Suite 138
Cambridge, MN 55008
763-689-4319

THIS LEASE shall be binding on the parties, their personal representatives, successors and assigns.

IN WITNESS WHEREOF, Landlord and Tenant have signed this Lease as of the date set forth above.

Cambridge EDA

By: _____

Its: _____

By: _____

Its: _____

Pregnancy Resource Center of Cambridge

By: _____

Its: _____

By: _____

Its: _____

Prepared by: Deb Barrett

Background:

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent (FMR) and undated utility allowance effective January 1, 2025.

In metropolitan areas, HUD defines Small Areas using Zip Codes within the metropolitan area. Using Zip Codes as the basis for FMRs provides tenants with greater ability to move into Opportunity Neighborhoods with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce for extensive market area rent reasonableness studies. Lastly, HUD hopes that setting FMRs for each Zip Code will reduce overpayment in lower-rent areas.

Isanti County is part of the Minneapolis-St. Paul-Bloomington, MN-WI Hud Metro FMR Area.

The FY 2025 Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area Small Area FMRs for All Bedroom Sizes in ZIP Code 55008

FY2025 SAFMRs By Unit Bedrooms
One-Bedroom
\$1250

Recommendation

Motion for EDA Board Members to approve the EDA Resolution No. EDA R24-004

RESOLUTION NO. EDA R24-004

Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2025 and updated Utility Allowance effective January 1, 2025

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2025 and updated Utility Allowance.

WHEREAS, the Mora HRA staff are hereby directed to implement the Fair Market Rent final ruling set by HUD effective January 1, 2025.

WHEREAS, after careful examination and discussion of same, on a motion made by _____, seconded by _____ it was unanimously resolved that the Payment Standard and utility allowances be approved, and the President and the Executive Director were directed to execute the same on behalf of the Authority.

BE IT FURTHER RESOLVED, that the President and Executive Director are hereby authorized to execute this agreement.

President

Executive Director

CERTIFICATION

State of Minnesota)
County of Isanti) ss
City of Cambridge)

I, Robert Shogren, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 21st day of October 2024.

Robert Shogren