

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
August 20, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, August 20, 2018 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Lisa Iverson, Marlys Palmer, Jim Godfrey and Kersten Conley. All present, no absences.

Staff present: Executive Director Moe and Housing Supervisor Barrett.

Call to Order

The EDA first met at Woodcrest Park Church at 2275 335th Ln NE at 5:00 pm to view the property then returned to City Hall at 5:38 pm.

Approval of Agenda

Moe added 6B 2017 and 2018 PHA Plan Amendment and changed Woodcrest Park Church and EDA Owned Properties Discussion to agenda item 6C. Conley moved, seconded by Iverson, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Godfrey, to approve consent agenda items A - D:

- A. Approve July 16, 2018 EDA Meeting Minutes
- B. Approve EDA Draft June 2018 Financial Statements
- C. Housing Division Bills July ACH only, Totaling \$60,368.90
- D. Approve EDA Admin Division Bills Checks #110864- #111114 Totaling \$76,682.05

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Work Session & Unfinished Business

There were no items for the work session or unfinished business.

New Business

Supervisor's Report

Barrett reviewed items and activities since the last EDA meeting along with a review of the resident meeting.

2017 & 2018 PHA Plan Amendment

Barrett explained they need to repurpose 2017 and 2018 Capital Funds to the asbestos project. Barrett noted items currently in the plan such as landscaping and the mill and overlay of the parking lot can be delayed at this time.

Iverson moved, seconded by Godfrey to approve the repurpose of the 2017 and 2018 PHA Plan Amendment. Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Woodcrest Park Church and EDA Owned Properties Discussion

Gustafson thanked Council for coming out to Woodcrest Park Church to view the exterior and interior of the building. Gustafson reviewed the repair work that needed to be completed including the septic system, water softener, heating system, along with other items.

Morin confirmed if the building is demolished, the City would annex the property and bring utilities to the property for redevelopment.

The EDA discussed possibilities for the property and what the potential costs could be for repairing the items. Godfrey encouraged staff to speak with developers about this property.

It was the consensus of the EDA they did not want to expend any funds for a new septic design, however, they would like to get an estimate as to how long they can operate on the current system. The EDA would like to continue the lease with Woodcrest Park Church for an additional year to allow them time to relocate. Staff will also find out what it would cost for a new furnace.

Palmer encouraged the City start the process of annexation for those properties and recommended speaking with Arrow Tank and Schlagel to see if they are looking at expanding and interested in any of the properties.

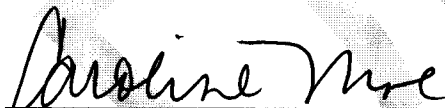
Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 6:01 p.m. Motion carried unanimously.



Joe Morin, President

ATTEST:



Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	322,768.25	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	432,257.84	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,243,440.52	
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	56,192.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,691,997.69)	
TOTAL ASSETS			1,185,991.39

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	975.12	
901-20200	ACCOUNTS PAYABLE	539.66	
901-22600	TENANT SECURITY DEPOSITS	27,539.84	
TOTAL LIABILITIES			29,054.62

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	817,760.01	
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		37,620.99	
BALANCE - CURRENT DATE		37,620.99	
TOTAL FUND EQUITY			1,156,936.77
TOTAL LIABILITIES AND EQUITY			1,185,991.39

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	80,000.00	80,000.00	35,379.00	44,621.00	44.22	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	35,379.00	44,621.00	44.22	75,931.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	25.00	75.00	25.00	50.18
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	1,215.13	284.87	81.01	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	1,240.13	359.87	77.51	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	86,769.27	57,230.73	60.26	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	1,914.46	85.54	95.72	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	88,683.73	57,316.27	60.74	173,681.88
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL FUND REVENUE	276,000.00	276,000.00	125,302.86			273,702.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT ADMINISTRATION</u>						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	31,478.00	31,478.00	18,627.57	(12,850.43)	59.18	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	1,397.08	(962.92)	59.20	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	1,425.03	(982.97)	59.18	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	51.35	(448.65)	10.27	197.65
<i>TOTAL PERSONAL SERVICES</i>	<u>36,746.00</u>	<u>36,746.00</u>	<u>21,501.03</u>	<u>(15,244.97)</u>	<u>58.51</u>	<u>32,091.72</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	154.50	(1,345.50)	10.30	1,346.80
<i>TOTAL SUPPLIES</i>	<u>1,500.00</u>	<u>1,500.00</u>	<u>154.50</u>	<u>(1,345.50)</u>	<u>10.30</u>	<u>1,346.80</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	(1,000.00)	.00	1,418.60
901-49500-306 AUDITING	3,000.00	3,000.00	1,100.00	(1,900.00)	36.67	3,600.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,354.86	(1,645.14)	45.16	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,800.00	6,600.00	3,178.81	(3,421.19)	48.16	7,486.97
901-49500-322 POSTAGE	250.00	250.00	9.70	(240.30)	3.88	.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	281.13
901-49500-340 ADVERTISING	100.00	100.00	37.13	(62.87)	37.13	3.92
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>14,050.00</u>	<u>14,050.00</u>	<u>5,680.50</u>	<u>(8,369.50)</u>	<u>40.43</u>	<u>15,274.53</u>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	68.43	(331.57)	17.11	165.44
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	5,240.22	4,240.22	524.02	580.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	499.00	(501.00)	49.90	455.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,400.00</u>	<u>4,400.00</u>	<u>5,807.65</u>	<u>1,407.65</u>	<u>131.99</u>	<u>1,200.44</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>56,696.00</u></u>	<u><u>56,696.00</u></u>	<u><u>33,143.68</u></u>	<u><u>(23,552.32)</u></u>	<u><u>58.46</u></u>	<u><u>49,913.49</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	200.00	200.00	42.91	(157.09)	21.46	1,511.08
	<i>TOTAL SUPPLIES</i>	200.00	200.00	42.91	(157.09)	21.46	1,511.08
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	42.91	(157.09)	21.46	1,511.08

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,165.00	24,165.00	3,487.40	(20,677.60)	14.43	20,925.52
901-49700-121 PERA (EMPLOYER)	1,849.00	1,849.00	261.56	(1,587.44)	14.15	1,569.43
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,812.00	1,812.00	266.79	(1,545.21)	14.72	1,600.76
901-49700-151 WORKERS' COMPENSATION PREMIU	1,595.00	1,595.00	177.10	(1,417.90)	11.10	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	687.00	687.00	.00	.00
TOTAL PERSONAL SERVICES	29,421.00	29,421.00	4,879.85	(24,541.15)	16.59	25,173.51
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	3,057.61	(3,825.39)	44.42	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	61.88
TOTAL SUPPLIES	7,083.00	7,083.00	3,057.61	(4,025.39)	43.17	10,202.18
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	15,476.02	(9,523.98)	61.90	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	.00	(12,500.00)	.00	9,555.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	13,776.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	18,450.35	(17,549.65)	51.25	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	4,546.56	(5,953.44)	43.30	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	2,623.86	(3,876.14)	40.37	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	1,476.03	(1,023.97)	59.04	2,867.19
TOTAL OTHER SERVICES AND CHA	106,000.00	106,000.00	42,572.82	(63,427.18)	40.16	88,031.95
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	65,000.00	65,000.00	.00	(65,000.00)	.00	45,487.02
901-49700-489 OTHER CONTRACTED SERVICES	9,600.00	9,600.00	.00	(9,600.00)	.00	.00
TOTAL MISCELLANEOUS	74,600.00	74,600.00	.00	(74,600.00)	.00	45,487.02
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	3,985.00	3,985.00	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	2,000.00	2,000.00	.00	(2,000.00)	.00	7,919.96
TOTAL IMPROVEMENTS/BETTERM	2,000.00	2,000.00	3,985.00	1,985.00	199.25	7,919.96
TOTAL LOW RENT MAINTENANCE	219,104.00	219,104.00	54,495.28	(164,608.72)	24.87	176,814.62

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,000.00	276,000.00	87,681.87			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	37,620.99			45,463.21

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	111,361.01	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u><u>111,361.01</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20100	AP ALLOCATED TO OTHER FUNDS	3,293.40	
902-20200	ACCOUNTS PAYABLE	2,789.01	
	TOTAL LIABILITIES		6,082.41
<u>FUND EQUITY</u>			
902-27200	UNRESTRICTED NET ASSETS	95,259.73	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>10,018.87</u>	
	BALANCE - CURRENT DATE	<u>10,018.87</u>	
	TOTAL FUND EQUITY		<u><u>105,278.60</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>111,361.01</u></u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	50,000.00	50,000.00	27,714.00	22,286.00	55.43	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	27,714.00	22,286.00	55.43	61,158.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	216.00	216.00	.00	216.00	.00	3,166.90
TOTAL RENTAL INCOME	216.00	216.00	.00	216.00	.00	3,166.90
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	54.75	(54.75)	.00	79.89
TOTAL INTEREST	.00	.00	54.75	(54.75)	.00	79.89
TOTAL FUND REVENUE	<u>50,216.00</u>	<u>50,216.00</u>	<u>27,768.75</u>			<u>64,404.79</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>						
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-306	AUDIT FEES	3,000.00	3,000.00	1,100.00 (1,900.00)	36.67	3,600.00
902-49500-307	CONTRACTED SECT 8 ADMIN	50,000.00	50,000.00	19,929.88 (30,070.12)	39.86	42,544.42
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>53,000.00</u>	<u>53,000.00</u>	<u>21,029.88 (31,970.12)</u>	<u>39.68</u>	<u>46,144.42</u>
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00 (1,000.00)</u>	<u>.00</u>	<u>.00</u>
	TOTAL SECT 8 ADMINISTRATIVE	<u><u>54,000.00</u></u>	<u><u>54,000.00</u></u>	<u><u>21,029.88 (32,970.12)</u></u>	<u><u>38.94</u></u>	<u><u>46,144.42</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	180,287.00	180,287.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(183,942.00)	(183,942.00)	.00	(339,005.00)
902-49775-376 URP PORT REC	.00	.00	375.00	375.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(3,280.00)	(3,280.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(3,280.00)	(3,280.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	54,000.00	54,000.00	17,749.88			46,144.42
NET REVENUES OVER EXPENDITURE	(3,784.00)	(3,784.00)	10,018.87			18,260.37

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2018

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	265,233.50	
903-10200	EDA HOUSING DIV OPERATING CASH	111,213.00	
	TOTAL ASSETS		<u>376,446.50</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16,684.02	
	BALANCE - CURRENT DATE	16,684.02	
	TOTAL FUND EQUITY		<u>376,446.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,446.50</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>							
903-36210	INTEREST EARNINGS	.00	.00	851.69	(851.69)	.00	1,749.34
	TOTAL INTEREST & MISC INCOME	.00	.00	851.69	(851.69)	.00	1,749.34
<u>OTHER REVENUES</u>							
903-37220	TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
	TOTAL OTHER REVENUES	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
	TOTAL FUND REVENUE	15,000.00	15,000.00	17,625.94			18,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	875.00	(1,225.00)	41.67	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	66.92	66.92	.00	133.81
<i>TOTAL FUNCTION 1</i>		2,100.00	2,100.00	941.92	(1,158.08)	44.85	1,883.81
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	1,000.00
903-49500-305	ACCOUNTING FEES	.00	.00	.00	.00	.00	520.00
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>		500.00	500.00	.00	(500.00)	.00	1,520.00
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	(12,400.00)	.00	.00
<i>TOTAL TRANSFERS</i>		12,400.00	12,400.00	.00	(12,400.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV		15,000.00	15,000.00	941.92	(14,058.08)	6.28	3,403.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	941.92			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,684.02			15,428.53

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2018

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	31,915.00	
	TOTAL ASSETS		31,915.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE; REVENUE OVER EXPENDITURES - YTD	31,915.00	
	BALANCE - CURRENT DATE	31,915.00	
	TOTAL FUND EQUITY		31,915.00
	TOTAL LIABILITIES AND EQUITY		31,915.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
TOTAL FUND REVENUE	36,000.00	36,000.00	31,915.00			21,654.69

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
	TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	36,000.00	36,000.00	.00			21,654.69
NET REVENUES OVER EXPENDITURE	.00	.00	31,915.00			.00

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	12,581.87	
905-10200	EDA OPERATING ACCT-SECTION 8	14,060.13	
	TOTAL ASSETS		26,642.00
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	12,581.87	
	TOTAL LIABILITIES		12,581.87
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	29,264.60	
	BALANCE - CURRENT DATE	29,264.60	
	TOTAL FUND EQUITY		14,060.13
	TOTAL LIABILITIES AND EQUITY		26,642.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
905-33160	A.C. EARNED SECTION 8	350,000.00	350,000.00	224,539.00	125,461.00	64.15	396,525.00
	TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	224,539.00	125,461.00	64.15	396,525.00
<u>INTEREST</u>							
905-36211	HAP INTEREST INCOME	.00	.00	.00	.00	.00	31.27
	TOTAL INTEREST	.00	.00	.00	.00	.00	31.27
	TOTAL FUND REVENUE	350,000.00	350,000.00	224,539.00			396,556.27

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	346,216.00	346,216.00	187,900.00	(158,316.00)	54.27	402,657.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	.00	.00	.00	145.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	4,734.00	4,734.00	.00	13,347.00
905-49775-375 FSS	.00	.00	2,244.00	2,244.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	396.40	396.40	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>195,274.40</u>	<u>(150,941.60)</u>	<u>56.40</u>	<u>421,667.84</u>
TOTAL HAP EXPENDITURES	<u>346,216.00</u>	<u>346,216.00</u>	<u>195,274.40</u>	<u>(150,941.60)</u>	<u>56.40</u>	<u>421,667.84</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	346,216.00	346,216.00	195,274.40			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	29,264.60			(25,111.57)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	200.00	200.00	.00	200.00	.00	2,954.05
TOTAL INTEREST	200.00	200.00	.00	200.00	.00	2,954.05
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	207,000.00	207,000.00	120,859.09	86,140.91	58.39	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	207,000.00	120,859.09	86,140.91	58.39	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	90,000.00	.00	90,000.00	.00	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	90,000.00	.00	90,000.00	.00	275,000.00
TOTAL FUND REVENUE	<u>297,200.00</u>	<u>297,200.00</u>	<u>120,859.09</u>			<u>501,237.33</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	87,796.00	87,796.00	44,948.01	(42,847.99)	51.20	92,201.51
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	350.00	(2,150.00)	14.00	490.00
205-41930-121 PERA (EMPLOYER)	6,746.00	6,746.00	3,371.10	(3,374.90)	49.97	6,729.66
205-41930-122 FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	3,348.60	(2,739.40)	55.00	6,695.96
205-41930-131 MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	9,421.80	(7,227.20)	56.59	15,303.60
205-41930-132 LONGEVITY PAY	2,150.00	2,150.00	.00	(2,150.00)	.00	.00
205-41930-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,434.32
205-41930-151 WORKERS' COMPENSATION PREMIU	685.00	685.00	110.75	(574.25)	16.17	447.71
205-41930-154 HRA/FLEX FEES	.00	.00	45.15	45.15	.00	73.35
TOTAL PERSONAL SERVICES	123,814.00	123,814.00	62,795.41	(61,018.59)	50.72	123,376.11
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	99.10	(150.90)	39.64	136.72
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	.00	.00	.00	215.30
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	.00	.00	500.00	500.00	.00	196.25
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	6.42	(3,293.58)	.19	2,503.60
TOTAL SUPPLIES	3,550.00	3,550.00	605.52	(2,944.48)	17.06	3,051.87
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	7,800.76	4,200.76	216.69	3,497.55
205-41930-313 IT MGMT & BACKUP	.00	.00	1,354.86	1,354.86	.00	2,523.91
205-41930-321 TELEPHONE/CELLULAR	500.00	500.00	429.79	(70.21)	85.96	743.68
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	253.94	(496.06)	33.86	1,314.59
205-41930-334 MILEAGE REIMBURSEMENT	1,100.00	1,100.00	575.54	(524.46)	52.32	625.15
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	138.00
205-41930-360 INSURANCE AND BONDS	1,500.00	1,500.00	.00	(1,500.00)	.00	1,086.87
205-41930-381 ELECTRIC UTILITIES	400.00	400.00	495.99	95.99	124.00	836.99
205-41930-382 WATER/SEWER/STORM PROPERTY A	60.00	60.00	2,006.57	1,946.57	3,344.28	731.32
205-41930-383 GAS UTILITIES	100.00	100.00	249.46	149.46	249.46	118.44
TOTAL OTHER SERVICES & CHARG	8,210.00	8,210.00	13,166.91	4,956.91	160.38	11,616.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	7,347.14	7,347.14	.00	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	46.00	46.00	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	726.40	(773.60)	48.43	840.66
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	440.00	(1,060.00)	29.33	305.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	.00	.00	.00	.00	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	.00	.00	.00	32,875.84
205-41930-484 NLX ACTIVITIES	6,650.00	6,650.00	6,650.00	.00	100.00	4,830.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	1,172.00
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	.00	.00	.00	.00	5,475.88
205-41930-489 IND PARK MARKETING	8,500.00	8,500.00	4,547.00	(3,953.00)	53.49	9,457.11
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
<i>TOTAL MISCELLANEOUS</i>	<u>24,150.00</u>	<u>24,150.00</u>	<u>22,756.54</u>	<u>(1,393.46)</u>	<u>94.23</u>	<u>74,421.34</u>
TOTAL EDA ADMINISTRATION	<u><u>159,724.00</u></u>	<u><u>159,724.00</u></u>	<u><u>99,324.38</u></u>	<u><u>(60,399.62)</u></u>	<u><u>62.19</u></u>	<u><u>212,465.82</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

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	26,063.00	26,063.00	13,175.58	(12,887.42)	50.55	25,250.24
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	46.05
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	3,198.94	198.94	106.63	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	988.17	(1,064.83)	48.13	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	1,219.05	(1,104.95)	52.45	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	4,706.88	(3,617.12)	56.55	7,643.76
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.63	(60.37)	89.94	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	357.46	(1,145.54)	23.78	1,346.03
205-47000-154 HRA/FLEX FEES	75.00	75.00	22.65	(52.35)	30.20	36.75
TOTAL PERSONAL SERVICES	44,942.00	44,942.00	24,208.36	(20,733.64)	53.87	44,661.78
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	69.76	69.76	.00	129.99
205-47000-212 GASOLINE/FUEL	250.00	250.00	35.04	(214.96)	14.02	67.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	10,000.00	10,000.00	6,198.88	(3,801.12)	61.99	10,305.61
TOTAL SUPPLIES	10,250.00	10,250.00	6,303.68	(3,946.32)	61.50	10,503.35
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	154.62	(695.38)	18.19	289.54
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	7,982.00	(13,018.00)	38.01	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,210.59	(3,489.41)	38.78	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	2,692.03	(3,307.97)	44.87	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	1,749.35	(2,750.65)	38.87	3,727.53
TOTAL OTHER SERVICES & CHARG	45,050.00	45,050.00	14,788.59	(30,261.41)	32.83	37,649.34
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	1,560.60	(11,439.40)	12.00	16,419.16
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,300.00	.00	(2,300.00)	.00	1,036.80
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	2,896.80	(9,103.20)	24.14	(133.20)
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	18,370.31	18,370.31	.00	11,290.00
205-47000-498 RUM RIVER BUILD OUT	.00	.00	49,826.69	49,826.69	.00	.00
TOTAL MISCELLANEOUS	27,300.00	27,300.00	72,654.40	45,354.40	266.13	30,962.76
TOTAL MALL OPERATING EXPENSE	127,542.00	127,542.00	117,955.03	(9,586.97)	92.48	123,777.23

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	287,266.00	287,266.00	217,279.41			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	9,934.00	(96,420.32)			164,994.28