

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
February 21, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, February 21, 2017 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Marlys Palmer, Kersten Conley, and Jim Godfrey.

Members Absent: Lisa Iverson (excused)

**Call to Order**

Morin called the meeting to order at 5:46 pm.

**Annual Meeting**

***Election of Officers***

Iverson was nominated for President by Palmer. Morin was nominated for President by Godfrey. No additional nominations were received. Morin stated he wished Iverson was present to accept or deny the nomination.

Palmer supported Iverson. Godfrey and Conley supported Morin. Upon roll call, Godfrey and Conley voted aye to affirm Morin's nomination as President. Palmer voted nay to affirm Morin's nomination as President. Morin abstained. Morin's appointment for President passed.

Iverson was nominated for Vice President by Godfrey. No additional nominations were received. Iverson was declared Vice President by acclamation.

Conley was nominated for Treasurer by Godfrey. No additional nominations were received. Conley was declared Treasurer by acclamation.

Woulfe was nominated for Secretary by Godfrey. No additional nominations were received. Woulfe was declared Secretary by acclamation.

***Appointment of Executive Director***

Godfrey moved, seconded by Conley to appoint Finance Director Caroline Moe as the Executive Director. Motion carried 4/0.

***Appointment of Assistant Treasurer***

Conley moved, seconded by Godfrey to appoint Finance Clerk Linda Gerlach as the Assistant Treasurer. Motion carried 4/0.

***EDA Code of Conduct & Bylaws***

Woulfe noted the bylaws were amended in December 2016. Godfrey moved, seconded by Conley to approve the Code of Conduct and Bylaws as presented. Motion carried 4/1.

### **Approval of Agenda**

Godfrey moved, seconded by Conley, to approve the agenda as presented. Motion carried 4/0.

### **Consent Agenda**

Conley moved, seconded by Godfrey, to approve consent agenda items A - E, as presented:

- A. EDA Minutes – January 17, 2017
- B. Housing Division Bills ACH batches with transactions totaling \$59,718.46
- C. Approve EDA Administration Division bills checks #104871 - #105249 totaling \$35,260.21
- D. EDA Draft December 2016 Financial Statements
- E. Adopt Resolution R17-001 Amending EDA Admin Budget

Upon call of the roll, Morin, Conley, Palmer, and Godfrey voted aye, no nays. Motion carried 4/0.

### **Work Session**

There was no business for the work session.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

#### ***Supervisor's Report***

Barrett reviewed items staff has been working on. Godfrey moved, seconded by Conley to approve the report as submitted. Motion carried 4/0.

#### ***Resident Meeting***

Barrett gave a recap of the last resident's meeting. Conley moved, seconded by Godfrey to approve the resident meeting minutes as presented. Palmer confirmed the non-smoking policy is for indoors only. Motion carried 4/0.

#### ***Approve Proposal for the Removal and Installation of New Carpeting in Unit 162 in the City Center Mall***

Gustafson explained the carpet in unit 162 has out lived its life cycle and needs to be replaced. Gustafson reported he sent out an RFP for carpet removal and replacement to five companies, placed the RFP on the City's web site and two companies came to preview the space. Gustafson reviewed the two quotes received. Gustafson noted the funds have been budgeted and available when the project is approved.

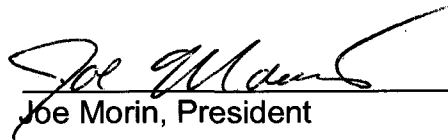
Gustafson stated staff recommends to replace the carpeting with Carpet tiles that way if an accident happens it is easier to replace a tile or two then trying to splice in carpet and to use vinyl base.

Godfrey asked when they will start. Gustafson explained there are people that use the space so the goal is to have a completion date by the end of May. Conley confirmed Johnson Decorating Center is the lowest bid. Godfrey asked what the life expectancy is for carpet tile. Gustafson was unsure but stated the Workforce Center has had their carpet tile since 2009.

Conley moved, seconded by Godfrey to approve the quote submitted by Johnson Decorating Center, Inc. for an amount not to exceed \$3,856.00 and authorized the EDA President and Executive Director to sign the performance agreement with Johnson Decorating Center, Inc. Palmer questioned why Bob Johnson wasn't doing the painting. Gustafson explained he doesn't have the time to dedicate to that project with his other duties and tasks. Upon call of the roll, Morin, Conley, Palmer, and Godfrey voted aye, no nays. Motion carried 4/0.

**Adjournment**

Godfrey moved, seconded by Conley, to adjourn the meeting at 6:13 p.m. Motion carried 4/0.

  
\_\_\_\_\_  
Joe Morin, President

ATTEST:

  
\_\_\_\_\_  
Caroline Moe, Executive Director

Cambridge EDA  
Check Register Detail Report

Cambridge  
From: 01/01/2017 To: 01/31/2017

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
01/03/2017	DEP	Peoples Bank Of Commerce	Deposit	315.76	586,710.32	
01/03/2017	DEP	Peoples Bank Of Commerce	Deposit	610.18	587,320.50	
01/03/2017	DEP	Peoples Bank Of Commerce	Deposit	1,160.31	588,480.81	
01/03/2017	ADJST	ACH00113	Payment	59,174.46	529,306.35	See attached
01/04/2017	DEP	Peoples Bank Of Commerce	Deposit	852.07	530,158.42	
01/04/2017	DEP	Peoples Bank Of Commerce	Deposit	12,817.62	542,976.04	
01/05/2017	DEP	Peoples Bank Of Commerce	Deposit	6,356.00	549,332.04	
01/05/2017	DEP	Peoples Bank Of Commerce	Deposit	7,971.00	557,303.04	
01/10/2017	DEP	Peoples Bank Of Commerce	Deposit	1,418.00	558,721.04	
01/12/2017	ADJST	NSF Fee Check #2018	Payment	322.00	558,399.04	Rent NSF Bridge Park - Subsequently collected.
01/17/2017	DEP	Peoples Bank Of Commerce	Deposit	558.00	558,957.04	
01/23/2017	DEP	Peoples Bank Of Commerce	Deposit	17,037.00	575,994.04	
01/25/2017	DEP	Peoples Bank Of Commerce	Deposit	576.10	576,570.14	
01/26/2017	ADJST	ACH00114	Payment	544.00	576,026.14	See attached.
01/30/2017	Print	Transfer to Checking 1080	Payment	26,459.69	549,566.45	TRANSFER TO City for payroll, Bridge Park Utilities and all vendor payments pd by City for lts div.

① = 59,718.46  
ACH batches

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Date: 01/24/2017

Peoples Bank of Commerce / Cambridge EDA

Page: 1

**ACH Transaction Report**

Batch #: 000115

Created On: 01/24/2017

<b>Name</b>	<b>Amount</b>
Aaron Jordan	\$524.00
Bohmer, John	\$643.00
Dean & Jennifer Bondes	\$895.00
Bungalows of Chisago L	\$1,240.00
Calhoun Apartments	\$1,075.00
Cambridge Square Assoc	\$1,498.00
Cambridge Town Square	\$1,076.00
Charls Satak	\$586.00
Chen Liu	\$7,462.00
DJ Properties of Stanc	\$493.00
Elmer D. Harp	\$572.00
Erlandson - Nelson Con	\$547.00
FYP PROPERTIES	\$6.00
Robert Giffin	\$585.00
Hanson Properties	\$270.00
Haven Properties	\$335.00
New Challenges, Inc.	\$7,112.00
Isanti Village Apartme	\$916.00
Jay M. Winger	\$479.00
John Maher	\$370.00
Kaizen Property Soluti	\$1,206.00
Kathryn Dahlberg	\$608.00
Kestrel Meadows Townho	\$3,230.00
Brian Leet	\$335.00
Legacy Townhomes	\$4,586.00
Janet Nielsen	\$739.00
Lindstrom Parkview Ass	\$319.00
Mann, Cheryl	\$560.00
Michael Doran	\$560.00
Allen Moulton	\$540.00
Multi-Investments, LLC	\$362.00
Loral Myers	\$274.00
Norman Rosenkranz	\$741.00
Normandy Townhomes	\$2,610.00
North Branch Senior Ho	\$790.00
Oakhurst Apartments	\$368.00
Oakview Terrace Townho	\$1,199.00
Northern Management	\$455.00
Ordeen Splittstoser	\$830.00

### ACH Transaction Report

Batch #: 000115

Created On: 01/24/2017

<u>Name</u>	<u>Amount</u>
Randall Propp	\$506.00
Richard Berget	\$279.00
Robert Blaisdell-Blais	\$402.00
Robert Mattson	\$276.00
Rush Oaks Apartments	\$367.00
Sharon Johnson	\$323.00
Steve Baker	\$802.00
Paul & Bethany Stiles	\$656.00
Sunrise Court Apartmen	\$1,103.00
Taylors Falls Villas	\$542.00
Thomas Olin	\$999.00
Tower Terrace Limited	\$3,031.00
Washington County HRA	\$574.46
William Francisco	\$510.00
Wyoming Limited Partne	\$994.00
Wyoming Limited Partne	\$1,261.00
Cambridge EDA	\$-59,621.46
<b>Batch Total:</b>	<b>\$0.00</b>

### ACH Transaction Report

Batch #: 000114  
Created On: 01/24/2017

<u>Name</u>	<u>Amount</u>
New Challenges, Inc.	\$544.00
Cambridge EDA	\$-544.00
<b>Batch Total:</b>	<b>\$0.00</b>

<p><b>CAMBRIDGE EDA MEETING</b></p> <p>February 21, 2017</p> <p><b>BILLS LIST</b></p>
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<b>Disbursement Type:</b>	<b>Date:</b>	<b>Check Numbers:</b>	<b>Submitted For <u>Approval</u></b>
Prepaid Checks	1/11/2017	104871 - 104923	4,533.34
Prepaid Checks	1/18/2017	104949 - 104950	41.13
Prepaid Checks	1/25/2017	105063 - 105129	24,724.24
Prepaid Checks	2/1/2017	105155 - 105187	2,815.99
Prepaid Checks	2/8/2017	105200 - 105249	3,145.51
Prepaid Checks			

Prepaid Totals

35,260.21

**TOTAL SUBMITTED FOR APPROVAL**

\$35,260.21



Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Health History, Physical, Questionnaire - Bridge	130.00
Total 165:			130.00
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Mall	31.08
Total 906:			31.08
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	102.54
Total 2411:			102.54
2859	Karl's	Range - Bridge Park	1,077.96
Total 2859:			1,077.96
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
Total 3056:			108.40
3521	Menards	Materials - Bridge Park	147.37
3521	Menards	Materials - Bridge Park	269.76
Total 3521:			417.13
4179	Northern Lights Express NLX	Passenger Rail Alliance 2017	2,415.00
Total 4179:			2,415.00
5861	Walmart Community Card	Tenant Services - Bridge Park	218.29
5861	Walmart Community Card	Materials - Bridge Park	30.44
Total 5861:			248.73
Grand Totals:			4,533.34

Dated: 1/12/17

City Treasurer: Caroline Mar

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/11/2017	104871	165	Allina Health	901-20100	130.00
01/17	01/11/2017	104876	906	Cambridge Napa Auto Parts	205-20100	31.08
01/17	01/11/2017	104886	2046	G & K Services, Inc.	205-20100	2.50
01/17	01/11/2017	104890	2411	Hillyard / Minneapolis	205-20100	102.54
01/17	01/11/2017	104894	2859	Karl's	901-20100	1,077.96
01/17	01/11/2017	104898	3056	Lake Superior Laundry Inc.	205-20100	108.40
01/17	01/11/2017	104904	3521	Menards	901-20100	417.13
01/17	01/11/2017	104910	4179	Northern Lights Express NLX	205-20100	2,415.00
01/17	01/11/2017	104923	5861	Walmart Business/SYNCB	901-20100	248.73
Grand Totals:						<u>4,533.34</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	38.63
Total 2411:			38.63
Grand Totals:			41.13

Dated: 4/18/17

City Treasurer: Caroline Moe

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/18/2017	104949	2046	G & K Services, Inc.	205-20100	2.50
01/17	01/18/2017	104950	2411	Hillyard / Minneapolis	205-20100	38.63
Grand Totals:						<u>41.13</u>

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Vendor	Vendor Name	Description	Net Invoice Amount
453	BayPointe Enterprises, Inc.	Community Collaboration	2,127.60
Total 453:			2,127.60
969	Cardmember Service	Small Tools & Equipment - Mall	429.99
969	Cardmember Service	EDAM Membership Renewal - S. Gustafson	295.00
969	Cardmember Service	Marketing - EDA	299.03
Total 969:			1,024.02
1949	First Advantage	Pre-Employment Drug Test - Bridge Park	53.00
Total 1949:			53.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2233	Grimebusters Deep Surface Clea	Strip and Wax - Mall	3,511.20
Total 2233:			3,511.20
2411	Hillyard Inc.	Repairs and Maint Supplies - Mall	127.50
Total 2411:			127.50
2631	Isanti County Auditor-Treasurer	Payment in Lieu of Taxes 2016 - Bridge Park A	13,336.00
Total 2631:			13,336.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
Total 3056:			106.20
3521	Menards	Materials - Bridge Park	212.56
3521	Menards	Materials - Bridge Park	3.90
3521	Menards	Materials - Bridge Park	213.40
Total 3521:			429.86
3933	Mora HRA	January 2017 Contracted Section 8 Administrati	3,978.07
Total 3933:			3,978.07
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
5801	Verizon Wireless	wireless phone service - Economic Developmen	59.49
5801	Verizon Wireless	wireless phone service - Bridge Park	48.69-
Total 5801:			28.29

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Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>24,724.24</u>

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Dated: 1/25/17

City Treasurer: Caroline Mac

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/25/2017	105063	453	BayPointe Enterprises, Inc.	205-20100	2,127.60
01/17	01/25/2017	105068	969	Cardmember Service	205-20100	1,024.02
01/17	01/25/2017	105085	1949	First Advantage LNS	901-20100	53.00
01/17	01/25/2017	105086	2046	G & K Services, Inc.	205-20100	2.50
01/17	01/25/2017	105088	2233	Grimebusters Deep Surface Cleaning	205-20100	3,511.20
01/17	01/25/2017	105089	2411	Hillyard / Minneapolis	205-20100	127.50
01/17	01/25/2017	105092	2631	Isanti County Auditor-Treasurer	901-20100	13,336.00
01/17	01/25/2017	105098	3056	Lake Superior Laundry Inc.	205-20100	106.20
01/17	01/25/2017	105108	3521	Menards	901-20100	429.86
01/17	01/25/2017	105111	3933	Mora HRA	902-20100	3,978.07
01/17	01/25/2017	105129	5801	Verizon Wireless	205-20100	28.29
Grand Totals:						<u>24,724.24</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1983	Mills Fleet Farm	Repairs to Road Sign	1,208.67
	Total 1983:		1,208.67
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
3521	Menards	Maintenance Supplies - Mall	37.11
3521	Menards	Materials - Bridge Park	332.72
	Total 3521:		369.83
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base R	10.05
	Total 3543:		10.05
4011	NAC Mechanical & Electrical	January Semi-Annual Maintenance	971.19
	Total 4011:		971.19
5305	Stone, Sharon	Refund for Security Deposit	253.75
	Total 5305:		253.75
	Grand Totals:		2,815.99

Dated: 2/2/17

City Treasurer: Caroline Muel



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/01/2017	105155	2046	G & K Services, Inc.	205-20100	2.50
02/17	02/01/2017	105167	3521	Menards	901-20100	369.83
02/17	02/01/2017	105168	3543	Metro Sales, Inc.	901-20100	10.05
02/17	02/01/2017	105169	1983	Mills Fleet Farm	205-20100	1,208.67
02/17	02/01/2017	105172	4011	NAC Mechanical & Electrical	205-20100	971.19
02/17	02/01/2017	105187	5305	Sharon Stone	901-20100	253.75
Grand Totals:						2,815.99

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park Credit	130.39-
	Total 306:		130.39-
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2456	Housing Data Systems	MTCS Transmittal Service 01/01/17-03/31/17	120.00
	Total 2456:		120.00
3056	Lake Superior Laundry Inc.	Mall Rugs	106.20
	Total 3056:		106.20
3086	Landworks Construction, Inc.	Snow Removal & Salt/De-Icer - Bridge Park	443.50
	Total 3086:		443.50
3501	MEI Total Elevator Solutions	February Service Billing - Bridge Park Apts	225.20
	Total 3501:		225.20
5191	SPEW Health Plan	Health Insurance Premium - March	1,359.00
5191	SPEW Health Plan	Health Insurance Premium - March	679.50
	Total 5191:		2,038.50
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	340.00
	Total 5601:		340.00
	Grand Totals:		3,145.51

Dated: 2/8/17

City Treasurer: Caroline Mee

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/08/2017	105200	306	ARC Irrigation, LLC	901-20100	130.39-
02/17	02/08/2017	105213	2046	G & K Services, Inc.	205-20100	2.50
02/17	02/08/2017	105218	2456	Housing Data Systems	901-20100	120.00
02/17	02/08/2017	105225	3056	Lake Superior Laundry Inc.	205-20100	106.20
02/17	02/08/2017	105226	3086	Landworks Construction, Inc.	901-20100	443.50
02/17	02/08/2017	105232	3501	Minnesota Elevator, Inc	901-20100	225.20
02/17	02/08/2017	105244	5191	SPEW Health Plan	205-20100	2,038.50
02/17	02/08/2017	105249	5601	TR Computer Sales LLC	901-20100	340.00
Grand Totals:						<u>3,145.51</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(	4,185.56)	
901-10102	INVESTMENTS--PBC		319,779.95	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		374,493.02	
901-15500	PREPAID EXPENSES		1,830.00	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,221,510.52	
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	(	1,646,510.67)	
	TOTAL ASSETS			<u>1,146,439.73</u>

**DRAFT**

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		1,402.07	
901-20200	ACCOUNTS PAYABLE		13,336.00	
901-21650	ACCRUED VACATION & SICK PAY		32,113.09	
901-22600	TENANT SECURITY DEPOSITS		25,736.00	
	TOTAL LIABILITIES			<u>72,587.16</u>

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		657,269.35	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(	227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>115,027.45</u>	
	BALANCE - CURRENT DATE		<u>115,027.45</u>	
	TOTAL FUND EQUITY			<u>1,073,852.57</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,146,439.73</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	72,000.00	72,000.00	80,942.00	( 8,942.00)	112.42	80,773.00
TOTAL INTERGOVERNMENTAL REVE	72,000.00	72,000.00	80,942.00	( 8,942.00)	112.42	80,773.00
<u>INTEREST &amp; MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	1,801.80	( 1,701.80)	1,801.80	258.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	2,265.54	( 765.54)	151.04	2,203.74
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	4,067.34	( 2,467.34)	254.21	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	140,000.00	140,000.00	165,602.90	( 25,602.90)	118.29	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	5,800.00	5,800.00	6,602.50	( 802.50)	113.84	7,336.25
TOTAL RENTAL INCOME	145,800.00	145,800.00	172,205.40	( 26,405.40)	118.11	162,759.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	92,883.77	( 57,883.77)	265.38	.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	92,883.77	( 57,883.77)	265.38	.00
TOTAL FUND REVENUE	254,400.00	254,400.00	350,098.51			245,994.24

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	28,330.00	28,330.00	.00	( 28,330.00)	.00	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	33,186.92	33,186.92	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	390.92	390.92	.00	( 85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,168.00	2,168.00	2,576.48	408.48	118.84	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	240.00	240.00	252.60	12.60	105.25	240.87
<b>TOTAL PERSONAL SERVICES</b>	<b>30,738.00</b>	<b>30,738.00</b>	<b>36,406.92</b>	<b>5,668.92</b>	<b>118.44</b>	<b>28,684.88</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	733.98	( 766.02)	48.93	602.30
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>733.98</b>	<b>( 766.02)</b>	<b>48.93</b>	<b>602.30</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	100.00	100.00	.00	( 100.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,300.00	300.00	110.00	2,000.00
901-49500-321 TELEPHONE EXPENSE	6,000.00	6,000.00	7,602.32	1,602.32	126.71	6,867.62
901-49500-322 POSTAGE	250.00	250.00	94.00	( 156.00)	37.60	147.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	441.48	341.48	441.48	.00
901-49500-340 ADVERTISING	100.00	100.00	297.90	197.90	297.90	30.80
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>9,550.00</b>	<b>9,550.00</b>	<b>11,735.70</b>	<b>2,185.70</b>	<b>122.89</b>	<b>9,045.42</b>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	1,830.00	( 170.00)	91.50	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	341.07	( 58.93)	85.27	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	900.00	( 100.00)	90.00	2,018.00
901-49500-440 STAFF TRAINING	500.00	500.00	39.95	( 460.05)	7.99	.00
<b>TOTAL MISCELLANEOUS</b>	<b>3,900.00</b>	<b>3,900.00</b>	<b>3,111.02</b>	<b>( 788.98)</b>	<b>79.77</b>	<b>2,321.87</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>45,688.00</b>	<b>45,688.00</b>	<b>51,987.62</b>	<b>6,299.62</b>	<b>113.79</b>	<b>40,654.47</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	3,335.22	3,135.22	1,667.61	1,353.88
<i>TOTAL SUPPLIES</i>	200.00	200.00	3,335.22	3,135.22	1,667.61	1,353.88
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>3,335.22</b>	<b>3,135.22</b>	<b>1,667.61</b>	<b>1,353.88</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LOW RENT MAINTENANCE</b>						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	25,802.00	25,802.00	.00 (	25,802.00)	.00	2,967.04
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	26,175.51	26,175.51	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	48.13	48.13	.00 (	147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,975.00	1,975.00	2,040.04	65.04	103.29	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	1,621.00	1,621.00	1,478.19 (	142.81)	91.19	1,731.64
<b>TOTAL PERSONAL SERVICES</b>	<b>29,398.00</b>	<b>29,398.00</b>	<b>29,741.87</b>	<b>343.87</b>	<b>101.17</b>	<b>29,853.43</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	5,440.45	1,040.45	123.65	2,190.08
901-49700-212 FUEL PURCHASE	200.00	200.00	9.80 (	190.20)	4.90	110.35
<b>TOTAL SUPPLIES</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>5,450.25</b>	<b>850.25</b>	<b>118.48</b>	<b>2,300.43</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	18,000.00	18,000.00	29,105.63	11,105.63	161.70	14,105.53
901-49700-360 INSURANCE AND BONDS	13,500.00	13,500.00	9,534.00 (	3,966.00)	70.62	11,622.75
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	13,336.00	2,236.00	120.14	12,296.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	26,036.29 (	9,663.71)	72.93	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	8,503.32 (	1,496.68)	85.03	8,656.74
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	4,191.72 (	1,808.28)	69.86	4,702.40
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,915.97 (	184.03)	91.24	1,932.56
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>96,400.00</b>	<b>96,400.00</b>	<b>92,622.93 (</b>	<b>3,777.07)</b>	<b>96.08</b>	<b>81,891.35</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	46,481.84 (	23,518.16)	66.40	42,443.47
901-49700-430 MISCELLANEOUS & GENERAL EXP	114.00	114.00	.00 (	114.00)	.00	.00
901-49700-489 OTHER CONTRACTED SERVICES	.00	.00	1,368.33	1,368.33	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>70,114.00</b>	<b>70,114.00</b>	<b>47,850.17 (</b>	<b>22,263.83)</b>	<b>68.25</b>	<b>42,443.47</b>
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	8,000.00	8,000.00	4,083.00 (	3,917.00)	51.04	4,176.00
<b>TOTAL IMPROVEMENTS/BETTERM</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>4,083.00 (</b>	<b>3,917.00)</b>	<b>51.04</b>	<b>4,176.00</b>
<b>TOTAL LOW RENT MAINTENANCE</b>	<b>208,512.00</b>	<b>208,512.00</b>	<b>179,748.22 (</b>	<b>28,763.78)</b>	<b>86.21</b>	<b>160,664.68</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 901 - LOW RENT PROGRAM-BRIDGE PARK**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	254,400.00	254,400.00	235,071.06			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	115,027.45			43,321.21

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	83,541.37	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	( 4,475.39)	
	TOTAL ASSETS		<u>83,541.37</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	2,789.01	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	3,753.00	
	TOTAL LIABILITIES		6,542.01

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	14,589.82	
	BALANCE - CURRENT DATE	14,589.82	
	TOTAL FUND EQUITY		<u>76,999.36</u>
	TOTAL LIABILITIES AND EQUITY		<u>83,541.37</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	34,371.00	34,371.00	54,286.00	( 19,915.00)	157.94	43,514.00
TOTAL INTERGOVERNMENTAL REVE	34,371.00	34,371.00	54,286.00	( 19,915.00)	157.94	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	30,000.00	30,000.00	1,822.08	28,177.92	6.07	11,999.79
TOTAL RENTAL INCOME	30,000.00	30,000.00	1,822.08	28,177.92	6.07	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	75.81	( 75.81)	.00	54.17
TOTAL INTEREST	.00	.00	75.81	( 75.81)	.00	54.17
 TOTAL FUND REVENUE	 64,371.00	 64,371.00	 56,183.89			 55,567.96

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	3,300.00	300.00	110.00	2,000.00
902-49500-307	CONTRACTED SECT 8 ADMIN	36,000.00	36,000.00	38,294.07	2,294.07	106.37	38,638.84
	<i>TOTAL OTHER SERVICES AND CHA</i>	39,000.00	39,000.00	41,594.07	2,594.07	106.65	40,638.84
<i>MISCELLANEOUS</i>							
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 ( 1,000.00)	.00	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00 ( 1,000.00)	.00	.00	.00
	<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>41,594.07</b>	<b>1,594.07</b>	<b>103.99</b>	<b>40,638.84</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	293,654.00	293,654.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 293,819.00)	( 293,819.00)	.00	( 303,727.00)
902-49775-376 URP PORT REC	.00	.00	165.00	165.00	.00	329.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	( 552.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	.00	.00	.00	( 223.00)
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	.00	.00	.00	( 223.00)

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>40,000.00</u>	<u>40,000.00</u>	<u>41,594.07</u>			<u>40,415.84</u>
NET REVENUES OVER EXPENDITURE	<u>24,371.00</u>	<u>24,371.00</u>	<u>14,589.82</u>			<u>15,152.12</u>

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 DECEMBER 31, 2016

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	262,777.88	
903-10200	EDA HOUSING DIV OPERATING CASH	81,556.07	
	TOTAL ASSETS		<u>344,333.95</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>7,536.62</u>	
	BALANCE - CURRENT DATE	<u>7,536.62</u>	
	TOTAL FUND EQUITY		<u>344,333.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>344,333.95</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	.00	.00	.00	.00	.00	72,109.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	.00	.00	.00	72,109.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	.00	.00	.00	.00	.00	6,446.00
TOTAL CHARGES FOR SERVICES	.00	.00	.00	.00	.00	6,446.00
<u>INTEREST &amp; MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	2,546.52
903-36210 INTEREST EARNINGS	.00	.00	1,662.56	( 1,662.56)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	1,662.56	( 1,662.56)	.00	4,172.22
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	8,454.00	6,546.00	56.36	16,434.25
TOTAL OTHER REVENUES	15,000.00	15,000.00	8,454.00	6,546.00	56.36	16,434.25
TOTAL FUND REVENUE	15,000.00	15,000.00	10,116.56			99,161.47



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	2,275.00	175.00	108.33	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	174.06	174.06	.00	120.43
	<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>2,449.06</u>	<u>349.06</u>	<u>116.62</u>	<u>1,695.43</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	130.88	( 369.12)	26.18	376.39
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>130.88</u>	<u>( 369.12)</u>	<u>26.18</u>	<u>376.39</u>
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	567.00
	<i>TOTAL MISCELLANEOUS</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>567.00</u>
	<b>TOTAL OTHER HOUSING BUS ACTIV</b>	<u><u>2,600.00</u></u>	<u><u>2,600.00</u></u>	<u><u>2,579.94</u></u>	<u><u>( 20.06)</u></u>	<u><u>99.23</u></u>	<u><u>2,638.82</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	.00	.00	.00	.00	.00	71,913.00
<i>TOTAL HAP EXPENDITURES</i>		.00	.00	.00	.00	.00	71,913.00
<b>TOTAL HOUSING ASSISTANCE PRO</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>71,913.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 903 - HOUSING-OTHER BUS ACTIVITIES**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,600.00	2,600.00	2,579.94			74,551.82
NET REVENUES OVER EXPENDITURE	12,400.00	12,400.00	7,536.62			24,609.65

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

CAPITAL FUND PROGRAM-HUD

LIABILITIES AND EQUITY

FUND EQUITY

904-27200	UNRESTRICTED NET ASSETS		28,860.00	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(	<u>28,860.00)</u>	
	BALANCE - CURRENT DATE		(	<u>28,860.00)</u>
	TOTAL FUND EQUITY			<u>.00</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>.00</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	64,023.77	( 29,023.77)	182.93	28,860.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	64,023.77	( 29,023.77)	182.93	28,860.00
TOTAL FUND REVENUE	35,000.00	35,000.00	64,023.77			28,860.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	92,883.77	57,883.77	265.38	.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	92,883.77	57,883.77	265.38	.00
	<b>TOTAL OTHER FINANCING USES</b>	<u>35,000.00</u>	<u>35,000.00</u>	<u>92,883.77</u>	<u>57,883.77</u>	<u>265.38</u>	<u>.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	92,883.77			.00
NET REVENUES OVER EXPENDITURE	.00	.00	( 28,860.00)			28,860.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
DECEMBER 31, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	5,988.48	
905-10200	EDA OPERATING ACCT-SECTION 8	46,804.10	
	TOTAL ASSETS		52,792.58

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	5,988.48	
905-22200	DEFERRED REVENUE-UNEARNED GRAN	36,897.00	
	TOTAL LIABILITIES		42,885.48

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	( 2,814.72)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	12,721.82	
	BALANCE - CURRENT DATE	12,721.82	
	TOTAL FUND EQUITY		9,907.10
	TOTAL LIABILITIES AND EQUITY		52,792.58



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	270,000.00	270,000.00	369,516.00	( 99,516.00)	136.86	279,272.00
TOTAL INTERGOVERNMENTAL REVE	270,000.00	270,000.00	369,516.00	( 99,516.00)	136.86	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	4.28	( 4.28)	.00	3.00
TOTAL INTEREST	.00	.00	4.28	( 4.28)	.00	3.00
 TOTAL FUND REVENUE	 270,000.00	 270,000.00	 369,520.28			 279,275.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**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	294,371.00	294,371.00	349,774.00	55,403.00	118.82	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	843.00	843.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	4,906.00	4,906.00	.00	2,870.00
905-49775-375 FSS	.00	.00	741.00	741.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	534.46	534.46	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	<u>294,371.00</u>	<u>294,371.00</u>	<u>356,798.46</u>	<u>62,427.46</u>	<u>121.21</u>	<u>285,507.50</u>
<b>TOTAL HAP EXPENDITURES</b>	<u><u>294,371.00</u></u>	<u><u>294,371.00</u></u>	<u><u>356,798.46</u></u>	<u><u>62,427.46</u></u>	<u><u>121.21</u></u>	<u><u>285,507.50</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	294,371.00	294,371.00	356,798.46			285,507.50
NET REVENUES OVER EXPENDITURE	( 24,371.00)	( 24,371.00)	12,721.82			( 6,232.50)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33632 INIT FOUND DESIGN TEAM GRANT	.00	.00	.00	.00	.00	4,000.00
205-33633 INIT FOUND DOWNTOWN REVITALIG	.00	.00	5,000.00	( 5,000.00)	.00	.00
<b>TOTAL SOURCE 33</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>( 5,000.00)</b>	<b>.00</b>	<b>4,000.00</b>
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	3,937.99	( 3,837.99)	3,937.99	4,439.46
<b>TOTAL INTEREST</b>	<b>100.00</b>	<b>100.00</b>	<b>3,937.99</b>	<b>( 3,837.99)</b>	<b>3,937.99</b>	<b>4,439.46</b>
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	133.75	( 133.75)	.00	38,590.26
205-37220 RENTAL FEES	225,000.00	225,000.00	224,699.11	300.89	99.87	220,461.33
<b>TOTAL MALL OPERATING REVENUES</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>224,832.86</b>	<b>167.14</b>	<b>99.93</b>	<b>259,051.59</b>
<b>TOTAL FUND REVENUE</b>	<b>225,100.00</b>	<b>225,100.00</b>	<b>233,770.85</b>			<b>267,491.05</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EDA ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	1,627.00	.00 (	1,627.00)	.00	630.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	.00 (	191.00)	.00	48.23
<b>TOTAL PERSONAL SERVICES</b>	<b>2,691.00</b>	<b>1,818.00</b>	<b>.00 (</b>	<b>1,818.00)</b>	<b>.00</b>	<b>678.23</b>
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	.00	.00	19.24	19.24	.00	.00
205-41930-210 MISCELLANEOUS OPER SUPPLIES	.00	.00	35.68	35.68	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	.00	.00	429.99	429.99	.00	.00
<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>.00</b>	<b>484.91</b>	<b>484.91</b>	<b>.00</b>	<b>.00</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	5,369.97	369.97	107.40	650.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	154.86 (	595.14)	20.65	711.73
205-41930-334 MILEAGE REIMBURSEMENT	250.00	1,000.00	883.44 (	116.56)	88.34	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	38.33 (	161.67)	19.17	15.54
205-41930-360 INSURANCE AND BONDS	2,000.00	2,000.00	1,059.91 (	940.09)	53.00	1,195.43
205-41930-381 ELECTRIC UTILITIES	.00	300.00	614.35	314.35	204.78	305.70
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	300.00	73.28 (	226.72)	24.43	39.06
205-41930-383 GAS UTILITIES	.00	.00	51.36	51.36	.00	.00
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>8,200.00</b>	<b>9,550.00</b>	<b>8,245.50 (</b>	<b>1,304.50)</b>	<b>86.34</b>	<b>2,917.46</b>
<i>MISCELLANEOUS</i>						
205-41930-404 REP & MAINT LABOR VEH/EQUIP	.00	.00	1,208.67	1,208.67	.00	.00
205-41930-430 MISCELLANEOUS	.00	25.00	24.66 (	.34)	98.64	.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	250.00 (	1,750.00)	12.50	1,000.00
205-41930-440 SCHOOLS & MEETINGS	2,050.00	2,050.00	535.00 (	1,515.00)	26.10	658.00
205-41930-484 NLX ACTIVITIES	.00	5,250.00	2,625.00 (	2,625.00)	50.00	.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	2,358.00 (	642.00)	78.60	7,160.43
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	13,100.00	11,280.26 (	1,819.74)	86.11	.00
205-41930-487 MN DESIGN TEAM PROJECT	6,000.00	10,092.00	10,091.91 (	.09)	100.00	2,500.00
205-41930-488 DOWNTOWN TASK FORCE	.00	779.00	750.00 (	29.00)	96.28	600.00
205-41930-489 IND PARK MARKETING	4,600.00	9,000.00	8,290.83 (	709.17)	92.12	19,175.01
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>20,650.00</b>	<b>48,296.00</b>	<b>40,414.33 (</b>	<b>7,881.67)</b>	<b>83.68</b>	<b>31,093.44</b>
<b>TOTAL EDA ADMINISTRATION</b>	<b>31,541.00</b>	<b>59,664.00</b>	<b>49,144.74 (</b>	<b>10,519.26)</b>	<b>82.37</b>	<b>34,689.13</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MALL OPERATING EXPENSES</b>						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	25,000.00	25,000.00	23,996.74	( 1,003.26)	95.99	23,894.19
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	9.21	( 990.79)	.92	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	1,485.88	( 1,514.12)	49.53	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	1,799.76	( 75.24)	95.99	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	1,889.78	( 253.22)	88.18	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	7,129.14	82.14	101.17	6,826.92
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	716.84
205-47000-151 WORKERS' COMPENSATION PREMIU	1,871.00	1,871.00	1,131.50	( 739.50)	60.48	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	36.75	( 63.25)	36.75	36.85
<b>TOTAL PERSONAL SERVICES</b>	<b>42,636.00</b>	<b>42,636.00</b>	<b>37,478.76</b>	<b>( 5,157.24)</b>	<b>87.90</b>	<b>36,431.41</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	100.00	138.64	38.64	138.64	188.49
205-47000-212 GASOLINE/FUEL	.00	200.00	82.20	( 117.80)	41.10	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	10,000.00	13,616.18	3,616.18	136.16	6,387.33
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>10,300.00</b>	<b>13,837.02</b>	<b>3,537.02</b>	<b>134.34</b>	<b>6,670.84</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,000.00	208.87	( 791.13)	20.89	179.56
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	4,289.25	( 2,710.75)	61.28	5,205.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	19,000.00	19,506.29	506.29	102.66	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	5,130.22	( 569.78)	90.00	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	3,810.03	( 1,189.97)	76.20	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	4,088.50	( 411.50)	90.86	4,095.96
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,800.00</b>	<b>42,200.00</b>	<b>37,033.16</b>	<b>( 5,166.84)</b>	<b>87.76</b>	<b>36,332.39</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	12,265.99	1,765.99	116.82	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	2,269.42	1,469.42	283.68	1,482.22
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	10,000.00	77.85	( 9,922.15)	.78	8,501.68
205-47000-490 MALL CAP FUND CONTRIBUTION	55,000.00	49,000.00	54,000.00	5,000.00	110.20	50,000.00
205-47000-491 WORK FORCE CENTER BUILDOUT	.00	.00	.00	.00	.00	38,453.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	3,051.47
<b>TOTAL MISCELLANEOUS</b>	<b>78,300.00</b>	<b>70,300.00</b>	<b>68,613.26</b>	<b>( 1,686.74)</b>	<b>97.60</b>	<b>113,192.56</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>173,736.00</b>	<b>165,436.00</b>	<b>156,962.20</b>	<b>( 8,473.80)</b>	<b>94.88</b>	<b>192,627.20</b>

**CITY OF CAMBRIDGE**  
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**FOR THE 12 MONTHS ENDING DECEMBER 31, 2016**

**FUND 205 - EDA ADMIN FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	205,277.00	225,100.00	206,106.94			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	.00	27,663.91			40,174.72