

**Cambridge Economic Development Authority (EDA)  
Regular Meeting Minutes  
January 17, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, January 17, 2017 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

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

**Call to Order**

Morin called the meeting to order at 5:39 pm.

**Approval of Agenda**

Iverson moved, seconded by Godfrey, to approve the agenda as presented. Motion carried unanimously.

**Consent Agenda**

Palmer pulled B for discussion. Iverson moved, seconded by Godfrey, to approve the consent agenda items A, C, & D, as presented:

- A. EDA Minutes – December 4, 2016
- C. Approve EDA Administration Division bills checks #104528 - #104864 totaling \$47,797.05
- D. EDA Draft November 2016 Financial Statements

Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

B. Housing Division Bills ACH batches with transactions totaling \$60,740.46  
Palmer asked for clarity as to why the check register detail report lists Peoples Bank of Commerce as the payee all down the page. Moe explained that indicates an ACH file transfer (automatic banking transaction).

Palmer confirmed the horse and carriage for \$750 was for the snowflake parade and that it was approved by City Council. Woulfe reported it was withdrawn from the downtown fund and it was the same amount as it was in 2015.

Palmer moved, seconded by Iverson to approve the Housing Division Bills ACH batches with transactions totaling \$60,740.46. Upon call of the roll, Morin, Conley, Palmer, Iverson, and Godfrey voted aye, no nays. Motion carried unanimously.

**Unfinished Business**

There was no unfinished business.

## **New Business**

### ***Housing Supervisor Report***

Barrett reviewed the month of December's activities. Barrett introduced Tony Hamilton the new maintenance person. Tony thanked the Board for the opportunity and noted he lives locally and attends school in the community.

Palmer confirmed the hours that the office is open work well for the residents. Moe indicated there is a dedicated on-call phone number for the residents.

### ***Resident Meeting***

Barrett gave a recap of the last resident's meeting.

### ***EDA Housing Division Visioning***

Moe explained there is one Housing Division fund that is not related to any HUD funding which retained the admin profits for administering the Bridges program in the past. Moe noted the Housing Division has a small ownership interest in Tower Terrace and for the past several years, the City has received distributions of approximately \$15,000 per year.

Moe explained the accumulated fund balance is approximately \$340,000 and the City needs to retain some fund balance to cover expenses no longer allowable by HUD. Moe stated the EDA Housing Board meeting pay may no longer be charged to the Bridge Park fund or the Section 8 fund due to changes in HUD regulations. Moe stated the balance could be used for some housing initiatives. Moe asked the Council and EDA Board to schedule a visioning session for further discussion.

The Board discussed possible times and agreed on meeting prior to the Council retreat on March 3<sup>rd</sup> at 4:30 pm.

### ***Approve Proposal for the Installation of Two Ceiling Heater and Performance Agreement in the North Entry of City Center Mall***

Woulfe reviewed the quotes for installing two heaters in the ceiling of the north vestibule into the City Center Mall. Woulfe explained the heaters would be similar to ones that have been in the entry way at the center of the mall. The funds would come from the Repair and Maintenance line item.

Palmer raised concern regarding SAC's not using their main door. Woulfe pointed out staff has asked them to not use their door because the heater that is currently in that unit isn't sufficient. Discussion ensued regarding if it is more cost effective to replace the heater in SAC's so they can use their main door. Woulfe reported the last time staff received price quotes for the heater it was around \$12,000.

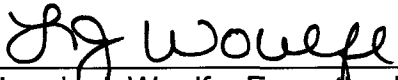
Palmer moved, seconded by Conley, to approve Wendorf Electric's bid for a not to exceed amount of \$3,000. Godfrey asked what the electrical savings would be with a heater that doesn't run constantly. Woulfe stated staff can look into that question. Conley recommended looking at replacing the heater that is under performing if there is an efficiency issue. Motion carried unanimously.

**Adjournment**

Iverson moved, seconded by Palmer, to adjourn the meeting at 6:02 p.m. Motion carried unanimously.

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

ATTEST:

  
\_\_\_\_\_  
Lynda J. Woulfe, Executive Director

Date: 01/04/2017  
Time: 10:04:36

Cambridge EDA  
**Check Register Detail Report**  
Cambridge  
From: 12/01/2016 To: 12/31/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
12/01/2016		Peoples Bank Of Commerce	Deposit	833.31	609,673.51	
12/01/2016	DEP	Peoples Bank Of Commerce	Deposit	3,936.00	613,609.51	
12/01/2016	DEP	Peoples Bank Of Commerce	Deposit	17,667.00	631,276.51	
12/01/2016	DEP	Peoples Bank Of Commerce	Payment	59,048.46	572,228.05	
12/02/2016	DEP	Peoples Bank Of Commerce	Deposit	315.76	572,543.81	
12/02/2016	DEP	Peoples Bank Of Commerce	Deposit	606.18	573,149.99	
12/05/2016	DEP	Peoples Bank Of Commerce	Deposit	8,245.00	581,394.99	
12/05/2016	DEP	Peoples Bank Of Commerce	Deposit	11,937.05	593,332.04	
12/05/2016	DEP	Peoples Bank Of Commerce	Deposit	7,223.00	600,555.04	
12/05/2016	DEP	Peoples Bank Of Commerce	Deposit	8,240.00	608,795.04	
12/06/2016	DEP	Peoples Bank Of Commerce	Deposit	19,853.77	628,648.81	
12/06/2016	015811	**VOID** Brian H Kemp 4715.9 Hap - Portable Receiving Void Refer 015811	Payment ( 581.00)	( 581.00)	629,229.81	November Hap Kraus, Carian J
12/07/2016	DEP	Peoples Bank Of Commerce	Deposit	430.25	629,660.06	
12/13/2016	ADJST	Peoples Bank Of Commerce	Payment	82.41	629,577.65	
12/14/2016	ADJST	Peoples Bank Of Commerce	Deposit	4.00	629,581.65	
12/14/2016	ADJST	Peoples Bank Of Commerce	Deposit	1,995.00	631,576.65	
12/19/2016	ADJST	Peoples Bank Of Commerce	Deposit	16,912.00	648,488.65	

Late ACH batch  
in Section 8

Payment 1692 -

646,796.65

<p>CAMBRIDGE EDA MEETING January 17, 2017 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	11/30/2016	104528 - 104546	424.46
Prepaid Checks	12/7/2016	104560 - 104590	3,507.32
Prepaid Checks	12/14/2016	104623 - 104661	19,899.79
Prepaid Checks	12/22/2016	104686 - 104740	7,276.82
Prepaid Checks	12/28/2016	104749 - 104792	8,084.64
Prepaid Checks	1/4/2017	104806 - 104864	8,604.02
	Prepaid Totals		<u>47,797.05</u>

**TOTAL SUBMITTED FOR APPROVAL**

<b>\$47,797.05</b>
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Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Materials - Bridge Park	15.80
Total 3521:			15.80
4487	Pine Habilitation and Supported	Wreaths - Bridge Park	60.00
Total 4487:			60.00
5048	Seasonal Property Services, LLC	Turf Maintenance - Bridge Park	340.00
Total 5048:			340.00
5731	UPS	Shipping Charges - Econ Development	8.66
Total 5731:			8.66
Grand Totals:			424.46

Dated: 11/30/16

City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/30/2016	104528	3521	Menards	901-20100	15.80
11/16	11/30/2016	104535	4487	Pine Habilitation and Supported	901-20100	60.00
11/16	11/30/2016	104537	5048	Seasonal Property Services, LLC	901-20100	340.00
11/16	11/30/2016	104546	5731	UPS	205-20100	8.66
Grand Totals:						<u>424.46</u>

Vendor	Vendor Name	Description	Net Invoice Amount
713	Broken Tree Horse & Harness, In	Snowflake Parade - Rides w/ Shiloh Covered W	750.00
Total 713:			750.00
1661	East Central Sanitation	Trash Removal - Bridge Park	143.12
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			457.62
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2233	Grimebusters Deep Surface Clea	Carpet Cleaning - Mall	1,884.50
Total 2233:			1,884.50
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	187.50
Total 3086:			187.50
3501	MEI Total Elevator Solutions	December Service Billing	225.20
Total 3501:			225.20
Grand Totals:			3,507.32

Dated: 12-7-16

City Treasurer: Caroline Moe



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/16	12/07/2016	104560	713	Broken Tree Horse & Harness, Inc.	205-20100	750.00
12/16	12/07/2016	104567	1661	East Central Sanitation	205-20100	457.62
12/16	12/07/2016	104573	2046	G & K Services, Inc.	205-20100	2.50
12/16	12/07/2016	104578	2233	Grimebusters Deep Surface Cleaning	205-20100	1,884.50
12/16	12/07/2016	104585	3086	Landworks Construction, Inc.	901-20100	187.50
12/16	12/07/2016	104590	3501	Minnesota Elevator, Inc	901-20100	225.20
Grand Totals:						<u>3,507.32</u>

Vendor	Vendor Name	Description	Net Invoice Amount
453	BayPointe Enterprises, Inc.	Community Collaboration	2,775.70
	Total 453:		2,775.70
1113	Chilson Jewelers	Retirement Gifts	70.00
	Total 1113:		70.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2378	Herb's Carpet Repair LLC	Remove & Install Carpet Tile - Bridge Park 2015	10,918.11
2378	Herb's Carpet Repair LLC	Remove & Install Carpet Tile - Bridge Park 2016	5,859.58
	Total 2378:		16,777.69
3056	Lake Superior Laundry Inc.	Mall Rugs	47.21
3056	Lake Superior Laundry Inc.	Mall Rugs	47.21
3056	Lake Superior Laundry Inc.	Mall Rugs	54.20
	Total 3056:		148.62
3521	Menards	Materials - Bridge Park	25.29
	Total 3521:		25.29
4661	Quill Corporation	Office Supplies - Bridge Park	99.99
	Total 4661:		99.99
	Grand Totals:		19,899.79

Dated: 12-14-16

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/16	12/14/2016	104623	453	BayPointe Enterprises, Inc.	205-20100	2,775.70
12/16	12/14/2016	104631	1113	Chilson Jewelers	901-20100	70.00
12/16	12/14/2016	104640	2046	G & K Services, Inc.	205-20100	2.50
12/16	12/14/2016	104643	2378	Herb's Carpet Repair LLC	901-20100	16,777.69
12/16	12/14/2016	104650	3056	Lake Superior Laundry Inc.	205-20100	148.62
12/16	12/14/2016	104654	3521	Menards	901-20100	25.29
12/16	12/14/2016	104661	4661	Quill Corporation	901-20100	99.99
Grand Totals:						<u>19,899.79</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	LED Street Light Bulbs - Mall	3,160.14
969	Cardmember Service	Maintenance Supplies - Mall	41.00
Total 969:			3,201.14
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			5.00
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	26.43
Total 2986:			26.43
3521	Menards	Maintenance Supplies - Mall	14.84
Total 3521:			14.84
3933	Mora HRA	December 2016 Contracted Section 8 Administr	3,659.00
Total 3933:			3,659.00
4471	PHADA	EDA Member Dues	170.00
Total 4471:			170.00
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
Total 5801:			17.49
5861	Walmart Community Card	Tenant Services - Bridge Park	19.94
5861	Walmart Community Card	Materials - Bridge Park	19.76
Total 5861:			39.70
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	143.22
Total 5886:			143.22
Grand Totals:			7,276.82

Dated: 12/22/16

City Treasurer: Caroline Mol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/16	12/22/2016	104686	969	Cardmember Service	205-20100	3,201.14
12/16	12/22/2016	104697	2046	G & K Services, Inc.	205-20100	5.00
12/16	12/22/2016	104704	2986	Konica Minolta Business	901-20100	26.43
12/16	12/22/2016	104708	3521	Menards	205-20100	14.84
12/16	12/22/2016	104714	3933	Mora HRA	902-20100	3,659.00
12/16	12/22/2016	104719	4471	PHADA	901-20100	170.00
12/16	12/22/2016	104736	5801	Verizon Wireless	205-20100	17.49
12/16	12/22/2016	104738	5861	Walmart Business/SYNCB	901-20100	39.70
12/16	12/22/2016	104740	5886	Watson Co., Inc.	901-20100	143.22
Grand Totals:						<u>7,276.82</u>

Vendor	Vendor Name	Description	Net Invoice Amount
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Cove	2,833.40
	Total 616:		2,833.40
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	225.00
	Total 3086:		225.00
3521	Menards	Materials - Bridge Park	15.24
	Total 3521:		15.24
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier - Bridge Park	4,877.00
	Total 3543:		4,877.00
5801	Verizon Wireless	wireless phone service - Bridge Park	134.00
	Total 5801:		134.00
	Grand Totals:		8,084.64

Dated: 12-28-16

City Treasurer: Caroline More

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/16	12/28/2016	104749	616	BNSF Railway Company	205-20100	2,833.40
12/16	12/28/2016	104772	3086	Landworks Construction, Inc.	901-20100	225.00
12/16	12/28/2016	104777	3521	Menards	901-20100	15.24
12/16	12/28/2016	104778	3543	Metro Sales, Inc.	901-20100	4,877.00
12/16	12/28/2016	104792	5801	Verizon Wireless	901-20100	134.00
Grand Totals:						<u>8,084.64</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	92.97
Total 555:			92.97
1661	East Central Sanitation	Trash Removal - Bridge Park	138.64
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			453.14
1701	EDAM	Organization Membership 2017	295.00
Total 1701:			295.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			5.00
2378	Herb's Carpet Repair LLC	Remove & Install Carpet - Bridge Park	1,603.90
Total 2378:			1,603.90
2828	Journal Communications, Inc.	Advertising	2,347.50
Total 2828:			2,347.50
3501	MEI Total Elevator Solutions	January Monthly Service - Bridge Park	225.20
Total 3501:			225.20
3521	Menards	Materials - Bridge Park	116.83
Total 3521:			116.83
4171	Northern Business Products, Inc.	Maintenance Supplies - Mall	8.48
Total 4171:			8.48
4191	Northern Technology Initiative	GPS45:93 2017 Membership Dues	850.00
Total 4191:			850.00
5191	SPEW Health Plan	Health Insurance Premium - February	1,359.00
5191	SPEW Health Plan	Health Insurance Premium - February	679.50
Total 5191:			2,038.50
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	168.75
5601	TR Computer Sales LLC	Computer Consulting - Bridge Park	398.75



Vendor	Vendor Name	Description	Net Invoice Amount
Total 5601:			567.50
Grand Totals:			8,604.02

Dated: 1/4/17

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/04/2017	104806	555	Business Essentials	205-20100	92.97
01/17	01/04/2017	104812	1661	East Central Sanitation	205-20100	453.14
01/17	01/04/2017	104814	1701	EDAM	205-20100	295.00
01/17	01/04/2017	104817	2046	G & K Services, Inc.	205-20100	5.00
01/17	01/04/2017	104822	2378	Herb's Carpet Repair LLC	901-20100	1,603.90
01/17	01/04/2017	104830	2828	Journal Communications, Inc.	205-20100	2,347.50
01/17	01/04/2017	104837	3501	Minnesota Elevator, Inc	901-20100	225.20
01/17	01/04/2017	104838	3521	Menards	901-20100	116.83
01/17	01/04/2017	104852	4171	Northern Business Products, Inc.	205-20100	8.48
01/17	01/04/2017	104853	4191	Northern Technology Initiative, Inc.	205-20100	850.00
01/17	01/04/2017	104860	5191	SPEW Health Plan	205-20100	2,038.50
01/17	01/04/2017	104864	5601	TR Computer Sales LLC	901-20100	567.50
Grand Totals:						<u>8,604.02</u>

CITY OF CAMBRIDGE  
BALANCE SHEET  
NOVEMBER 30, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(	19,007.45)
901-10102	INVESTMENTS--PBC		319,302.07
901-10200	EDA OPERATING ACCOUNT-LOW RENT		311,829.54
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		1,241,127.67
901-16300	SITE IMPROVEMENTS		126,849.24
901-16350	NON-DWELLING STRUCTURES		76,009.20
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		42,659.20
901-16450	FURN, EQUIP, MACH-ADMIN		51,315.12
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	1,650,753.42)
	<b>TOTAL ASSETS</b>		<u><u>1,110,081.32</u></u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		17,208.30
901-21650	ACCRUED VACATION & SICK PAY		33,095.27
901-22600	TENANT SECURITY DEPOSITS		24,876.88
	<b>TOTAL LIABILITIES</b>		<u>75,180.45</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)
	<b>UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD</b>		<u>76,075.75</u>
	<b>BALANCE - CURRENT DATE</b>		<u>76,075.75</u>
	<b>TOTAL FUND EQUITY</b>		<u><u>1,034,900.87</u></u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>1,110,081.32</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	73,719.00	( 1,719.00)	102.39	80,773.00
TOTAL INTERGOVERNMENTAL REVE	72,000.00	72,000.00	73,719.00	( 1,719.00)	102.39	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	1,754.37	( 254.37)	116.96	2,203.74
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	3,556.17	( 1,956.17)	222.26	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	140,000.00	140,000.00	149,948.02	( 9,948.02)	107.11	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	5,800.00	5,800.00	6,172.25	( 372.25)	106.42	7,336.25
TOTAL RENTAL INCOME	145,800.00	145,800.00	156,120.27	( 10,320.27)	107.08	162,759.50
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	.00
TOTAL FUND REVENUE	254,400.00	254,400.00	233,395.44			245,994.24

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	3,400.24	( 24,929.76)	12.00	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	26,286.60	26,286.60	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	255.02	255.02	.00	( 85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,168.00	2,168.00	2,271.15	103.15	104.76	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	240.00	240.00	160.46	( 79.54)	66.86	240.87
<b>TOTAL PERSONAL SERVICES</b>	<b>30,738.00</b>	<b>30,738.00</b>	<b>32,373.47</b>	<b>1,635.47</b>	<b>105.32</b>	<b>28,684.88</b>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	581.57	( 918.43)	38.77	602.30
<b>TOTAL SUPPLIES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>581.57</b>	<b>( 918.43)</b>	<b>38.77</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	6,322.89	322.89	105.38	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>10,456.27</b>	<b>906.27</b>	<b>109.49</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	314.64	( 85.36)	78.66	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	730.00	( 270.00)	73.00	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>2,914.59</b>	<b>( 985.41)</b>	<b>74.73</b>	<b>2,321.87</b>
<b>TOTAL LOW RENT ADMINISTRATION</b>	<b>45,688.00</b>	<b>45,688.00</b>	<b>46,325.90</b>	<b>637.90</b>	<b>101.40</b>	<b>40,654.47</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	( 930.97)	( 1,130.97)	( 465.49)	1,353.88
<i>TOTAL SUPPLIES</i>	200.00	200.00	( 930.97)	( 1,130.97)	( 465.49)	1,353.88
<b>TOTAL LOW RENT TENANT SERVICE</b>	<b>200.00</b>	<b>200.00</b>	<b>( 930.97)</b>	<b>( 1,130.97)</b>	<b>( 465.49)</b>	<b>1,353.88</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	24,040.14	24,040.14	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00 (	147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,975.00	1,975.00	1,839.11 (	135.89)	93.12	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	1,621.00	1,621.00	1,085.16 (	535.84)	66.94	1,731.64
<b>TOTAL PERSONAL SERVICES</b>	<b>29,398.00</b>	<b>29,398.00</b>	<b>26,964.41 (</b>	<b>2,433.59)</b>	<b>91.72</b>	<b>29,853.43</b>
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	4,942.30	542.30	112.33	2,190.08
901-49700-212 FUEL PURCHASE	200.00	200.00	.00 (	200.00)	.00	110.35
<b>TOTAL SUPPLIES</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>4,942.30</b>	<b>342.30</b>	<b>107.44</b>	<b>2,300.43</b>
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	18,000.00	18,000.00	27,904.93	9,904.93	155.03	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	.00 (	11,100.00)	.00	12,296.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	24,402.12 (	11,297.88)	68.35	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	7,831.20 (	2,168.80)	78.31	8,656.74
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	3,117.14 (	2,882.86)	51.95	4,702.40
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,777.33 (	322.67)	84.63	1,932.56
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>96,400.00</b>	<b>96,400.00</b>	<b>74,566.72 (</b>	<b>21,833.28)</b>	<b>77.35</b>	<b>81,891.35</b>
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00 (	70,000.00)	.00	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>1,368.33 (</b>	<b>68,745.67)</b>	<b>1.95</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>111,924.76 (</b>	<b>96,587.24)</b>	<b>53.68</b>	<b>160,664.68</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	157,319.69			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	76,075.75			43,321.21



CITY OF CAMBRIDGE  
 BALANCE SHEET  
 NOVEMBER 30, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10010	CASH AND INVESTMENTS	(	4,330.83)	
902-10200	EDA OPERATING ACCT-SECTION 8		85,746.85	
902-16450	FURN, EQUIP, MACH-ADMIN		4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(	4,475.39)	
	TOTAL ASSETS			<u>81,416.02</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE		2,789.01	
902-22200	DEFERRED REVENUE-UNEARNED GRAN		603.77	
	TOTAL LIABILITIES			<u>3,392.78</u>

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS		62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>15,613.70</u>	
	BALANCE - CURRENT DATE		<u>15,613.70</u>	
	TOTAL FUND EQUITY			<u>78,023.24</u>
	TOTAL LIABILITIES AND EQUITY			<u>81,416.02</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	50,350.00	( 15,979.00)	146.49	43,514.00
TOTAL INTERGOVERNMENTAL REVE	34,371.00	34,371.00	50,350.00	( 15,979.00)	146.49	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	30,000.00	30,000.00	3,541.96	26,458.04	11.81	11,999.79
TOTAL RENTAL INCOME	30,000.00	30,000.00	3,541.96	26,458.04	11.81	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	68.76	( 68.76)	.00	54.17
TOTAL INTEREST	.00	.00	68.76	( 68.76)	.00	54.17
TOTAL FUND REVENUE	64,371.00	64,371.00	53,960.72			55,567.96

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	34,635.07	( 1,364.93)	96.21	38,638.84
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>39,000.00</u>	<u>39,000.00</u>	<u>37,935.07</u>	<u>( 1,064.93)</u>	<u>97.27</u>	<u>40,638.84</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</u>	<u>( 1,000.00)</u>	<u>.00</u>	<u>.00</u>
	<b>TOTAL SECT 8 ADMINISTRATIVE</b>	<u><u>40,000.00</u></u>	<u><u>40,000.00</u></u>	<u><u>37,935.07</u></u>	<u><u>( 2,064.93)</u></u>	<u><u>94.84</u></u>	<u><u>40,638.84</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	267,893.00	267,893.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	( 267,646.05)	( 267,646.05)	.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	411.95	411.95	.00	( 223.00)
<b>TOTAL HAP OCCUPIED UNITS</b>	.00	.00	411.95	411.95	.00	( 223.00)

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016**

**FUND 902 - SECTION 8 VOUCHERS PROGRAM**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	40,000.00	40,000.00	38,347.02			40,415.84
NET REVENUES OVER EXPENDITURE	24,371.00	24,371.00	15,613.70			15,152.12

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 NOVEMBER 30, 2016

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10010	CASH AND INVESTMENTS	(	188.40)	
903-10102	INVESTMENTS--PBC		262,385.19	
903-10200	EDA HOUSING DIV OPERATING CASH		81,926.12	
	TOTAL ASSETS			<u>344,122.91</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS		336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>7,325.58</u>	
	BALANCE - CURRENT DATE		<u>7,325.58</u>	
	TOTAL FUND EQUITY			<u>344,122.91</u>
	TOTAL LIABILITIES AND EQUITY			<u>344,122.91</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	1,263.13	( 1,263.13)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	1,263.13	( 1,263.13)	.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	9,717.13			99,161.47

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	2,100.00	.00	100.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	160.67	160.67	.00	120.43
	<i>TOTAL FUNCTION 1</i>	2,100.00	2,100.00	2,260.67	160.67	107.65	1,695.43
<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>	500.00	500.00	130.88	( 369.12)	26.18	376.39
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	567.00
	<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	567.00
	<b>TOTAL OTHER HOUSING BUS ACTIV</b>	<b>2,600.00</b>	<b>2,600.00</b>	<b>2,391.55</b>	<b>( 208.45)</b>	<b>91.98</b>	<b>2,638.82</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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 11 MONTHS ENDING NOVEMBER 30, 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	2,391.55			74,551.82
NET REVENUES OVER EXPENDITURE	12,400.00	12,400.00	7,325.58			24,609.65

CITY OF CAMBRIDGE  
 BALANCE SHEET  
 NOVEMBER 30, 2016

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL		92,883.77
904-13200	DUE FROM OTHER GOVERNMENTS		22,860.00
			<hr/>
	TOTAL ASSETS		<u>115,743.77</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
904-27200	UNRESTRICTED NET ASSETS		28,860.00
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	86,883.77	
		<hr/>	
	BALANCE - CURRENT DATE		86,883.77
			<hr/>
	TOTAL FUND EQUITY		<u>115,743.77</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>115,743.77</u>
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**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	86,883.77	( 51,883.77)	248.24	28,860.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	86,883.77	( 51,883.77)	248.24	28,860.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>86,883.77</u>			<u>28,860.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	( 35,000.00)	.00	.00
TOTAL FUNCTION 7	35,000.00	35,000.00	.00	( 35,000.00)	.00	.00
TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	( 35,000.00)	.00	.00

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00			.00
NET REVENUES OVER EXPENDITURE	.00	.00	86,883.77			28,860.00

CITY OF CAMBRIDGE  
BALANCE SHEET  
NOVEMBER 30, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	5,614.23	
905-10200	EDA OPERATING ACCT-SECTION 8	17,181.15	
	TOTAL ASSETS		22,795.38

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	5,614.23	
	TOTAL LIABILITIES		5,614.23

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	( 2,814.72)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	19,995.87	
	BALANCE - CURRENT DATE	19,995.87	
	TOTAL FUND EQUITY		17,181.15
	TOTAL LIABILITIES AND EQUITY		22,795.38

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	343,604.00	( 73,604.00)	127.26	279,272.00
TOTAL INTERGOVERNMENTAL REVE	270,000.00	270,000.00	343,604.00	( 73,604.00)	127.26	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	2.87	( 2.87)	.00	3.00
TOTAL INTEREST	.00	.00	2.87	( 2.87)	.00	3.00
 TOTAL FUND REVENUE	 270,000.00	 270,000.00	 343,606.87			 279,275.00



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	317,452.00	23,081.00	107.84	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	4,460.00	4,460.00	.00	2,870.00
905-49775-375 FSS	.00	.00	371.00	371.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	485.00	485.00	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	<u>294,371.00</u>	<u>294,371.00</u>	<u>323,611.00</u>	<u>29,240.00</u>	<u>109.93</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>323,611.00</u></u>	<u><u>29,240.00</u></u>	<u><u>109.93</u></u>	<u><u>285,507.50</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	323,611.00			285,507.50
NET REVENUES OVER EXPENDITURE	( 24,371.00)	( 24,371.00)	19,995.87			( 6,232.50)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	100.00	.00	4,439.46
<b>TOTAL INTEREST</b>		<b>100.00</b>	<b>100.00</b>	<b>.00</b>	<b>100.00</b>	<b>.00</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	213,341.03	11,658.97	94.82	220,461.33
<b>TOTAL MALL OPERATING REVENUES</b>		<b>225,000.00</b>	<b>225,000.00</b>	<b>213,474.78</b>	<b>11,525.22</b>	<b>94.88</b>	<b>259,051.59</b>
<b>TOTAL FUND REVENUE</b>		<b>225,100.00</b>	<b>225,100.00</b>	<b>218,474.78</b>			<b>267,491.05</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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 ( 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
	<b>TOTAL SUPPLIES</b>	<b>.00</b>	<b>.00</b>	<b>54.92 54.92</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	735.48 ( 264.52)	73.55	.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	478.29 178.29	159.43	305.70
205-41930-382	WATER/SEWER/STORM PROPERTY A	.00	300.00	64.12 ( 235.88)	21.37	39.06
205-41930-383	GAS UTILITIES	.00	.00	32.19 32.19	.00	.00
	<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>8,200.00</b>	<b>9,550.00</b>	<b>7,933.15 ( 1,616.85)</b>	<b>83.07</b>	<b>2,917.46</b>
<i>MISCELLANEOUS</i>						
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	6,376.96 ( 6,723.04)	48.68	.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	7,991.80 ( 1,008.20)	88.80	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>34,003.33 ( 14,292.67)</b>	<b>70.41</b>	<b>31,093.44</b>
	<b>TOTAL EDA ADMINISTRATION</b>	<b>31,541.00</b>	<b>59,664.00</b>	<b>41,991.40 ( 17,672.60)</b>	<b>70.38</b>	<b>34,689.13</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	22,149.54	( 2,850.46)	88.60	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	1,661.22	( 213.78)	88.60	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	1,751.08	( 391.92)	81.71	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	7,160.19	113.19	101.61	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	1,037.77	( 833.23)	55.47	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	34.40	( 65.60)	34.40	36.85
<b>TOTAL PERSONAL SERVICES</b>	<b>42,636.00</b>	<b>42,636.00</b>	<b>35,289.29</b>	<b>( 7,346.71)</b>	<b>82.77</b>	<b>36,431.41</b>
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	100.00	128.64	28.64	128.64	188.49
205-47000-212 GASOLINE/FUEL	.00	200.00	53.10	( 146.90)	26.55	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	10,000.00	10,002.53	2.53	100.03	6,387.33
<b>TOTAL SUPPLIES</b>	<b>7,000.00</b>	<b>10,300.00</b>	<b>10,184.27</b>	<b>( 115.73)</b>	<b>98.88</b>	<b>6,670.84</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,000.00	191.38	( 808.62)	19.14	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	16,138.05	( 2,861.95)	84.94	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	4,681.17	( 1,018.83)	82.13	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	5,000.00	2,662.85	( 2,337.15)	53.26	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	3,774.00	( 726.00)	83.87	4,095.96
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>45,800.00</b>	<b>42,200.00</b>	<b>31,736.70</b>	<b>( 10,463.30)</b>	<b>75.21</b>	<b>36,332.39</b>
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	10,381.49	( 118.51)	98.87	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	( 563.98)	( 1,363.98)	( 70.50)	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>63,895.36</b>	<b>( 6,404.64)</b>	<b>90.89</b>	<b>113,192.56</b>
<b>TOTAL MALL OPERATING EXPENSE</b>	<b>173,736.00</b>	<b>165,436.00</b>	<b>141,105.62</b>	<b>( 24,330.38)</b>	<b>85.29</b>	<b>192,627.20</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	183,097.02			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	.00	35,377.76			40,174.72