

Employee Recognition for Years of Service
October 7 at 3:15 pm
CAMBRIDGE CITY COUNCIL - CITY HALL COUNCIL CHAMBERS

Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, October 7, 2019 – 3:30 pm
Meeting Announcement and Agenda

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

Tentative Time	Agenda Item
3:30 pm	1. Call to Order
3:30 pm	2. Pledge of Allegiance
3:30 pm	3. Approval of Agenda (p. 1)
	4. Consent Agenda Approvals
3:35 pm	A. Regular and Summary City Council Meeting Minutes for September 16, 2019 (p. 4) B. Draft August 2019 Financial Statements (p. 14) C. Resolution R19-066 Amend 2019 General Fund Budget (p. 83) D. Accept resignation of Jennifer Cole effective September 18, 2019 (Verbal) E. Approve Temporary License for Cambridge Relief Association for November 21, 2019 at Armed Forces Reserve and Community Center (505 Spirit River Drive) for Northbound Liquor Wine Tasting (p. 98)
3:36 pm	5. Work Session
	A. Lead/Copper Tap Water Monitoring Report (p. 99)
3:40 pm	6. Unfinished Business
	A. Sidewalk Mural Program (p. 106)
3:42 pm	7. New Business
3:42 pm	A. LED Lighting Retrofit for Northbound Liquor (p. 115)

3:45 pm	B. Ord. 703 Amending Title V Public Works, Chapter 50 Garbage and Refuse, Section 50.04 Containers and 50.01 Definitions (p. 126)
3:47 pm	C. Consider possible abatement of 601 Railroad St. S. (p. 128)
3:52 pm	D. Lexipol Policy Update (p. 136)
3:56pm	E. Request by Brian Baas to Construct a Private Well at 3129 Airport Parkway (p. 196)
3:58 pm	8. Committee Reports
	<ul style="list-style-type: none"> A. Airport Advisory Board (p. 198) B. Allina Community Engagement Council (p. 201) C. Cambridge Action Community Team (ACT on Alzheimer's) (p. 214) D. Cambridge Fire Department (p. 215) E. Cambridge Parks, Recreation, and Trails (p. 218) F. Cambridge Planning Commission (p. 223) G. College Advisory Committee (p. 232) H. Community Education Advisory Council (Ed. Serv. Center) (p. 237) I. Discover Downtown Executive Committee (p. 241) J. Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE) (no meeting, no new material) K. North Highway 65 Corridor Coalition (p. 245) L. North Highway 65 Chamber of Commerce (Verbal- Kersten) M. Northern Lights Express (p. 247) N. Toward Zero Death (TZD) (p. 257) O. Cambridge Sister City Commission (p. 260)
4:03 pm	9. Mayor's Report and Council Concerns
	A. Sandquist Park parking concerns – enforcement (p. 263)
4:07 pm	10. City Administrator's Report
	Closed Session: This meeting is being closed under Minnesota Statutes §13D.05 to to consider an offer for property located on 3 rd Ave NE (next to Aldi) PIN15.992.0030 (p. 267)
4:12 pm	11. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Unless otherwise noted, all meetings are at City Hall in Council Chambers

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Oct. 8	11:30am	North 65 Chamber of Commerce
Oct. 8	7:00pm	Cambridge Parks, Trails, and Recreation Commission
Oct. 14	12:00pm	ICICLE (Braham City Hall)
Oct. 14	5:00pm	Community Education Advisory Council (IIS- Room 118)
Oct. 23	9:00am	Discover Downtown Executive Committee

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Oct. 14	5:00pm	Cambridge Fire Department Open House
Nov. 21	5:30 pm	Snowflake Parade

Cambridge City Council Meeting Minutes
Monday, September 16, 2019

A regular meeting of the Cambridge City Council was held on Monday, September 16, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Lisa Iverson, and Bob Shogren.

Members Absent: Marlys Palmer.

Staff Present: City Administrator Woulfe, Community Development Director Westover, Economic Development Director Gustafson, Community Development Specialist Levitski, Attorney Helmers and City Engineer Blank.

Call to Order and Pledge of Allegiance.

Godfrey called the meeting to order at 6:00 pm and led the public in the Pledge of Allegiance.

Citizens Forum

Godfrey opened the citizens forum at 6:01 pm.

Roger Cottrell of 509 Main St N addressed council stating he is being limited in his inventory of his used car business to the point of being unable to make a living. Cottrell stated they are taking his livelihood away from him. Cottrell stated the City Administrator made this personal and that he is being made an example.

Citizens Forum closed at 6:05 pm.

Approval of Agenda

Godfrey requested to add Ace Tack Demolition Change Order #1 under New Business as item 7F. Iverson requested to add an item under Council Concerns – trash/recycling receptacle code enforcement. Conley moved, seconded by Shogren, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Shogren, to approve consent agenda Items A-F:

- A. Regular and Summary City Council Meeting Minutes for September 3, 2019
- B. Warrants #114473 - #114686 and ACH/Wire items totaling \$1,498,023.24
- C. Resolution R19-061 Certify Delinquent Charges to Property Tax Roll
- D. Accept Sewer Televising and Soil Boring proposals for 2020 Street Improvements
- E. Resolution R19-062 Accepting restricted donations for Fire Department from Coor's Beer Fundraiser
- F. Resolution R19-065 Application for Payment #2 from Phoenix Fabricators & Erectors LLC for West Water Tower

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

Work Session

Update from Toward Zero Death (TZD) Committee

Sara Motl, Community Health Supervisor from Isanti County Health thanked Council for their support and gave a presentation to Council on the updates from the Toward Zero Death Committee as shown in the packet.

Conley questioned why Kanabec county has such a small number of deaths. Motl stated she couldn't answer for certain, but it likely is due to population density and travel distance, considering there are so many commuters in the Isanti County Area.

Proclamation for Manufacturers Week October 1-7, 2019

Gustafson reported the State of Minnesota has designated October 1 through October 7, 2019 as manufacturing week in Minnesota. Gustafson stated one of the main objectives is to recognize Cambridge's Manufacturers and wholesale/distributors as a critical component of our local economy. Councilmembers read the Proclamation of Manufacturers week and thanked our local manufacturers for their presence in Cambridge.

Godfrey asked when the Manufacturer's Breakfast would be scheduled and Gustafson responded it was scheduled for October 24.

Unfinished Business

Approve Extension of Letter of Intent with dk design & development group

Woulfe reported staff have been in conversations with dk design & development group on a request for an extension to the Letter of Intent to March 31, 2020. Woulfe explained additional time is needed to explore additional site due diligence, financial structure and the required governmental approvals such as Planned Unit Development Amendment (PUD), Platting, Tax Increment Financing application with required fees, Contract for Private Development, Purchase agreement and providing all goes well, closing of the property would take place no later than May 31, 2020.

Woulfe reported staff have added an exclusion to the letter of intent if this does not progress as planned by March 31, 2020. The exclusion is as follows:

Exclusion: If the planning stages are not proceeding as planned through the due diligence period by March 31, 2020, the City of Cambridge reserves the right to enter into negotiations with Cambridge Medical Center for the purchase of this site.

Shogren moved, seconded by Conley, to approve the request for an extension of the Letter of Intent with dk design & development group for the potential purchase of PINs 15.280.0830 & 15.032.1005 less required easement parcels. Motion carried unanimously.

Sidewalk Murals

Woulfe reported Public art creates a social connection for the community. Woulfe stated artists have a public place to share their art and the community has the ability to come together to appreciate the art. Woulfe explained creating a public art walk can also encourage tourism and get people out walking in our community.

Woulfe explained the Americans for the Arts Organization have five reasons why public art matters. They are:

1. **Economic Growth and Sustainability.** By engaging in public art as a tool for growth and sustainability, communities can thrive economically. Seventy percent of Americans believe that the “arts improve the image and identity” of their community.
2. **Attachment and Cultural Identity.** Public art directly influences how people see and connect with a place, providing access to aesthetics that support its identity and making residents feel appreciated and valued. Aesthetics is one of the top three characteristics why residents attach themselves to a community.
3. **Artists as Contributors.** Providing a public art ecosystem supports artists and other creatives by validating them as important contributors to the community. Artists are highly entrepreneurial. They are 3.5 times more likely than the total U.S. work force to be self-employed.
4. **Social Cohesion and Cultural Understanding.** Public art provides a visual mechanism for understanding other cultures and perspectives, reinforcing social connectivity with others. Seventy-three percent of Americans agree that the arts “helps me understand other cultures better.”
5. **Public Health and Belonging.** Public art addresses public health and personal illness by reducing stress, providing a sense of belonging, and addressing stigmas towards those with mental health issues. Public art is noted as slowing pedestrians down to enjoy their space and providing a positive impact on mood.

Woulfe explained this program and the creation of a public art walk can be a marketing tool for the City of Cambridge. Woulfe stated it can distinguish Cambridge from other communities when people are looking to build a business or home within Cambridge. Woulfe stated employees will make location decisions based upon the quality of schools (education), medical services, and the quality of life within the community. Woulfe stated public art adds to the quality of life and demonstrates an investment in our community’s culture. Woulfe explained this combined with Play Art Inc and their strong program in producing plays can set Cambridge apart from other communities.

Woulfe reported with respect to design, two artists volunteered their services to design. Woulfe explained they felt it is important for the art walks to have an overall theme to them, but that could be interpreted by each artist how they fit into that theme. Woulfe stated they thought it would be great to create art walks on the Active Living by Design routes or on sidewalks in our park system (e.g. Central Green, Peterson, Brown, etc.).

Woulfe stated a draft of the "Paint the Sidewalk" program and how it would be administered is included in the packet.

Shogren moved, seconded by Iverson, to table the topic until the October 7, 2019 City Council meeting. Motion carried unanimously.

New Business

2020 Street Improvement Public Hearings Resolution R19-063 Accept Feasibility Report and Order Improvements

Blank stated on July 15, 2019, the City Council initiated the 2020 Street Improvements and directed SEH to conduct a feasibility study and prepare a report on the improvements. Blank reported this has been completed and a copy of the feasibility report is attached for your information and review.

Blank reported the 2020 Street Improvements are included in the City's Capital Improvement Program which is updated annually. Blank stated the project consists of improving the streets and underground utilities located on:

16th Avenue SE from Old South Main Street to South Roosevelt Street, 18th Avenue SE from Old South Main Street to Trunk Highway 65, Old South Main Street from 16th Avenue SE to south Cul-de-sac, and South Haven Drive from 16th Avenue SE to 18th Avenue SE.

Blank stated during the feasibility study, the proposed improvements were further investigated, and costs and funding were estimated in greater detail. Blank explained the total estimated project cost is \$5,011,000. Blank stated the proposed project funding consists of various City funds (approximately 92%) and special assessments (approximately 8%) to the adjacent properties that benefit from the improvements.

Blank explained in accordance with State Statutes, a public improvement hearing and an assessment hearing must be held by the City to allow the affected property owners the opportunity to address any project-related and assessment-related concerns respectively. Blank explained these hearings are proposed to be held on October 21, 2019, with the public hearing being held first and then the assessment hearing held immediately following the public hearing.

Blank reported this is being proposed so the assessments can be adopted prior to awarding a contract. Blank stated this can be done since the assessments are based upon fixed rates and will not

fluctuate due to the actual construction cost. Blank stated this will give the Council and staff the opportunity to know of any assessment objections prior to awarding a construction contract. Blank explained the assessments will be due for payment by October 15, 2020 and if not paid by then, they will be certified to Isanti County to be included with property tax payments starting in 2021.

Blank explained he will be present at the Council Meeting to present the feasibility study, findings and recommendations in further detail.

Shogren asked about the property along Emerson which were platted out for townhomes and private streets with no access off 16th Ave. Shogren questioned if it's appropriate to assess the property. Blank stated at this time, the development that was proposed has not started and may be replatted by a different owner for a different layout. Blank stated that it is in the City's special assessment policy that only single-family homes are assessed for one street if they are on a corner lot. This area is designated as multi-family.

Godfrey moved, seconded by Shogren, to adopt Resolution R19-063 Receiving Feasibility Report, Ordering Public Hearing, Declaring Costs to be Assessed, and Ordering Hearing on Proposed Assessment. Motion carried unanimously.

Approve Resolution R19-064 to allow a variance for a garage at 548 1st Ave W.

Westover reported Baas Properties, LLC, in coordination with the City of Cambridge is requesting a variance for a garage at the new library located at 548 1st Avenue W. Westover stated demolition and construction activities have recently begun on the new library facility. Westover explained during the planning stages, a garage was identified as a need for the new library. Westover stated the planners/designers tried to find a location on the lot suitable without the need for a variance. Westover explained due to the shape of the lot, the existing building location, and its proximity to adjacent parcels, the proposed location best fits the library's needs.

Westover reported a garage is requested for vehicles to be sheltered from the elements when delivering books. Westover explained snow, rain, and sun can be harmful to the books being brought into the library. Westover stated there is an existing garage on the west side of the property, but it is 100+ feet to the building and in poor condition. Westover stated the planners/designers also looked at placing a new garage on the east side of the property, north of the building. Westover explained however, this location would reduce the amount of existing parking spaces.

Westover reported the proposed location of the garage is tucked behind the existing building and shielded by an adjacent neighbor's fence. Westover stated it is the most useable, yet least visible location for the existing property and the garage will not be in a front or side yard. Westover explained the existing parking and drive on the east side of the building makes this the most feasible area for the main entrance, therefore allowing library vehicles entrance into the proposed garage.

Westover stated the proposed garage would be 5.3 feet from the rear property line. Westover stated the minimum required setback in an R-3 Multiple Family zoning district is 20 feet.

Westover reported the Planning Commission recommended approval of the variance after reviewing that the application complies with the seven (7) standards set forth in Section 156.112 Variances of the city code, as noted in the Resolution.

Woulfe asked if this would be a side yard setback if the building's front entrance is off of Dellwood. Westover stated the parcel is addressed off of 1st Avenue so that is why it is a rear yard setback. Shogren asked if the property was going to be readdressed off of Dellwood upon its completion. Woulfe indicated the City could consider changing the building's address to Dellwood Street N.

Shogren moved, seconded by Iverson, to adopt Resolution No. R19-064 approving the variance for a garage to be 5.3 feet from the rear property line. Motion carried unanimously.

Consider abatement of outdoor storage at 1615 Southhaven Dr. S.

Levitski reported upon receiving a complaint for constant garage sales and outdoor storage an inspection was performed at 1615 Southhaven Dr. S. on July 30, 2019. Levitski stated a letter was sent to the property owner indicating they are required to apply for an extended home occupation if they would like to have garage sales every weekend.

Levitski stated in that letter it was also noted if they did not intend to apply for an extended home occupation, the outside storage would need to be removed no later than Monday, August 12, 2019 or an administrative citation would be issued.

Levitski reported the property owner never contacted staff and violations remained. Levitski stated an administrative citation was issued on August 14th and have continued to exist since. Levitski explained on August 29th I sent the property owner a letter with a notice of abatement and city council meeting. Levitski stated we still have not had communication from the property owner.

Levitski stated all costs associated with removal of the outdoor storage will be billed to the property owner and if not paid, will be assessed to the property to be collected with property taxes. Levitski reported any personal items of value will be stored and the owner will be given an opportunity to pick-up their items.

Shogren moved, seconded by Conley, to authorize staff to proceed with the abatement of outdoor storage violations at 1615 Southhaven Dr. S. Motion carried unanimously.

Fall One-Day Citizens Academy – October 26, 2019

Woulfe reported residents reported a desire for the return of the Citizens' Academy. Conley asked if we could include it in the paper, County Star said to send them a press release.

Woulfe stated from the Love Your City series, a desire was expressed to present another citizens academy. Woulfe explained I believe we could do a one-day citizens academy on Saturday, October 26 from 9:00 am to 3:00 pm if Council is willing.

Woulfe stated this date was selected because it is before hunting and the holiday season but yet still far enough away that we could generate interest in attendance. Woulfe explained the day would be structured as follows:

9:00 am	Welcome (City Council)
9:15 am	Presentation on City Budget and Taxation
9:45 am	Taxpayer receipt and Balancing Act exercise
10:00 am	Break
10:15 am	Public Works and Utilities Presentation
11:00 am	Police Department presentation
11:30 am	Community Development presentation
12:00 Noon	Lunch and time for questions
1:00 pm	Fire Department presentation
1:30 pm	Tour of Wastewater Treatment Plant and Water Treatment Plant
3:00 pm	Return to City Hall – Questions and Closing Remarks

Woulfe explained if we have more than ten City of Cambridge residents register for the academy, then we will hold the event.

Conley moved, seconded by Iverson, to approve the Fall One-Day Citizens' Academy for October 26, 2019. Motion carried unanimously.

Direction on Annexation of Parcels only accessed via City streets

Woulfe explained Councilmember Shogren asked to have a discussion on the annexation of parcels that can only be accessed by a city street. Woulfe stated included in the packet is the map of those parcels and what their current use is.

Woulfe reported these parcels are all contiguous to the City of Cambridge municipal boundaries and could be annexed by ordinance. Woulfe explained after this staff report is an excerpt from the League of Minnesota Cities handbook on annexation procedures for your review.

Shogren moved, seconded by Conley, to direct staff to begin the annexation process for the properties that are accessed only by City streets. Motion carried unanimously.

Ace Tack Demolition

Blank reported the contractors H&T Trucking began demolition and during this process, the asbestos abatement contractor, discovered floor tile containing more asbestos that was not found in the original assessment. Blank stated he received the contract and proposal from VCI for \$43,200 for the abatement of asbestos from the majority of the main floor of the building, the price includes a \$4,000 remobilization fee and adds 5 days to the schedule.

Blank stated he is hoping if Council approves the change order tonight, we may be able to avoid the \$4,000 remobilization fee and delays to the schedule.

Woulfe stated when the Senate's bonding committee was here with respect to the bonding request for changing Highway 95 to four lanes, they questioned what the City's share of the project would be. Woulfe explained that this change order may be unfortunate, but does add that 'skin in the game' to help us achieve the funding for the rail switch and full HWY 95 project.

Moe explained she researched the budget and feels the city will be able to cover the costs due to some revenues being ahead of budget projections and a reduction in expenses in other areas.

Godfrey questioned if we could use EDA money because it is part of the downtown district. Moe stated the EDA gets its dollars from rental income and the general fund and doesn't have a special 'pocket' to draw from.

Shogren questioned if this would be paid for strictly with City funds. Woulfe stated, at this time it is coming from City funds, but the City has asked the state to help with the cost.

Iverson moved, seconded by Conley, to approve Change Order #1 as presented. Motion carried 3 to 1 with Shogren voting nay.

Mayor's Report

Godfrey thanked council for attending Customer Appreciation Day and helping in a variety of ways and reminded Council that it is homecoming week.

Council Concerns

Recycling and Trash

Iverson reported she received a call from a citizen who was ticketed for having three receptacles for trash, recycling and yard waste. Iverson stated there are a lot of homes who have three containers and she's wondering how we can be ticketing them.

Woulfe stated the topic has been addressed and the tickets were suspended. Woulfe explained the ordinance is being reviewed and will be revised to meet the goal of ensuring neatness and tidiness while allowing more containers. Woulfe also stated they would look at the definition of a waste container as well.

There was no City Attorney's Report

City Administrator's Report

Library Construction Update

Woulfe provided an update on the new library construction as follows:

Book Drop: BJ Baas has a \$5,000 allowance for a book drop to be selected by the library, along with location. BJ Baas will need a selection by 9/18 for the book drop. 9/11/19

Pass Through Window in Garage: BJ Baas does not have an allowance included for a passthrough window from the garage, but ECRL is working to find funding for it. 9/11/19.

Dumbwaiter: BJ Baas does not have an allowance included for a dumbwaiter. ECRL found the funds and will pay for the dumbwaiter. 9/11/19

Café Finishes: There will be no additional café finishes, only what was approved in the original plans. Woulfe stated she is working on an RFP for someone to run the café as well. 9/11/19

Woulfe reported the shelving designs and heights need to be picked out, not to exceed the budget. Woulfe stated we are also waiting on portable color boards to go furniture shopping. Woulfe explained the schedule is on track and we will be receiving weekly construction updates with photos to be shared with Council and on social media.

Adjournment of Council Meeting

Being no further business before the City Council, Conley moved, seconded by Iverson, to adjourn the meeting at 7:21 pm. Motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

**SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE
CAMBRIDGE CITY COUNCIL**

The complete minutes are available for public inspection at the office of the City Administrator, 300 3rd Ave. NE, Cambridge, Minnesota.

**Regular City Council Meeting
September 16, 2019**

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Lisa Iverson, and Bob Shogren. Marlys Palmer was absent.

- Meeting called to order at 6:00 pm.
- Citizens forum opened at 6:01 pm. Roger Cottrell stated he is unable to make a living due to the limitations in inventory placed on his business by City staff.
- Approved amended agenda and consent agenda items as presented.
- Approved the request for an extension of the Letter of Intent with dk design & development group for the potential purchase of parcel numbers 15.280.0830 & 15.032.1005.
- Agreed to table the topic of Street Art Murals until the October 7, 2019 meeting.
- Adopted R19-063 Receiving Feasibility Report, Ordering Public Hearing, Declaring Costs to be Assessed and Ordering Hearing on Proposed Assessment.
- Adopted Resolution No. R19-064 approving the variance for a garage to be 5.3 feet from the rear property line at 548 1st Ave W.
- Authorized staff to proceed with the abatement of outdoor storage violations at 1615 Southhaven Dr. S.
- Approved the Fall One-Day Citizens' Academy for October 26, 2019.
- Directed staff to begin the annexation process for the properties that are accessed only by City streets.
- Approved change order 1 to abate asbestos from the Ace Tack building as presented.
- Meeting adjourned at 7:21 pm.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the eight months ended August 31, 2019. Included in the Monthly Financial Reports are the following components:

Financial Snapshot

Outstanding City Debt

General Fund - Amended 2019 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2019 Compared to Actual

Debt Service Fund Summary: Adopted 2019 Budget Compared to Actual

Capital Fund Summary:

Adopted 2019 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2019 Budget Compared to Actual

Wastewater Utility - Adopted 2019 Budget Compared to Actual

Stormwater Utility- Adopted 2019 Budget Compared to Actual

Street Light Utility- Adopted 2019 Budget Compared to Actual

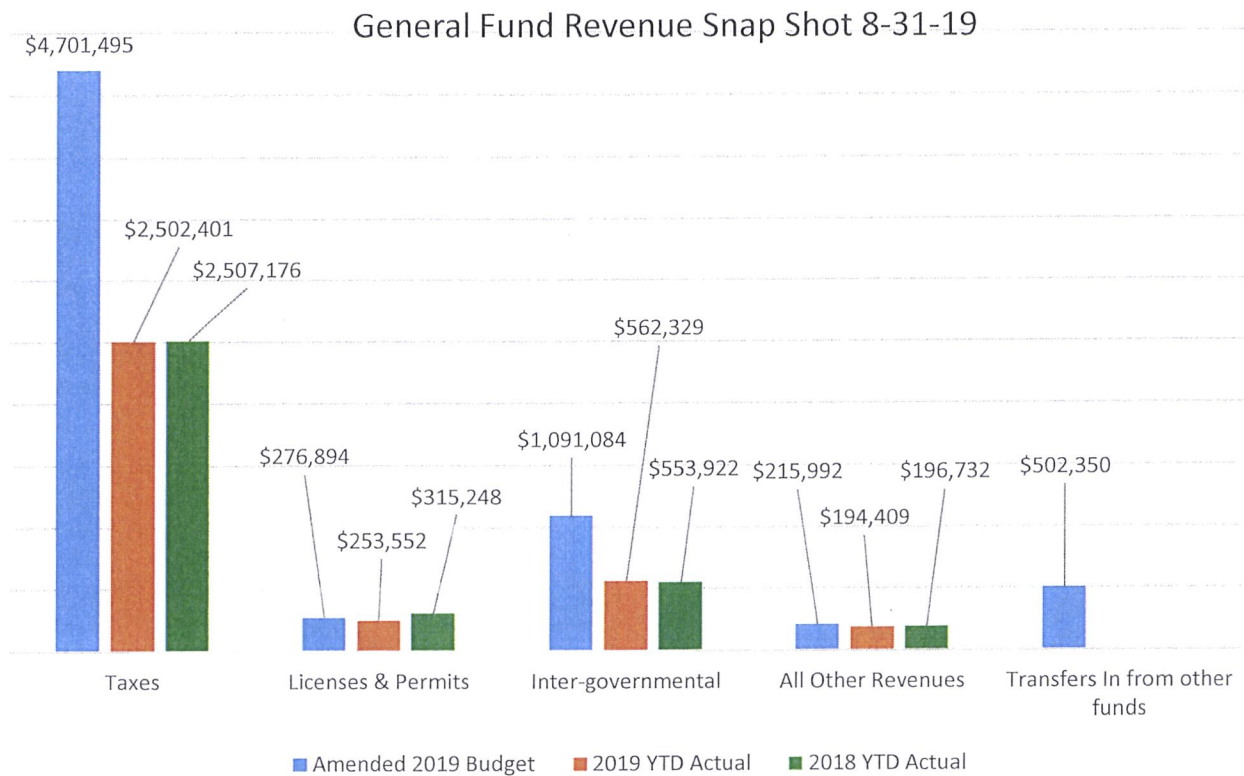
Liquor Store – Adopted 2019 Budget Compared to Actual.

Cash and Investment Summary

Council Action Requested

NONE REQUIRED - For discussion only.

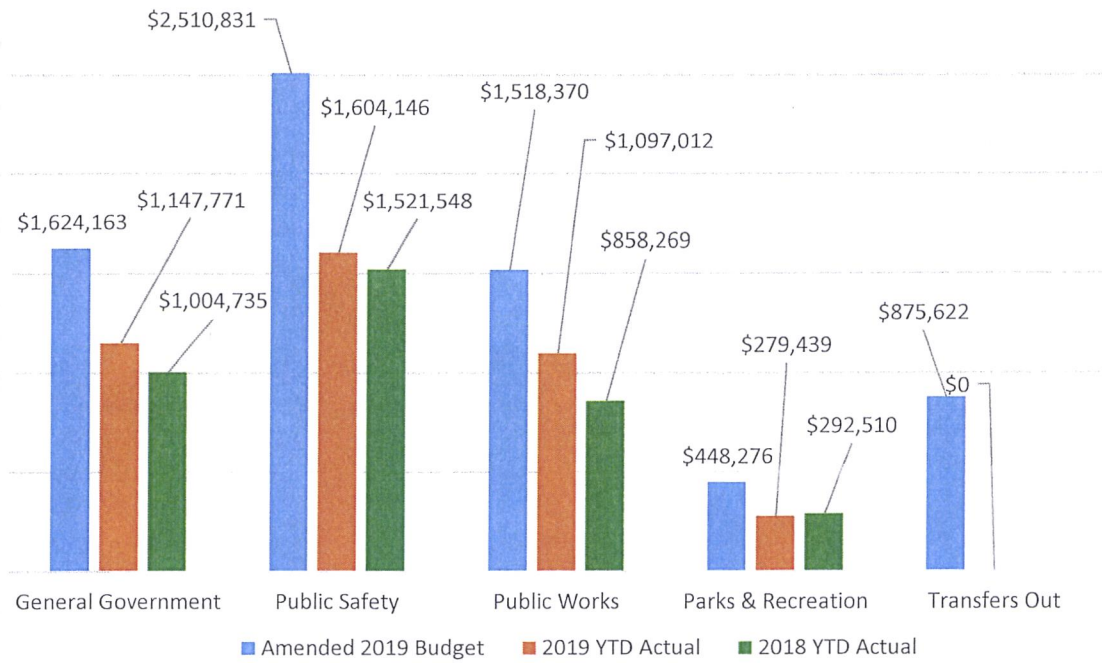
Council Financial Snap Shot



Notes—

- Tax revenue is only received in July and December from Isanti County.
- Inter-governmental revenue is primarily received in July, October and December.
- Permit revenue typically is slow at the beginning of the year and picks up late spring and summer. Permit revenue for 2019 is trending behind 2018.
- Transfers typically done near the end of the year.
- Other revenue—on track as expected.

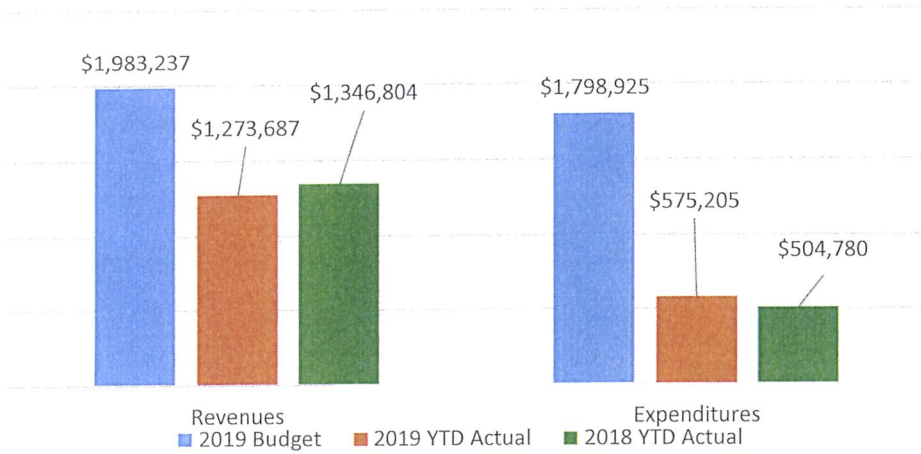
General Fund Expenditure Snap Shot 8-31-19



Notes—

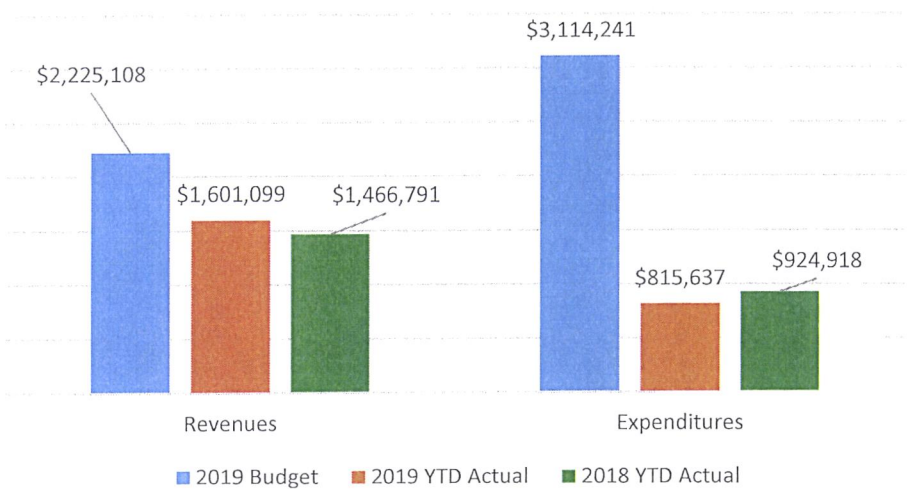
- **Public Works trending higher in 2019 due to \$136K for street light replacement paid and overtime for snowplowing.**
- **Transfers are typically done at the end of the year.**
- **Otherwise, expenditures generally trending as expected.**

Water Fund 8-31-19



Water Fund Notes—
Sprinkler account sales are down compared to last year, likely due to significant, regular rainfall this summer reducing the need for sprinkler usage.

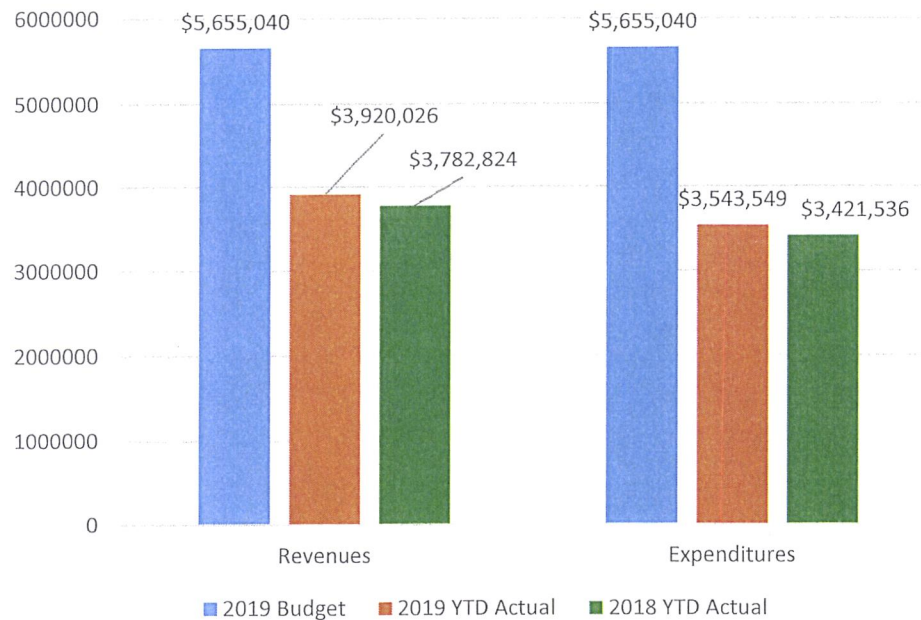
Wastewater Fund 8-31-19



Wastewater Fund Notes—
Revenues for 2019 on track.

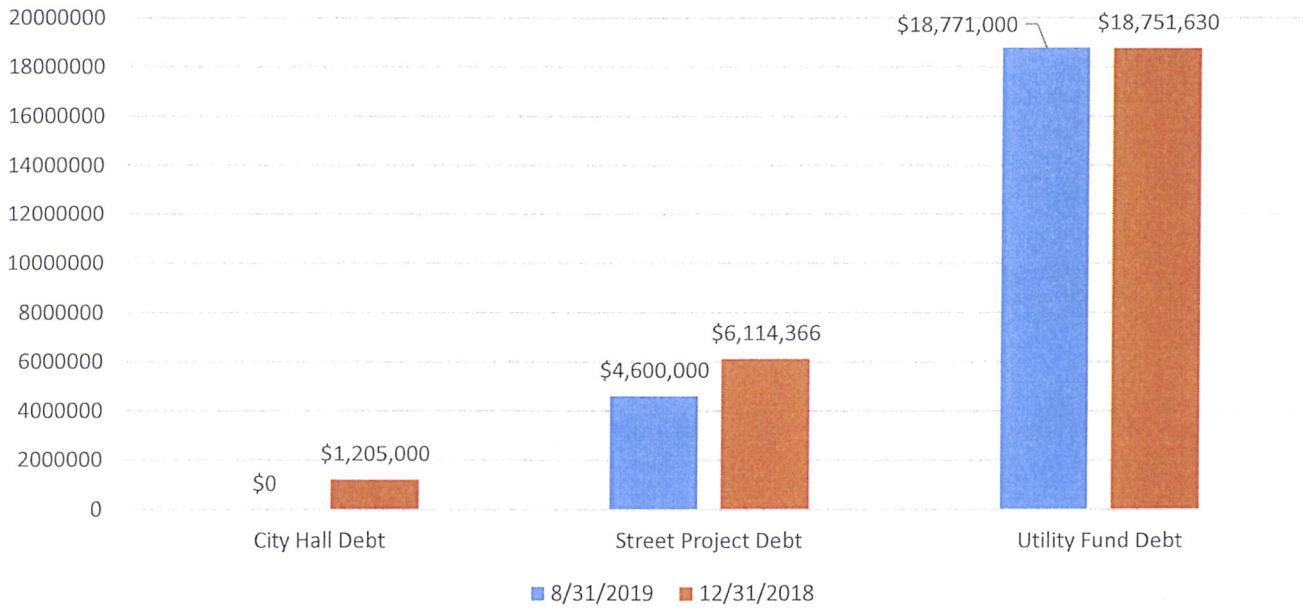
Expenses in 2018 were higher due to Force Main relocation project).

Northbound Liquor 8-31-19



Northbound Liquor--No concerns with revenues or expenditures at this time.

Outstanding City Debt 8-31-19



Notes—City Hall debt was paid off in March 2019, approximately four years earlier than initially planned. Also, in March 2019, the City retired the remainder of the Street Project and Utility Fund Debt from the 2012 Street & Utility Improvement Project. The City issued debt in June 2019 to fund the construction of a new water tower. In August 2019, the City paid of the debt for the water tower constructed near Target, two years earlier than initially planned.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	4,701,495.00	4,701,495.00	2,502,401.46	(2,199,093.54)	53.23	4,623,602.69
LICENSES AND PERMITS	317,360.00	276,894.00	253,551.52	(23,342.48)	91.57	502,728.59
INTERGOVERNMENTAL REVENUES	1,081,241.00	1,091,084.00	562,329.16	(528,754.84)	51.54	1,155,577.78
CHARGES FOR SERVICES	123,200.00	127,891.00	127,562.25	(328.75)	99.74	127,981.65
FINES AND FORFEITURES	42,700.00	54,880.00	56,350.45	1,470.45	102.68	92,898.94
OTHER	18,600.00	33,221.00	10,496.00	(22,725.00)	31.59	61,714.06
OTHER FINANCING SOURCES	502,350.00	502,350.00	.00	(502,350.00)	.00	452,350.00
TOTAL FUND REVENUE	6,786,946.00	6,787,815.00	3,512,690.84	(3,275,124.16)	51.75	7,016,853.71
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	58,330.00	73,989.00	58,308.80	15,680.20	78.81	61,860.62
ADMINISTRATION	336,062.00	336,144.00	222,274.37	113,869.63	66.12	258,300.84
ELECTIONS	1,150.00	1,150.00	355.00	795.00	30.87	9,387.41
FINANCE/MIS	336,057.00	326,896.00	237,303.95	89,592.05	72.59	309,616.22
LEGAL	99,000.00	99,000.00	62,381.40	36,618.60	63.01	106,298.49
BUILDING DEPARTMENT	349,434.00	332,112.00	238,746.12	93,365.88	71.89	292,334.91
ENGINEERING	25,000.00	25,000.00	26,191.11	(1,191.11)	104.76	26,256.07
PLANNING	272,648.00	261,393.00	176,837.97	84,555.03	67.65	240,328.06
NEW CITY HALL BUILDING	151,262.00	168,479.00	125,372.21	43,106.79	74.41	156,857.80
TOTAL GENERAL GOVERNMENT	1,628,943.00	1,624,163.00	1,147,770.93	476,392.07	70.67	1,461,240.42
PUBLIC SAFETY						
POLICE DEPARTMENT	2,200,931.00	2,171,368.00	1,395,666.11	775,701.89	64.28	1,953,771.65
FIRE DEPARTMENT	318,115.00	329,363.00	201,404.51	127,958.49	81.15	305,860.91
EMERGENCY MANAGEMENT	5,100.00	5,100.00	4,275.68	824.32	83.84	7,108.04
ANIMAL CONTROL	5,500.00	5,000.00	2,800.00	2,200.00	56.00	4,800.00
TOTAL PUBLIC SAFETY	2,529,646.00	2,510,831.00	1,604,146.30	906,684.70	63.89	2,271,540.60
STREETS						
STREETS	1,280,498.00	1,518,370.00	1,097,011.50	421,358.50	72.25	1,231,943.27
MAINTENANCE BUILDING	.00	.00	.00	.00	.00	18,565.50
TOTAL STREETS	1,280,498.00	1,518,370.00	1,097,011.50	421,358.50	72.25	1,250,508.77
PARK AND RECREATION						
ICE RINK	87,718.00	85,718.00	14,743.55	70,974.45	17.20	69,523.17
PARKS & RECREATION	374,519.00	362,558.00	264,695.42	97,862.58	73.01	359,502.87
TOTAL PARK AND RECREATION	462,237.00	448,276.00	279,438.97	168,837.03	62.34	429,026.04
UNALLOCATED EXPENDITURES						

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TRANSFERS OUT	885,622.00	875,622.00	.00	875,622.00	.00	1,432,217.66
TOTAL UNALLOCATED EXPENDITURES	885,622.00	875,622.00	.00	875,622.00	.00	1,432,217.66
 TOTAL FUND EXPENDITURES	 6,786,946.00	 6,977,262.00	 4,128,367.70	 2,848,894.30	 59.17	 6,844,533.49
 NET REVENUE OVER EXPENDITURES	 .00	 (189,447.00)	 (615,676.86)	 426,229.86		 172,320.22

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,673,495.00	4,673,495.00	2,466,157.89	2,207,337.11	52.77	4,520,758.28
101-31020 TAXES - DELINQUENT	25,000.00	25,000.00	12,155.69	12,844.31	48.62	34,330.76
101-31050 EXCESS TAX INCREMENTS	.00	.00	.94	(.94)	.00	110.79
101-31051 DECERT TIF DISTRICT PROCEE	.00	.00	.00	.00	.00	24,586.73
101-31060 PENALTIES AND INTEREST	3,000.00	3,000.00	1,197.75	1,802.25	39.93	3,036.14
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	.00	22,889.19	(22,889.19)	.00	40,779.99
TOTAL TAXES	4,701,495.00	4,701,495.00	2,502,401.46	2,199,093.54	53.23	4,623,602.69
<u>LICENSES AND PERMITS</u>						
101-32110 LIQUOR LICENSES	14,000.00	14,000.00	2,700.00	11,300.00	19.29	21,900.00
101-32180 CIGARETTES	3,200.00	3,200.00	.00	3,200.00	.00	2,800.00
101-32184 CABLE FRANCHISE FEES	66,000.00	67,000.00	38,537.19	28,462.81	57.52	68,718.25
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	1,250.00	.00	100.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	2,016.00	550.00	900.00	(350.00)	163.64	729.00
101-32218 CITY SHARE ELEC INSPECTIONS	3,000.00	3,000.00	2,946.66	53.34	98.22	8,755.20
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	250.00	97.54	152.46	39.02	516.89
101-32220 BUILDING PERMITS	170,000.00	130,000.00	173,229.98	(43,229.98)	133.25	320,214.50
101-32222 MECHANICAL PERMITS	25,000.00	25,000.00	11,925.99	13,074.01	47.70	29,083.79
101-32225 INVESTIGATION (PENALTY FEE)	400.00	400.00	1,126.00	(726.00)	281.50	1,338.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	520.00	520.00	510.00	10.00	98.08	820.00
101-32230 PLUMBING PERMITS	13,000.00	12,000.00	10,203.00	1,797.00	85.03	16,807.00
101-32240 SIGN PERMITS	1,724.00	1,724.00	600.00	1,124.00	34.80	1,560.00
101-32298 RENTAL REGISTRATION FEE	10,000.00	10,000.00	146.51	9,853.49	1.47	10,937.50
101-32299 PLANNING & ZONING FEES	7,000.00	8,000.00	9,378.65	(1,378.65)	117.23	17,298.46
TOTAL LICENSES AND PERMITS	317,360.00	276,894.00	253,551.52	23,342.48	91.57	502,728.59
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	.00	3,703.00	3,703.84	(.84)	100.02	9,026.45
101-33401 LOCAL GOVERNMENT AID (LGA)	806,834.00	806,834.00	403,417.00	403,417.00	50.00	802,355.00
101-33404 STATE AID - OTHER	3,155.00	8,816.00	12,792.66	(3,976.66)	145.11	6,245.90
101-33405 PERA AID	5,822.00	5,822.00	2,911.00	2,911.00	50.00	5,822.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
101-33421 POLICE STATE AID	128,000.00	128,000.00	14,912.65	113,087.35	11.65	139,549.45
101-33422 SCHOOL DIST COST FOR OFFICER	76,500.00	76,500.00	69,813.01	6,686.99	91.26	71,509.10
101-33424 SCHOOL DIST ASST SRO#2	6,630.00	6,630.00	.00	6,630.00	.00	66,721.06
101-33610 CTY GRANTS & AIDS FOR HWYS	4,300.00	4,779.00	4,779.00	.00	100.00	4,348.82
TOTAL INTERGOVERNMENTAL REVE	1,081,241.00	1,091,084.00	562,329.16	528,754.84	51.54	1,155,577.78

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	10.00	10.00	.00	10.00	.00	120.00
101-34105 SALES - MAPS, COPIES, ETC.	250.00	250.00	161.25	88.75	64.50	131.75
101-34110 SOLAR LEASE REVENUE	.00	500.00	1,500.00	(1,000.00)	300.00	.00
101-34117 CONTRACTED BUILDING INSPECTIO	.00	885.00	885.00	.00	100.00	.00
101-34201 POLICE DEPARTMENT REPORTS	3,000.00	245.00	379.50	(134.50)	154.90	2,950.75
101-34202 POLICE ADMINISTRATION FEES	1,500.00	4,800.00	5,045.00	(245.00)	105.10	4,660.00
101-34205 PAWN SHOP TRANSACTION REVENUE	6,000.00	5,000.00	2,915.00	2,085.00	58.30	5,512.50
101-34206 FIRE PROT TOWNSHIP CONTRACT	100,000.00	102,506.00	102,506.31	(.31)	100.00	96,877.65
101-34208 FIRE RUNS	.00	1,000.00	3,499.94	(2,499.94)	349.99	.00
101-34210 FIRE PROTECTION ADMINISTRATION	2,300.00	2,345.00	2,345.00	.00	100.00	2,345.00
101-34925 PARK ACTIVITY FEES	2,500.00	2,500.00	4,702.50	(2,202.50)	188.10	5,135.00
101-34930 ART FAIR FEES	.00	210.00	595.00	(385.00)	283.33	770.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	.00	.75	(.75)	.00	1,679.00
101-34958 ICE RINK LEASE REVENUE	7,640.00	7,640.00	3,027.00	4,613.00	39.62	7,800.00
TOTAL CHARGES FOR SERVICES	123,200.00	127,891.00	127,562.25	328.75	99.74	127,981.65
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	40,000.00	50,000.00	44,355.45	5,644.55	88.71	86,538.94
101-35102 PARKING FINES	1,500.00	2,680.00	2,240.00	440.00	83.58	1,670.00
101-35104 ANIMAL CONTROL FINES	1,200.00	1,200.00	1,100.00	100.00	91.67	1,540.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	1,000.00	8,655.00	(7,655.00)	865.50	3,150.00
TOTAL FINES AND FORFEITURES	42,700.00	54,880.00	56,350.45	(1,470.45)	102.68	92,898.94
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	.00	6.20	(6.20)	.00	1,324.70
101-36200 MISCELLANEOUS	.00	.00	.00	.00	.00	885.20
101-36210 INTEREST EARNINGS	14,000.00	20,000.00	.00	20,000.00	.00	27,235.82
101-36220 FACILITY RENTAL	3,600.00	4,000.00	3,068.09	931.91	76.70	20,018.00
101-36230 DONATIONS	500.00	7,221.00	7,301.71	(80.71)	101.12	4,506.11
101-36234 ARTS GRANT FOR CONCERT/PAINTIN	.00	.00	.00	.00	.00	2,500.00
101-36240 PATRONAGE CAPITAL	500.00	2,000.00	.00	2,000.00	.00	3,619.23
101-36241 FIRE DEPT PRIVATE GRANTS	.00	.00	.00	.00	.00	235.00
101-36242 ALLINA WELLNESS GRANT	.00	.00	.00	.00	.00	886.00
101-36501 SALE OF PROPERTY	.00	.00	120.00	(120.00)	.00	504.00
TOTAL OTHER	18,600.00	33,221.00	10,496.00	22,725.00	31.59	61,714.06

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	502,350.00	502,350.00	.00	502,350.00	.00	452,350.00
TOTAL OTHER FINANCING SOURCES	502,350.00	502,350.00	.00	502,350.00	.00	452,350.00
 TOTAL FUND REVENUE	 6,786,946.00	 6,787,815.00	 3,512,690.84			 <u>7,016,853.71</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	19,933.44	(9,966.56)	66.67	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	1,524.77	(765.23)	66.58	2,287.06
101-41110-151 WORKERS' COMPENSATION PREMIU	140.00	140.00	49.12	(90.88)	35.09	119.38
TOTAL PERSONAL SERVICES	32,330.00	32,330.00	21,507.33	(10,822.67)	66.52	32,306.60
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	2.14	(97.86)	2.14	107.81
101-41110-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	.00	(250.00)	.00	350.00
101-41110-213 CITIZEN'S ACADEMY COSTS	500.00	.00	.00	.00	.00	.00
101-41110-214 EMPLOYEE RECOGNITION	500.00	500.00	95.00	(405.00)	19.00	495.57
TOTAL SUPPLIES	1,350.00	850.00	97.14	(752.86)	11.43	953.38
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	100.00	.00	(100.00)	.00	.00
101-41110-331 TRAVEL/MEALS/LODGING	1,500.00	3,000.00	2,624.48	(375.52)	87.48	392.65
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	.00	(150.00)	.00	.00
101-41110-340 ADVERTISING	1,000.00	325.00	98.50	(226.50)	30.31	.00
101-41110-360 INSURANCE AND BONDS	1,000.00	500.00	214.29	(285.71)	42.86	258.12
TOTAL OTHER SERVICES AND CHA	4,650.00	4,075.00	2,937.27	(1,137.73)	72.08	650.77
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	100.00	100.00	.00	(100.00)	.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	1,500.00	2,675.00	2,675.00	.00	100.00	.00
101-41110-441 SISTER CITY ACTIVITIES	1,500.00	1,500.00	310.00	(1,190.00)	20.67	300.00
101-41110-455 FIREWORKS DISPLAY EXPENSES	14,000.00	14,000.00	12,218.75	(1,781.25)	87.28	12,275.00
101-41110-456 ART FESTIVAL	1,000.00	1,300.00	1,505.00	205.00	115.77	2,412.62
101-41110-457 DOWNTOWN BANNERS & SIGNAGE	.00	.00	.00	.00	.00	4,903.00
101-41110-458 DOWNTOWN FLOWER BASKET PROJ	1,800.00	1,850.00	1,850.00	.00	100.00	8,029.25
101-41110-459 DOWNTOWN TRASH CANS & BENCH	.00	15,209.00	15,208.31	(.69)	100.00	.00
TOTAL MISCELLANEOUS	20,000.00	36,734.00	33,767.06	(2,966.94)	91.92	27,949.87
TOTAL MAYOR AND CITY COUNCIL	58,330.00	73,989.00	58,308.80	(15,680.20)	78.81	61,860.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ADMINISTRATION							
<i>PERSONAL SERVICES</i>							
101-41320-101	FULL-TIME EMPLOYEES - REGULAR	174,000.00	174,000.00	119,373.52	(54,626.48)	68.61	128,785.82
101-41320-103	PART-TIME - REGULAR	41,283.00	40,183.00	22,940.29	(17,242.71)	57.09	28,386.79
101-41320-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	100.00	67.86	(32.14)	67.86	.00
101-41320-121	PERA (EMPLOYER)	16,147.00	16,147.00	10,678.64	(5,468.36)	66.13	11,553.80
101-41320-122	FICA/MEDICARE (EMPLOYER)	16,470.00	16,393.00	10,587.19	(5,805.81)	64.58	11,442.59
101-41320-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	34,227.00	33,514.00	24,805.48	(8,708.52)	74.02	18,793.32
101-41320-133	ADMIN--INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	2,359.18	(40.82)	98.30	1,200.00
101-41320-151	WORKERS' COMPENSATION PREMIU	1,685.00	1,685.00	532.46	(1,152.54)	31.60	950.35
101-41320-153	CITY WIDE RE-EMPLOY COMPENSATI	1,500.00	1,500.00	2,727.94	1,227.94	181.86	866.77
101-41320-154	HRA/FLEX FEES	250.00	250.00	99.80	(150.20)	39.92	159.05
<i>TOTAL PERSONAL SERVICES</i>		287,962.00	286,172.00	194,172.36	(91,999.64)	67.85	202,138.49
<i>SUPPLIES</i>							
101-41320-201	OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,103.06	(396.94)	73.54	1,570.11
101-41320-202	DUPLICATING & COPYING SUPPLIES	2,000.00	1,250.00	635.82	(614.18)	50.87	1,009.58
101-41320-203	CITY NEWSLETTER COSTS	.00	5,000.00	2,379.92	(2,620.08)	47.60	.00
101-41320-204	STATIONARY, FORMS & ENVELOPES	250.00	250.00	145.00	(105.00)	58.00	145.00
101-41320-209	SOFTWARE UPDATES	.00	.00	.00	.00	.00	139.00
101-41320-210	MISCELLANEOUS OPER SUPPLIES	500.00	200.00	42.76	(157.24)	21.38	.00
101-41320-221	REPAIR & MAINT SUPP - VEH/EQ	200.00	200.00	.00	(200.00)	.00	.00
101-41320-240	SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	214.98	(785.02)	21.50	3,616.40
<i>TOTAL SUPPLIES</i>		5,450.00	9,400.00	4,521.54	(4,878.46)	48.10	6,480.09
<i>OTHER SERVICES AND CHARGES</i>							
101-41320-304	MISC PROFESSIONAL SERVICES	2,000.00	2,000.00	.00	(2,000.00)	.00	11,987.97
101-41320-313	IT MGMT & BACKUP	3,000.00	3,000.00	1,806.48	(1,193.52)	60.22	2,709.72
101-41320-322	POSTAGE	4,500.00	3,000.00	2,000.00	(1,000.00)	66.67	2,950.00
101-41320-331	TRAVEL/MEALS/LODGING	600.00	600.00	636.34	36.34	106.06	264.46
101-41320-334	MILEAGE REIMBURSEMENT	300.00	300.00	179.22	(120.78)	59.74	34.44
101-41320-340	ADVERTISING	1,500.00	1,400.00	560.90	(839.10)	40.06	1,960.83
101-41320-351	LEGAL NOTICES/ORD PUBLISHING	1,000.00	1,000.00	362.13	(637.87)	36.21	904.61
101-41320-360	INSURANCE AND BONDS	1,950.00	1,712.00	1,333.79	(378.21)	77.91	1,696.18
<i>TOTAL OTHER SERVICES AND CHA</i>		14,850.00	13,012.00	6,878.86	(6,133.14)	52.87	22,508.21

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41320-404 REPAIR & MAINT LABOR - VEH/EQ	200.00	200.00	.00	(200.00)	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,500.00	11,500.00	10,890.65	(609.35)	94.70	13,214.93
101-41320-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	119.96
101-41320-433 DUES AND SUBSCRIPTIONS	500.00	630.00	628.44	(1.56)	99.75	575.16
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	14,000.00	4,578.00	(9,422.00)	32.70	13,249.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	1,000.00	476.00	(524.00)	47.60	15.00
101-41320-441 WEB SITE ENHANCEMENT	.00	130.00	128.52	(1.48)	98.86	.00
101-41320-489 OTHER CONTRACTED SERVICES	500.00	.00	.00	.00	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<i>27,800.00</i>	<i>27,560.00</i>	<i>16,701.61</i>	<i>(10,858.39)</i>	<i>60.60</i>	<i>27,174.05</i>
TOTAL ADMINISTRATION	336,062.00	336,144.00	222,274.37	(113,869.63)	66.12	258,300.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>						
<i>PERSONAL SERVICES</i>						
101-41410-104 TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	6,012.50
<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	6,012.50
<i>SUPPLIES</i>						
101-41410-201 OFFICE SUPPLIES - ACCESSORIES	250.00	250.00	.00	(250.00)	.00	115.76
101-41410-240 SMALL TOOLS AND MINOR EQUIPME	.00	.00	.00	.00	.00	1,797.68
<i>TOTAL SUPPLIES</i>	250.00	250.00	.00	(250.00)	.00	1,913.44
<i>OTHER SERVICES AND CHARGES</i>						
101-41410-331 TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	97.44
101-41410-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	.00	(100.00)	.00	180.88
<i>TOTAL OTHER SERVICES AND CHA</i>	100.00	100.00	.00	(100.00)	.00	278.32
<i>MISCELLANEOUS</i>						
101-41410-408 MAINT CONTRACTS - MACH/EQUIP	800.00	800.00	355.00	(445.00)	44.38	1,183.15
<i>TOTAL MISCELLANEOUS</i>	800.00	800.00	355.00	(445.00)	44.38	1,183.15
TOTAL ELECTIONS	1,150.00	1,150.00	355.00	(795.00)	30.87	9,387.41

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FINANCE/MIS						
<i>PERSONAL SERVICES</i>						
101-41500-101 FULL-TIME EMPLOYEES - REGULAR	169,250.00	169,250.00	118,341.63	(50,908.37)	69.92	164,470.08
101-41500-121 PERA (EMPLOYER)	13,116.00	13,116.00	8,875.62	(4,240.38)	67.67	12,197.70
101-41500-122 FICA/MEDICARE (EMPLOYER)	13,378.00	13,378.00	8,684.27	(4,693.73)	64.91	11,980.50
101-41500-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	34,227.00	33,520.00	24,814.76	(8,705.24)	74.03	32,157.84
101-41500-132 FINANCE LONGEVITY PAY	5,626.00	5,626.00	.00	(5,626.00)	.00	.00
101-41500-133 FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,200.00	(1,200.00)	50.00	2,400.00
101-41500-151 WORKERS' COMPENSATION PREMIU	1,370.00	1,370.00	442.95	(927.05)	32.33	1,014.99
101-41500-154 HRA/FLEX FEES	200.00	200.00	99.80	(100.20)	49.90	146.80
TOTAL PERSONAL SERVICES	239,567.00	238,860.00	162,459.03	(76,400.97)	68.01	224,367.91
<i>SUPPLIES</i>						
101-41500-201 OFFICE SUPPLIES - ACCESSORIES	1,400.00	1,000.00	704.72	(295.28)	70.47	820.02
101-41500-204 STATIONARY, FORMS & ENVELOPES	3,000.00	3,000.00	1,877.02	(1,122.98)	62.57	3,609.01
101-41500-209 SOFTWARE UPDATES	1,000.00	1,000.00	725.00	(275.00)	72.50	700.00
101-41500-210 MISCELLANEOUS OPER SUPPLIES	500.00	.00	33.70	33.70	.00	.00
101-41500-240 SMALL TOOLS AND MINOR EQUIPME	2,000.00	500.00	.00	(500.00)	.00	1,599.00
TOTAL SUPPLIES	7,900.00	5,500.00	3,340.44	(2,159.56)	60.74	6,728.03
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301 AUDITING AND ACCOUNTING	35,000.00	31,900.00	31,900.00	.00	100.00	32,000.00
101-41500-304 MISC PROFESSIONAL SERVICES	3,000.00	3,000.00	2,388.00	(612.00)	79.60	3,584.69
101-41500-308 ISANTI CO ASSESSMENT MGMT FEE	750.00	986.00	986.00	.00	100.00	.00
101-41500-309 EDP PROFESSIONAL SERVICES	22,000.00	22,000.00	14,996.25	(7,003.75)	68.16	19,998.82
101-41500-313 IT MGMT & BACKUP	2,500.00	2,500.00	1,806.48	(693.52)	72.26	2,935.53
101-41500-331 TRAVEL/MEALS/LODGING	500.00	500.00	12.00	(488.00)	2.40	42.00
101-41500-334 MILEAGE REIMBURSEMENT	440.00	250.00	.00	(250.00)	.00	129.71
101-41500-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	318.00	(182.00)	63.60	365.38
101-41500-360 INSURANCE AND BONDS	1,650.00	1,650.00	1,072.55	(577.45)	65.00	1,491.85
TOTAL OTHER SERVICES AND CHA	66,340.00	63,286.00	53,479.28	(9,806.72)	84.50	60,547.98
<i>MISCELLANEOUS</i>						
101-41500-409 MAINT CONTRACTS - OFFICE EQUIP	18,000.00	16,000.00	15,776.00	(224.00)	98.60	15,458.00
101-41500-430 MISCELLANEOUS	250.00	250.00	140.00	(110.00)	56.00	.00
101-41500-433 DUES AND SUBSCRIPTIONS	1,700.00	1,700.00	1,350.20	(349.80)	79.42	1,564.30
101-41500-440 SCHOOLS AND MEETINGS	2,300.00	1,300.00	759.00	(541.00)	58.38	950.00
TOTAL MISCELLANEOUS	22,250.00	19,250.00	18,025.20	(1,224.80)	93.64	17,972.30
TOTAL FINANCE/MIS	336,057.00	326,896.00	237,303.95	(89,592.05)	72.59	309,816.22

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304	LEGAL FEES	47,000.00	47,000.00	28,349.39 (18,650.61)	60.32	55,991.75
101-41610-305	PROSECUTION SERVICES	40,000.00	40,000.00	23,227.23 (16,772.77)	58.07	39,501.96
101-41610-307	TOWNSHIP ANNEXATION PAYMENTS	12,000.00	12,000.00	10,804.78 (1,195.22)	90.04	10,804.78
	<i>TOTAL OTHER SERVICES & CHARG</i>	99,000.00	99,000.00	62,381.40 (36,618.60)	63.01	106,298.49
	TOTAL LEGAL	99,000.00	99,000.00	62,381.40 (36,618.60)	63.01	106,298.49

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
BUILDING DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-41920-101	230,021.00	220,021.00	167,187.81	(52,833.19)	75.99	195,231.52
101-41920-103	.00	1,000.00	.00	(1,000.00)	.00	.00
101-41920-121	15,564.00	14,564.00	10,145.25	(4,418.75)	69.66	14,592.31
101-41920-122	17,806.00	14,883.00	9,994.21	(4,888.79)	67.15	14,354.33
101-41920-131	54,030.00	51,631.00	38,570.06	(13,060.94)	74.70	48,222.84
101-41920-132	2,739.00	2,739.00	.00	(2,739.00)	.00	.00
101-41920-133	4,800.00	4,800.00	990.31	(3,809.69)	20.63	3,696.07
101-41920-151	1,324.00	1,324.00	564.22	(759.78)	42.61	989.48
101-41920-154	250.00	250.00	159.05	(90.95)	63.62	220.15
<i>TOTAL PERSONAL SERVICES</i>	<i>326,534.00</i>	<i>311,212.00</i>	<i>227,610.91</i>	<i>(83,601.09)</i>	<i>73.14</i>	<i>277,306.70</i>
<i>SUPPLIES</i>						
101-41920-201	750.00	750.00	393.56	(356.44)	52.47	687.09
101-41920-209	500.00	.00	.00	.00	.00	.00
101-41920-210	1,000.00	.00	.00	.00	.00	211.16
101-41920-212	2,500.00	2,500.00	455.61	(2,044.39)	18.22	1,176.00
101-41920-221	800.00	800.00	173.94	(626.06)	21.74	220.41
101-41920-240	600.00	600.00	69.09	(530.91)	11.52	460.37
<i>TOTAL SUPPLIES</i>	<i>6,150.00</i>	<i>4,650.00</i>	<i>1,092.20</i>	<i>(3,557.80)</i>	<i>23.49</i>	<i>2,755.03</i>
<i>OTHER CHARGES & SERVICES</i>						
101-41920-304	.00	130.00	130.00	.00	100.00	196.68
101-41920-313	3,000.00	3,000.00	1,806.48	(1,193.52)	60.22	2,709.72
101-41920-321	2,700.00	2,700.00	1,530.58	(1,169.42)	56.69	2,255.00
101-41920-331	300.00	300.00	.00	(300.00)	.00	79.58
101-41920-334	600.00	600.00	321.55	(278.45)	53.59	599.50
101-41920-360	2,550.00	2,550.00	1,578.93	(971.07)	61.92	2,012.10
<i>TOTAL OTHER CHARGES & SERVIC</i>	<i>9,150.00</i>	<i>9,280.00</i>	<i>5,367.54</i>	<i>(3,912.46)</i>	<i>57.84</i>	<i>7,852.58</i>
<i>MISCELLANEOUS</i>						
101-41920-404	200.00	200.00	.00	(200.00)	.00	.00
101-41920-409	2,800.00	2,800.00	2,685.00	(115.00)	95.89	2,685.00
101-41920-430	200.00	200.00	95.47	(104.53)	47.74	.00
101-41920-432	500.00	370.00	.00	(370.00)	.00	.00
101-41920-433	1,400.00	1,400.00	395.00	(1,005.00)	28.21	535.60
101-41920-440	2,500.00	2,000.00	1,500.00	(500.00)	75.00	1,200.00
<i>TOTAL MISCELLANEOUS</i>	<i>7,600.00</i>	<i>6,970.00</i>	<i>4,675.47</i>	<i>(2,294.53)</i>	<i>67.08</i>	<i>4,420.60</i>
TOTAL BUILDING DEPARTMENT	349,434.00	332,112.00	238,746.12	(93,365.88)	71.89	292,334.91

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>						
<i>OTHER CHARGES & SERVICES</i>						
101-41925-303 ENGINEERING FEES	25,000.00	25,000.00	26,191.11	1,191.11	104.76	26,256.07
<i>TOTAL OTHER CHARGES & SERVIC</i>	25,000.00	25,000.00	26,191.11	1,191.11	104.76	26,256.07
TOTAL ENGINEERING	25,000.00	25,000.00	26,191.11	1,191.11	104.76	26,256.07

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101 FULL-TIME EMPLOYEES - REGULAR	156,728.00	156,728.00	110,555.29	(46,172.71)	70.54	152,489.84
101-41935-112 PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	1,295.00	(1,205.00)	51.80	2,135.00
101-41935-121 PERA (EMPLOYER)	12,145.00	12,145.00	8,291.64	(3,853.36)	68.27	11,401.20
101-41935-122 FICA/MEDICARE (EMPLOYER)	12,388.00	12,388.00	8,130.45	(4,257.55)	65.63	11,040.12
101-41935-131 MEDICAL/DENTAL/LIFE	34,226.00	33,521.00	24,814.76	(8,706.24)	74.03	32,157.84
101-41935-132 PLANNING LONGEVITY PAY	5,211.00	5,211.00	.00	(5,211.00)	.00	.00
101-41935-133 PLANNING INS DEDUCTIBLE CONTRI	2,400.00	2,400.00	423.61	(1,976.39)	17.65	2,211.11
101-41935-151 WORKERS' COMPENSATION PREMIU	1,150.00	1,150.00	354.34	(795.66)	30.81	812.45
101-41935-154 HRA/FLEX FEES	250.00	250.00	99.75	(150.25)	39.90	146.80
TOTAL PERSONAL SERVICES	226,998.00	226,293.00	153,964.84	(72,328.16)	68.04	212,394.36
<i>SUPPLIES</i>						
101-41935-201 OFFICE SUPPLIES	800.00	800.00	444.61	(355.39)	55.58	1,002.09
101-41935-209 SOFTWARE UPDATES	2,500.00	2,500.00	1,550.00	(950.00)	62.00	3,232.50
101-41935-210 MISCELLANEOUS OPER SUPPLIES	200.00	200.00	.00	(200.00)	.00	35.28
101-41935-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	300.00	300.00	110.27	(189.73)	36.76	155.13
101-41935-221 REPAIRS & MAINT SUPP-VEH/EQUIP	300.00	300.00	1,083.81	(783.81)	361.27	568.67
101-41935-240 SMALL TOOLS & MINOR EQUIPMENT	11,000.00	6,000.00	5,229.68	(770.32)	87.16	1,508.71
TOTAL SUPPLIES	15,100.00	10,100.00	8,418.37	(1,681.63)	83.35	6,502.38
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301 PLANNING SPECIAL PROJECTS	2,500.00	.00	.00	.00	.00	56.00
101-41935-304 MISC PROFESSIONAL FEES	2,500.00	.00	150.00	150.00	.00	421.69
101-41935-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,806.48	(1,193.52)	60.22	2,709.72
101-41935-331 TRAVEL/MEALS/LODGING	600.00	600.00	36.00	(564.00)	6.00	135.62
101-41935-334 MILEAGE REIMBURSEMENT	250.00	250.00	82.24	(167.76)	32.90	125.57
101-41935-351 LEGAL NOTICE/ORD PUBLISH	750.00	750.00	396.00	(354.00)	52.80	678.91
101-41935-360 INSURANCE AND BONDS	11,550.00	10,500.00	6,896.49	(3,603.51)	65.68	9,807.38
TOTAL OTHER CHARGES & SERVIC	21,150.00	15,100.00	9,367.21	(5,732.79)	62.03	13,934.89
<i>MISCELLANEOUS</i>						
101-41935-404 REPAIRS & MAINT LABOR VEH/EQUI	200.00	200.00	.00	(200.00)	.00	.00
101-41935-409 MAINT CONTRACTS-OFFICE EQUIP	5,000.00	5,000.00	2,990.00	(2,010.00)	59.80	5,354.98
101-41935-430 MISCELLANEOUS	1,000.00	1,000.00	(3,747.45)	(4,747.45)	(374.75)	(388.20)
101-41935-431 PROPERTY SECURING EXP	.00	500.00	3,505.45	3,005.45	701.09	710.65
101-41935-433 DUES AND SUBSCRIPTIONS	700.00	700.00	924.00	224.00	132.00	874.00
101-41935-440 SCHOOL AND MEETINGS	1,500.00	1,500.00	815.55	(684.45)	54.37	345.00
101-41935-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	600.00	(400.00)	60.00	600.00
TOTAL MISCELLANEOUS	9,400.00	9,900.00	5,087.55	(4,812.45)	51.39	7,496.43
TOTAL PLANNING	272,648.00	261,393.00	176,837.97	(84,555.03)	67.65	240,328.06

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101 FULL-TIME EMPLOYEES - REGULAR	26,838.00	26,838.00	18,844.41	(7,993.59)	70.22	25,306.33
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	.00	.00	.00	.00	.00
101-41950-103 PART-TIME SALARIES	1,000.00	.00	.00	.00	.00	.00
101-41950-121 PERA (EMPLOYER)	2,192.00	2,192.00	1,413.33	(778.67)	64.48	1,977.60
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	1,392.46	(843.54)	62.27	1,949.39
101-41950-131 MEDICAL/DENTAL/LIFE	8,557.00	8,374.00	6,193.61	(2,180.39)	73.96	8,024.28
101-41950-132 LONGEVITY PAY	386.00	386.00	.00	(386.00)	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	539.61
101-41950-151 WORKERS' COMPENSATION PREMIU	1,653.00	1,653.00	556.33	(1,096.67)	33.66	1,372.88
101-41950-154 HRA/FLEX FEES	100.00	100.00	24.95	(75.05)	24.95	36.75
TOTAL PERSONAL SERVICES	44,562.00	42,379.00	28,425.09	(13,953.91)	67.07	39,206.84
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	.00	(200.00)	.00	.00
101-41950-215 MAINTENANCE SUPPLIES	13,000.00	7,000.00	4,198.24	(2,801.76)	59.97	3,207.50
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	451.02	(1,048.98)	30.07	1,286.00
TOTAL SUPPLIES	14,700.00	8,700.00	4,649.26	(4,050.74)	53.44	4,493.50
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	17,500.00	18,500.00	11,296.70	(7,203.30)	61.06	18,411.33
101-41950-360 INSURANCE AND BONDS	3,000.00	1,600.00	1,289.37	(310.63)	80.59	1,593.24
101-41950-381 ELECTRIC UTILITIES	12,000.00	11,000.00	6,424.24	(4,575.76)	58.40	9,900.09
101-41950-382 WATER/WASTEWATER UTILITIES	1,500.00	2,900.00	2,287.09	(612.91)	78.87	2,876.43
101-41950-383 GAS UTILITIES	7,000.00	6,500.00	4,485.57	(2,014.43)	69.01	6,190.87
101-41950-384 REFUSE HAULING	.00	.00	.00	.00	.00	531.25
TOTAL OTHER SERVICES AND CHA	41,000.00	40,500.00	25,782.97	(14,717.03)	63.66	39,503.21
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	32,000.00	58,000.00	56,694.15	(1,305.85)	97.75	58,528.31
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	4,500.00	4,800.00	4,283.00	(517.00)	89.23	4,704.08
101-41950-413 RENTALS - OFFICE EQUIPMENT	14,000.00	14,000.00	5,400.04	(8,599.96)	38.57	10,098.61
101-41950-430 MISCELLANEOUS	500.00	100.00	137.70	37.70	137.70	323.25
TOTAL MISCELLANEOUS	51,000.00	76,900.00	66,514.89	(10,385.11)	86.50	73,654.25
TOTAL NEW CITY HALL BUILDING	151,262.00	168,479.00	125,372.21	(43,106.79)	74.41	156,857.80

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101	1,085,239.00	1,090,239.00	750,391.98	(339,847.02)	68.83	1,026,708.06
101-42100-102	60,000.00	60,000.00	29,350.61	(30,649.39)	48.92	57,742.92
101-42100-103	32,573.00	32,573.00	22,069.24	(10,503.76)	67.75	30,598.72
101-42100-104	20,000.00	20,000.00	6,130.98	(13,869.02)	30.65	11,851.64
101-42100-110	16,000.00	16,000.00	14,914.71	(1,085.29)	93.22	19,725.57
101-42100-116	39,451.00	14,451.00	10,270.44	(4,180.56)	71.07	37,460.07
101-42100-117	8,673.00	8,673.00	5,010.85	(3,662.15)	57.78	7,139.86
101-42100-121	211,586.00	211,586.00	135,605.78	(75,980.22)	64.09	184,593.03
101-42100-122	24,224.00	24,224.00	15,547.93	(8,676.07)	64.18	21,925.44
101-42100-131	292,479.00	286,316.00	209,388.46	(76,927.54)	73.13	258,257.12
101-42100-132	35,075.00	35,075.00	.00	(35,075.00)	.00	.00
101-42100-133	19,200.00	19,200.00	11,226.72	(7,973.28)	58.47	13,551.18
101-42100-151	64,831.00	64,831.00	20,326.61	(44,504.39)	31.35	47,010.44
101-42100-154	1,500.00	1,500.00	788.55	(711.45)	52.57	1,109.95
<i>TOTAL PERSONAL SERVICES</i>	<u>1,910,831.00</u>	<u>1,884,668.00</u>	<u>1,231,022.86</u>	<u>(653,645.14)</u>	<u>65.32</u>	<u>1,717,674.00</u>
<i>SUPPLIES</i>						
101-42100-201	3,300.00	3,300.00	663.20	(2,636.80)	20.10	1,229.83
101-42100-202	1,500.00	1,500.00	677.79	(822.21)	45.19	546.90
101-42100-209	7,800.00	7,800.00	478.00	(7,322.00)	6.13	.00
101-42100-210	5,500.00	5,500.00	1,611.90	(3,888.10)	29.31	2,888.61
101-42100-212	40,000.00	40,000.00	23,851.55	(16,148.45)	59.63	37,612.44
101-42100-213	5,500.00	5,500.00	.00	(5,500.00)	.00	5,617.40
101-42100-214	5,000.00	5,000.00	195.09	(4,804.91)	3.90	4,244.16
101-42100-217	4,000.00	4,000.00	2,470.56	(1,529.44)	61.76	3,738.34
101-42100-221	18,500.00	18,500.00	9,351.15	(9,148.85)	50.55	12,273.20
101-42100-231	28,000.00	28,000.00	6,693.26	(21,306.74)	23.90	19,412.79
101-42100-232	3,000.00	3,000.00	421.55	(2,578.45)	14.05	398.20
101-42100-240	18,000.00	18,000.00	7,687.31	(10,312.69)	42.71	18,906.70
<i>TOTAL SUPPLIES</i>	<u>140,100.00</u>	<u>140,100.00</u>	<u>54,101.36</u>	<u>(85,998.64)</u>	<u>38.62</u>	<u>106,868.57</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	15,000.00	10,000.00	2,410.00	(7,590.00)	24.10	6,170.96
101-42100-305 APPLICANT TESTING	.00	.00	.00	.00	.00	2,581.56
101-42100-313 IT MGMT & BACKUP	13,000.00	12,500.00	8,128.72	(4,371.28)	65.03	12,193.08
101-42100-321 TELEPHONE/CELLULAR PHONES	14,500.00	14,000.00	8,936.50	(5,063.50)	63.83	13,295.43
101-42100-322 POSTAGE	300.00	300.00	288.15	(11.85)	96.05	285.90
101-42100-331 TRAVEL/MEALS/LODGING	3,000.00	2,500.00	1,216.41	(1,283.59)	48.66	1,764.85
101-42100-334 MILEAGE REIMBURSEMENT	200.00	500.00	467.36	(32.64)	93.47	586.98
101-42100-340 ADVERTISING	100.00	100.00	.00	(100.00)	.00	628.51
101-42100-360 INSURANCE AND BONDS	37,000.00	42,000.00	36,070.85	(5,929.15)	85.88	40,602.65
101-42100-381 ELECTRIC UTILITIES	6,100.00	5,600.00	3,303.90	(2,296.10)	59.00	5,091.49
101-42100-383 GAS UTILITIES	3,500.00	3,500.00	2,209.33	(1,290.67)	63.12	3,049.22
TOTAL OTHER SERVICES AND CHA	92,700.00	91,000.00	63,031.22	(27,968.78)	69.27	86,250.63
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	8,000.00	3,643.64	(4,356.36)	45.55	4,641.26
101-42100-409 MAINT CONTRACTS - EQUIPMENT	21,500.00	23,000.00	23,759.52	759.52	103.30	18,639.48
101-42100-410 POLICE RESERVE ACTIVITY	1,000.00	1,000.00	150.00	(850.00)	15.00	1,412.50
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,300.00	1,192.50	(1,107.50)	51.85	2,171.70
101-42100-433 DUES AND SUBSCRIPTIONS	6,700.00	6,700.00	7,811.01	1,111.01	116.58	6,929.75
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	13,200.00	10,954.00	(2,246.00)	82.98	8,860.00
101-42100-489 OTHER CONTRACTED SERVICES	1,400.00	1,400.00	.00	(1,400.00)	.00	323.76
TOTAL MISCELLANEOUS	57,300.00	55,600.00	47,510.67	(8,089.33)	85.45	42,978.45
TOTAL POLICE DEPARTMENT	2,200,931.00	2,171,368.00	1,395,666.11	(775,701.89)	64.28	1,953,771.65

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FIRE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42200-101 FULL-TIME EMPLOYEES - REGULAR	79,206.00	79,206.00	57,384.01	(21,821.99)	72.45	78,170.34
101-42200-103 PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	27,596.00	(19,404.00)	58.71	44,661.00
101-42200-121 PERA (EMPLOYER)	12,982.00	12,982.00	9,726.58	(3,255.42)	74.92	12,568.27
101-42200-122 FICA/MEDICARE (EMPLOYER)	9,726.00	9,726.00	2,919.34	(6,806.66)	30.02	4,757.12
101-42200-131 MEDICAL/DENTAL/LIFE INS	17,114.00	16,761.00	12,407.38	(4,353.62)	74.03	16,078.92
101-42200-132 FIRE LONGEVITY PAY	924.00	924.00	.00	(924.00)	.00	.00
101-42200-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	423.11	(776.89)	35.26	741.52
101-42200-151 WORKERS' COMPENSATION PREMIU	37,963.00	37,963.00	16,983.87	(20,979.13)	44.74	32,206.04
101-42200-154 HRA/FLEX FEES	150.00	150.00	49.85	(100.15)	33.23	73.35
TOTAL PERSONAL SERVICES	206,265.00	205,912.00	127,490.14	(78,421.86)	61.91	189,256.56
<i>SUPPLIES</i>						
101-42200-201 OFFICE SUPPLIES - ACCESSORIES	500.00	500.00	.00	(500.00)	.00	.00
101-42200-204 STATIONARY, FORMS AND ENVELOP	200.00	200.00	.00	(200.00)	.00	.00
101-42200-210 MISCELLANEOUS OPER SUPPLIES	9,500.00	9,500.00	3,783.54	(5,716.46)	39.83	6,416.56
101-42200-211 GRANT FUNDED SUPPLIES	.00	.00	.00	.00	.00	156.00
101-42200-212 GASOLINE/FUEL/LUB/ADDITIVES	6,300.00	6,300.00	4,436.69	(1,863.31)	70.42	6,889.44
101-42200-215 SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-42200-221 REPAIR & MAINT SUPP - VEH/EQ	8,000.00	13,000.00	14,403.48	1,403.48	110.80	12,796.16
101-42200-223 REPAIR & MAINT SUPP - BLDGS	500.00	600.00	541.20	(58.80)	90.20	1,421.72
101-42200-231 UNIFORM ALLOWANCE	11,000.00	11,000.00	4,387.97	(6,612.03)	39.89	12,103.60
101-42200-232 UNIFORM ALLOWANCE GRANT FUND	.00	1,183.00	1,182.50	(.50)	99.96	1,500.00
101-42200-240 FIRE DEPT SMALL TOOLS	7,000.00	7,000.00	2,476.20	(4,523.80)	35.37	4,513.02
101-42200-241 SMALL TOOLS GRANT FUNDED	.00	.00	.00	.00	.00	1,833.84
TOTAL SUPPLIES	43,200.00	49,483.00	31,211.58	(18,271.42)	63.08	47,630.34
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304 MISC PROFESSIONAL SERVICES	9,000.00	9,000.00	12,849.68	3,849.68	142.77	11,887.15
101-42200-307 CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	.00	(10,000.00)	.00	10,000.00
101-42200-313 IT MGMT & BACKUP	2,600.00	2,600.00	1,806.48	(793.52)	69.48	2,709.72
101-42200-321 TELEPHONE/CELLULAR PHONES	1,300.00	1,300.00	1,068.20	(231.80)	82.17	1,380.24
101-42200-331 TRAVEL/MEALS/LODGING	700.00	1,400.00	1,351.30	(48.70)	96.52	1,726.27
101-42200-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	643.10
101-42200-340 ADVERTISING	700.00	300.00	.00	(300.00)	.00	119.25
101-42200-360 INSURANCE AND BONDS	9,000.00	8,000.00	4,382.29	(3,617.71)	54.78	7,047.92
101-42200-381 ELECTRIC UTILITIES	16,000.00	16,000.00	8,838.57	(7,161.43)	55.24	13,820.38
101-42200-382 WATER/WASTEWATER UTILITIES	650.00	650.00	259.72	(390.28)	39.96	390.64
101-42200-383 GAS UTILITIES	6,000.00	6,000.00	2,756.51	(3,243.49)	45.94	3,599.52
TOTAL OTHER SERVICES AND CHA	56,250.00	55,550.00	33,312.75	(22,237.25)	59.97	53,324.19

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	400.00	400.00	.00	(400.00)	.00	2,125.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	698.00	(2,302.00)	23.27	845.63
101-42200-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	1,547.00	(453.00)	77.35	1,587.00
101-42200-440 SCHOOLS AND MEETINGS	7,000.00	7,000.00	878.00	(6,122.00)	12.54	2,117.19
101-42200-441 GRANT FUNDED SCHOOLS	.00	6,018.00	6,267.04	249.04	104.14	8,975.00
<i>TOTAL MISCELLANEOUS</i>	<u>12,400.00</u>	<u>18,418.00</u>	<u>9,390.04</u>	<u>(9,027.96)</u>	<u>50.98</u>	<u>15,649.82</u>
TOTAL FIRE DEPARTMENT	<u><u>318,115.00</u></u>	<u><u>329,363.00</u></u>	<u><u>201,404.51</u></u>	<u><u>(127,958.49)</u></u>	<u><u>61.15</u></u>	<u><u>305,860.91</u></u>

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EMERGENCY MANAGEMENT						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	100.00	100.00	36.98	(63.02)	36.98	26.90
101-42300-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	634.90	(365.10)	63.49	695.98
101-42300-240 SMALL TOOLS AND MINOR EQUIP	1,500.00	2,815.00	2,814.80	(.20)	99.99	3,082.00
<i>TOTAL SUPPLIES</i>	2,600.00	3,915.00	3,486.68	(428.32)	89.06	3,804.88
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304 MISC PROF SERVICES	500.00	.00	.00	.00	.00	52.00
101-42300-331 TRAVEL/MEALS/LODGING	300.00	300.00	43.00	(257.00)	14.33	822.16
101-42300-340 ADVERTISING	200.00	.00	.00	.00	.00	195.00
<i>TOTAL OTHER SERVICES AND CHA</i>	1,000.00	300.00	43.00	(257.00)	14.33	1,069.16
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	1,095.00
101-42300-440 SCHOOLS AND MEETINGS	500.00	385.00	.00	(385.00)	.00	500.00
101-42300-489 OTHER CONTRACTED SERVICES	1,000.00	500.00	746.00	246.00	149.20	639.00
<i>TOTAL MISCELLANEOUS</i>	1,500.00	885.00	746.00	(139.00)	84.29	2,234.00
TOTAL EMERGENCY MANAGEMENT	5,100.00	5,100.00	4,275.68	(824.32)	83.84	7,108.04

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,500.00	5,000.00	2,800.00	(2,200.00)	56.00	4,800.00
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>5,500.00</u>	<u>5,000.00</u>	<u>2,800.00</u>	<u>(2,200.00)</u>	<u>56.00</u>	<u>4,800.00</u>
TOTAL ANIMAL CONTROL	<u><u>5,500.00</u></u>	<u><u>5,000.00</u></u>	<u><u>2,800.00</u></u>	<u><u>(2,200.00)</u></u>	<u><u>56.00</u></u>	<u><u>4,800.00</u></u>

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREETS						
<i>PERSONAL SERVICES</i>						
101-43001-101 FULL-TIME EMPLOYEES - REGULAR	566,642.00	566,642.00	420,250.55	(146,391.45)	74.17	568,886.11
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	1,228.30	(1,771.70)	40.94	3,365.00
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	14,336.00	14,336.00	15,121.19	785.19	105.48	11,838.09
101-43001-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	11.42
101-43001-110 HOURS WORKED HOLIDAY	2,300.00	2,300.00	.00	(2,300.00)	.00	341.81
101-43001-111 OVERTIME-SNOWPLOWING	26,000.00	62,000.00	43,992.69	(18,007.31)	70.96	52,411.20
101-43001-112 OVERTIME MOSQUITO SPRAYING	1,000.00	1,000.00	1,126.34	126.34	112.63	1,087.42
101-43001-121 PERA (EMPLOYER)	46,650.00	49,350.00	35,134.71	(14,215.29)	71.19	46,295.61
101-43001-122 FICA/MEDICARE (EMPLOYER)	48,680.00	51,480.00	35,965.67	(15,514.33)	69.86	46,905.83
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	148,320.00	151,233.00	113,078.72	(38,154.28)	74.77	137,866.86
101-43001-132 STREETS LONGEVITY PAY	23,057.00	23,057.00	.00	(23,057.00)	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	10,400.00	10,400.00	2,519.82	(7,880.18)	24.23	6,773.62
101-43001-151 WORKERS' COMPENSATION PREMIU	62,513.00	62,513.00	22,028.40	(40,484.60)	35.24	47,955.42
101-43001-154 HRA/FLEX FEES	700.00	700.00	461.49	(238.51)	65.93	635.45
TOTAL PERSONAL SERVICES	953,598.00	998,011.00	690,907.88	(307,103.12)	69.23	924,373.84
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	540.94	(959.06)	36.06	454.06
101-43001-202 DUPLICATING AND COPYING SUPPLI	200.00	200.00	30.49	(169.51)	15.25	20.00
101-43001-204 STATIONERY, FORMS & ENVELOPES	200.00	200.00	.00	(200.00)	.00	.00
101-43001-209 SOFTWARE UPDATES	750.00	750.00	.00	(750.00)	.00	.00
101-43001-210 MISCELLANEOUS OPER SUPPLIES	10,000.00	10,000.00	7,762.50	(2,237.50)	77.63	11,258.11
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	27,000.00	47,000.00	31,266.65	(15,733.35)	66.52	36,662.62
101-43001-215 SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	224.82	(775.18)	22.48	.00
101-43001-219 SNOW REMOVAL MATERIALS	55,000.00	65,000.00	47,533.56	(17,466.44)	73.13	43,868.30
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	53,000.00	53,000.00	51,769.25	(1,230.75)	97.68	61,812.12
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	14,000.00	11,000.00	6,349.19	(4,650.81)	57.72	10,495.90
101-43001-226 SIGNS	5,000.00	5,000.00	4,093.84	(906.16)	81.88	9,573.14
101-43001-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	10,000.00	7,131.18	(2,868.82)	71.31	6,400.60
TOTAL SUPPLIES	173,650.00	204,650.00	156,702.42	(47,947.58)	76.57	180,544.85

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	3,500.00	2,500.00	1,561.01	(938.99)	62.44	3,112.04
101-43001-313 IT MGMT & BACKUP	5,000.00	5,000.00	1,806.48	(3,193.52)	36.13	2,709.72
101-43001-321 TELEPHONE/CELLULAR PHONES	13,500.00	9,000.00	3,685.95	(5,314.05)	40.96	12,633.34
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
101-43001-334 MILEAGE REIMBURSEMENT	400.00	400.00	58.00	(342.00)	14.50	.00
101-43001-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	.00
101-43001-360 INSURANCE AND BONDS	17,000.00	16,500.00	10,688.39	(5,811.61)	64.78	15,677.47
101-43001-381 ELECTRIC UTILITIES	3,450.00	3,450.00	4,342.27	892.27	125.86	396.86
101-43001-382 WATER/WASTEWATER UTILITIES	3,300.00	3,300.00	1,722.95	(1,577.05)	52.21	933.95
101-43001-383 GAS UTILITIES	12,000.00	12,000.00	9,865.98	(2,134.02)	82.22	.00
101-43001-384 REFUSE HAULING	4,000.00	3,000.00	1,793.19	(1,206.81)	59.77	2,688.44
TOTAL OTHER SERVICES AND CHA	63,050.00	56,050.00	35,524.22	(20,525.78)	63.38	38,151.82
<i>MISCELLANEOUS</i>						
101-43001-401 REPAIR & MAINT LABOR-BLDGS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	3,000.00	3,000.00	2,142.90	(857.10)	71.43	662.90
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	16,000.00	16,000.00	16,808.99	808.99	105.06	15,557.61
101-43001-407 BRIDGE REPAIR	5,000.00	33,000.00	.00	(33,000.00)	.00	12,000.00
101-43001-408 SIDEWALK REPAIRS	.00	.00	4,900.00	4,900.00	.00	.00
101-43001-413 BNSF PARKING LEASE	3,000.00	3,006.00	3,005.96	(.04)	100.00	.00
101-43001-414 EQUIPMENT RENTAL	.00	.00	.00	.00	.00	12,000.00
101-43001-417 RENTALS - UNIFORMS	8,000.00	8,000.00	5,263.49	(2,736.51)	65.79	6,581.80
101-43001-430 MISCELLANEOUS	3,500.00	.00	.00	.00	.00	39.99
101-43001-433 DUES AND SUBSCRIPTIONS	1,200.00	1,200.00	574.80	(625.20)	47.90	732.20
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	291.00	(1,209.00)	19.40	1,570.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	1,500.00	1,500.00	754.09	(745.91)	50.27	2,552.02
101-43001-444 INSECT CONTROL	7,000.00	5,500.00	6,121.47	621.47	111.30	4,754.38
101-43001-445 DISEASED TREE PROGRAM	15,000.00	15,000.00	10,000.00	(5,000.00)	66.67	6,550.00
101-43001-446 WEED CONTROL	4,000.00	3,000.00	1,240.21	(1,759.79)	41.34	2,718.80
101-43001-447 DOWNTOWN DECORATIONS	8,000.00	8,000.00	1,097.60	(6,902.40)	13.72	10,342.87
101-43001-451 TOWNSHIP PVMT ASSMT & SHARED	.00	5,173.00	1,648.12	(3,524.88)	31.86	.00
101-43001-452 STREET LT REPLMT & SIGNAL PAIN	.00	124,280.00	136,570.00	12,290.00	109.89	.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	30,000.00	23,458.35	(6,541.65)	78.19	12,810.19
TOTAL MISCELLANEOUS	90,200.00	259,659.00	213,876.98	(45,782.02)	82.37	88,872.76
TOTAL STREETS	1,280,498.00	1,518,370.00	1,097,011.50	(421,358.50)	72.25	1,231,943.27

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAINTENANCE BUILDING						
<i>OTHER SERVICES AND CHARGES</i>						
101-43170-381	.00	.00	.00	.00	.00	2,562.27
101-43170-382	.00	.00	.00	.00	.00	1,522.07
101-43170-383	.00	.00	.00	.00	.00	12,400.16
<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	.00	.00	.00	16,484.50
<i>MISCELLANEOUS</i>						
101-43170-401	.00	.00	.00	.00	.00	1,561.00
101-43170-430	.00	.00	.00	.00	.00	520.00
<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	2,081.00
TOTAL MAINTENANCE BUILDING	.00	.00	.00	.00	.00	18,565.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ICE RINK						
<i>PERSONAL SERVICES</i>						
101-45127-104	TEMP/SEAS EMPLOYEES - REGULAR	8,000.00	6,000.00	2,717.09 (3,282.91)	45.28	2,015.44
101-45127-121	PERA (EMPLOYER)	600.00	600.00	.00 (600.00)	.00	9.13
101-45127-122	FICA/MEDICARE (EMPLOYER)	612.00	612.00	207.85 (404.15)	33.96	140.40
101-45127-151	WORKERS' COMPENSATION PREMIU	456.00	456.00	.00 (456.00)	.00	39.51
	TOTAL PERSONAL SERVICES	9,668.00	7,668.00	2,924.94 (4,743.06)	38.14	2,204.48
<i>SUPPLIES</i>						
101-45127-210	MISCELLANEOUS OPER SUPPLIES	2,000.00	2,000.00	.00 (2,000.00)	.00	1,745.32
101-45127-215	SHOP MAINTENANCE SUPPLIES	300.00	300.00	.00 (300.00)	.00	.00
101-45127-221	REPAIR & MAINT SUPP - VEH/EQ	2,000.00	2,000.00	587.09 (1,412.91)	29.35	4,225.34
101-45127-223	REPAIR & MAINT SUPP - BLDGS	2,000.00	2,000.00	155.01 (1,844.99)	7.75	645.58
	TOTAL SUPPLIES	6,300.00	6,300.00	742.10 (5,557.90)	11.78	6,616.24
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-321	TELEPHONE/CELLULAR PHONES	750.00	750.00	75.00 (675.00)	10.00	900.00
101-45127-360	INSURANCE AND BONDS	2,500.00	2,500.00	.00 (2,500.00)	.00	.00
101-45127-381	ELECTRIC UTILITIES	60,000.00	60,000.00	9,893.84 (50,106.16)	16.49	54,881.92
101-45127-382	WATER/WASTEWATER UTILITIES	1,000.00	1,000.00	663.26 (336.74)	66.33	810.90
101-45127-383	GAS UTILITIES	6,000.00	6,000.00	271.41 (5,728.59)	4.52	2,837.06
	TOTAL OTHER SERVICES AND CHA	70,250.00	70,250.00	10,903.51 (59,346.49)	15.52	59,429.88
<i>MISCELLANEOUS</i>						
101-45127-401	REPAIR & MAINT LABOR - BLDGS	1,000.00	1,000.00	173.00 (827.00)	17.30	589.00
101-45127-415	RENTALS - OTHER EQUIPMENT	500.00	500.00	.00 (500.00)	.00	683.57
	TOTAL MISCELLANEOUS	1,500.00	1,500.00	173.00 (1,327.00)	11.53	1,272.57
	TOTAL ICE RINK	87,718.00	85,718.00	14,743.55 (70,974.45)	17.20	69,523.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PARKS & RECREATION							
<i>PERSONAL SERVICES</i>							
101-45200-101	FULL-TIME EMPLOYEES - REGULAR	119,075.00	119,075.00	68,825.72	(50,249.28)	57.80	118,002.44
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	392.54	(607.46)	39.25	1,022.75
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	28,672.00	21,000.00	17,281.49	(3,718.51)	82.29	11,764.17
101-45200-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	7.61
101-45200-112	PARKS & REC COMM STIPENDS	3,000.00	1,500.00	525.00	(975.00)	35.00	980.00
101-45200-121	PERA (EMPLOYER)	9,168.00	9,168.00	5,191.38	(3,976.62)	56.63	8,976.47
101-45200-122	FICA/MEDICARE (EMPLOYER)	11,774.00	11,774.00	6,482.25	(5,291.75)	55.06	9,818.03
101-45200-131	MEDICAL/DENTAL/LIFE	34,253.00	27,814.00	19,105.48	(8,708.52)	68.69	32,143.92
101-45200-132	PARKS LONGEVITY PAY	2,159.00	2,159.00	.00	(2,159.00)	.00	.00
101-45200-133	PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	259.82	(2,140.18)	10.83	1,501.97
101-45200-151	WORKERS' COMPENSATION PREMIU	8,585.00	8,585.00	2,936.56	(5,648.44)	34.21	6,490.42
101-45200-154	HRA/FLEX FEES	200.00	200.00	70.31	(129.69)	35.16	146.80
TOTAL PERSONAL SERVICES		220,286.00	204,675.00	121,070.55	(83,604.45)	59.15	190,854.58
<i>SUPPLIES</i>							
101-45200-210	MISCELLANEOUS OPER SUPPLIES	3,500.00	3,500.00	4,884.62	1,384.62	139.56	10,320.31
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	10,000.00	8,576.59	(1,423.41)	85.77	10,232.71
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	6,333.00	6,333.00	4,450.85	(1,882.15)	70.28	8,670.66
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	8,000.00	8,000.00	13,992.43	5,992.43	174.91	14,088.34
101-45200-226	SIGNS	1,000.00	1,000.00	.00	(1,000.00)	.00	777.65
101-45200-230	MASTER GARDENERS SUPPLIES	2,000.00	661.00	661.00	.00	100.00	.00
101-45200-240	SMALL TOOLS & MINOR EQUIP	700.00	2,000.00	1,582.30	(417.70)	79.12	1,255.85
TOTAL SUPPLIES		28,533.00	31,494.00	34,147.79	2,653.79	108.43	45,345.52
<i>OTHER SERVICES AND CHARGES</i>							
101-45200-304	PROFESSIONAL SERV-PARK STUDY	500.00	500.00	.00	(500.00)	.00	285.00
101-45200-305	PARK CONTRACTED SERVICES	500.00	1,376.00	1,610.35	234.35	117.03	1,223.75
101-45200-321	TELEPHONE/CELLULAR PHONES	.00	500.00	450.00	(50.00)	90.00	.00
101-45200-340	ADVERTISING	200.00	.00	.00	.00	.00	.00
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00	(200.00)	.00	63.25
101-45200-360	INSURANCE AND BONDS	20,000.00	22,000.00	16,943.70	(5,056.30)	77.02	21,186.73
101-45200-381	ELECTRIC UTILITIES	27,000.00	25,000.00	33,405.00	8,405.00	133.62	23,981.72
101-45200-382	WATER/WASTEWATER UTILITIES	3,500.00	2,500.00	6,199.44	3,699.44	247.98	2,402.90
101-45200-383	GAS UTILITIES	.00	500.00	267.08	(232.92)	53.42	.00
TOTAL OTHER SERVICES AND CHA		51,900.00	52,576.00	58,875.57	6,299.57	111.98	49,143.35

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	2,000.00	1,792.05	(207.95)	89.60	2,507.27
101-45200-415 RENTALS - OTHER EQUIPMENT	7,500.00	7,500.00	3,515.20	(3,984.80)	46.87	7,197.00
101-45200-417 RENTALS - UNIFORMS	500.00	500.00	432.01	(67.99)	86.40	654.85
101-45200-440 SCHOOLS AND MEETINGS	100.00	100.00	38.00	(62.00)	38.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	15,000.00	15,000.00	7,284.19	(7,715.81)	48.56	16,415.58
101-45200-488 LIBRARY EXPENSES	24,000.00	24,000.00	16,247.21	(7,752.79)	67.70	24,633.58
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	700.00	700.00	.00	(700.00)	.00	800.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	4,013.00	4,012.50	(.50)	99.99	2,175.00
101-45200-496 PARKS ARTS & PROGRAMMING	20,000.00	20,000.00	17,280.35	(2,719.65)	86.40	19,776.14
TOTAL MISCELLANEOUS	73,800.00	73,813.00	50,601.51	(23,211.49)	68.55	74,159.42
TOTAL PARKS & RECREATION	374,519.00	362,558.00	264,695.42	(97,862.58)	73.01	359,502.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>						
<i>TRANSFERS</i>						
101-49300-720 TRANSFERS OUT - OPER TRANSFER	885,622.00	875,622.00	.00	(875,622.00)	.00	1,432,217.66
<i>TOTAL TRANSFERS</i>	<u>885,622.00</u>	<u>875,622.00</u>	<u>.00</u>	<u>(875,622.00)</u>	<u>.00</u>	<u>1,432,217.66</u>
TOTAL TRANSFERS OUT	<u>885,622.00</u>	<u>875,622.00</u>	<u>.00</u>	<u>(875,622.00)</u>	<u>.00</u>	<u>1,432,217.66</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,786,946.00	6,977,262.00	4,128,367.70			6,844,533.49
NET REVENUES OVER EXPENDITURE	.00	(189,447.00)	(615,676.86)			172,320.22

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	65,300.00	65,300.00	79,065.96	(13,765.96)	121.08	98,326.41
OTHER	200.00	200.00	.00	200.00	.00	495.95
TOTAL FUND REVENUE	65,500.00	65,500.00	79,065.96	(13,565.96)	120.71	98,822.36
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	63,250.00	63,250.00	58,711.42	4,538.58	92.82	104,382.19
TRANSFERS OUT	2,250.00	2,250.00	.00	2,250.00	.00	.00
TOTAL AIRPORT OPERATING	65,500.00	65,500.00	58,711.42	6,788.58	89.64	104,382.19
TOTAL FUND EXPENDITURES	65,500.00	65,500.00	58,711.42	6,788.58	89.64	104,382.19
NET REVENUE OVER EXPENDITURES	.00	.00	20,354.54	(20,354.54)		(5,559.83)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	9,300.00	9,300.00	11,047.16	(1,747.16)	118.79	11,346.16
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	25,394.00	(4,394.00)	120.92	25,394.00
211-34925 AIRPLANE FUEL SALES	35,000.00	35,000.00	42,624.80	(7,624.80)	121.79	61,586.25
TOTAL CHARGES FOR SERVICES	65,300.00	65,300.00	79,065.96	(13,765.96)	121.08	98,326.41
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	495.95
TOTAL OTHER	200.00	200.00	.00	200.00	.00	495.95
TOTAL FUND REVENUE	65,500.00	65,500.00	79,065.96			98,822.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210	1,000.00	1,000.00	127.08 (872.92)	12.71	801.71
211-49000-212	500.00	500.00	.00 (500.00)	.00	.00
211-49000-215	500.00	500.00	.00 (500.00)	.00	2,753.26
211-49000-221	5,000.00	5,000.00	2,250.51 (2,749.49)	45.01	963.05
211-49000-223	500.00	500.00	.00 (500.00)	.00	3,703.87
211-49000-228	200.00	200.00	.00 (200.00)	.00	816.85
211-49000-228	1,500.00	1,500.00	.00 (1,500.00)	.00	4,485.00
211-49000-251	34,000.00	34,000.00	37,808.84	3,808.84	111.20	55,088.03
TOTAL SUPPLIES	43,200.00	43,200.00	40,186.43 (3,013.57)	93.02	68,611.77
<i>OTHER SERVICES & CHARGES</i>						
211-49000-303	.00	.00	7,965.00	7,965.00	.00	.00
211-49000-304	150.00	150.00	.00 (150.00)	.00	.00
211-49000-321	1,500.00	1,500.00	965.41 (534.59)	64.36	1,392.39
211-49000-331	200.00	200.00	198.66 (1.34)	99.33	.00
211-49000-351	100.00	100.00	.00 (100.00)	.00	78.32
211-49000-360	3,500.00	3,500.00	2,378.34 (1,121.66)	67.95	3,014.50
211-49000-381	6,500.00	6,500.00	3,939.91 (2,560.09)	60.61	6,436.22
211-49000-383	800.00	800.00	.00 (800.00)	.00	1,199.20
TOTAL OTHER SERVICES & CHARG	12,750.00	12,750.00	15,447.32	2,697.32	121.16	12,120.63
<i>MISCELLANEOUS</i>						
211-49000-401	1,500.00	1,500.00	487.50 (1,012.50)	32.50	1,185.00
211-49000-403	1,000.00	1,000.00	.00 (1,000.00)	.00	18,000.00
211-49000-404	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
211-49000-430	1,800.00	1,800.00	1,338.17 (461.83)	74.34	2,676.79
211-49000-431	.00	.00	.00	.00	.00	299.00
211-49000-433	300.00	300.00	254.00 (46.00)	84.67	94.00
211-49000-440	300.00	300.00	225.00 (75.00)	75.00	.00
211-49000-441	400.00	400.00	400.00	.00	100.00	400.00
211-49000-489	1,000.00	1,000.00	373.00 (627.00)	37.30	995.00
TOTAL MISCELLANEOUS	7,300.00	7,300.00	3,077.67 (4,222.33)	42.16	23,649.79
TOTAL AIRPORT OPERATING	63,250.00	63,250.00	58,711.42 (4,538.58)	92.82	104,382.19

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 211 - AIRPORT OPERATING FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
211-49300-720	TRANSFERS OUT - OPERATING	2,250.00	2,250.00	.00	(2,250.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	2,250.00	2,250.00	.00	(2,250.00)	.00	.00
	TOTAL TRANSFERS OUT	<u>2,250.00</u>	<u>2,250.00</u>	<u>.00</u>	<u>(2,250.00)</u>	<u>.00</u>	<u>.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	65,500.00	65,500.00	58,711.42			104,382.19
NET REVENUES OVER EXPENDITURE	.00	.00	20,354.54			(5,559.83)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUNDS 303-397 - DEBT SERVICE

	ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>				
31010 CURRENT	420,925.00	420,925.00	221,115.37	199,809.63
31020 DELINQUENT	.00	.00	1,864.88	(1,864.88)
31050 TAX INCREMENT	.00	.00	44,499.01	(44,499.01)
	<u>420,925.00</u>	<u>420,925.00</u>	<u>267,479.26</u>	<u>153,445.74</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	.00	.00	121,950.34	(121,950.34)
36101/36102 "PRINCIPAL, INT & PENALTIES"	385,713.00	385,713.00	189,913.65	195,799.35
	<u>385,713.00</u>	<u>385,713.00</u>	<u>311,863.99</u>	<u>73,849.01</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	1,000.00	1,000.00	.00	1,000.00
31050 BOND PROCEEDS	.00	.00	44,499.01	(44,499.01)
	<u>1,000.00</u>	<u>1,000.00</u>	<u>44,499.01</u>	<u>(43,499.01)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	87,000.00	87,000.00	.00	87,000.00
	<u>87,000.00</u>	<u>87,000.00</u>	<u>.00</u>	<u>87,000.00</u>
TOTAL REVENUE	<u>894,638.00</u>	<u>894,638.00</u>	<u>623,842.26</u>	<u>270,795.74</u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,009,362.00	1,009,362.00	2,719,361.70	1,709,999.70	
47000611	INTEREST	181,605.00	181,605.00	172,605.37	(8,999.63)	95.04
47000620	OTHER FEES	3,692.00	3,692.00	2,500.00	(1,192.00)	67.71
49300720	TRANSFERS OUT	87,000.00	87,000.00	.00	(87,000.00)	.00
		<u>1,281,659.00</u>	<u>1,281,659.00</u>	<u>2,894,467.07</u>	<u>1,612,808.07</u>	<u>225.84</u>
	TOTAL EXPENSES	<u>1,281,659.00</u>	<u>1,281,659.00</u>	<u>2,894,467.07</u>	<u>1,612,808.07</u>	<u>225.84</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(387,021.00)</u>	<u>(387,021.00)</u>	<u>(2,270,624.81)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36101/36102 "PRINCIPAL, INT & PENALTIES"	10,000.00	10,000.00	17,544.41	(7,544.41)	175.44
	10,000.00	10,000.00	17,544.41	(7,544.41)	175.44
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	38,853.00	38,853.00	37,721.00	1,132.00	97.09
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	49,543.16	(49,543.16)	.00
34301 SEALCOATING FEES	100.00	100.00	.00	100.00	.00
	38,953.00	38,953.00	87,264.16	(48,311.16)	224.02
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	11,250.00	11,250.00	551,617.00	(540,367.00)	4,903.26
33160-33169 FEDERAL AID	585,000.00	585,000.00	.00	585,000.00	.00
	596,250.00	596,250.00	551,617.00	44,633.00	92.51
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	2,500.00	2,500.00	320.42	2,179.58	12.82
36230 DONATIONS	500.00	500.00	17,063.25	(16,563.25)	3,412.65
32299 UTILITY PERMITS	.00	.00	2,082.61	(2,082.61)	.00
	3,000.00	3,000.00	19,466.28	(16,466.28)	648.88
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	888,962.00	888,962.00	.00	888,962.00	.00
	888,962.00	888,962.00	.00	888,962.00	.00
 TOTAL REVENUE	 1,537,165.00	 1,537,165.00	 675,891.85	 861,273.15	 43.97

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>					
<u>CAPITAL OUTLAY</u>					
415-45200-540	PARK MOWER & EQUIPMENT	100,000.00	100,000.00	76,325.75 (23,674.25)	76.33
415-45200-560	PARK UPDATES	30,000.00	30,000.00	5,930.00 (24,070.00)	19.77
417-42100-550	POLICE CAR EQUIPMENT	150,000.00	150,000.00	149,525.50 (474.50)	99.68
417-42100-551	POLICE CAR SQUAD CAMERA	5,400.00	5,400.00	5,300.00 (100.00)	98.15
417-42100-580	OTHER POLICE DEPT EQUIPMENT	105,000.00	105,000.00	109,777.79 4,777.79	104.55
417-42100-590	EMERGENCY OPER CENTER EXPEND	3,000.00	3,000.00	2,877.00 (123.00)	95.90
418-43001-550	PW VEHICLE & EQUIPMENT	279,500.00	279,500.00	74,673.60 (204,826.40)	26.72
419-41320-581	CITY HALL KEYLESS ENTRY PROJECT	31,500.00	31,500.00	13,575.00 (17,925.00)	43.10
419-41320-580	ADMIN OTHER EQUIPMENT	.00	.00	9,180.00 9,180.00	.00
419-41500-570	FINANCE EQUIPMENT	10,000.00	10,000.00	.00 (10,000.00)	.00
420-42200-540	FIRE EQUIPMENT	.00	.00	16,204.98 16,204.98	.00
443-48000-223	CRACK SEALING	60,000.00	60,000.00	13,800.00 (46,200.00)	23.00
443-48000-224	SEAL COATING	179,000.00	179,000.00	17,829.00 (161,171.00)	9.96
444-48000-303	AIRPORT PROJECTS-ENGINEERING	.00	.00	66,308.17 66,308.17	.00
444-48000-530	AIRPORT PROJECTS	650,000.00	650,000.00	11,922.50 (638,077.50)	1.83
		<u>1,603,400.00</u>	<u>1,603,400.00</u>	<u>573,229.29 (1,030,170.71)</u>	<u>35.75</u>
<u>TRANSFERS OUT</u>					
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	.00 (100,000.00)	.00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>.00 (100,000.00)</u>	<u>.00</u>
	TOTAL EXPENDITURES	<u><u>1,703,400.00</u></u>	<u><u>1,703,400.00</u></u>	<u><u>573,229.29 (1,130,170.71)</u></u>	<u><u>33.65</u></u>
	NET REVENUES				
	OVER(UNDER) EXPENDITURES	<u><u>(166,235.00)</u></u>	<u><u>(166,235.00)</u></u>	<u><u>102,662.56</u></u>	

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	18,385.74
OPERATING REVENUE	1,873,237.00	1,873,237.00	1,273,436.73	599,800.27	67.98	1,933,167.64
OTHER FINANCING SOURCES	100,000.00	100,000.00	250.00	99,750.00	.25	101,620.00
TOTAL FUND REVENUE	1,983,237.00	1,983,237.00	1,273,686.73	709,550.27	64.22	2,053,173.38
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,798,925.00	1,798,925.00	575,205.46	1,223,719.54	31.97	1,686,436.27
TOTAL WATER FUND EXPENDITURES	1,798,925.00	1,798,925.00	575,205.46	1,223,719.54	31.97	1,686,436.27
TOTAL FUND EXPENDITURES	1,798,925.00	1,798,925.00	575,205.46	1,223,719.54	31.97	1,686,436.27
NET REVENUE OVER EXPENDITURES	184,312.00	184,312.00	698,481.27	(514,169.27)		366,737.11

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
601-36210 INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	18,385.74
TOTAL SA & INTEREST EARNINGS	10,000.00	10,000.00	.00	10,000.00	.00	18,385.74
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,813,237.00	1,813,237.00	1,215,066.04	598,170.96	67.01	1,831,367.36
601-37120 SALES OF METERS & SUPPLIES	9,500.00	9,500.00	14,555.42	(5,055.42)	153.21	37,906.14
601-37160 PENALTIES ETC.	30,000.00	30,000.00	22,948.03	7,051.97	76.49	34,504.94
601-37165 CERTIFICATION PENALTY	500.00	500.00	520.48	(20.48)	104.10	1,125.00
601-37170 OTHER REVENUE	20,000.00	20,000.00	20,346.76	(346.76)	101.73	28,264.20
TOTAL OPERATING REVENUE	1,873,237.00	1,873,237.00	1,273,436.73	599,800.27	67.98	1,933,167.64
<u>OTHER FINANCING SOURCES</u>						
601-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	250.00	(250.00)	.00	1,620.00
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	250.00	99,750.00	.25	101,620.00
TOTAL FUND REVENUE	1,983,237.00	1,983,237.00	1,273,686.73			2,053,173.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
601-49400-101 FULL-TIME EMPLOYEES - REGULAR	251,126.00	251,126.00	158,223.44	(92,902.56)	63.01	264,502.92
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	4,809.10	(10,190.90)	32.06	10,557.90
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	6,300.00	6,300.00	.00	(6,300.00)	.00	3,832.40
601-49400-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	1,548.88	(451.12)	77.44	2,217.64
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	531.20	(1,468.80)	26.56	1,474.82
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	5,831.15	(4,168.85)	58.31	11,377.69
601-49400-121 PERA (EMPLOYER)	22,514.00	22,514.00	12,820.66	(9,693.34)	56.95	20,950.66
601-49400-122 FICA/MEDICARE (EMPLOYER)	24,419.00	24,419.00	12,671.64	(11,747.36)	51.89	21,389.40
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	62,770.00	62,770.00	42,163.25	(20,606.75)	67.17	58,828.34
601-49400-132 LONGEVITY PAY	13,765.00	13,765.00	.00	(13,765.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	1,819.65	(2,780.35)	39.56	3,362.59
601-49400-151 WORKERS' COMPENSATION PREMIU	12,000.00	12,000.00	566.03	(11,433.97)	4.72	5,831.97
601-49400-154 HRA/FLEX FEES	300.00	300.00	157.65	(142.35)	52.55	268.60
TOTAL PERSONAL SERVICES	426,794.00	426,794.00	241,142.65	(185,651.35)	56.50	404,594.93
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	3,500.00	3,500.00	.00	(3,500.00)	.00	560.11
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	285.23	(714.77)	28.52	1,209.73
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	1,000.00	.00	100.00	1,036.05
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	5,271.79	(6,728.21)	43.93	9,096.82
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	3,057.72	(3,942.28)	43.68	6,339.59
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	130.50	(369.50)	26.10	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	50,000.00	50,000.00	32,339.79	(17,660.21)	64.68	45,223.35
601-49400-217 TESTING	800.00	800.00	1,039.50	239.50	129.94	1,654.50
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	876.53	(4,123.47)	17.53	3,309.36
601-49400-227 UTILITY SYSTEM MAINTENANCE SUP	500.00	500.00	.00	(500.00)	.00	.00
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	1,803.85	(4,196.15)	30.06	4,557.10
601-49400-270 METERS AND REPAIRS	25,000.00	25,000.00	2,717.32	(22,282.68)	10.87	15,465.40
TOTAL SUPPLIES	112,300.00	112,300.00	48,522.23	(63,777.77)	43.21	88,626.01

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	3,000.00	3,000.00	1,240.00	(1,760.00)	41.33	5,507.47
601-49400-306 GIS PROJECT CONTRACT EXP	10,000.00	10,000.00	6,749.86	(3,250.14)	67.50	12,200.03
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	683.14	(316.86)	68.31	1,027.46
601-49400-313 IT MGMT & BACKUP	1,500.00	1,500.00	1,806.48	306.48	120.43	2,709.72
601-49400-321 TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	4,124.86	(4,875.14)	45.83	6,872.69
601-49400-322 POSTAGE	4,500.00	4,500.00	3,938.43	(561.57)	87.52	4,257.21
601-49400-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	332.39	(1,667.61)	16.62	2,187.83
601-49400-334 MILEAGE REIMBURSEMENT	300.00	300.00	54.52	(245.48)	18.17	397.37
601-49400-340 ADVERTISING	500.00	500.00	514.50	14.50	102.90	774.25
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	437.25	(62.75)	87.45	169.88
601-49400-360 INSURANCE AND BONDS	17,000.00	17,000.00	11,995.14	(5,004.86)	70.56	15,855.73
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	53,102.77	(41,897.23)	55.90	91,109.58
601-49400-382 WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	755.07	(644.93)	53.93	1,109.78
601-49400-383 GAS UTILITIES	5,000.00	5,000.00	4,428.20	(571.80)	88.56	6,181.48
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	930.56	(1,069.44)	46.53	1,442.10
TOTAL OTHER SERVICES & CHARG	152,700.00	152,700.00	91,093.17	(61,606.83)	59.65	151,802.58
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	.00	(3,000.00)	.00	211.90
601-49400-406 REPAIR & MAINT - PLANT	25,000.00	25,000.00	20,615.40	(4,384.60)	82.46	10,457.20
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	10,369.72	369.72	103.70	10,813.65
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	30,591.01	20,591.01	305.91	10,179.55
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	(500.00)	.00	428.99
601-49400-410 WELL PROTECTION PLAN	15,000.00	15,000.00	.00	(15,000.00)	.00	.00
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	44,892.12	(30,107.88)	59.86	57,120.80
601-49400-420 DEPRECIATION	760,000.00	760,000.00	.00	(760,000.00)	.00	768,369.30
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	8,000.00	8,000.00	3,746.60	(4,253.40)	46.83	5,541.40
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	830.80	(169.20)	83.08	919.20
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,302.00	(1,698.00)	43.40	730.00
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	5,000.00	5,000.00	3,381.40	(1,618.60)	67.63	2,878.82
601-49400-489 OTHER CONTRACTED SERVICES	6,000.00	6,000.00	5,868.52	(131.48)	97.81	4,709.70
TOTAL MISCELLANEOUS	922,000.00	922,000.00	121,597.57	(800,402.43)	13.19	872,360.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
601-49400-615 2001 PFA LOAN INTEREST	15,502.00	15,502.00	.00	(15,502.00)	.00	20,976.25
601-49400-617 BOND DISCOUNT	.00	.00	24,932.84	24,932.84	.00	3,919.53
601-49400-619 INTEREST-WATER TREATMENT 2005	78,400.00	78,400.00	.00	(78,400.00)	.00	66,991.56
601-49400-620 FISCAL AGENT FEES	1,200.00	1,200.00	1,100.00	(100.00)	91.67	1,550.00
601-49400-621 BOND ISSUE COSTS	.00	.00	46,817.00	46,817.00	.00	7,521.64
601-49400-627 INTEREST-2007 STREET BONDS	.00	.00	.00	.00	.00	149.53
601-49400-632 2012 BOND INTEREST EXPENSE	3,779.00	3,779.00	.00	(3,779.00)	.00	4,454.09
601-49400-634 INEREST EXP 2014 IMPROV	15,908.00	15,908.00	.00	(15,908.00)	.00	13,596.41
601-49400-635 INTEREST EXP 2015 BONDS	17,973.00	17,973.00	.00	(17,973.00)	.00	13,356.26
601-49400-636 INTEREST EXP 2016 WATER BONDS	17,464.00	17,464.00	.00	(17,464.00)	.00	13,779.37
601-49400-638 INTEREST EXPESE 2018 BONDS	9,905.00	9,905.00	.00	(9,905.00)	.00	9,062.57
<i>TOTAL DEBT SERVICE</i>	<i>160,131.00</i>	<i>160,131.00</i>	<i>72,849.84</i>	<i>(87,281.16)</i>	<i>45.49</i>	<i>155,357.21</i>
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	25,000.00	25,000.00	.00	(25,000.00)	.00	13,500.00
601-49400-799 LOSS ON DISPOSAL OF ASSET	.00	.00	.00	.00	.00	195.03
<i>TOTAL TRANSFERS</i>	<i>25,000.00</i>	<i>25,000.00</i>	<i>.00</i>	<i>(25,000.00)</i>	<i>.00</i>	<i>13,695.03</i>
TOTAL EXPENSE 400	1,798,925.00	1,798,925.00	575,205.46	(1,223,719.54)	31.97	1,686,436.27

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,798,925.00	1,798,925.00	575,205.46			1,686,436.27
NET REVENUES OVER EXPENDITURE	184,312.00	184,312.00	698,481.27			366,737.11

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	20,000.00	20,000.00	1,353.42	18,646.58	6.77	57,671.00
OPERATING REVENUE	2,205,108.00	2,205,108.00	1,599,645.73	605,462.27	72.54	2,340,237.43
OTHER FINANCING SOURCES	.00	.00	100.00	(100.00)	.00	1,620.00
TOTAL FUND REVENUE	2,225,108.00	2,225,108.00	1,601,099.15	624,008.85	71.96	2,399,528.43
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,114,241.00	3,114,241.00	815,637.39	2,298,603.61	26.19	2,986,760.84
TOTAL WASTEWATER FUND EXPENDITURE	3,114,241.00	3,114,241.00	815,637.39	2,298,603.61	26.19	2,986,760.84
TOTAL FUND EXPENDITURES	3,114,241.00	3,114,241.00	815,637.39	2,298,603.61	26.19	2,986,760.84
NET REVENUE OVER EXPENDITURES	(889,133.00)	(889,133.00)	785,461.76	(1,674,594.76)		(587,232.41)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36101 SPEC ASSESSMENTS - PRINCIPAL	.00	.00	.00	.00	.00	20,448.00
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	692.52	(692.52)	.00	10.00
602-36210 INTEREST EARNINGS	20,000.00	20,000.00	660.90	19,339.10	3.30	37,213.00
TOTAL SA & INTEREST EARNINGS	20,000.00	20,000.00	1,353.42	18,646.58	6.77	57,671.00
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,120,108.00	2,120,108.00	1,475,448.30	644,659.70	69.59	2,001,024.95
602-37250 SAC CHARGES	50,000.00	50,000.00	102,188.40	(52,188.40)	204.38	309,645.09
602-37260 PENALTIES	35,000.00	35,000.00	22,009.03	12,990.97	62.88	29,567.39
TOTAL OPERATING REVENUE	2,205,108.00	2,205,108.00	1,599,645.73	605,462.27	72.54	2,340,237.43
<u>OTHER FINANCING SOURCES</u>						
602-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	100.00	(100.00)	.00	1,620.00
TOTAL OTHER FINANCING SOURCES	.00	.00	100.00	(100.00)	.00	1,620.00
TOTAL FUND REVENUE	2,225,108.00	2,225,108.00	1,601,099.15			2,399,528.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
602-49450-101 FULL-TIME EMPLOYEES - REGULAR	434,744.00	434,744.00	294,636.05	(140,107.95)	67.77	416,198.99
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	19,000.00	19,000.00	17,058.56	(1,941.44)	89.78	21,278.15
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	13,440.00	13,440.00	9,955.07	(3,484.93)	74.07	5,163.12
602-49450-106 TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	2,823.44	2,823.44	.00	.00
602-49450-110 HOURS WORKED HOLIDAY	4,500.00	4,500.00	2,051.52	(2,448.48)	45.59	3,310.80
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	1,841.58	(1,158.42)	61.39	2,685.49
602-49450-116 ON-CALL PAY	21,000.00	21,000.00	16,271.53	(4,728.47)	77.48	20,560.35
602-49450-121 PERA (EMPLOYER)	37,267.00	37,267.00	24,415.31	(12,851.69)	65.51	34,500.82
602-49450-122 FICA/MEDICARE (EMPLOYER)	40,494.00	40,494.00	25,419.35	(15,074.65)	62.77	34,387.49
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	114,110.00	114,110.00	77,942.09	(36,167.91)	68.30	106,195.28
602-49450-132 LONGEVITY PAY	14,642.00	14,642.00	.00	(14,642.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	8,000.00	8,000.00	5,706.73	(2,293.27)	71.33	6,485.20
602-49450-151 WORKERS' COMPENSATION PREMIU	23,893.00	23,893.00	8,624.81	(15,268.19)	36.10	22,224.88
602-49450-154 HRA/FLEX FEES	500.00	500.00	341.20	(158.80)	68.24	480.80
<i>TOTAL PERSONAL SERVICES</i>	<i>734,590.00</i>	<i>734,590.00</i>	<i>487,087.24</i>	<i>(247,502.76)</i>	<i>66.31</i>	<i>673,471.37</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	9,685.23	(8,314.77)	53.81	16,941.85
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	623.24	(376.76)	62.32	2,052.29
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	1,274.63	(225.37)	84.98	1,036.05
602-49450-210 MISCELLANEOUS OPER SUPPLIES	8,000.00	8,000.00	3,421.09	(4,578.91)	42.76	7,507.22
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	7,551.74	(448.26)	94.40	7,155.97
602-49450-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	130.50	(369.50)	26.10	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	110,000.00	110,000.00	62,041.41	(47,958.59)	56.40	86,659.17
602-49450-217 TESTING	11,000.00	11,000.00	5,829.50	(5,170.50)	53.00	7,934.00
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	8,500.00	8,500.00	3,829.80	(4,670.20)	45.06	5,162.30
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	1,561.92	(5,438.08)	22.31	5,889.18
<i>TOTAL SUPPLIES</i>	<i>173,500.00</i>	<i>173,500.00</i>	<i>95,949.06</i>	<i>(77,550.94)</i>	<i>55.30</i>	<i>140,512.03</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,913.72	(3,086.28)	38.27	5,414.27
602-49450-306 GIS PROJECT CONTRACT EXP	10,000.00	10,000.00	6,749.91	(3,250.09)	67.50	11,217.55
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	683.11	(316.89)	68.31	1,253.25
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	1,806.48	(2,193.52)	45.16	2,483.91
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	5,630.27	630.27	112.61	2,581.02
602-49450-322 POSTAGE	5,000.00	5,000.00	3,828.77	(1,171.23)	76.58	4,364.11
602-49450-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	951.67	(1,048.33)	47.58	3,068.24
602-49450-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	120.51
602-49450-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	.00
602-49450-360 INSURANCE AND BONDS	38,000.00	38,000.00	27,010.96	(10,989.04)	71.08	36,511.40
602-49450-381 ELECTRIC UTILITIES	125,000.00	125,000.00	68,786.00	(56,214.00)	55.03	129,960.88
602-49450-382 WATER/WASTEWATER UTILITIES	1,800.00	1,800.00	936.42	(863.58)	52.02	1,275.89
602-49450-383 GAS UTILITIES	23,000.00	23,000.00	18,732.32	(4,267.68)	81.44	23,932.85
602-49450-384 REFUSE HAULING	1,800.00	1,800.00	915.66	(884.34)	50.87	1,396.32
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	10,853.87	(6,146.13)	63.85	16,683.51
TOTAL OTHER SERVICES & CHARG	239,300.00	239,300.00	148,799.16	(90,500.84)	62.18	240,263.71
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	8,000.00	8,000.00	3,064.92	(4,935.08)	38.31	.00
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	477.98	(4,522.02)	9.56	2,093.00
602-49450-406 REPAIR & MAINT - PLANT	35,000.00	35,000.00	11,317.41	(23,682.59)	32.34	34,227.47
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	6,039.23	(960.77)	86.27	6,817.41
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	1,508.39	1,508.39	.00	1,920.68
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	.00	(1,400.00)	.00	1,352.04
602-49450-416 FORCE MAIN RELOCATION PROJECT	.00	.00	.00	.00	.00	25,778.18
602-49450-418 KENWOOD LIFT STATION	.00	.00	.00	.00	.00	18,450.09
602-49450-420 DEPRECIATION	1,600,000.00	1,600,000.00	.00	(1,600,000.00)	.00	1,552,486.55
602-49450-430 MISCELLANEOUS	2,000.00	2,000.00	.00	(2,000.00)	.00	46.00
602-49450-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	642.80	(357.20)	64.28	4,333.96
602-49450-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,158.00	(1,842.00)	38.60	2,565.00
602-49450-441 MPCA FEES	10,000.00	10,000.00	7,970.00	(2,030.00)	79.70	7,925.00
602-49450-489 OTHER CONTRACTED SERVICES	100,000.00	100,000.00	50,523.20	(49,476.80)	50.52	111,409.68
TOTAL MISCELLANEOUS	1,772,400.00	1,772,400.00	82,701.93	(1,689,698.07)	4.67	1,769,405.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	85,560.00	85,560.00	.00	(85,560.00)	.00	91,390.19
602-49450-617 BOND DISCOUNT	.00	.00	.00	.00	.00	1,387.44
602-49450-620 FISCAL AGENT FEES	1,600.00	1,600.00	1,100.00	(500.00)	68.75	1,550.00
602-49450-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	2,662.53
602-49450-623 INTEREST XYLITE BOND 2005	.00	.00	.00	.00	.00	(106.22)
602-49450-627 INTEREST-2007 STREET BONDS	.00	.00	.00	.00	.00	135.80
602-49450-632 2012 BOND INTEREST EXP	2,855.00	2,855.00	.00	(2,855.00)	.00	3,329.34
602-49450-634 INTEREST EXP 2014 IMPROV	7,200.00	7,200.00	.00	(7,200.00)	.00	6,141.98
602-49450-635 INTEREST EXP 2015 BOND EXP	8,088.00	8,088.00	.00	(8,088.00)	.00	6,010.12
602-49450-636 INTEREST EXP 2016 SEWER BONDS	10,638.00	10,638.00	.00	(10,638.00)	.00	8,395.71
602-49450-638 INTEREST EXPESE 2018 BONDS	3,510.00	3,510.00	.00	(3,510.00)	.00	3,208.42
<i>TOTAL DEBT SERVICE</i>	<i>119,451.00</i>	<i>119,451.00</i>	<i>1,100.00</i>	<i>(118,351.00)</i>	<i>.92</i>	<i>124,105.31</i>
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	75,000.00	75,000.00	.00	(75,000.00)	.00	38,850.00
602-49450-799 LOSS ON DISPOSAL OF ASSET	.00	.00	.00	.00	.00	153.36
<i>TOTAL TRANSFERS</i>	<i>75,000.00</i>	<i>75,000.00</i>	<i>.00</i>	<i>(75,000.00)</i>	<i>.00</i>	<i>39,003.36</i>
TOTAL EXPENSE 450	3,114,241.00	3,114,241.00	815,637.39	(2,298,603.61)	26.19	2,986,760.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	3,114,241.00	3,114,241.00	815,637.39			2,986,760.84
NET REVENUES OVER EXPENDITURE	(889,133.00)	(889,133.00)	785,461.76			(587,232.41)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	1,892.58
OPERATING REVENUES	350,500.00	350,500.00	237,037.16	113,462.84	67.63	350,438.83
TOTAL FUND REVENUE	350,500.00	350,500.00	237,037.16	113,462.84	67.63	352,331.41
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	468,100.00	468,100.00	913.00	467,187.00	.20	466,977.06
TOTAL STORM SEWER FUND EXPENDITURE	468,100.00	468,100.00	913.00	467,187.00	.20	466,977.06
TOTAL FUND EXPENDITURES	468,100.00	468,100.00	913.00	467,187.00	.20	466,977.06
NET REVENUE OVER EXPENDITURES	(117,600.00)	(117,600.00)	236,124.16	(353,724.16)		(114,645.65)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	1,892.58
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	1,892.58
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	345,000.00	345,000.00	232,814.02	112,185.98	67.48	344,250.48
603-37360 PENALTIES	5,500.00	5,500.00	4,223.14	1,276.86	76.78	6,188.35
TOTAL OPERATING REVENUES	350,500.00	350,500.00	237,037.16	113,462.84	67.63	350,438.83
TOTAL FUND REVENUE	350,500.00	350,500.00	237,037.16			352,331.41

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>EXPENSE 500</i>						
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	8,500.00	8,500.00	639.00	(7,861.00)	7.52	1,007.50
603-49500-352 GEN INFO & PUBLIC NOTICES	100.00	100.00	18.00	(82.00)	18.00	11.25
<i>TOTAL OTHER SERVICES & CHARG</i>	<i>8,600.00</i>	<i>8,600.00</i>	<i>657.00</i>	<i>(7,943.00)</i>	<i>7.64</i>	<i>1,018.75</i>
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	15,000.00	15,000.00	256.00	(14,744.00)	1.71	13,127.17
603-49500-420 DEPRECIATION	400,000.00	400,000.00	.00	(400,000.00)	.00	399,276.92
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	2,294.52
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	.00	(3,000.00)	.00	1,250.00
<i>TOTAL MISCELLANEOUS</i>	<i>419,000.00</i>	<i>419,000.00</i>	<i>256.00</i>	<i>(418,744.00)</i>	<i>.06</i>	<i>415,948.61</i>
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	120.00	120.00	.00	(120.00)	.00	1,541.34
603-49500-617 BOND DISCOUNT	.00	.00	.00	.00	.00	5,168.23
603-49500-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	9,917.92
603-49500-623 INTEREST-XYLITE BOND 2005	.00	.00	.00	.00	.00	(159.28)
603-49500-627 INTEREST-2007 STREET BONDS	.00	.00	.00	.00	.00	(63.00)
603-49500-634 INTEREST EXP 2014 STORM IMPROV	8,088.00	8,088.00	.00	(8,088.00)	.00	6,896.06
603-49500-635 INTEREST EXP 2015 BONDS	9,116.00	9,116.00	.00	(9,116.00)	.00	6,774.28
603-49500-636 INTEREST EXP 2016 STORM BONDS	10,115.00	10,115.00	.00	(10,115.00)	.00	7,984.01
603-49500-638 INTEREST EXPESE 2018 BONDS	13,061.00	13,061.00	.00	(13,061.00)	.00	11,950.14
<i>TOTAL DEBT SERVICE</i>	<i>40,500.00</i>	<i>40,500.00</i>	<i>.00</i>	<i>(40,500.00)</i>	<i>.00</i>	<i>50,009.70</i>
TOTAL EXPENSE 500	468,100.00	468,100.00	913.00	(467,187.00)	.20	466,977.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	468,100.00	468,100.00	913.00			466,977.06
NET REVENUES OVER EXPENDITURE	(117,600.00)	(117,600.00)	236,124.16			(114,645.65)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
OPERATING REVENUES	200,000.00	200,000.00	131,003.00	68,997.00	65.50	204,162.37
TOTAL FUND REVENUE	200,000.00	200,000.00	131,003.00	68,997.00	65.50	204,162.37
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	200,000.00	200,000.00	110,749.05	89,250.95	55.37	197,237.86
TOTAL STREET LIGHT UTILITY EXP	200,000.00	200,000.00	110,749.05	89,250.95	55.37	197,237.86
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	110,749.05	89,250.95	55.37	197,237.86
NET REVENUE OVER EXPENDITURES	.00	.00	20,253.95	(20,253.95)		6,924.51

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OPERATING REVENUES</u>						
604-37360 PENALTIES	.00	.00	2,714.99	(2,714.99)	.00	3,598.03
604-37410 STREET LIGHT UTILITY FEES	200,000.00	200,000.00	128,288.01	71,711.99	64.14	188,900.40
604-37470 OTHER REVENUE	.00	.00	.00	.00	.00	11,663.94
TOTAL OPERATING REVENUES	200,000.00	200,000.00	131,003.00	68,997.00	65.50	204,162.37
TOTAL FUND REVENUE	200,000.00	200,000.00	131,003.00			204,162.37

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
604-49550-238 REPAIR & MAINT SUPP - INFRAST	.00	.00	313.88	313.88	.00	17,045.60
<i>TOTAL SUPPLIES</i>	.00	.00	313.88	313.88	.00	17,045.60
<i>OTHER SERVICES & CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	96,510.32	(83,489.68)	53.62	164,936.19
<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	96,510.32	(83,489.68)	53.62	164,936.19
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	20,000.00	20,000.00	13,924.85	(6,075.15)	69.62	15,256.07
<i>TOTAL MISCELLANEOUS</i>	20,000.00	20,000.00	13,924.85	(6,075.15)	69.62	15,256.07
TOTAL EXPENSE 550	200,000.00	200,000.00	110,749.05	(89,250.95)	55.37	197,237.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	110,749.05			197,237.86
NET REVENUES OVER EXPENDITURE	.00	.00	20,253.95			6,924.51

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	83,740.00	83,740.00	61,565.17	22,174.83	73.52	110,046.24
OPERATING REVENUES	5,571,300.00	5,571,300.00	3,858,461.08	1,712,838.92	69.26	5,719,749.57
TOTAL FUND REVENUE	5,655,040.00	5,655,040.00	3,920,026.25	1,735,013.75	69.32	5,829,795.81
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,655,040.00	5,655,040.00	3,543,548.84	2,111,491.16	62.66	5,829,222.96
TOTAL LIQUOR STORE EXPENDITURES	5,655,040.00	5,655,040.00	3,543,548.84	2,111,491.16	62.66	5,829,222.96
TOTAL FUND EXPENDITURES	5,655,040.00	5,655,040.00	3,543,548.84	2,111,491.16	62.66	5,829,222.96
NET REVENUE OVER EXPENDITURES	.00	.00	376,477.41	(376,477.41)		572.85

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	206.17	33.83	85.90	402.00
610-36210 INTEREST EARNINGS	500.00	500.00	.00	500.00	.00	4,063.74
610-36220 LOTTERY SALES	83,000.00	83,000.00	61,359.00	21,641.00	73.93	105,580.50
TOTAL INTEREST & LOTTERY SALES	83,740.00	83,740.00	61,565.17	22,174.83	73.52	110,046.24
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,864,000.00	1,864,000.00	1,276,532.12	587,467.88	68.48	1,928,152.83
610-37812 SALES - BEER	2,515,000.00	2,515,000.00	1,822,512.45	692,487.55	72.47	2,596,926.14
610-37813 SALES - WINE	910,000.00	910,000.00	548,678.28	361,321.72	60.29	891,711.99
610-37815 SALES - NON-TAXABLE	157,000.00	157,000.00	119,282.21	37,717.79	75.98	167,643.28
610-37816 SALES - TAXABLE	132,500.00	132,500.00	95,056.85	37,443.15	71.74	141,288.68
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(6,000.00)	(6,000.00)	(3,531.55)	(2,468.45)	(58.86)	(4,669.40)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(69.28)	(1,130.72)	(5.77)	(1,303.95)
TOTAL OPERATING REVENUES	5,571,300.00	5,571,300.00	3,858,461.08	1,712,838.92	69.26	5,719,749.57
TOTAL FUND REVENUE	5,655,040.00	5,655,040.00	3,920,026.25			5,829,795.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIQUOR STORE						
<i>PERSONAL SERVICES</i>						
610-49750-101 FULL-TIME EMPLOYEES - REGULAR	234,652.00	234,652.00	174,808.04	(59,843.96)	74.50	237,778.39
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,513.00	7,513.00	985.06	(6,527.94)	13.11	3,097.14
610-49750-103 PART-TIME EMPLOYEES - REGULAR	172,500.00	172,500.00	109,608.99	(62,891.01)	63.54	140,899.59
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	1,500.00	1,500.00	221.88	(1,278.12)	14.79	703.99
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	7,231.99	(2,768.01)	72.32	11,193.35
610-49750-121 PERA (EMPLOYER)	31,077.00	31,077.00	21,350.96	(9,726.04)	68.70	29,245.91
610-49750-122 FICA/MEDICARE (EMPLOYER)	31,700.00	31,700.00	21,900.08	(9,799.92)	69.09	29,128.89
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	68,460.00	68,460.00	49,614.44	(18,845.56)	72.47	64,301.76
610-49750-132 LONGEVITY PAY	10,994.00	10,994.00	.00	(10,994.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	2,029.76	(2,770.24)	42.29	3,404.25
610-49750-151 WORKERS' COMPENSATION PREMIU	28,063.00	28,063.00	6,958.14	(21,104.86)	24.79	15,269.75
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	(250.00)	.00	.00
610-49750-154 HRA/FLEX FEES	300.00	300.00	199.50	(100.50)	66.50	293.50
TOTAL PERSONAL SERVICES	601,809.00	601,809.00	394,908.84	(206,900.16)	65.62	535,316.52
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,605.00	3,605.00	1,577.03	(2,027.97)	43.75	1,751.56
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,660.00	22,660.00	9,742.36	(12,917.64)	42.99	14,131.44
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	24,720.00	24,720.00	16,578.26	(8,141.74)	67.06	26,233.63
610-49750-240 SMALL TOOLS AND MINOR EQUIPME	1,030.00	1,030.00	726.74	(303.26)	70.56	1,322.03
610-49750-251 PURCHASES - LIQUOR	1,370,000.00	1,370,000.00	925,023.82	(444,976.18)	67.52	1,407,240.62
610-49750-252 PURCHASES - BEER	1,940,000.00	1,940,000.00	1,401,803.19	(538,196.81)	72.26	1,981,381.06
610-49750-253 PURCHASES WINE	630,000.00	630,000.00	375,629.94	(254,370.06)	59.62	613,985.56
610-49750-259 PURCHASES - MISCELLANEOUS	235,000.00	235,000.00	171,233.47	(63,766.53)	72.87	254,363.20
610-49750-260 FREIGHT & DRAY	39,000.00	39,000.00	22,992.85	(16,007.15)	58.96	34,870.49
TOTAL SUPPLIES	4,266,015.00	4,266,015.00	2,925,307.66	(1,340,707.34)	68.57	4,335,279.59
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	255.00	(1,245.00)	17.00	812.39
610-49750-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,806.48	(1,193.52)	60.22	2,483.91
610-49750-321 TELEPHONE/CELLULAR PHONES	10,000.00	10,000.00	5,530.10	(4,469.90)	55.30	9,180.55
610-49750-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	(200.00)	.00	.00
610-49750-334 MILEAGE REIMBURSEMENT	200.00	200.00	281.30	81.30	140.65	271.96
610-49750-340 ADVERTISING	40,000.00	40,000.00	26,499.78	(13,500.22)	66.25	42,600.39
610-49750-341 WINE TASTING EVENT COSTS	2,700.00	2,700.00	1,532.56	(1,167.44)	56.76	2,558.42
610-49750-360 INSURANCE AND BONDS	15,000.00	15,000.00	9,916.54	(5,083.46)	66.11	13,460.21
610-49750-381 ELECTRIC UTILITIES	26,000.00	26,000.00	15,004.26	(10,995.74)	57.71	23,691.96
610-49750-382 WATER/WASTEWATER UTILITIES	800.00	800.00	511.34	(288.66)	63.92	671.26
610-49750-383 GAS UTILITIES	1,600.00	1,600.00	1,264.32	(335.68)	79.02	1,484.58
610-49750-384 REFUSE HAULING	2,000.00	2,000.00	930.80	(1,069.20)	46.54	1,396.20
TOTAL OTHER SERVICES & CHARG	103,000.00	103,000.00	63,532.48	(39,467.52)	61.68	98,611.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 610 - LIQUOR STORE FUND

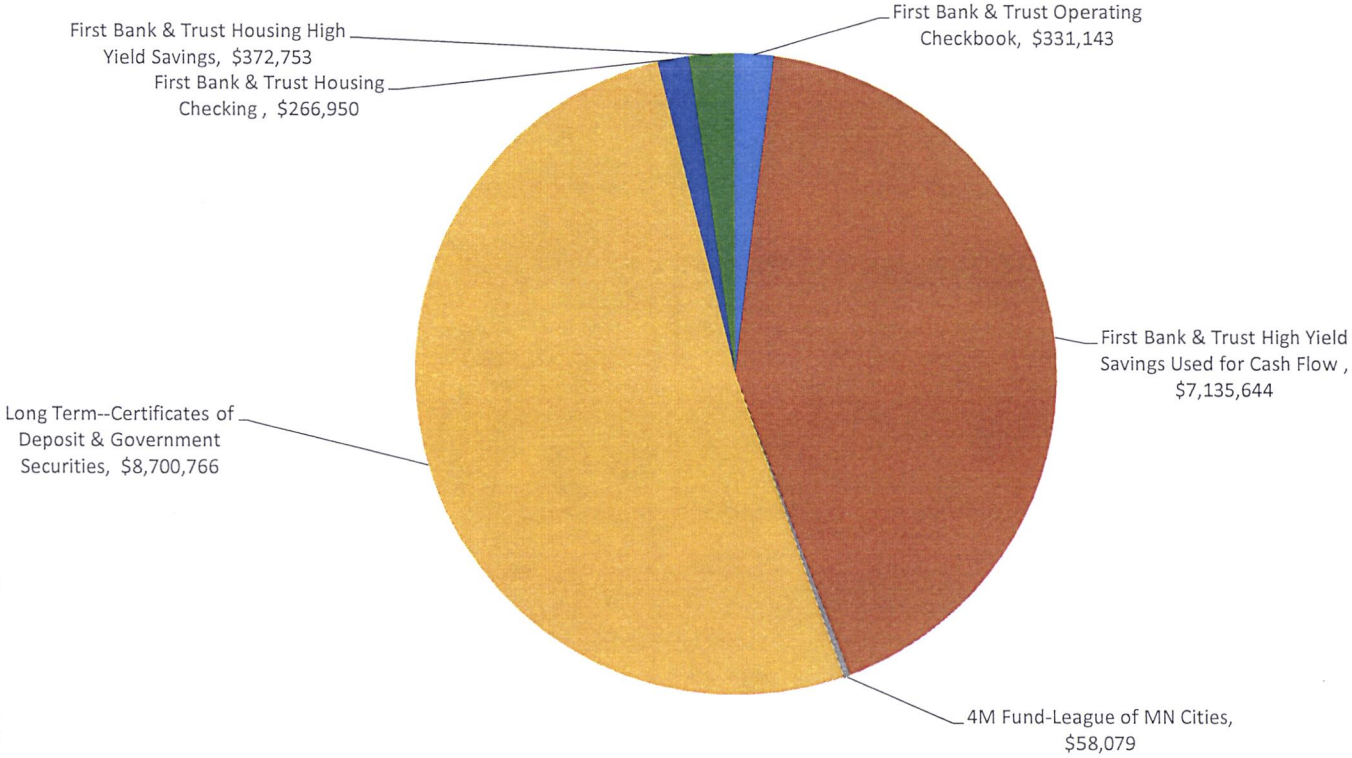
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	7,809.00	7,809.00	3,432.64	(4,376.36)	43.96	6,128.08
610-49750-420 DEPRECIATION	60,000.00	60,000.00	.00	(60,000.00)	.00	59,436.76
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	128,007.00	128,007.00	88,156.74	(39,850.26)	68.87	125,429.63
610-49750-433 DUES AND SUBSCRIPTIONS	4,200.00	4,200.00	4,122.00	(78.00)	98.14	4,142.00
610-49750-440 MEETINGS AND SCHOOLS	750.00	750.00	2,394.00	1,644.00	319.20	879.43
610-49750-453 TAXES AND LICENSES	250.00	250.00	.00	(250.00)	.00	.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	30,886.78	(19,113.22)	61.77	54,990.10
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	27,544.00	(2,456.00)	91.81	43,257.06
610-49750-489 CONTRACT MAINTENANCE	3,200.00	3,200.00	3,263.70	63.70	101.99	2,751.96
TOTAL MISCELLANEOUS	284,216.00	284,216.00	159,799.86	(124,416.14)	56.22	297,015.02
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	.00	(400,000.00)	.00	400,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	7,000.00
610-49750-723 TRANSFER TO DEBT SERVICE FUND	.00	.00	.00	.00	.00	156,000.00
TOTAL TRANSFERS	400,000.00	400,000.00	.00	(400,000.00)	.00	563,000.00
TOTAL LIQUOR STORE	5,655,040.00	5,655,040.00	3,543,548.84	(2,111,491.16)	62.66	5,829,222.96

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2019

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,655,040.00	5,655,040.00	3,543,548.84			5,829,222.96
NET REVENUES OVER EXPENDITURE	.00	.00	376,477.41			572.85

City of Cambridge Cash & Investment Summary 8-31-19



Prepared by: Caroline Moe, Director of Finance

Background

We recommend the following change to the general fund budgeted revenues and transfers in:

Dept Impacted	Amount of increase (decrease)	Rationale
Taxes	\$0	No change requested at this time.
License & Permits	\$50,579	Adjust to reflect actual permit activity year to date. Earlier in the year, we had reduced this budget line by approximately \$40,000. This revision brings us back closer to our initial budget estimates.
Inter-governmental	\$17,594	Additional funds expected from the State of MN for Police Aid.
Charges for Services	(\$591)	Revised based on actual collections for 2019 to date.
Fines & Forfeitures	\$20,000	Fine revenue is trending higher than budget expected.
Other	\$80	Revised based on actual collections for 2019 to date.
Total	\$87,662	

We recommend the following change to the general fund budgeted expenditures and transfers out:

Dept Impacted	Amount of increase (decrease)	Rationale
General Government	\$13,345	Addition of \$11,000 for replacement of benches in downtown along with other minor adjustments.
Public Safety	(\$5,838)	Minor adjustments for cost under-runs.
Public Works	\$28,606	Street light and signal painting project costs were \$12,000 more than expected. Also, costs for repairs and maintenance for equipment are about \$11,000 more than expected. In addition, approximately \$5,000 needed for sidewalk repairs that were not planned.
Parks & Recreation	\$5,549	Ice rink costs combined into rest of the park budget. We are now tracking park costs by with an additional activity code for each park. Also, costs for repairs and maintenance for buildings are more than expected.
Transfers	\$46,000	Add \$45K transfer to Highway 95 project to cover change order on building demolition. Add \$11,000 to cover additional costs on library project due to unforeseen conditions in the basement. Additions offset with reduction in transfer to economic development by \$20,000 as rental income in mall will exceed budget by more than \$20,000.
Total	\$87,662	

Requested Council Action

Approve Resolution No. R19-066 2019 General Fund Budget Revision

Resolution No. R19-066

RESOLUTION APPROVING AMENDMENTS TO THE 2019 GENERAL FUND BUDGET

WHEREAS, the Cambridge City Council passed upon Resolution R18-92 adopting the 2019

WHEREAS, the Cambridge City Council passed upon Resolution R19-012 amending the 2019 General Fund Budget; and

WHEREAS, the Cambridge City Council passed upon Resolution R19-047 amending the 2019 General Fund Budget; and

WHEREAS, for financial reporting purposes, all amendments to the City's General Fund Budget are to be made in the form of Budget Amendment Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to enter the attached budget amendments into the City's financial records:

GENERAL FUND REVENUES AND TRANSFERS IN:

An amendment of the 2019 budget is sought from \$6,787,815 to \$6,875,477 a total net increase of \$87,662:

Operating Revenues:	2019 Amended Budget 7/1/19	2019 Proposed Amended Budget 10/7/19	Increase (decrease)
Taxes	\$4,701,495	\$4,701,495	\$0
Licenses & Permits	276,894	327,473	50,579
Intergovernmental	1,091,084	1,108,678	17,594
Charges for Services	127,891	127,300	(591)
Fines & Forfeitures	54,880	74,880	20,000
Other Revenue	33,221	33,301	80
Transfers In	<u>502,350</u>	<u>502,350</u>	<u>0</u>
Total Revenues & Transfers In	<u>\$6,787,815</u>	<u>\$6,875,477</u>	<u>\$87,662</u>

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2019 budget is sought from \$6,677,262 to \$7,064,924 a total net increase of \$87,662:

Operating Expenditures:	2019	2019	Increase (decrease)
	Amended Budget 7/1/19	Proposed Amended Budget 10/7/2019	
General Government	\$1,624,163	\$1,637,508	\$13,345
Public Safety	2,510,831	2,504,993	(5,838)
Public Works	1,518,370	1,546,976	28,606
Parks and Recreation	448,276	453,825	5,549
Transfers to Other Funds	<u>875,622</u>	<u>921,622</u>	<u>46,000</u>
Total Operating Expenditures	<u>\$6,977,262</u>	<u>\$7,064,924</u>	<u>\$87,662</u>

This resolution shall become effective immediately upon its passage without publication.

Adopted this 7th Day of October, 2019

James Godfrey, Mayor

Attest:

Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	7/1/2019 Amended Budget <u>2019</u>	10/7/19 Proposed Amended Budget <u>2019</u>	YTD Actual 2019 10/31/2019	YTD Actual 2018 12/31/2018
REVENUES AND TRANSFERS IN				
REVENUES				
Taxes	4,701,495	4,701,495	2,502,401.46	4,623,602.69
Licenses and Permits -				
Business	86,000	83,900	48,997.90	95,397.25
Non-Business	190,894	243,573	230,173.83	407,331.34
Intergovernmental Revenues	1,091,084	1,108,678	562,329.16	1,155,577.78
Charges for Services				
General Government	1,645	2,566	2,568.25	251.75
Public Safety	115,896	114,277	116,777.50	112,345.90
Other	10,350	10,457	8,485.25	15,384.00
Fines and Forfeitures	54,880	74,880	61,894.69	92,898.94
Other	33,221	33,301	10,501.00	61,714.06
<i>Total Revenues</i>	6,285,465	6,373,127	3,544,129.04	6,564,503.71
TRANSFERS IN	502,350	502,350	502,350.00	452,350.00
<i>TOTAL REVENUES AND TRANSFERS IN</i>	6,787,815	6,875,477	4,046,479.04	7,016,853.71
EXPENDITURES AND TRANSFERS OUT				
EXPENDITURES				
General Government				
Mayor and Council	73,989	85,261	61,224.24	61,860.62
Administration	336,144	329,010	255,625.04	258,300.84
Elections	1,150	1,150	355.00	9387.41
Finance	326,896	329,364	260,118.86	309,616.22
Legal	99,000	107,805	71,376.71	106,298.49
Community Development	618,505	620,705	484,652.48	558,919.04
New City Hall Buildings	168,479	164,213	133,537.00	156,857.80
<i>Total General Government</i>	1,624,163	1,637,508	1,266,889.33	1,461,240.42
Public Safety				
Police Department	2,171,368	2,165,530	1,551,848.04	1,953,771.65
Fire Department	329,363	329,363	219,811.86	305,860.91
Emergency Management	5,100	5,100	4,475.68	7,108.04
Animal Control	5,000	5,000	3,200.00	4,800.00
<i>Total Public Safety</i>	2,510,831	2,504,993	1,779,335.58	2,271,540.60
Public Works				
Street Maintenance	1,518,370	1,546,976	1,180,711.57	1,231,943.27
Maintenance Building	0	0	0.00	18,565.50
<i>Total Public Works</i>	1,518,370	1,546,976	1,180,711.57	1,250,508.77
Parks and Recreation				
Ice Rink	85,718	0	0.00	69,523.17
Parks and Recreation	362,558	453,825	315,257.64	359,502.87
<i>Total Parks and Recreation</i>	448,276	453,825	315,257.64	429,026.04
<i>Total Expenditures</i>	6,101,640	6,143,302	4,542,194.12	5,412,315.83
TRANSFERS OUT	875,622	921,622	885,622.00	1,432,217.66
<i>TOTAL EXPENDITURES & TRANSFERS OUT</i>	6,977,262	7,064,924	5,427,816.12	6,844,533.49
NET INCREASE (DECREASE) IN FUND BALANCE	(189,447)	(189,447)	-138,137.08	172,320.22

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

		7/1/2019 Amended Budget <u>2019</u>	10/7/19 Proposed Amended Budget <u>2019</u>	YTD Actual 2019 10/31/2019	YTD Actual 2018 12/31/2018
REVENUES					
TAXES					
01-31010	Taxes - Current	4,673,495	4,673,495	2,466,157.89	4,520,758.28
01-31020	Taxes - Delinquent	25,000	25,000	12,155.69	34,330.76
01-31030	Taxes-Market Value Credit Refund			-	-
01-31050	Taxes - Excess Tax Increments			0.94	110.79
01-31051	Decert TIF District Proceeds			-	24,586.73
01-31061	Taxes & Assessments on Sale of Foreclosed Property			22,889.19	40,779.99
01-31062	Taxes Abated by Isanti Co			-	-
01-31063	Taxes & Assessments on Sale of Foreclosed Property Future			-	-
01-31060	Penalties and Interest	3,000	3,000	1,197.75	3,036.14
	TOTAL TAXES	4,701,495	4,701,495	2,502,401.46	4,623,602.69
LICENSES AND PERMITS					
<i>Business</i>					
01-32110	Liquor	14,000	13,950	2,900.00	21,900.00
01-32111	Beer & Setups			-	-
01-32180	Cigarettes	3,200	2,800	-	2,800.00
01-32184	Cable Franchise Fees	67,000	65,000	43,947.90	68,718.25
01-32185	Trash Franchise Fees	1,250	1,250	1,250.00	1,250.00
01-32199	Other Business Licenses and Permits	550	900	900.00	729.00
	<i>Total Business</i>	86,000	83,900	48,997.90	95,397.25
<i>Non-Business</i>					
01-32218	City Share of Electrical Inspections	3,000	3,285	3,281.51	8,755.20
01-32219	Local Share of Building Surcharge	250	97	97.54	516.89
01-32220	Building Permits	130,000	190,000	183,388.91	320,214.50
01-32221	Excavating Permits			-	-
01-32222	Mechanical and Gas Permits	25,000	16,609	16,109.99	29,083.79
01-32223	Fire Protection Permits			-	-
01-32225	Investigation (Penalty Fee)	400	1,126	1,126.00	1,338.00
01-32226	Contractor Verification Fee	520	580	580.00	820.00
01-32230	Plumbing Permits	12,000	14,852	14,352.00	16,807.00
01-32240	Sign Permits	1,724	680	680.00	1,560.00
01-32298	Rental Registration	10,000	6,000	213.23	10,937.50
01-32299	Other Non-Business Licenses and Permits	8,000	10,344	10,344.65	17,298.46
	<i>Total Non-Business</i>	190,894	243,573	230,173.83	407,331.34
	TOTAL LICENSES AND PERMITS	276,894	327,473	279,171.73	502,728.59
INTERGOVERNMENTAL REVENUES					
01-33165	Federal Grants-Other	3,703	3,703	3,703.84	9,026.45
01-33401	Local Government Aid (LGA)	806,834	806,834	403,417.00	802,355.00
01-33404	State Aid - Other	8,816	12,792	12,792.66	6,245.90
01-33405	PERA Aid	5,822	5,822	2,911.00	5,822.00
01-33418	MSA - Maintenance	50,000	50,000	50,000.00	50,000.00
01-33420	Fire Relief			-	-
01-33421	Police State Aid	128,000	141,618	14,912.65	139,549.45
01-33422	School District-School Officer Assistance--SRT	76,500	76,500	69,813.01	71,509.10
01-33424	School District-School Officer Assistance--SRT	6,630	6,630	-	66,721.06
01-33610	County Grants & Aids for Highways	4,779	4,779	4,779.00	4,348.82
01-33620	Other County Aid			-	-
	TOTAL INTERGOVERNMENTAL REVENUE	1,091,084	1,108,678	562,329.16	1,155,577.78
01-33610	County Grants & Aids for Highways				
CHARGES FOR SERVICES					
<i>General Governments</i>					
01-34102	Filing Fees	10	0	-	120.00
01-34105	Sale of Maps, Copies	250	181	183.25	131.75
01-34106	Street Light O&M			-	-
01-34110	Solar Lease Revenue	500	1,500	1,500.00	-
01-34117	Contracted Building Inspection	885	885	885.00	-
	<i>Total General Government</i>	1,645.00	2,566.00	2,568.25	251.75
<i>Public Safety</i>					
01-34201	Police Department Reports	245	466	466.25	2,950.75
01-34202	Police Department Administration Fees	4,800	5,045	5,045.00	4,660.00
01-34205	Police Department Pawn Shop Revenue	5,000	2,915	2,915.00	5,512.50
01-34204	PD-Pay Reimb Fee			-	-
01-34206	Fire Protection - Township Contracts	102,506	102,506	102,506.31	96,877.65
01-34208	Fire Protection - Fire Runs	1,000	1,000	3,499.94	-
01-34210	Fire Protection - Admin	2,345	2,345	2,345.00	2,345.00
	<i>Total Public Safety</i>	115,896	114,277	116,777.50	112,345.90
<i>Other</i>					
01-34951	Sale of Service and Supplies	0	0	0.75	1,679.00
01-34953	Escrow Administration Fee	0	0	-	-

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01-34954 Plan review/administrative charge	0	0	-	-
01-34955 Base Map updating fee	0	0	-	-
01-34925 Park Activity Fees	2,500	4,862	4,862.50	5,135.00
01-34930 Art Fair Fees	210	595	595.00	770.00
01-34958 Ice Rink Lease Revenue	7,640	5,000	3,027.00	7,800.00
<i>Total Other</i>	<u>10,350.00</u>	<u>10,457.00</u>	<u>8,485.25</u>	<u>15,384.00</u>
TOTAL CHARGES FOR SERVICES	<u>127,891</u>	<u>127,300</u>	<u>127,831.00</u>	<u>127,981.65</u>
FINES AND FORFEITURES				
01-35101 Court Fines	50,000	70,000	49,759.69	86,538.94
01-35102 Parking Fines	2,680	2,680	2,240.00	1,670.00
01-35104 Animal Control Fines	1,200	1,200	1,240.00	1,540.00
01-35105 Admin Citation	1,000	1,000	8,655.00	3,150.00
TOTAL FINES AND FORFEITURES	<u>54,880</u>	<u>74,880</u>	<u>61,894.69</u>	<u>92,898.94</u>
OTHER				
01-36102 Special Assessment Principal Payment				885.20
01-36200 Miscellaneous			-	27,235.82
01-36210 Interest on Investments	20,000	17,000	-	20,018.00
01-36220 Facility Rentals	4,000	4,000	3,068.09	4,506.11
01-36230 Donations	7,221	10,301	7,301.71	1,324.70
01-36102 Operation Round Up Grant			6.20	2,500.00
01-36234 Arts Grant for Concert Series	0	0	-	3,619.23
01-36240 Patronage Capital	2,000	2,000	-	235.00
01-36241 Fire Dept Private Grants	0	0	-	886.00
01-36242 Wellness Grant	0	0	-	-
01-36250 Telephone Commissions	0	0	-	504.00
01-36501 Sale of Property	0	0	125.00	-
01-36999 Fire on the Run In & Out	0	0	-	-
Total non-mall other revenue	<u>33,221</u>	<u>33,301</u>	<u>10501.00</u>	<u>61714.06</u>
TOTAL OTHER	<u>33,221</u>	<u>33,301</u>	<u>10501.00</u>	<u>61714.06</u>
TOTAL REVENUES	<u>6,285,465</u>	<u>6,373,127</u>	<u>3544129.04</u>	<u>6564503.71</u>
TRANSFERS IN				
01-39203 Liquor Fund	400,000	400,000	502,350.00	400,000.00
01-39203 Other Funds	102,350	102,350	-	52,350.00
TOTAL TRANSFERS IN	<u>502,350</u>	<u>502,350</u>	<u>502,350</u>	<u>452,350</u>
TOTAL REVENUES AND TRANSFERS IN	<u>6,787,815</u>	<u>6,875,477</u>	<u>4046479.04</u>	<u>7016853.71</u>

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EXPENDITURES				
GENERAL GOVERNMENT				
<i>Council - #41110</i>				
Personal Services				
-41110-101 Salaries	29,900	29,900	22,425.12	29,900.16
-41110-122 FICA/Medicare Employer Share/Employee Bei	2,290	2,290	1,715.35	2,287.06
-41110-151 Worker's Comp - Ins Premiums	140	140	49.12	119.38
Total Personal Services	<u>32,330</u>	<u>32,330</u>	<u>24,189.59</u>	<u>32,306.60</u>
Supplies				
-41110-200 Office Supplies - Accessories	100	100	2.14	107.81
-41110-210 Miscellaneous Operating Supplies	250	250	-	350.00
-41110-213 Citizens Academy	0	500	-	-
-41110-214 Employee Recognition	500	500	95.00	495.57
Total Supplies	<u>850</u>	<u>1,350</u>	<u>97.14</u>	<u>953.38</u>
Other Services and Charges				
-41110-304 Miscellaneous Professional Services	100	0	-	-
-41110-331 Travel/Meals/Lodging	3,000	2,700	2,676.25	392.65
-41110-334 Mileage Reimbursements	150	150	-	-
-41110-340 Advertising	325	325	98.50	-
-41110-360 Insurance and Bonds	500	304	303.20	258.12
-41110-430 Miscellaneous	100	100	-	-
-41110-433 Dues and Subscriptions	100	100	30.00	30.00
-41110-440 Schools and Meetings	2,675	2,675	2,675.00	-
-41110-441 Sister City Activities	1,500	1,500	310.00	300.00
-41110-455 Fireworks Display Expenses	14,000	14,000	12,281.25	12,275.00
-41110-456 Art Festival	1,300	1,505	1,505.00	2,412.62
-41110-457 Downtown Banner & Signage	0	0	-	4,903.00
-41110-458 Downtown Flower Basket	1,850	1,850	1,850.00	8,029.25
-41110-459 Downtown Trash Cans & Benches	15,209	26,372	15,208.31	-
Total Other Services and Charges	<u>40,809</u>	<u>51,581</u>	<u>36,937.51</u>	<u>28,600.64</u>
<i>Total Council</i>	<u>73,989</u>	<u>85,261</u>	<u>61,224.24</u>	<u>61,860.62</u>
<i>Administration - #41320</i>				
Personal Services				
-41320-101 Salaries	174,000	167,000	131,445.08	128,785.82
-41320-102 Overtime	0	0	-	-
-41320-103 Part-time Regular	40,183	40,183	25,846.09	28,386.79
-41320-105 Temp/Seasonal	100	100	88.74	-
-41320-121 PERA Employer Share	16,147	16,147	11,803.52	11,553.80
-41320-122 FICA/Medicare Employer Share/Employee Bei	16,393	16,393	11,704.11	11,442.59
-41320-131 Medical/Dental/Life Employer Share	33,514	29,351	27,673.74	18,793.32
-41320-132 Longevity	0	0	-	-
-41320-133 Deductible Contribution	2,400	2,400	2,359.18	1,200.00
-41320-151 Workers' Compensation Insurance	1,685	1,685	532.46	950.35
-41320-153 City Wide Re-employment Compensation	1,500	5,000	2,727.94	866.77
-41320-154 HRA/Flex Fees	250	250	118.60	159.05
Total Personal Services	<u>286,172</u>	<u>278,509</u>	<u>214,299.46</u>	<u>202,138.49</u>
Supplies				
-41320-201 Office Supplies - Accessories	1,500	1,500	1,184.01	1,570.11
-41320-202 Duplicating Supplies and Copy Paper	1,250	1,250	863.75	1,009.58
-41320-203 Newsletter Costs	5,000	5,000	2,379.92	-
-41320-204 Stationary, Forms and Envelopes	250	250	145.00	145.00
-41320-209 Software Updates	-	-	-	139.00
-41320-210 Miscellaneous Operating Supplies	200	1,043	1,042.76	-
-41320-221 Repairs and Maintenance - Equipment	200	200	-	-
-41320-240 Small Tools & Minor Equipment	1,000	1,000	214.98	3,616.40
Total Supplies	<u>9,400</u>	<u>10,243</u>	<u>5,830.42</u>	<u>6,480.09</u>
Other Services and Charges				
-41320-304 Miscellaneous Professional Services	2,000	2,000	1,327.50	11,987.97
-41320-313 Marco IT Mgmt & Backup	3,000	3,000	2,032.29	2,709.72
-41320-321 Telephone/Cellular Phones	0	0	-	-
-41320-322 Postage	3,000	3,000	2,007.85	2,950.00
-41320-331 Travel/Meals/Lodging	600	637	636.34	264.46
-41320-334 Mileage Reimbursement	300	300	179.22	34.44
-41320-340 Advertising	1,400	1,400	732.90	1,960.83
-41320-351 Legal Notices/Ordinance Publication	1,000	1,000	373.13	904.61
-41320-360 Insurance and Bonds	1,712	1,885	1,884.58	1,696.18
-41320-404 Repairs and Maintenance	200	200	-	-
-41320-409 Maintenance Contracts - Office Equipment	11,500	11,500	11,483.39	13,214.93
-41320-430 Miscellaneous	100	100	-	119.96
-41320-433 Dues and Subscriptions	630	630	628.44	575.16
-41320-437 City Wide-Dues & Subscriptions	14,000	14,000	13,605.00	13,249.00
-41320-440 Schools and Meetings	1,000	476	476.00	15.00

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-41320-441 Web Site Enhancement	130	130	128.52	-
-41320-489 Contracted Services	0	0	-	-
Total Other Services and Charges	<u>40,572</u>	<u>40,258</u>	<u>35,495.16</u>	<u>49,682.26</u>
<i>Total Administration</i>	<u>336,144</u>	<u>329,010</u>	<u>255,625.04</u>	<u>258,300.84</u>
<i>Elections - #41410</i>				
Personal Services				
-41410-104 Salaries - Temporary Election Judges	0	0	-	6,012.50
-41410-122 FICA/Medicare Employer Share/Employee Be	0	0	-	-
-41410-151 Workers' Compensation Insurance	0	0	-	-
Total Personal Services	<u>0</u>	<u>0</u>	<u>-</u>	<u>6,012.50</u>
Supplies				
-41410-200 Miscellaneous Office Supplies	0	0	-	-
-41410-201 Office Supplies - Accessories	250	250	-	115.76
-41410-240 Small Tools	0	0	-	1,797.68
Total Supplies	<u>250</u>	<u>250</u>	<u>-</u>	<u>1,913.44</u>
Other Services and Charges				
-41410-331 Travel/Meals/Lodging	0	0	-	97.44
-41410-351 Legal Notices/Ordinance Publication	100	100	-	180.88
-41410-404 Repairs & Maintenance - Voting Equipment	0	0	-	-
-41410-408 Maintenance Contracts - Mach/Equipment	800	800	355.00	1,183.15
-41410-412 Rentals - Buildings	0	0	-	-
-41410-430 Miscellaneous	0	0	-	-
Total Other Services and Charges	<u>900</u>	<u>900</u>	<u>355.00</u>	<u>1,461.47</u>
<i>Total Elections</i>	<u>1,150</u>	<u>1,150</u>	<u>355.00</u>	<u>9,387.41</u>
<i>Finance - #41500</i>				
Personal Services				
-41500-101 Salaries	169,250	174,876	131,504.83	164,470.08
-41500-102 Overtime	0	0	-	-
-41500-103 Part-time Regular	0	0	-	-
-41500-121 PERA Employer Share	13,116	13,116	9,862.86	12,197.70
-41500-122 FICA/Medicare Employer Share/Employee Be	13,378	13,378	9,647.41	11,980.50
-41500-131 Medical/Dental/Life Employer Share	33,520	33,520	27,607.08	32,157.84
-41500-132 Longevity	5,626	0	-	-
-41500-133 Deductible Contribution	2,400	2,400	1,200.00	2,400.00
-41500-151 Workers' Compensation Insurance	1,370	1,370	442.95	1,014.99
-41500-154 HRA/Flex Fees	200	200	118.60	146.80
Total Personal Services	<u>238,860</u>	<u>238,860</u>	<u>180,383.73</u>	<u>224,367.91</u>
Supplies				
-41500-201 Office Supplies - Accessories	1,000	966	898.61	820.02
-41500-204 Stationary, Forms and Envelopes	3,000	3,000	1,877.02	3,609.01
-41500-209 Software Updates	1,000	1,000	725.00	700.00
-41500-210 Miscellaneous Operating Supplies	0	34	33.70	-
-41500-240 Small Tools	500	500	-	1,599.00
Total Supplies	<u>5,500</u>	<u>5,500</u>	<u>3,534.33</u>	<u>6,728.03</u>
Other Services and Charges				
-41500-301 Auditing and Accounting	31,900	31,900	31,900.00	32,000.00
-41500-304 Miscellaneous Professional Services	3,000	3,000	2,388.00	3,584.69
-41500-308 Isanti County Special Assessment Mgmt Fee	986	986	986.00	-
-41500-309 EDP Professional Services	22,000	22,000	16,685.25	19,998.82
-41500-313 IT Management	2,500	2,500	2,032.29	2,935.53
-41500-321 Telephone/Cellular Phones	0	0	-	-
-41500-331 Travel/Meals/Lodging	500	1,400	12.00	42.00
-41500-334 Mileage Reimbursement	250	250	200.10	129.71
-41500-340 Advertising	0	0	-	-
-41500-351 Legal Notices/Ordinance Publishing	500	500	318.00	365.38
-41500-360 Insurance and Bonds	1,650	1,518	1,517.06	1,491.85
-41500-409 Maintenance Contracts - Office Equipment	16,000	16,000	15,776.00	15,458.00
-41500-420 Wellness	0	0	-	-
-41500-430 Miscellaneous	250	250	140.00	-
-41500-432 Property Finders Fee	0	0	-	-
-41500-433 Dues and Subscriptions	1,700	1,700	1,387.10	1,564.30
-41500-440 Schools and Meetings	1,300	3,000	2,859.00	950.00
Total Other Services and Charges	<u>82,536</u>	<u>85,004</u>	<u>76,200.80</u>	<u>78,520.28</u>
<i>Total Finance</i>	<u>326,896</u>	<u>329,364</u>	<u>260,118.86</u>	<u>309,616.22</u>
<i>Legal - #41610</i>				
Other Services and Charges				
-41610-304 Legal Fees	47,000	57,000	37,344.70	55,991.75
-41610-307 Township Annexation Payments	12,000	10,805	10,804.78	10,804.78
-41610-305 Prosecution Services	40,000	40,000	23,227.23	39,501.96

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Total Other Services and Charges	99,000	107,805	71,376.71	106,298.49
<i>Total Legal</i>	99,000	107,805	71,376.71	106,298.49
Community Development				
<i>Building Department - #41920</i>				
<i>Personal Services</i>				
-41920-101 Salaries	220,021	222,760	179,995.81	195,231.52
-41920-102 Overtime	0	0	-	-
-41920-103 Salary-Seasonal	1,000	500	-	-
-41920-121 PERA Employer Share	14,564	14,564	11,105.85	14,592.31
-41920-122 FICA/Medicare Employer Share/Employee Ben	14,883	14,883	10,934.81	14,354.33
-41920-131 Medical/Dental/Life Employer Share	51,631	51,631	42,757.38	48,222.84
-41920-132 Longevity	2,739	0	-	-
-41920-133 Deductible Contribution	4,800	4,800	990.31	3,696.07
-41920-151 Workers' Compensation Insurance	1,324	1,324	564.22	989.48
-41920-154 HRA/Flex Fees	250	250	187.25	220.15
Total Personal Services	311,212	310,712	246,535.63	277,306.70
<i>Supplies</i>				
-41920-201 Office Supplies - Accessories	750	750	393.56	687.09
-41920-204 Stationary, Forms and Envelopes	-	-	-	-
-41920-209 Software Updates	0	0	-	-
-41920-210 Miscellaneous Operating Supplies	0	0	-	211.16
-41920-212 Gasoline/Fuel/Lubricants/Additives	2,500	1,500	595.02	1,176.00
-41920-221 Repair and Maintenance Supplies - Vehicles	800	800	173.94	220.41
-41920-240 Small Tools and Minor Equipment	600	600	69.09	460.37
Total Supplies	4,650	3,650	1,231.61	2,755.03
<i>Other Services and Charges</i>				
-41920-304 Miscellaneous Professional Services	130	222	222.00	196.68
-41920-309 EDP Professional Services	0	0	-	-
-41920-313 Marco IT Mgmt & Backup	3,000	3,000	2,032.29	2,709.72
-41920-321 Telephone/Cellular Phones	2,700	2,608	1,530.58	2,255.00
-41920-331 Travel/Meals/Lodging	300	300	-	79.58
-41920-334 Mileage Reimbursement	600	600	321.55	599.50
-41920-340 Advertising	-	-	-	-
-41920-351 Legal Notices/Ordinance Publishing	-	-	-	-
-41920-360 Insurance	2,550	2,168	2,167.61	2,012.10
-41920-404 Repairs and Maintenance	200	200	-	-
-41920-409 Maintenance Contracts - Office Equipment	2,800	2,800	2,685.00	2,685.00
-41920-430 Miscellaneous	200	200	95.47	-
-41920-432 Credit Card Fees	370	370	-	-
-41920-433 Dues and Subscriptions	1,400	1,400	395.00	535.60
-41920-440 Schools and Meetings	2,000	2,000	1,500.00	1,200.00
Total Other Services and Charges	16,250	15,868	10,949.50	12,273.18
<i>Total Building Department</i>	332,112	330,230	258,716.74	292,334.91
<i>Engineering</i>				
-41925-303 Engineering Contracted Expense	25,000	30,000	28,308.86	26,256.07
<i>Planning - #41935</i>				
<i>Personal Services</i>				
-41935-101 Salaries	156,728	161,939	122,852.90	152,489.84
-41935-102 Overtime	-	-	-	-
-41935-112 Planning Commission Salaries	2,500	2,500	1,330.00	2,135.00
-41935-121 PERA Employer Share	12,145	12,145	9,213.96	11,401.20
-41935-122 FICA/Medicare Employer Share/Employee Ben	12,388	12,388	9,033.09	11,040.12
-41935-131 Medical/Dental/Life Employer Share	33,521	33,521	27,607.08	32,157.84
-41935-132 Longevity	5,211	0	-	-
-41935-133 Deductible Contribution	2,400	2,400	861.02	2,211.11
-41935-151 Workers' Compensation Insurance	1,150	1,150	354.34	812.45
-41935-154 HRA/Flex Fees	250	250	118.55	146.80
Total Personal Services	226,293	226,293	171,370.94	212,394.36
<i>Supplies</i>				
-41935-201 Office Supplies - Accessories	800	800	448.10	1,002.09
-41935-204 Stationary, Forms and Envelopes	-	-	-	-
-41935-209 Software Updates	2,500	1,600	1,550.00	3,232.50
-41935-210 Miscellaneous Operating Supplies	200	200	-	35.28
-41935-212 Gasoline/Fuel/Lubricants/Additives	300	300	138.71	155.13
-41935-221 Repair and Maintenance Supplies - Vehicles	300	1,200	1,083.81	568.67
-41935-240 Small Tools and Minor Equipment	6,000	6,000	5,229.68	1,508.71
Total Supplies	10,100	10,100	8,450.30	6,502.38
<i>Other Services and Charges</i>				
-41935-301 Special Projects	0	0	-	56.00

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-41935-303 Comp Plan Update			-	-
-41935-304 Miscellaneous Professional Services	0	150	150.00	421.69
-41935-306 Transportation Study Consulting			-	-
-41935-307 Rail Study			-	-
-41935-308 Lakes & Pines Mgmt--Smal l Cities Grant			-	-
-41935-309 EDP Professional Services			-	-
-41935-313 Marco IT Mgmt & Backup	3,000	3,000	2,032.29	2,709.72
-41935-321 Telephone/Cellular Phones			-	-
-41935-322 Code Enforcement Mailing			-	-
-41935-331 Travel/Meals/Lodging	600	600	36.00	135.62
-41935-334 Mileage Reimbursement	250	250	82.24	125.57
-41935-340 Advertising			-	-
-41935-351 Legal Notices/Ordinance Publishing	750	750	413.50	678.91
-41935-360 Insurance	10,500	9,208	9,207.91	9,807.38
-41935-404 Repairs and Maintenance	200	200	-	-
-41935-409 Maintenance Contracts - Office Equipment	5,000	5,000	2,990.00	5,354.98
-41935-430 Miscellaneous	1,000	1,000	(3,747.45)	(388.20)
-41935-431 Property Securing Exp	500	500	4,141.60	710.65
-41935-432 Abatement Costs			-	-
-41935-433 Dues and Subscriptions	700	924	924.00	874.00
-41935-440 Schools and Meetings	1,500	1,500	975.55	345.00
-41935-488 Other Contracted Services--Comp Plan Update			-	-
-41935-489 Other Contracted Services-GIS Maint	1,000	1,000	600.00	600.00
-41935-490 Flyover Pictures--share from Isanti Co	0	0	-	-
Total Other Services and Charges	25,000	24,082	17,805.64	21,431.32
<i>Total Planning</i>	261,393	260,475	197,626.88	240,328.06
Total Community Development	618,505	620,705	484,652.48	558,919.04
<i>City Hall Buildings - #41950</i>				
Personal Services				
-41950-101 Salaries	26,838	27,224	20,940.41	25,306.33
-41950-102 Overtime	0	0	-	-
-41950-103 Part-time Salaries	0	0	-	-
-41950-121 PERA Employer Share	2,192	2,192	1,570.53	1,977.60
-41950-122 FICA/Medicare Employer Share/Employee Be	2,236	2,236	1,546.92	1,949.39
-41950-131 Medical/Dental/Life Employer Share	8,374	8,374	6,890.43	8,024.28
-41950-132 Longevity	386	0	-	-
-41950-133 Deductible Contribution	600	600	-	539.61
-41950-151 Workers' Compensation Insurance	1,653	1,653	556.33	1,372.88
-41950-154 HRA/Flex Fees	100	100	29.65	36.75
Total Personal Services	42,379	42,379	31,534.27	39,206.84
-41950-210 Miscellaneous Operating Supplies			-	-
-41950-212 Gasoline/Fuel	200	200	-	-
-41950-215 Maintenance Supplies	7,000	6,000	4,448.43	3,207.50
-41950-240 Small Tools & Equipment	1,500	1,500	451.02	1,286.00
Total Supplies	8,700	7,700	4,899.45	4,493.50
Other Services and Charges				
-41950-321 Telephone/Cellular Phones	18,500	18,500	12,436.96	18,411.33
-41950-360 Insurance	1,600	1,784	1,783.83	1,593.24
-41950-381 Electric Utilities	11,000	10,500	7,717.55	9,900.09
-41950-382 Water/Wastewater	2,900	2,900	2,826.84	2,876.43
-41950-383 Gas Utilities	6,500	6,500	4,987.63	6,190.87
-41950-384 Refuse and Recycling	0	0	-	531.25
-41950-401 Repairs and Maintenance -Buildings/Structures	58,000	59,000	56,828.05	58,528.31
-41950-405 Janitor Services			-	-
-41950-409 Maintenance Contracts - Office Equip	4,800	4,800	4,283.00	4,704.08
-41950-411 Cement Replacement			-	-
-41950-413 Rentals - Office Equipment [copier-new]	14,000	10,000	6,101.72	10,098.61
-41950-430 Miscellaneous	100	150	137.70	323.25
Total Other Services and Charges	117,400	114,134	97,103.28	113,157.46
<i>Total City Hall Buildings</i>	168,479	164,213	133,537.00	156,857.80
TOTAL GENERAL GOVERNMENT	1,624,163	1,637,508	1,266,889.33	1,461,240.42
PUBLIC SAFETY				
<i>Police Department - #42100</i>				
Personal Services				
-42100-101 Salaries	1,090,239	1,125,314	830,299.70	1,026,708.06
-42100-102 Overtime	60,000	50,000	37,966.57	57,742.92
-42100-103 Salaries - Part-Time Regular	32,573	32,573	24,424.73	30,598.72
-42100-104 Temp/Seas Employees-Regular	20,000	20,000	6,646.22	11,851.64
-42100-110 Hours Worked Holiday	16,000	26,000	17,360.21	19,725.57
-42100-111 Overtime Court			-	-
-42100-112 Overtime Shift Coverage			-	-
-42100-113 Overtime Call Hold Over			-	-

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	7/1/2019 Amended Budget 2019	10/7/19 Proposed Amended Budget 2019	YTD Actual 2019 10/31/2019	YTD Actual 2018 12/31/2018
-42100-114 Overtime Training & Meetings			-	-
-42100-115 Call-in Pay			-	-
-42100-116 On Call Pay	14,451	14,451	10,270.44	37,460.07
-42100-117 Shift Differential	8,673	8,673	5,481.12	7,139.86
-42100-118 Severance			-	-
-42100-121 PERA Employer Share	211,586	211,586	150,867.97	184,593.03
-42100-122 FICA/Medicare Employer Share/Employee Be	24,224	24,224	17,285.81	21,925.44
-42100-131 Medical/Dental/Life Employer Share	286,316	286,316	231,839.12	258,257.12
-42100-132 Longevity	35,075	0	-	-
-42100-133 Deductible Contribution	19,200	19,200	11,226.72	13,551.18
-42100-151 Workers' Compensation Insurance	64,831	54,831	20,326.61	47,010.44
-42100-154 HRA/Flex Fees	1,500	1,500	929.55	1,109.95
Total Personal Services	1,884,668	1,874,668	1,364,924.77	1,717,674.00
Supplies				
-42100-201 Office Supplies - Accessories	3,300	3,300	663.20	1,229.83
-42100-202 Duplicating Supplies and Copy Paper	1,500	1,500	677.79	546.90
-42100-209 Software Updates	7,800	7,800	478.00	-
-42100-210 Miscellaneous Operating Supplies	5,500	5,500	1,636.42	2,888.61
-42100-212 Gasoline/Fuel/Lubricants/Additives	40,000	40,000	27,355.97	37,612.44
-42100-213 Ammunition	5,500	5,500	-	5,617.40
-42100-214 Crime Scene Supplies	5,000	5,000	512.04	4,244.16
-42100-217 Promotional Events	4,000	4,000	2,470.56	3,738.34
-42100-221 Repairs and Maintenance Supplies - Squads	18,500	18,500	9,439.39	12,273.20
-42100-231 Uniform Allowance	28,000	28,000	7,604.39	19,412.79
-42100-232 Uniform--Reserves	3,000	3,000	421.55	398.20
-42100-240 Small Tools/Minor Equipment	18,000	13,000	7,707.19	18,906.70
Total Supplies	140,100	135,100	58,966.50	106,868.57
Other Services and Charges				
-42100-304 Miscellaneous Professional Services	10,000	6,000	2,589.60	6,170.96
-42100-305 Applicant Testing	0	0	-	2,581.56
-42100-313 Marco IT Mgmt & Backup	12,500	12,500	9,144.81	12,193.08
-42100-321 Telephone/Cellular Phones	14,000	14,000	9,931.45	13,295.43
-42100-322 Postage	300	300	288.15	285.90
-42100-331 Travel/Meals/Lodging	2,500	2,500	1,216.41	1,764.85
-42100-334 Mileage Reimbursement	500	500	467.36	586.98
-42100-340 Advertising	100	100	-	628.51
-42100-360 Insurance	42,000	49,762	49,761.18	40,602.65
-42100-381 Electric Utilities	5,600	5,600	3,969.03	5,091.49
-42100-383 Gas Utilities	3,500	3,500	2,456.62	3,049.22
-42100-404 Maintenance and Repair - Vehicles/ Equipment	8,000	8,000	3,957.18	4,641.26
-42100-409 Maintenance Contracts-Office Equipment	23,000	25,000	24,017.47	18,639.48
-42100-410 Police Reserve Program Activities	1,000	1,000	150.00	1,412.50
-42100-411 Auto Pawn	2,300	2,300	1,192.50	2,171.70
-42100-413 Office Equipment Rentals			-	-
-42100-429 Old MNDOT Maint Costs	0	0	-	-
-42100-430 Miscellaneous			-	-
-42100-433 Dues and Subscriptions	6,700	10,100	7,861.01	6,929.75
-42100-440 Schools and Meetings	13,200	13,200	10,954.00	8,860.00
-42100-441 Training--Grant funded			-	-
-42100-455 Jail and Medical Expenses			-	-
-42100-489 Other Contracted Services	1,400	1,400	-	323.76
Total Other Services and Charges	146,600	155,762	127,956.77	129,229.08
Total Police Department	2,171,368	2,165,530	1,551,848.04	1,953,771.65
Fire Department - 42200				
Personal Services				
-42200-101 Salaries	79,206	80,130	63,768.01	78,170.34
-42200-103 Salaries	47,000	47,000	31,250.00	44,661.00
-42200-121 PERA Employer Share	12,982	12,982	10,808.66	12,568.27
-42200-122 FICA/Medicare Employer Share/Employee Be	9,726	9,726	3,288.65	4,757.12
-42200-131 Medical/Dental/Life Employer Share	16,761	16,761	13,803.54	16,078.92
-42200-132 Fire Longevity Pay	924	0	-	-
-42200-133 Deductible Contribution	1,200	1,200	423.11	741.52
-42200-151 Worker's Comp - Ins Premiums	37,963	37,963	16,983.87	32,206.04
-42200-154 Flex Fees	150	150	59.25	73.35
Total Personal Services	\$205,912	\$205,912	140,385.09	189,256.56
Supplies				
-42200-201 Office Supplies - Accessories	500	500	-	-
-42200-204 Stationary, Forms and Envelopes	200	200	-	-
-42200-210 Miscellaneous Operating Supplies	9,500	9,500	3,913.09	6,416.56
-42200-211 Grant Funded Supplies			-	156.00
-42200-212 Gasoline/Fuel/Lubricants/Additives	6,300	6,300	4,803.13	6,889.44
-42200-213 Operation Round Up Computer Exp			-	-
-42200-215 Shop Maintenance Supplies	200	200	-	-
-42200-221 Repairs and Maintenance Supplies - Trucks	13,000	16,000	14,418.88	12,796.16

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-42200-223 Repairs and Maintenance Supplies - Buildings	600	600	541.20	1,421.72
-42200-231 Uniform Allowance	11,000	11,000	4,387.97	12,103.60
-42200-232 Uniform Grant Funded	1,183	1,183	1,182.50	1,500.00
-42200-240 Small Tools	7,000	7,000	2,900.19	4,513.02
-42200-241 Small Tools-Grant Funded	0	0	-	1,833.84
Total Supplies	49,483	52,483	32,146.96	47,630.34
Other Services and Charges				
-42200-301 Auditing and Accounting	-	-	-	-
-42200-304 Miscellaneous Professional Services	9,000	13,500	13,462.08	11,887.15
-42200-306 Fire Relief--Pension Pass Through	-	-	-	-
-42200-307 Fire Relief--Pension City Share	10,000	10,000	-	10,000.00
-42200-313 Marco IT Mgmt & Backup	2,600	2,600	2,032.29	2,709.72
-42200-321 Telephone/Cellular Phones	1,300	1,300	1,184.68	1,380.24
-42200-331 Travel/Meals/Lodging	1,400	1,400	1,351.30	1,726.27
-42200-334 Mileage Reimbursement	300	300	-	643.10
-42200-340 Advertising	300	0	-	119.25
-42200-360 Insurance	8,000	6,015	6,014.41	7,047.92
-42200-381 Electric Utilities	16,000	15,000	10,632.89	13,820.38
-42200-382 Water/Wastewater Utilities	650	650	308.11	390.64
-42200-383 Gas Utilities	6,000	4,000	2,804.01	3,599.52
-42200-401 Repairs and Maintenance - Buildings	400	400	-	2,125.00
-42200-404 Repairs and Maintenance - Equipment/Radios/	3,000	1,500	698.00	845.63
-42200-405 Janitorial	-	-	-	-
-42200-430 Miscellaneous	0	0	-	-
-42200-433 Dues and Subscriptions	2,000	2,000	1,647.00	1,587.00
-42200-440 Schools and Meetings	7,000	6,035	878.00	2,117.19
-42200-441 Schools and Meetings Grant Funded	6,018	6,268	6,267.04	8,975.00
Total Other Services and Charges	73,968	70,968	47,279.81	68,974.01
Total Fire Department	329,363	329,363	219,811.86	305,860.91
Emergency Management - #42300				
Supplies				
-42300-201 Office Supplies - Accessories	100	100	36.98	26.90
-42300-202 Duplicating Supplies and Copy Paper	-	-	-	-
-42300-209 Software Updates	-	-	-	-
-42300-210 Miscellaneous Operating Supplies	1,000	1,000	634.90	695.98
-42300-240 Small Tools & Minor Equip	2,815	2,815	2,814.80	3,082.00
Total Supplies	3,915	3,915	3,486.68	3,804.88
Other Services and Charges				
-42300-304 Misc Prof Serv	0	0	-	52.00
-42300-321 Telephone/Cellular Phones	-	-	-	-
-42300-331 Travel/Meals/Lodging	300	189	43.00	822.16
-42300-340 Advertising	0	0	-	195.00
-42300-433 Dues & Subscriptions	-	200	200.00	1,095.00
-42300-440 Schools and Meetings	385	50	-	500.00
-42300-441 Grant Funded Schools and Meetings	-	-	-	-
-42300-489 Other Contracted Services	500	746	746.00	639.00
Total Other Services and Charges	1,185	1,185	989	3,303
Total Emergency Management	5,100	5,100	4,475.68	7,108.04
Animal Control - #42700				
Supplies				
-42700-310 Miscellaneous Operating Supplies	5,000	5,000	3,200.00	4,800.00
-42700-340 Advertising	-	-	-	-
Total Supplies	5,000.00	5,000.00	3,200.00	4,800.00
Total Animal Control	5,000	5,000	3,200.00	4,800.00
TOTAL PUBLIC SAFETY	2,510,831	2,504,993	1,779,335.58	2,271,540.60
PUBLIC WORKS				
Street Maintenance - #43000				
Personal Services				
-43001-101 Salaries	566,642	589,699	465,662.78	568,886.11
-43001-102 Overtime	3,000	3,000	1,418.47	3,365.00
-43001-104 Temporary/Seasonal	14,336	17,500	16,689.89	11,838.09
-43001-105 Temporary/Seasonal Overtime	0	0	-	11.42
-43001-110 Hours Worked Holiday	2,300	2,300	-	341.81
-43001-111 Overtime Snowplowing	62,000	62,000	43,992.69	52,411.20
-43001-112 Overtime Mosquito Spraying	1,000	1,127	1,126.34	1,087.42
-43001-121 PERA Employer Share	49,350	49,350	38,554.89	46,295.61
-43001-122 FICA/Medicare Employer Share/Employee Bei	51,480	52,480	39,455.90	46,905.83
-43001-131 Medical/Dental/Life Employer Share	151,233	151,233	125,160.39	137,866.86
-43001-132 Longevity	23,057	0	-	-
-43001-133 Deductible Contribution	10,400	9,104	3,325.25	6,773.62
-43001-151 Workers' Compensation Insurance	62,513	59,518	22,028.40	47,955.42

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	7/1/2019 Amended Budget <u>2019</u>	10/7/19 Proposed Amended Budget <u>2019</u>	YTD Actual 2019 10/31/2019	YTD Actual 2018 12/31/2018
-43001-154 HRA/Flex Fees	700	700	542.89	635.45
Total Personal Services	<u>998,011</u>	<u>998,011</u>	<u>757,957.89</u>	<u>924,373.84</u>
Supplies				
-43001-201 Office Supplies - Accessories	1,500	1,500	540.94	454.06
-43001-202 Duplicating and Copying Supplies	200	200	30.49	20.00
-43001-204 Stationary, Forms and Envelopes	200	0	-	-
-43001-209 Software Updates	750	0	-	-
-43001-210 Miscellaneous Operating Supplies	10,000	10,000	8,324.33	11,258.11
-43001-212 Gasoline/Fuel/Lubricants/Additives	47,000	47,000	33,516.17	36,662.62
-43001-215 Shop Maintenance Supplies	1,000	1,000	224.82	-
-43001-219 Snow Removal - Material	65,000	65,000	47,533.56	43,868.30
-43001-221 Repairs and Maintenance Supplies - Equipmen	53,000	64,000	55,910.00	61,812.12
-43001-224 Repairs and Maintenance - Infrastructure	11,000	10,206	6,520.04	10,495.90
-43001-226 Signs	5,000	5,000	4,687.24	9,573.14
-43001-240 Small Tools and Minor Equipment	10,000	10,000	7,486.95	6,400.60
Total Supplies	<u>204,650</u>	<u>213,906</u>	<u>164,774.54</u>	<u>180,544.85</u>
Other Services and Charges				
-43001-304 Miscellaneous Professional Services	2,500	2,500	2,394.01	3,112.04
-43001-313 Marco IT Mgmt & Backup	5,000	5,000	2,032.29	2,709.72
-43001-321 Telephone/Cellular Phones	9,000	9,000	4,166.52	12,633.34
-43001-331 Travel/Meals/Lodging	500	500	-	-
-43001-334 Mileage Reimbursement	400	400	58.00	-
-43001-340 Advertising	400	400	-	-
-43001-351 Legal Notices/Publications	-	-	-	-
-43001-360 Insurance	16,500	14,794	14,793.53	15,677.47
-43001-381 Electric Utilities	3,450	6,500	4,912.73	396.86
-43001-382 Water/Wastewater Utilities	3,300	3,300	2,011.02	933.95
-43001-383 Gas Utilities	12,000	12,000	9,985.34	-
-43001-384 Refuse Hauling	3,000	3,000	1,793.19	2,688.44
-43001-401 Repairs and Maintenance - Building	1,000	1,000	-	-
-43001-404 Repairs and Maintenance - Vehicles/Equipmen	3,000	3,000	2,142.90	662.90
-43001-405 Emergency Mgmt Rep & Maint	500	500	-	-
-43001-406 Painting and Striping	16,000	16,809	16,808.99	15,557.61
-43001-407 Bridge Repair	33,000	33,000	-	12,000.00
-43001-408 Sidewalk Repair	-	4,900	4,900.00	-
-43001-413 BNSF Parking Lot Lease	3,006	3,006	3,005.96	-
-43001-414 Equipment Rental	-	-	-	12,000.00
-43001-417 Uniform Rental	8,000	8,000	5,949.91	6,581.80
-43001-430 Miscellaneous	0	0	-	39.99
-43001-433 Dues and Subscriptions	1,200	1,200	611.65	732.20
-43001-440 Schools and Meetings	1,500	1,500	291.00	1,570.00
-43001-443 City Garden/Flower Oper Exp	1,500	755	754.09	2,552.02
-43001-444 Insect Control	5,500	6,252	6,251.37	4,754.38
-43001-445 Diseased Tree Program	15,000	15,000	10,000.00	6,550.00
-43001-446 Weed Control	3,000	3,000	2,263.61	2,718.80
-43001-447 Downtown Decorations	8,000	8,000	1,097.60	10,342.87
-43001-451 Township Assessment	5,173	5,173	1,648.12	-
-43001-452 Street Light Replacement & Signal Painting	124,280	136,570	136,570.00	-
-43001-449 Paver Repair	-	-	-	-
-43001-489 Other Contracted Services	30,000	30,000	23,537.31	12,810.19
Total Other Services and Charges	<u>315,709</u>	<u>335,059</u>	<u>257,979.14</u>	<u>127,024.58</u>
Total Street Maintenance	<u>1,518,370</u>	<u>1,546,976</u>	<u>1,180,711.57</u>	<u>1,231,943.27</u>
Maintenance Building - #43170				
Supplies				
-43170-215 Maintenance Supplies	0	0	-	-
Total Supplies	<u>0</u>	<u>0</u>	<u>-</u>	<u>-</u>
Other Services and Charges				
-43170-321 Telephone/Cellular Phones	-	-	-	-
-43170-381 Electric Utilities	0	0	-	2,562.27
-43170-382 Water/Wastewater Utilities	0	0	-	1,522.07
-43170-383 Gas Utilities	0	0	-	12,400.16
-43170-401 Repairs and Maintenance - Buildings/Structure	0	0	-	1,561.00
-43170-430 Miscellaneous	0	0	-	520.00
Total Other Services and Charges	<u>0</u>	<u>0</u>	<u>-</u>	<u>18,565.50</u>
Total Maintenance Building	<u>0</u>	<u>0</u>	<u>-</u>	<u>18,565.50</u>
TOTAL PUBLIC WORKS	<u>1,518,370</u>	<u>1,546,976</u>	<u>1,180,712</u>	<u>1,250,508.77</u>
PARKS AND RECREATION				
Ice Rink - #45127				
Personal Services				
-45127-104 Salaries - Temporary/Seasonal	6,000	0	-	2,015.44
-45127-121 PERA (Employer)	600	0	-	9.13
-45127-122 FICA/Medicare Employer Share/Employee Be	612	0	-	140.40
-45127-151 Work Comp	456	0	-	39.51

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Total Personal Services	7,668	0	0.00	2,204.48
Supplies				
-45127-210 Miscellaneous Operating Supplies	2,000	0	-	1,745.32
-45127-212 Gasoline/Fuel/Lubricants/Additives			-	-
-45127-215 Shop Maintenance Supplies	300	0	-	-
-45127-221 Repairs and Maintenance Supplies - Equipmen	2,000	0	-	4,225.34
-45127-223 Repairs and Maintenance Supplies - Buildings	2,000	0	-	645.58
Total Supplies	6,300	0	-	6,616.24
Other Services and Charges				
-45127-321 Telephone/Cellular Phones	750	0	-	900.00
-45127-360 Insurance	2,500	0	-	-
-45127-381 Electric Utilities	60,000	0	-	54,881.92
-45127-382 Water/Wastewater Utilities	1,000	0	-	810.90
-45127-383 Gas Utilities	6,000	0	-	2,837.06
-45127-401 Repairs and Maintenance - Structures	1,000	0	-	589.00
-45127-415 Equipment Rental	500	0	-	683.57
-45127-430 Miscellaneous	0	0	-	-
-45127-487 Ice Rink Lighting Lease	0	0	-	-
Total Other Services and Charges	71,750	0	-	60,702.45
Total Ice Rink	85,718	0	0.00	69,523.17
 <i>Parks and Recreation - 45200</i>				
Personal Services				
-45200-101 Full-time Salaries	119,075	121,234	78,276.90	118,002.44
-45200-102 FT Overtime	1,000	1,000	403.76	1,022.75
-45200-104 Salaries - Temporary/Seasonal	21,000	25,000	20,326.18	11,764.17
-45200-105 Overtime - Temporary/Seasonal	0	0	-	7.61
-45200-112 Parks & Rec Commission Stipends	1,500	1,500	525.00	980.00
-45200-121 PERA (Employer)	9,168	9,768	5,901.06	8,976.47
-45200-122 FICA/Medicare Employer Share/Employee Be	11,774	12,386	7,415.45	9,818.03
1-5200-131 Medical/Dental/Life Employer Share	27,814	27,814	21,896.64	32,143.92
-45200-132 Longevity	2,159	0	-	-
-45200-133 Deductible Contribution	2,400	2,400	521.34	1,501.97
-45200-151 Workers' Compensation Insurance	8,585	9,041	2,936.56	6,490.42
-45200-154 HRA/Flex Fees	200	200	89.11	146.80
Total Personal Services	204,675	210,343	138,292.00	190,854.58
Supplies				
-45200-210 Miscellaneous Operating Supplies	3,500	6,000	5,512.00	10,320.31
-45200-212 Gasoline/Fuel/Lubricants/Additives	10,000	11,000	9,450.14	10,232.71
-45200-221 Repairs and Maintenance Supplies - Equipmen	6,333	8,333	5,037.94	8,670.66
-45200-223 Repairs and Maintenance Supplies - Buildings	8,000	15,300	14,244.55	14,088.34
-45200-226 Signs	1,000	500	-	777.65
-45200-227 City Park Light Pole Project	0	0	-	-
-45200-230 Master Garden Supplies	661	661	661.00	-
-45200-240 Small Tools and Minor Equipment	2,000	2,000	1,638.27	1,255.85
Total Supplies	31,494	43,794	36,543.90	45,345.52
Other Services and Charges				
-45200-304 Professional Services	500	200	200.00	285.00
-45200-305 Park Contracted Services	1,376	1,700	1,610.35	1,223.75
-45200-321 Telephone/Cellular Phones	500	1,000	600.00	-
-45200-306 Misc Prof Serv			-	-
-45200-306 Park Commission Activities			-	-
-45200-340 Advertising	0	0	-	-
-45200-351 Legal Notices	200	200	-	63.25
-45200-360 Insurance	22,000	23,143	23,142.36	21,186.73
-45200-381 Electric Utilities	25,000	81,000	50,168.41	23,981.72
-45200-382 Water & Wastewater Utilities	2,500	10,000	8,739.10	2,402.90
-45200-383 Gas Utilities	500	6,500	1,707.59	-
-45200-401 Repairs and Maintenance - Structures	2,000	3,000	2,005.05	2,507.27
-45200-403 R&M Tennis Court	0	0	-	-
-45200-415 Equipment Rental	7,500	8,000	3,515.20	7,197.00
-45200-417 Rental-Uniforms	500	700	500.69	654.85
-45200-430 Miscellaneous	0	0	-	-
-45200-440 Schools & Meetings	100	100	38.00	-
-45200-445 Weed Control and Fertilizer	15,000	15,000	8,650.04	16,415.58
-45200-485 Property Taxes--donated park land	0	0	-	-
1-5200-487 Softball Lighting Lease	0	0	-	-
-45200-486 Summer Recreation	0	0	-	-
-45200-484 Library Study			-	-
-45200-488 Library	24,000	25,132	18,633.33	24,633.58
-45200-489 Senior Activity Center			-	-
-45200-491 Library Concept Design			-	-
-45200-492 Aquatic Center			-	-

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	7/1/2019 Amended Budget <u>2019</u>	10/7/19 Proposed Amended Budget <u>2019</u>	YTD Actual 2019 10/31/2019	YTD Actual 2018 12/31/2018
-45200-493 Yoga Grant Expense	700	0		800.00
-45200-494 Camb/Isanti Fall Comm Event	0	0	-	-
-45200-495 Ski Trail Maintenance Agreement	4,013	4,013	4,012.50	2,175.00
-45200-496 Arts and Parks Programming	20,000	20,000	16,899.12	19,776.14
-45200-497 Master Trail Contribution	0	0	-	-
-45200-498 Pickleball Grant Expenditures	0	0	-	-
Total Other Services and Charges	<u>126,389</u>	<u>199,688</u>	<u>140,421.74</u>	<u>123,302.77</u>
<i>Total Parks and Recreation</i>	<u>362,558</u>	<u>453,825</u>	<u>315,257.64</u>	<u>359,502.87</u>
TOTAL PARKS AND RECREATION	<u>448,276</u>	<u>453,825</u>	<u>315,258</u>	<u>429,026</u>
TOTAL EXPENDITURES	<u>6,101,640.00</u>	<u>6,143,302.00</u>	<u>4,542,194.12</u>	<u>5,412,315.83</u>
TRANSFERS OUT				
-49300-720			885,622.00	1,432,217.66
Fire Equipment Revolving Fund - #420	58,122	58,122		
Transfer to Cap fund 415 Park Improv	100,000	100,000		
Transfer to Cap fund 417 Police	140,000	140,000		
Transfer to Cap fund 418 Public Works	90,000	90,000		
Transfer to Cap fund 419 City Hall	90,000	100,000		
Transfer for CI Bike / Walk Trail-fund capital	8,340	8,340		
Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660		
Transfer to Library Construction	0	11,000		
Frayn 65 LLC Tax Abatement-starting in 2017	0	0		
Pavement Management Fund - #443	125,000	125,000		
Transfer to 221 for Hwy 95 work		45,000		
Transfer to 205 for Econ Dev.	200,000	180,000		
OTHER Transfers Out	57,500	57,500		
TOTAL TRANSFERS OUT	<u>875,622</u>	<u>921,622</u>	<u>885,622.00</u>	<u>1,432,217.66</u>
TOTAL EXPENDITURES & TRANSFERS C	<u>6,977,262</u>	<u>7,064,924</u>	<u>5,427,816.12</u>	<u>6,844,533.49</u>

4E



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization: Cambridge Fire Relief Association
Date organized: 01-01-1915
Tax exempt number: 412980440

Address: 300 3rd Ave NE
City: Cambridge
State: Minnesota
Zip Code: 55008

Name of person making application: Nate Campion
Business phone:
Home phone:

Date(s) of event: November 21, 2019
Type of organization: [] Microdistillery [] Small Brewer
[] Club [] Charitable [] Religious [X] Other non-profit

Organization officer's name: Jim Kowalik, President
City: Cambridge
State: Minnesota
Zip Code: 55008

Organization officer's name: Nate Campion, Treasurer
City: Cambridge
State: Minnesota
Zip Code: 55008

Organization officer's name: Matthew Carlson, Secretary
City: Cambridge
State: Minnesota
Zip Code: 55008

Organization officer's name:
City:
State: Minnesota
Zip Code:

Location where permit will be used. If an outdoor area, describe.
Armed Forces Reserve and Community Center, 505 Spirit River Drive, Cambridge, MN 55008

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Cambridge
City or County approving the license

October 7, 2019
Date Approved

None
Fee Amount

November 21, 2019
Permit Date

N/A
Date Fee Paid

lwoulfe@ci.cambridge.mn.us
City or County E-mail Address

763-552-3216
City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

September 23, 2019

Cambridge City Council
c/o Ms. Lynda Woulfe
City Hall
300 Third Avenue NE
Cambridge, Minnesota 55008

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1300002

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = 7 µg/l (rounded as 0.007 mg/l).
The action level for lead is 15.0 µg/l.

90th percentile copper level = 212 µg/l (rounded as 0.212 mg/l).
The action level for copper is 1300 µg/l.

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed a sample letter and a fact sheet on lead/copper in drinking water. All of the information contained in the sample letter is EPA required language and must be included in your letter and provided to the homeowner. If you would like to receive any of the enclosed documents via e-mail, please send your request to pauline.wuoti@state.mn.us.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Cambridge City Council
Page 2
September 23, 2019
PWSID 1300002

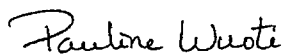
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us along with a copy of the letter that you sent to the residents notifying them of their results. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651/201-4674, or Anna Schliep at 651/201-4667.

Sincerely,



Pauline A. Wuoti
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

PAW
Enclosures
cc: Water Superintendent



MINNESOTA DEPARTMENT OF HEALTH

Lead/Copper Results Delivery Certification Municipal System (Population Greater Than 3,300)

PWS Name: Cambridge

PWSID: 1300002

Compliance Period: June 1, 2019 - September 30, 2019

PLEASE COMPLETE THIS FORM.

Delivery/Notification must be completed within 30 days.

Delivery/Notification:

Residences were notified by U.S. Mail on _____ (date). You must submit a copy of the letter that you sent to the residents notifying them of their results, along with this certification form.

Failure to provide notice of the lead/copper results to persons served at the sites that were tested and submit this Results Delivery Certification form to the MDH will result in enforcement action, which may include fines, from the U.S. Environmental Protection Agency and/or the MDH.

I certify that lead/copper results were provided to persons served at the sites that were tested along with the following information: MCLGs, ALs and their definitions, a fact sheet on the health effects of lead/copper which includes steps to reduce exposure to lead/copper in drinking water, and contact information for the water utility. I further certify that notification was completed within 30 days after our system learned of the results, and that if the residence is a rental property, both the occupant(s) and rental property owner were notified.

Signature: _____ Print Name: _____

Job Title: _____ Phone: _____ Date: _____

Email Address: _____

Please print clearly

Return this certification form and a copy of the resident notification letter to MDH, in the enclosed envelope, within 10 days after notification has been completed.

Mailing Address:

Minnesota Department of Health
c/o Pauline Wuoti, Compliance Officer
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

If you have any questions, please call 651/201-4674, or email pauline.wuoti@state.mn.us.

Sample Letter - All info in this letter must be provided to the participants.

Public Water Supply Letterhead

Date

Residence Info/Address

Dear Resident(s):

Thank you for participating in the lead/copper tap monitoring that was recently conducted.

This letter is to report the lead/copper results at your residence. The reported results for your residence are _____ parts per billion (ppb) for lead, and _____ ppb for copper.

The 90th percentile lead and copper levels for our system are _____ for lead, and _____ for copper. The action level for lead is 15.0 ppb with the maximum contaminant level goal (MCLG) set at zero. The action level and MCLG for copper is 1300.0 ppb. The results indicate that we [have / have not] exceeded lead and [have / have not] exceeded copper.

The following definitions will be helpful with regard to the information provided above:

90th Percentile Level - This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

Action Level - The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Maximum Contaminant Level Goal (MCLG) - The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

For additional information on lead and copper in your drinking water, please refer to the enclosed fact sheet or go to www.health.state.mn.us/water or [utility website address].

If you have any questions please contact [System Contact] at [Phone].

Sincerely,

(System Info Signature Block)

Lead and Copper in Drinking Water Important Information on How to Protect Your Health

Lead Health Effects

Lead is a common metal that has been in many consumer products but is now known to be harmful to human health if ingested or inhaled. It can be found in lead-based paint, air, soil, household dust, food, some types of pottery, and drinking water. Lead is rarely found in natural sources of water such as rivers and lakes or underground aquifers.

When people come in contact with lead, it may enter their bodies and accumulate over time, resulting in damage to the brain, nervous system, red blood cells, and kidneys. Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities.

Lead in water can be a special problem for infants whose diets may be mostly liquids, such as baby formulas or concentrated juices mixed with water. Smaller bodies can absorb lead more rapidly than bigger ones, so amounts of lead that won't hurt an adult can be very harmful to a child. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper Health Effects

Copper is a reddish metal that occurs naturally in rock, soil, water, sediment, and air. It has many practical uses in our society and is commonly found in coins, electrical wiring, and pipes. It is an essential element for living organisms, including humans, and - in small amounts - necessary in our diet to ensure good health. However, some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience adverse health effects, including vomiting, diarrhea, stomach cramps, and nausea. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage.

The human body has a natural mechanism for maintaining the proper level of copper in it. However, children under one year old have not yet developed this mechanism and, as a result, are more vulnerable to the toxic effects of copper. People with Wilson's disease also have a problem with maintaining the proper balance and should also exercise particular care in limiting exposure to copper. People with Wilson's Disease should consult their physician.

Sources of Lead/Copper

Lead usually gets into your water after it leaves the treatment plant. This usually happens through the corrosion of materials containing lead in household plumbing. The most likely sources of lead in your household water are lead pipes, lead solder on copper pipes, brass faucets, fittings, and valves, including those advertised as "lead-free," or lead service lines connecting the water main to the inside plumbing. Lead pipes are no longer installed for service lines or in household plumbing, and lead solder has been outlawed in Minnesota since 1985.

The amount of lead allowed in brass fixtures has also been limited, but can still contribute some lead to drinking water (note that many faucets are made of brass even if they do not have a "brass" color). Even with these restrictions in place, some homes, especially older homes, may still have significant amounts of lead in their plumbing systems.

Copper works its way into the water by dissolving from copper pipes in the household plumbing. The longer the water has stood idle in the pipes, the more copper it is likely to have absorbed. Newer homes with copper pipes may be more likely to have a problem. Over time, a coating forms on the inside of the pipes and can insulate the water from the copper in the pipes. In newer homes, this coating has not yet had a chance to develop.

How To Reduce Your Exposure

Anytime the water has not been used for more than 6 hours - overnight, for example, or during the day when people are gone to work or school - it should be cleared from the pipes before being used for drinking or cooking. Let the water run before using it for drinking or cooking. If you have a lead service line, let the water run for 3-5 minutes. If you do not have a lead service line, let the water run for 30-60 seconds. The more time water has been sitting in your home's pipes, the more lead it may contain. You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>.

The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.

Other household water uses will also help clear standing water from your home's plumbing. For example, you may want to establish a routine of doing household tasks that use water - such as showering, flushing the toilet, or running the dishwasher - first thing in the morning before using water for drinking or cooking. Keep in mind that you'll still need to flush individual faucets for a short time before using them for drinking water.

Hot water dissolves lead/copper more quickly than cold water so don't use water from your hot-water faucet for cooking or drinking. If you need hot water for cooking or drinking, take water from the cold water tap and heat it. It is especially important not to use the hot water for making baby formula. Also, boiling the water does not reduce lead levels and may actually increase them.

Some treatment devices can reduce the amount of lead in your drinking water. Reverse-osmosis and distillation units can be used for that purpose. A few types of water filters also remove lead. Check the product literature to be sure it has been certified for lead removal by NSF International (<http://nsf.org>). Also, you must follow the manufacturer's recommendations for operation and maintenance to ensure that the treatment equipment works correctly.

The water you run from drinking water taps does not have to be wasted. You can use this water for cleaning purposes or for watering plants. You may want to keep a container of drinking water in your refrigerator, so you don't have to run water every time you need it.

Many laboratories can test your water to see if there is a lead problem. Fees will vary between labs.

Accredited laboratories can be found at:

<https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>

For more information, please visit EPA's website at: www.epa.gov/lead or the Minnesota Department of Health's website at:

<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>

Minnesota Department of Health

Division of Environmental Health

P. O. Box 64975

St. Paul, Minnesota 55164-0975

<http://www.health.state.mn.us/water>

To request this document in ~~PDF~~ other format, call 651-201-4700

Minnesota Department of Health
List of Sampling Locations and First Draw
For Lead/Copper Tap Water Monitoring

Sampling Period: 6/1/2019 - 9/30/2019

PWSID: 1300002
Population: 8834
Lucas Martin

PWS Name: Cambridge
Samples Received: 20
Samples Required: 20
90th Percentile Lead Level: 7 µg/L
90th Percentile Copper Level: 212 µg/L

Reduced Long Term
07/01/2022

Site No.	Location (Site Address)	Tier No. (1-4)	Plumbing Materials				Sample Results		Collected
			LSL	LP	CP/LS	Other	Lead 15.0 (µg/L)	Copper 1300 (µg/L)	
00002	3035 South Holly Street	1			X		1	38	7/31/2019
00006	3020 South Juniper Street	1			X		1	87	8/21/2019
00008	843 Ashland Street South	1			X		1	190	7/31/2019
00009	820 Ashland Street South	1			X		2	211	7/26/2019
00014	510 East Rum River Drive	1			X		< 1	151	8/18/2019
00015	1355 South Adams 55008	1			X		< 1	47	7/2/2019
00016	503 Maple Dell Road 55008	1			X		7	242	7/2/2019
00017	525 Winnetka Place 55008	1			X		7	257	7/10/2019
00019	1429 2nd Avenue SE 55008	1			X		2	115	7/16/2019
00020	1321 2nd Avenue SE 55008	1			X		3	118	7/9/2019
00021	1625 2nd Avenue SE 55008	1			X		1	57	7/4/2019
00023	1563 2nd Avenue SE 55008	1			X		2	87	7/15/2019
00029	1324 Birch Place 55008	1			X		< 1	35	7/1/2019
00031	1332 Cypress Place 55008	1			X		4	188	7/5/2019
00032	1343 2nd Avenue SE 55008	1			X		3	175	7/3/2019
00033	1635 2nd Avenue SE 55008	1			X		8	212	7/1/2019
00036	2460 East Rum River Drive	1			X		< 1	54	7/15/2019
00037	1555 2nd Avenue SE 55008	1			X		5	168	7/7/2019
00039	537 Maple Dell Road 55008	1			X		< 1	210	7/5/2019
00040	430 Sunset Lane 55008	1			X		3	126	7/16/2019

6A Sidewalk Murals

Prepared by: Linda J. Woulfe, City Administrator

September 16, 2019

Public art creates a social connection for the community. Artists have a public place to share their art and the community has the ability to come together to appreciate the art. Creating a public art walk can also encourage tourism and get people out walking in our community.

The Americans for the Arts Organization has five reasons why public art matters. They are:

1. **Economic Growth and Sustainability.** By engaging in public art as a tool for growth and sustainability, communities can thrive economically. Seventy percent of Americans believe that the “arts improve the image and identity” of their community.
2. **Attachment and Cultural Identity.** Public art directly influences how people see and connect with a place, providing access to aesthetics that support its identity and making residents feel appreciated and valued. Aesthetics is one of the top three characteristics why residents attach themselves to a community.
3. **Artists as Contributors.** Providing a public art ecosystem supports artists and other creatives by validating them as important contributors to the community. Artists are highly entrepreneurial. They are 3.5 times more likely than the total U.S. work force to be self-employed.
4. **Social Cohesion and Cultural Understanding.** Public art provides a visual mechanism for understanding other cultures and perspectives, reinforcing social connectivity with others. Seventy-three percent of Americans agree that the arts “helps me understand other cultures better.”
5. **Public Health and Belonging.** Public art addresses public health and personal illness by reducing stress, providing a sense of belonging, and addressing stigmas towards those with mental health issues. Public art is noted as slowing pedestrians down to enjoy their space and providing a positive impact on mood.

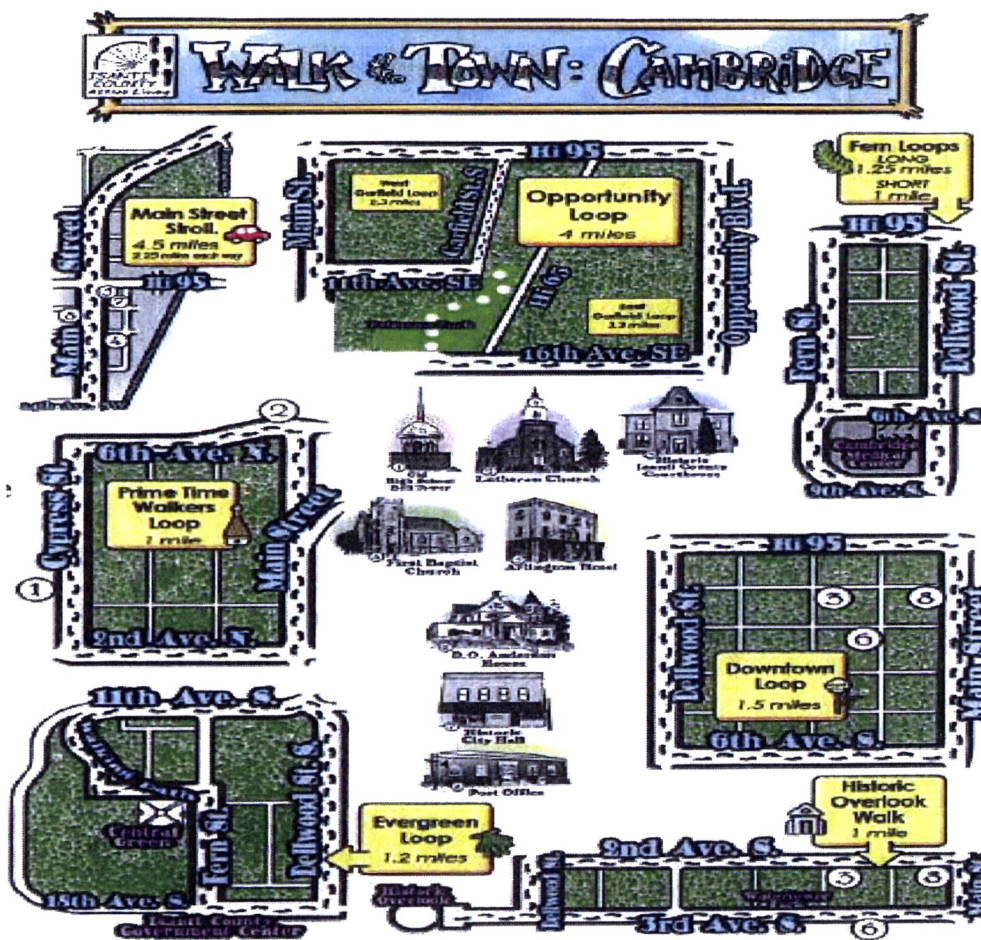
This program and the creation of a public art walk can be a marketing tool for the City of Cambridge. It can distinguish Cambridge from other communities when people are looking to build a business or home within Cambridge. When businesses are looking for places to relocate, they not only look for cheap real estate but they also weigh into their considerations how to attract and retain employees. Employees will make location decisions based upon the quality of schools (education), medical services, and the quality of life within the community. Public art adds to the quality of life and demonstrates an investment in our community’s culture. This combined with Play Art Inc and their strong program in producing plays can set Cambridge apart from other communities.

Involving our youth in the sidewalk murals can also improve their connection to our community and create an opportunity them to gain a better understanding of community.

The City put out a Facebook post asking for artists and individuals who would be willing to volunteer with creating sidewalk murals and 11 people respond to the posting. An initial information gathering meeting was held on August 28 in order to get feedback from the people desiring to participate. We covered the following topics:

- ✂ Who is willing to design murals?
- ✂ Location suggestions and what do they envision as murals?
- ✂ Do they think we could get sufficient volunteers to help paint the murals?
- ✂ No City funding is available for this project – so it would need to be completely volunteer.

With respect to design, two artists volunteered their services to design. They felt it is important for the art walks to have an overall theme to them, but that could be interpreted by each artist how they fit into that theme. They thought it would be great to create art walks on the Active Living by Design routes or on sidewalks in our park system (e.g. Central Green, Peterson, Brown, etc.). The Active Living by Design routes are:



Attached is a draft of the “Paint the Sidewalk” program and how it would be administered.

Two artists were hoping to do a project in late September or early October to create excitement for a spring application cycle if Council would approve this program. If Council does approve, I will seek grants for the paint or purchase the painting supplies myself.

Action Requested

Determine support for the Paint the Sidewalk program as outlined.

Paint the Sidewalk

For 2019, the application deadline is September 28, 2019. For 2020 and beyond, Spring applications will be taken in March of each year and Fall applications will be taken in June of each year.

Paint the Sidewalk Projects

This document includes an overview of the guidelines, steps, and criteria for Paint the Sidewalk projects. Applicants are encouraged to read the instructions thoroughly prior to the application process.



Contact:

Linda Woulfe, City Administrator
300 3rd Avenue NE
Cambridge MN 55008

762-552-3216
lwoulfe@ci.cambridge.mn.us

CITY OF CAMBRIDGE PUBLIC ART GOALS

Stimulate Excellence in Urban Design and Public Arts

- Enhance the aesthetic environment of public places within the City through high-quality public art that engages residents and visitors.
- Engage both experienced artists and interested community members with art experience that would like to volunteer for their community.

Enhance Community Identity and Place

- Build awareness of our community's history, identity, cultures, traditions (e.g. Snowflake Parade, Swedish Festival, County Fair), and geography.

Contribute to Community Vitality

- Increase tourism for our community by creating public art walks.
- Encourage the healthy activity of walking on the Active by Design walking paths.
- Build the capacity of and cooperation between the private and public sectors, artists, arts and community members.
- Encourage civic dialogue about important issues and community history.
- Develop and maintain safe artworks.

Involve a Broad Range of People

- Provide opportunities for citizens, neighborhoods and organizations to participate in the planning and creation of artworks.
- Create an opportunity for volunteerism in creating and painting the art.
- Provide opportunities for the community to come together to celebrate the public art walks.

Value Artists and Artistic Processes

- Provide a range of creative opportunities for artists with a range of levels of experience.
- Ensure the ongoing integrity of artworks and respect the creative rights of artists.
- Always involve artists directly in the concept, design and creation of artworks.

Use Resources Wisely

- Use grant funds to leverage private investment in public art.

ABOUT

Purpose

The purpose is to increase community connections by creating engaging art spaces throughout our community.

Objectives

- Encourage projects that contribute to the quality of the public realm.
- Support public art initiatives to enhance the community, that come from the community and that have strong community support.
- Build the capacity of groups to develop public art projects that support the City's public art values.
- Involve, support, respect and encourage artists.
- Ensure applicants have the capacity for maintenance and removal.
- Comply with all codes and statutes.
- Ensure public safety.

ELIGIBILITY

Eligible Applicants

- Neighborhoods and community organizations.
- Individual artists, community members and business owners sponsored by one of these organizations.
- Applicants who are compliant with existing public art projects, and who have completed projects for previous art requests and submitted the final documentation for those requests.

Eligible Projects

- Projects proposed within review process and timeline.
- Projects that comply with all City of Cambridge codes and the Paint the Sidewalk program guidelines.

Eligible Areas

- Active Living by Design walking routes (see Appendix A) or on sidewalks within the City's park system
- Sidewalks that are not scheduled to be reconstructed within the timeline for the mural.

Eligible Designs

- This project is not intended to support advertising or community signage.
- Designs that do not mimic traffic control devices or street signage.
- Designs with sufficient blank space (non-painted areas) to ensure that the area is not slippery when wet.
- Designs should not include nudity, depict any sexual acts, or foul language.

Designs including the following are not acceptable:

- 1) Designs promoting commercial products;
- 2) Designs involving or promoting political candidates or movements;
- 3) Designs promoting tobacco, alcohol, or gambling;
- 4) Designs involving religious messages;
- 5) Designs that involve misleading, disrespectful, or libelous matters; and
- 6) Designs that are obscene or contain vulgar language

APPLICANT RESPONSIBILITY

Federal copyright law provides rights to artists related to for the use of images they create. This may include the right to reproduce their images, and the right to prevent the destruction of their artworks. While waivers and permissions are needed for public art projects, applicants are encouraged to honor artists' rights to the greatest degree possible. Make sure that your agreements with artists allow for your organization and the City to use images of the artworks for educational purposes.

Overall

- Developing projects within your capacity, including working within a realistic timeline and scale.
- Covering any additional costs that may arise as part of the permit, including special signage, insurance, mailings, etc.
- Thoroughly documenting the artwork and providing images to the City upon completion.

Artists and Copyright

- Obtaining permission for all artwork and imagery, including a waiver from each artist to the Visual Artist's Rights Act (VARA). This includes permission to use photos of people, all copy written material and text, and images of artwork. Allow ample time to acquire these permissions.
- Obtaining permission from each artist for the City to use images of the artwork in brochures, on websites, etc.

Community Involvement

- Engaging the community in planning and other aspects of the project.
- Notifying the community through community meetings and postings in the neighborhood newsletter.
- Obtaining approval from adjacent property owners through visits to nearby homes and businesses.
- Providing appropriately-scaled educational signage with basic information about the project and crediting the artist. The applicant organization may be credited., but this signage should not advertise the organization or other sponsors. QR codes may be used for the purpose of providing educational information about the artwork only.

Materials and Clean-up

- Using a zero VOC paint, naturally derived paint, or low VOC paint. Pre-approval is required for any other material.
- Using all materials in compliance with all State and Federal regulations and according to manufacturer's specifications.
- Using particular caution with materials and equipment when working with youth. Make sure you have a plan to keep youth safe and engaged in the project.
- Applying paint in a quality manner and cleaning up accidental spills, paint drips and messy edges.
- Clean up and dispose of paint in an appropriate manner. (No paint or contaminated water may be poured into City sewers or waste containers.)
- Removing all materials and equipment at the site after installation is complete.

Maintenance

- Being responsible for ongoing maintenance of the painted work, including touch-ups, graffiti removal and repainting due to snow/ice removal or general maintenance of the sidewalk.
- Completely removing the paint or repainting after significant wear or at the end of the permit period.

Application Instructions

By the deadline email the proposed sidewalk location(s) to Linda Woulfe at lwoulfe@ci.cambridge.mn.us. Attaching a map of the location is very helpful so we know the exact spot requested.

1. Completed Application Form
2. Images:
 - a. A final and legible, color design for each location in 8.5" x 11" format (one page per location.) Include the site dimensions, the imagery, names of the streets and the name of the artist.
 - b. Early design review: The city may accept proposals without final designs or that have not yet selected artists from applicants and artists with experience in developing a public art project of a similar scale and quality. In lieu of final designs, submit images of previous artworks by the applicant and the artist, or information on the process and criteria used to select the artist.
3. A waiver signed by each artist of their rights under the Visual Artists Rights Act (VARA)
4. For applicants who have previous public art project(s): For each artwork, submit one electronic photo, date stamped, documenting the condition of all sides of the artwork.

SELECTION CRITERIA

Stimulate Excellence in Urban Design and Public Arts:

- Do the designs and the locations provide an opportunity to make an engaging or bold artistic statement?
- Does the project provide an opportunity for a unique public artwork?
- Does the proposed artist have a significant or engaging body of work?

Enhance Community Identity and Place:

- Does the project have the support of the neighborhood organization and property owners?
- Are the locations good places to showcase a public artwork?
- Does the project provide an opportunity reflect on the community and its characteristics, including history, identity, geography and cultures?

Contribute to Community Vitality:

- Will the project be visible to and attract visitors and residents?
- Will the project build capacity and cooperation between the private and public sectors, artists, arts organizations and community members?
- Has the project engaged the community, or will it?
- Does the project provide an opportunity to encourage civic dialogue on City issues?
- Are the design and location safe?

REVIEW

City staff will create a panel of artists and art instructors to make recommendations to the City Council for projects to approve. City staff will seek volunteer participation from instructors serving Anoka Ramsey Community College, Cambridge-Isanti High School, Cambridge Christian School, and Play Art Inc for the review panel.

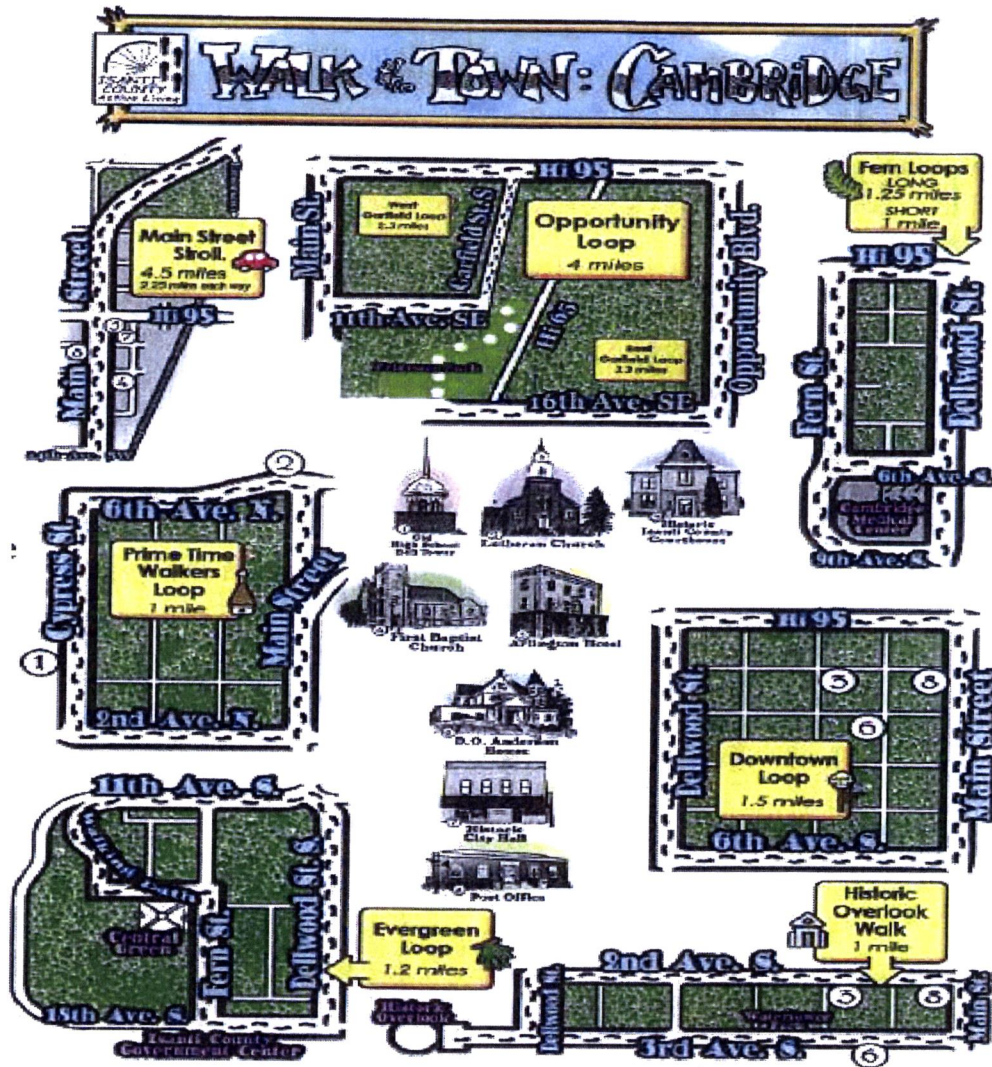
Value Artists and Artistic Processes:

- Does the project nurture an emerging artist?
- Has the design process included an artist and artistic process as a central element?
- Does the project support the artists' right to retain most of their copyrights, except for in the case of sharing information for not-for-profit purposes?

Use Resources Wisely

- Are the conditions at the proposed site stable enough to support an artwork during the timeframe?
- Does the applicant have the capacity to implement the project at the proposed scale?
- Is there a realistic and achievable maintenance plan?
- Are the appropriate materials being used?
- Is there an ongoing commitment for maintenance of the art work?
- What is the proposed life cycle of the art work?

Appendix A – Active Living by Design Walking Routes



Prepared by: Bobbi Mix and Lynda Woulfe

Background

In order to reduce the City's carbon footprint, we have been exploring changes to LED where it is financially possible. Northbound has received two proposals to switch over the store lighting and outside fixture lighting to LED.

The first proposal is from Innovative Alliance and is Bobbi's preferred quotation. Bobbi feels the fixture layout will be a better layout for her retail environment while providing excellent coverage throughout the store (two bulbs instead of four), however, Innovative Alliance's price is higher than Light the Lamp LED's proposal.

According to Alliance, "the two lamp version saves more energy than doing a one-for-one swap as proposed by the other contractor's quote To use an example...swapping out four existing lamps to LED at 15 watts would have the fixture using 60 watts. Using my choice of two 18 watt lamps that produce higher lumen (light) output would work at only 36 watts per fixture for additional energy savings. Naturally, these savings will continue to save you costs way past the initial installation."

Alliance stated they could have cut the quote price just by using two of the four existing slots on the existing fixture, but as discussed with Bobbi, aligning them down the middle of the fixture with a retrofit kit makes the whole facility look a lot better which can be important since it is a commercial location. The cost of the retrofit kit is exactly why my quote is higher, Additionally, there is more labor involved also.

Light the Lamp LED's proposal is \$13,371.06. Innovative Alliance's proposal is \$17,795. Both proposals include recycling of the fluorescent bulbs and include energy rebates. Light the Lamp LED's proposal also includes any lifts needed to replace the bulbs while Alliance's proposal does not.

Northbound has sufficient funds within its operating budget to accommodate either proposal.

Recommendation

Select a company to change out the fluorescent light bulbs to LED bulbs.



LIGHT THE LAMP LED

LIGHTING PROPOSAL



LIGHT THE LAMP LED

September 16, 2019

Bernie Audette
Northbound Liquor
1655 1st Ave E
Cambridge, MN 55008-1794

Proposal Number: 20190502-NorthboundLiquor-NOLI1655C_ECEDA

Bernie,

Thank you for providing LTL LED with the opportunity to upgrade your company's lighting to LED. It's the right choice. Upgrading with LTL LED makes sense:

- LED lighting pays for itself. The rebates and savings are typically greater than the cost of the project. Replacement, maintenance, and energy consumption all decrease immediately after installation.
- LED is better for your work environment and the planet. Today's fluorescent lamps are environmentally unsafe and unable to sufficiently light each environment for your employees and patrons. LED lighting is safe and efficient.
- We are the best in the business. We offer brand name products you know and trust as well as service warranties on every project. Expect a hassle-free installation with little disruption to your daily business operations.

Hundreds of companies across Minnesota have already used LTL LED to upgrade to LED. We look forward to helping you do the same.

Warm Regards,
LTL LED

LTL LED
2370 County Rd J #104
White Bear Lake, MN 55110
(763) 229-6662
contact@lightthelampled.com
www.lightthelampled.com



LIGHT THE LAMP LED

SUMMARY

Net Project Cost	Annual Savings	Annualized ROI
\$13,371.06	\$24,463.48	198.6%
Simple Payback	Total Savings Over 20 Years	
0.5 Years	\$544,349.48	

RETURN ON INVESTMENT (ROI)

Total Return on Investment (ROI)	3971.1%
Annualized ROI (over 20 years)	198.6%
Simple Payback	0.5 Years

PROJECT INVESTMENT

Replacement Fixtures/Bulbs	\$8,620.91
Labor	\$5,456.00
Straight Arm Mounting Kit (Qty 2 @ \$22.00)	\$44.00
Project Cost	\$14,120.91
Rebates	-\$1,346.00
Sales Tax	\$596.15
Net Project Cost	\$13,371.06

COST SAVINGS

Annual Energy Savings	\$7,359.07
Annual HVAC Savings	\$657.94
Annual Maintenance Savings	\$16,446.47
Total Annual Savings	\$24,463.48
Total Savings Over 20 Years	\$544,349.48

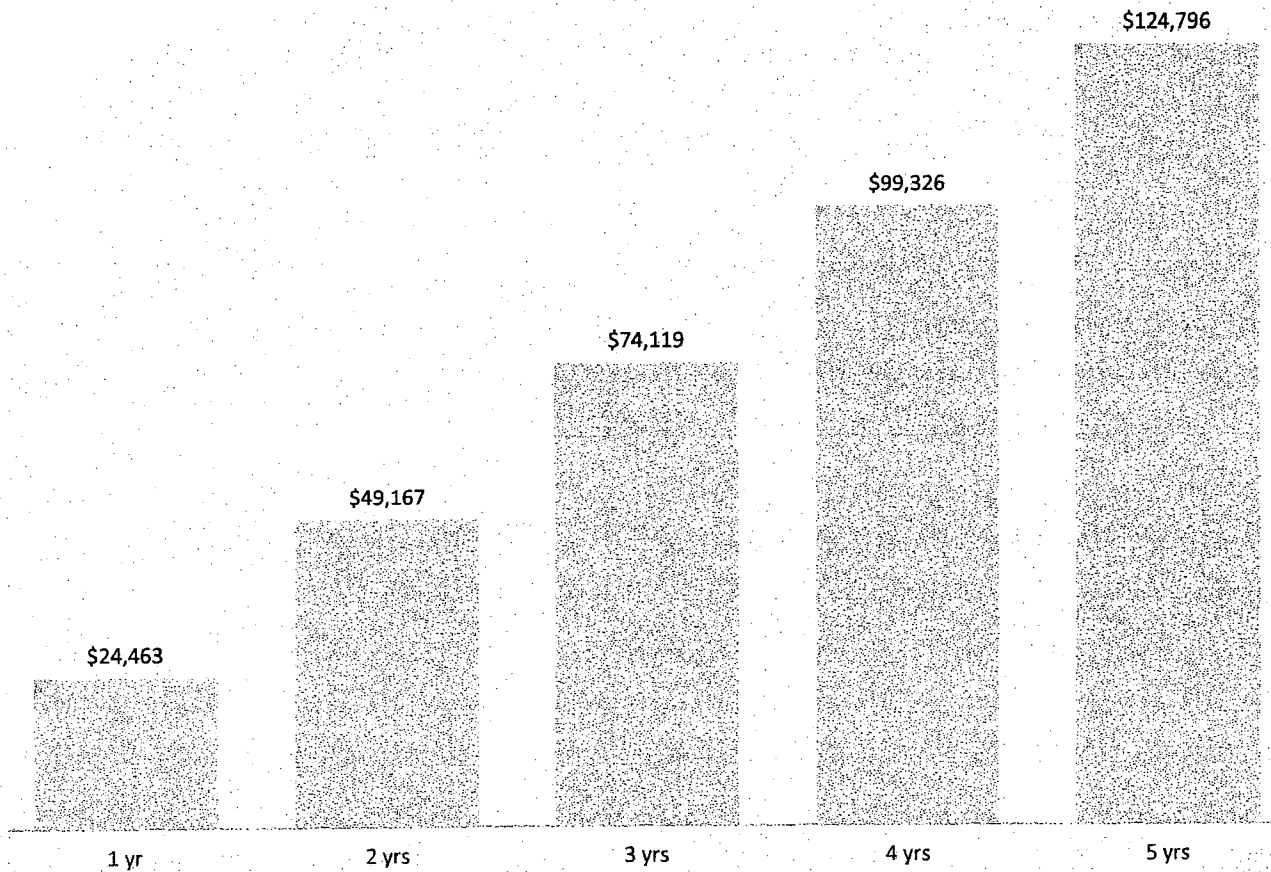
ENERGY SAVINGS

Existing Energy Usage (Watts)	17,857
Proposed Energy Usage (Watts)	5,997
Energy Savings (Watts)	11,860
Energy Reduction	66%



LIGHT THE LAMP LED

COST OF WAITING



Many companies hold out on investing in energy efficient improvements because they are worried about the initial spend. The question is...does it cost to wait? The upfront investment is a small price to pay when you look at how much it will cost you if you don't upgrade. Plus, in many cases the initial investment is recouped in just a few years while you enjoy the savings over the next 20-30 years.



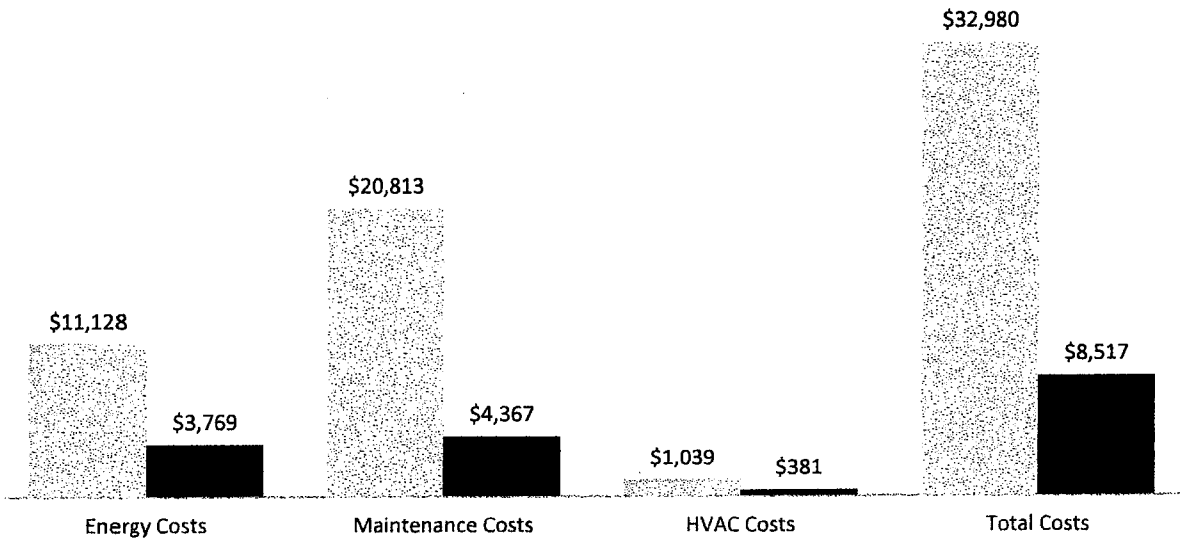
LIGHT THE LAMP LED

SAVINGS ANALYSIS

\$24,463
Annual Savings

74%
Cost Savings

- Current Costs
- Costs After Upgrades



You'll save more than just energy when you upgrade to LEDs. They use significantly less energy than older light sources and last up to 5 times longer. They also produce very little heat, which means you'll save on cooling costs too.



LIGHT THE LAMP LED

ENVIRONMENTAL IMPACT



**CARBON
REDUCTION**



**TREES
PLANTED**



**CARS
REMOVED**

DOING YOUR PART

LED lamps and tubes not only consume a fraction of the energy consumed by older lighting technologies like incandescent lamps, they can last almost five times as long. LEDs also contain no mercury. By doing nothing more than investing in this lighting upgrade, you've done your part to help future generations enjoy our planet.



LIGHT THE LAMP LED

FORMULAS

General Assumptions

kWh Rate	=	\$0.128
Annual kWh Rate Increase	=	3.0%
Cooling Months for HVAC Savings	=	4.3
HVAC Coefficient	=	0.33

Energy Savings

Total Existing Watts	=	Number of Fixtures x Number of Watts
Total New Watts	=	Number of New Fixtures x Number of Watts
Energy Saved Watts	=	Total Existing Watts - Total New Watts
% Energy Savings	=	Energy Saved Watts ÷ Total Existing Watts

Maintenance Savings

Existing Lamp Replcmts/Year (ELRY)	=	Operating Hours ÷ Existing Lamp Life
New Lamp Replcmts/Year (NLRV)	=	Operating Hours ÷ New Lamp Life
Annual Maintenance Savings	=	(ELRY - NLRV) x Existing Lamp Cost x Existing Lamps/Fixt x Existing Fixtures

HVAC Savings

HVAC Savings	=	Energy Saved Watts ÷ 1000 x Oper Hrs x (Cooling Mos ÷ 12) x HVAC Coef x kWh Rate
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Financial Savings

Existing Energy Cost	=	Existing Fixture Watts x Qty Fixtures ÷ 1000 x kWh Rate
Annual Proposed Energy Cost	=	New Fixture Watts x Qty Fixtures ÷ 1000 x kWh Rate
Annual Energy Savings	=	Existing Energy Cost - Annual Proposed Energy Cost

Rebates

Total Fixture Rebate	=	Quantity of Fixtures x Per Fixture Rebate Amount
kW Rebate	=	Energy Saved Watts ÷ 1000 x kW Rebate
kWh Rebate	=	Energy Saved Watts ÷ 1000 x Oper Hrs x kWh Rebate

Project Economics

Payback (Years)	=	Project Cost ÷ Annual Energy Savings
Total ROI %	=	Total Savings ÷ Project Cost
Annualized ROI %	=	Total ROI ÷ 20 Years



MATERIALS SUMMARY

Existing Fixtures

Location	Fixture	Qty	Watts
Back Exterior	8FT Industrial Strip F32T8 4L	6	117 W
Back Lot 25' Pole Top	Polemount MH 400W	2	458 W
Exterior	8" Downlight MH 100W E26	16	100 W
Front Entrance & Wine	6" Downlight 2Pin 13W PL 2L	10	31 W
Front Entrance & Wine	HALOGEN PAR30 75W DIM E26	3	75 W
Office	2X4 Prismatic F32T8 4L	13	117 W
Store, Cooler	8FT Industrial Strip F32T8 4L	89	117 W
Track Lighting	HALOGEN MR16 50W GU5.3	8	50 W
West & Back Side	Wallpack MH 250W	6	295 W

Proposed Fixtures

Location	Fixture	Qty	Watts
Back Exterior	LED 4FT T8 12W 1800LM 4K	24	12 W
Back Lot 25' Pole Top	IP65 SHOEBOX 150W 5K	2	150 W
Exterior	LED CANLESS DL 8IN 30W 4K	16	30 W
Front Entrance & Wine	LED CANLESS DL 6IN 17W 35K	10	17 W
Front Entrance & Wine	LED CANLESS DL 6IN 17W 35K	3	17 W
Office	LED 4FT T8 12W 1800LM 4K	13	12 W
Store, Cooler	LED 4FT T8 12W 1800LM 4K	356	12 W
Track Lighting	LED MR16 5W GU5.3 27K	8	5 W
West & Back Side	LED ADJ IP65 WALL PACK 40W 5K	6	40 W



LIGHT THE LAMP LED

TERMS AND CONDITIONS

Purchase Agreement:

1. Sale of Goods: LTL LED will sell, transfer and deliver goods to the Buyer after they agree to the terms listed.
2. Purchase Price: The Buyer will accept the goods and pay for the goods in the amount listed on the summary page.
3. Rebate: The Buyer authorizes rebate transfer to LTL LED or authorizes to transfer once received (depending on the rebate program).
4. Delivery of Goods: The Buyer will receive the goods once they approve contractual obligations regarding rebates, installation and payment terms.

THE AMOUNT OF LTL LED'S QUOTE DOES NOT INCLUDE THE FURNISHING OF ANY MATERIALS OR LABOR REQUIRED TO REPAIR OR CONNECT ANY PRE-EXISTING POWER, ELECTRICAL WIRING, DIMMING AND CONTROL ISSUES. IN ADDITION THIS QUOTE IS ONLY FOR THE ITEMS LISTED ABOVE.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

PHONE: _____

FAX: _____

EMAIL: _____

CONTACT INFORMATION USED FOR SCHEDULING AND ACCOUNTING PURPOSES.

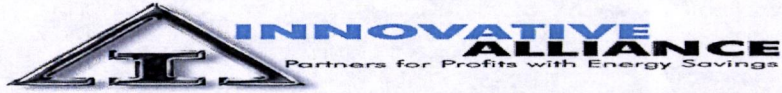
CIRCLE ONE: FINANCED CASH

PROPOSAL NUMBER: _____

TURN KEY LIGHTING ANALYSIS

Project: City of Cambridge - Northbound Liquors

Location: Cambridge, MN (2019 Project)



LED Retrofit Project - Interior & Exterior

EXISTING LIGHTING / CONDITIONS									PROPOSED LIGHTING									RESULTS									
Fixture Type/Description (1)	Fixture Qty (2)	Light Source (3)	Fixture Input Wattage (4)	Occupancy Hours (5)	System Watts (6)	System kW (7)	Annual kWh (8)	Annual Energy Costs (9)	Fixture Type/Description (10)	Fixture Qty (11)	Light Source (12)	Fixture Input Avg Wattage (13)	Occupancy Hours (14)	System Watts (15)	System kW (16)	Annual kWh (17)	Annual Energy Costs (18)	Estimated Annual Energy Savings (19)	Watts Saved (20)	kW Saved (21)	kWh Saved (22)	Estimated Maint. Savings (23)	*Estimated Rebate Amount (24)	Labor Cost (25)	Material Cost (26)	Return on Investment (27)	5 Year Savings (28)

Front & Side Entrance Canopy Exterior

100 Watt Metal Halide 8" Recessed Downlights	16	Metal Halide 100 watt	130	4,380	2080	2.08	9110.4	\$1,002.14	Replace w/ DLC Listed Green Creative Adjustable LED Downlight	16	Green Creative 8" Adj. LED Downlight @ 4000K	25	4,380	400	0.4	1752	\$192.72	\$809.42	1,680.00	1.68	7,358.40	\$242.83	\$160.00	\$960.00	\$1,792.00	2.5	\$5,261.26
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Exterior Wallpacks & Pole Top

Back Lot 25' Pole Top	2	Metal Halide 400 watt	465	4,380	930	0.93	4073.4	\$448.07	Replace w/ DLC Listed PLT LED @ 150 Watts	2	PLT LED Pole Top @ 5000K	150	4,380	300	0.3	1314	\$144.54	\$303.53	630.00	0.63	2,759.40	\$91.06	\$100.00	\$280.00	\$742.00	2.3	\$1,972.97
Wallpacks - West & Back Side	6	Metal Halide 250 Watt	295	4,380	1770	1.77	7752.6	\$852.79	Replace w/ DLC ADJUSTABLE Wallpack for Better Security	6	ESI Adjustable Wall Pack for Better Security	60	4,380	360	0.36	1576.8	\$173.45	\$679.34	1,410.00	1.41	6,175.80	\$203.80	\$150.00	\$450.00	\$1,530.00	2.1	\$4,415.70
Four Lamp T8 VT 8' Fixtures Back Exterior	6	T8 Fluorescent	131	4,380	786	0.786	3442.68	\$378.69	Replace w/ DLC Listed LED T8 Tubes @ 12 watts ea. (Ballast Removed)	6	2300 lumen 18W LED T8 Tubes Direct Wire 5000K	48	4,380	288	0.288	1261.44	\$138.76	\$239.94	498.00	0.50	2,181.24	\$71.98	\$48.00	\$360.00	\$276.00	1.9	\$1,559.59

Store Overhead

Four Lamp 4' T8 2x4 Fluorescent	13	T8 Fluorescent	131	4,992	1703	1.703	8501.376	\$935.15	Replace w/ DLC Listed LED T8 Tubes @ 18 watts ea. (Ballast Removed) CONVERT TO TWO LAMP	13	1750 lumen 12W LED T8 Tubes Direct Wire 5000K	36	4,992	468	0.468	2336.256	\$256.99	\$678.16	1,235.00	1.24	6,165.12	\$203.45	\$104.00	\$585.00	\$234.00	0.8	\$4,408.06
Four Lamp T8 VT 8' Fixtures in Cooler	13	T8 Fluorescent	131	4,992	1703	1.703	8501.376	\$935.15	Replace w/ DLC Listed LED T8 Tubes @ 12 watts ea. (Ballast Removed)	13	1750 lumen 12W LED T8 Tubes Direct Wire 5000K	48	4,992	624	0.624	3115.008	\$342.65	\$592.50	1,079.00	1.08	5,386.37	\$177.75	\$104.00	\$780.00	\$468.00	1.5	\$3,851.25
Four Lamp T8 - 8' Fixtures Store & Back Storage	76	T8 Fluorescent	131	4,992	9956	9.956	49700.352	\$5,467.04	Replace w/ DLC Listed LED T8 Tubes @ 18 watts (Ballast Removed)	76	2300 lumen 18W LED T8 Tubes Direct Wire 5000K	36	4,992	2736	2.736	13658.112	\$1,502.39	\$3,964.65	7,220.00	7.22	36,042.24	\$1,189.39	\$608.00	\$4,560.00	\$3,496.00	1.4	\$25,770.20

Front Entrance & Wine Room

6" Recessed Fixture	10	CFL 4-pin (2 Lamp)	37	4,992	370	0.37	1847.04	\$203.17	Replace w/ DLC Listed LED 6" Retrofit	10	90+ LED 6" Recessed Downlight	15	4,992	150	0.15	748.8	\$82.37	\$120.81	220.00	0.22	1,098.24	\$36.24	\$100.00	\$450.00	\$190.00	3.4	\$785.24
6" Recessed Fixture	3	Par 30 Recessed Fixtures @ 100w	100	4,992	300	0.3	1497.6	\$164.74	Replace w/ DLC Listed LED 6" Retrofit	3	90+ LED 6" Recessed Downlight	15	4,992	45	0.045	224.64	\$24.71	\$140.03	255.00	0.26	1,272.96	\$42.01	\$30.00	\$135.00	\$57.00	0.9	\$910.17
Track Lighting	8	MR16 Incand.	75	4,992	600	0.6	2995.2	\$329.47	Replace w/ DLC Listed LED MR16	8	90+ LED 6" Recessed Downlight	8	4,992	64	0.064	319.488	\$35.14	\$294.33	536.00	0.54	2,675.71	\$88.30	\$80.00	\$80.00	\$160.00	0.4	\$1,913.13
Totals					20198	20.198	97422.024	\$10,716.42						5435	5.435	26306.54	\$2,893.72	\$7,822.70	14,763.00	14.76	71,115.48	\$2,346.81	\$1,484.00	\$8,640.00	\$8,945.00	1.6	\$29,378.74

Keynotes for Columns

- (1) Type and description of the current fixture in this designated area.
- (2) Number of existing fixtures in this designated area
- (3) Description of the existing light source (ie) Metal Halide Fluorescent Incandescent etc.
- (4) Declared fixture use in watts via ballast, driver or direct connection to power source
- (5) Hours that the declared fixture is in use in this designated area
- (6) Total usage in watts of the designated systems entire quantity of fixtures
- (7) A Kilowatt = 1,000 watts. This is the designated existing systems kW use.

- (15) Total of the wattage of the proposed fixture times the quantity of the proposed fixture
- (16) A Kilowatt = 1,000 watts. This is the designated proposed systems kW use.
- (17) kWh = (1) kW of power expended for one hour. Total daily use times 365 days for this system
- (18) Annual kWh x kWh cost (\$0.10) = Annual Energy Cost fro the New Proposed System
- (19) Annual Energy Costs of existing system minus Annual Energy Costs of New Proposed Sytem = Savings in Dollars
- (20) Total of Energy in the unit of Watt reduction due to the implementation of the New Proposed System
- (21) Total of Energy in the unit of Kilowatt reduction due to the implementation of the New Proposed System

Estimated Cost per Kw	0.11	\$0.11
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*Rebates Cannot Exceed 60% Of Job Cost

Additional Considerations: Recycle @ \$210 Lift for Poles= \$600

2019 ECE Rebate = \$1,484.00. Subject to Change

Author: Carri Levitski

Background

With the addition of Yard Waste Containers, staff has discussed and feels it is necessary to allow an additional container that can be visibly stored immediately in front of and adjacent to the garage.

Currently, only two containers may be visibly stored. An additional two containers may be stored outside but must be screened from eye-level view by all adjacent properties and all streets when being stored outdoors. Any more than four containers must be stored in an enclosed building.

Fiscal Note:

There is no budgetary impact.

City Council Action:

Motion to approve Ordinance 703, amending Title V: Public Works, Chapter 50 Garbage and Refuse, Section 50.04 Containers and Section 50.01 Definitions.

Attachments

1. Draft Ordinance 703

ORDINANCE NO. 703

An Ordinance Amending Title V: Public Works, Chapter 50 Garbage and Refuse, Section 50.04 Containers and Section 50.01 Definitions

The purpose of this amendment is to amend Section 50.04 to allow an additional container being visibly stored immediately and front of and adjacent to the garage and to amend Section 50.01 Definitions with the following underlined language:

§ 50.04 CONTAINERS.

(C) Screening and Placement. All trash handling, recyclable material containers and equipment, except those containers used by a one or two family dwelling in connection with the municipal refuse collection service or those containers used on a temporary basis for a construction or disposal activity, shall be fully enclosed by a gated opaque fence or wall of a sufficient height to completely screen such containers from eye-level view by all adjoining properties and all streets. Refuse or recyclable material containers shall be located within rear or interior side yards. No refuse or recyclable material containers shall be located within any front or corner side yard except if they are stored immediately in front of and adjacent to the garage on a residential property and as identified in (1) below.

- (1) One and two Family Residences. The total number of containers stored outdoors shall be limited to four containers. Only ~~two~~ three of the containers may be visibly stored immediately in front of and adjacent to the garage, and any other containers must be screened from eye-level view by all adjacent properties and all streets when being stored outdoors. If a residence has more than four (4) containers, then those must be stored in an enclosed building.

§ 50.01 DEFINITIONS

Container. This term includes refuse, garbage, recycling, and yard waste containers.

This ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the Cambridge City Council this 7th day of October, 2019, after complying with the statutory notice requirements contained in Minnesota Statutes §415.19.

Jim Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

Date of Publication: October 24, 2019

Author: Carri Levitski

Background

A letter was sent directing the property owner of 601 Railroad St. S. to demolish and remove the grain bin foundations on the property. Since that time staff has been working with Clay Montgomery regarding the removal of the foundations. Decades ago, this property was a feed mill. Sam Montgomery, Clay's father purchased the property from Burlington Northern Santa Fe Railroad in January of 2000.

Clay informed staff the property has not operated for 30 years and his father took the grain bins down after purchasing the property. Clay's niece has inherited the property and is in college out of state.

Building Inspector Matt Small inspected the property the last week of August and reported the foundations are sound and are not hazardous. During the inspection, Matt did find areas that needed attention and Clay is working on securing those areas that we have identified. They were not aware of these areas until notified by the City.

The Montgomery family has asked if the city is interested in the property and at this time we are not because there is no infrastructure available. Approximately 6 or 7 years ago, Clay stated he was approached by the city asking if they were interested in selling the property to a recycling company. I have checked with Stan Gustafson and he has confirmed NRI was initially interested in property along Railroad St. S, but because of the cost of road improvements along with bringing infrastructure in, and needing additional acreage, they located in the Cambridge Opportunity Industrial Park instead.

The Montgomery family feels the grain bin foundations are not creating a problem or blight since the area is undeveloped. The family received a quote for \$65,000 to remove the foundations. According to the 2019 tax statement, the property is valued at \$22,300.00. The family feels the property is not worth the cost to remove the foundations. Staff was directed to bring this matter to City Council to determine if you would like to proceed with abatement.

Fiscal Note:

There is no budgetary impact.

City Council Action:

Discuss and direct staff on whether or not Council would like to proceed with abatement procedures.

Attachments

1. Original letter from staff
2. Aerial picture of the property
3. Letter from property owner representative
4. Pictures of hazardous areas
5. Dirtworks Bid

September 28, 2018

Sharilyn I Jones, Trustee
Diane L. Montgomery, Trustee
17490 – 46th Ave N
Minneapolis, MN 55446-1957

RE: PIN 15.033.4500, 601 Railroad St. S., Cambridge, Minnesota 55008

Notice of Violation – Public Nuisance

Dear Sharilyn & Diane:

This letter is to inform you that a public nuisance exists on the premises mentioned above. A recent inspection concerning your property has revealed a code compliance violation in need of correction. Based on the condition of the structures, the City is requiring the structures to be removed or demolished.

According to City Code §92.16 (J) (6) Standards: Any building, fence or other structure is a public nuisance if it does not comply with the following requirements

All Foundations shall be structurally sound and in good repair.

According to City Code §92.17 (C) Dangerous Buildings:

Dangerous Buildings: All buildings, walls and other structures which have been damaged by fire, decay or otherwise to an extent exceeding ½ their original value or which are so situated as to endanger the safety of the public.

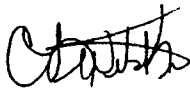
We understand that no one enjoys receiving a city code violation letter but city codes help keep our community safe, welcoming, and attractive. To help preserve the character and appeal of the City of Cambridge, **please demolish and remove the grain bin foundations that are on this property.**

Typically for a public nuisance, property owners are given no more than 30 days to correct violations, reasonable extensions are granted beyond compliance dates for extenuating circumstances. Policy requires a request for an extension be made in writing or via email. The compliance date to correct this violation is **Sunday, October 28, 2018.** If the notice is not complied with

within the time specified, staff must report this to the City Council for abatement consideration.

If you feel there has been an error, or you are unable to make the corrections in the required time or you need help understanding how to return your property into compliance, please call me at 763-552-3257 or email clevitski@ci.cambridge.mn.us. Thank you in advance for your cooperation.

Respectfully,



Carri Levitski
Community Development Specialist

Enclosures: location map and property pictures

c: Marcia Westover, Community Development Director



Railroad St S

07/20/2019

Hello Carri

Thanks for meeting me a couple of weeks ago. Thanks for listening to my concerns. When I first got noticed last year I was totally shocked. When I went and looked at the property a couple of weeks ago I was again confused as to what the real issue is.

My family's property is clearly in an unimproved part of the city on a gravel road.

When looking at neighboring properties I also feel like I am being singled out.

The real issue however is the cost burden. I got a rough bid and can get more but that was 25K plus. That is more than the lot is worth.

I am sorry for not being more proactive. Would the city be interested in maybe my family giving you the lot.....just a thought

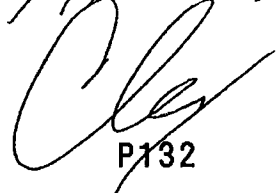
Thanks


Clay Montgomery

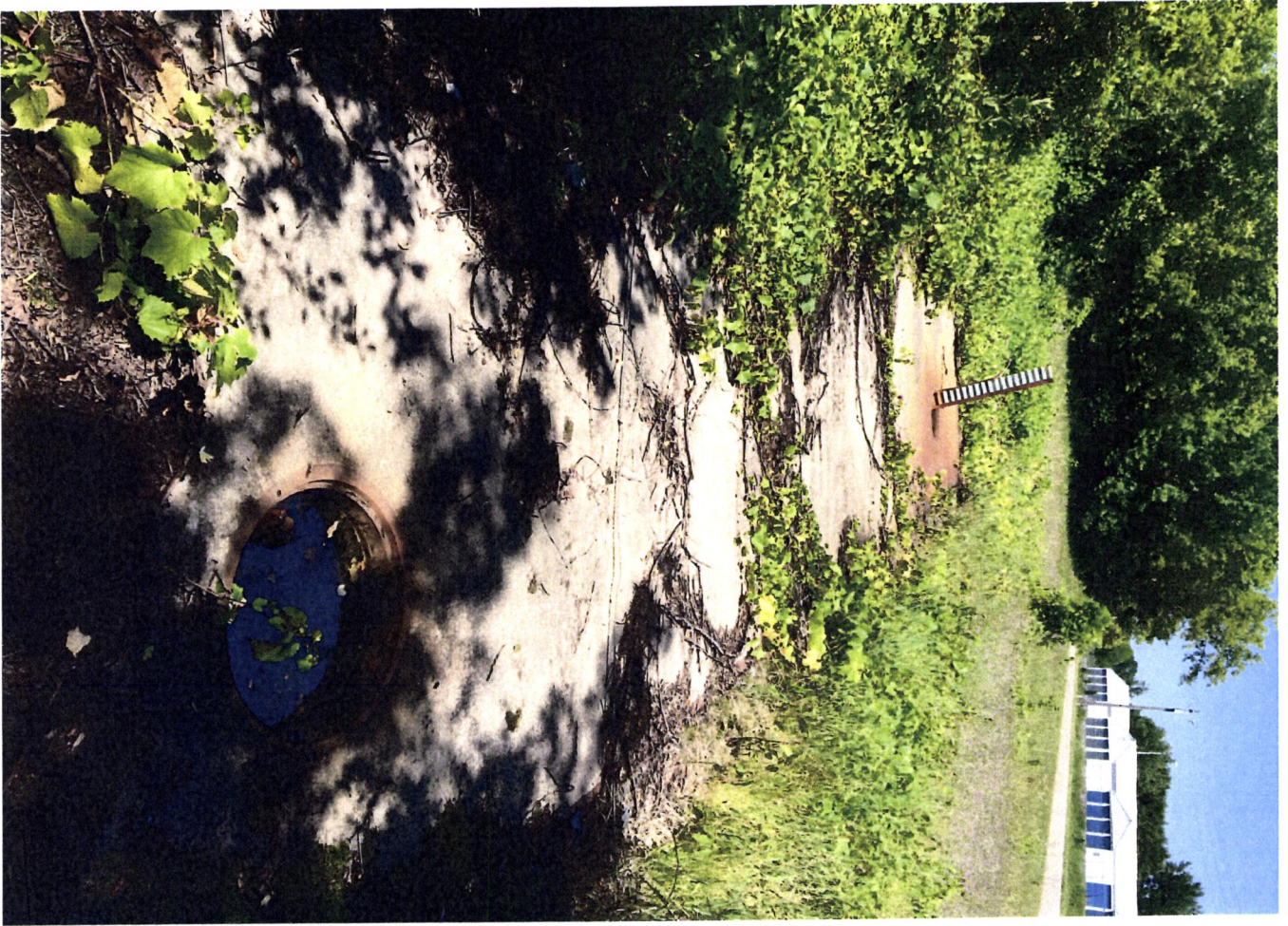
612-280-5968

Another thought might be to let
me wait until development does
occur on the parcel. I am happy
to discuss at any time

Thanks,


P132







Mailing Address: PO Box 169, Cedar, MN Physical Address: 24656 Ulysses St NE, Isanti, MN E-mail: stevejr@dirtworksmn.com	Office: 763-434-4771 Mobile: 612-685-5498 Fax: 763-444-0174 www.dirtworksmn.com
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PROJECT:
Property Cleanup, Cambridge MN

PROPOSAL DATE:
September 11, 2019

Sitework pricing includes the following:

- Clear and grub trees as needed to properly clean up/remove concrete areas
- Demo and haul away all concrete slabs, scale pits and bin foundations on the site
- Demo and haul away all misc. steel structures and grain bins on the site
- Import and place topsoil after all removals are done
- Seed and straw mulch all disturbed areas

\$65,000.00

*We would be will to do the project Time and Material not to exceed which would hopefully help save some costs

PROPOSAL SUBMITTED BY:

DIRTWORKS, INC.

 Steven J. Strandlund
 President

ACCEPTED BY:

PROPOSAL NOTES: No permits, bonds, soil corrections, hazardous material removal or compaction testing, traffic control, asbestos removal, dewatering or surveying is included. No seeding or turf restoration is included. Proposal may be with-drawn by us if not accepted within 45 days. Payment is due upon completion. 1+1/2% finance charge will be added to balances over 30 days.

Prepared by: Todd S. Schuster – Chief of Police

Background:

As you are aware, the Cambridge Police Department contracts with Lexipol and utilizes their services for our policy manual. The main service is their updates. Occasionally they will send us policy updates that are required due to Federal or State law changes, major court decisions or just changes in “best practices”.

Applying and adopting these recommended updates in a timely manner minimizes liability to the officers, department and city

We received a number of recommended policy updates at the end of August. I have applied the appropriate updates (some were sent for policies that we have not issued (i.e. Dispatch Center and jail-related policies). Some of the updates were major overhauls of existing policies and others were just grammar-related changes.

Below is a brief synopsis of the updates that were applied:

Policy 302: Handcuffing and Restraints. All of the updates were Best Practice suggestions.

Policy 320: Standards of Conduct. This update was a major overhaul due to new legislation regarding conduct by officers. The policy now conforms with the MN POST Board model policy.

Policy 327: Registered Predatory Offenders. Added a change in the notification process due to a change in the state statute.

Policy 343: Professional Conduct. This policy was deleted and incorporated into the new language in Policy 320.

Policy 410: Civil Commitments. Changed language in 410.3. Authority to make an involuntary commitment used to be based on an officer’s reasonable suspicion. State law language was changed and now requires probable cause.

Policy 427: Medical Aid & Response. Changed some Best Practice language and added language on the administering of opiate antagonists, should we begin delivering such medications. All of the language states that the user must be trained and qualified, so the language is merely for possible future use.

Policy 601: Sexual Assault Investigations. This update was a major overhaul of the prior policy. A new model policy was adopted by the MN POST Board. This policy now conforms with the model policy. Every law enforcement agency in Minnesota was required to submit their updated policy and a letter to certify that we adopted the policy to the POST Board.

Policy 1000: Recruitment & Selection. Updates were Best Practice suggestions and added a section in relation to Probationary Periods.

Policy 1004: Anti-Retaliation. Added language protecting employees from "Whistle-Blowing" in accordance with MN Statute.

Recommendation:

Adopt Lexipol policy changes as presented.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Cambridge Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Cambridge Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.3 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

Cambridge Police Department

Cambridge PD Policy Manual

Handcuffing and Restraints

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

302.3.4 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.5 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.4 HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances. That being said, it is the policy of the Isanti County Jail that all incoming arrestee's are handcuffed.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 SPIT HOODS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

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Handcuffing and Restraints

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

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Handcuffing and Restraints

- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Training Sergeant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.

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Handcuffing and Restraints

- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Cambridge Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

320.1.1 STANDARDS OF CONDUCT FOR PEACE OFFICERS

The Cambridge Police Department adopts the Professional Conduct of Peace Officers model policy established and published by the Minnesota Board of Peace Officer Standards and Training Board (POST) (Minn. Stat. § 626.8457). This model policy applies to all peace officers of this department.

See attachment: MN POST Professional Conduct of Peace Officers Model Policy.pdf

The provisions of this policy are in addition to collective bargaining agreements or any other applicable law (see generally Minn. R. 6700.1500).

The Department shall report annually to POST any data regarding the investigation and disposition of cases involving alleged misconduct of officers (Minn. Stat. § 626.8457, Subd. 3).

The remainder of this policy shall not apply to peace officers.

320.1.2 STANDARDS OF CONDUCT FOR CIVILIAN/NONSWORN MEMBERS

The remainder of this policy shall only apply to civilian members of the department.

320.2 POLICY

The continued employment or appointment of every member of the Cambridge Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

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No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Minnesota Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

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Standards of Conduct

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

320.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

320.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Cambridge Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

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- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

320.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Cambridge Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

320.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

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- (c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers or marital status.
- (f) Failure to notify the City Administrator's Office of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

320.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department--related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except

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Standards of Conduct

as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.

- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

320.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (h) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (i) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (j) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (k) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (l) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

320.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.

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- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Attachments

MN POST Professional Conduct of Peace Officers Model Policy.pdf

PROFESSIONAL CONDUCT OF PEACE OFFICERS MODEL POLICY
MN STAT 626.8457

I. POLICY

It is the policy of the _____ (law enforcement agency) to investigate circumstances that suggest an officer has engaged in unbecoming conduct, and impose disciplinary action when appropriate.

II. PROCEDURE

This policy applies to all officers of this agency engaged in official duties whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted this policy also applies to off duty conduct. Conduct not mentioned under a specific rule but that violates a general principle is prohibited.

A. PRINCIPLE ONE

Peace officers shall conduct themselves, whether on or off duty, in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

1. Rationale: Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.

2. Rules

- a) Peace officers shall not knowingly exceed their authority in the enforcement of the law.
- b) Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogation, arrest, detention, searches, seizures, use of informants, and preservation of evidence, except where permitted in the performance of duty under proper authority.
- c) Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
- d) Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction.
- e) Peace officers will not, according to MN STAT 626.863, knowingly allow a person who is not a peace officer to make a representation of being a peace officer or perform any act, duty or responsibility reserved by law for a peace officer.

B. PRINCIPLE TWO

Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

1. Rationale: Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The peace officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

2. Rules

- a) Peace officers shall carry out their duties with integrity, fairness and impartiality.

- b) Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
- c) Peace officers shall truthfully, completely, and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
- d) Peace officers shall take no action knowing it will violate the constitutional rights of any person.
- e) Peace officers must obey lawful orders but a peace officer must refuse to obey any order the officer knows would require the officer to commit an illegal act. If in doubt as to the clarity of an order the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
- f) Peace officers learning of conduct or observing conduct that is in violation of any law or policy of this agency shall take necessary action and report the incident to the officer's immediate supervisor who shall forward the information to the CLEO. If the officer's immediate supervisor commits the misconduct the officer shall report the incident to the immediate supervisor's supervisor.

C. PRINCIPLE THREE

Peace officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

1. **Rationale:** Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

2. **Rules**

- a) Peace officers shall provide every person in our society with professional, effective and efficient law enforcement services.
- b) Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

D. PRINCIPLE FOUR

Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their agency or otherwise impairs their ability or that of other officers or the agency to provide law enforcement services to the community.

1. **Rationale:** A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.

2. **Rules**

- a) Peace officers shall not consume alcoholic beverages or chemical substances while on duty except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in c).
- b) Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
- c) Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
- d) Peace officers, whether on or off duty, shall not engage in any conduct which the officer knows, or should reasonably know, constitutes sexual harassment as defined under Minnesota law, including but not limited to; making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- e) Peace officers shall not commit any acts which constitute sexual assault or indecent exposure as defined under Minnesota law. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.
- f) Peace officers shall not commit any acts which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or workplace.
- g) Peace officers, in the course of performing their duties, shall not engage in any sexual contact or conduct constituting lewd behavior including but not limited to, showering or receiving a massage in the nude, exposing themselves, or making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the agency.
- h) Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or agency. This rule does not prohibit those associations that are necessary to the performance of official duties or where such associations are unavoidable because of the officer's personal or family relationships.

E. PRINCIPLE FIVE

Peace officers shall treat all members of the public courteously and with respect.

1. **Rationale:** Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.
2. **Rules**
 - a) Peace officers shall exercise reasonable courtesy in their dealings with the public, other officers, superiors and subordinates.

- b) No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
- c) Peace officers shall promptly advise any inquiring citizen of the agency's complaint procedure and shall follow the established agency policy for processing complaints.

F. PRINCIPLE SIX

Peace officers shall not compromise their integrity nor that of their agency or profession by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments or by using their status as a peace officer for personal, commercial or political gain.

1. **Rationale:** For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the agency.

2. Rules

- a) Peace officers shall not use their official position, identification cards or badges for: (1) personal or financial gain for themselves or another person; (2) obtaining privileges not otherwise available to them except in the performance of duty; and (3) avoiding consequences of unlawful or prohibited actions.
- b) Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
- c) Peace officers shall refuse favors or gratuities which could reasonably be interpreted as capable of influencing official acts or judgments.
- d) Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have the primary purpose of providing sexually oriented adult entertainment. This rule does not prohibit officers from conducting walk-throughs of such establishments as part of their regularly assigned duties.
- e) Peace officers shall:
 - not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this agency in connection with advertisements for any product, commodity or commercial enterprise;
 - maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity;
 - not make endorsements of political candidates while on duty or while wearing the agency's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

G. PRINCIPLE SEVEN

Peace officers shall not compromise their integrity, nor that of their agency or profession, by taking or attempting to influence actions when a conflict of interest exists.

1. **Rationale:** For the public to maintain its faith in the integrity and impartiality of peace officers and their agencies officers must avoid taking or influencing official actions

where those actions would or could conflict with the officer's appropriate responsibilities.

2. Rules

- a) Unless required by law or policy a peace officer shall refrain from becoming involved in official matters or influencing actions of other peace officers in official matters impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
- b) Unless required by law or policy a peace officer shall refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
- c) A peace officer shall not use the authority of their position as a peace officer or information available to them due to their status as a peace officer for any purpose of personal gain including but not limited to initiating or furthering personal and/or intimate interactions of any kind with persons with whom the officer has had contact while on duty.
- d) A peace officer shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

H. PRINCIPLE EIGHT

Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

1. **Rationale:** Peace officers are entrusted with vast amounts of private and personal information or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information and to maintain public faith in the officer's and agency's commitment to preserving such confidences.

2. Rules

- a) Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
- b) Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
- c) Peace officers shall not divulge the identity of persons giving confidential information except as required by law or agency policy.

I. APPLICATION

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with MN STAT 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by *MN RULES* 6700.2000 to 6700.2600.

PB Rev 01/2011

Registered Predatory Offender

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Cambridge Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

327.2 POLICY

It is the policy of the Cambridge Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION

The Detective in charge of Registered Predatory Offender Records shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, a Detective assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the Detective shall ensure that the registration information is provided to the Bureau of Criminal Apprehension (BCA) in accordance with Minn. Stat. § 243.166 within three days of the registration. Registration and updated information from a person who lacks a primary residence shall be forwarded within two business days. Updated primary address information from any registered predatory offender shall also be forwarded within two business days (Minn. Stat. § 243.166).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

327.3.1 REGISTRATION PROCESS

When an offender arrives to register with this department, the assigned investigator should:

- (a) Determine in what state the offense was committed.
- (b) Confirm the individual is required to register by reviewing the list of Minnesota offenses on the BCA's Predatory Offender Registration website or in the BCA Predatory Offender Registration (POR) Manual that is available on the BCA's secure website.
- (c) If a person is required to register, search the BCA's secure website to verify whether the offender is already registered and a DNA sample has been submitted.
- (d) If the offender is already registered, complete a Change of Information Form (available on the BCA's secure website).

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- (e) If the offender is not registered, complete a POR Form (available at BCA's secure website).
- (f) If the offender is from another state, contact the state (information for each state is listed on the BCA's website) and request a copy of the offender's original registration form, criminal complaint and sentencing documents.
 - 1. Documents obtained should be submitted to the BCA with a registration form.
 - 2. The BCA will determine if registration is required and inform the department and the offender.

Additional information regarding offender registration is available in the POR Manual or by contacting the Predatory Offender Unit by phone or through the BCA secure website.

327.3.2 GUIDELINES AND FORMS

The registration process shall be in accordance with Minn. Stat. § 243.166 and follow the guidelines implemented by the BCA. Forms used in the registration process are available from the secure website operated by the BCA.

327.3.3 NOTIFICATION TO REGISTRANTS

The registration process established by the Investigation Section supervisor should include procedures for determining whether an individual requires notification of his/her requirement to register because the individual was not otherwise notified of the requirement by the sentencing court or assigned a corrections agent (Minn. Stat. § 243.166).

327.4 MONITORING OF REGISTERED OFFENDERS

The Investigation Section supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.
- (b) Review of information on the BCA secure website or the Department of Corrections Offender Information (DOC) website.
- (c) Contact with a registrant's parole or probation officer, if any.

Any discrepancies should be reported to BCA in writing.

The Investigation Section supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Cambridge Police Department personnel who have a need to know, including timely updates regarding new or relocated registrants.

327.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not make a public notification advising the community of a particular registrant's presence in the community without permission from the Chief of Police. Members who believe notification is appropriate should promptly advise their supervisor. The supervisor should evaluate

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the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police based on statutory requirements, with the assistance of legal counsel as necessary, whether such a public alert should be made.

The Records Secretary shall release local registered offender information to residents in accordance with state law (Minn. Stat. § 244.052; Minn. Stat. § 243.166, Subd. 7; Minn. Stat. § 13.01 et seq.) and in compliance with a Minnesota Government Data Practices Act request.

327.5.1 MANDATORY DISSEMINATION

The Department shall provide and release predatory offender data, or updated data, obtained from the DOC based upon the offender's status of a Level 1, 2, or 3.

The Department shall continue to disclose data on an offender as required by law for as long as the offender is required to register under Minn. Stat. § 243.166.

Disclosure to the health care facility of the status of any registered predatory offender under Minn. Stat. § 243.166 who is receiving inpatient care shall be made by this department (Minn. Stat. § 244.052, Subd. 4c).

The Department shall provide an offender's change of status to the entities and individuals who were initially notified if the Department becomes aware that the area where notification was made is no longer where the offender resides, is employed, or is regularly found (Minn. Stat. § 244.052, Subd. 4).

327.5.2 LEVEL 1 DISCLOSURE

Data maintained by law enforcement may be subject to limited disclosure (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document "Confidential Fact Sheet - For Law Enforcement Agency Use Only" or other DOC guidance):

- (a) Mandatory disclosure:
 - 1. Victims who have requested disclosure
 - 2. Adult members of the offender's immediate household
- (b) Discretionary disclosure:
 - 1. Other witnesses or victims
 - 2. Other law enforcement agencies

327.5.3 LEVEL 2 DISCLOSURE

Data is subject to limited disclosure for the purpose of securing institutions and protecting individuals in their care while they are on or near the premises of the institution (Minn. Stat. § 244.052, Subd. 4) (refer to DOC document "Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota - Risk Level 2" or other DOC guidance):

- (a) In addition to Level 1 disclosure, the Department may disclose data to:

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1. Staff members of public and private educational institutions, day care establishments and establishments that primarily serve individuals likely to be victimized by the offender.
 2. Individuals likely to be victimized by the offender.
- (b) Discretionary notification must be based on the offender's pattern of offending or victim preference as documented by the DOC or the Minnesota Department of Human Services (DHS).

327.5.4 LEVEL 3 DISCLOSURE

Data is subject to disclosure not only to safeguard facilities and protect the individuals they serve but also to protect the community as a whole (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document "Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota" or other DOC guidance):

- (a) The Department shall disclose information to the persons and entities provided for Level 1 and 2 disclosures.
- (b) The Department shall disclose data to other members of the community that the offender is likely to encounter unless public safety would be compromised by the disclosure or a more limited disclosure is necessary to protect the identity of the victim.
- (c) A good faith effort must be made to complete the disclosure within 14 days of receiving a confirmed address from the DOC.
- (d) The process of notification is determined by this department. The DOC has recommended that the community be invited to a public meeting and disclose the necessary data. Assistance is available from the DOC Risk Assessment/Community Notification (RA/CN) Unit.

Data disclosed to the public of a Level 3 predatory offender shall be forwarded to the DOC within two days of the department's determination to disclose (Minn. Stat. § 244.052, Subd. 4(g)).

327.5.5 HEALTH CARE FACILITY NOTIFICATION

Upon notice that a registered predatory offender is planning to be in this jurisdiction or has been admitted to a health care facility or home care provider in this jurisdiction, this department shall provide a fact sheet to the facility administrator with the following data (Minn. Stat. § 243.166, Subd. 4b) (refer to the DOC documents, "Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender Not For Distribution to Facility Residents" and "Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender For Distribution to Facility Residents" or other DOC guidance):

- (a) Name and physical description of the offender
- (b) Offender's conviction history, including the dates of conviction
- (c) Risk level assigned to the offender, if any
- (d) Profile of likely victims

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327.5.6 SPECIALIZED NOTIFICATION

Offenders from other states and offenders released from federal facilities are also subject to notification (Minn. Stat. § 244.052, Subd. 3a):

- (a) If this department learns that a person under its jurisdiction is subject to registration and desires consultation on whether the person is eligible for notification, the Department must contact the DOC. The DOC will review the governing law of the other state and, if comparable to Minnesota requirements, inform this department whether to proceed with community notification in accordance with the level assigned by the other state.
- (b) If the DOC determines that the governing law in the other state is not comparable, community notification by this department may be made consistent with that authorized for risk Level 2.
- (c) If this department believes that a risk level assessment is needed, the Department may request an end-of-confinement review. The Department shall provide to the DOC the necessary documents required to assess a person for a risk level.

327.5.7 VICTIM NOTIFICATION

If a predatory offender resides, expects to reside, is employed or is regularly found in this jurisdiction, the Department shall provide victims who have requested notification with data that is relevant and necessary to protect the victim. Information disclosed should be obtained from the risk assessment report provided by DOC (Minn. § Stat. 244.052, Subd. 3).

The DOC will provide victim contact data to this department when there is a victim who has requested notification (refer to the DOC document "Victim Data Confidential for Law Enforcement Agency Use Only").

It may be appropriate for members of the Department to directly contact the victim. Community victim advocacy or prosecutor resources may also be available to assist with locating and notifying a victim. Assistance is also available from the DOC victim services staff.

Members of the Department may contact other victims, witnesses and other individuals who are likely to be victimized by the offender.

327.5.8 HOMELESS NOTIFICATION PROCESS

If public notice (Level 2 or 3) is required on a registered homeless offender, that notice should be as specific as possible. These offenders are required to check in weekly with local law enforcement (Minn. Stat. § 243.166, Subd. 3a).

327.5.9 LIMITATIONS OF RELEASE OF DATA

Disclosures permitted or required for Level 2 or 3 offenders shall not be made if the offender is placed or resides in a DOC-licensed residential facility. Upon notification that the offender is released to a permanent address, the disclosures permitted or required by law shall be made (Minn. Stat. § 244.052, Subd. 4). Data regarding the victim or witnesses shall not be disclosed (Minn. Stat. § 244.052, Subd. 4(e)).

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The broadest disclosures authorized under Minn. Stat. § 244.052, Subd. 4 may still be made for certain offenders (sexually dangerous persons or persons with a sexual psychopathic personality) even though still residing in a residential facility (Minn. Stat. § 253D.32, Subd. 1).

327.6 DISCLOSURE TO LOCAL WELFARE AGENCY

Upon request, members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs under Minn. Stat. § 626.556 (Minn. Stat. § 243.166).

Civil Commitments

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual in protective custody and request a 72-hour hold under the Minnesota Commitment and Treatment Act (Minn. Stat. § 253B.05).

410.1 DOCUMENTATION

The officer should complete an application for emergency admission, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

410.1 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody for purposes of a 72-hour hold should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a 72-hour hold has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

Transport the individual to the authorized facility for evaluation. Arrangements should be made to take the person into custody upon release from the facility. In some cases it may be necessary to post an officer to guard the individual and to ensure that he/she is taken into custody. If the person has injuries or some other medical condition, he/she may be taken directly to the hospital with the approval of a supervisor.

410.2 POLICY

It is the policy of the Cambridge Police Department to protect the public and individuals through legal and appropriate use of the 72-hour hold process.

410.3 AUTHORITY

An officer, having probable cause to believe that any individual because of mental illness, chemical dependency, or public intoxication is in danger of injuring him/herself or others if not immediately detained, may take, or cause to be taken, the individual to a treatment facility for a 72-hour evaluation (Minn. Stat. § 253B.05, Subd. 2).

The officer shall make written application for admission of the individual to a treatment facility. The application shall contain the officer's reasons for and circumstances under which the individual was taken into custody. If danger to specific individuals is a basis for the requested emergency hold, the statement must include identifying information for those individuals to the extent reasonably practicable. The officer shall also provide the department contact information for purposes of

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receiving notice if the individual is released prior to the 72-hour admission or leaves the facility without consent. The facility shall make a copy of the statement available to the individual taken into custody (Minn. Stat. § 253B.05, Subd. 2).

410.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a 72-hour hold, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

- (a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to the Minnesota Commitment and Treatment Act.
- (b) If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the application for a 72-hour hold, if appropriate.
- (c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 72-hour hold should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

410.5 TRANSPORTATION

When transporting any individual for a 72-hour hold, the transporting officer should have the Dispatch Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Shift Sergeant approval is required before transport commences.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should

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provide the staff member with the written application for a 72-hour hold and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

410.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a 72-hour hold, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING

This department will endeavor to provide department-approved training on interaction with mentally disabled persons, 72-hour holds and crisis intervention.

Medical Aid and Response

427.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

427.2 POLICY

It is the policy of the Cambridge Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

427.3 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

427.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

427.5 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Dispatch Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Dispatch Center with information for relay to EMS personnel in order to enable an appropriate response, including:

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Medical Aid and Response

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex, and age, if known.
 - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

427.6 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour hold in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

427.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

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Medical Aid and Response

The Chief of Police should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas, or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights, and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

427.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

427.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

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Medical Aid and Response

Any member who uses an AED should contact the Dispatch Center as soon as possible and request response by EMS.

427.8.2 AED TRAINING AND MAINTENANCE

The Training Sergeant should ensure appropriate training is provided to members authorized to use an AED.

The Training Sergeant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

427.8.3 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

427.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Only officers who receive training in the recognition of signs of opiate overdose and the use of opiate antagonists may administer opioid overdose medication. Officers may administer opioid overdose medication in accordance with protocol specified by the physician who prescribed the overdose medication for use by the officer (Minn. Stat. § 151.37; Minn. Stat. § 604A.04).

427.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Officers who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Officers should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

427.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any officer administering opioid overdose medication should detail its use in an appropriate report.

427.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Training Sergeant should ensure training is provided to officers authorized to administer opioid overdose medication (Minn. Stat. § 151.37).

427.10 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

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Medical Aid and Response

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

427.11 ADMINISTRATION OF EPINEPHRINE

The department may obtain epinephrine auto-injectors from licensed pharmacies to be administered by trained members in accordance with Minn. Stat. § 144.999.

427.11.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

Any member who administers epinephrine should contact the Dispatch Center as soon as possible and request response by EMS.

427.11.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

427.11.3 EPINEPHRINE TRAINING

The Training Sergeant should ensure that training is provided to members authorized to administer epinephrine.

Training shall be conducted by an authorized provider and be completed every two years (Minn. Stat. § 144.999).

427.12 FIRST AID TRAINING

Subject to available resources, the Training Sergeant should ensure officers receive periodic first aid training appropriate for their position.

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The Cambridge Police Department adopts the Investigations of Sexual Assault model policy established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8442).

See attachment: Model Sexual Assault Investigation Policy.pdf

601.2 VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense shall assist in keeping the identity of the victim private by providing the victim with Safe at Home Program information (Minn. R. 8290, et seq. and Minn. Stat. § 5B et seq.). A notation should be made within the incident report that the Safe at Home Program information was provided to the victim.

601.3 OFFICER RESPONSIBILITIES

Officers investigating or receiving a report of an alleged sex offense shall inform the victim of the following: (Minn. Stat. § 611A.02 Subd. 2 (b)):

- (a) Victims have the right to apply for reparations.
- (b) Victims have the right to request that the Department withhold public access to information that would reveal the victim's identity.
- (c) Victims have the right to be informed about the nearest crime victim assistance program or resource.
- (d) Victims have the right to be informed of and participate in the prosecution process if an offender is charged, including the right to request restitution.

Victims have the right should also receive the telephone number to call for a Safe at Home Program application form (Minn. Stat. § 611A.66).

601.4 COPY OF SUMMARY

The Investigation Section supervisor shall ensure that the victim of a sexual assault who reports an incident to this department is provided with a copy of the written summary of the allegation. If the incident occurred outside the jurisdiction of the Cambridge Police Department, a copy of the written summary shall also be provided to the law enforcement agency where the incident occurred (Minn. Stat. § 609.3459).

Attachments

Model Sexual Assault Investigation Policy.pdf

I. PURPOSE

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

II. POLICY

It is the policy of the _____ (law enforcement agency) to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

III. DEFINITIONS

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:

- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.

- (3) Corroboration of the victim's testimony is not required to show lack of consent.
- B. **Child or Minor:** a person under the age of 18.
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
 - (2) parents and children;
 - (3) persons related by blood;
 - (4) persons who are presently residing together or who have resided together in the past;
 - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
 - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
 - (7) persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.
- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;

- (2) receives services at or from a facility required to be licensed to serve adults under sections 245A.01 to 245A.15, except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
- (3) receives services from a home care provider required to be licensed under sections 144A.43 to 144A.482; or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections 256B.0625, subdivision 19a, 256B.0651 to 256B.0654, and 256B.0659; or
- (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
 - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
 - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

IV. PROCEDURES

A. Communications Personnel Response/Additional Actions by Responding Officers

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

B. Initial Officer Response

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.
- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

C. Victim Interviews

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.

- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
 - 1) Whether the suspect was known to the victim
 - 2) How long the victim knew the suspect
 - 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
 - 4) The extent of their previous or current relationship
 - 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
 - 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
 - 7) Relevant communication through social media, email, text messages, or any other forms of communication

D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims

1. Minors and Vulnerable Adults

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
 - (1) Ensuring the safety of the victim;
 - (2) Ensuring the scene is safe;
 - (3) Safeguarding evidence where appropriate;
 - (4) Collecting any information necessary to identify the suspect; and
 - (5) Addressing the immediate medical needs of individuals at the scene

- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute 626.556 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minn. Stat. 626.556 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
 - e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.
2. Victims of Domestic Abuse
Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

E. Protecting Victim Rights

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
 - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
 - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
 - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
 - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.
- 3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

F. Evidence Collection

- 1) Considerations for Evidence Collection
Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:
 - a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
 - b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.

- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

G. Sexual Assault Medical Forensic Examinations

- 1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
 - a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
 - b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
 - c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.
 - d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

H. Contacting and Interviewing Suspects

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong

consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.

- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
 - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
 - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

I. Forensic Examination and/or the Collection of Evidence from the Suspect

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:
 - a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
 - b. Collect biological and trace evidence from the suspect's body;
 - c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
 - d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
 - e. Document the suspect's relevant medical condition and injuries.

J. Role of the Supervisor

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

K. Case Review/Case Summary

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing
- 4) Interviewing decisions

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Cambridge Police Department and that are promulgated and maintained by the City Administrator's Office.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Cambridge Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Chief of Police should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Chief of Police shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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Recruitment and Selection

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Citizenship eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (Minn. R. 6700.0700, Subp. 1). This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

1000.4.1 VETERAN'S PREFERENCE

Veterans who are candidates for job openings shall receive preference recognizing the training and experience, loyalty and sacrifice not otherwise readily assessed by examination pursuant to Minn. Stat. § 197.455. The following preference, credit and requirements shall be applied as applicable (Minn. Stat. § 197.455):

Nondisabled Veteran's Credit - There shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, a credit of 10 points, provided that veteran obtained a passing rating on the examination without the addition of the credit points.

Disabled Veteran's Credit - There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of 15 points, provided that the veteran obtained a passing rating on the examination without the addition of the credit points. There shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, a credit of five points provided that:

- (a) The veteran obtained a passing rating on the examination without the addition of the credit points.
- (b) The veteran is applying for a first promotion after securing public employment.

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For the purpose of the preference to be used in securing appointment from a competitive open examination, "disabled veteran" means a person has a compensable service-connected disability as adjudicated by the U.S. Veterans Administration, or by the retirement board of one of the several branches of the armed forces, that is existing at the time preference is claimed.

For purposes of the preference to be used in securing appointment from a competitive promotional examination, "disabled veteran" means a person who, at the time of election to use a promotional preference, is entitled to disability compensation under laws administered by the Veterans Administration for a permanent service-connected disability rated at 50 percent or more.

Preference for Spouses - A preference available pursuant to Minn. Stat. § 197.455 may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

Ranking of Veterans - An eligible applicant with a rating augmented by veteran's preference shall be entered on an eligible list ahead of a non-veteran with the same rating. When notifying eligible applicants that they have passed examinations this department shall show the final examination ratings and preference credits and shall notify eligible applicants that they may elect to use veteran's preference to augment passing ratings.

When this department rejects a certified eligible applicant who has received veteran's preference, the appointing authority shall notify the eligible applicant in writing of the reasons for the rejection and file the notice with the Cambridge City Administrator's Office.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Cambridge Police Department.

The background investigation must determine whether the candidate meets the standards established by the Minnesota Board of Peace Officer Standards and Training (POST) as well as the security standards established to access state and national computerized record and communication systems (Minn. Stat. § 626.87; Minn. R. 6700.0700).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Minnesota law (15 USC § 1681d; Minn. Stat. § 13C.02).

1000.5.1 STATE NOTICES

Upon initiation of a candidate's background investigation, the department shall provide written notice to POST that includes the candidate's full name and date of birth and the candidate's peace officer license number, if applicable (Minn. Stat. § 626.87).

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1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Chief of Police should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Administration Chief of Police should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Chief of Police should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.5 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule (Minn. R. 6700.0700, Subp. 2).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors

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- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The City Administrator's Office should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Minnesota POST (Minn. R. 6700.0700):

- (a) Citizen of the United States (Minn. R. 6700.0700, Subp. 1)
- (b) Possess a valid driver's license
- (c) Free of any felony conviction
- (d) Not be required to register as a predatory offender under state law
- (e) Free of conviction of any controlled substance law or of any misdemeanor conviction listed in Minn. R. 6700.0700
- (f) Fingerprinted for purposes of disclosure of any felony convictions
- (g) Submit to a medical examination and psychological evaluation to ensure that the candidate is free from any physical, emotional or mental condition which might adversely affect his/her performance of peace officer duties
- (h) Successfully complete a physical strength and agility examination
- (i) Successfully complete an oral examination

1000.7.2 NOTIFICATION TO POST

The Chief of Police shall notify the POST Board of any candidate appointed to the position of peace officer before the first day of employment on a form provided by POST. The appointee may not exercise peace officer powers until the notification form is received and approved by POST Board (Minn. R. 6700.0800).

1000.8 PROBATIONARY PERIODS

The Chief of Police should coordinate with the Cambridge City Administrator's Office to identify positions subject to probationary periods and procedures for:

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- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1004.1 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

1004.2 POLICY

The Cambridge Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

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Anti-Retaliation

1004.2 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Administrator.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1004.7 RECORDS RETENTION AND RELEASE

The Records Secretary shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.8 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

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Anti-Retaliation

- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule change made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1004.8 WHISTLE-BLOWING

The Minnesota Whistleblower Act protects an employee who, in good faith (Minn. Stat. § 181.932):

- (a) Communicates a violation of any law or rule to the Department or to any government body or law enforcement official.
- (b) Participates in an investigation, hearing, or inquiry at the request of a public body or office.
- (c) Refuses an order to perform an act that the employee objectively believes violates a law, rule, or regulation, and informs the employer of the reason.
- (d) Reports a situation where the quality of health care services provided by a health care facility or provider violates a state or federal standard and potentially places the public at risk of harm.
- (e) Communicates the findings of a technical or scientific study that the employee believes, in good faith, to be truthful and accurate.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Sergeant for investigation pursuant to the Personnel Complaints Policy.

1004.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.



CAMBRIDGE POLICE DEPARTMENT

Todd S. Schuster
Chief of Police

300 3rd Avenue N.E.
Cambridge, MN 55008

PHONE: (763) 689-9567
Fax: (763) 689-5134

Date: September 23, 2019
To: MN P.O.S.T Board
From: Todd S. Schuster, Chief of Police
Re: Sexual Assault Investigation Policy Certification

Mark Bloom,

This letter serves to notify the MN P.O.S.T. Board that the Cambridge Police Department has adopted the new Sexual Assault Investigation policy as adopted by the board.

Our agency uses Lexipol as our policy management company and I understand that the link to the model policy that is embedded into our policy manual shall suffice as to being in compliance. As you can see at the bottom of the attached policy, I updated my Lexipol manual on 9/20/2019, adopting the changes and making the new Sexual Assault Investigation policy our policy on handling these cases.

If you should need anything further, please contact me.

Thank you,

Todd S. Schuster

Todd Schuster

From: Bloom, Mark (DPS) <mark.bloom@state.mn.us>
Sent: Monday, September 23, 2019 2:32 PM
To: Todd Schuster
Subject: RE: Sexual Assault Investigations

Chief Schuster-

Thank you for submitting the Cambridge Police Department's Sexual Assault Investigation Policy. With the adoption of the POST model policy, your department has met the statutory requirement.

Mark Bloom
Peace Officer Standards Coordinator
Minnesota Board of Peace Officer Standards and Training
1600 University Avenue
Suite 200
Saint Paul, MN 55104
Direct # 651-201-7780
Fax # 651-643-3072

mark.bloom@state.mn.us



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From: Todd Schuster [mailto:TSchuster@ci.cambridge.mn.us]
Sent: Monday, September 23, 2019 1:29 PM
To: Bloom, Mark (DPS) <mark.bloom@state.mn.us>
Subject: Sexual Assault Investigations

Mark –

Attached is my certification letter and a copy of our policy that shows the embedded link to the model policy. I did not print out the entire policy.

Please let me know if there is anything else that is needed.

Thank you,

Todd

Todd S. Schuster
Chief of Police
Cambridge Police Department
300 3rd Ave. NE
Cambridge, MN 55008
Main (763) 689-9567
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*"There is no limit to the amount of good you can do if you don't care who gets the credit" –
Ronald Reagan*

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7E Request by Brian Baas to construct a Private Well at 3129 Airport Parkway

October 7, 2019

Prepared by Todd Schwab, Public Works/Utilities Director

Background:

On 9/30/2019 staff received a request from Brian Baas, a hanger owner at the Cambridge Municipal Airport. The request was to construct a private well at the site of Mr. Baas's new hanger located at 3129 Airport Parkway. The well will be used to supply water to the bathroom facilities located in the hanger.

The city water system does not extend to the Airport and is not scheduled to be extended to the Airport property in the near future, so a private well would be necessary to supply water to the site.

City Code section § 51.16(D) addresses what procedure needs to be followed in such instance. The section reads as follows:

(D) In cases of extreme hardship, an owner may request an exemption from the City Council to construct a private well. For the purposes of this chapter, Hardship shall be defined as the City's water main being greater than 300' feet away from the parcel. In allowing an exemption, the City 16 Council may apply special conditions as benefits the health and safety of the City. The hardship will no longer exist once the water main is extended past the property and the owner will be required to connect to the City's water public supply.

Recommendation:

Motion to adopt Resolution R19-067 granting an exemption from City Code to Brian Baas to construct a private well at 3129 Airport Parkway on the grounds of hardship, as defined in Section § 51.16(D) of City Code.

Attachments:

Resolution R19-067

Resolution No. R19-067

**RESOLUTION AUTHORIZING THE CONSTRUCTION OF A PRIVATE WELL AT
3129 AIRPORT PARKWAY**

WHEREAS, the City Council of Cambridge finds that there is a hardship, as defined under City Code Section §51.16 (D), at 3129 Airport Parkway, the City Council authorizes to grant an exemption from the City Code to construct a private well, at the above mentioned address, within the City of Cambridge.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that based on City Code Section 51.16(D) an exemption is granted to Brian Baas to construct a private well at 3129 Airport Parkway on the grounds of hardship, as defined by the above mentioned City Code Section.

This resolution shall become effective immediately upon its passage without publication.

Adopted this 7th Day of October, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Meeting Announcement and Agenda
Cambridge Airport Commission
City Hall Council Chambers
Meeting, Thursday, September 26, 2019
6:00 pm

Members of the audience are encouraged to follow the agenda. Copies of the agenda are on the table outside the Council Chambers door. When addressing the Commission, please state your name and address for the official record.

AGENDA

1. Call to Order and Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
 - A. Approval of the June 6, 2019 minutes
5. New Business
 - A. Emergency Plan

Other Business/Miscellaneous

 - A. General Update on Projects
 - B. Airport Manager's Report
 - C. Commissioner Concerns
7. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at (763) 689-3211 at least three days prior to the meeting.

**Airport Commission Minutes
Thursday, September 26, 2019**

A regular meeting of the Cambridge Airport Commission was held on Thursday, September 26, 2019 at the City Hall Council Chambers, Cambridge, Minnesota, 55008.

Members Present: Brandon Grell, David Morell, Greg Regnier, Garry Bye, and Council representative Lisa Iverson

Members Absent: Kurt Daudt, Steve Wegwerth, Marvin Timm

Staff Present: Airport Manager Lucas Milz

Call to Order & Pledge of Allegiance

The commission introduced themselves. Bye called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

Approval of Agenda

Iverson moved, seconded by Grell to approve the agenda as presented. Motion passed 5/0.

Approval of Minutes

Grell Moved, seconded by Regnier to approve the June 6, 2019 minutes as presented. Motion passed 5/0.

New Business

Emergency Plan

Milz explained that he had been working with Will Pennings, Deputy Fire Chief, on the Emergency Plan for the airport. He continued that the document was based off of the MnDOT Aeronautics recommendations and some language had to be adjusted for our size of an airport. This plan will be useful if there was ever an emergency.

Morell moved, seconded by Grell to recommend to approve the emergency plan to the City Council. Motion passed 5/0.

General Update on Projects

The engineers were not available for the meeting but Melissa Underwood, SEH, could be reached by phone if needed.

Milz reported that the city purchased the Metz property on the Southeast corner of the airport property for the obstruction removal project. Once the obstructed trees and obstructed lighting are removed, the airport can have the PAPIs turned back on and request the FAA to open the night landings on Runway 34.

The runway design and construction projects are planned for 2022. The runway should be closed approximately 15 to 20 working days during the construction.

Grell asked about AWOS. Milz explained that Any AWOS Company had sent us a new box and MnDOT says it is now working properly.

Bye questioned the runway design process that is schedule for 2022. Staff recommends not doing saw seal joints in the new pavement, it is not necessary with our sandy soils.

Milz reported the new hangar is very close to be completed. The city paved and widened the apron and will be reimbursed by the owners once new hangars are built.

Bye questioned the apron design. Milz explained that the city doesn't believe there will be puddling issues, however if problems arise, they will be dealt with in the future.

Milz informed that they are planning to mow around the hangars one more time this season.

Commission Concerns

Grell questioned any hangars that were for rent and currently there were none.

Regnier questioned the FAA rules on empty hangars and was informed by Milz that he was unsure of any regulations and will check into the issue.

Grell spoke of a FAA loan program that could be used for Hangar construction. Milz explained that building the hangars gets very expensive due to the bidding process and regulations that must be followed by the city. The city could apply for a FAA grant to build hangars but maintenance projects tend to be more important.

Regnier questioned the REILS lights not working properly. Milz explained that the city does not own or maintain them and that they have been hit by lightning. The FAA came out and adjusted the setting and the problem was corrected.

The next meeting will be on Thursday, December 5, 2019 at 6:00 p.m. in the Council Chambers.

The meeting was adjourned at 6:49 p.m.

ATTEST:

Betsy Potrament

Lynda Woulfe

From: Klanderud, Nicole M <Nicole.Klanderud@allina.com>
Sent: Thursday, September 5, 2019 9:54 AM
To: Penziner-Bokde, Abbe J; bill@newhopecambridge.org; chris.caulk@sheriff.co.isanti.mn.us; Erika Zdon; Filetti, Christopher; Gail Sederski; Gotham, Julie Nelson; Hildebrandt, Bruce J; isantiparks@cityofisanti.us; Jayne Mund; Jesse Peck; Jim Godfrey (MidCo); Julie Tooker; Justin Domino; Ken Gagner; Lisa Lovering; Lynda Woulfe; Melissa Bettendorf; Natalie Matthewson; Natzel, Deb (CO-Isanti); Nelson, Paula M; nrudolph (nrudolph@c-ischools.org); Patrick, Karla L; Rasmussen, Diane G; Roxie Karelis; Rudeen, Darren V; Rylander, Darcy L; Sarah Motl; Shannon.Kirkeide@anokaramsey.edu; Skip [Ernest] Strandberg; Spratt, Kelly J; susan.morris@co.isanti.mn.us; tony.buttacavoli@co.isanti.mn.us
Cc: vickilostrom@gmail.com
Subject: CEC Meeting Recap
Attachments: 432173 Coffee CHAT flier.pdf; 434496 AKN FB4K Community Flyer.pdf; Chill Week Communication.pdf; WTSDFlyer.pdf; Healthy Lifestyles Flyer- Spirit River2019.pdf; New Emerging Youth Chemicals Flier.pdf

Good Morning!

Thank you for an excellent meeting yesterday afternoon. A huge thank you to Vicki and Julie for sharing the wonderful work that the Memory Cafés are providing our community, this is inspiring work.

Many of you asked for electronic copies of the flyers that were passed around yesterday. You will find a lot of them attached. Please promote and pass this information along so we can connect people and build those social connections!

I have attached a sample of the Change to Chill activities that many High Schools will be participating in the week of Sept 16-20. If there are pieces you would like to share with your own staff during that time go for it! It is good for all of us to take some time to chill once in a while.

I also have included (HOT off the press this morning) an event that will be hosted by Allina (CMC) Outpatient Addiction Services and Isanti County Substance Abuse Prevention & Recover Coalition. On November 8, from 10 am – Noon there will be a presentation on New & Emerging Youth Chemicals, presented by Dan Becker, who is a well-known speaker on this topic. It is very timely as there has been so much in the news about youth chemical use and the affects they are having. It will be held at the Allina (CMC) Outpatient Addiction Services building. You are all invited and there is a bonus – 2 CEUs are provided! The Coalition will also be hosting a viewing of *Beautiful Boy*, on October 8th at the Braham Event Center. This is a documentary about a family's journey with their son as he struggles with substance abuse. Deb is looking for people who would like to have a table at the event to share resources as well.

Sarah Motl shared information about ACEs (adverse childhood experiences) Training. There are a few trainers in our region on this topic now, so if you would like to offer a group training let her know.

Lisa Lovering also shared great information about the MN Triad Conference that Isanti County is hosting. If you are interested in having a booth or sponsoring this conference please let her know.

The CMC Foundation is hosting its annual Pheasant Hunt on October 3rd and 4th. If you or a group of people are interested in participant in the hunt, contact Julie Gotham.

Don't forget about Free Bikes 4 Kids bike collection on October 5! We are looking for community members to donate gently used or new bikes that day.

Again, we have an amazing community with so much going on. These efforts would not be possible without great partnerships and people like you. Thank you so much!

Our next meeting will be on December 4th at 3:00 pm in the Foundation Room.

Warmly,
Nicki

Nicki Klanderud

Manager • Community Engagement • Cambridge Medical Center, part of Allina Health

Phone: 763-688-7913 • nicole.klanderud@allina.com

Mail Route 71000 • 701 South Dellwood St • Cambridge, MN 55008



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To officially launch the 2019-2020 Change to Chill (CTC) School Partnership, your high school is invited to participate in **Chill Week during the week of September 16-20**. Structured to resemble a traditional homecoming week, Chill Week focuses on a daily theme decided by this summer's Chill Champion student interns to engage students in thinking about and practicing self-care through CTC.

Below is a script outlining information on the daily themes you can include in morning announcements, homeroom or advisory period each day, along with a variety of corresponding CTC activities, ranging from 5 minutes to over an hour, you can choose to implement (with the help of your school's Chill Champion student interns!) in a classroom, lunch hour or after school setting. Items listed in **purple** below will be provided to your school by CTC.

Also, remember to remind students (and staff) they can access special Snap Chat filters each day of Chill Week, only accessible to CTC School Partnership Schools!

Me Day Monday

- Welcome to the start of Chill Week, created and sponsored by the CTC School Partnership and your school's Chill Champion leaders. CTC is a free, online, teen mental well-being program offered by Allina Health. This school year sixteen high schools across Minnesota and Western Wisconsin were chosen to participate in the CTC School Partnership, which is a unique opportunity for your school to address student mental health – driven and led by you, the students! The Partnership supports school-wide efforts to create and nurture a culture of mental well-being among students and staff.

Chill Week is the grand kickoff to the School Partnership and was designed by students from your school to help bring awareness to CTC and some mental well-being topics.

Today is "Me Day" Monday - focused on learning a bit more about CTC as well as an opportunity to practice self-care and mindfulness. Mindfulness, the foundation of CTC, is the act of bringing awareness to the present moment by acknowledging and accepting thoughts, feelings and sensations in the body. By practicing general awareness you can connect to the present moment, slowing down your thoughts and, ultimately, calming your body and brain.

[insert information on the selected activity for the day, including location and time]

Finally, don't forget to check out special Snap Chat filters each day this week, only available to CTC School Partnership schools, and #ChillWeek if you post your self care or mindfulness activity on social media!

SHORT LENGTH ACTIVITIES:

- Start the day off by watching the intro video on the Change to Chill website found at this link https://youtu.be/R7S_WVQ0LRo
- Looking for more information on mindfulness? Check out this great explainer video: <https://www.youtube.com/watch?v=SHuK0oJMAzY>
- Wondering how you can apply a mindfulness practice? Play this funny short video: <https://www.youtube.com/watch?v=1Y-03SITmRI>

MEDIUM LENGTH ACTIVITIES:

- Does your school have a Chill Zone? If so, explain to students where the Chill Zone is located and encourage them to take a few minutes to check it out!
- Encourage students to stop by a CTC table during lunch hour (staffed by Chill Champion interns) to learn more about the program and the Partnership, pick up some **Chill cards** and fun items like **pop sockets, bracelets and pins!**

Too Kind Tuesday

- Today, the Chill Week focus is "Too Kind" Tuesday! Show kindness to someone today and step out of your comfort zone and be kind to someone you don't usually talk to. Showing kindness can be as simple as smiling across the hall when you see someone or maybe inviting someone new to sit with you at lunch. Even saying please and thank you to your teachers and friends can show kindness.

[insert information on the selected activity for the day, including location and time]

Finally, don't forget to check out today's special Snap Chat filter and #ChillWeek if you post your act of kindness on social media!

SHORT LENGTH ACTIVITIES:

- Check out the [Gratitude Meditation](#) on the CTC website. Part of "Too Kind" Tuesday is being kind to yourself and this guided audio meditation will help you learn some techniques to build resiliency and gratitude.

MEDIUM LENGTH ACTIVITIES:

- Write a note on a **CTC Gratitude card** and hand it out to someone you care about.
- Encourage students to try out the Three Good Things activity, using [this worksheet](#) from CTC.

LONG LENGTH ACTIVITIES:

- Set up a “kindness tree” where students can post pre-written (written by Chill Champion interns or staff) sticky notes featuring a kind message that can also be put on lockers and doors throughout the day to show small acts of kindness.

Workout Wednesday

- Today's Chill Week theme day is... "Work-Out" Wednesday! Today's focus is active living and healthy lifestyles, whether that means getting outside for a walk, participating in your regularly scheduled sports activity, or doing some stretches and yoga at your desk. When we stay active, we release endorphins which help us feel better and happier. Regular exercise even helps us reduce stress and related stress symptoms!

[insert information on the selected activity for the day, including location and time]

Finally, don't forget to check out today's special Snap Chat filter and remember to #ChillWeek if you post your workout on social media!

SHORT LENGTH ACTIVITIES

- Try out some of the “deskercise” exercises found via the link provided: <https://www.healthline.com/health/deskercise> - these can be done as students sit at their desks.
- CTC has a series of mindful movement flows created for specific reasons (ex. decrease anxiety, energizing). These exercises take just a couple of minutes to do and can be done while sitting at a desk.

MEDIUM LENGTH ACTIVITIES

- During “Work Out” Wednesday, try some of the mindful movements specifically designed for athletes. These may be a fun way to mix-up the traditional sports practice and work in some movements that focus on breathing and stretching parts of the body that help athletic performance overall.

LONG LENGTH ACTIVITIES

- Is there an opportunity for students and/or a class to get outside during the day? If so, take a look at the Mindful Walking infographic then step outside and get some fresh air.
- Organize activities in the gym or out on the athletic fields to get students moving before, during or after school. Students who attend could be entered to win a **CTC water bottle** prize drawing!

Throw It Out Thursday

- Good morning and welcome to "Throw It Out" Thursday, the fourth day of Chill Week! Sometimes when we need to help ourselves, it is important to let some things go. That can be in the form of physical materials or emotional/mental 'stuff'. Meditation practices may be just what we need to clear our mind of all the 'stuff' that's weighing down on us. But it's about going to town sorting our closets or lockers. Find out what works best for you to relieve stress and let today be the push you need to do just that!

[insert information on the selected activity for the day, including location and time]

Don't forget to check out the special Snap Chat filter and #ChillWeek if you post your activity on social media!

SHORT LENGTH ACTIVITIES

- Try out one of the guided imagery exercises found on the CTC website. Not only is it important to sort physical belongings, it is also important to sort emotional and mental space too. Guided imagery can help bring students to a mental space free of stress and in times where they may have a lot going on in life. Activities could include:
 - Guided Imagery intro video: https://www.youtube.com/watch?time_continue=1&v=BD3ubF-5KCg
 - Get Focused Meditation: <https://www.changetochill.org/how-can-i/use-guided-imagery/>
 - Special Place Guided Imagery: <https://www.changetochill.org/how-can-i/use-guided-imagery/>
 - Calm Practice activity and meditation: <https://www.changetochill.org/how-can-i/use-guided-imagery/>

MEDIUM LENGTH ACTIVITIES

- Time to sort lockers! Take a few minutes at the beginning or end of the day to work on de-cluttering space. This can bring a sense of relief and reduce stress to have personal spaces at school feeling organized. Consider bringing extra school supplies to a donation bin in the school for other students to use and don't forget to recycle papers that are no longer needed instead of throwing them away. Those who participate can be entered to win a **CTC water bottle!**
- Help students spread the word about practicing guided imagery as a great way to de-clutter their mental space. Have a group of students hand out **CTC guided imagery fliers** or hang up around the school.

Fun Friday

- The final day of Chill Week is "Fun" Friday! Hopefully, everyone is feeling a little more comfortable with mindfulness, guided imagery, and other stress relieving techniques that can all be found on the CTC website. Today's focus is all about having fun and working on finding the fun in every day activities.

[insert information on the selected activity for the day, including location and time]

Finally, don't forget to check out the last special Snap Chat filter and #ChillWeek if you post your fun activity on social media!

SHORT LENGTH ACTIVITIES

- Students can take time to be creative, have some fun and practice mindfulness using the CTC mindfulness coloring pages: <https://www.changetochill.org/activities-tools/>. There are 15 different options to choose from!

MEDIUM LENGTH ACTIVITIES

- Set up a freezy-pop station in the lunchroom for students to "chill" on Friday!
- Is there a Chill Club at your school? Is there interest with the Chill Champions to have more student support? Have the Chill Champions set up a table in the lunchroom to spread awareness! The table could include CTC giveaways like **bracelets, pop sockets or window clings!**

LONG LENGTH ACTIVITIES

- Host (with the help of the Chill Champions) a DIY craft station during lunch or advisory period. CTC activities could include: <https://www.changetochill.org/activities-tools/>
 - Slime
 - Bath Fizz
 - Tranquil Tea
 - Glitter Jars (substitute old water bottles for jars to make it more cost effective!)
- Support the Chill Champions in hosting a fish bowl – an opportunity for students to have an interactive conversation with key school staff (health teachers, counselors, social workers, etc.) about mental health in the school. Participants could be entered to win a **CTC water bottle.**



**-Wednesday-
October 2, 2019
7:30 am**

**For students at Cambridge Primary and
Cambridge Intermediate Schools**

- Meet at Cambridge Medical Center Parking Lot at 7:30 a.m.
- The principals will lead the walk at 7:45 a.m. to school!
- Drop your child off at Cambridge Medical Center instead of the school for a supervised walk to school
- Join us and walk with your child to school
- Healthy snacks and beverages will be provided by the Medical Center

**We need your help to make this
fun day a reality!**

Please join us!

Questions - call Nicki Klanderud at 763-688-7913
or Karla Patrick at 763-688-9925



Allina Health
**CAMBRIDGE
MEDICAL CENTER**

Healthy Lifestyles – Body, Mind & Spirit

2019 Neighborhood Health Connection

COOKING MATTERS® FOR ADULTS:

- A chef demonstrates recipes
- You prepare new recipes each week
- Sample what is prepared
- Healthy food tips for you and your family
- Advice on making healthy choices on a limited budget
- Take home groceries to practice for your family

Ti Ji Quan improves strength, balance, mobility, and daily functioning.

TAKING CARE OF YOU: Increase participant's knowledge of healthy strategies and skills to manage their stress levels

- Classes are **FREE**
- Child care and transportation are provided
- Please plan to attend all six weeks
- Prizes on graduation day for attending all six weeks

Class Dates: September 17, 24, October 1, 8, 15, 22, 29

Class Time: 2:30 p.m – 6:00 p.m.

Location: Spirit River Community
1321 Heritage Blvd NE
Isanti, MN 55040



For more details and to register for classes:
Gail Sederski, Program Director, 612-940-4245

Name: _____

Phone: _____

E-mail: _____

Accommodations:

- Audio, Visual, and/or Language needs
- Physical Accessibility
- Child Care Age(s): _____
- Transportation* from _____

*Isanti County Only



Partners: University of Minnesota Extension;
 Allina Health; Spirit River Comm; Karen Carlson



Coffee CHAT

2019 COMMUNITY HEALTH AWARENESS TALK



Join us Thursday mornings from 9-10 a.m. for a hot cup of coffee and a lively chat on a wide range of health issues.

Find us in the Cambridge Medical Center Foundation Room. Morning refreshments will be served.

For more information call 763-688-9925.

Please park in the main lot off Dellwood Street and enter through the clinic registration doors.

Everyone is welcome!

FALL 2019 TOPICS

Vaping: What's The Big Deal?

Sept 12, 2019

ALISHA FUSSY, MILLE LACS COUNTY HEALTH EDUCATOR, SHIP COORDINATOR

Keeping Your Back Healthy

Sept 19, 2019

DUSTIN LILLEGAARD, CKRI PT

Knee and Hip Replacement Updates

Oct 3, 2019

DR. DOOHEN

Healthy Weight Management as We Age

Oct 10, 2019

RACHEL BAAR, DIETITIAN

Everything You Want to Know About: Expanded Outpatient Mental Health Services at Cambridge Medical Center

Oct 17, 2019

JANA TREICHEL, RN, PATIENT CARE MANAGER MENTAL HEALTH

Make Aging in Your Own Home a Reality

Oct 24, 2019

JAYNE MUND, CAREGIVER CONSULTANT, FAMILY PATHWAYS

—
**Give a bike.
Open a world
of possibility.**



Donate gently used
or new bikes.

**Saturday, Oct. 5
9 a.m. to 1 p.m.**

Allina Health knows healthy habits start early, including being active. If your child has outgrown their bike, let another child grow into it. Allina Health is partnering with Free Bikes 4 Kidz to give bikes to kids in need. Donate gently used or new child or adult bikes **Saturday, Oct. 5, from 9 a.m. to 1 p.m.** at most Allina Health hospitals and clinics.

Volunteers are also needed this fall to prepare bikes for their new owners. Learn how you can get involved at **FB4K.org** or **allinahealth.org**.

New & Emerging Youth Chemicals

Presented by Dan Becker, MS LDAC



Dan Becker, MS LADC, has been working in schools for 30 years doing chemical health work. He has current and up-to-date information about youth chemicals, as he continues to volunteer in many Central MN Schools. He is a frequent presenter for treatment centers, schools, professional organizations and law enforcement. He is a presenter at this year's MARRCH Fall conference on this very topic.

Friday, November 8th, 2019

10:00 a.m. – 12:00 p.m.

**Location: Allina Health- Cambridge Addiction Services
522 11th Ave SW. Cambridge, MN 55008**

**Hosted by: CMC Addiction Services & Isanti County Substance Abuse,
Prevention, and Recovery Coalition
2 Free CEUs Available**



Cambridge Medical Center
Community Engagement Council
Tuesday, Sept 4, 2019, 3:30-4:30pm
CMC-Foundation Room

AGENDA

3:30-3:35 Welcome/Introductions

3:35-4:00 Neighborhood Health Connection Story – Julie & Vicki – Memory Cafe

4:00-4:10 Staff Update
Change to Chill Partnership - Braham
Change to Chill Week Sept 16-20
Chill Zone

4:10-4:15 Next steps with the CHNA

4:10-4:30 Community Updates
Upcoming Events -- All

Sept. 28
 Target Center
 Walk to end Alzheimers
 Cambridge team has
 been put together



Cambridge

ideas for promoting
 getting people in
 Isanti to participate
 + Braham
 - KBEK
 - sending info. with
 utility bills
 - mayors

Wednesday, September 11, 2019

2:30 – 4:00 pm

GracePointe Crossing – Club Lounge

Meeting Agenda

Welcome

Updates:

- Dementia Friends - Oct./NOV. is covered - may skip this spring take a break
- Memory Café
 - Cambridge - 9/12 @ SAC'S
 - Isanti
- Alzheimer's Support Group
- Monthly newspaper column
- Book Club – On Pluto: Inside the Mind of Alzheimer's - Spring
- CMCOA- Natalie Matthewson - new
- Project Remember 2020 – Gail Sederski - State Arts Grant for skits
- Lori La Bey meeting - Alzheimers speaks. Org. *may not have \$ anymore*
- MBA Dementia Grant *podcasts!*
 Sara Mott - Isanti County submitted

After memory Café
 walking clubs
 in City Center
 Mall

Dr. Oz
 Oprah
 have recognized
 Lori

Jayne Mund
 651-257-7905
 new phone #

Coming Up:

- Thu 9/12 Memory Café – Cambridge at Sac's 9:30-10:30
- Tue 9/17 Alzheimer's Support Group – GPC 10:00-11:30
- Tue 9/24 Caregiver Support Group 10:00 – 11:30 Walker-Methodist

City's website?
 link on websites to events

OVER ->

CAMBRIDGE FIRE



DEPT.

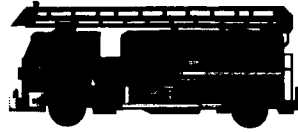
CAMBRIDGE FIRE DEPARTMENT

SEAN OKERLUND, FIRE CHIEF (763) 286-8633
TODD TOMCZIK, ASST. CHIEF (651) 248-8388
300 Third Avenue Northeast (763) 689-3211
Cambridge, MN 55008 (763) 689-0810 FAX
firedept@ci.cambridge.mn.us

CAMBRIDGE FIRE



DEPT.



Agenda

Cambridge Fire Department Monthly Meeting
August 26, 2019 6:00 PM

1. Call to Order
2. Approval of July 22nd 2019 Minutes
- 3. New Business**
 - a. Last push for Helmets and Non-Smoking Certificates.
 - b. Customer Appreciation September 13th.
 - c. Fire Catt results.
 - d. September 14th. Birthday at the Fire Hall 10 AM until 1:00 PM.
 - e. Hands on Training Stacy Lent. September 28th. Ribs by Chef Tony.
 - f. Hay Ride Food Drive October 13th.
 - g. First Responders Appreciation Breakfast. September 11th at Grace Point.
- 4. Old Business**
 - a. National Night Out.
 - b. Fair Events
 - c. Update on Lexipol.
- 5. Officer Reports**
 - a. Training
 - b. Equipment
 - c. Captains
 - d. Chief

Adjourn

Cambridge Fire Department Regular Monthly Meeting

July 22, 2019

Call to Order

6:05 PM: Sean Okerlund

Members Present

K. Becker, N. Champion, C. Carlson, M. Carlson, R. Dale, C. Haley, S. Kirkeide, J. Kowalik, C. Lindquist, C. Mattson, D. Matchinsky, A. Mix, S. Minar, S. Okerlund, W. Pennings, B. Reents, G. Schlichting, D. Schultz, T. Schwab, W. Schwartz, N. Shatek, J. Sievert, M. Swanson, T. Tomczik, D. Vellenga.

Others present: Bob Shogren, Lynda Woulfe

Motion to approve June 24, 2019 minutes Lindquist, Second Bustrom **Passed**

New Business.

Pennings mentioned to the group that we needed some more participation for the upcoming Fair Events and that Dave Matchinsky would be the contact for the events. We went through the events one at a time and filled the gaps with volunteers stepping up.

Pennings mentioned that we would need help for National Night Out which would be August 6th. Okerlund reminded the group that this was primarily a PD event although we would support the block parties with our attendance. Pennings mentioned he would pull the trucks out and pressure wash the floor. Members again stepped up.

Pennings told the group that North Branch firefighter Tony Rollins had passed away. Pennings also stated that North Branch Fire had asked if we could assemble a crew to cover their calls while they attended the funeral in Wyoming. We had members step up and we would send Engine 2 and Tender 2.

Pennings mentioned that Customer Appreciation event would be September 13th and we would continue as years past. Still looking for members that can make it.

Old business:

Okerlund told the group that the new MSA helmets were delivered and in lockers. Okerlund also said that the old helmets were collected and that we would attempt to declare them surplus property at the August Council meeting. Chief also stated that the new helmets would be the only helmets to be used for any response.

Pennings updated the group on progress with Lexipol. Work in progress webinar with Lexipol representative would be in early August and that we expect to be releasing some new policy's in September.

ID badges were handed out for the members we had updated pictures of. Pennings took pictures of members that did not get badges.

Review of calls

Calls were reviewed.

Officer Reports

Training – Dave spoke on upcoming training

Equipment – Nothing new.

Technical Rescue. Nothing

PIO –

Motion to adjourn 6:40 PM Motion Lindquist, Second Vellenga. **Carried.**

**Cambridge Parks, Trails, and Recreation Commission Meeting Minutes
Tuesday, August 13, 2019**

A regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held on Tuesday, August 13, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Chairperson Mark Ziebarth, Vice Chair Marisa Harder-Chapman, Members Kriste Ericsson, Tom Koep, Council Appointee Mayor Jim Godfrey and Ex-Officio Member Barry Wendorf.

Members Absent: None

Staff Present: Community Development Specialist Carri Levitski.

Call to Order & Pledge of Allegiance

Ziebarth called the meeting to order at 7:01 pm and led the Pledge of Allegiance.

Approval of the Agenda

Godfrey moved, seconded by Harder-Chapman, to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes

Godfrey moved, seconded by Ericsson to approve the July 9, 2019 minutes as presented. Motion carried unanimously.

New Business

Update Priority List

A lengthy discussion took place regarding the priority list and what should be ultimately recommended by the Parks, Trails, and Recreation Commission.

Harder-Chapman moved, seconded by Koep to recommend approval of the following revisions to the Long-Range Plan/Priority List. Motion carried unanimously.

Rank	Improvement	Approximate Cost	Timeline
1	Programs in City Park	<ul style="list-style-type: none"> • Summer Concert Series • Movies in the Park • Activities in the Park \$20,000/year	Annually
2	Spirit River Nature Area	Fat Tire Bike Trails	1-2 years
3	Library	Splash Park (60 x 90) Restroom/Shower/Changing Facility	1-2 years

		Total Cost – Approximately \$660,000	
4	Parkwood Park	Benches \$1,500 Trees \$2,000 Fitness Equipment \$20,000 Wheelchair Swing \$2,000 Horseshoe Pits \$1,000 Shuffleboard \$3,200 Double Swing Set - \$2,100	1-2 years
5	Sandquist Park	Multi-Use Field (Football, Soccer, Lacrosse, etc.) 200' x 300' \$24,000 grading \$9,000 irrigation \$50,000 lighting (optional) Trees	Local Option Sales Tax
6	Central Green	Pickleball Courts \$80,000 Area Association to Raise Between \$12,000 & \$20,000	2020 Street Project??
7	Sandquist Park	\$200,000 – Softball field \$230,000 – Baseball field	5 years
8	C-I Bike/Walk Trail Connection	\$475,000 – paving, gravel, grading, clearing, drainage \$100,000 – easements \$125,000 – engineering, legal, fiscal, permits Total - \$700,000	Local Option Sales Tax
9	Ice Rinks	Dome cover (220' x 105') \$585,000	5 years
10	Pioneer Park	Small Play Equipment \$20,000	5 years
11	Boiling Springs Trail	Undetermined at this point. Potential funding/grant needed for river bank restoration and snowmobile trail/bridge restoration	5+ years
12	Joe's Lake Preserve	Develop Trails \$?	5+ years
13	City Park Future Improvements	\$270,000 – Parking Lot – 60 stall lot (concept B) \$? Acquisition of additional property on Fern Street \$40,000 – Expanded play w/shade canopies \$8,000 – New picnic w/shelter \$10,000 – tot lot	5+ years

Splash Pad Update

Levitski explained preliminary plans were provided by Water Odyssey to demonstrate a possible Splash Pad for residents. The renderings were presented on a board with facts, figures and questions for the public to answer at National Night Out on August 6.

Residents were asked to answer five questions on a sticky note, the questions and consolidated responses of 68 sticky notes are as follows:

1. Would you prefer 1 Larger Splash Pad or a few Smaller ones in different locations?
 - 9 Larger Splash Pad
 - 61 NA

2. Which play features do you like best (based on provided images, see packet)
The Rain Curtain, Under-Brella, Mushroom Maze, Water Cage, Water Flower and Just-A-Bucket were listed as the most desired features. (See Packet)

3. Is having a Splash Pad a high enough priority to spend \$660K?
 - 56 YES
 - 10 NO
 - 2 NA

4. Thoughts on the location? (the board indicated Central Green & the Library were locations already discussed.)
 - 47 NA
 - 8 Central Green Park
 - 7 New Library
 - 2 Pioneer Park
 - 1 AFRC
 - 1 Old Grandview Lot
 - 1 Any

5. Other Comments/Suggestions?
 - 6 YMCA
 - 5 Yes, we are tired of driving far away for splash parks
 - 4 Pool
 - 2 Splash pad and a pool would be better
 - 1 Coon Rapids has a great splash pad
 - 1 Cover the ice rinks and make a pool
 - 1 Get businesses or the school to co-sponsor
 - 1 Have teenagers volunteer and use the swim team for help
 - 1 No one will use it, don't raise taxes
 - 1 Recycle water from the lake and put it at Pioneer Park
 - 1 Too much money
 - 1 We need fun things like this for our families

Levitski reported, residents were asked while waiting in line for hot dogs, chips and root beer floats and many answered only 1 of the 5 questions. The board is being modified to solicit general feedback during Customer Appreciation Day in Downtown Cambridge on September 13th.

Overall the feedback was largely positive, with most responders finding the cost was worthwhile, however, some residents would still prefer a pool, YMCA or combination of all 3 to meet the needs of all age groups and to have something available year-round.

There was discussion as to which park the Commissioners would like to see The Splash Pad constructed. The two locations discussed was Central Greens or the new Library location. The commission felt the Library location would be a safer location and have less vandalism. The Commission discussed concerns about traffic on 95 regards to pedestrian crossing. The Commissioners felt there is no way of getting around 95 traffic in Cambridge and compared it to having the railroad tracks running through town. Commissioners felt moving The Splash Pad to the north side of town would be beneficial, providing an amenity to the north and west side of town. The Commission concurred and ultimately had a consensus where they felt the Library location would be the best location for the splash pad. There were also inquiries as to whether the rest rooms can be included in the construction of the Library project. Staff will research this option.

Summer Parks Program Update

Levitski reviewed the staff report provided by Administrative Assistant Jennifer Cole. Levitski explained the 2019 Summer Parks Program was designed to engage with the community in a variety of ways. The program consisted of Concerts, Movies, Yoga, Arts and a Kids Program. Levitski reviewed each of the programs that were provided to the community which was outlined in the staff report. Commissioners discussed and commented very positively on the summer activities program. The Commission congratulation Ms. Cole on her hard work and successful season for parks programming.

Other Business/Miscellaneous

City Council Update

Godfrey updated the Commission on the last City Council meeting. Approved plans for library.

Commissioner Concerns

Ericsson stated she stopped by the rain garden to take some pictures and commented on how beautiful it looked. She suggested having interpretive signage indicating what is the function of a rain garden.

Levitski gave an update on filling the youth representative position for the Parks Commission. She stated she has been in contact with Cambridge-Isanti High School Principal Dr. Gibbs and they will be working on finding a new youth representative once school is back in session.

Levitski updated the Commission on the organization of a broomball league. Levitski stated she is still working on putting a league together, however, it has been very difficult secure officials.

Levitski updated the Commission on the Disc Golf League and stated the league will be wrapping up on August 19th and has been a very successful season.

Adjournment

Being no further business before the Cambridge Parks, Trails, and Recreation Commission, Wendorf moved, seconded by Ericsson, to adjourn the regular meeting at 8:12 pm. Motion carried unanimously.

Chair Mark Ziebarth
Cambridge, Parks, Trails, and Recreation
Commission Chair

ATTEST:

Carri Levitski, Community Development Specialist

Meeting Announcement and Agenda of the Cambridge Planning Commission
City Hall Council Chambers

Regular Meeting, Tuesday, October 1, 2019, 7:00 pm

Minutes not
complete yet

Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p.1)
3. Approval of Minutes
 - A. September 3, 2019 Regular Meeting (p.3)
4. Public Comment: For items not on the agenda; speakers may not exceed 5 minutes each.
5. New Business
 - A. **PUBLIC HEARING** - IUP for an Extended Home Occupation at 328 Sunset Lane N. (p.11)
 - B. **PUBLIC HEARING** - Variance request for 509 Main St. N (p.17)
 - C. **PUBLIC HEARING** - IUP Extension for Leaf's Towing (p.28)
 - D. **PUBLIC HEARING** - Ordinance amendment for Sign Regulations (way finding & window signs) (p.33)
 - E. Ordinance 702 - Residential structures roofing and siding materials (continued from 09-03-2019) (p.43)
 - F. Allowing chickens discussion (p.57)
6. Other Business/Miscellaneous
 - A. City Council Update
 - B. Parks, Trails, and Recreation Commission (PTRC) Update
7. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Cambridge Planning Commission Meeting Minutes

Tuesday, September 3, 2019

A regular meeting of the Cambridge Planning Commission was held on Tuesday, September 3, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Vice Chair Monte Dybvig, Member Aaron Berg, Member Robert Boese, and Council Appointee Marlys Palmer.

Members Absent: Chair Julie Immel (Unexcused), Member Marisa Harder-Chapman (Excused) and Member Arianna Weiler (Excused).

Staff Present: Community Development Director Marcia Westover, Community Development Specialist Carri Levitski and City Administrator Lynda Woulfe.

Call to Order & Pledge of Allegiance

Dybvig called the meeting to order at 7:04 pm and led the Pledge of Allegiance.

Approval of the Agenda

Westover stated Items 5A and 5B have been withdrawn from the agenda.

Palmer moved, seconded by Berg, to approve the agenda as amended. Motion carried 4/0.

Commissioner Boese is a member of the Common Grounds Church and recused himself from discussion regarding Item 5F, Off Premise sign Request.

Approval of Minutes

Boese moved, seconded by Palmer, to approve the July 2, 2019 minutes as presented. Motion carried 4/0.

Public Comment

Dybvig opened the public comment period at 7:06 pm and, without any comments, closed the public comment period at 7:07 pm.

New Business

PUBLIC HEARING – Zoning Code Amendment to Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures, Minimum Requirements (Roofing and Siding)

Westover stated Staff has noted an increase in requests for metal roofing materials for residential properties. Staff is looking for clarification in the code on whether or not to allow metal roofing materials. Westover stated Staff would also like to clarify the siding materials allowed. The City's current code language is ambiguous and needs to be changed to allow or deny specific materials.

Westover stated the Planning Commission recently discussed exterior materials for commercial and industrial properties. Standing seam metal is allowed for a roof material for commercial and industrial properties. Exposed metal fastener roofs are not permitted. Metal is also not permitted as a siding material. A variance must be sought if metal is requested as an exterior siding material.

Westover stated the residential materials code language should be more specific. Westover presented an example amendment and asked the Commission to review and comment.

Westover provided photo examples and had a list of questions for the Commission to discuss.

Dybvig opened the public hearing at 7:11 pm.

John Nordin, 225 Elm St. N., Cambridge, MN, pointed out the list of approved building materials in the proposed example definition did not include brick siding.

Westover responded this was just an oversight on her part and brick will be added to the example definition for discussion. Brick is a standard residential building material.

Dustin Johnson, 533 2nd Ave NW, Cambridge, MN asked if a building or structure already has other siding and roofing materials that are not included in the clarified definition, would the owner need to change to a different exterior material or would this be grandfathered in.

Westover stated this would be considered existing nonconforming, grandfathered in, until there is a remodel or a change in siding or roofing materials. Westover stated if just a portion of the exterior materials needed to be replaced, for example due to storm damage, the repair materials need to match the existing materials currently on the structure.

Berg stated there are many roofing and siding materials available and asked how the City would decide which materials are approved and which are not since many new materials are becoming available all the time.

Westover stated the industry has changed, is forever changing and the City does need to review these new products from time to time. Builders will need to request a variance and get approval from the Planning Commission and City Council for materials not on the approved list.

The Commission discussed existing residential structures that have been permitted in the city that have metal/steel roofing materials.

Palmer believes the materials should be the homeowner's choice. Palmer discussed the safety problems with ice and snow just sheeting off and falling.

The Commission discussed the importance of safety features of the different types of roofing materials.

Ryan Scheller, 6469 401st St., North Branch, has worked with commercial siding and roofing materials and discussed the safety, durability, cost, roof pitch and aesthetics of steel roofing.

Dybvig closed the public hearing at 7:25 pm.

Boese stated Westover has asked the Commission many appropriate questions regarding roofing and siding materials that have not been answered and suggested the Commission is not ready to make a decision on the definition in the ordinance at this point.

Dybvig said roofing and siding are two different things and suggested possibly separately addressing the details for roofing and the details for siding.

Boese moved, seconded by Palmer, to recommend Staff come back with two separate definitions about siding and roofing and add appropriate metal roofing as an allowable roofing material. Motion passed 4/0.

Westover stated Staff will bring these definitions to the October 1, 2019, Planning Commission Meeting.

PUBLIC HEARING – Variance for an Accessory Structure at 548 1st Avenue W. (New Library Site)

Westover stated Baas Properties, LLC, in coordination with the City of Cambridge, is requesting a variance for a garage at the new library located at 548 1st Avenue W. Westover stated during the planning stages, a garage was identified as a need for the new library. The planners/designers tried to find a location on the lot suitable without the need for a variance. However, due to the shape of the lot, the existing building location, and its proximity to adjacent parcels, the proposed location best fits the library's needs.

Westover explained a garage is requested for vehicles to be sheltered from the elements when delivering books. Snow, rain, and sun can be harmful to the books being brought into the library. There is an existing garage on the west side of the property, but it is 100+ feet to the building and in poor condition. Westover stated the planners/designers also looked at placing a new garage on the east side of the property, north of the building. However, this location would reduce the amount of existing parking spaces.

Westover stated the proposed location of the garage is tucked behind the existing building and shielded by an adjacent neighbor's fence. It is the most useable, yet least visible location for the existing property and the garage will not be in a front or side yard. The existing parking and drive on the east side of the building makes this the most feasible area for the main entrance, therefore allowing library vehicles entrance into the proposed garage.

Westover stated the proposed garage would be 5.3 feet from the rear property line. The minimum required setback in an R-3 Multiple Family zoning district is 20 feet.

Westover stated the purpose of the Variance process is to review applications on a case-by-case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that the application complies with the seven standards required.

Westover stated City Administrator Woulfe has been part of the planning and designing and is available to answer any questions there may be regarding the request for a variance.

Dybvig opened the public hearing at 7:33 pm. Hearing no comments, the public hearing was closed at 7:34 pm.

Palmer addressed several concerns regarding the location of the garage being so close to the neighbor's property line and the two vans transporting books weekly to and from this location will be parking near the garage. Palmer stated she is concerned for the health of the neighbors nearby with the exhaust from the idling vans.

Woulfe explained the proposed garage location makes the most logical sense with the layout of the building, having the least impact on windows and the outdoor reading area. Woulfe stated the vans will be inside the garage and not be idling outside of the garage entrance as the garage will be a heated and cooled space to maintain the integrity of the books and library materials.

Boese commented that the proposed location of the garage is the closest to the office. This library will be the headquarters of the East Central Regional Library (ECRL), which is a 14 member library consortium, and the vans make trips to these 13 different branch locations weekly, bringing in hundreds of boxes with thousands of books that need to be sorted and then prepared to be delivered to the appropriate library branch locations.

Woulfe stated of the four possible locations of the garage, this location works best for ECRL, the vehicles will be inside with the garage doors closed at all times and it fits well with the layout of the library building.

Berg stated Staff has applied this variance request to the seven standards and the findings show a practical need for the variance.

Berg moved, seconded by Boese, to recommend the City Council approve the variance as presented, allowing the accessory structure to be built at 548 1st Ave W (New Library Site). Motion carried 4/0.

Window Clings Discussion

Levitski reviewed the current code language regarding window clings.

Levitski stated Staff enforces property maintenance only on a complaint basis due to limited resources. A new business owner approached the City and asked if they could cover their front

window with window clings to help advertise their business. Levitski informed the business owner of the current regulations. The business owner did not understand why the City wasn't enforcing current regulations and supplied many examples of where the current regulations are not being enforced.

Levitski explained that after the number of violations were brought to her attention, letters were sent to all businesses that had more than 30% of their windows covered. Almost every business owner contacted Levitski with concern and communicated their disagreement with this code requirement. With the push back from the local businesses, and the fact Staff have not discussed window clings in quite some time, Staff decided to bring this topic to the Planning Commission for their consideration. Local businesses were informed and invited to attend the meeting to voice their concerns.

Levitski stated Staff reached out to numerous communities to find out how they regulate window clings. Most cities have regulations in place, however, when asked if they enforce this code, almost every city responded they did not enforce their regulations. Levitski stated it begs the question whether or not this is a code requirement that is needed or at a minimum be looked at to determine if the City can install other parameters. Levitski presented the following things to consider including: limiting the amount of window space covered, visual effect versus advertising, limit to interior or exterior of windows, using clings in lieu of blinds, and how to determine the amount of coverage to limit based on per window or square feet of all windows.

Levitski stated new things trend, times change, practices change and it is time for the City to review the current regulations.

Palmer stated the Cambridge Police Department conducts frequent safety visits and checks to see that front and back doors are locked on all commercial properties in the City of Cambridge. Palmer stated advertising is expensive and using window clings in the store front windows is one option. Palmer also said that if the police cannot see through the window clings to do a safety check, it is the business owner's decision to make.

Berg stated the City is working hard to attract and retain businesses and doesn't want restricting window clings to be a roadblock in encouraging businesses to come to and stay in the City. Berg stated he is in favor of leaving the window cling choices up to the business owners and not placing restrictions on them.

Palmer pointed out that some franchise businesses must be compliant with directives from their corporate headquarters as to what advertising is displayed in their window fronts.

Boese stated these restrictions may have been written when Cambridge had an old downtown which was a pedestrian-oriented area. Today, downtown is a vehicle-oriented area. The dynamics of the commercial businesses have changed. Boese agrees with Berg to not restrict use of window clings.

Dybvig stated this topic is full of personal opinions, centers around what is aesthetically pleasing and is a challenge to legislate. His opinion is if the window treatment aesthetically matches the theme of the business and enhances Main Street, it should be allowed. Dybvig commented that window

treatments can consist of window clings, banners or posters attached to the window or hanging inside the window.

Levitski agreed that beauty lies in the eye of the beholder and is difficult to legislate. Levitski stated Staff have not received complaints but needs direction as to revising the requirements and/or enforcing the requirements as they are written.

Ryan Scheller, 6469 401st Street, North Branch, and owner of RVS Performance, 430 1st Ave., Cambridge, MN, commented he has recently been working with City Staff regarding advertising options for his business. Mr. Scheller stated advertising has changed and many different options are now available. He explained the window clings being discussed are made of a printed vinyl wrap material which is perforated with small holes allowing visibility day and night. Mr. Scheller stated if the window clings are not hideous or in poor taste, he stated he is pleased to hear discussion regarding leaving this decision up to the business owner.

Ashley Schaefer, 208 Main St S., owner of 208 Hair Salon, Cambridge, MN, stated her business uses the perforated vinyl window clings. She explained this material blocks the sun during the day but still allows visibility into the building at night. Ms. Schaefer pointed out this is a good way to advertise as they are limited to placing a huge sign on the top of the building which is costly and hard for people to see as they drive by.

Levitski said the discussion seems to be leading toward changing the code language. Levitski stated Staff could do more research, talk to some of the business owners in the community regarding the types of vinyl clings and window wraps they are currently using, contact some of the vinyl cling sign companies and bring this information back for the Planning Commission's discussion at a future meeting.

The Commissioners agreed to this plan.

Off-Premise Sign Request

Levitski stated the City Code does not allow permanent off-premise or way finding signs. As with all code enforcement, Staff enforces on a complaint only basis. Staff received a complaint on Common Ground's new off-premise (way finding) sign located on the Cambridge-Isanti School District property on the NW corner of Cypress St N and Highway 95. Staff contacted Common Ground and informed them of the complaint. After discussions with Common Ground representatives, Staff recommended them to write a letter requesting a code amendment.

Levitski reviewed the current City Code which regulates temporary off premise signs.

Levitski stated way finding signs for government agencies along with schools and churches are very common in communities, helping individuals visiting government agencies, schools and churches to find the location when they are not familiar with in a certain area. Levitski said churches and schools are often located in residential areas and are not visible from the main thoroughfares. MnDOT will

also place these types of signs in the right-of-way. In this situation, Levitski stated the way finding sign is on private school district property and is not in the right-of-way.

Levitski asked the Commission to discuss current regulations and give direction to Staff if the Commission would recommend amending the sign code to allow way finding signs for government agencies, schools, and churches on private properties.

Dybvig commented that signs for places people need to find, such as government offices, schools, churches and hospitals, should require a separate ordinance. He went on to say this is a separate issue from signs advertising fresh fruit sales, garage sales or wine tasting events.

Palmer agreed we need to be able to find places such as church, hospitals and schools.

Berg asked if the City would entertain the idea if Common Ground has gotten written permission from the school district to place their sign on school property.

Levitski stated Common Ground does have written permission from the school district but the City doesn't allow it since it is an off-premise sign. Levitski stated the City would need to amend the ordinance to allow way finding signs for government, public agencies and institutions on private properties.

Berg asked if MnDOT has any regulations on way finding signs on their roads. Westover replied MnDOT has their own regulations. The consensus of the Commission was for staff to look into MNDOT's sign regulations.

Randy Wallace, 343 Birch St. S., Cambridge, MN, the Co-Chair of the Administrative Council at Common Ground, stated the Council was advised to contact MnDOT once they learned the sign location was on school district property. MnDOT's response was the sign could not be bigger than 24" x 24" and no higher than any existing signs. Mr. Wallace stated Jill Reller, from Signs By Jill, designed the sign to those specifications, made sure the sign was no higher than the stop sign and had Gopher State One check for any utilities before installing the sign. Mr. Wallace believed they have done their due diligence and also had the approval of the school attorney and the approval of Mark Eisenbacher, the former Building and Grounds Director, at Cambridge-Isanti Schools to move ahead with installing this sign.

Dustin Johnson, 533 2nd Ave NW, Cambridge, MN, asked if temporary signs cannot obstruct field of vision.

Levitski responded that no signs can obstruct vision and no signs can be placed in the Right of Way.

Mr. Johnson inquired about large flags signs put up on Birch St N and Hwy. 95 by Spirit of Life Church on Sundays. He has noticed on Monday mornings when driving to work, he cannot see oncoming traffic at this intersection.

Levitski stated flag or feather signs are permitted with a temporary sign permit. Westover stated Staff will contact Spirit of Life Church via a letter.

Berg asked if the City has any specific language that requires the sign owner that wants to put a sign on someone else's property that they have written permission.

Levitski stated there is a place on the temporary sign permit application for the property owner to sign off on.

Dybvig asked Staff to do some research and bring back some language for the Commission to review.

Levitski stated Staff will bring this back for discussion and in the meantime, Staff will not be asking anyone to take down signs and will not be pursuing enforcement at this time.

Other Business/Miscellaneous

City Council Update

Palmer updated the Commission on the last City Council meeting.

Parks Commission Update

Levitski updated the Commission on the last Parks, Trails, and Recreation Commission meeting.

Adjournment

Being no further business before the Cambridge Planning Commission, Palmer moved, seconded by Berg, to adjourn the regular meeting at 8:43 pm. Motion carried 4/0.

Julie Immel
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover, Community Development Director



ANOKA-RAMSEY
COMMUNITY COLLEGE

CAMBRIDGE • COON RAPIDS

COLLEGE ADVISORY COMMITTEE – CAMBRIDGE CAMPUS

Friday, Sept. 27, 2019

7:30 to 9:00 a.m.

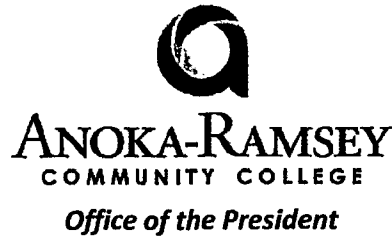
Room F206

AGENDA

7:30 a.m. Breakfast

8:00 a.m. State of the College – Kent Hanson, President

Institution Short Formal Name	Combined				Undergraduate				Graduate			
	20193 FYE	20203 FYE	Increase FYE	% Increase FYE	20193 FYE	20203 FYE	Increase FYE	% Increase FYE	20193 FYE	20203 FYE	Increase FYE	% Increase FYE
Bemidji State University	1,999.3	1,883.3	-116.0	-5.8%	1,895.3	1,773.8	-121.5	-6.4%	104.0	109.5	5.5	5.3%
Minnesota State University, Mankato	6,214.7	6,173.8	-40.9	-0.7%	5,579.3	5,549.5	-29.8	-0.5%	635.4	624.3	-11.1	-1.8%
Minnesota State University Moorhead	2,408.8	2,377.2	-31.6	-1.3%	2,110.8	2,054.4	-56.4	-2.7%	298.0	322.8	24.9	8.3%
St. Cloud State University	5,041.0	4,659.9	-381.1	-7.6%	4,447.8	4,082.0	-365.8	-8.2%	593.2	577.9	-15.3	-2.6%
Winona State University	3,494.4	3,414.5	-79.9	-2.3%	3,322.1	3,207.4	-114.8	-3.5%	172.3	207.2	34.9	20.2%
Southwest Minnesota State University	1,837.4	1,744.3	-93.0	-5.1%	1,662.4	1,588.2	-74.2	-4.5%	175.0	156.2	-18.8	-10.8%
Metropolitan State University	2,568.2	2,508.1	-60.0	-2.3%	2,306.9	2,246.5	-60.4	-2.6%	261.3	261.7	0.4	0.1%
Minnesota State Community and Technical	1,986.9	1,877.8	-109.1	-5.5%	1,986.9	1,877.8	-109.1	-5.5%	0.0	0.0	0.0	
Itasca Community College	443.7	404.3	-39.5	-8.9%	443.7	404.3	-39.5	-8.9%	0.0	0.0	0.0	
Vermilion Community College	284.1	269.0	-15.1	-5.3%	284.1	269.0	-15.1	-5.3%	0.0	0.0	0.0	
Anoka-Ramsey Community College	2,677.0	2,693.4	16.4	0.6%	2,677.0	2,693.4	16.4	0.6%	0.0	0.0	0.0	
North Hennepin Community College	1,863.7	1,787.2	-76.5	-4.1%	1,863.7	1,787.2	-76.5	-4.1%	0.0	0.0	0.0	
Rainy River Community College	102.1	90.6	-11.5	-11.3%	102.1	90.6	-11.5	-11.3%	0.0	0.0	0.0	
Normandale Community College	3,137.3	3,127.0	-10.3	-0.3%	3,137.3	3,127.0	-10.3	-0.3%	0.0	0.0	0.0	
Inver Hills Community College	1,325.1	1,257.7	-67.3	-5.1%	1,325.1	1,257.7	-67.3	-5.1%	0.0	0.0	0.0	
Fond du Lac Tribal and Community College	535.9	464.6	-71.3	-13.3%	535.9	464.6	-71.3	-13.3%	0.0	0.0	0.0	
Anoka Technical College	616.8	665.5	48.7	7.9%	616.8	665.5	48.7	7.9%	0.0	0.0	0.0	
Alexandria Technical and Community College	843.8	823.1	-20.7	-2.5%	843.8	823.1	-20.7	-2.5%	0.0	0.0	0.0	
Hennepin Technical College	1,475.5	1,369.2	-106.3	-7.2%	1,475.5	1,369.2	-106.3	-7.2%	0.0	0.0	0.0	
Pine Technical and Community College	366.2	373.4	7.3	2.0%	366.2	373.4	7.3	2.0%	0.0	0.0	0.0	
Saint Paul College	2,070.5	2,017.6	-52.9	-2.6%	2,070.5	2,017.6	-52.9	-2.6%	0.0	0.0	0.0	
St. Cloud Technical and Community College	1,521.4	1,472.4	-49.0	-3.2%	1,521.4	1,472.4	-49.0	-3.2%	0.0	0.0	0.0	
Minnesota West Community and Technical	845.5	833.9	-11.7	-1.4%	845.5	833.9	-11.7	-1.4%	0.0	0.0	0.0	
Dakota County Technical College	911.4	922.8	11.4	1.3%	911.4	922.8	11.4	1.3%	0.0	0.0	0.0	
Minnesota State College Southeast	568.2	552.6	-15.6	-2.7%	568.2	552.6	-15.6	-2.7%	0.0	0.0	0.0	
Northwest Technical College - Bemidji	279.9	269.9	-10.0	-3.6%	279.9	269.9	-10.0	-3.6%	0.0	0.0	0.0	
Central Lakes College	1,205.8	1,104.9	-100.9	-8.4%	1,205.8	1,104.9	-100.9	-8.4%	0.0	0.0	0.0	
Lake Superior College	1,380.7	1,348.0	-32.7	-2.4%	1,380.7	1,348.0	-32.7	-2.4%	0.0	0.0	0.0	
Northland Community and Technical College	1,036.5	956.3	-80.2	-7.7%	1,036.5	956.3	-80.2	-7.7%	0.0	0.0	0.0	
Century College	2,751.7	2,734.3	-17.4	-0.6%	2,751.7	2,734.3	-17.4	-0.6%	0.0	0.0	0.0	
Minneapolis Community and Technical College	2,118.0	2,114.5	-3.5	-0.2%	2,118.0	2,114.5	-3.5	-0.2%	0.0	0.0	0.0	
Rochester Community and Technical College	1,694.4	1,607.0	-87.4	-5.2%	1,694.4	1,607.0	-87.4	-5.2%	0.0	0.0	0.0	
Riverland Community College	944.5	986.5	42.0	4.4%	944.5	986.5	42.0	4.4%	0.0	0.0	0.0	
Ridgewater College	1,190.9	1,215.5	24.7	2.1%	1,190.9	1,215.5	24.7	2.1%	0.0	0.0	0.0	
South Central College	930.5	956.2	25.7	2.8%	930.5	956.2	25.7	2.8%	0.0	0.0	0.0	
Hibbing Community College	405.9	384.6	-21.3	-5.2%	405.9	384.6	-21.3	-5.2%	0.0	0.0	0.0	
Mesabi Range College	369.8	375.7	5.9	1.6%	369.8	375.7	5.9	1.6%	0.0	0.0	0.0	
Total	59,447.3	57,816.7	-1,630.6	-2.7%	57,208.2	55,557.3	-1,650.9	-2.9%	2,239.1	2,259.4	20.3	0.9%



August 22, 2019

Colleagues,

As we begin a new academic year, I'd like to take a moment to celebrate the significant progress we've made on the goals of our strategic plan and introduce you to Strategic Plan 2.0 (SP2.0). Thank you for all you have done, and all that you continue to do in your daily work to contribute to the success of our strategic goals!

Over the last five years of our strategic planning efforts we have:

- Transformed our academic advising model to better meet the individual needs and goals of our students.
- Completed diversity mapping and started implementing our college diversity plan.
- Embedded high impact academic practices across the college, including increased undergraduate research and the launch of our Scholarship of Teaching and Learning program.
- Enhanced the look and feel of our campuses, creating a more welcoming environment for all.
- Created the Facilities Advisory Committee, engaging faculty and staff perspectives in prioritizing facility investments.
- Expanded opportunities for leadership and professional development amongst our staff and faculty, including offering Carnegie leadership training.

These are just a few examples of the strides we have made together. Perhaps most importantly, we have further defined the Anoka-Ramsey Community College and Anoka Technical College alignment as a shared services arrangement, supporting the autonomy and cultures of our campuses. This is reflected in the most recent PACE survey, where our staff and faculty noted a spirit of cooperation at the college and within their teams at a rate much higher than our peer institutions. There was also a significant increase in this area compared to our own results from the 2014 survey, in the early days of our alignment. I'm proud of the culture of our college, and the common mission, vision, and values that help us achieve our goals.

At the center of SP2.0 is the engagement of individuals and departments in contributing to progress on our goals. Last year, faculty participated in a successful feedback initiative linking communication efforts in the classroom with strategic goals. Based on this initiative, feedback from our SP2.0 conversations and the PACE survey, our individual and departmental efforts this year will focus on deepening and broadening communication. No matter what your role is on campus, effective communication is vital to the success of our students, our staff and faculty, and our college communities.

Communication is a key building block to our strategic goals:

Goal 1. Commit to Student Success

Student success depends on the provision of clear, accurate, and timely information, and in opportunities for students to be heard and share ideas.

Goal 2. Promote Academic Excellence

Communication is woven throughout our academic programs, through delivery of rigorous and relevant curriculum, student engagement in the classroom, and meeting learner outcomes.

Goal 3. Foster a Vibrant Culture that Practices Equity and Inclusion

Effective communication structures facilitate supportive working and learning environments, and amplify diverse voices and perspectives.

Goal 4. Establish a Strong Reputation and Valuable Partnerships

Our partnerships with K-12, workforce, other higher education institutions, and the community depend on continuing and transparent communication in all we do.

I am committed to furthering conversations around communication throughout the college, and across our strategic goals. My door is open to any of you who may have ideas on ways in which we can improve communications from and through the Office of the President. I also encourage you to reflect on the ways in which you can intentionally strengthen communication in your office, on your teams, and with your stakeholders, be they students, employees, or employer or community partners. This will mean something different for each of you.

Enclosed you will find your laminated version of our SP2.0, for display and reference in your workspace. Also included is a checklist of communication strategies, developed by our communication studies faculty, for your consideration as you develop communication strategies at the individual and departmental levels. This fall, you will be asked to identify and commit to ways of improving your own communication in furtherance of SP2.0. I'll discuss these commitments at staff forums and faculty development days, and we'll share progress on faculty commitments during duty days in January. Every one of you has a role to play in shaping the collective success of SP 2.0. I look forward to continued conversation throughout the year around communication and the strategic plan.

Best wishes for a terrific fall semester!



Kent Hanson, Ph.D.
President
Anoka-Ramsey Community College



Strategic Plan for Anoka Technical College and Anoka-Ramsey Community College

Embedded within these goals is a commitment to quality education and student success, ultimately leading to graduation. Graduating with a degree and/or certificate benefits both career and transfer students. By graduating with a credential, students demonstrate their persistence and skills and are better prepared for the challenges of life and future studies.

Goal 1. Commit to Student Success

We value the success and well-being of our students.

We value access and affordability for our students.

- A. Increase the number of students transferring or completing a certificate, diploma, or degree in a timely manner.
- B. Equitably increase retention and academic progress.
- C. Develop proactive approaches to meet students' changing academic, physical, emotional, and financial needs.
- D. Empower students to gain ownership of their academic and personal success.

Goal 2. Promote Academic Excellence

We value excellence in teaching and learning.

We value continuous improvement in curriculum and instruction.

We value exploring new pedagogical methods that enhance learner outcomes.

- A. Offer rigorous programs of study to meet current and future transfer and workforce expectations.
- B. Actively assess that learner outcomes are being met to improve curriculum and instruction.
- C. Incorporate inclusive classroom strategies that engage all students.
- D. Establish and maintain learning environments and delivery methods that support diverse, state-of-the-art, student-centric learning experiences.
- E. Maintain high academic standards and support students to produce quality work.

Goal 3. Foster a Vibrant Culture that Practices Equity and Inclusion

We value a culture of caring and mutual respect for all students and all employees.

We value equity and inclusion campus-wide for all constituents.

We value collaborative leadership and decision making.

We value intellectual curiosity and knowledge growth.

- A. Support a welcoming and safe environment for our students and employees.
- B. Recruit, hire, and retain diverse faculty and staff that reflect our community and students.
- C. Invest in development opportunities for faculty and staff.
- D. Promote the value of free speech and diverse voices and viewpoints.

Goal 4. Establish a Strong Reputation and Valuable Partnerships

We value strong community partnerships that benefit the success and well-being of our students.

We value the stewardship of physical, financial, and human resources.

We value long-term financial sustainability that incorporates strategic investments.

- A. Build a reputation for excellence within the region and state; and be nationally recognized as leaders in community and technical college education.
- B. Develop systems and curricula that respond expediently to new job skills, training, and career opportunities with community and industry partners.
- C. Enhance relationships with K-12 schools, workforce organizations, and higher education transfer partners to provide educational and career pathways for students.
- D. Promote practices that enhance environmental stewardship, reduce our carbon footprint, and make us a good neighbor in our community.



Community Education Advisory Council Meeting
August 12, 2019
Education Services Center
5:00 – 6:30 p.m.

- | | | |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve June minutes | Joe | Approval |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, Kersten Conley, Jeff Johnson, Aaron Berg, Nick Izzo, Christine Andres, Vanessa Hanzel, Dave Maurer

Staff Report: No report

New Business:

- | | | |
|---|------|-------------|
| <input type="checkbox"/> Advisory Council goals | Joe | Discussion |
| <input type="checkbox"/> 2019/20 Goals: | | |
| <input type="checkbox"/> Membership review and approval | Joe | |
| <input type="checkbox"/> Approval of new member (s) | | |
| <input type="checkbox"/> Election of officers | Joe | |
| <input type="checkbox"/> Election of vice chair | | |
| <input type="checkbox"/> Policy to reduce and eliminate program duplication | | Decision |
| <input type="checkbox"/> State Statutes update | Dave | Information |
| <input type="checkbox"/> Summer program review | Dave | |
| <input type="checkbox"/> Preliminary update on summer programs | | |

Updates:

- | | | |
|--|------|-------------|
| <input type="checkbox"/> Performing Arts | Dave | Information |
|--|------|-------------|

Next Meeting September 9, 2019

Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program



Attachments: Minutes, State Statute updates, agenda



Cambridge-Isanti Community Education Advisory Council hereby proposes and passes an Advisory Council policy resolution to reduce and eliminate program duplication within the school district.

Joe Morin
Community Education Advisory Council Chair

Date

Community Education Advisory Council Vice Chair

Date

Draft 8/12/2019



July 25, 2019

State Statute information updates

- ECFE Advisory Councils are required to report to the CE Advisory Council Statute 124D.13
- ECFE may provide parent education programs for parents of children birth to grade three.
 - We have started that this year.
- Programs may not be limited to district residents. This is stated for ECFE and Adults with Disabilities.
- Adults with Disabilities program and budget must be approved by the CE Advisory Council Approval may be for five years. Statute 124D.19
- Beginning July 1, 2020, programs must have a three or four star rating from the State to accept Pathways I and Pathways II scholarship funds. Statute 124D.165
 - We have a four star rating.
- "The commissioner shall develop a service-learning program curriculum" Statute 124D.50
 - I have not seen this yet. It will be a helpful document when it is finished and shared.

**DISCOVER DOWNTOWN CAMBRIDGE
EXECUTIVE COMMITTEE AGENDA
AUGUST 26, 2019 – 9:00 – 10:00AM
WILLARDS**

1. Open meeting, Introductions – Grant Johnson
2. Determine who will take notes and record attendance
3. Review agenda
4. Review mission

MISSION STATEMENT:

“The mission of Discover Downtown Cambridge is to engage and collaborate with community stakeholders to propel a sustainable development process, including financial resources and creative design strategy, resulting in a prime cultural destination.”

5. Committee reports

Community Foundation – Greg Carlson

Streetscape - Lynda Woulfe

2020 Flower baskets
Wayfinding updates

Promotion Committee - Grant Johnson

Passport to Savings/Third Thursdays
Tentative schedule for 2020
Discuss other methods of downtown promotion
Next committee meeting is September 3, 8:30am at chamber office.
RSVP to Melissa

6. Downtown Business Owners and Managers meeting
7. Review action items
8. Next meetings:
 - a. Next Executive Committee Meeting: October 23, 2019.
 - b. Exec. Comm. Meeting schedule: 4th Wednesdays, even months at 9-10am, Willards
 - c. Downtown Business Owners and Managers – TBD

Executive Committee Membership: *Business owners/committee reps:* Joel Pennington, Grant Johnson, Karen Chilson, Monte Dybvig, Greg Carlson. *City reps:* Lynda Woulfe, Stan Gustafson. *Chamber of Commerce:* Melissa Bettendorf. *At large/community rep:* Shirley Geib, Bill O'Neill

**DISCOVER DOWNTOWN CAMBRIDGE
EXECUTIVE COMMITTEE MINUTES
JUNE 26, 2019 – 9:00 – 10:00AM
WILLARDS**

1. Introductions
2. Determine who will take notes and record attendance. - Greg and Melissa
In attendance: Grant Johnson, Joel Pennington, Scott Peterson, Stan Gustafson, Lynda Woulfe, Greg Carlson, Melissa Bettendorf
3. Review mission

MISSION STATEMENT:

"The mission of Discover Downtown Cambridge is to engage and collaborate with community stakeholders to propel a sustainable development process, including financial resources and creative design strategy, resulting in a prime cultural destination."

4. Executive committee membership -
*Business owners/committee reps:
Joel Pennington, Grant Johnson, Karen Chilson, Monte Dybvig, Greg Carlson
City reps: Lynda Woulfe, Stan Gustafson
Chamber of Commerce: Melissa Bettendorf
At large/community rep: Shirley Geib, Bill O'Neill*
5. Meeting schedule: 4th Wednesdays, even months at 9-10am, Willards
6. Pedestrian study – Stan Gustafson
Provided an explanation of what the study is. Process requires input from DT businesses in all regions to move pedestrians around. It will help ID signage required. Signage is not included in price. Parking signage needs to be very clear. Important to include the library in the plan. What has signage cost in a similar area? Thoughts on paying for it?
 - *What is it and how can it benefit DT?*
 - *How will it be paid for?: Options include our community foundation, the Initiative Foundation (\$5000 grant available)*

*If don't do study, could we purchase wayfinding signs?
Some ideas: Tabco website has stock signs. Montevideo, Monticello, Alexandria, Rochester could be examples. TabCo \$3-400 per sign (18 x 24 approx) 10 intersections x 4/each = \$4000.
Install could be by public works. Consider getting people to downtown, not just around DT. Take a high level view, back to design team presentation. Study without funds to buy signs seems premature at this point.
Need to form a group to study. We need to prove to people that they can walk the whole DT. North/south is a concern and divide is real.
Branding. 13,000 cars on 95. Princeton/North Branch access – signs? How do they know they are here in DT? Compare to Disney – you know you are in "Tomorrowland".
City also looking at electronic sign at the Main and 95 corner. 104 inches wide x 48 tall
Goal to have Ace Tack down by Customer Appreciation meeting.*

Action items -

Establish action group tasked with planning signage in partnership with city tasked with looking at wayfinding and planning signage. (what's in the window, what do you tell your staff to tell customers?)

Look at Waldo/Halloween

Maps are key (Joel)

Revisit previous studies more formally.

7. Fundraising for downtown projects – did not discuss

8. **Committee reports**

Community Foundation – Greg Carlson

To follow is a status update regarding the process and progress establishing the **Cambridge Area Community Foundation**.

What is the Cambridge Area Community Foundation? The Cambridge Area Community Foundation (CACF) is a *partner fund* of the Initiative Foundation, one of six Minnesota Initiative Foundations serving Greater Minnesota with a broad mission to empower people to build thriving communities. The CACF officially started through a Fund Agreement with the Initiative Foundation that outlines the CACF Fund's structure. The purpose of the Fund is to improve the quality of life by building permanent endowments and providing philanthropic leadership that enables donors to make lasting investments throughout Isanti County.

The Fund has established two sub-funds:

- **Cambridge Area Disaster Preparedness and Relief Fund**

The purpose of this fund is to support planning efforts within the City of Cambridge to be prepared in the event of a natural or man-made disaster. Initial fundraising efforts have resulted in \$20,000 + currently in this fund.

- **Cambridge Area Economic Development Fund**

The purpose is to support economic development activities that strengthen and complement the City of Cambridge's comprehensive long-term plan. The initial focus is support of downtown revitalization.

The founding members of the Advisory Board are Greg Carlson, Chair; Carrie Gibbs, Vice Chair; Clyde Bloyer, Secretary/Treasurer; and Lynda Woulfe. The Advisory Board currently meets the 3rd Monday of each month. Once the organizational phase is complete (fall 2019) the frequency of meetings longer term is expected to be bi-monthly or quarterly, additional members will be added during the current phase. Marketing and fund-raising plan and goals will be established and communicated as part of a second phase of development.

Streetscape - Lynda Woulfe

Update on trash cans, benches, flower baskets

Trash cans – here within the week

Looking at bench finishes – ordering locally for less than catalog

Artist Keith Raivo – to see how to incorporate art walk, metal trees, sculpture to replace dying trees. A map will be part of the project. Would apply by Oct 1 for Arts Grant (\$15,000 available)

Promotion Committee -

Available properties, Events, Restaurant meeting report

Review action items

Map - Joel

Revisit previous studies more formally – Design Team and Street

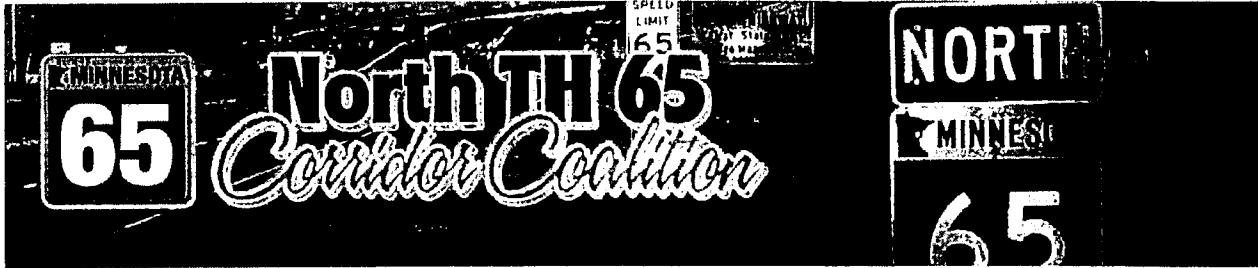
Convene a diverse group with the purpose of taking a high-level look at wayfinding AND action plan to improve signage/pedestrian experience in DT. Lynda, Melissa meet to ID

Available properties – Stan’s list/map available within a couple weeks

Organization related to funds

9. Next meetings:

- a. Downtown Business Owners and Managers – Thursday, September 5 (tentative)
- b. Determine topics for next meeting on August 28 – 9am at Willards
Consider review 1-2-3 year goals, set new



North TH 65 Corridor Coalition

Agenda

September 26, 2019 at 7:00 P.M.
Isanti County Government Center
Cambridge, MN

1. Call to Order
2. Pledge of Allegiance
3. Roll Call / Establish Quorum
 - a. Counties: Anoka, Isanti, Kanabec
 - b. Cities: Blaine, Braham, Cambridge, East Bethel, Ham Lake, Oak Grove, Spring Lake Park (Welcome new Spring Lake Park representative Barbara Goodboe-Bisschoff.)
 - c. Townships: Arthur, Athens, Brunswick, Cambridge, Isanti, Knife Lake

Per JPA Article VIII, Section 4: 40% of the membership constitutes a quorum. (40% of 16 = 6.4)
4. Approval of Minutes from the May 23, 2019 Meeting
5. Treasurer's Report
 - a. Approval of Treasurer's Report
 - b. 2019 Membership Dues Status Report
6. 2020 Budget Development (See attached worksheet.)
7. Administrative Representative Report
 - a. New Administrative Representative
8. Programmed Projects
 - a. MnDOT Metro District

b. MnDOT District 3

c. Other

9. Community Updates

10. Other Business

11. Adjourn



Minneapolis – Duluth/Superior Passenger Rail Alliance Board
Wednesday, August 28, 2019 @ 10:00 a.m.
Pine County Courthouse Boardroom
Pine City, MN

AGENDA

- 1. Call to order & Introductions**
- 2. Additions to Agenda**
- 3. Public Forum / Appearances**
 - A.
- 4. Communications**
 - A.
- 5. Consent agenda**
 - A. Approve minutes from meeting of May 22, 2019.
 - B. Expenditure & Budget Analysis for May, June & July 2019.
- 6. Reports**
 - A. Media – Jill Brown
 - B. Legislative Update & 2019 Legislative Report from Costin Group, Inc.
 - C. Technical Advisory Committee – Meeting Minutes of August 5, 2019.
August 17, 2019 Meeting Minutes will be presented at the meeting.
 - D. Administrative – Bob Manzoline & Frank Loetterle
- 7. Unfinished business**
 - A. None.
- 8. New business**
 - A. Consider payment for rail car movement for State Bond Committee Tour scheduled for September 4, 2019. *(Information to be presented at meeting).*
 - B. Consider the proposed year 2020 NLX Alliance Budget and Funding Formula.
- 9. Other Business**
- 10. Next meeting**

September 25, 2019
Pine County Courthouse
- 11. Adjournment**

Minneapolis-Duluth/Superior Passenger Rail Alliance
Administrative Agency: St. Louis & Lake Counties Regional Railroad Authority
Executive Director: Bob Manzoline, 111 Station 44 Road, Eveleth, MN 55734
Phone: (218) 744-1388 * Toll free: (877) 637-2241



Minneapolis – Duluth/Superior
Passenger Rail Alliance
Wednesday, May 22, 2019
Pine County Courthouse
Pine City, MN

MINUTES

Appointed Representatives Present:

Keith Nelson, *St. Louis County
Stan Gustafson, City of Cambridge
Matt Ludwig, * Pine County
Andrew Johnson, **City of Mpls.
Noah Hobbs, ** City of Duluth

Alternate Representatives Present:

Appointed Representatives Not Present

Katie Draper, Mille Lacs Band of Ojibwe
Jason Serck, City of Superior, WI

* County Commissioner

** Council Member

Other meeting attendees attached and made part of the minutes

1. Call to order / introductions

Vice-chair Johnson called the meeting to order at 10:02 a.m., welcomed all and introductions were made. Five (5) representatives in attendance constituted a quorum.

2. Additions to Agenda

None.

3. Public Forum / Appearances

None

4. Communications

A. Vice-chair Johnson announces that the City of Minneapolis voted to reauthorize the Joint Powers Agreement for their participation with NLX and approved their portion of funding for 2019. Vice-chair Johnson also shares that he has had opportunities to speak with Hennepin County officials in an effort for them to consider the same.

5. Consent Agenda

A. Approve minutes from meeting of February 27, 2019 - A motion by Councilor Johnson, **supported** by Commissioner Nelson to approve the February 27, 2019 meeting minutes as presented. Unanimous.

B. Expenditure & Budget Analysis for February, March & April 2019 – A motion by Councilor Johnson, **supported** by Commissioner Nelson to approve the February, March & April expense & budget reports as presented. Unanimous.

6. Reports

- A. Media – Jill Brown - *(Attached and made part of the minutes)*.
- B. State / Federal Legislative Update – John Ongaro gave the State legislative update.
- C. Advisory Committee – Ken Buehler – Updated the Board on the Monday, May 20th Advisory Committee meeting. Train Days are at St. Paul Union Depot on June 1st & 2nd from 10-4 p.m. both days. Ken, Jill Brown and Frank Loetterle will person the booth with NLX information and handouts.
- D. Administrative – Bob Manzoline & Frank Loetterle - In Frank's absence, Bob informed of the current State Bonding Requests under consideration by the Legislature, the three (3) projects are: Rail Projects/NLX Specific for \$6 million, Grassy Point Draw Bridge for \$17.5 million and the Third Main for \$55.1 million. Work is being assembled for a grant application on the Third Main Project for the Federal Build Grant which is due in July.

7. Unfinished business

- A. None.

8. New business

- A. Consider loan repayment to St. Louis & Lake Counties Regional Railroad Authority (RRA) in the amount of \$954.02 for year-end 2018 – Bob Manzoline explains that in January 2019 the RRA loaned \$5,000.00 to the NLX Alliance to cover the Alliance's year-end 2018 cash deficit. The Alliance repaid \$5,000.00 to the RRA in February 2019.

The actual year-end deficit has been determined to be \$5,954.02. The RRA has loaned \$954.02 to cash-balance the Alliance for year-end 2018. Following discussion, a **motion** by Stan Gustafson, **supported** by Commissioner Nelson, Alliance repays RRA in the amount of \$954.02 for year-end 2018. Unanimous.

- B. Consider recommendation for 2020 State capital budget project(s) for NLX – Bob Manzoline informs that projects, referenced in Item #6D are still under consideration by the State Legislature and reviews the 2020 MN Management & Budget (MMB) Capital Budget instructions. Key dates for Capital Funding Requests are: June 14, 2019 - requests are due; July 15, 2019 - MMB submits all local government requests to the Legislature; October 18, 2019 - Final bonding project requests are due for consideration by the Governor; January 15, 2020 - Governor presents the capital budget to the Legislature. Not knowing at this time what the Legislature is going to decide and time sensitivity makes the projects to be applied for difficult to be determined.

As has been done in the past, Alliance Board has made a recommendation to the St. Louis & Lake Counties Regional Railroad Authority (RRA) to apply for State Bond funds on behalf of NLX. The next RRA Board meeting is Wednesday, June 5, 2019. Following discussion, a **motion** by Stan Gustafson, **supported** by Councilor Hobbs requests the RRA submit a Capital Funding application to the State of MN for NLX project(s) that best serve advancement of the NLX Project

following the outcome of the 2019 State Legislative Session and in consultation with Alliance Chair before a Capital Funding Request is made. Unanimous.
(Opportunities for Incremental Improvements are attached).

9. Other Business

None.

10. Next meeting

June 26, 2019 @ 10:00 a.m.
Pine County Courthouse

Adjournment

With no further business, Councilor Johnson adjourned the meeting @ 10:47 a.m.
Unanimous.

Respectfully submitted by Birdie Oddo.

Jason Serck
Chair of the Alliance



Minneapolis to Duluth /Superior Passenger Rail Alliance- Attendees

Wednesday, May 22, 2019

Pine County Courthouse

Pine City, MN

<u>Name</u>	<u>Address/Organization</u>
Bob Manzoline	St. Louis & Lake Counties RRA
Birdie Oddo	St. Louis & Lake Counties RRA
Steve Fecker	NLX Legal Council
Jill Brown	NLX Alliance Contractor
Ken Buehler	LSRM / NSSR
Leonard Bonander	City of Sandstone
Phillip Kester	City of Sandstone
Mark Perry	City of Hinckley
John Ongaro	St. Louis County
Marshall Lind	City of Braham
Molly Davis	Hinckley News
Peter Spartz	City of Sandstone
Nick Baker	Douglas County, WI



To: NLX Alliance
 From: Jill Brown
 Re: Recent Media Activity on NLX or Related Transit Issues
 Date: May 22, 2019

Publication	Date	Headline	Notes
KBJR	May 19	Beyond the Headlines	Ken Buehler represented NLX.
Duluth News Tribune	April 11	Reader's View: Encourage leaders to support NLX	Letter to the editor by Jason Serck https://bit.ly/2wcVlxxu
Star Tribune	March 29	Counterpoint: Passenger-rail proposal is no 'monster'	Response to Aileen's editorial by Andrew Selden, president of the MN Association of Railroad Passengers. http://strib.mn/30AG4lv
Star Tribune	March 26	Passenger rail between the Twin Cities and Duluth: How a monster was born and raised	Editorial counterpoint: The Northern Lights Express has nothing to offer those in greater MN other than a tax-subsidized train that does not serve them. By Ailene Croup
Star Tribune	March 23	Rail to Twin Ports is worth exploring	Editorial board did a pro NLX piece.
Facebook	Gov. Walz page	This morning I met with Amtrak President and CEO Richard Anderson.	Amtrak is ready to work with our state and obtain full resources to build a world-class passenger rail system from Duluth to the Twin Cities. I look forward to their partnership in making this a reality. (Photo above)
Pioneer Press	March 21	St. Paul to Chicago high-speed rail plans scrapped in favor of a second, slower train	Old news: MN High Speed Rail Commission, now called Great River Rail Corridor, is not currently exploring faster trains. Instead, they are advocating for a second train to Chicago on existing tracks, 79 mph.
Associated Press	March 12	Amtrak expresses interest in rail line between Twin Cities, Duluth-Superior	Joe McHugh, Amtrak, interviewed.



Duluth News Tribune	March 12	Amtrak official: We're going to deliver	Coverage of event at Depot. More than 1,000 people reached on our Facebook page. https://bit.ly/2JUG4wZ
Duluth News Tribune	March 10	Rail to Twin Cities intrigues Amtrak	For a second time in roughly a month, Amtrak officials will be in Duluth this week to discuss operating the long-proposed rail service....
Online			Event in Duluth had two radio stations, all Duluth TV stations, a couple of print people. In February and March website activity doubled in monthly users from about 200 to more than 400 each month.

P253

Northern Lights Express

Opportunities for Incremental Improvements

The Northern Lights Express (NLX) is a proposed intercity passenger rail service that would operate between Minneapolis and Duluth, MN on 152 miles of existing BNSF Railway track. Detailed economic analysis has concluded that the most cost effective operating plan would be four round trips per day operating at a maximum speed of 90 mph and an average speed of 60 mph that achieves a total one way travel time between the Twin Cities and the Twin Ports of under 2½ hours.

The capital cost of the NLX Project, which includes planning, design, construction, equipment purchase and all other actions required to implement and maintain NLX Service, is currently estimated at between \$550 and \$600 million dollars. This estimate was prepared using 2017 dollars, which is when the cost estimate was prepared. Key components of the capital cost include the following:

- While there is sufficient track of high enough quality to allow NLX passenger trains to operate today, BNSF Railway insists that future passenger train service not disrupt freight train operation. The NLX project cost includes the construction of additional mainline, sidings and passing tracks to allow NLX trains to operate reliably and on schedule without affecting freight train service. All track work occurs within the existing BNSF right-of-way.
- Project costs include upgrading or rehabilitating several bridges along the route, including the Grassy Point Bridge that spans St Louis Bay between Minnesota and Wisconsin.
- Estimated costs to upgrade and add stations includes the upgrade of the Target Field Station to add a platform of sufficient length to accommodate the longer NLX trains while preserving the operation of Northstar commuter service, the addition of a renovated waiting room at the Duluth Depot, and the construction of new stations in Coon Rapids, Cambridge, Hinckley and Superior, WI. Only a minimal amount of right-of-way is required for station development.
- A significant cost to the project is upgrading the grade crossing warning devices at the 166 grade crossings, including installation of flashing lights, gates, median barriers, and pedestrian gates. It also includes improvements to roadway approaches where necessary.
- Capital cost estimates assume the direct purchase of new locomotive and passenger car equipment and the construction of a locomotive and passenger car maintenance facility either in Duluth or Sandstone.

The capital cost estimates are also based on the assumption that the NLX Project would be funded in its entirety and all work completed simultaneously through design, construction, testing and initiation of operations. As an alternative to full funding all at once, the following projects could represent components of an incremental approach to constructing improvements necessary to operate NLX Service. Each of these projects would need to be managed as a public private partnership with the BNSF Railway, since any work on BNSF right-of-way would need to be coordinated and managed by the railway.

1. Grassy Point Bridge

Objective

Northern Lights Express passenger train service would cross St. Louis Bay between Minnesota and Wisconsin over the Grassy Point Bridge, which is one of two railroad bridges to connect the Minnesota and Wisconsin sides of the Duluth-Superior Harbor. Built in 1912 to replace an earlier bridge, the Grassy Point Bridge is a steel truss swing span bridge, of an estimated 1,645 feet; the middle span opens to allow ships to pass through the harbor to the south. The Bridge was built to handle two parallel railroad tracks, but only one track is installed on the swing span.

The bridge is an important freight facility with frequent use by freight trains but at very low speeds. At over 100 years old, the bridge requires a combination of restorative and preventive maintenance that would bring the bridge back to a state of good repair. Increasing operating speeds on the bridge would be an overall benefit to freight operations in the Twin Ports.

Proposed Improvements

The NLX Project would rehabilitate the bridge operating and control systems, which consists of upgrading the mechanical parts that support the opening and closing of the swing bridge. These upgrades would increase the efficiency and safety of the bridge and would be entirely within the mechanical portions of the bridge. There would be no impact on the steel truss of the bridge.

Cost

In 2017, the cost to rehabilitate the Grassy Point Bridge was estimated at \$17.5 million.

2. BNSF Third Main

Objective

Northern Lights Express would use a section of BNSF Mainline track between Target Field Station and Coon Creek Junction in Coon Rapids. The BNSF Railway mainline that passes east to west through the Twin Cities is one of the busiest in the country. This section of mainline not only carries dozens of freight trains every day, but is also used by Northstar commuter rail service and Amtrak's long distance Empire Builder. Currently double tracked, this area represents a potential bottleneck, especially if freight train volumes continue to increase. A third main would reduce the potential for future congestion, increase the efficiency of operations for all trains and improve the reliability of existing and future passenger service.

Proposed Improvements

There are two options for constructing a third main, 1) a shortened version and 2) an extended version.

Shortened Version

A third mainline track, constructed to the west of the two existing mainline tracks, would begin on the north end of BNSF's Northtown Yard at CP Interstate (MP 15.5) and extend north to MP 16.9. The new track would pass immediately to the west of the Northstar Fridley station allowing Northstar trains to provide service on each side of the platform as well as using the

station area as a place where northbound and southbound trains meet and pass each other in the opposite direction.

Extended Version

The extended version would also start at CP Interstate and extend northward to Coon Creek Junction. As above, the third track would be constructed on the west side of the existing Fridley station. North of the Fridley station, the positioning of the new track varies but all three mainline tracks would remain within the existing BNSF right-of-way. North of TH 610, a new station would be constructed on the east side of the tracks to accommodate NLX service. (Modifications to the proposed platform placement has eliminated the need to reconstruct the TH 610 bridge over the tracks.)

Cost

In 2017, the cost to construct the shortened third main was estimated at \$29.3 million. The cost to construct the extended third main was estimated to cost \$60.1 million dollars

3. Grade Crossings

Objective

MnDOT has identified grade crossing warning device improvements for each of the 166 public grade crossings between Minneapolis and Duluth. Many rural grade crossings are protected today with only a stop sign, a yield sign or maybe even no signs. Since NLX passenger trains will be operating at much higher speeds than freight trains, it is proposed that all grade crossings in the corridor be equipped with a minimum of gates and flashing lights.

Proposed Improvements

Each individual grade crossing requires improvements appropriate to the specific conditions. Such improvements may include installation of gates, flashing lights, median barriers, and/or pedestrian gates. In addition, supplemental warning devices are recommended at certain crossing locations, examples of which include advanced warning lights and signage on roadways, cantilevered crossing warning lights and/or traffic signal preemption.

Cost

In 2017, the total cost to improve all 166 public crossings along the NLX route was estimated at \$76.3 million.

Based on the specific improvements that have been preliminarily identified for each grade crossing, MnDOT is working on a plan to develop project proposals that would group crossings in such a way that the total cost to provide improvements for each group would total between **\$10 and \$15 million.** These project proposals would then become the basis for preparing applications for federal funding.

Isanti County Toward Zero Deaths Coalition Meeting
Wednesday, July 10, 2019
Cambridge City Hall
12:00pm -1:00pm

Agenda

1. Call to Order & Introductions
 - Welcome to Troy McCormack, Minnesota State Patrol
2. Review summary of May Meeting
3. Discuss State/Local Crash Data
 - 92 Property Damage
 - 30 Personal Injury
 - Recent fatal crash in Cambridge
 - Discussed completion of new traffic light controlled intersection in Braham
4. Mobilizations
 - Past Mobilization: Seat belts and Child restraints May 20-June 2, 2019
 - i. Few citations given for seat belts
 - Current Mobilization: Speed June 18-July 21
 - i. Isanti County does not receive funding for this mobilization
 - Upcoming Mobilization: DWI August 16-September 2
 - i. This is the 2nd half of the DWI mobilizations, have a few extra hours to use since they were not all used in the 1st half
 - ii. Will do social media posts, have messaging on the electronic signs throughout the county, Chief Baumgart will talk about it on KBEK radio
5. Distract-A-Match Game

- Upcoming events that the Distract-A-Match game is available for: Isanti County Fair, Braham Pie Days, Cambridge Customer Appreciation Days, National Night Out (Public Health will have a booth at NNO and use the game)
6. 2019-2020 Toward Zero Deaths grant proposal submitted
- \$500 for impact speaker
 - i. New item proposed this year, looking to have an impact speaker after the one at C-I HS was very well received last spring
 - \$50 for two boosted social media posts
 - i. One boosted post will be for distracted driving, one will be for another safety topic
7. Other Business
- Current in-kind donation balance: \$701.00
 - Reminder that there is the car seat stand up poster that is available to all coalition members as well.
 - State-wide TZD Conference will be October 23-24 in St. Cloud
8. Next Meeting: September 4th, 12:00-1:00 Cambridge City Hall
Next Fatal & Serious Injury Review: September 4th following TZD Meeting
9. Adjourn

Isanti County Toward Zero Deaths Coalition Meeting
Wednesday, September 4, 2019
Cambridge City Hall
12:00pm -1:00pm

Agenda

1. Call to Order & Introductions
2. Review summary of July Meeting
3. Discuss State/Local Crash Data
4. Mobilizations
 - Past Mobilization: DWI August 16-September 2
 - Upcoming Mobilization: Seat Belts and Child Restraints September 16-28
5. TZD Statewide Conference, St. Cloud October 23-24
6. 2019-2020 Toward Zero Deaths grant proposal submitted
 - Accepted
 - We have \$500 for Victim Impact Speaker
 - We have \$50 for two (\$25 each) boosted social media posts
 - i. April Distracted Driving
 - ii. August Impaired Driving
7. Other Business
 - Current in-kind donation balance: \$701.00
 - Hands-Free Law
 - County Board and City Council Presentations
 - i. County Board- August 7th
 - ii. City of Braham- September 3rd
 - iii. City of Cambridge- September 16th
 - iv. City of Isanti- September 17th
 - MN Safe Ride- Last place of drink
8. Next Meeting: November 6, 12:00-1:00 Cambridge City Hall
Next Fatal & Serious Injury Review: Following this meeting
 - Next: January 2nd, 2020 following TZD coalition meeting
9. Adjourn (Fatal & Serious Injury Review meeting to follow)

SISTER CITY COMMISSION MEETING MINUTES

Thursday, September 19, 2019

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Sister City Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Vicki Ostrom, Jackie Pemble, Tim Bliss (Cortec Rep), Stephanie Berg (Cortec Rep), Mark Ziebarth, Marykay Kelley, Kersten Barfknecht-Conley, Joe Morin

Members Absent: Excused: Vanessa Hanzel, James Dehn,

Staff Present: Caroline Moe, Director of Finance

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Morin called the meeting to order at 4:30 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Barfknecht-Conley moved to approve the agenda as presented, seconded by Pemble. The motion carried unanimously.

APPROVAL OF MINUTES

Motion by Pemble, seconded by Kelley to approve the Sister City Commission meeting minutes from July 18, 2019 with one spelling correction.

PUBLIC COMMENT

Morin noted that there were no members of the public present that wished to comment.

BUSINESS

Sister City Exchange Activity

Yuasa—The Commission received a nice email from Yuasa thanking us for our quarterly email.

Beli Manastir—Tim Bliss brought an email from Boris Miksic, the owner of Cortec, to the meeting. Boris had met with Mayor Mr. Rob from Beli Manastir about the idea of having a high school student exchange between the two Sister Cities. The invitation was for 6-8 students to come to Croatia in 2020 with an expectation that kids from Beli Manastir would travel to Cambridge in 2021. The trip in 2020 would have the kids stay with local families for 3-4 days in Beli Manastir and then they would be transferred to the

hotel on the Adriatic Coast that is owned by the City of Beli Manastir for 3-4 days. While the Cambridge delegation would need to be their travel expenses to get to Beli Manastir, the invitation includes all other expenses to be paid for upon arrival including food, stay and transportation within Croatia.

Mark Ziebarth volunteered to bring the idea to the appropriate High School staff. Mark will report back to the Commission the response to this invitation.

Rättvik--No update available.

Quarterly Communication—the group reviewed a draft of the quarterly email we plan to send in October. The quarterly email will feature information on Downtown Customer Appreciation, the High School pottery project, and the arrival of Willards to downtown.

Fundraising for Future Commission Events

Commission members discussed the newspaper article that appeared in the September 12, 2019 issues of both the Isanti-Chisago County Star and Isanti-Chisago County News Review. Stephanie Berg and Tim Bliss did a great job of getting the article prepared. Joe Morin reported that feedback he has received from members of the public has been positive.

Vicki Ostrom offered to prepare the next newspaper article. Vicki will rework the information used in the recent Japanese-American Society of MN newsletter article. We will submit an article to the paper on Yuasa at the beginning of January 2020.

Vicki Ostrom announced the Commission was approved to be the charity to receive cash register rounding up at City Center Market in January 2020. Some commission members need to be available for questions at City Center Market when fundraiser proceeds.

Joe Morin announced that the Commission was approved to receive the proceeds from the change jar at Taco Johns. They will send us a check when our time for receiving change is done.

Marykay Kelley also suggested for future fundraising, we investigate how to use Facebook and Amazon charity donation options. She will do some research and report back to the Commission.

In addition, Joe Morin discussed a potential visit from a Sister City International representative that would be able to discuss fundraising ideas with the group. Joe Morin indicated he was unable to attend this meeting in September but he will invite him to the next meeting.

Other Concerns

Consensus of the commission was to have the next meeting on Thursday November 14 at 4:30 pm at Cambridge City Hall.

ADJOURNMENT

Barfknecht-Conley moved, seconded by Pemble, to adjourn the meeting at 5:00 pm. The motion carried unanimously

Joe Morin
Sister City Commission Chair

ATTEST:

Caroline Moe
Director of Finance

CHAPTER 98 REGULATIONS FOR CITY PARKS AND PARK LANDS

Contents

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§ 98.03 PARK REGULATIONS 104

§ 98.01 PURPOSE AND INTENT

The purpose of this Chapter is to provide for the regulated use of and the protection of life and property in or on City parks.

§ 98.02 DEFINITIONS

For the purpose of this Chapter the following words and phrases shall have the meaning given to them.

- (1) *City Park and Park Lands.* Any land owned by the City of Cambridge and designated as a park by the City Council.
- (2) *Liquor.* A beverage capable of inducing intoxication, including but not limited to 3.2 beer, wine and wine coolers.
- (3) *Motorized vehicle.* Any motor vehicle, whether designed for, used or capable of use for travel, lodging, sport, amusement or recreation, whether or not eligible to be licensed for use upon streets or highways, including, but not limited to, automobiles, buses, trucks, tractor trailers, tractors, motorbikes, motor scooters, mini-bikes, trail bikes, motorcycles, go-karts, hovercrafts, snowmobiles, all-terrain vehicles, off road vehicles, mini-trucks or dune buggies.
- (4) *Person.* An individual, firm, partnership, corporation or association of persons.

§ 98.03 PARK REGULATIONS

- (1) *Equipment.* No person shall willfully mark, deface, disfigure, injure, tamper with, displace or remove any building, bridge, table, bench, waste receptacle, fireplace, railing, paving or paved material, waterline or other public utility or part or appurtenance thereof, sign, notice or placard (whether temporary or permanent), monument, stake, post or other boundary marker, or other structure, equipment, park property or park appurtenances whatsoever, either real or personal.
- (2) *Rest Room Facilities.* No person shall fail to cooperate in maintaining rest rooms, wash rooms and other sanitation facilities in a neat, orderly and sanitary condition. No person over the age of five years shall use the rest rooms and washrooms designed and designated for members of the opposite sex.

- (3) *Public Waters.* No person shall throw, discharge, or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or in any tributary, stream, storm sewer or drain flowing into such water, any substance, matter or thing, liquid or solid; nor shall any person bring in or dump, deposit or leave any bottles, broken glass, ashes, paper boxes, cans, dirt, rubbish, waste, garbage, or refuse or any other trash, in any park or portion thereof, or in any waters in or contiguous to any park. All such garbage, refuse or trash shall be placed in the proper receptacles; where proper receptacles are not provided, all such garbage, refuse or trash shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.
- (4) *Alcoholic Beverages.* No person shall bring into any park nor possess, display, consume or use intoxicating liquor in any park unless prior written approval has been issued by the City Administrator or the City Administrator's designee.
- (5) *Fires.* Fires are prohibited in City parks except in a metal grill. No person shall leave before the fire has been completely extinguished, and all garbage, trash, and refuse have been placed in the receptacles provided. Where no receptacles have been provided, all garbage, trash and refuse shall be carried away from the park area and shall be properly disposed of elsewhere.
- (6) *Public Sales.* No person shall within any park or property, expose or offer for sale, rent or hire any article or thing unless they have obtained prior written approval to do so from the City Administrator. No person shall announce, advertise, or call the public attention to any article or service for sale or hire in any way.
- (7) *Posters; Advertisements.* No person shall post, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatsoever in park lands, or on any public lands, highways or roads adjacent to park lands, unless prior written approval is received from the City Administrator or the City Administrator's designee.
- (8) *Golfing.* No person shall play the game of golf or engage in putting, practice swinging or the striking of any golf balls in any City park.
- (9) *Camping.* Overnight camping is prohibited in City parks without first obtaining the written permission of the City Administrator or the City Administrator's designee.
- (10) *Pets.* Pets are allowed in City parks provided they are on a leash and their waste is disposed of properly. Pets are allowed off of the leash only in those areas designated by the City as an animal or dog park. No pets other than service animals are permitted on athletic fields or in the Sandquist Family Park Softball Complex.
- (11) *Group Activity.* No group, association, or organization desiring to use park facilities for a particular purpose including, but not limited to, picnics, parties, or theatrical or entertainment performances, may do so without first obtaining written approval for such use from the City Administrator. The City Administrator shall grant the application if in the Administrator's judgment the use for which the permit is sought will not interfere with the health, safety, welfare and morals and use of the park by the general public and if the applicant meets all other

conditions contained in the application form. The Administrator may require an indemnity bond, in form and substance satisfactory to the City Attorney, holding the City harmless from liability of any kind or character and protecting the City in case of property damage. The bond shall be filed with the City Clerk.

- (12) *Flowers, Trees and Shrubs.* It is unlawful to willfully and without authority cut, pluck, or otherwise injure any flowers, shrubs or trees growing in or around any public park, or on other public lands.
- (13) *Park Hours.* Except as otherwise provided here, parks shall be closed between the hours of ten o'clock (10:00) p.m. and five o'clock (5:00) a.m. of the following day. No person shall be in, remain in, or leave or park any vehicle in any park, parkway or drive during such hours. Groups, associations, or organizations wishing to meet in a park area past the time designated by the Council must obtain prior written approval from the City Administrator or the City Administrator's designee. The City Administrator shall grant the application if, in the Administrator's judgment, the use for which the permit is sought will not interfere with the health, safety, welfare and morals of the general public and if the applicant meets all other Cambridge City Codes and conditions required by the Administrator contained in the application form. The application form may contain a requirement for an indemnity bond, in form and substance satisfactory to the City Attorney, holding the City harmless from liability of any kind or character and protecting the City in case of property damage. The bond shall be filed with the City.
- (14) *Park Closing.* The Chief of Police may close any public park, parkway or drive at any time, and for such period as the Chief deems necessary, in order to protect or restore order or terminate or prevent breaches of the peace and order of the City. No person having been informed of such an order closing any such area shall remain in the area longer than is necessary to leave the closed area.
- (15) *Hunting.* No person shall rob, injure or destroy any bird or animal nest within the limits of any park, nor shall any person aim or discharge any air gun, sling shot, arrow or other weapon, or throw any stone or other projectile, at any bird or animal within any park, nor in any manner capture, kill or harm in any way any bird or animal therein.
- (16) *Trapping.* No person shall set, lay, prepare or have in his possession any trap, snare, artificial light, net, bird line, ferret or any contrivance whatever, for the purpose of trapping, catching, taking, or killing any bird or animal within any park or parkway.
- (17) *Firearms and Fireworks.* Except as otherwise permitted by law in this Code, no person shall within the limits of any park or parkway, fire or discharge any cannon, fowling piece, pistol, revolver, paintball gun, airsoft gun, or firearm of whatever description or fire, explode or set off any firecracker, or any other thing containing powder or other combustible or explosive material.
- (18) *Motorized Vehicles.* No motorized vehicles or machines of any kind or character, except those operated by and for the City or other competent governmental authority, shall drive on or across park lands, the ice skating rinks, whether on lakes or flooded, nor shall such vehicle or machine

park on these areas, without first obtaining a permit from the City Council or its designated officials, paying the fees fixed from time to time by Council resolution.

- (19) *Swimming.* Persons who swim in a City park that has a lake, river or stream shall do so at their own risk as lifeguards are not provided in any City park.
- (20) *Glass Beverage Containers.* No person shall bring a glass beverage container into any City park, nor use, possess or deposit the same therein, including deposit in a trash container.
- (21) *Litter.* No person shall litter any City park or any lake, pond or water course within or draining into a City park with any form of trash or waste material. Such trash or waste material shall be deposited in the proper receptacles when provided; where receptacles are not provided, all trash or waste material shall be carried away from the area by the person responsible for its presence.
- (22) *Penalties.* Any person violating any provision of this Chapter, upon conviction thereof, shall be punished by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment not to exceed ninety (90) days, or both, together with the costs of prosecution.