

**Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, December 2, 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)
3:32 pm	4. Consent Agenda Approvals
	A. Special, Regular and Summary City Council Meeting Minutes for November 18, 2019 (p. 3) B. Draft October 2019 Financial Statements (p. 12) C. Parks, Trails, & Recreation Commission Long Range Plan Amendment (p. 81) D. Approve the Hiring of Public Works Winter Seasonal Employee, Cherice Dallman (p. 84)
3:33 pm	5. Work Session
	A. Speed Sign readings from Fern St N (p. 85)
	6. Unfinished Business
3:38 pm	A. Resolution R19-076 for an Interim Use Permit for 791 Garfield St. S. (Leaf's Towing) (p. 88)
3:45 pm	B. Resolution R19-083 Award Sale of Bond Issue 2019B Funding Acquisition of Library (p. 99)
3:50 pm	C. Approve Safety Policies (p. 124) 1. Employee Right to Know Manual (p. 125) 2. Hearing Conservation Program (p. 150) 3. Utility's Respiratory Protection Policy. (p. 155)
	7. New Business
4:00 pm	A. Ordinance 705 – 2020 License, Fees, and Permits Fee Schedule (p. 161)
4:08 pm	B. Resolution R19-084 Resolution in Support of Bonding Money for Parks and Trails (p. 181)
4:10 pm	C. Approve changes to the Cambridge Downtown Grant Fund (p. 184)

4:14 pm	D. Approve Local Pawn License for 2020 (p. 190)
4:16 pm	E. Modify Take-Home Squad Policies (p. 191)
4:20 pm	8. Committee Reports
	A. Airport Advisory Board (p. 198) B. Allina Community Engagement Council (No meeting, no materials) C. Community Education Advisory Council and C-I Communications Task Force (p. 200) D. Cambridge Action Community Team (ACT on Alzheimer's) (p. 203) E. Cambridge Fire Department (p. 206) F. Cambridge Parks, Recreation, and Trails (p. 209) G. Cambridge Planning Commission (p. 214) H. Cambridge Sister City Commission (p. 217) I. Discover Downtown Executive Committee (p. 220) J. Isanti County EDA (p. 223) K. Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE) (p. 226) L. North Highway 65 Corridor Coalition (p. 228) M. North Highway 65 Chamber of Commerce (Verbal) N. Toward Zero Death (TZD) (p. 230) O. Library Design Meeting Minutes (p. 233)
	9. Mayor's Report and Council Concerns
	10. City Attorney's Report
	11. City Administrator's Report
4:26 pm	12. 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>
Dec. 3	6:00 pm	Truth in Taxation Meeting – CI High School, Performing Arts Center
Dec. 4	3:00pm	CMC Community Engagement Council (CMC- Foundation Room)
Dec. 5	6:00pm	Airport Advisory Commission
Dec. 6	7:30am	Cambridge Community College Advisory Committee
Dec. 9	5:00pm	Community Education Advisory Council (IIS - Room 118)
Dec. 10	11:30am	North 65 Chamber of Commerce
Dec. 10	7:00pm	Cambridge Parks, Trails, and Recreation Commission

Cambridge City Council
Special City Council Meeting Minutes
November 18, 2019

A special meeting of the Cambridge City Council was held on Monday, November 18 at 3:30 pm after being duly posted and noticed.

Present: Godfrey, Conley, Iverson, and Shogren

Staff Present: Administrator Woulfe, Community Development Director Westover, Deputy Fire Chief-Emergency Management Director Pennings, Finance Director Moe, Police Chief Schuster, and Public Works-Utilities Director Schwab.

Call to Order

Godfrey called the meeting to order at 3:31 pm. Conley moved, seconded by Shogren, to approve the agenda for the special meeting as presented. Motion carried unanimously.

Approval of Agenda

Iverson moved, seconded by Conley, to approve the agenda for the special meeting as presented. The motion carried unanimously.

Financial Matters for 2020

Moe provided an overview of the 2020 budget and current services. Moe stated the current budget is based upon a levy of \$5,457,302 which represents \$4,022,290 for general operating, \$303,091 for economic development, \$893,863 for capital replacement, and \$238,058 for debt service. Moe noted that one vacant position is not included in the 2020 budget in order to reduce the 2020 levy request. Moe also noted that one police squad was eliminated from the capital replacement plan with an eye toward using police administrative fine revenue to assist with equipment replacement. Another reduction was \$30,000 in the pavement management fund and the elimination of the replacement of the digital sign on Main Street and 3rd Avenue NE. After these changes were made, the levy was reduced to approximately three percent but staff added prefunding some City hall expenditures for roof replacement to set the levy at about a five percent increase. This will reduce the levy increase needed for 2021.

Shogren requested if additional funds from the Liquor Store could be used to purchase police cars or push up the purchase of body cameras. Woulfe encouraged Councilmembers to use revenues from Northbound for one-time purchases and not increase the transfer amount that the budget is based on so it doesn't set up future deficits if the profits from the Liquor Store diminish. Moe indicated there is a possibility that funds will be available at the end of the year, but the City still needs to receive its second half of property taxes payment from Isanti County to see where the City sits with percentage of revenue collected. Moe indicated this will be known by the end of December.

Shogren asked if the \$20,000 for summer park programming could be cut and put into another line item. Shogren doesn't feel it doesn't benefit the citizens as a whole. Conley stated she doesn't support cutting our parks programming. Godfrey stated he does not support the cuts to programming without it cutting the cost completely from the budget which results in tax relief. Iverson stated she would not support eliminating fireworks but would consider looking at parks programming.

Shogren asked about the elections budget. Woulfe stated it is for election judge salaries, ballots, publication and there is no planned equipment purchases for 2020.

Shogren inquired if the funds from the parks programming could be reallocated to purchasing of body cameras or other basic services. Moe responded it could but it would not be a tax cut or reduction in levy. Godfrey stated he would only support it being cut from the budget and not reallocation of funds elsewhere if parks programming was eliminated.

Iverson inquired what was the least attended parks activity. Woulfe responded it was probably Yoga in the Park but that was funded through a grant from Allina. After that it would most likely be movies in the park but noted it is a low-cost item since the City already purchased the projector through an arts grant.

Shogren inquired if NLX dues could be cut? Godfrey inquired if the dues were not paid would we lose the possibility of having a stop in Cambridge? Gustafson stated that the City has played a role in advancing NLX but the City paying the dues is not dependent upon the City receiving a stop along the line. Councilmembers felt it was ok to eliminate the dues and repurpose it to pavement management. Staff stated it will be reflected in the next proposed budget before the Council in December.

Utility Rates

Moe reviewed the proposed utility rates for water, sewer, storm sewer, and street light funds.

Northbound Liquor

Moe reviewed the proposed 2020 budget for Northbound Liquor. Moe noted the amount budgeted for credit card processing fees.

Fire Call Fees

Moe requested the City Council reconsider charging a fire call fee for vehicle accidents. Council directed staff to eliminate this charge from the 2020 fee schedule.

Adjournment

Shogren moved, seconded by Iverson, to adjourn the special meeting at 5:09 pm. The motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

**Cambridge City Council Regular Meeting Minutes
Monday, November 18, 2019**

A regular meeting of the Cambridge City Council was held on Monday, November 18, 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. All present, no absences.

Staff Present: City Administrator Woulfe, Attorney Squires, Police Chief Schuster, Community Development Director Westover, Utilities/Public Works Director Schwab, Finance Director Moe, Economic Development Director Gustafson, and Emergency Management Director/Deputy Fire Chief Pennings.

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 6:00 pm, however there were no requests for public comment.

Approval of Agenda

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

Interview of Council Candidate

Sharon Martens was interviewed for the city council vacancy.

Consent Agenda

Shogren wished to pull item A on the consent agenda for further discussion.

Iverson moved, seconded by Conley, to approve consent agenda Items B-E:

- B. Warrants #114929 - #115236 and ACH/Wire items totaling \$1,914,041.31
- C. Resolution R19-079 Certify Delinquent Charges to Property Tax Roll
- D. Resolution R19-080 Application for Payment #4 from Phoenix Fabricators & Erectors LLC for West Water Tower
- E. Approve Hiring of Public Works Winter Seasonal Employees Andrew Milz, Chris Lindquist

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

A. Regular and Summary City Council Meeting Minutes for November 4, 2019 and the November 5, 2019 Emergency City Council Meeting

Shogren requested the minutes from Tuesday, November 5, 2019 be changed on page three to say that he intended to say "contractor" instead of "city". Woulfe noted that the minutes need to reflect what was said at the meeting, but there could be a clarification put in parentheses after the

statement to clarify the record of the meeting. Shogren motioned, seconded by Iverson, to adding “(Shogren indicated he intended to refer to contractor instead of City at the November 18, 2019 meeting” during the review and approval of the minutes and then to approve the corrected minutes. Motion passed unanimously.

Work Session

There were no items under work session.

Unfinished Business

City Council Vacancy Appointment and Swearing-In Ceremony

The council narrowed down the candidates to the top two, which were Tom Schibilla and Joe Morin. The council decided to take a vote, and Woulfe informed them that if there was a tie, the Mayor would appoint a candidate. Tom Schibilla received one vote, and Joe Morin received three votes to earn the vacant council position. Morin was then sworn in as a city council member.

Ordinance No. 702 Amending Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures

Westover refreshed the council members on what was presented and tabled at a previous city council meeting. She informed them that there has been an increase in requests for metal roofing options for residential properties, and that the existing code language is not clear on this type of material. The Planning Commission had discussed amending the ordinance at previous meetings, and decided to add language to say that roofing cannot be reflective or shiny so as to cause glare. They also added that exposed fasteners would not be allowed as a roofing material. The only restrictions added to the ordinance for the residential siding, is that it cannot be sheet metal or have exposed fasteners.

Shogren referred back to his discussion at the October 21, 2019 city council meeting where he was in favor of allowing exposed fasteners on the roof, but not for the siding. Woulfe stated that was inaccurate because his previous motion was to allow exposed fasteners and to permit metal siding since the motion stated “Shogren moved, seconded by, Iverson, to amend Ordinance 702 by **deleting** “or have any exposed fasteners if steel is used” and “b. Siding materials shall not be sheet metal steel or have exposed fasteners.”

Councilmember debated the look of exposed fasteners and how it will affect property values for adjoining properties. The council discussed dropping the wording after “reflection” in part (a) of the ordinance, and leaving part (b) alone.

Westover stated that she was not able to find data on property values related to steel roofing. She researched what other surrounding communities allowed in their ordinances, and there was no consistency in what each allowed. Council stated the pictures in the packet were not clear enough to make a formal decision and Woulfe attempted to pull up some internet pictures to show the difference.

Aaron Berg (609 19th Place SE) addressed the council with information about the longevity of steel roofs. Randy Westby (1470 33rd Court SW) also addressed the council, and was more concerned with the proper application of each type of roofing.

Shogren moved, seconded by Iverson, to delete “or have any exposed fasteners if steel is used” and then approve Ordinance 702 as amended. Upon call of roll, council members Shogren, Godfrey, and Iverson all voted aye. Conley and Morin voted nay. The motion passed 3-2.

New Business

Hearing on Applebee’s Failed Alcohol Compliance Check

Woulfe explained that alcohol compliance checks were done on October 23, 2019, and Applebee’s failed the compliance check. The city ordinances have two penalties for a failed alcohol compliance check. The first would be potential suspension and revocation of their license, and the second would be penalties. In the case of Applebee’s, this would fall in to the category of being their first violation within a three-year period. Therefore, they would face a one-day suspension proposed for November 23, 2019, and would be imposed a civil penalty of \$500.

Troy Getschell- Market President, Bill Patton- Director, and Amanda Proshek-General Manager, all appeared before the council as representatives of Applebee’s. They apologized for the error of their employee, and expressed their desire to find a positive outcome for the situation and for their other employees.

Squires clarified that the suspension and penalties are not negotiable since the ordinance states “shall be imposed” and not may but the day of the suspension could be changed to a different day. Monday, November 25, 2019 was chosen as the alternative day for the suspension. Morin moved, seconded by Iverson, to suspend Applebee’s liquor license for the 24-hour period of November 25, 2019, and impose the fine of \$500. Motion passed unanimously.

Resolution R19-081 Approving a Variance for ALDI, Inc.

Westover explained that ALDI, Inc. has requested a variance to build an addition on the north side of their building. The addition is proposed to be nine feet from the property line, but since it is adjacent to a city street there is supposed to be a 15-foot setback. This would create the need for a 6-foot variance. The engineer from ALDI, Inc. had contacted the city with several different options for the proposed addition, but the city engineer and the Planning Commission have come to the conclusion that expansion to the north with a variance would be the best option. Shogren moved, seconded by Morin, to approve the variance as presented. Motion passed unanimously.

Resolution R19-082 Approving the Cambridge Fire Department Relief Association Service Pension Benefit Amount

Fire Chief Okerlund presented a request to increase the retirement benefit level from \$4,100 per year of service to \$4,600 per year as outlined in Resolution R19-082. This increase would leave the plan at 92% funding and would not require any additional municipal contributions at this time. Okerlund

explained that this would be a good benefit for recruiting and keeping volunteer fire department members into the future.

Assistant Fire Chief Tomzik addressed the council and explained how the volunteer fire department members help out with many other community events besides emergency calls throughout the year. The members also have other duties as well for which they receive no compensation for their time. To date, the members have accumulated about 364 hours of nonpaid volunteer hours for 2019.

Woulfe wanted to clarify that the proposed increase would be for paid on-call members since Pennings as a full-time employee is covered under a different PERA plan. She recommended the council approve Resolution R19-082, which would go into effect January 1, 2020. Godfrey motioned, seconded by Morin, to approve Resolution R19-082 as presented. Motion passed unanimously.

Change Order for Cambridge Public Library Construction

Woulfe stated the city had already approved a purchase agreement from BJ Baas for the Cambridge Public Library and East Central Regional Headquarters not to exceed \$8.2 million. She explained that there needed to be a few changes to this that needed to be approved. The first item is the return of the building permit fee, except for the State surcharge amount. The original details of the agreement stated that the city would not charge a building permit fee, and therefore the council needs to approve the return of these fees. Godfrey moved, seconded by Shogren, to authorized the return of the building permit fees. The motion passed unanimously.

The next item was the approval from the council for Change Order #1. The changes to the audiovisual equipment would not increase the total budget, as the Library is donating the Ruby Johnson funds and other contributing funds from their budget to pay for \$79,247 of the audiovisual costs. The city's allowance for the audiovisual will be reduced by this amount, to make the change order budget neutral. Also, the proposed fireplace in the adult reading room would be nixed in lieu of providing better exterior lighting. This would be done for two reasons. First, the fireplace would not lend the ambience they were looking for in the area that it was to be located, and secondly, they felt that better lighting was paramount to safety and keeping vandalism down in the area. Shogren moved, seconded by Iverson, to approve Change Order #1 as presented. Motion carried unanimously.

2020 Tobacco License Renewal for Pure Xhale and Murphy Oil USA

Woulfe informed the council that Pure Xhale and Murphy Oil USA have submitted all of their renewal paperwork for their 2020 Tobacco licenses. All property taxes have been paid, are not delinquent with state taxes, and have passed their latest compliance checks. Iverson motioned, seconded by Shogren, to approve the tobacco licenses for Pure Xhale and Murphy Oil beginning January 1, 2020 through December 31, 2020. All members voted aye; motion passed unanimously.

5- Minute Break

Morin motioned, seconded by Shogren, to take a 5-minute break and resume the meeting at 7:27 pm. Motion passed unanimously.

City Engineer Contract Extension – 2020 through 2024

Woulfe explained how the city has had a long-term relationship with SEH, and specifically City Engineer Blank. She stated that Todd has a wealth of knowledge about the city's infrastructure and has been a dedicated member of our staff. She highly recommended the Council approve SEH's supplemental letter agreement for another 5 years.

Conley moved, seconded by Morin, to approve the Supplemental Letter Agreement as presented. Motion passed unanimously, with Shogren being absent for the vote. Todd Blank wanted to express his appreciation and his commitment to the City of Cambridge.

Street Closure Request, Chris Gibbs – Toys for Tots Cycling Event

Shuster informed the city council that Chris Gibbs, along with a few sponsors, would like to request a portion of 2nd Avenue S.W. by the City Park be closed on December 1, 2019 from 9:00am to 1:00 pm. They are holding a cycling event to raise funds for the Toys for Tots program. Because of the popularity of the event, they would like to have an uninterrupted crossing of the bridge between the paths on the east side of the river, and the ski trails on the west side of the river. Therefore, the closure would be between the upper and lower City Park lots to just west of the bridge. There was discussion on where the road closure would be posted.

Shogren moved, seconded by Iverson, to approve the road closure as presented. The motion passed 4 to 1, with Morin being the only nay vote.

Mayor's Report

Snowflake Parade

Godfrey wanted to confirm the council assignments for the Snowflake Parade. Shogren, Conley, and Iverson will be judges for the parade. Godfrey and his wife will be doing the announcing. The members of the city council will be together for the event, but no official city business will be conducted. Schwab wanted them to meet for the tree lighting by 4:45pm.

Woulfe noted that Common Ground Methodist Church members volunteered to lead the sing along, and booklets of the carols will be available to hand out. Schuster will be in charge of parade line-up at the Anoka Ramsey Community College. Schwab will help with the P.S. system and the trailers, as well as pulling barricades after the parade. Highway 95 will remain open during the parade, but there will be officers flagging traffic to allow floats to go through the intersection.

There were no Council Concerns or City Attorney's Report.

Adjournment of Regular City Council Meeting

Being no further business before the City Council, the regular meeting was adjourned at 7:37 pm, and council went into closed session. Woulfe announced the City Council would not reconvene into public session after the closed session.

City Administrator's Report

A closed session was held under Minnesota Statutes § 13d.03, to consider strategies related to labor negotiations under the Public Employment Labor Relations Act, Minnesota Statutes, Chapter 179A.

Adjournment of Closed Session

Morin moved, seconded by Conley, to adjourn the closed session at 7:54 pm.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

**SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE
CAMBRIDGE CITY COUNCIL
November 18, 2019**

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

Special City Council Meeting

- Special Meeting called to order at 3:30pm.
- Reviewed and discussed the Financial Matters for 2020
- Reviewed Utility Fund and Proposed Rates
- Reviewed the Northbound Liquor budget
- Reviewed the Fire Call Fee
- No motions were made and meeting was adjourned

Regular City Council Meeting

- Meeting called to order at 6:00pm, and Godfrey led the Pledge of Allegiance.
- Citizens Forum was opened at 6:00pm; there were no public comment requests.
- Interviewed City Council Applicant Sharon Martens.
- Meeting agenda was approved.
- Approved consent agenda items B-E as presented. Approved item A with changes.
- Appointed Joe Morin to the vacant city council seat and was sworn in.
- Approved Ordinance 702 Amending Title SV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures.
- Approved 1-day suspension of Applebee's liquor license on November 25, 2019 and imposed a fine of \$500 for their failed compliance check.
- Approved Resolution R19-081 approving a variance for ALDI, Inc.
- Approved Resolution R19-082 approving the Cambridge Fire Department Relief Association Service Pension Benefit amount.
- Approved Change Order for the Cambridge Public Library construction.
- Approved tobacco licenses for 2020 to Pure Xhale and Murphy Oil.
- Approved the City Engineer contract extension for 2020 through 2024.
- Approved Street Closure Request from Chis Gibbs for the Toys for Tots Cycling Event.
- Godfrey confirmed staff assignments for the Snowflake Parade.
- Meeting was adjourned at 7:37pm and Council went into closed session for the purposes of labor relations strategies.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the ten months ended October 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.

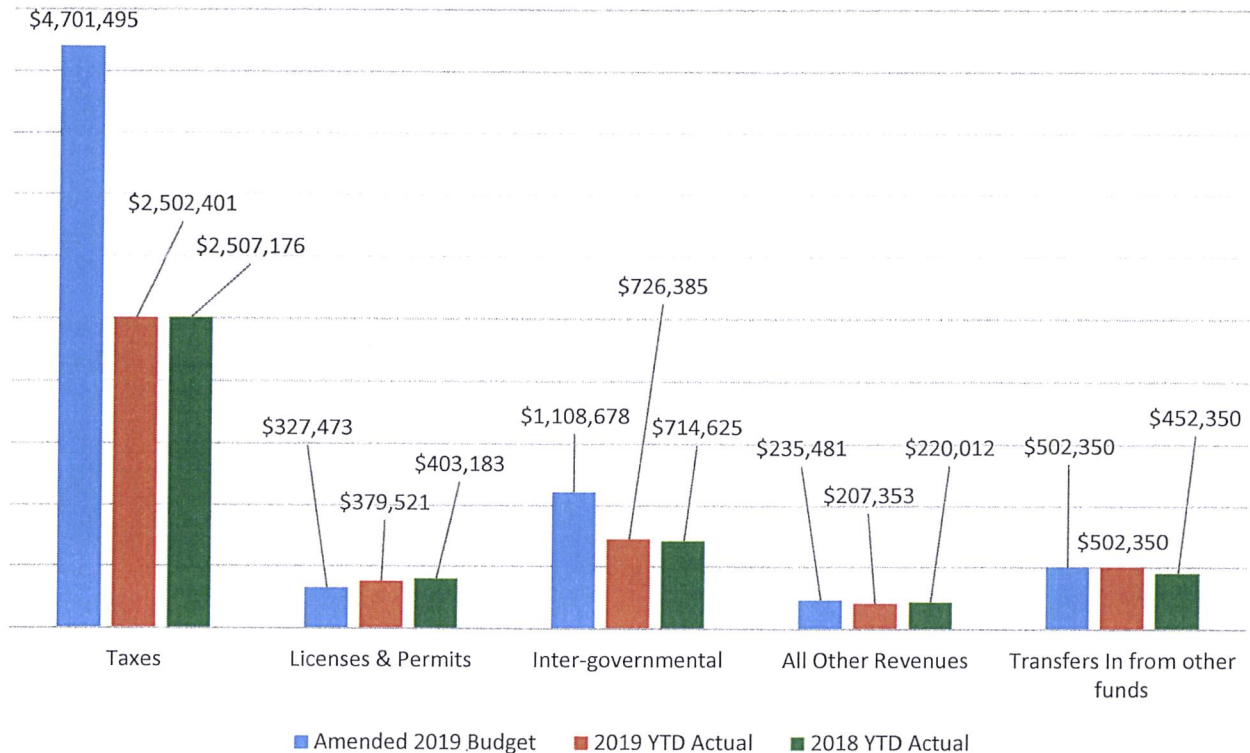
Cash and Investment Summary

Council Action Requested

NONE REQUIRED - For discussion only.

Council Financial Snap Shot

General Fund Revenue Snap Shot 10-31-19



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.
- Other revenue—on track as expected.

**Behind the numbers—
Property Taxes**

Percentage of current taxes collected compared to budget

53% as of 10/31/2019

54% as of 10/31/2018

Both percentages represent strong tax collections at this point of the year.

**Behind the numbers—
License & Permits**

Year to Date
New Single Family
Residential Permits Issued

46 as of 10/31/2019

49 as of 10/31/2018

**Behind the numbers—
Intergovernmental Revenue**

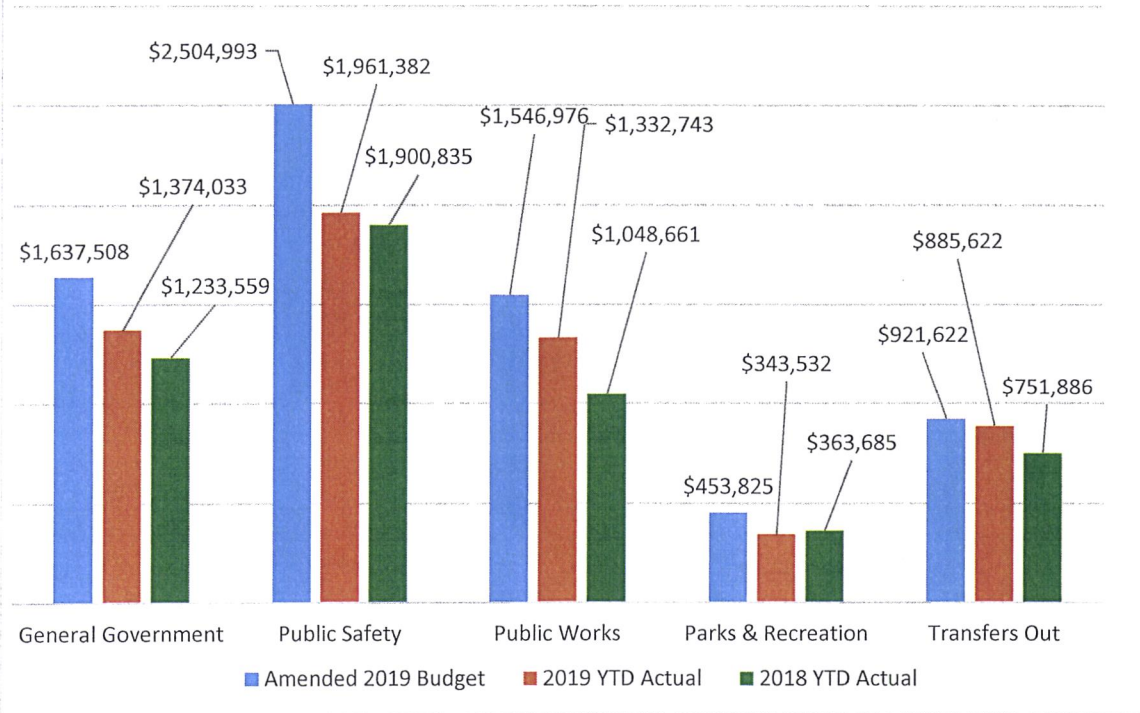
Local Government Aid
Received from the State of MN

\$403,417 as of 10/31/2019

\$401,177 as of 10/31/2018

This represents half of the amount coming for the year. Remainder will arrive in December.

General Fund Expenditure Snap Shot 10-31-19



Notes—

- Public Works trending higher in 2019 due to \$136K for street light replacement paid and overtime for snowplowing.
- Otherwise, expenditures generally trending as expected.

Behind the numbers—

15/2

Cambridge is protected by fifteen full-time police officers supported by two office staff professionals. We also employ part-time police officers to help cover shift vacancies that occur. The Police Department has the largest expenditure budget within the City.

Behind the numbers—

57/6

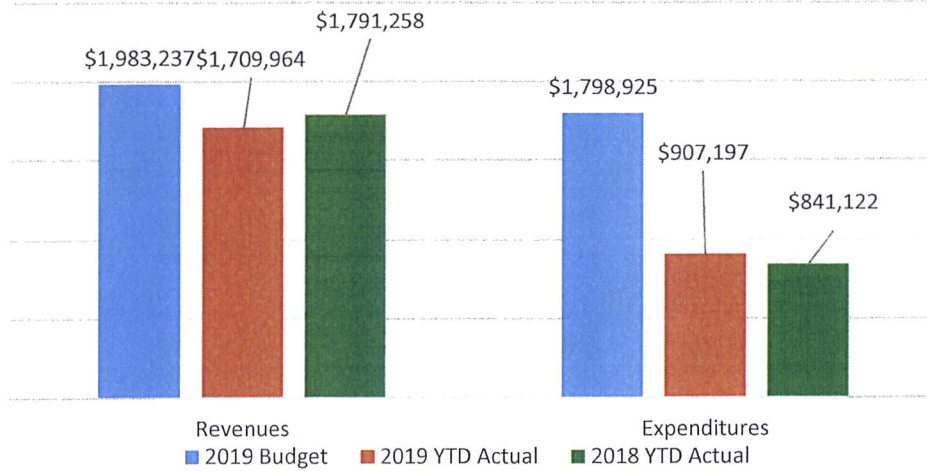
Cambridge maintains fifty-six miles of streets with six snow plows, two loaders, and two sidewalk machines. The Street Dept plows when two inches or more of snow is received. The Street Dept also sands/salts when conditions are slippery. To report street concerns, call 689-1800.

Behind the numbers—

18

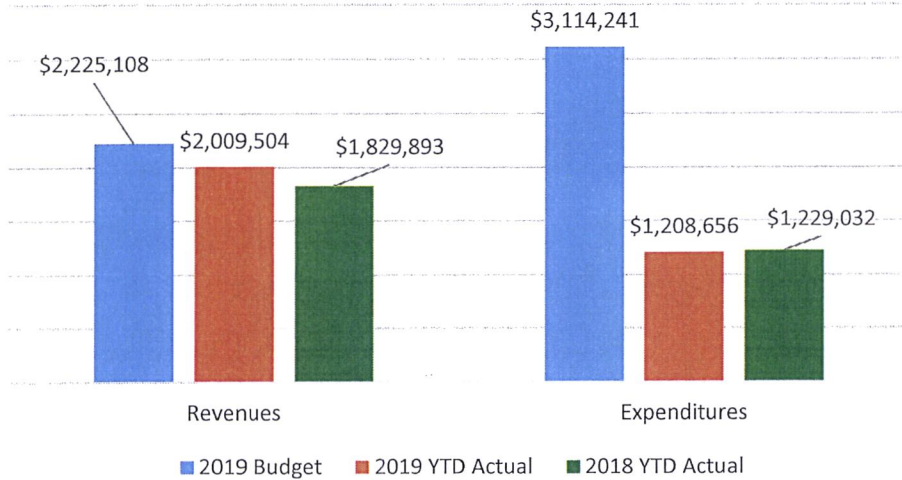
Cambridge has eighteen parks. Park locations and amenities can be found on the City's website at www.ci.cambridge.mn.us

Water Fund 10-31-19



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.

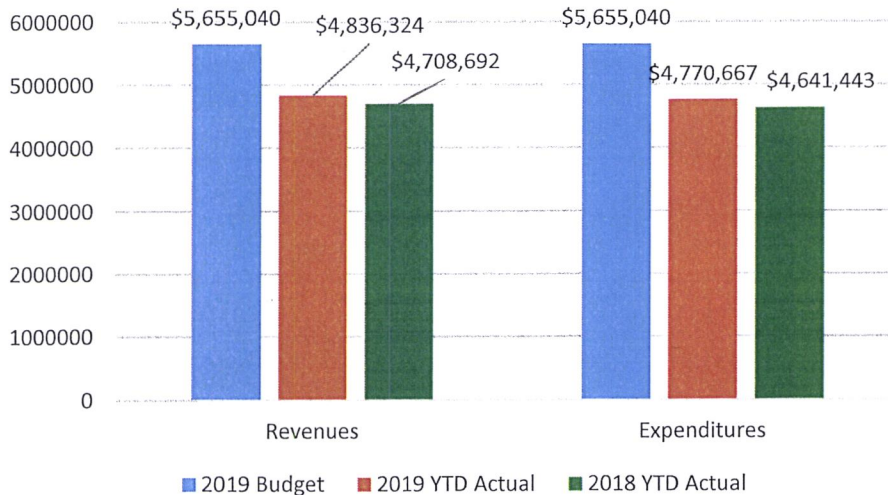
Wastewater Fund 10-31-19



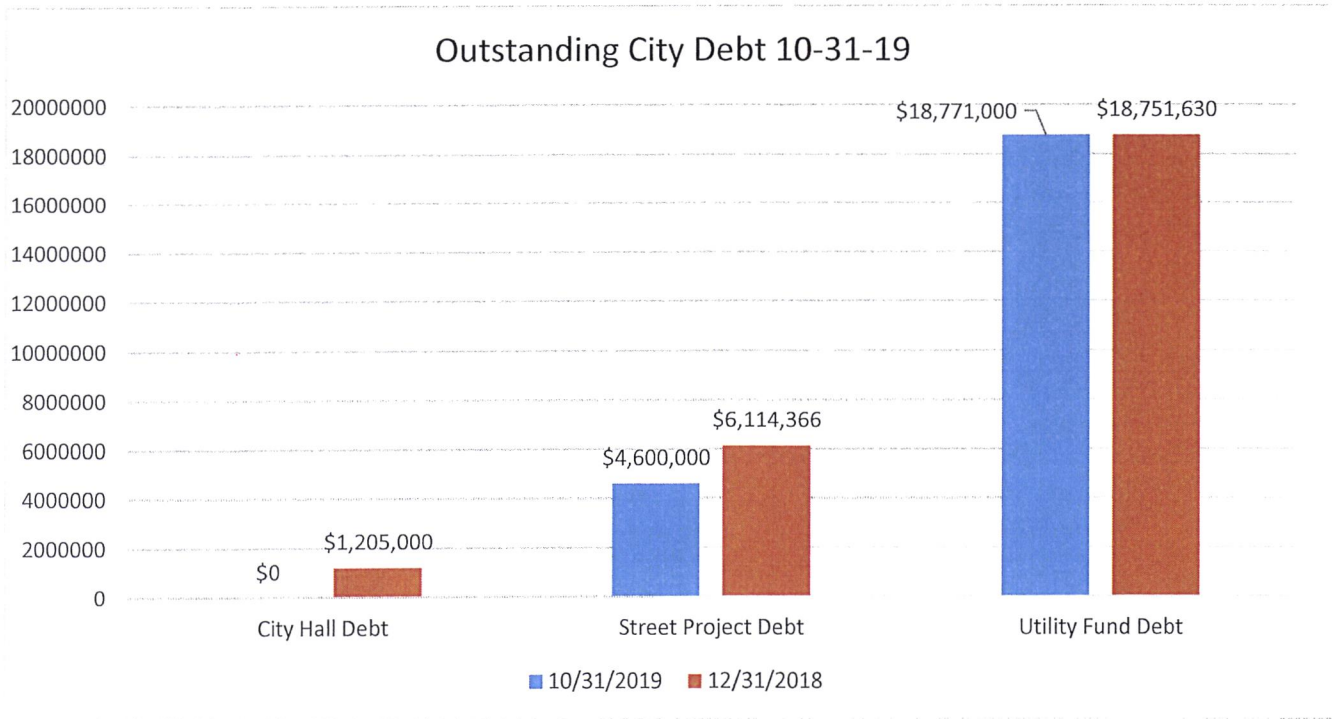
Wastewater Fund Notes—
Revenues for 2019 on track.

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

Northbound Liquor 10-31-19



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



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 10 MONTHS ENDING OCTOBER 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	327,473.00	379,520.79	52,047.79	115.89	502,728.59
INTERGOVERNMENTAL REVENUES	1,081,241.00	1,108,678.00	726,385.10	(382,292.90)	65.52	1,155,577.78
CHARGES FOR SERVICES	123,200.00	127,300.00	128,336.00	1,036.00	100.81	127,981.65
FINES AND FORFEITURES	42,700.00	74,880.00	64,434.69	(10,445.31)	86.05	92,898.94
OTHER	18,600.00	33,301.00	14,581.84	(18,719.16)	43.79	61,714.06
OTHER FINANCING SOURCES	502,350.00	502,350.00	502,350.00	.00	100.00	452,350.00
TOTAL FUND REVENUE	6,786,946.00	6,875,477.00	4,318,009.88	(2,557,467.12)	62.80	7,016,853.71
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	58,330.00	85,261.00	63,698.72	(21,562.28)	74.71	61,860.62
ADMINISTRATION	336,062.00	329,010.00	278,110.72	(50,899.28)	84.53	258,300.84
ELECTIONS	1,150.00	1,150.00	355.00	(795.00)	30.87	9,387.41
FINANCE/MIS	336,057.00	329,364.00	281,666.27	(47,697.73)	85.52	309,616.22
LEGAL	99,000.00	107,805.00	82,297.08	(25,507.92)	76.34	106,298.49
BUILDING DEPARTMENT	349,434.00	330,230.00	278,882.83	(51,347.17)	84.45	292,334.91
ENGINEERING	25,000.00	30,000.00	30,424.95	424.95	101.42	26,256.07
PLANNING	272,648.00	260,475.00	216,171.56	(44,303.44)	82.99	240,328.06
NEW CITY HALL BUILDING	151,262.00	164,213.00	142,426.00	(21,787.00)	86.73	156,857.80
TOTAL GENERAL GOVERNMENT	1,628,943.00	1,637,508.00	1,374,033.13	(263,474.87)	83.91	1,461,240.42
PUBLIC SAFETY						
POLICE DEPARTMENT	2,200,931.00	2,165,530.00	1,709,465.50	(456,064.50)	78.94	1,953,771.65
FIRE DEPARTMENT	318,115.00	329,363.00	243,813.68	(85,549.32)	74.03	305,860.91
EMERGENCY MANAGEMENT	5,100.00	5,100.00	4,503.18	(596.82)	88.30	7,108.04
ANIMAL CONTROL	5,500.00	5,000.00	3,600.00	(1,400.00)	72.00	4,800.00
TOTAL PUBLIC SAFETY	2,529,646.00	2,504,993.00	1,961,382.36	(543,610.64)	78.30	2,271,540.60
STREETS						
STREETS	1,280,498.00	1,546,976.00	1,332,743.37	(214,232.63)	86.15	1,231,943.27
MAINTENANCE BUILDING	.00	.00	.00	.00	.00	18,565.50
TOTAL STREETS	1,280,498.00	1,546,976.00	1,332,743.37	(214,232.63)	86.15	1,250,508.77
PARK AND RECREATION						
ICE RINK	87,718.00	.00	.00	.00	.00	69,523.17
PARKS & RECREATION	374,519.00	453,825.00	343,532.33	(110,292.67)	75.70	359,502.87
TOTAL PARK AND RECREATION	462,237.00	453,825.00	343,532.33	(110,292.67)	75.70	429,026.04
UNALLOCATED EXPENDITURES						

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	921,622.00	885,622.00	(36,000.00)	96.09	1,432,217.66
TOTAL UNALLOCATED EXPENDITURES	885,622.00	921,622.00	885,622.00	(36,000.00)	96.09	1,432,217.66
TOTAL FUND EXPENDITURES	6,786,946.00	7,064,924.00	5,897,313.19	(1,167,610.81)	83.47	6,844,533.49
NET REVENUE OVER EXPENDITURES	.00	(189,447.00)	(1,579,303.31)	1,389,856.31	(12.00)	172,320.22

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES						
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
LICENSES AND PERMITS						
101-32110 LIQUOR LICENSES	14,000.00	13,950.00	18,600.00	(4,650.00)	133.33	21,900.00
101-32180 CIGARETTES	3,200.00	2,800.00	2,400.00	400.00	85.71	2,800.00
101-32184 CABLE FRANCHISE FEES	66,000.00	65,000.00	49,396.35	15,603.65	75.99	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	900.00	900.00	.00	100.00	729.00
101-32218 CITY SHARE ELEC INSPECTIONS	3,000.00	3,285.00	3,822.71	(537.71)	116.37	8,755.20
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	97.00	293.00	(196.00)	302.06	516.89
101-32220 BUILDING PERMITS	170,000.00	190,000.00	252,891.71	(62,891.71)	133.10	320,214.50
101-32222 MECHANICAL PERMITS	25,000.00	16,609.00	17,216.99	(607.99)	103.66	29,083.79
101-32225 INVESTIGATION (PENALTY FEE)	400.00	1,128.00	1,176.00	(50.00)	104.44	1,338.00
101-32228 CONTRACTOR LIC VERIFICATIONFEE	520.00	580.00	720.00	(140.00)	124.14	820.00
101-32230 PLUMBING PERMITS	13,000.00	14,852.00	18,296.00	(3,444.00)	123.19	16,807.00
101-32240 SIGN PERMITS	1,724.00	680.00	870.00	(190.00)	127.94	1,560.00
101-32298 RENTAL REGISTRATION FEE	10,000.00	6,000.00	291.38	5,708.62	4.86	10,937.50
101-32299 PLANNING & ZONING FEES	7,000.00	10,344.00	11,396.65	(1,052.65)	110.18	17,298.46
TOTAL LICENSES AND PERMITS	317,360.00	327,473.00	379,520.79	(52,047.79)	115.89	502,728.59
INTERGOVERNMENTAL REVENUES						
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	12,792.00	12,792.66	(.66)	100.01	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	141,618.00	141,619.56	(1.56)	100.00	139,549.45
101-33422 SCHOOL DIST COST FOR OFFICER	76,500.00	76,500.00	107,162.04	(30,662.04)	140.08	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	1,108,678.00	726,385.10	382,292.90	65.52	1,155,577.78

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	.00	.00	.00	.00	120.00
101-34105 SALES - MAPS, COPIES, ETC.	250.00	181.00	185.25 (4.25)	102.35	131.75
101-34110 SOLAR LEASE REVENUE	.00	1,500.00	1,500.00	.00	100.00	.00
101-34117 CONTRACTED BUILDING INSPECTIO	.00	885.00	885.00	.00	100.00	.00
101-34201 POLICE DEPARTMENT REPORTS	3,000.00	466.00	511.25 (45.25)	109.71	2,950.75
101-34202 POLICE ADMINISTRATION FEES	1,500.00	5,045.00	5,045.00	.00	100.00	4,660.00
101-34205 PAWN SHOP TRANSACTION REVENUE	6,000.00	2,915.00	3,355.00 (440.00)	115.09	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	4,862.00	4,862.50 (.50)	100.01	5,135.00
101-34930 ART FAIR FEES	.00	595.00	595.00	.00	100.00	770.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	.00	18.75 (18.75)	.00	1,679.00
101-34958 ICE RINK LEASE REVENUE	7,640.00	5,000.00	3,027.00	1,973.00	60.54	7,800.00
TOTAL CHARGES FOR SERVICES	123,200.00	127,300.00	128,336.00 (1,036.00)	100.81	127,981.65
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	40,000.00	70,000.00	49,759.69	20,240.31	71.09	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	1,380.00 (180.00)	115.00	1,540.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	1,000.00	11,055.00 (10,055.00)	1,105.50	3,150.00
TOTAL FINES AND FORFEITURES	42,700.00	74,880.00	64,434.69	10,445.31	86.05	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	397.50 (397.50)	.00	885.20
101-36210 INTEREST EARNINGS	14,000.00	17,000.00	.00	17,000.00	.00	27,235.82
101-36220 FACILITY RENTAL	3,600.00	4,000.00	3,751.43	248.57	93.79	20,018.00
101-36230 DONATIONS	500.00	10,301.00	10,301.71 (.71)	100.01	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	125.00 (125.00)	.00	504.00
TOTAL OTHER	18,600.00	33,301.00	14,581.84	18,719.16	43.79	61,714.06

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	502,350.00	.00	100.00	452,350.00
TOTAL OTHER FINANCING SOURCES	502,350.00	502,350.00	502,350.00	.00	100.00	452,350.00
 TOTAL FUND REVENUE	<u>6,786,948.00</u>	<u>6,875,477.00</u>	<u>4,318,009.88</u>			<u>7,016,853.71</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	24,450.13	(5,449.87)	81.77	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	1,870.23	(419.77)	81.67	2,287.06
101-41110-151 WORKERS' COMPENSATION PREMIU	140.00	140.00	73.62	(66.38)	52.59	119.38
TOTAL PERSONAL SERVICES	32,330.00	32,330.00	26,393.98	(5,936.02)	81.64	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	500.00	.00	(500.00)	.00	.00
101-41110-214 EMPLOYEE RECOGNITION	500.00	500.00	347.66	(152.34)	69.53	495.57
TOTAL SUPPLIES	1,350.00	1,350.00	349.80	(1,000.20)	25.91	953.38
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	.00	.00	.00	.00	.00
101-41110-331 TRAVEL/MEALS/LODGING	1,500.00	2,700.00	2,693.68	(6.32)	99.77	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	304.00	303.20	(.80)	99.74	258.12
TOTAL OTHER SERVICES AND CHA	4,850.00	3,479.00	3,095.38	(383.62)	88.97	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	30.00	(70.00)	30.00	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	12,281.25	(1,718.75)	87.72	12,275.00
101-41110-456 ART FESTIVAL	1,000.00	1,505.00	1,505.00	.00	100.00	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	26,372.00	15,208.31	(11,163.69)	57.67	.00
TOTAL MISCELLANEOUS	20,000.00	48,102.00	33,859.56	(14,242.44)	70.39	27,949.87
TOTAL MAYOR AND CITY COUNCIL	58,330.00	85,261.00	63,698.72	(21,562.28)	74.71	61,860.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	167,000.00	141,035.48 (25,964.52)	84.45	128,785.82
101-41320-103	PART-TIME - REGULAR	41,283.00	40,183.00	29,919.43 (10,263.57)	74.46	28,386.79
101-41320-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	100.00	120.06 20.06	120.06	.00
101-41320-121	PERA (EMPLOYER)	16,147.00	16,147.00	12,830.66 (3,316.34)	79.46	11,553.80
101-41320-122	FICA/MEDICARE (EMPLOYER)	16,470.00	16,393.00	12,727.25 (3,665.75)	77.64	11,442.59
101-41320-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	34,227.00	29,351.00	27,527.90 (1,823.10)	93.79	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	779.12 (905.88)	46.24	950.35
101-41320-153	CITY WIDE RE-EMPLOY COMPENSATI	1,500.00	5,000.00	4,349.52 (650.48)	86.99	866.77
101-41320-154	HRA/FLEX FEES	250.00	250.00	123.30 (126.70)	49.32	159.05
TOTAL PERSONAL SERVICES		287,962.00	278,509.00	231,771.90 (46,737.10)	83.22	202,138.49
<i>SUPPLIES</i>						
101-41320-201	OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,478.63 (21.37)	98.58	1,570.11
101-41320-202	DUPLICATING & COPYING SUPPLIES	2,000.00	1,250.00	939.15 (310.85)	75.13	1,009.58
101-41320-203	CITY NEWSLETTER COSTS	.00	5,000.00	4,769.72 (230.28)	95.39	.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	1,043.00	1,042.76 (.24)	99.98	.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	1,719.39 719.39	171.94	3,616.40
TOTAL SUPPLIES		5,450.00	10,243.00	10,094.65 (148.35)	98.55	6,480.09
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304	MISC PROFESSIONAL SERVICES	2,000.00	2,000.00	1,327.50 (672.50)	66.38	11,987.97
101-41320-313	IT MGMT & BACKUP	3,000.00	3,000.00	2,258.10 (741.90)	75.27	2,709.72
101-41320-322	POSTAGE	4,500.00	3,000.00	2,507.85 (492.15)	83.60	2,950.00
101-41320-331	TRAVEL/MEALS/LODGING	600.00	637.00	650.54 13.54	102.13	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	732.90 (667.10)	52.35	1,960.83
101-41320-351	LEGAL NOTICES/ORD PUBLISHING	1,000.00	1,000.00	382.13 (617.87)	38.21	904.61
101-41320-360	INSURANCE AND BONDS	1,950.00	1,885.00	1,884.58 (.42)	99.98	1,696.18
TOTAL OTHER SERVICES AND CHA		14,850.00	13,222.00	9,922.82 (3,299.18)	75.05	22,508.21

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	11,483.39	(16.61)	99.86	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	13,605.00	(395.00)	97.18	13,249.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	476.00	476.00	.00	100.00	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>	<u>27,800.00</u>	<u>27,036.00</u>	<u>26,321.35</u>	<u>(714.65)</u>	<u>97.36</u>	<u>27,174.05</u>
TOTAL ADMINISTRATION	<u><u>336,062.00</u></u>	<u><u>329,010.00</u></u>	<u><u>278,110.72</u></u>	<u><u>(50,899.28)</u></u>	<u><u>84.53</u></u>	<u><u>258,300.84</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	174,876.00	144,668.03	(30,207.97)	82.73	164,470.08
101-41500-121 PERA (EMPLOYER)	13,116.00	13,116.00	10,850.10	(2,265.90)	82.72	12,197.70
101-41500-122 FICA/MEDICARE (EMPLOYER)	13,378.00	13,378.00	10,610.55	(2,767.45)	79.31	11,980.50
101-41500-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	34,227.00	33,520.00	30,399.40	(3,120.60)	90.69	32,157.84
101-41500-132 FINANCE LONGEVITY PAY	5,626.00	.00	.00	.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	647.60	(722.40)	47.27	1,014.99
101-41500-154 HRA/FLEX FEES	200.00	200.00	128.00	(72.00)	64.00	146.80
TOTAL PERSONAL SERVICES	239,567.00	238,860.00	198,503.68	(40,356.32)	83.10	224,367.91
<i>SUPPLIES</i>						
101-41500-201 OFFICE SUPPLIES - ACCESSORIES	1,400.00	966.00	1,238.60	272.60	128.22	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	34.00	33.70	(.30)	99.12	.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	3,874.32	(1,625.68)	70.44	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	19,135.75	(2,864.25)	86.98	19,998.82
101-41500-313 IT MGMT & BACKUP	2,500.00	2,500.00	2,258.10	(241.90)	90.32	2,935.53
101-41500-331 TRAVEL/MEALS/LODGING	500.00	1,400.00	284.28	(1,115.74)	20.30	42.00
101-41500-334 MILEAGE REIMBURSEMENT	440.00	250.00	200.10	(49.90)	80.04	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	1,518.00	1,517.06	(.94)	99.94	1,491.85
TOTAL OTHER SERVICES AND CHA	66,340.00	64,054.00	58,987.27	(5,066.73)	92.09	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	1,526.00	(174.00)	89.76	1,564.30
101-41500-440 SCHOOLS AND MEETINGS	2,300.00	3,000.00	2,859.00	(141.00)	95.30	950.00
TOTAL MISCELLANEOUS	22,250.00	20,950.00	20,301.00	(649.00)	96.90	17,972.30
TOTAL FINANCE/MIS	336,057.00	329,364.00	281,666.27	(47,697.73)	85.52	309,616.22

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
LEGAL						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304 LEGAL FEES	47,000.00	57,000.00	41,496.99	(15,503.01)	72.80	55,991.75
101-41610-305 PROSECUTION SERVICES	40,000.00	40,000.00	29,995.31	(10,004.69)	74.99	39,501.96
101-41610-307 TOWNSHIP ANNEXATION PAYMENTS	12,000.00	10,805.00	10,804.78	(.22)	100.00	10,804.78
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>99,000.00</u>	<u>107,805.00</u>	<u>82,297.08</u>	<u>(25,507.92)</u>	<u>76.34</u>	<u>106,298.49</u>
TOTAL LEGAL	<u>99,000.00</u>	<u>107,805.00</u>	<u>82,297.08</u>	<u>(25,507.92)</u>	<u>76.34</u>	<u>106,298.49</u>

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 FULL-TIME EMPLOYEES - REGULAR	230,021.00	222,760.00	192,803.83	(29,956.17)	86.55	195,231.52
101-41920-103 SEASONAL/TEMP SALARY	.00	500.00	.00	(500.00)	.00	.00
101-41920-121 PERA (EMPLOYER)	15,564.00	14,564.00	12,066.45	(2,497.55)	82.85	14,592.31
101-41920-122 FICA/MEDICARE (EMPLOYER)	17,806.00	14,883.00	11,875.41	(3,007.59)	79.79	14,354.33
101-41920-131 MEDICAL/DENTAL/LIFE	54,030.00	51,631.00	46,944.70	(4,686.30)	90.92	48,222.84
101-41920-132 BLDG DEPT LONGEVITY PAY	2,739.00	.00	.00	.00	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	4,800.00	4,800.00	990.31	(3,809.69)	20.63	3,696.07
101-41920-151 WORKERS' COMPENSATION PREMIU	1,324.00	1,324.00	729.75	(594.25)	55.12	989.48
101-41920-154 HRA/FLEX FEES	250.00	250.00	201.35	(48.65)	80.54	220.15
TOTAL PERSONAL SERVICES	326,534.00	310,712.00	265,611.80	(45,100.20)	85.48	277,306.70
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	574.77	(175.23)	76.64	687.09
101-41920-209 SOFTWARE UPDATES	500.00	.00	.00	.00	.00	.00
101-41920-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	.00	.00	.00	.00	211.16
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,500.00	1,500.00	701.52	(798.48)	46.77	1,176.00
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	173.94	(626.06)	21.74	220.41
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	600.00	600.00	69.09	(530.91)	11.52	460.37
TOTAL SUPPLIES	6,150.00	3,650.00	1,519.32	(2,130.68)	41.63	2,755.03
<i>OTHER CHARGES & SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	.00	222.00	314.00	92.00	141.44	196.68
101-41920-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,258.10	(741.90)	75.27	2,709.72
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,608.00	1,914.98	(693.02)	73.43	2,255.00
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	.00	(300.00)	.00	79.58
101-41920-334 MILEAGE REIMBURSEMENT	600.00	600.00	321.55	(278.45)	53.59	599.50
101-41920-360 INSURANCE AND BONDS	2,550.00	2,168.00	2,167.61	(.39)	99.98	2,012.10
TOTAL OTHER CHARGES & SERVIC	9,150.00	8,898.00	6,976.24	(1,921.76)	78.40	7,852.58
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	200.00	200.00	.00	(200.00)	.00	.00
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,800.00	2,800.00	2,685.00	(115.00)	95.89	2,685.00
101-41920-430 MISCELLANEOUS	200.00	200.00	95.47	(104.53)	47.74	.00
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	500.00	370.00	.00	(370.00)	.00	.00
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	395.00	(1,005.00)	28.21	535.60
101-41920-440 SCHOOLS & MEETINGS	2,500.00	2,000.00	1,600.00	(400.00)	80.00	1,200.00
TOTAL MISCELLANEOUS	7,600.00	6,970.00	4,775.47	(2,194.53)	68.51	4,420.60
TOTAL BUILDING DEPARTMENT	349,434.00	330,230.00	278,882.83	(51,347.17)	84.45	292,334.91

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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	30,000.00	30,424.95	424.95	101.42	26,256.07
<i>TOTAL OTHER CHARGES & SERVIC</i>	25,000.00	30,000.00	30,424.95	424.95	101.42	26,256.07
TOTAL ENGINEERING	25,000.00	30,000.00	30,424.95	424.95	101.42	26,256.07

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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	161,939.00	135,150.51 (26,788.49)	83.46	152,489.84
101-41935-112	PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	1,645.00 (855.00)	65.80	2,135.00
101-41935-121	PERA (EMPLOYER)	12,145.00	12,145.00	10,136.28 (2,008.72)	83.46	11,401.20
101-41935-122	FICA/MEDICARE (EMPLOYER)	12,388.00	12,388.00	9,933.05 (2,454.95)	80.18	11,040.12
101-41935-131	MEDICAL/DENTAL/LIFE	34,226.00	33,521.00	30,399.40 (3,121.60)	90.69	32,157.84
101-41935-132	PLANNING LONGEVITY PAY	5,211.00	.00	.00 .00	.00	.00
101-41935-133	PLANNING INS DEDUCTIBLE CONTRI	2,400.00	2,400.00	861.02 (1,538.98)	35.88	2,211.11
101-41935-151	WORKERS' COMPENSATION PREMIU	1,150.00	1,150.00	518.05 (631.95)	45.05	812.45
101-41935-154	HRA/FLEX FEES	250.00	250.00	127.95 (122.05)	51.18	146.80
	TOTAL PERSONAL SERVICES	226,998.00	226,293.00	188,771.26 (37,521.74)	83.42	212,394.36
<i>SUPPLIES</i>						
101-41935-201	OFFICE SUPPLIES	800.00	800.00	1,444.04 644.04	180.51	1,002.09
101-41935-209	SOFTWARE UPDATES	2,500.00	1,600.00	2,073.46 473.46	129.59	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	173.36 (126.64)	57.79	155.13
101-41935-221	REPAIRS & MAINT SUPP-VEH/EQUIP	300.00	1,200.00	1,083.81 (116.19)	90.32	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	10,004.35 (95.65)	99.05	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	150.00	225.00 75.00	150.00	421.89
101-41935-313	IT MGMT & BACKUP	3,000.00	3,000.00	2,258.10 (741.90)	75.27	2,709.72
101-41935-331	TRAVEL/MEALS/LODGING	600.00	600.00	56.00 (544.00)	9.33	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	423.00 (327.00)	56.40	678.91
101-41935-360	INSURANCE AND BONDS	11,550.00	9,208.00	9,207.91 (.09)	100.00	9,807.38
	TOTAL OTHER CHARGES & SERVIC	21,150.00	13,958.00	12,252.25 (1,705.75)	87.78	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	(11,787.05) (12,787.05) (1,178.71) (388.20)		
101-41935-431	PROPERTY SECURING EXP	.00	500.00	11,441.20 10,941.20	2,288.24	710.65
101-41935-433	DUES AND SUBSCRIPTIONS	700.00	924.00	924.00 .00	100.00	874.00
101-41935-440	SCHOOL AND MEETINGS	1,500.00	1,500.00	975.55 (524.45)	65.04	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	10,124.00	5,143.70 (4,980.30)	50.81	7,496.43
	TOTAL PLANNING	272,648.00	260,475.00	216,171.56 (44,303.44)	82.99	240,328.06

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	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	27,224.00	23,036.41	(4,187.59)	84.62	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	1,727.73	(464.27)	78.82	1,977.60
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	1,701.38	(534.62)	76.09	1,949.39
101-41950-131 MEDICAL/DENTAL/LIFE	8,557.00	8,374.00	7,587.25	(786.75)	90.60	8,024.28
101-41950-132 LONGEVITY PAY	386.00	.00	.00	.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	823.17	(829.83)	49.80	1,372.88
101-41950-154 HRA/FLEX FEES	100.00	100.00	32.00	(68.00)	32.00	36.75
TOTAL PERSONAL SERVICES	44,562.00	42,379.00	34,907.94	(7,471.06)	82.37	39,208.84
<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	6,000.00	4,767.10	(1,232.90)	79.45	3,207.50
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	461.38	(1,038.62)	30.76	1,286.00
TOTAL SUPPLIES	14,700.00	7,700.00	5,228.48	(2,471.52)	67.90	4,493.50
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	17,500.00	18,500.00	14,011.39	(4,488.61)	75.74	18,411.33
101-41950-360 INSURANCE AND BONDS	3,000.00	1,784.00	1,783.83	(.17)	99.99	1,593.24
101-41950-381 ELECTRIC UTILITIES	12,000.00	10,500.00	8,680.33	(1,819.67)	82.67	9,900.09
101-41950-382 WATER/WASTEWATER UTILITIES	1,500.00	2,900.00	3,300.90	400.90	113.82	2,876.43
101-41950-383 GAS UTILITIES	7,000.00	6,500.00	5,539.72	(960.28)	85.23	6,190.87
101-41950-384 REFUSE HAULING	.00	.00	.00	.00	.00	531.25
TOTAL OTHER SERVICES AND CHA	41,000.00	40,184.00	33,316.17	(6,867.83)	82.91	39,503.21
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	32,000.00	59,000.00	57,868.06	(1,131.94)	98.08	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	10,000.00	6,684.65	(3,315.35)	66.85	10,098.61
101-41950-430 MISCELLANEOUS	500.00	150.00	137.70	(12.30)	91.80	323.25
TOTAL MISCELLANEOUS	51,000.00	73,950.00	68,973.41	(4,976.59)	93.27	73,654.25
TOTAL NEW CITY HALL BUILDING	151,262.00	164,213.00	142,426.00	(21,787.00)	86.73	156,857.80

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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	1,125,314.00	914,141.66	(211,172.34)	81.23	1,026,708.06
101-42100-102	60,000.00	50,000.00	44,251.29	(5,748.71)	88.50	57,742.92
101-42100-103	32,573.00	32,573.00	26,742.40	(5,830.60)	82.10	30,598.72
101-42100-104	20,000.00	20,000.00	6,646.22	(13,353.78)	33.23	11,851.64
101-42100-110	16,000.00	26,000.00	17,360.21	(8,639.79)	66.77	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	6,047.47	(2,625.53)	69.73	7,139.86
101-42100-121	211,586.00	211,586.00	166,007.30	(45,578.70)	78.46	184,593.03
101-42100-122	24,224.00	24,224.00	18,998.30	(5,225.70)	78.43	21,925.44
101-42100-131	292,479.00	286,316.00	254,050.98	(32,265.02)	88.73	258,257.12
101-42100-132	35,075.00	.00	.00	.00	.00	.00
101-42100-133	19,200.00	19,200.00	12,426.72	(6,773.28)	64.72	13,551.18
101-42100-151	64,831.00	54,831.00	30,076.12	(24,754.88)	54.85	47,010.44
101-42100-154	1,500.00	1,500.00	1,000.05	(499.95)	66.67	1,109.95
<i>TOTAL PERSONAL SERVICES</i>	<i>1,910,831.00</i>	<i>1,874,668.00</i>	<i>1,508,019.16</i>	<i>(366,648.84)</i>	<i>80.44</i>	<i>1,717,674.00</i>
<i>SUPPLIES</i>						
101-42100-201	3,300.00	3,300.00	860.99	(2,439.01)	26.09	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	1,689.38	(3,810.62)	30.72	2,888.61
101-42100-212	40,000.00	40,000.00	30,666.06	(9,333.94)	76.67	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	851.44	(4,148.56)	17.03	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	9,628.67	(8,871.33)	52.05	12,273.20
101-42100-231	28,000.00	28,000.00	8,122.56	(19,877.44)	29.01	19,412.79
101-42100-232	3,000.00	3,000.00	1,365.88	(1,634.12)	45.53	398.20
101-42100-240	18,000.00	13,000.00	9,826.71	(3,173.29)	75.59	18,906.70
<i>TOTAL SUPPLIES</i>	<i>140,100.00</i>	<i>135,100.00</i>	<i>66,638.04</i>	<i>(68,461.96)</i>	<i>49.32</i>	<i>106,868.57</i>

CITY OF CAMBRIDGE
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FOR THE 10 MONTHS ENDING OCTOBER 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	6,000.00	2,656.27	(3,343.73)	44.27	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	10,160.90	(2,339.10)	81.29	12,193.08
101-42100-321 TELEPHONE/CELLULAR PHONES	14,500.00	14,000.00	11,010.91	(2,989.09)	78.65	13,295.43
101-42100-322 POSTAGE	300.00	300.00	599.55	299.55	199.85	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	49,762.00	49,761.18	(.82)	100.00	40,602.65
101-42100-381 ELECTRIC UTILITIES	6,100.00	5,600.00	4,464.17	(1,135.83)	79.72	5,091.49
101-42100-383 GAS UTILITIES	3,500.00	3,500.00	2,728.54	(771.46)	77.96	3,049.22
TOTAL OTHER SERVICES AND CHA	92,700.00	94,762.00	83,065.29	(11,696.71)	87.66	86,250.63
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	8,000.00	4,000.28	(3,999.72)	50.00	4,641.26
101-42100-409 MAINT CONTRACTS - EQUIPMENT	21,500.00	25,000.00	24,525.02	(474.98)	98.10	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	1,487.70	(812.30)	64.68	2,171.70
101-42100-433 DUES AND SUBSCRIPTIONS	6,700.00	10,100.00	9,552.01	(547.99)	94.57	6,929.75
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	13,200.00	12,028.00	(1,172.00)	91.12	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	61,000.00	51,743.01	(9,256.99)	84.82	42,978.45
TOTAL POLICE DEPARTMENT	2,200,931.00	2,165,530.00	1,709,465.50	(456,064.50)	78.94	1,953,771.65

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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	79,206.00	80,130.00	70,152.02	(9,977.98)	87.55	78,170.34
101-42200-103	47,000.00	47,000.00	35,006.00	(11,994.00)	74.48	44,661.00
101-42200-121	12,982.00	12,982.00	11,890.75	(1,091.25)	91.59	12,568.27
101-42200-122	9,726.00	9,726.00	3,665.70	(6,060.30)	37.69	4,757.12
101-42200-131	17,114.00	16,761.00	15,199.70	(1,561.30)	90.68	16,078.92
101-42200-132	924.00	.00	.00	.00	.00	.00
101-42200-133	1,200.00	1,200.00	423.11	(776.89)	35.26	741.52
101-42200-151	37,963.00	37,963.00	25,378.54	(12,584.46)	66.85	32,206.04
101-42200-154	150.00	150.00	63.95	(86.05)	42.63	73.35
TOTAL PERSONAL SERVICES	206,265.00	205,912.00	161,779.77	(44,132.23)	78.57	189,256.56
<i>SUPPLIES</i>						
101-42200-201	500.00	500.00	41.91	(458.09)	8.38	.00
101-42200-204	200.00	200.00	.00	(200.00)	.00	.00
101-42200-210	9,500.00	9,500.00	4,091.25	(5,408.75)	43.07	6,416.56
101-42200-211	.00	.00	.00	.00	.00	156.00
101-42200-212	6,300.00	6,300.00	4,919.39	(1,380.61)	78.09	6,889.44
101-42200-215	200.00	200.00	.00	(200.00)	.00	.00
101-42200-221	8,000.00	16,000.00	14,604.08	(1,395.92)	91.28	12,796.16
101-42200-223	500.00	600.00	541.20	(58.80)	90.20	1,421.72
101-42200-231	11,000.00	11,000.00	4,387.97	(6,612.03)	39.89	12,103.60
101-42200-232	.00	1,183.00	1,182.50	(.50)	99.96	1,500.00
101-42200-240	7,000.00	7,000.00	2,865.19	(4,134.81)	40.93	4,513.02
101-42200-241	.00	.00	.00	.00	.00	1,833.84
TOTAL SUPPLIES	43,200.00	52,483.00	32,633.49	(19,849.51)	62.18	47,630.34
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304	9,000.00	13,500.00	13,620.75	120.75	100.89	11,887.15
101-42200-307	10,000.00	10,000.00	.00	(10,000.00)	.00	10,000.00
101-42200-313	2,600.00	2,600.00	2,258.10	(341.90)	86.85	2,709.72
101-42200-321	1,300.00	1,300.00	1,337.93	37.93	102.92	1,380.24
101-42200-331	700.00	1,400.00	1,351.30	(48.70)	96.52	1,726.27
101-42200-334	300.00	300.00	.00	(300.00)	.00	643.10
101-42200-340	700.00	.00	.00	.00	.00	119.25
101-42200-360	9,000.00	6,015.00	6,014.41	(.59)	99.99	7,047.92
101-42200-381	16,000.00	15,000.00	11,981.46	(3,018.54)	79.88	13,820.38
101-42200-382	650.00	650.00	321.42	(328.58)	49.45	390.64
101-42200-383	6,000.00	4,000.00	2,825.01	(1,174.99)	70.63	3,599.52
TOTAL OTHER SERVICES AND CHA	56,250.00	54,765.00	39,710.38	(15,054.62)	72.51	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	1,500.00	698.00	(802.00)	46.53	845.63
101-42200-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	1,647.00	(353.00)	82.35	1,587.00
101-42200-440 SCHOOLS AND MEETINGS	7,000.00	8,035.00	878.00	(5,157.00)	14.55	2,117.19
101-42200-441 GRANT FUNDED SCHOOLS	.00	6,268.00	6,467.04	199.04	103.18	8,975.00
<i>TOTAL MISCELLANEOUS</i>	12,400.00	16,203.00	9,690.04	(6,512.96)	59.80	15,649.82
TOTAL FIRE DEPARTMENT	318,115.00	329,363.00	243,813.68	(85,549.32)	74.03	305,860.91

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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
TOTAL SUPPLIES	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	189.00	70.50	(118.50)	37.30	822.16
101-42300-340 ADVERTISING	200.00	.00	.00	.00	.00	195.00
TOTAL OTHER SERVICES AND CHA	1,000.00	189.00	70.50	(118.50)	37.30	1,069.16
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	.00	200.00	200.00	.00	100.00	1,095.00
101-42300-440 SCHOOLS AND MEETINGS	500.00	50.00	.00	(50.00)	.00	500.00
101-42300-489 OTHER CONTRACTED SERVICES	1,000.00	746.00	746.00	.00	100.00	639.00
TOTAL MISCELLANEOUS	1,500.00	996.00	946.00	(50.00)	94.98	2,234.00
TOTAL EMERGENCY MANAGEMENT	5,100.00	5,100.00	4,503.18	(596.82)	88.30	7,108.04

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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	3,600.00	(1,400.00)	72.00	4,800.00
<i>TOTAL OTHER SERVICES & CHARG</i>	5,500.00	5,000.00	3,600.00	(1,400.00)	72.00	4,800.00
TOTAL ANIMAL CONTROL	5,500.00	5,000.00	3,600.00	(1,400.00)	72.00	4,800.00

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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	589,699.00	511,024.93 (78,674.07)	86.66	568,886.11
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	1,465.44 (1,534.56)	48.85	3,365.00
101-43001-104	TEMP/SEAS EMPLOYEES REGULAR	14,336.00	17,500.00	18,000.29 500.29	102.86	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	1,127.00	1,126.34 (.66)	99.94	1,087.42
101-43001-121	PERA (EMPLOYER)	46,650.00	49,350.00	41,963.70 (7,386.30)	85.03	46,295.61
101-43001-122	FICA/MEDICARE (EMPLOYER)	48,680.00	52,480.00	42,914.80 (9,565.20)	81.77	46,905.83
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	148,320.00	151,233.00	138,706.96 (12,526.04)	91.72	137,866.86
101-43001-132	STREETS LONGEVITY PAY	23,057.00	.00	.00 .00	.00	.00
101-43001-133	STREETS INS DEDUCTIBLE CONTRIB	10,400.00	9,104.00	4,660.54 (4,443.46)	51.19	6,773.62
101-43001-151	WORKERS' COMPENSATION PREMIU	62,513.00	59,518.00	31,564.87 (27,953.13)	53.03	47,955.42
101-43001-154	HRA/FLEX FEES	700.00	700.00	583.59 (116.41)	83.37	635.45
	TOTAL PERSONAL SERVICES	953,598.00	998,011.00	836,004.15 (162,006.85)	83.77	924,373.84
<i>SUPPLIES</i>						
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	645.88 (854.12)	43.06	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	.00	.00 .00	.00	.00
101-43001-209	SOFTWARE UPDATES	750.00	.00	323.50 323.50	.00	.00
101-43001-210	MISCELLANEOUS OPER SUPPLIES	10,000.00	10,000.00	9,156.86 (843.14)	91.57	11,258.11
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	27,000.00	47,000.00	36,761.93 (10,238.07)	78.22	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	59,841.19 (5,158.81)	92.06	43,868.30
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	53,000.00	64,000.00	64,878.48 878.48	101.37	61,812.12
101-43001-224	REPAIR & MAINT-INFRASTRUCTURE	14,000.00	10,206.00	7,685.72 (2,520.28)	75.31	10,495.90
101-43001-226	SIGNS	5,000.00	5,000.00	4,885.01 (114.99)	97.70	9,573.14
101-43001-240	SMALL TOOLS AND MINOR EQUIP	6,000.00	10,000.00	12,115.81 2,115.81	121.16	6,400.60
	TOTAL SUPPLIES	173,650.00	213,906.00	196,549.69 (17,356.31)	91.89	180,544.85

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<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	3,500.00	2,500.00	3,234.01	734.01	129.36	3,112.04
101-43001-313 IT MGMT & BACKUP	5,000.00	5,000.00	2,258.10	(2,741.90)	45.16	2,709.72
101-43001-321 TELEPHONE/CELLULAR PHONES	13,500.00	9,000.00	4,717.13	(4,282.87)	52.41	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	14,794.00	14,793.53	(.47)	100.00	15,677.47
101-43001-381 ELECTRIC UTILITIES	3,450.00	6,500.00	5,376.53	(1,123.47)	82.72	396.86
101-43001-382 WATER/WASTEWATER UTILITIES	3,300.00	3,300.00	2,235.83	(1,064.17)	67.75	933.95
101-43001-383 GAS UTILITIES	12,000.00	12,000.00	10,105.08	(1,894.92)	84.21	.00
101-43001-384 REFUSE HAULING	4,000.00	3,000.00	2,231.51	(768.49)	74.38	2,688.44
TOTAL OTHER SERVICES AND CHA	63,050.00	57,394.00	45,009.72	(12,384.28)	78.42	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	2,322.90	(677.10)	77.43	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	16,809.00	23,890.86	7,081.86	142.13	15,557.61
101-43001-407 BRIDGE REPAIR	5,000.00	33,000.00	26,000.00	(7,000.00)	78.79	12,000.00
101-43001-408 SIDEWALK REPAIRS	.00	4,900.00	9,390.12	4,490.12	191.64	.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	6,775.35	(1,224.65)	84.69	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	648.50	(551.50)	54.04	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	755.00	754.09	(.91)	99.88	2,552.02
101-43001-444 INSECT CONTROL	7,000.00	6,252.00	6,251.37	(.63)	99.99	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	2,753.94	(246.06)	91.80	2,718.80
101-43001-447 DOWNTOWN DECORATIONS	8,000.00	8,000.00	1,201.94	(6,798.06)	15.02	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	136,570.00	136,570.00	.00	100.00	.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	30,000.00	23,675.66	(6,324.34)	78.92	12,810.19
TOTAL MISCELLANEOUS	90,200.00	277,665.00	255,179.81	(22,485.19)	91.90	88,872.76
TOTAL STREETS	1,280,498.00	1,546,976.00	1,332,743.37	(214,232.63)	86.15	1,231,943.27

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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 ELECTRIC UTILITIES	.00	.00	.00	.00	.00	2,562.27
101-43170-382 WATER/WASTEWATER UTILITIES	.00	.00	.00	.00	.00	1,522.07
101-43170-383 GAS UTILITIES	.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 REPAIR & MAINT LABOR - BLDGS	.00	.00	.00	.00	.00	1,561.00
101-43170-430 MISCELLANEOUS	.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 10 MONTHS ENDING OCTOBER 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	.00	.00	.00	2,015.44
101-45127-121	PERA (EMPLOYER)	600.00	.00	.00	.00	9.13
101-45127-122	FICA/MEDICARE (EMPLOYER)	612.00	.00	.00	.00	140.40
101-45127-151	WORKERS' COMPENSATION PREMIU	456.00	.00	.00	.00	39.51
	TOTAL PERSONAL SERVICES	9,668.00	.00	.00	.00	2,204.48
<i>SUPPLIES</i>						
101-45127-210	MISCELLANEOUS OPER SUPPLIES	2,000.00	.00	.00	.00	1,745.32
101-45127-215	SHOP MAINTENANCE SUPPLIES	300.00	.00	.00	.00	.00
101-45127-221	REPAIR & MAINT SUPP - VEH/EQ	2,000.00	.00	.00	.00	4,225.34
101-45127-223	REPAIR & MAINT SUPP - BLDGS	2,000.00	.00	.00	.00	645.58
	TOTAL SUPPLIES	6,300.00	.00	.00	.00	6,616.24
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-321	TELEPHONE/CELLULAR PHONES	750.00	.00	.00	.00	900.00
101-45127-360	INSURANCE AND BONDS	2,500.00	.00	.00	.00	.00
101-45127-381	ELECTRIC UTILITIES	60,000.00	.00	.00	.00	54,881.92
101-45127-382	WATER/WASTEWATER UTILITIES	1,000.00	.00	.00	.00	810.90
101-45127-383	GAS UTILITIES	6,000.00	.00	.00	.00	2,837.06
	TOTAL OTHER SERVICES AND CHA	70,250.00	.00	.00	.00	59,429.88
<i>MISCELLANEOUS</i>						
101-45127-401	REPAIR & MAINT LABOR - BLDGS	1,000.00	.00	.00	.00	589.00
101-45127-415	RENTALS - OTHER EQUIPMENT	500.00	.00	.00	.00	683.57
	TOTAL MISCELLANEOUS	1,500.00	.00	.00	.00	1,272.57
	TOTAL ICE RINK	87,718.00	.00	.00	.00	69,523.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	121,234.00	87,728.12	(33,505.88)	72.36	118,002.44
101-45200-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	414.98	(585.02)	41.50	1,022.75
101-45200-104 TEMP/SEAS EMPLOYEES - REGULAR	28,672.00	25,000.00	20,326.18	(4,673.82)	81.30	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	805.00	(695.00)	53.67	980.00
101-45200-121 PERA (EMPLOYER)	9,168.00	9,768.00	6,610.74	(3,157.26)	67.68	8,976.47
101-45200-122 FICA/MEDICARE (EMPLOYER)	11,774.00	12,386.00	8,115.73	(4,270.27)	65.52	9,818.03
101-45200-131 MEDICAL/DENTAL/LIFE	34,253.00	27,814.00	23,222.90	(4,591.10)	83.49	32,143.92
101-45200-132 PARKS LONGEVITY PAY	2,159.00	.00	.00	.00	.00	.00
101-45200-133 PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,385.40	(1,014.60)	57.73	1,501.97
101-45200-151 WORKERS' COMPENSATION PREMIU	8,585.00	9,041.00	4,457.52	(4,583.48)	49.30	6,490.42
101-45200-154 HRA/FLEX FEES	200.00	200.00	98.51	(101.49)	49.26	146.80
TOTAL PERSONAL SERVICES	220,286.00	210,343.00	153,165.08	(57,177.92)	72.82	190,854.58
<i>SUPPLIES</i>						
101-45200-210 MISCELLANEOUS OPER SUPPLIES	3,500.00	6,000.00	5,665.98	(334.02)	94.43	10,320.31
101-45200-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	11,000.00	9,988.69	(1,011.31)	90.81	10,232.71
101-45200-221 REPAIR & MAINT SUPP - VEH/EQ	6,333.00	8,333.00	5,169.58	(3,163.42)	62.04	8,670.66
101-45200-223 REPAIR & MAINT SUPP - BLDG/INF	8,000.00	15,300.00	15,727.54	427.54	102.79	14,088.34
101-45200-226 SIGNS	1,000.00	500.00	.00	(500.00)	.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	1,648.25	(351.75)	82.41	1,255.85
TOTAL SUPPLIES	28,533.00	43,794.00	38,861.04	(4,932.96)	88.74	45,345.52
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304 PROFESSIONAL SERV-PARK STUDY	500.00	200.00	200.00	.00	100.00	285.00
101-45200-305 PARK CONTRACTED SERVICES	500.00	1,700.00	1,610.35	(89.65)	94.73	1,223.75
101-45200-321 TELEPHONE/CELLULAR PHONES	.00	1,000.00	675.00	(325.00)	67.50	.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	23,143.00	23,142.36	(.64)	100.00	21,186.73
101-45200-381 ELECTRIC UTILITIES	27,000.00	81,000.00	55,074.82	(25,925.18)	67.99	23,981.72
101-45200-382 WATER/WASTEWATER UTILITIES	3,500.00	10,000.00	11,386.09	1,386.09	113.86	2,402.90
101-45200-383 GAS UTILITIES	.00	6,500.00	1,707.59	(4,792.41)	26.27	.00
TOTAL OTHER SERVICES AND CHA	51,900.00	123,743.00	93,796.21	(29,946.79)	75.80	49,143.35

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	3,000.00	3,680.05	680.05	122.67	2,507.27
101-45200-415 RENTALS - OTHER EQUIPMENT	7,500.00	8,000.00	3,515.20	(4,484.80)	43.94	7,197.00
101-45200-417 RENTALS - UNIFORMS	500.00	700.00	586.54	(113.46)	83.79	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	8,650.04	(6,349.96)	57.67	16,415.58
101-45200-488 LIBRARY EXPENSES	24,000.00	25,132.00	20,328.55	(4,803.45)	80.89	24,633.58
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	700.00	.00	.00	.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	16,899.12	(3,100.88)	84.50	19,776.14
<i>TOTAL MISCELLANEOUS</i>	73,800.00	75,945.00	57,710.00	(18,235.00)	75.99	74,159.42
TOTAL PARKS & RECREATION	374,519.00	453,825.00	343,532.33	(110,292.67)	75.70	359,502.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	921,622.00	885,622.00	(36,000.00)	96.09	1,432,217.66
	<i>TOTAL TRANSFERS</i>	885,622.00	921,622.00	885,622.00	(36,000.00)	96.09	1,432,217.66
	TOTAL TRANSFERS OUT	885,622.00	921,622.00	885,622.00	(36,000.00)	96.09	1,432,217.66

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	7,064,924.00	5,897,313.19			6,844,533.49
NET REVENUES OVER EXPENDITURE	.00	(189,447.00)	(1,579,303.31)			172,320.22

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	94,414.03	(29,114.03)	144.59	98,326.41
OTHER	200.00	200.00	.00	200.00	.00	495.95
TOTAL FUND REVENUE	65,500.00	65,500.00	94,414.03	(28,914.03)	144.14	98,822.36
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	63,250.00	63,250.00	68,890.23	(5,640.23)	108.92	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	68,890.23	(3,390.23)	105.18	104,382.19
TOTAL FUND EXPENDITURES	65,500.00	65,500.00	68,890.23	(3,390.23)	105.18	104,382.19
NET REVENUE OVER EXPENDITURES	.00	.00	25,523.80	(25,523.80)		(5,559.83)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	57,972.87	(22,972.87)	165.64	61,586.25
TOTAL CHARGES FOR SERVICES	65,300.00	65,300.00	94,414.03	(29,114.03)	144.59	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	94,414.03			98,822.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	164.04	(835.96)	16.40	801.71
211-49000-212 GASOLINE/FUEL/ADDATIVES	500.00	500.00	.00	(500.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	(500.00)	.00	2,753.26
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	2,510.51	(2,489.49)	50.21	963.05
211-49000-223 REPAIR & MAINT SUPP - BLDGS	500.00	500.00	118.70	(381.30)	23.74	3,703.87
211-49000-226 SIGNS	200.00	200.00	.00	(200.00)	.00	816.85
211-49000-228 REPAIR & MAINT SUPP - INFRAST	1,500.00	1,500.00	.00	(1,500.00)	.00	4,485.00
211-49000-251 AIRPLANE FUEL COST OF SALES	34,000.00	34,000.00	51,318.96	17,318.96	150.94	55,088.03
TOTAL SUPPLIES	43,200.00	43,200.00	54,112.21	10,912.21	125.26	68,611.77
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304 LEGAL FEES	150.00	150.00	.00	(150.00)	.00	.00
211-49000-321 TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	1,154.78	(345.22)	76.99	1,392.39
211-49000-331 TRAVEL/MEALS/LODGING	200.00	200.00	198.66	(1.34)	99.33	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	.00	(100.00)	.00	78.32
211-49000-360 INSURANCE AND BONDS	3,500.00	3,500.00	2,927.12	(572.88)	83.63	3,014.50
211-49000-381 ELECTRIC UTILITIES	6,500.00	6,500.00	4,932.24	(1,567.76)	75.88	6,436.22
211-49000-383 GAS UTILITIES	800.00	800.00	1,104.15	304.15	138.02	1,199.20
TOTAL OTHER SERVICES & CHARG	12,750.00	12,750.00	10,316.95	(2,433.05)	80.92	12,120.63
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	487.50	(1,012.50)	32.50	1,185.00
211-49000-403 REPAIR & MAINT LABOR - INFRAST	1,000.00	1,000.00	.00	(1,000.00)	.00	18,000.00
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	650.95	(349.05)	65.10	.00
211-49000-430 MISCELLANEOUS	1,800.00	1,800.00	2,070.62	270.62	115.03	2,676.79
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	.00	.00	.00	299.00
211-49000-433 DUES AND SUBSCRIPTIONS	300.00	300.00	254.00	(46.00)	84.67	94.00
211-49000-440 SCHOOLS AND MEETINGS	300.00	300.00	225.00	(75.00)	75.00	.00
211-49000-441 MPCA PERMITS	400.00	400.00	400.00	.00	100.00	400.00
211-49000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	373.00	(627.00)	37.30	995.00
TOTAL MISCELLANEOUS	7,300.00	7,300.00	4,461.07	(2,838.93)	61.11	23,649.79
TOTAL AIRPORT OPERATING	63,250.00	63,250.00	68,890.23	5,640.23	108.92	104,382.19

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	2,250.00	2,250.00	.00	(2,250.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	68,890.23			104,382.19
NET REVENUES OVER EXPENDITURE	.00	.00	25,523.80			(5,559.83)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	126,637.79 (126,637.79)
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>316,551.44</u>	<u>69,161.56</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>628,529.71</u>	 <u>266,108.29</u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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>(2,265,937.36)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	165,919.01	(155,919.01)	1,659.19
	10,000.00	10,000.00	165,919.01	(155,919.01)	1,659.19
<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	66,073.16	(66,073.16)	.00
34301 SEALCOATING FEES	100.00	100.00	.00	100.00	.00
	38,953.00	38,953.00	103,794.16	(64,841.16)	266.46
<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
36501 SALE OF PROPERTY	.00	.00	21,898.15	(21,898.15)	.00
36230 DONATIONS	500.00	500.00	17,123.25	(16,623.25)	3,424.65
32299 UTILITY PERMITS	.00	.00	2,693.10	(2,693.10)	.00
	3,000.00	3,000.00	42,034.92	(39,034.92)	1,401.16
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	888,962.00	888,962.00	678,962.00	210,000.00	76.38
	888,962.00	888,962.00	678,962.00	210,000.00	76.38
TOTAL REVENUE	1,537,165.00	1,537,165.00	1,542,327.09	(5,162.09)	100.34

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	152,525.50 2,525.50	101.68
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	158,159.68 (121,340.32)	56.59
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	13,547.00 13,547.00	.00
419-41500-570	FINANCE EQUIPMENT	10,000.00	10,000.00	3,036.00 (6,964.00)	30.36
420-42200-540	FIRE EQUIPMENT	.00	.00	16,717.57 16,717.57	.00
443-48000-223	CRACK SEALING	60,000.00	60,000.00	163,098.25 103,098.25	271.83
443-48000-224	SEAL COATING	179,000.00	179,000.00	56,109.00 (122,891.00)	31.35
444-48000-303	AIRPORT PROJECTS-ENGINEERING	.00	.00	83,629.68 83,629.68	.00
444-48000-530	AIRPORT PROJECTS	650,000.00	650,000.00	54,922.50 (595,077.50)	8.45
		<u>1,603,400.00</u>	<u>1,603,400.00</u>	<u>915,530.72 (687,869.28)</u>	<u>57.10</u>
<u>TRANSFERS OUT</u>					
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	100,000.00 .00	100.00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00 .00</u>	<u>100.00</u>
	TOTAL EXPENDITURES	<u><u>1,703,400.00</u></u>	<u><u>1,703,400.00</u></u>	<u><u>1,015,530.72 (687,869.28)</u></u>	<u><u>59.62</u></u>
	NET REVENUES				
	OVER(UNDER) EXPENDITURES	<u><u>(166,235.00)</u></u>	<u><u>(166,235.00)</u></u>	<u><u>526,796.37</u></u>	

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	1,609,714.44	263,522.56	85.93	1,933,167.64
OTHER FINANCING SOURCES	100,000.00	100,000.00	100,250.00	(250.00)	100.25	101,620.00
TOTAL FUND REVENUE	1,983,237.00	1,983,237.00	1,709,964.44	273,272.56	86.22	2,053,173.38
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,798,925.00	1,798,925.00	907,197.10	891,727.90	50.43	1,686,436.27
TOTAL WATER FUND EXPENDITURES	1,798,925.00	1,798,925.00	907,197.10	891,727.90	50.43	1,686,436.27
TOTAL FUND EXPENDITURES	1,798,925.00	1,798,925.00	907,197.10	891,727.90	50.43	1,686,436.27
NET REVENUE OVER EXPENDITURES	184,312.00	184,312.00	802,767.34	(618,455.34)		366,737.11

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	1,526,952.81	286,284.19	84.21	1,831,367.36
601-37120 SALES OF METERS & SUPPLIES	9,500.00	9,500.00	25,477.42	(15,977.42)	268.18	37,906.14
601-37160 PENALTIES ETC.	30,000.00	30,000.00	30,821.03	(821.03)	102.74	34,504.94
601-37165 CERTIFICATION PENALTY	500.00	500.00	1,120.48	(620.48)	224.10	1,125.00
601-37170 OTHER REVENUE	20,000.00	20,000.00	25,342.70	(5,342.70)	126.71	28,264.20
TOTAL OPERATING REVENUE	1,873,237.00	1,873,237.00	1,609,714.44	263,522.56	85.93	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	100,000.00	.00	100.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	100,250.00	(250.00)	100.25	101,620.00
TOTAL FUND REVENUE	1,983,237.00	1,983,237.00	1,709,964.44			2,053,173.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	193,241.53	(57,884.47)	76.95	264,502.92
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	6,006.94	(8,993.06)	40.05	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	1,810.56	(189.44)	90.53	2,217.64
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	628.27	(1,371.73)	31.41	1,474.82
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	6,962.16	(3,037.84)	69.62	11,377.69
601-49400-121 PERA (EMPLOYER)	22,514.00	22,514.00	15,648.57	(6,865.43)	69.51	20,950.66
601-49400-122 FICA/MEDICARE (EMPLOYER)	24,419.00	24,419.00	15,459.93	(8,959.07)	63.31	21,389.40
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	62,770.00	62,770.00	50,984.31	(11,785.69)	81.22	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	2,117.90	(2,482.10)	46.04	3,362.59
601-49400-151 WORKERS' COMPENSATION PREMIU	12,000.00	12,000.00	2,897.81	(9,102.19)	24.15	5,831.97
601-49400-154 HRA/FLEX FEES	300.00	300.00	202.20	(97.80)	67.40	268.60
<i>TOTAL PERSONAL SERVICES</i>	426,794.00	426,794.00	295,960.18	(130,833.82)	69.34	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	438.41	(561.59)	43.84	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	7,126.96	(4,873.04)	59.39	9,096.82
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	4,791.49	(2,208.51)	68.45	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	39,589.04	(10,410.96)	79.18	45,223.35
601-49400-217 TESTING	800.00	800.00	1,228.50	428.50	153.56	1,654.50
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	1,304.72	(3,695.28)	26.09	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	1,985.17	(4,014.83)	33.09	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
<i>TOTAL SUPPLIES</i>	112,300.00	112,300.00	60,312.11	(51,987.89)	53.71	88,626.01

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	5,690.00	2,690.00	189.67	5,507.47
601-49400-306 GIS PROJECT CONTRACT EXP	10,000.00	10,000.00	7,917.98	(2,082.02)	79.18	12,200.03
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	895.09	(104.91)	89.51	1,027.46
601-49400-313 IT MGMT & BACKUP	1,500.00	1,500.00	2,258.10	758.10	150.54	2,709.72
601-49400-321 TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	5,297.90	(3,702.10)	58.87	6,872.69
601-49400-322 POSTAGE	4,500.00	4,500.00	5,761.13	1,261.13	128.03	4,257.21
601-49400-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	374.00	(1,626.00)	18.70	2,187.83
601-49400-334 MILEAGE REIMBURSEMENT	300.00	300.00	186.76	(113.24)	62.25	397.37
601-49400-340 ADVERTISING	500.00	500.00	1,286.25	786.25	257.25	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	16,346.00	(654.00)	96.15	15,855.73
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	67,513.61	(27,486.39)	71.07	91,109.58
601-49400-382 WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	946.73	(453.27)	67.62	1,109.78
601-49400-383 GAS UTILITIES	5,000.00	5,000.00	4,530.78	(469.22)	90.62	6,181.48
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	1,163.20	(836.80)	58.16	1,442.10
<i>TOTAL OTHER SERVICES & CHARG</i>	<i>152,700.00</i>	<i>152,700.00</i>	<i>120,604.78</i>	<i>(32,095.22)</i>	<i>78.98</i>	<i>151,802.58</i>
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	122.95	(2,877.05)	4.10	211.90
601-49400-406 REPAIR & MAINT - PLANT	25,000.00	25,000.00	21,690.18	(3,309.82)	86.76	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	429.00	(71.00)	85.80	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	52,999.90	(22,000.10)	70.67	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	4,899.00	(3,101.00)	61.24	5,541.40
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	904.50	(95.50)	90.45	919.20
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,392.00	(1,608.00)	46.40	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	7,938.52	1,938.52	132.31	4,709.70
<i>TOTAL MISCELLANEOUS</i>	<i>922,000.00</i>	<i>922,000.00</i>	<i>134,718.18</i>	<i>(787,281.82)</i>	<i>14.61</i>	<i>872,360.51</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	11,198.58	(4,303.42)	72.24	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	78,400.00	.00	100.00	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	950.16	(2,828.84)	25.14	4,454.09
601-49400-634 INEREST EXP 2014 IMPROV	15,908.00	15,908.00	15,907.94	(.06)	100.00	13,596.41
601-49400-635 INTEREST EXP 2015 BONDS	17,973.00	17,973.00	17,972.33	(.67)	100.00	13,356.26
601-49400-636 INTEREST EXP 2016 WATER BONDS	17,464.00	17,464.00	17,463.56	(.44)	100.00	13,779.37
601-49400-638 INTEREST EXPESE 2018 BONDS	9,905.00	9,905.00	16,967.42	7,062.42	171.30	9,062.57
601-49400-639 INTEREST EXP 2019 BONDS W TOWE	.00	.00	38,892.02	38,892.02	.00	.00
<i>TOTAL DEBT SERVICE</i>	<u>160,131.00</u>	<u>160,131.00</u>	<u>270,601.85</u>	<u>110,470.85</u>	<u>168.99</u>	<u>155,357.21</u>
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	25,000.00	25,000.00	25,000.00	.00	100.00	13,500.00
601-49400-799 LOSS ON DISPOSAL OF ASSET	.00	.00	.00	.00	.00	195.03
<i>TOTAL TRANSFERS</i>	<u>25,000.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>.00</u>	<u>100.00</u>	<u>13,695.03</u>
TOTAL EXPENSE 400	<u><u>1,798,925.00</u></u>	<u><u>1,798,925.00</u></u>	<u><u>907,197.10</u></u>	<u><u>(891,727.90)</u></u>	<u><u>50.43</u></u>	<u><u>1,686,436.27</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>1,798,925.00</u>	<u>1,798,925.00</u>	<u>907,197.10</u>			<u>1,686,436.27</u>
NET REVENUES OVER EXPENDITURE	<u>184,312.00</u>	<u>184,312.00</u>	<u>802,767.34</u>			<u>366,737.11</u>

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	2,008,050.79	197,057.21	91.06	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	2,009,504.21	215,603.79	90.31	2,399,528.43
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,114,241.00	3,114,241.00	1,208,656.11	1,905,584.89	38.81	2,986,760.84
TOTAL WASTEWATER FUND EXPENDITURE	3,114,241.00	3,114,241.00	1,208,656.11	1,905,584.89	38.81	2,986,760.84
TOTAL FUND EXPENDITURES	3,114,241.00	3,114,241.00	1,208,656.11	1,905,584.89	38.81	2,986,760.84
NET REVENUE OVER EXPENDITURES	(889,133.00)	(889,133.00)	800,848.10	(1,689,981.10)		(587,232.41)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	1,843,681.64	276,426.36	86.96	2,001,024.95
602-37250 SAC CHARGES	50,000.00	50,000.00	136,283.40	(86,283.40)	272.57	309,645.09
602-37260 PENALTIES	35,000.00	35,000.00	28,085.75	6,914.25	80.25	29,567.39
TOTAL OPERATING REVENUE	2,205,108.00	2,205,108.00	2,008,050.79	197,057.21	91.06	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	2,009,504.21			2,399,528.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	364,467.22	(70,276.78)	83.83	416,198.99
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	19,000.00	19,000.00	20,279.53	1,279.53	106.73	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	2,313.20	(2,186.80)	51.40	3,310.80
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	2,251.96	(748.04)	75.07	2,685.49
602-49450-116 ON-CALL PAY	21,000.00	21,000.00	19,975.03	(1,024.97)	95.12	20,560.35
602-49450-121 PERA (EMPLOYER)	37,267.00	37,267.00	30,222.43	(7,044.57)	81.10	34,500.82
602-49450-122 FICA/MEDICARE (EMPLOYER)	40,494.00	40,494.00	31,015.38	(9,478.62)	76.59	34,387.49
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	114,110.00	114,110.00	97,983.53	(16,126.47)	85.87	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	5,712.24	(2,287.76)	71.40	6,485.20
602-49450-151 WORKERS' COMPENSATION PREMIU	23,893.00	23,893.00	13,337.11	(10,555.89)	55.82	22,224.88
602-49450-154 HRA/FLEX FEES	500.00	500.00	442.45	(57.55)	88.49	480.80
<i>TOTAL PERSONAL SERVICES</i>	<i>734,590.00</i>	<i>734,590.00</i>	<i>600,778.59</i>	<i>(133,811.41)</i>	<i>81.78</i>	<i>673,471.37</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	11,828.41	(6,171.59)	65.71	16,941.85
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	776.42	(223.58)	77.64	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	4,553.72	(3,446.28)	56.92	7,507.22
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	8,876.33	876.33	110.95	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	70,607.75	(39,392.25)	64.19	86,659.17
602-49450-217 TESTING	11,000.00	11,000.00	6,971.50	(4,028.50)	63.38	7,934.00
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	8,500.00	8,500.00	4,431.44	(4,068.56)	52.13	5,162.30
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	2,289.15	(4,710.85)	32.70	5,889.18
<i>TOTAL SUPPLIES</i>	<i>173,500.00</i>	<i>173,500.00</i>	<i>111,739.85</i>	<i>(61,760.15)</i>	<i>64.40</i>	<i>140,512.03</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	2,360.38	(2,639.62)	47.21	5,414.27
602-49450-306 GIS PROJECT CONTRACT EXP	10,000.00	10,000.00	7,918.04	(2,081.96)	79.18	11,217.55
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	895.06	(104.94)	89.51	1,253.25
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	2,258.10	(1,741.90)	56.45	2,483.91
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	7,180.96	2,180.96	143.62	2,581.02
602-49450-322 POSTAGE	5,000.00	5,000.00	5,630.37	630.37	112.61	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	37,451.11	(548.89)	98.56	36,511.40
602-49450-381 ELECTRIC UTILITIES	125,000.00	125,000.00	86,258.00	(38,742.00)	69.01	129,960.88
602-49450-382 WATER/WASTEWATER UTILITIES	1,800.00	1,800.00	1,163.37	(636.63)	64.63	1,275.89
602-49450-383 GAS UTILITIES	23,000.00	23,000.00	19,615.40	(3,384.60)	85.28	23,932.85
602-49450-384 REFUSE HAULING	1,800.00	1,800.00	1,148.34	(651.66)	63.80	1,396.32
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	13,339.58	(3,660.42)	78.47	16,683.51
TOTAL OTHER SERVICES & CHARG	239,300.00	239,300.00	186,170.38	(53,129.62)	77.80	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	17,640.74	(17,359.26)	50.40	34,227.47
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	6,153.62	(846.38)	87.91	6,817.41
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	2,026.24	2,026.24	.00	1,920.68
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	1,286.95	(113.05)	91.93	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	716.50	(283.50)	71.65	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	51,766.20	(48,233.80)	51.77	111,409.68
602-49450-490 SEWER FUND-OSHA INSPECTION	.00	.00	23,400.00	23,400.00	.00	.00
TOTAL MISCELLANEOUS	1,772,400.00	1,772,400.00	115,661.15	(1,656,738.85)	6.53	1,769,405.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	85,558.50	(1.50)	100.00	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	717.90	(2,137.10)	25.15	3,329.34
602-49450-634 INTEREST EXP 2014 IMPROV	7,200.00	7,200.00	7,198.55	(1.45)	99.98	6,141.98
602-49450-635 INTEREST EXP 2015 BOND EXP	8,088.00	8,088.00	8,087.22	(.78)	99.99	6,010.12
602-49450-636 INTEREST EXP 2016 SEWER BONDS	10,638.00	10,638.00	10,637.80	(.20)	100.00	8,395.71
602-49450-638 INTEREST EXPESE 2018 BONDS	3,510.00	3,510.00	6,006.17	2,496.17	171.12	3,208.42
<i>TOTAL DEBT SERVICE</i>	<i>119,451.00</i>	<i>119,451.00</i>	<i>119,306.14</i>	<i>(144.86)</i>	<i>99.88</i>	<i>124,105.31</i>
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	75,000.00	75,000.00	75,000.00	.00	100.00	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>75,000.00</i>	<i>.00</i>	<i>100.00</i>	<i>39,003.36</i>
TOTAL EXPENSE 450	3,114,241.00	3,114,241.00	1,208,656.11	(1,905,584.89)	38.81	2,986,760.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	1,208,656.11			2,986,760.84
NET REVENUES OVER EXPENDITURE	(889,133.00)	(889,133.00)	800,848.10			(587,232.41)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	294,959.32	55,540.68	84.15	350,438.83
TOTAL FUND REVENUE	350,500.00	350,500.00	294,959.32	55,540.68	84.15	352,331.41
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	468,100.00	468,100.00	51,768.89	416,331.11	11.06	466,977.06
TOTAL STORM SEWER FUND EXPENDITURE	468,100.00	468,100.00	51,768.89	416,331.11	11.06	466,977.06
TOTAL FUND EXPENDITURES	468,100.00	468,100.00	51,768.89	416,331.11	11.06	466,977.06
NET REVENUE OVER EXPENDITURES	(117,600.00)	(117,600.00)	243,190.43	(360,790.43)		(114,645.65)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	289,609.66	55,390.34	83.94	344,250.48
603-37360 PENALTIES	5,500.00	5,500.00	5,349.66	150.34	97.27	6,188.35
TOTAL OPERATING REVENUES	350,500.00	350,500.00	294,959.32	55,540.68	84.15	350,438.83
TOTAL FUND REVENUE	<u>350,500.00</u>	<u>350,500.00</u>	<u>294,959.32</u>			<u>352,331.41</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<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>	<u>8,600.00</u>	<u>8,600.00</u>	<u>657.00</u>	<u>(7,943.00)</u>	<u>7.64</u>	<u>1,018.75</u>
<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	1,045.09	45.09	104.51	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>	<u>419,000.00</u>	<u>419,000.00</u>	<u>1,301.09</u>	<u>(417,698.91)</u>	<u>.31</u>	<u>415,948.61</u>
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	120.00	120.00	.00	(120.00)	.00	1,541.34
603-49500-612 INTEREST EXPENSE-XYLITE BONDS	.00	.00	119.80	119.80	.00	.00
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	8,087.26	(.74)	99.99	6,896.06
603-49500-635 INTEREST EXP 2015 BONDS	9,116.00	9,116.00	9,115.45	(.55)	99.99	6,774.28
603-49500-636 INTEREST EXP 2016 STORM BONDS	10,115.00	10,115.00	10,115.32	.32	100.00	7,984.01
603-49500-638 INTEREST EXPENSE 2018 BONDS	13,061.00	13,061.00	22,372.97	9,311.97	171.30	11,950.14
<i>TOTAL DEBT SERVICE</i>	<u>40,500.00</u>	<u>40,500.00</u>	<u>49,810.80</u>	<u>9,310.80</u>	<u>122.99</u>	<u>50,009.70</u>
TOTAL EXPENSE 500	<u><u>468,100.00</u></u>	<u><u>468,100.00</u></u>	<u><u>51,768.89</u></u>	<u><u>(416,331.11)</u></u>	<u><u>11.06</u></u>	<u><u>466,977.06</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 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	51,768.89			466,977.06
NET REVENUES OVER EXPENDITURE	(117,600.00)	(117,600.00)	243,190.43			(114,645.65)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	163,744.15	36,255.85	81.87	204,162.37
TOTAL FUND REVENUE	200,000.00	200,000.00	163,744.15	36,255.85	81.87	204,162.37
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	200,000.00	200,000.00	139,219.65	60,780.35	69.61	197,237.86
TOTAL STREET LIGHT UTILITY EXP	200,000.00	200,000.00	139,219.65	60,780.35	69.61	197,237.86
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	139,219.65	60,780.35	69.61	197,237.86
NET REVENUE OVER EXPENDITURES	.00	.00	24,524.50	(24,524.50)		6,924.51

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	3,438.09	(3,438.09)	.00	3,598.03
604-37410 STREET LIGHT UTILITY FEES	200,000.00	200,000.00	160,306.06	39,693.94	80.15	188,900.40
604-37470 OTHER REVENUE	.00	.00	.00	.00	.00	11,663.94
TOTAL OPERATING REVENUES	<u>200,000.00</u>	<u>200,000.00</u>	<u>163,744.15</u>	<u>36,255.85</u>	<u>81.87</u>	<u>204,162.37</u>
TOTAL FUND REVENUE	<u>200,000.00</u>	<u>200,000.00</u>	<u>163,744.15</u>			<u>204,162.37</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	124,780.20	(55,219.80)	69.32	164,936.19
<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	124,780.20	(55,219.80)	69.32	164,936.19
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	20,000.00	20,000.00	14,125.57	(5,874.43)	70.63	15,256.07
<i>TOTAL MISCELLANEOUS</i>	20,000.00	20,000.00	14,125.57	(5,874.43)	70.63	15,256.07
TOTAL EXPENSE 550	200,000.00	200,000.00	139,219.65	(60,780.35)	69.61	197,237.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	139,219.65			197,237.86
NET REVENUES OVER EXPENDITURE	.00	.00	24,524.50			6,924.51

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	76,180.20	7,559.80	90.97	110,046.24
OPERATING REVENUES	5,571,300.00	5,571,300.00	4,760,143.84	811,156.16	85.44	5,719,749.57
TOTAL FUND REVENUE	5,655,040.00	5,655,040.00	4,836,324.04	818,715.96	85.52	5,829,795.81
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,655,040.00	5,655,040.00	4,770,667.42	884,372.58	84.36	5,829,222.96
TOTAL LIQUOR STORE EXPENDITURES	5,655,040.00	5,655,040.00	4,770,667.42	884,372.58	84.36	5,829,222.96
TOTAL FUND EXPENDITURES	5,655,040.00	5,655,040.00	4,770,667.42	884,372.58	84.36	5,829,222.96
NET REVENUE OVER EXPENDITURES	.00	.00	65,656.62	(65,656.62)		572.85

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	278.17	(38.17)	115.90	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	75,902.03	7,097.97	91.45	105,580.50
TOTAL INTEREST & LOTTERY SALES	83,740.00	83,740.00	76,180.20	7,559.80	90.97	110,046.24
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,864,000.00	1,864,000.00	1,588,642.09	275,357.91	85.23	1,928,152.83
610-37812 SALES - BEER	2,515,000.00	2,515,000.00	2,230,263.93	284,736.07	88.68	2,596,926.14
610-37813 SALES - WINE	910,000.00	910,000.00	682,112.58	227,887.42	74.96	891,711.99
610-37815 SALES - NON-TAXABLE	157,000.00	157,000.00	147,041.28	9,958.72	93.66	167,643.28
610-37816 SALES - TAXABLE	132,500.00	132,500.00	117,070.22	15,429.78	88.35	141,288.68
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(6,000.00)	(6,000.00)	(4,762.55)	(1,237.45)	(79.38)	(4,669.40)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(223.71)	(976.29)	(18.64)	(1,303.95)
TOTAL OPERATING REVENUES	5,571,300.00	5,571,300.00	4,760,143.84	811,156.16	85.44	5,719,749.57
TOTAL FUND REVENUE	5,655,040.00	5,655,040.00	4,836,324.04			5,829,795.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	213,560.33 (21,091.67)	91.01	237,778.39
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,513.00	7,513.00	1,512.30 (6,000.70)	20.13	3,097.14
610-49750-103 PART-TIME EMPLOYEES - REGULAR	172,500.00	172,500.00	131,474.27 (41,025.73)	76.22	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	8,147.16 (1,852.84)	81.47	11,193.35
610-49750-121 PERA (EMPLOYER)	31,077.00	31,077.00	26,005.46 (5,071.54)	83.68	29,245.91
610-49750-122 FICA/MEDICARE (EMPLOYER)	31,700.00	31,700.00	26,528.85 (5,171.35)	83.69	29,128.89
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	68,460.00	68,460.00	60,779.08 (7,680.92)	88.78	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	10,008.59 (18,054.41)	35.66	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	255.90 (44.10)	85.30	293.50
TOTAL PERSONAL SERVICES	601,809.00	601,809.00	480,523.38 (121,285.62)	79.85	535,316.52
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,605.00	3,605.00	1,956.42 (1,648.58)	54.27	1,751.56
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,660.00	22,660.00	12,010.53 (10,649.47)	53.00	14,131.44
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	24,720.00	24,720.00	21,370.81 (3,349.19)	86.45	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	1,150,706.08 (219,293.92)	83.99	1,407,240.62
610-49750-252 PURCHASES - BEER	1,940,000.00	1,940,000.00	1,717,298.95 (222,701.05)	88.52	1,981,381.06
610-49750-253 PURCHASES WINE	630,000.00	630,000.00	467,950.11 (162,049.89)	74.28	613,985.56
610-49750-259 PURCHASES - MISCELLANEOUS	235,000.00	235,000.00	211,532.27 (23,467.73)	90.01	254,363.20
610-49750-260 FREIGHT & DRAY	39,000.00	39,000.00	29,747.22 (9,252.78)	76.27	34,870.49
TOTAL SUPPLIES	4,266,015.00	4,266,015.00	3,613,299.13 (652,715.87)	84.70	4,335,279.59
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	750.00 (750.00)	50.00	812.39
610-49750-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,258.10 (741.90)	75.27	2,483.91
610-49750-321 TELEPHONE/CELLULAR PHONES	10,000.00	10,000.00	7,013.53 (2,986.47)	70.14	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	478.50	278.50	239.25	271.96
610-49750-340 ADVERTISING	40,000.00	40,000.00	29,664.22 (10,335.78)	74.16	42,600.39
610-49750-341 WINE TASTING EVENT COSTS	2,700.00	2,700.00	2,242.56 (457.44)	83.06	2,558.42
610-49750-360 INSURANCE AND BONDS	15,000.00	15,000.00	13,583.59 (1,416.41)	90.56	13,460.21
610-49750-381 ELECTRIC UTILITIES	26,000.00	26,000.00	19,725.62 (6,274.38)	75.87	23,691.96
610-49750-382 WATER/WASTEWATER UTILITIES	800.00	800.00	993.45	193.45	124.18	671.26
610-49750-383 GAS UTILITIES	1,600.00	1,600.00	1,309.40 (290.60)	81.84	1,484.58
610-49750-384 REFUSE HAULING	2,000.00	2,000.00	1,163.50 (836.50)	58.18	1,396.20
TOTAL OTHER SERVICES & CHARG	103,000.00	103,000.00	79,182.47 (23,817.53)	76.88	98,611.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 610 - LIQUOR STORE FUND

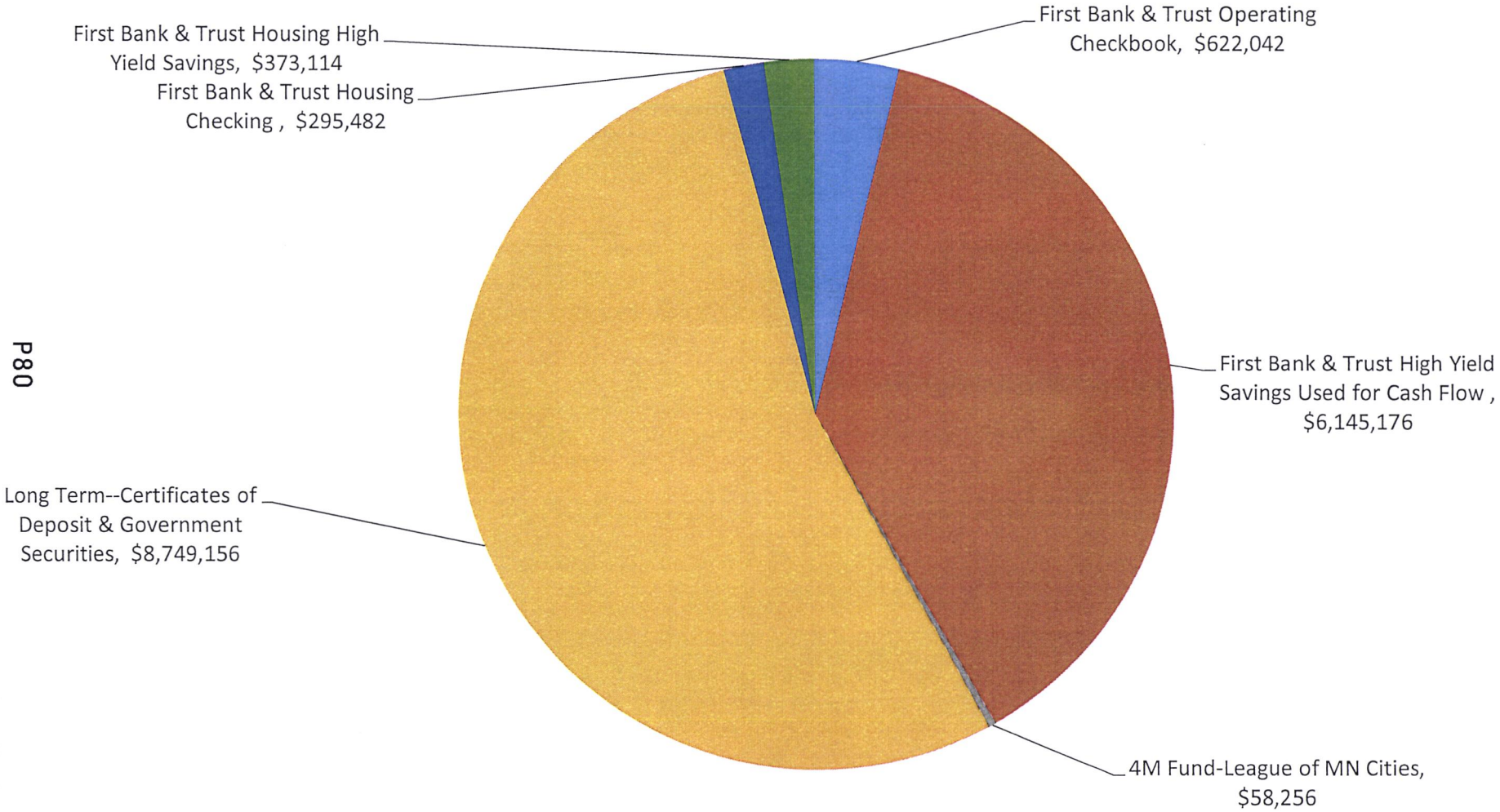
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	7,809.00	7,809.00	4,783.40	(3,025.60)	61.25	6,128.08
610-49750-420 DEPRECIATION	60,000.00	60,000.00	.00	(60,000.00)	.00	59,436.76
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	128,007.00	128,007.00	110,565.00	(17,442.00)	86.37	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	200.00	(50.00)	80.00	.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	36,136.52	(13,863.48)	72.27	54,990.10
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	35,576.00	5,576.00	118.59	43,257.06
610-49750-489 CONTRACT MAINTENANCE	3,200.00	3,200.00	3,885.52	685.52	121.42	2,751.96
<i>TOTAL MISCELLANEOUS</i>	<i>284,216.00</i>	<i>284,216.00</i>	<i>197,662.44</i>	<i>(86,553.56)</i>	<i>69.55</i>	<i>297,015.02</i>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	400,000.00	.00	100.00	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
<i>TOTAL TRANSFERS</i>	<i>400,000.00</i>	<i>400,000.00</i>	<i>400,000.00</i>	<i>.00</i>	<i>100.00</i>	<i>563,000.00</i>
TOTAL LIQUOR STORE	5,655,040.00	5,655,040.00	4,770,667.42	(884,372.58)	84.36	5,829,222.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	4,770,667.42			5,829,222.96
NET REVENUES OVER EXPENDITURE	.00	.00	65,656.62			572.85

City of Cambridge Cash & Investment Summary 10-31-19



P 80

Author: Carri Levitski

Background

It was brought to staff's attention the Long Range Plan, Priority Ranking and Timeline for Parks Improvements as established by the Parks, Trails, and Recreation Commission must include capital improvements such as major playground and asset replacement.

I have spoken with our Public Works Department and have included the date the equipment and assets need to be replaced per manufacturer's recommendations. The PTR Commission reviewed the list and voted unanimously to incorporate the replacements in the long range plan.

Council Action

Approve the Long Range Plan, Priority Ranking and Timeline for Parks Improvements. Please note that by Council approving the plan, Council is not authorizing funds to be spent on the items listed in the plan. Council authorizes funds through their annual budgeting process.

Attachments

1. Long Range Plan/Priority Ranking Table

Amended November 2019
Long Range Plan, Priority Ranking, and Timeline for Parks Improvements
As established by the Parks, Trails, and Recreation Commission

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 Total Cost – Approximately \$660,000	1-2 years
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

Capital Projects which need to be included in the Long-Range Plan:

Park	Age Range	Date Installed	Date Needing to be Replaced	Appx. Cost
City Park North Swing	All	2004	2020	\$120,000 through 2024
Honeysuckle Park Playground	5-12	2001	2021	
Pioneer Park Playground	5-12	2003	2023	
Brown Park Playground	5-12	2004	2024	
Peterson Park Playground	5-12	2004	2024	
City Park South Small Playground	2-5	2011 (age unknown)	2024	
Sandquist Park Baseball Field Playground	All	2010	2024	
Honeysuckle Park Swing	All	2001	2025	\$120,000 through 2029
Central Green Park Playground	2-5	2006	2026	
Water Tower Park Playground	2-5	2007	2027	
City Park South Large Playground	5-12	2007	2027	
Sandquist Park Softball Field Playground	All	2011 (age unknown)	2028	
Central Green Park Swing	All	2016	2029	
Pioneer Park Swing	All	2003	2030	\$120,000
City Park South Small Swing	All	2004	2030	
City Park North Playground	5-12	2014	2034	
City Park South Large Swing	All	2007	2035	
Water Tower Park Swing	All	2016	2036	
Basketball Court Resurfacing			2036	
Pickleball Court Resurfacing			2036	
Tennis Court Resurfacing			2036	
Bankshot Court Resurfacing			2040	

P83

4D Approve the Hiring of Public Works Winter Seasonal Employee, Cherice Dallman
December 02, 2019

Prepared by Todd Schwab, Public Works/Utilities Director

Background:

Staff is seeking approval to hire a Public Works Winter Seasonal Employee. This employee would serve as the second skating rink employee and would split time on nights and weekends with the other Ice skating rink employee. Full time staff will surface the rink ice on weekdays during regular working hours.

Fiscal Note:

The Ice Skating Rink Seasonal Employee would be payed \$12.17/hour and would be able to work a maximum of 780 hours split between the two positions.

The Ice Skating Rink position would be funded from the Ice Skating Rink Operating Budget.

Recommendation:

Authorize staff to hire, pending pre-employment physical, drug test, and background test:

Ice Rink Position – Cherice Dallman

Prepared by: Todd S. Schuster, Chief of Police

Background:

In response to traffic concerns, specifically speeding vehicles, in the area of the Cambridge-Isanti High School, the city purchased an electronic speed sign. The sign is located on the east side of Fern St N at Centennial Dr NW (see the red flag on the enclosed map).

The sign was sent to us, but was not programmed correctly and therefore was not gathering data when it was first installed, just displaying the vehicle speeds. This past spring, we removed the sign and sent it back to the manufacturer to get it operating correctly.

Upon its return, the sign was mounted in the same location and has been gathering data correctly since then.

After gathering data from the sign for almost 4 months, you can see that there is a high percentage of vehicles that are travelling under the limit. The highest speed number concerns me, but I highly suspect that what is happening is that the radar is picking up a northbound vehicle and a southbound vehicle at the same time and adding their speeds together. The yellow flag on the map indicates where the radar is picking up the vehicles.

The software does not allow us to track when vehicles are speeding; it only graphs vehicle counts every 15 minutes in order to show traffic volumes during the day.

Recommendation:

There is no action that needs to be taken by the council on this topic; this information was just provided to you as an update to the previous traffic complaint in the area of the high school.

Date Range	Total Vehicle Count	Under Limit Count	Under Limit %	10 Over Limit Count	Average Speed (mph)	Max Speed (mph)
7/24/19 - 8/4/19	2257	2203	97%	5	18.3	53
8/5/19 - 8/20/19	2734	2659	97%	5	17.8	54
8/20/19 - 9/3/19	3553	3450	97%	18	19.4	57
9/9/19 - 9/21/19	6285	6085	96%	29	19.8	54
9/21/19 - 9/23/19	498	483	96%	0	19.6	38
9/25/19 - 9/30/19	2441	2361	96%	9	19.6	59
10/2/19 - 10/11/19	4802	4612	96%	16	21.7	55
10/11/19 - 10/13/19	445	437	98%	2	16.2	41
10/14/19 - 10/21/19	3195	3078	96%	11	20.1	58
10/23/19 - 10/28/19	2284	2167	94%	8	23.3	63
10/30/19 - 11/4/19	1874	1759	93%	13	23.4	68
11/5/19 - 11/18/19	4805	4553	95%	23	23.6	56
11/19/19 - 11/25/19	2617	2481	94%	16	23.1	60
Totals	37790	36328	96%	155	20.45384615	

Radar Sign Location



P87



© 2017 Pictometry

Author: Carri Levitski

Background

Leaf's Towing was granted an Interim Use Permit (IUP) at the November 17, 2014 City Council meeting. This IUP expired on November 17, 2019, however, they applied for an extension of their Interim Use Permit (IUP) on September 5, 2019. The Planning Commission recommended approval of the draft resolution as long as the conditions identified can be met. At your meeting on October 21, 2019, you tabled Leaf's Towing IUP Extension Request due to concerns regarding vehicle fluids leaking on the property.

Staff has been in communication with the applicant since October 21st. Community Development Director Westover drafted the attached indemnification agreement which has been reviewed by Attorney Squires.

Traci and Danny Leaf came in and met with staff on November 13, 2019 to go over the agreement. They had concerns regarding the agreement and what they would be responsible for since they currently do not own the property. At that time, they felt that Kent Schutte (property owner) should sign the agreement. The Leaf's were going to follow-up with Mr. Schutte and ask him to sign the agreement. They understood at our meeting on the 13th, they had until November 25th to get us the executed agreement and City Council would consider the Resolution on December 2, 2019.

I sent an email to Traci on Monday, November 25, 2019 asking if she has gotten anywhere with the agreement. Leaf's Towing is aware their original IUP expired on November 17, 2019, however, we have extended their application deadline 60 days, therefore, per MN Statute §15.99, City Council has until January 2, 2020 to act on the IUP extension request. If Council does not act upon a Resolution by January 2, 2020, is an automatic approval of the request. At the time this staff report was drafted, we have not heard back from the Leaf's.

We have added condition number five to the Resolution which requires a grading and drainage plan and condition number six which requires the Release and Indemnification Agreement to be executed by either the property owner or Leaf's Towing.

If these conditions are not met by January 2, 2020 staff will begin the process of enforcement to cease the use of the property since a violation of the conditions which the permit can be issued is not being met.

Council Action

Motion on the attached Resolution No. R19-076 recommending approval for the extension of an Interim Use Permit to continue to allow an impound lot for towed vehicles and for outdoor storage in the I-1 Low Impact Business-Industrial District at 791 Garfield St. S as long as the following conditions listed are met:

1. The Interim Use Permit for an impound lot and outdoor storage is not transferrable and

- shall only be used by Leaf's Towing, and shall discontinue after 5 years from the date of approval.
2. Outdoor storage is limited to vehicles only. Section 156.085 Outdoor Storage of the City Code must be met at all times, where applicable.
 3. All vehicle parking and outdoor storage must be on an impervious surface (pavement or concrete).
 4. Floor drains shall drain into a flammable waste trap as per Minnesota Plumbing Code part 4715.1120.
 5. A grading and drainage plan from a professional engineer must be submitted to the city for administrative review and approval of any new impervious surface (pavement, etc.); the plan must include curb and gutter and it must meet the current city code requirements, i.e. property line setbacks, etc. The grading and drainage plan must include a rain garden, pond, or another approved means for additional storm water management control.
 6. A Release and Indemnification Agreement must be signed by either the property owner or the applicant which indemnifies the City from any environmental claim or cost resulting from the use of the property as an impound lot.

Attachments

1. Location Map
2. Excerpt of Oct. 21st City Council Minutes
3. November 25, 2019 Email to Traci Leaf
4. Release and Indemnification Agreement
5. Resolution R19-076
6. Minnesota Statute 15.99

Resolution No. R19-076

**RESOLUTION APPROVING AN EXTENSION FOR AN INTERIM USE PERMIT
LEAF'S TOWING & RECOVERY
TO CONTINUE TO ALLOW AN IMPOUND LOT FOR TOWED VEHICLES AND OUTDOOR STORAGE
IN THE I-1 ZONING DISTRICT
(SITE ADDRESS: 791 GARFIELD ST S)**

WHEREAS, Leaf's Towing & Recovery, 791 Garfield St. S., Cambridge, MN 55008, representative of the property located at:

Part of Lot 3, Block 2, Southeast Cambridge Industrial Area Second, in Section 33, Township 36, Range 23, Isanti County, Minnesota

has applied for an extension on their Interim Use Permit that was initially approved on November 17, 2014 to continue to allow an impound lot for towed vehicles and outdoor storage in the I-1 Zoning District; and

WHEREAS, The Planning Agency of the City has completed a review of the application and made a report pertaining to said request, a copy of which has been presented to the City Council; and

WHEREAS, The Planning Commission of the City, on the 1st day of October, 2019, following proper notice, held a public hearing to review the request and adopted recommendation that the Interim Use Permit extension be approved; and

WHEREAS, the City Council, on the 21st day of October, 2019, reviewed the Planning Commission's recommendation and the information prepared by the Planning Agency of the City and finds that the proposed Interim Use extension is compatible with the City's Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, approves the Interim Use Permit extension to allow an impound lot for towed vehicles and outdoor storage in the I-1 Zoning District at the location listed above, upon satisfying the conditions listed below:

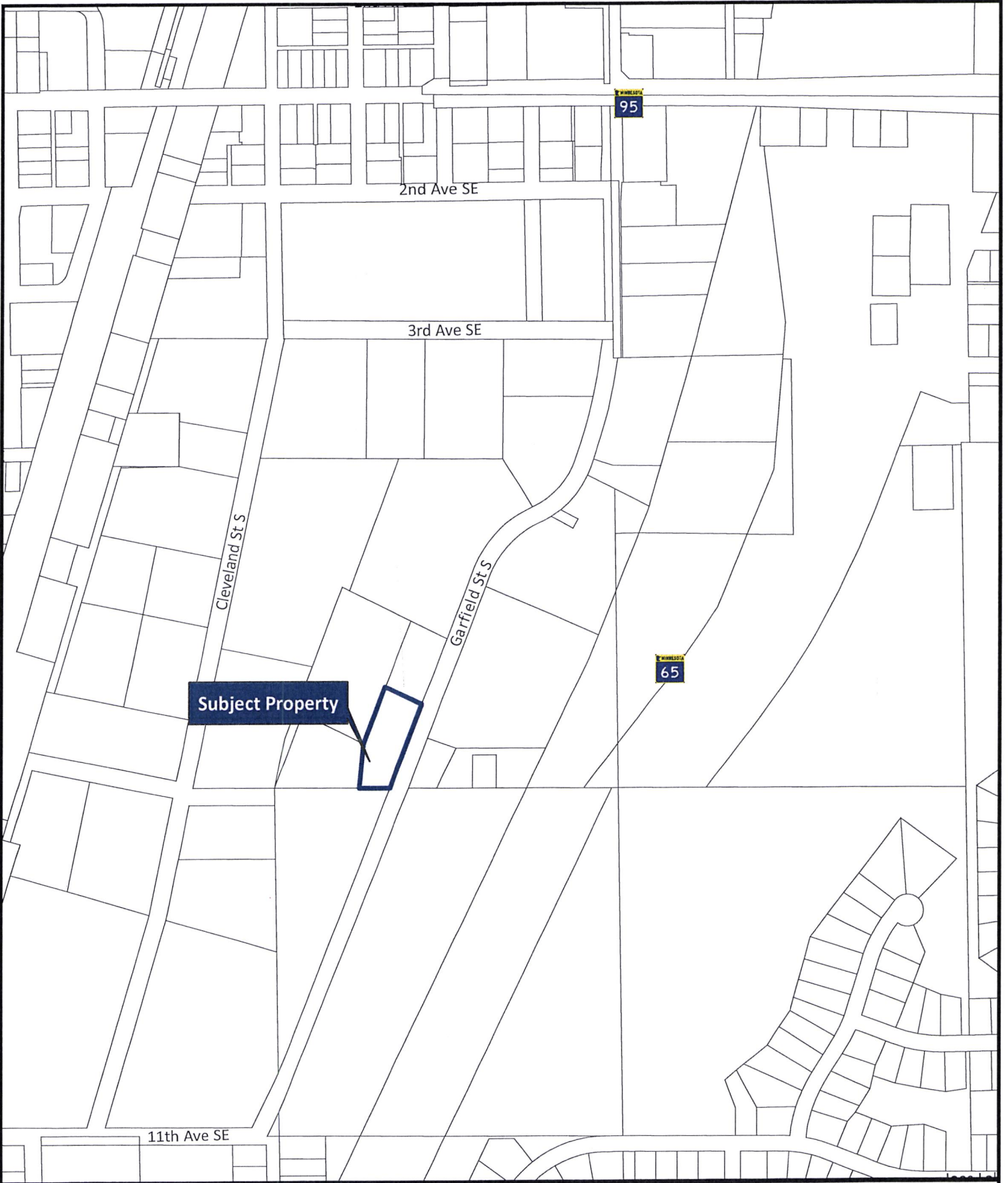
1. The Interim Use Permit for an impound lot and outdoor storage is not transferrable and shall only be used by Leaf's Towing, and shall discontinue after 5 years from the date of approval.
2. Outdoor storage is limited to vehicles only. Section 156.085 Outdoor Storage of the City Code must be met at all times, where applicable.
3. All vehicle parking and outdoor storage must be on an impervious surface (pavement or concrete).

4. Floor drains shall drain into a flammable waste trap as per Minnesota Plumbing Code part 4715.1120.
5. A grading and drainage plan from a professional engineer must be submitted to the city for administrative review and approval of any new impervious surface (pavement, etc.); the plan must include curb and gutter and it must meet the current city code requirements, i.e. property line setbacks, etc. The grading and drainage plan must include a rain garden, pond, or another approved means for additional storm water management control.
6. A Release and Indemnification Agreement must be signed by either the property owner or the applicant which indemnifies the City from any environmental claim or cost resulting from the use of the property as an impound lot.

Adopted by the Cambridge City Council
This 2nd day of December, 2019

James A. Godfrey, Mayor

Linda J. Woulfe, City Administrator



Subject Property

Excerpt of 10/21/19 Council Minutes

Godfrey motioned, seconded by Conley to adopt the ordinance as proposed. Godfrey then amended his motion to table the ordinance until a fifth Council member has been seated. Conley agreed with the amendment to the motion. Motion passed with Shogren voting nay.



Resolution R19- 076 for an Interim Use Permit for 791 Garfield St. S. (Leaf's Towing)

Westover informed Council that Leaf's Towing was granted an Interim Use Permit (IUP) on November 17, 2014. Westover stated the Planning Commission recommended approval of the draft resolution as long as the conditions identified can be met. Westover recommended approving Resolution No. R19-076 for the extension of an Interim Use Permit to continue to allow an impound lot for towed vehicles and for outdoor storage in the I-1 Low Impact Business-Industrial District at 791 Garfield St. S as long as the conditions listed are met.

Iverson was concerned about vehicle fluids leaking on the property. The Council decided that they needed more information about the storage of the vehicles and the property owner, with regard to indemnity for contamination. Godfrey motioned, seconded by Iverson, to table the discussion until a future date. Motion passed unanimously.

Ordinance No. 704 amending Title XV Land Usage, Chapter 156 Zoning, Sections 156.063 Sign Regulation and 156.007 Definitions

Westover informed Council that the Planning Commission met and discussed current requirements for window signs and the lack of language regarding way finding signs on September 3 and October 1, 2019. Discussion at these meetings entailed what type of window signs should be allowed in business store fronts and affixed to windows in the business districts. Westover stated that staff has not received complaints regarding vinyl window signs in storefronts, but that the topic came to light when a new business requested to affix a vinyl window sign that exceeded the 30% maximum requirement.

Westover said the Planning Commission and staff discussed possible ordinance amendments and concluded that due to the fact that very few cities enforce their current code requirements, and it might be time to revise the language to allow additional window signage. One of the concerns addressed at the meetings, was to make sure that the signs are not opaque or covering all windows. This would restrict first responders to be able to see into the businesses at night during their community policing and compliance checks. Therefore, staff is proposing opaque vinyl signs and signs covering all windows of a business be prohibited.

Also, during the Planning Commission meetings, Westover stated that staff, Commissioners, and community members discussed the possibility of allowing wayfinding signs for government agencies, public institutions, educational facilities, and places of worship. She stated that there had been a complaint about the wayfinding sign for Common Ground Methodist Church, and that they wanted to find a way to be in compliance and still keep their sign. Westover said that staff reached out to MnDOT, and much of the language proposed in the ordinance came directly from their regulations. Staff also used MnDOT's language related to the cost and

Carri Levitski

From: Carri Levitski
Sent: Monday, November 25, 2019 12:45 PM
To: Traci Leaf
Cc: Marcia Westover
Subject: Agreement

Importance: High

Hi Traci,

Have you gotten anywhere with the agreement? We need to have our staff reports completed by tomorrow since the packets go out Wednesday morning.

Carri Levitski

Carri Levitski
Community Development Specialist
City of Cambridge
300 - 3rd Ave NE
Cambridge, MN 55008
763-552-3257
763-689-6801 (fax)
clevitski@ci.cambridge.mn.us

"Pleasure in the job puts perfection in the work." – Aristotle



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RELEASE AND INDEMNIFICATION AGREEMENT

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. THE SIGNATORY MUST READ CAREFULLY BEFORE SIGNING.

Potential contaminated ground clean-up remedies for an impound lot at 791 Garfield St. S.

In consideration for the grant of an Interim Use Permit for vehicle storage, Signatory hereby acknowledges, represents, and agrees as follows:

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby indemnify the City of Cambridge ("City") from any environmental claim or cost resulting from the use of the property as an impound lot.

(Signatory Initials here) _____

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all environmental testing and all environmental clean-up of the property and all properties which may be affected by contaminants from 791 Garfield St. S. prior to discontinuing use as an impound lot.

(Signatory Initials here) _____

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further agree to hire a private environmental firm to complete all testing and clean-up efforts.

(Signatory Initials here) _____

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to me or any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City its officers, its employees, or by any other cause.

(Signatory Initials here) _____

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby, release and discharge City, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of City, its officers, its employees, or by any other cause.

(Signatory Initials here) _____

I further agree to defend, indemnify and hold harmless City its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs and attorney's fees, including those arising from any third party claim asserted against City, its officers, employees, insurers or self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss

of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City, its officers, its employees, or by any other cause.

(Signatory Initials here) _____

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of Signatory, its officers, and/or its employees, agents, or invitees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Signatory Initials here) _____

We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Signatory Initials here) _____

This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, and executors.

(Signatory Initials here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the undersigned, which represents that he or she is properly authorized to bind the Signatory hereto.

PRINTED NAME OF SIGNATOR: _____

Signature: _____ Date: _____

Subscribed and sworn to before me, this ____ day of _____, 20__.

(SEAL)

Notary Signature

15.99 TIME DEADLINE FOR AGENCY ACTION.

Subdivision 1. **Definitions.** (a) For purposes of this section, the following terms shall have the meanings given.

(b) "Agency" means a department, agency, board, commission, or other group in the executive branch of state government; a statutory or home rule charter city, county, town, or school district; any metropolitan agency or regional entity; and any other political subdivision of the state.

(c) "Request" means a written application related to zoning, septic systems, watershed district review, soil and water conservation district review, or the expansion of the metropolitan urban service area, for a permit, license, or other governmental approval of an action. A request must be submitted in writing to the agency on an application form provided by the agency, if one exists. The agency may reject as incomplete a request not on a form of the agency if the request does not include information required by the agency. A request not on a form of the agency must clearly identify on the first page the specific permit, license, or other governmental approval being sought. No request shall be deemed made if not in compliance with this paragraph.

(d) "Applicant" means a person submitting a request under this section. An applicant may designate a person to act on the applicant's behalf regarding a request under this section and any action taken by or notice given to the applicant's designee related to the request shall be deemed taken by or given to the applicant.

Subd. 2. **Deadline for response.** (a) Except as otherwise provided in this section, section 462.358, subdivision 3b, or 473.175, or chapter 505, and notwithstanding any other law to the contrary, an agency must approve or deny within 60 days a written request relating to zoning, septic systems, watershed district review, soil and water conservation district review, or expansion of the metropolitan urban service area for a permit, license, or other governmental approval of an action. Failure of an agency to deny a request within 60 days is approval of the request. If an agency denies the request, it must state in writing the reasons for the denial at the time that it denies the request.

(b) When a vote on a resolution or properly made motion to approve a request fails for any reason, the failure shall constitute a denial of the request provided that those voting against the motion state on the record the reasons why they oppose the request. A denial of a request because of a failure to approve a resolution or motion does not preclude an immediate submission of a same or similar request.

(c) Except as provided in paragraph (b), if an agency, other than a multimember governing body, denies the request, it must state in writing the reasons for the denial at the time that it denies the request. If a multimember governing body denies a request, it must state the reasons for denial on the record and provide the applicant in writing a statement of the reasons for the denial. If the written statement is not adopted at the same time as the denial, it must be adopted at the next meeting following the denial of the request but before the expiration of the time allowed for making a decision under this section. The written statement must be consistent with the reasons stated in the record at the time of the denial. The written statement must be provided to the applicant upon adoption.

Subd. 3. **Application; extensions.** (a) The time limit in subdivision 2 begins upon the agency's receipt of a written request containing all information required by law or by a previously adopted rule, ordinance, or policy of the agency, including the applicable application fee. If an agency receives a written request that does not contain all required information, the 60-day limit starts over only if the agency sends written notice within 15 business days of receipt of the request telling the requester what information is missing.

(b) If a request relating to zoning, septic systems, watershed district review, soil and water conservation district review, or expansion of the metropolitan urban service area requires the approval of more than one state agency in the executive branch, the 60-day period in subdivision 2 begins to run for all executive branch agencies on the day a request containing all required information is received by one state agency. The agency receiving the request must forward copies to other state agencies whose approval is required.

(c) An agency response, including an approval with conditions, meets the 60-day time limit if the agency can document that the response was sent within 60 days of receipt of the written request. Failure to satisfy the conditions, if any, may be a basis to revoke or rescind the approval by the agency and will not give rise to a claim that the 60-day limit was not met.

(d) The time limit in subdivision 2 is extended if a state statute, federal law, or court order requires a process to occur before the agency acts on the request, and the time periods prescribed in the state statute, federal law, or court order make it impossible to act on the request within 60 days. In cases described in this paragraph, the deadline is extended to 60 days after completion of the last process required in the applicable statute, law, or order. Final approval of an agency receiving a request is not considered a process for purposes of this paragraph.

(e) The time limit in subdivision 2 is extended if: (1) a request submitted to a state agency requires prior approval of a federal agency; or (2) an application submitted to a city, county, town, school district, metropolitan or regional entity, or other political subdivision requires prior approval of a state or federal agency. In cases described in this paragraph, the deadline for agency action is extended to 60 days after the required prior approval is granted.

(f) An agency may extend the time limit in subdivision 2 before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification must state the reasons for the extension and its anticipated length, which may not exceed 60 days unless approved by the applicant.

(g) An applicant may by written notice to the agency request an extension of the time limit under this section.

History: 1995 c 248 art 18 s 1; 1996 c 283 s 1; 2003 c 41 s 1; 2006 c 226 s 1; 2007 c 57 art 1 s 11; 2007 c 113 s 1

Agenda Item 6-B

Finance Department Report 12/2/19

Author: Caroline Moe, Director of Finance

Sale of Bonds for 2019B Library Revenue Bonds

As approved by council on November 4, 2019, the City will be receiving bids on its 2019 Library Revenue Bonds on Monday December 2, 2019. Each City Council member should have received a copy of the preliminary official statement in the mail directly from Ehlers & Associates, our financial consultants, which provides great detail on the bond sale transaction.

The bonds will be issued to finance the Library Acquisition that is expected to be completed in May 2020.

A representative from Ehlers & Associates will be present at the meeting on Monday December 2, 2019 with the bids received on the bond sale. The Ehlers & Associates representative will bring the finalized bond award resolution for City Council action based on the results of the bids received in the morning of Monday December 2, 2019.

Fiscal Note—Local Option Sales Tax will service the 2019 Library Bond debt service.

Council Action

1. Review the bids received on the sale of the 2019 Library Revenue Bonds
2. Approve resolution R19-083 awarding the sale of the 2019 Library Revenue Bonds

Attachment: Draft resolution for sale of bonds.

CERTIFICATION OF MINUTES RELATING TO
\$[7,420,000] GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES 2019B

Issuer: City of Cambridge, Minnesota

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting held December 2, 2019, at 3:30 p.m., at the City offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION AUTHORIZING ISSUANCE, AWARDING
SALE, PRESCRIBING THE FORM AND DETAILS AND
PROVIDING FOR THE PAYMENT OF \$[7,420,000] GENERAL
OBLIGATION SALES TAX REVENUE BONDS, SERIES 2019B

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on _____, 2019.

City Administrator

It was reported that [] ([]) proposals for the purchase of \$[7,420,000] General Obligation Sales Tax Revenue Bonds, Series 2019B were received prior to 10:00 a.m., Central time, on Monday, December 2, 2019, pursuant to the Preliminary Official Statement distributed to potential purchasers of the Bonds by Ehlers & Associates, Inc., municipal advisors to the City. The proposals have been publicly opened, read and tabulated and were found to be as follows:

SEE ATTACHED

Councilmember _____ introduced the following resolution (the “Resolution”) and moved its adoption, which motion was seconded by Councilmember _____ :

RESOLUTION R19-083

RESOLUTION AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$[7,420,000] GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES 2019B

BE IT RESOLVED by the City Council (the “Council”) of the City of Cambridge, Minnesota (the “City”), as follows:

SECTION 1. AUTHORIZATION, SALE AND AWARD

1.01. Authorization

Pursuant to the authority contained in Minnesota Laws 2019, 1st Special Session, Chapter 6, Article 6, Section 15 (the “Special Legislation”), and upon the approval of the electors of the City at the general election held November 6, 2018, this Council has adopted Resolution R19-038 (the “Sales Tax Resolution”), on June 3, 2019, and Ordinance No. 701 on August 5, 2019, imposing a sales and use tax of one-half of one percent (the “Sales Tax”). The Sales Tax Resolution has been filed with the Secretary of State on June 4, 2019, pursuant to Minnesota Statutes, Section 645.021. In addition, the Special Legislation authorizes the issuance of general obligation bonds to which the sales and use tax revenues are pledged to finance the construction of a new facility to house the Cambridge Public Library and the East Central Regional Library Headquarters (the “Project”). Pursuant to such authorization, this Council has authorized the sale of \$[7,420,000] General Obligation Sales Tax Revenue Bonds, Series 2019B (the “Bonds”), the proceeds of which will be used to construct the Project.

1.02. Sale

Pursuant to the Terms of Proposal and the Preliminary Official Statement prepared on behalf of the City by Ehlers & Associates, Inc., municipal advisors to the City, sealed or electronic proposals for the purchase of the Bonds were received at or before the time specified for receipt of proposals. The proposals have been opened and publicly read and considered and the purchase price, interest rates and net interest cost under the terms of each proposal have been determined. The most favorable proposal received is that of [____], in [____], [____] (the “Purchaser”), to purchase the Bonds at a purchase price of \$[____], on the further terms and conditions hereinafter set forth.

1.03. Award

The sale of the Bonds is hereby awarded to the Purchaser, and the Mayor and City Administrator are hereby authorized and directed to execute a contract on the part of the City with

the Purchaser for the sale of the Bonds in accordance with the Terms of Proposal. The good faith deposit of the Purchaser shall be retained and deposited by the City until the Bonds have been delivered and shall be deducted from the purchase price paid at settlement.

SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY

2.01. Issuance of Bonds

All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Bonds having been done, now existing, having happened and having been performed, it is now necessary for the Council to establish the form and terms of the Bonds, to provide security therefor and to issue the Bonds forthwith.

2.02. Maturities; Interest Rates; Denominations and Payment

The Bonds shall be originally dated as of the date of issuance thereof, shall be in the denomination of \$5,000 each, or any integral multiple thereof, of single maturities, shall mature on February 1 in the years and amounts stated below, and shall bear interest from date of original issue until paid or duly called for redemption at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate (%)</u>	<u>Year</u>	<u>Amount</u>	<u>Rate (%)</u>
	<u>(\$)</u>			<u>(\$)</u>	
2021			2031		
2022			2032		
2023			2033		
2024			2034		
2025			2035		
2026			2036		
2027			2037		
2028			2038		
2029			2039		
2030			2040		

[REVISE MATURITY SCHEDULE FOR ANY TERM BONDS]

The Bonds shall be issuable only in fully registered form. The interest thereon and, upon surrender of each Bond at the principal office of the Registrar (as hereinafter defined), the principal amount thereof, shall be payable by check or draft issued by the Registrar; provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.08 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.03. Dates and Interest Payment Dates

Upon initial delivery of the Bonds pursuant to Section 2.07 and upon any subsequent transfer or exchange pursuant to Section 2.06, the date of authentication shall be noted on each

Bond so delivered, exchanged or transferred. Interest on the Bonds shall be payable each February 1 and August 1, commencing August 1, 2020 (each such date, an "Interest Payment Date"), to the person in whose name the Bonds are registered on the Bond Register (as hereinafter defined) at the Registrar's close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date, whether or not such day is a business day. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months.

2.04. Redemption

Bonds maturing in 2029 and later years are each subject to redemption and prepayment at the option of the City, in whole or in part, and if in part in such order of maturity dates as the City may select and by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures) in multiples of \$5,000 as to Bonds maturing on the same date, on February 1, 2028, and on any date thereafter, at a price equal to the principal amount thereof plus accrued interest to the date of redemption. Prior to the date specified for the redemption of any Bond prior to its stated maturity date, the City will cause notice of the call for redemption to be published if and as required by law, and, at least thirty days prior to the designated redemption date, will cause notice of the call to be mailed by first class mail (or, if applicable, provided in accordance with the operational arrangements of the bond depository), to the registered owner of any Bond to be redeemed at the owner's address as it appears on the Bond Register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the City shall default in the payment of the redemption price) such Bonds or portions of such Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

[COMPLETE THE FOLLOWING PROVISIONS IF THERE ARE TERM BONDS –
ADD ADDITIONAL PROVISIONS IF THERE ARE MORE THAN TWO TERM BONDS]

[Bonds maturing on February 1, 20__ and 20__ (the Term Bonds) shall be subject to mandatory redemption prior to maturity pursuant to the sinking fund requirements of this Section 2.04 at a redemption price equal to the stated principal amount thereof plus interest accrued thereon to the redemption date, without premium. The Registrar shall select for redemption, by lot or other manner deemed fair, on February 1 in each of the following years the following stated principal amounts of such Bonds:

Term Bonds Maturing in 20__

Term Bonds Maturing in 20__

Sinking Fund
Payment Date

Aggregate
Principal Amount

Sinking Fund
Payment Date

Aggregate
Principal Amount

(final maturity)

(final maturity)

Notice of redemption shall be given as provided in the preceding paragraph.]

2.05. Appointment of Initial Registrar

The City hereby appoints Bond Trust Services Corporation, in Roseville, Minnesota, as the initial bond registrar, transfer agent and paying agent (the "Registrar"). The Mayor and City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon thirty days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the Bond Register to the successor Registrar.

2.06. Registration

The effect of registration and the rights and duties of the City and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a Bond Register (the "Bond Register") in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each Interest Payment Date and until such Interest Payment Date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name any Bond is at any time registered in the Bond Register as the absolute owner of the Bond, whether the Bond shall be overdue or not, for the purpose of receiving payment of or on account of, the principal of and interest on the Bond and for all other purposes; and all payments made to any registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds (except for an exchange upon a partial redemption of a Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the City and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, subd. 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the City, evidencing the same debt, and entitled to the same benefits under this Resolution as the Bonds surrendered upon such transfer or exchange.

2.07. Execution, Authentication and Delivery

The Bonds shall be prepared under the direction of the City Administrator and shall be executed on behalf of the City by the signatures of the Mayor and City Administrator, provided that the signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been prepared, executed and authenticated, the City Administrator shall deliver them to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.08. Securities Depository

For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the sender agrees to comply with DTC’s Operational Arrangements.

(a) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the Bond Register in the name of Cede & Co., as nominee of DTC. The Registrar and the City may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this Resolution, registering the transfer of Bonds, and for all other purposes whatsoever, and neither the Registrar nor the City shall be affected by any notice to the contrary. Neither the Registrar nor the City shall have any responsibility or obligation to any Participant, any person

claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the Bond Register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this Resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC's Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the City to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(b) In the event the City determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the City may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (d) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (d) hereof.

(c) The execution and delivery of the Representation Letter to DTC by the Mayor or City Administrator, if not previously filed, is hereby authorized and directed.

(d) In the event that any transfer or exchange of Bonds is permitted under paragraph (a) or (b) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this Resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this Resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

2.09. Form of Bonds

The Bonds shall be prepared in substantially the form found at Exhibit A.

**SECTION 3. GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES
2019B PROJECT FUND**

Use of Proceeds. There is hereby established on the official books and records of the City a separate fund designated the General Obligation Sales Tax Revenue Bonds, Series 2019B Project Fund (the "Project Fund"). The Project Fund shall be maintained until all costs and expenses incurred by the City in connection with the Project have been paid. To the Project Fund there shall be credited from the proceeds of the Bonds the sum of \$([_____]), representing the estimated cost of the Project (\$[_____]) and costs of issuance of the Bonds (\$[_____]). From the Project Fund there shall be paid all costs and expenses incurred by the City in connection with the Project, including costs related to the issuance of the Bonds. After payment of all such costs, the Project Fund shall be discontinued. Any Bond proceeds remaining on hand in the Project Fund after payment of all such costs and expenses shall be transferred to the Bond Fund established in Section 4 hereof.

**SECTION 4. GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES
2019B BOND FUND**

There is hereby created and shall be maintained on the official books and records of the City a General Obligation Sales Tax Revenue Bonds, Series 2019B Bond Fund (the "Bond Fund"), the moneys in which shall be used solely for the payment of the principal of and interest on the Bonds. Into the Bond Fund shall be credited [(a) Bond proceeds in the amount of \$[_____]]; (b) any amounts received from the Purchaser upon delivery of the Bonds in excess of the amounts appropriated to the Project Fund pursuant to Section 3 hereof; (c) the amounts specified in Section 3 above, after payment of all costs of the Project; (d) the revenues and any taxes collected pursuant to Section 5 hereof; and (e) any other funds appropriated by the Council for the payment of the Bonds.

On or before each principal and interest payment date for the Bonds, the Finance Director is directed to remit to the Registrar from funds on deposit in the Bond Fund the amount needed to pay principal and interest on the Bonds on the next succeeding principal and interest payment date.

There are hereby established two accounts in the Bond Fund, designated as the "Debt Service Account" and the "Surplus Account." There shall initially be deposited into the Debt Service Account upon the issuance of the Bonds the amount set forth in clause (a) above. Thereafter, during each bond year (each twelve month period commencing on February 2 and ending on the following February 1, a "Bond Year"), as monies are received into the Bond Fund, the Finance Director shall first deposit such monies into the Debt Service Account until an amount has been appropriated thereto sufficient to pay all principal and interest due on the Bonds through the end of the Bond Year. All subsequent monies received in the Bond Fund during the Bond Year shall be appropriated to the Surplus Account. If at any time the amount on hand in the Debt Service Account is insufficient for the payment of principal and interest then due, the Finance Director shall transfer to the Debt Service Account amounts on hand in the Surplus Account to the extent necessary to cure such deficiency. Investment earnings (and losses) on amounts from time to time held in the Debt Service Account and Surplus Account shall be credited or charged to said accounts.

If the balance in the Bond Fund is at any time insufficient to pay all interest and principal then due on all Bonds payable therefrom, the payment shall be made from any fund of the City which is available for that purpose, subject to reimbursement from the Surplus Account when the balance therein is sufficient, and the City covenants and agrees that it will each year levy a sufficient amount of ad valorem taxes to take care of any accumulated or anticipated deficiency, which levy is not subject to any constitutional or statutory limitation.

SECTION 5. PLEDGE AND SUFFICIENCY OF CERTAIN REVENUES

The City hereby pledges to, and shall deposit in, the Bond Fund, to the extent required to pay debt service on the Bonds when due, proceeds of the Sales Tax, which proceeds may be pledged on a parity basis to other obligations of the City authorized to be issued by the Special Legislation and Sales Tax Resolution, as the same may be amended from time to time.

It is hereby found that no ad valorem taxes are required to be levied at this time in order to produce aggregate amounts not less than 5% in excess of the amounts needed to meet when due the principal and interest payments on the Bonds. However, for the prompt and full payment of the principal of and interest on the Bonds as such payments respectively become due, the full faith, credit and unlimited taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Bond Fund is at any time insufficient to pay all interest and principal then due on all Bonds payable therefrom, the payment shall be made from any fund of the City which is available for that purpose, subject to reimbursement from the Bond Fund when the balance therein is sufficient, and the City Council covenants and agrees that it will each year levy a sufficient amount of ad valorem taxes to take care of any accumulated or anticipated deficiency, which levy is not subject to any constitutional or statutory limitation.

SECTION 6. DEFEASANCE

When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this Resolution to the registered owners of the Bonds shall cease. The City may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms by depositing with the Registrar on or before that date an amount equal to the principal, redemption premium, if any, and interest then due, provided that notice of such redemption has been duly given as provided herein. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal and interest to become due thereon to maturity or earlier designated redemption date, provided, however, that if such deposit is made more than ninety days before the maturity date of the Bonds to be discharged, the City shall have received a written opinion of Bond Counsel to the effect that such deposit does

not adversely affect the exemption of interest on any Bonds from federal income taxation and a written report of an accountant or investment banking firm verifying that the deposit is sufficient to pay when due all of the principal and interest on the Bonds to be discharged on and before their maturity dates.

SECTION 7. TAX COVENANTS, ARBITRAGE MATTERS AND CONTINUING DISCLOSURE

7.01. General Covenant

The City agrees with the registered owners from time to time of the Bonds that it will not take, or permit to be taken by any of its officers, employees or agents, any action that would cause interest on the Bonds to become includable in gross income of the recipient under the Internal Revenue Code of 1986, as amended (the "Code") and applicable Treasury Regulations (the "Regulations"), and agrees to take any and all actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and the Regulations. All proceeds of the Bonds deposited in the Project Fund will be expended solely for the payment of the costs of the Project. The Project is and will be owned and maintained by the City and available for use by members of the general public on a substantially equal basis. The City shall not enter into any lease, management contract, use agreement, capacity agreement or other agreement with any non-governmental person relating to the use of the Project, or any portion thereof, or security for the payment of the Bonds which might cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to Section 141 of the Code.

7.02. Arbitrage Certification

The Mayor and City Administrator being the officers of the City charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds, it is reasonably expected that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be "arbitrage bonds" within the meaning of the Code and the applicable Regulations.

7.03. Arbitrage Rebate.

The City acknowledges that the Bonds are subject to the rebate requirements of Section 148(f) of the Code. The City covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under said Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the Regulations and no "gross proceeds" of the Bonds (other than amounts constituting a "bona fide debt service fund") arise during or after the expenditure of the original proceeds thereof.

7.04. Qualified Tax-Exempt Obligations

The City Council hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt governmental obligations (within the meaning of Section 265(b)(3) of the Code) which will be issued by the City and all subordinate entities during calendar year 2019 does not exceed \$10,000,000.

7.05. Reimbursement

The City certifies that the proceeds of the Bonds will not be used by the City to reimburse itself for any expenditure with respect to the Project which the City paid or will have paid more than 60 days prior to the issuance of the Bonds unless, with respect to such prior expenditures, the City shall have made a declaration of official intent which complies with the provisions of Section 1.150-2 of the Regulations, provided that this certification shall not apply (i) with respect to certain de minimis expenditures, if any, with respect to the Project meeting the requirements of Section 1.150-2(f)(1) of the Regulations, or (ii) with respect to “preliminary expenditures” for the Project as defined in Section 1.150-2(f)(2) of the Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the “issue price” of the portion of the Bonds allocable to the Project.

7.06. Continuing Disclosure

(a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the “Rule”), which will enhance the marketability of the Bonds, the City hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the Outstanding Bonds. The City is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the City fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any Outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, “Beneficial Owner” means, in respect of a Bond, any person or entity which (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities

holding Bonds through nominees, depositories or other intermediaries), or (ii) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The City will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the City, the following information at the following times:

(1) on or before twelve (12) months after the end of each fiscal year of the City, commencing with the fiscal year ending December 31, 2019, the following financial information and operating data in respect of the City (the “Disclosure Information”):

(A) the audited financial statements of the City for such fiscal year, prepared in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the City, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the City; and

(B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under headings: Current Property Valuations, Direct Debt, Tax Levies and Collections, US Census Data/Population Trend, and Employment/Unemployment Data, which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the City shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the City shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (“MSRB”) through its Electronic Municipal Market Access System (“EMMA”) or to the SEC. If the document incorporated by reference is a final official statement, it must be available from the MSRB. The City shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the City have materially changed or been discontinued, such Disclosure Information need no longer be provided if the City includes in the Disclosure Information a statement to such effect, provided, however, if such operations have been replaced by other City operations in respect of which data is not included in the Disclosure Information and the City determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is

changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the City shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events (each, a “Material Fact”):
- (A) Principal and interest payment delinquencies;
 - (B) Non-payment related defaults, if material;
 - (C) Unscheduled draws on debt service reserves reflecting financial difficulties;
 - (D) Unscheduled draws on credit enhancements reflecting financial difficulties;
 - (E) Substitution of credit or liquidity providers, or their failure to perform;
 - (F) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
 - (G) Modifications to rights of security holders, if material;
 - (H) Bond calls, if material, and tender offers;
 - (I) Defeasances;
 - (J) Release, substitution, or sale of property securing repayment of the securities, if material;
 - (K) Rating changes;
 - (L) Bankruptcy, insolvency, receivership or similar event of the obligated person;
 - (M) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - (N) Appointment of a successor or additional trustee or the change of name of a trustee, if material;
 - (O) Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
 - (P) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule

As used herein, for those events that must be reported if material, an event is “material” if it is an event as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, an event is also “material” if it is an event that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (3) In a timely manner, notice of the occurrence of any of the following events or conditions:
- (A) the failure of the City to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
 - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the City under subsection (d)(2);
 - (C) the termination of the obligations of the City under this section pursuant to subsection (d);
 - (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
 - (E) any change in the fiscal year of the City.

(c) Manner of Disclosure.

- (1) The City agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

(1) The covenants of the City in this section shall remain in effect so long as any Bonds are Outstanding. Notwithstanding the preceding sentence, however, the obligations of the City under this section shall terminate and be without further effect as of any date on which the City delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the City to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.

(2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the City from time to time, without notice to (except as provided in paragraph (c)(3) hereof) or the consent of the Owners of any Bonds, by a resolution of this Council filed in the office of the recording officer of the City accompanied by an opinion of Bond Counsel, who may rely on certificates of the City and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the City or the type of operations conducted by the City, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the City agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

(3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

SECTION 8. CERTIFICATION OF PROCEEDINGS

8.01. Registration and Levy of Taxes

The City Administrator is hereby authorized and directed to file a certified copy of this Resolution in the records of Isanti County, together with such additional information as required, and to obtain a certificate that the Bonds have been duly entered upon the County Auditor's bond register.

8.02. Authentication of Transcript

The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records in their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the correctness of all statements contained therein.

8.03. Official Statement

The Preliminary Official Statement relating to the Bonds, dated as of November 21, 2019, prepared and distributed by Ehlers & Associates, Inc., is hereby approved. Ehlers & Associates, Inc., is hereby authorized on behalf of the City to prepare and distribute to the Purchaser within seven business days from the date hereof, a Final Official Statement listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds required to be included in the Official Statement by Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934. The officers of the City are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

8.04. Authorization of Payment of Certain Costs of Issuance of the Bonds

The City authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Old National Bank on the closing date for further distribution as directed by the City's municipal, Ehlers & Associates, Inc.

Upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF MINNESOTA
CITY OF CAMBRIDGE

GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES 2019B

R-____ \$_____

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
__%	February 1, 20__	December 30, 2019	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS

CITY OF CAMBRIDGE, MINNESOTA (the "City"), acknowledges itself to be indebted and hereby promises to pay to the registered owner named above, or registered assigns, the principal amount specified above on the maturity date specified above and promises to pay interest thereon from the date of original issue specified above or from the most recent Interest Payment Date (as hereinafter defined) to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 of each year, commencing August 1, 2020 (each such date, an "Interest Payment Date"), all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond before maturity. The interest so payable on any Interest Payment Date shall be paid to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. Interest hereon shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest hereon and, upon presentation and surrender hereof at the principal office of the Registrar described below, the principal hereof are payable in lawful money of the United States of America drawn on Bond Trust Services Corporation, in Roseville, Minnesota, as bond registrar, transfer agent and paying agent (the "Registrar"), or its successor designated under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$[7,420,000] issued pursuant to a resolution adopted by the City Council on December 2, 2019 (the "Resolution"), to finance the construction of a new facility to house the Cambridge Public Library and the East Central Regional Library Headquarters. This Bond is issued by authority of and in strict accordance with the provisions of the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Chapter 475 and Minnesota Laws 2019, 1st Special Session, Chapter 6, Article 6, Section 15. For the full and prompt payment of the principal of and interest on the Bonds as the same become due, the full faith, credit and taxing power of the City have been and are hereby irrevocably pledged. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof, of single maturities.

Bonds maturing in 2029 and later years are each subject to redemption and prepayment at the option of the City, in whole or in part, and if in part in such order of maturity dates as the City may select and by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures) in multiples of \$5,000 as to Bonds maturing on the same date, on February 1, 2028, and on any date thereafter, at a price equal to the principal amount thereof plus accrued interest to the date of redemption. Prior to the date specified for the redemption of any Bond prior to its stated maturity date, the City will cause notice of the call for redemption to be published if and as required by law, and, at least thirty days prior to the designated redemption date, will cause notice of the call to be mailed by first class mail (or, if applicable, provided in accordance with the operational arrangements of the bond depository), to the registered owner of any Bond to be redeemed at the owner's address as it appears on the Bond Register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the City shall default in the payment of the redemption price) such Bonds or portions of such Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

[COMPLETE THE FOLLOWING PROVISIONS IF THERE ARE TERM BONDS -
ADD ADDITIONAL PROVISIONS IF THERE ARE MORE THAN TWO TERM BONDS]

[Bonds maturing in the years 20__ and 20__ shall be subject to mandatory redemption, at a redemption price equal to their principal amount plus interest accrued thereon to the redemption date, without premium, on February 1 in each of the years shown below, in an amount equal to the following principal amounts:

<u>Term Bonds Maturing in 20__</u>		<u>Term Bonds Maturing in 20__</u>	
<u>Sinking Fund</u> <u>Payment Date</u>	<u>Aggregate</u> <u>Principal Amount</u>	<u>Sinking Fund</u> <u>Payment Date</u>	<u>Aggregate</u> <u>Principal Amount</u>
(final maturity)		(final maturity)	

Notice of redemption shall be given as provided in the preceding paragraph.]

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney, and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the designated transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date; subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to any such transfer or exchange.

The Bonds have been designated as "qualified tax-exempt obligations" pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the City.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required; that, prior to the issuance hereof, the City has by the Resolution appropriated to the payment of the principal of and interest on the Bonds, on a parity with other obligations made payable therefrom, certain sales and use taxes imposed by the City, which amount is estimated to be not less than five percent in excess of the amounts necessary to pay the principal of and interest on the Bonds when due, and has appropriated such taxes to its General Obligation Sales Tax Revenue Bonds, Series 2019B Bond Fund for the payment of principal and interest; that if necessary for the payment of such principal and interest, additional ad valorem taxes are required to be levied upon all taxable property in the City, without limitation as to rate or amount; and that the issuance of this Bond, together with all other indebtedness of the City outstanding on the date hereof and on the date of its actual issuance and delivery, does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Cambridge, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile signatures of the Mayor and City Administrator.

CITY OF CAMBRIDGE, MINNESOTA

(Facsimile Signature City Administrator)

(Facsimile Signature Mayor)

CERTIFICATE OF AUTHENTICATION

Dated _____

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

BOND TRUST SERVICES CORPORATION,
as Registrar

By _____
Authorized Representative

CERTIFICATE OF ISANTI COUNTY AUDITOR
AS TO REGISTRATION AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Isanti County, Minnesota, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on December 2, 2019, by the City Council of the City of Cambridge, Minnesota, setting forth the form and details of an issue of \$[7,420,000] General Obligation Sales Tax Revenue Bonds, Series 2019B, dated as of December 30, 2019, and levying taxes for the payment thereof.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 through 475.63.

WITNESS my hand and official seal on _____, 2019.

County Auditor

(SEAL)

Author: Will Pennings

Background

The Safety Committee has been working to update some of our policies to better fit our City. We have been focusing in on our Right to Know Manual, Hearing Conservation Program, and Respiratory Protection for Utilities.

The Committee met on October 23rd and reviewed the Right to Know Manual line by line and suggested some changes to be made to the manual. The group then reconvened on November 19th to proof and approve the suggested changes. On the 19th the group brought a couple on additional changes that we made to the Manual and unanimously approved the draft.

Luke Fedor and Will Pennings met with Doug Holm our former Safety Consultant to review and draft a policy for respiratory protection. After some work and research, we drafted a Respiratory Protection Policy that meets the requirements and conforms specifically to our operations. The draft policy was sent to our OSHA Inspector for review and he confirmed it met requirements. The draft was then brought to the Safety Committee on November 19th and was unanimously approved.

Pennings met with Doug Holm to create a Hearing Conservation Program. After a couple of meetings and some work we drafted a program that meets requirements and is applicable to our City. The Draft was also presented to the Safety Committee on November 19, 2019 and passed unanimously.

Council Action

Approve Safety Policies

1. Right to Know Manual
2. Hearing Conservation Program
3. Utilities Respiratory Protection Policy

Attachments

1. Right to Know Manual
2. Hearing Conservation Program
3. Utilities Respiratory Protection Policy

EMPLOYEE RIGHT TO KNOW

This program manual is designed to implement the provisions of the Minnesota Employee Right to Know Act. This manual presents the major aspects of the standards. These standards require employers to evaluate their workplaces for the existence of hazardous substances, harmful physical agents, and infectious agents and to provide training and information to those employees covered under this act who are routinely exposed to those substances and agents.

PROGRAM

This Employee Right to Know Program has been developed in accordance to applicable state and federal regulations. It has been approved as the City's own right to know program by the appropriate administrative or governing authority identified below.

The use of the word "City" shall be construed to mean the City of Cambridge and all of its departments. This Employee Right to Know Program will be reviewed for relevant updates by the Safety Committee every two years.

RESPONSIBILITIES

The following person is responsible for administering the Employee Right to Know Program at the City. This person has the primary responsibility to oversee the ERTK program and ensure that it is organized, implemented and updated as required by the Employee Right to Know Standard.

City Administrator

To ensure an effective Employee Right to Know Program, the following supervisors are responsible for carrying out the details of this program in their work areas.

Supervisor	Department
Public Works-Utilities Director	Public Works & Utilities
Liquor Store Manager	Liquor Store
Director of Finance	Finance and Bridge Park
Community Development Director	Community Development
Chief of Police	Police
Fire Chief	Fire Department
City Administrator	Administration, Economic Development

HAZARD DETERMINATION

The City handles hazardous substances and will inventory all hazardous substances, harmful physical agents and infectious agents listed in subparts 5206.0400, 5206.0500 and 5206.0700 of the Employee Right to Know rules.

The City will exercise reasonable diligence in evaluating the workplace for the presence of recognized hazardous substances, harmful physical agents, and infectious agents and assure that employees are provided with the rights stated in the standard. The City understands that the hazardous substances list includes the majority of hazardous substances that will be encountered in Minnesota and that it does not include all hazardous substances and may not always be current. Therefore, the evaluations conducted by the specific manufacturer of the substances used at the City will be accepted and employees provided with the rights stated in the standard.

HAZARDOUS SUBSTANCES

The City has developed an inventory/list of all hazardous substances and the operations where they are used. The intent is to inform employees about the hazardous substances they may encounter in the workplace.

Work area supervisors or delegated employees will update the inventory/list whenever a new hazardous substance is introduced into that work area. Supervisors will report the name of the new hazardous substance and the operation where it will be used to the following individual so that it can be added to the inventory/list before employees in the work area use it.

The inventory/list of hazardous substances used at the City is available for review inside the Safety Data Sheet Folder (or 3 ring binder) at the following location(s).

Building	Location
Wastewater Treatment Plant (WWTP)	WWTP Lunchroom
Mechanics Shop	East wall of the building
Streets Garage	Lunchroom
Water Treatment Plant	By front door
City Hall	Behind the receptionist desk on shelf
Bridge Park	Housing Office
Northbound Liquor	On west wall of janitorial closet
Police Department	On west hallway by patrol room
Fire Department	West wall by storage room

HAZARDOUS SUBSTANCE CONTAINER LABELING

The following person is responsible for coordinating labeling activities among supervisors and employees to make sure they are uniform and follow the rules of the City:

Public Works-Utilities Director

The City understands that the manufacturer of a hazardous substance or mixture of hazardous substances, or of equipment which generates a harmful physical agent is obligated to provide the information necessary for the City to comply with Employee Right to know requirements. Supervisors at the City will evaluate containers arriving in their work area to ensure that the label, tag, or markings meet the following requirements:

- Identifies the hazardous substance.

- Appropriate hazard warning(s).
- Name and address of the chemical manufacturer, importer or other responsible party.

Should a product be received that does not meet the above stated labeling requirements, the supervisors will immediately label, tag, or mark any hazardous substance container at the City so that it:

- Identifies the hazardous substance and the identity corresponds with the name used on the SDS and inventory list.
- Indicates the appropriate hazard warning
- Does not conflict with labels from the Department of Transportation.

Supervisors will also ensure:

- ✓ The label, tag, or marking is legible, in English, and is prominently displayed.
- ✓ The incoming containers of hazardous substance include the manufacturer's name and address.
- ✓ Chemical labels for OSHA specific standards comply with those regulations.
- ✓ The labels on incoming containers of hazardous substances are not removed or defaced unless the container is immediately marked, tagged or labeled with required information.
- ✓ Stationary processes that contain hazardous substances have the appropriate label or alternative warning attached that conveys the required information.
- ✓ Contracted employers working at the facility are notified of the labeling procedure and understand the label (warning) system.

The City recognizes labeling that is in compliance with the following regulations meet the requirements of the Employee Right to Know Program:

- ✓ Pesticides labeled in accordance with the Federal Insecticide, Fungicide and Rodenticide Act.
- ✓ Any food, food additive, color additive, drug, or cosmetic including materials intended for use as ingredients in products labeled in accordance with the requirements of the Federal Food, Drug and Cosmetic Act.
- ✓ Distilled spirits (beverages alcohols), wines, or malt beverages labeled in accordance with the Federal Alcohol Administration Act.
- ✓ Any consumer products as defined in the Consumer Product Safety Act and labeled in accordance with the requirements of that act.

- ✓ Any hazardous substance as defined in the Federal Hazardous Substance Act and labeled in accordance with the requirements that act.

In-House Label Explanation and Description

Supervisors will ensure that all secondary containers in the workplace are labeled according the following requirements:

- ✓ Identifies the product and any hazardous substances.
- ✓ Appropriate hazard warning(s).
- ✓ The label, tag, or marking is legible, in English, and is prominently displayed.

Safety Data Sheets

The City will obtain and collect the safety data sheets (SDS) for all hazardous substances purchased from manufacturers, importers and distributors of said substances. A current hard copy or an electronic copy will be on file.

Where an in-house process generates hazardous substances, a “generic” SDS of the hazardous substance will be obtained and placed in the City SDS file. The intent is to provide a “safety data sheet” for all hazardous substances encountered by employees in the workplace.

The following person is responsible for making sure the SDS file in each City department is maintained and updated as necessary:

Department	Person Responsible
Public Works	Assistant Public Works Director & employee assigned to the Safety Committee
Utilities	Assistant Utilities Director & employee assigned to the Safety Committee
Fire	Fire Chief & employee assigned to the Safety Committee
Police Department	Police Chief and employee assigned to Safety Committee
Administration, Finance, and Community Development	Finance Clerk& employee assigned to the Safety Committee from these departments
Liquor Store	Liquor Store Manager & employee assigned to the Safety Committee
Bridge Park	Housing Supervisor and Director of Finance

Supervisors will notify this person prior to the time that a new hazardous substance is used in the workplace so that the appropriate SDS can be obtained. Safety Committee members should also review prior to each Safety Committee meeting to report on SDS compliance for their department.

The SDS files at the City is located at the following location(s):

Building	Location
Streets Garage	Streets Garage Lunchroom
Water Treatment Plant	By front door
Wastewater Treatment Plant	WWTP lunchroom
Mechanics Shop	On east wall of the building
Fire	West wall by storage room
Administration, Finance, and Community Development (City Hall)	Just behind Receptionist desk on shelf
Police Department	In west hallway by Patrol room
Liquor Store	On west wall of janitorial closet
Bridge Park	Housing Office

These files are available to all employees at the SDS file location. For more information contact your immediate supervisor.

HARMFUL PHYSICAL AGENTS

The City recognizes the list of harmful physical agents listed/inventoried below. The City will exercise reasonable diligence in evaluating the workplace for the presence of recognized harmful physical agents at a level that may be expected to approximate or exceed the permissible exposure limit or the applicable action level.

The City understands that the list/inventory of harmful physical agents includes the majority of harmful physical agents that will be encountered in Minnesota. The City will make a diligent effort to ensure that this list is updated as necessary. The City will ensure that exposed employees are afforded their rights as established in the Employee Right to Know rules.

List of Harmful Physical Agents

- ✓ Heat
- ✓ Noise
- ✓ Ionizing Radiation
- ✓ Nonionizing Radiation

Harmful Physical Agent Labeling

The City will ensure that equipment or work areas that specifically generate harmful physical agents at a level that may be expected to approximate or exceed the permissible exposure limit or applicable action will be labeled, marked or tagged. Labeling will include the name of the physical agent and the appropriate hazard warning.

INFECTIOUS AGENTS

The City recognizes the list of infectious agents listed in Minnesota rule 5260.0600. The City will exercise reasonable diligence in evaluating the workplace for the presence of recognized and other infectious agents. The City understands that the list of infectious agents includes the majority of communicable infectious agents that will be encountered in Minnesota. The City will make a diligent effort to ensure that the most current list is provided in this program. The City will ensure employees whom are routinely exposed are provided with the rights established in the Employee Right to Know rules.

Bloodborne Pathogens

The City maintains a separate bloodborne pathogens program that complies with the OSHA regulations. This program covers all reasonably anticipated infectious agent exposures at the City.

EMPLOYEE TRAINING AND INFORMATION

The City provides each employee with information and training about the hazardous substances used in its operations and any exposure to harmful physical agents and/or infectious agents at a level that may be expected to approximate or exceed the permissible exposure limits. Additional employee training will be conducted whenever a new hazardous substance is introduced and/or the work situation changes that may increase the level of exposure to any harmful physical agent or infectious agent.

New or transferred employees will receive the appropriate training and information specific to their work assignment, prior to beginning that assignment. The following person is responsible for coordinating the employee information and ensuring their training for various safety programs at the City with their supervisor.

Finance Clerk

The City will inform the employees of:

- ✓ The requirements of the Minnesota Employee Right to Know law.
- ✓ The operations where hazardous substances are used including the hazardous substances that are contained in unlabeled pipes.
- ✓ The operations where exposure to harmful physical agents and harmful infectious agents may be expected.
- ✓ The location of the written Employee Right to Know Program, the list/inventory of hazardous substance, and the corresponding material safety data sheets for those substances.
- ✓ The labeling system employed at the City.

The City will train employees routinely exposed to hazardous substances:

- ✓ The name or names of the substance including any generic or chemical name, trade name, and commonly used name.
- ✓ The level, if any and if known, at which exposure to the substance has been restricted according to standards. If no standard has been adopted, according to guidelines established by competent professional groups, which have conducted research to determine the hazardous properties of potentially hazardous substances.
- ✓ The primary routes of entry and the known acute and chronic effects of exposure at hazardous levels.

- ✓ The known symptoms of the effects.
- ✓ Any potential for flammability, explosion, or reactivity of the substance.
- ✓ Appropriate emergency treatment.
- ✓ The known proper conditions for use of and exposure to the substance.
- ✓ An explanation of the use and limitations of methods of control that will prevent or reduce exposure appropriate engineering controls and work practices, personal protective equipment and housekeeping.
- ✓ An explanation of the basis for selection of personal protective equipment, including information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- ✓ Procedures for cleanup of leaks and spills.
- ✓ The name, phone number, and address of a manufacturer of the hazardous substance.
- ✓ The location of a written copy/electronic (SDS) of the above information

The City will train employees who may be routinely exposed to harmful physical agents. This training will include:

- ✓ The name or names of the physical agent including any commonly used synonym.
- ✓ The level, if any and if know, at which exposure to the physical agent has been restricted according to adopted standards, or, if no standard has been adopted, according to guidelines established by competent professional groups including but not limited to the American Conference of Governmental Industrial Hygienists, the Center for Disease Control, the Bureau of Radiological Health, and the American National Standards Institute.
- ✓ The known acute and chronic effects of exposure at hazardous levels.
- ✓ The known symptoms of exposure at hazardous levels.
- ✓ The appropriate emergency treatment.
- ✓ The known proper conditions for safe use of and exposure to the physical agent.
- ✓ An explanation of the use and limitations of methods of control that will prevent or reduce exposure appropriate engineering controls and work practices, personal protective equipment and housekeeping.
- ✓ An explanation of the basis for selection of personal protective equipment, including information on the types, proper use, limitations and location of personal protective equipment.

- ✓ The name, phone number and address, if appropriate, of the manufacturer of the equipment which generates the harmful physical agent.

A written copy of all of the above information which shall be readily accessible in the area or areas in which the harmful physical agent is present and where the employee may be exposed to the agent through use, handling or otherwise.

The City will train employees who may be routinely exposed to infectious agents. This training will include:

- ✓ A general explanation of the epidemiology and symptoms of infectious diseases including the hazards to special at-risk employee groups.
- ✓ An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to infectious agents including blood and other infectious materials.
- ✓ An explanation of the chain of infection, or infectious disease process, including agents, reservoirs, modes of escape from reservoirs, modes of transmission, modes of entry into host, and host susceptibility.
- ✓ An explanation of the employer's exposure control program.
- ✓ An explanation of the use and limitations of methods of control that will prevent or reduce exposure including universal precautions, appropriate engineering controls and work practices, personal protective equipment and housekeeping.
- ✓ An explanation of the basis for selection of personal protective equipment, including information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- ✓ An explanation of the proper procedures for cleanup of blood or body fluids.
- ✓ An explanation of the recommended immunization practices, including, but not limited to, the HBV vaccine, and the efficacy, safety, and benefits of being vaccinated.
- ✓ Procedures to follow if an exposure incident occurs, method of reporting the incident, and information on the post-exposure evaluation and medical follow-up that will be available.
- ✓ Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- ✓ An explanation of the signs, labels, tags, or color-coding used to denote biohazards.
- ✓ The location of the regulatory text of this standard and explanation of its contents.
- ✓ The location and contents of other pertinent information that explain the symptoms and effects of each infectious agent that the employee may be exposed to.

NOTE: The Bloodborne Pathogens Program addresses the aspects set forth in the above stated information.

The City generally schedules employee right to know training as part of its annual safety trainings. Other sessions will be arranged as needed for new hires or transfers. Training documentation will be kept in Laserfiche.

The following supervisors are responsible for ensuring that employees receive training when a new hazardous substance is introduced, the work situation changes that may increase the level of exposure to any harmful physical agent or infectious agent, and new or transferred employees receive the appropriate training and information specific to their work assignment prior to beginning that assignment.

Department	Person Responsible
Public Works	Assistant Public Works Director
Utilities	Assistant Utilities Director
Fire	Fire Chief
Administration, Finance, and Community Development	Finance Clerk
Police Department	Chief of Police
Liquor Store	Liquor Store Manager
Bridge Park	Housing Supervisor

SPECIAL CONSIDERATIONS

Non-Routine and Special Tasks

The above listed supervisors will review known physical and health hazards with employees who must do non-routine and special tasks. This instruction will generally occur at the time the work is scheduled. The supervisor may request a lead worker to conduct these tasks. However, in an emergency the review may occur immediately before the work begins.

If appropriate, the instruction will include:

- ✓ Identification of the hazardous substance involved.
- ✓ Methods of detecting the presence or release of the substances.
- ✓ Specific physical and health hazards of the substance involved.
- ✓ Measures the employee(s) can take to protect themselves from these hazards such as appropriate work practices, emergency procedures, and proper protective equipment.
- ✓ An opportunity for employees to review the material safety data sheets for any of the hazardous chemicals involved.

CONTRACTORS

Contractors will be notified of the hazardous substances, harmful physical agents and infectious agents they may encounter at the City and the protective measures that can be taken to avoid them. The following supervisors will complete the "Contractor Notification" form and give it to the contractor prior to the work beginning.

Department	Person Responsible
Public Works	Assistant Public Works Director
Utilities	Assistant Utilities Director
Fire	Fire Chief
Police Department	Police Chief
Administration, Finance, and Community Development	Director of Finance
Liquor Store	Liquor Store Manager
Bridge Park	Housing Supervisor

Contractors are required to notify the City of any hazardous substance brought onto a city work site and shall provide the city with a material safety data sheet for each chemical. The department supervisor is responsible for obtaining this information and conveying it to any exposed City employee.

This policy was updated on: October 23, 2019 by the Safety Committee

City of Cambridge Employee Right to Know, Contractor Notification Form

Purpose:

The Minnesota Employee Right to Know law requires that the City notify on-site contractors of the hazardous substances, harmful physical agents and/or infectious agents they may encounter at this work place and the appropriate protective equipment necessary to avoid those hazards. This form is to be completed by the Department Supervisor and given to the contractor prior to starting the contracted work in an effort to meet the intent of that law.

Contractor Name: _____ Phone: _____

Contractor Address: _____

Project Name/Location: _____

Department Supervisor/Title: _____

Harmful Substances Harmful Physical Agents Infectious Agents	Measures to take to avoid exposure	Personal Protective Equipment Required (Contractor Responsibility)

The material safety data sheets for these chemicals can be found at the following location(s):

Building/Office	Location/Contact Person

Acknowledged receipt of this form:

Contractor Representative

Date

Municipal City Representative

Date

APPENDIX B - Safety Data Sheet Checklist

Each SDS must contain the following information:

Section 1 Identification

- Product Identifier
- Name, address, and phone number of the manufacturer, importer, or other responsible party
- Recommended use of the chemical and any restrictions on use

Section 2 Hazards Identified

- The hazard classification of the chemical (flammable liquid, etc.)
- Signal word
- Hazard statement
- Pictograms
- Precautionary statements
- Description of any hazards not otherwise classified
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much of the mixture consists of ingredient(s) with unknown acute toxicity.

Section 3 Composition/Information on Ingredients

Substances

- Chemical name.
- Common name and synonyms.
- Chemical Abstracts Service (CAS) number and other unique identifiers.
- Impurities and stabilizing additives, which are themselves classified and which contribute to the classification of the chemical.

Mixtures

- Same information required for substances.
- The chemical name and concentration (i.e., exact percentage) of all ingredients which are classified as health hazards and are:
 - Present above their cut-off/concentration limits or
 - Present a health risk below the cut-off/concentration limits.
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
 - A trade secret claim is made,
 - There is batch-to-batch variation, or
 - The SDS is used for a group of substantially similar mixtures.

Chemicals where a trade secret is claimed

- A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

Section 4 First Aid Measures

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).

- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5 Fire Fighting Measures

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

Section 6 Accidental Release Measures

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

Section 7 Handling and Storage

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements)

Section 8 Exposure Controls/Personal Protection

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

Section 9 Physical and Chemical Properties

- Appearance (physical state, color, etc.);

- Upper/lower flammability or explosive limits;
- Odor;
- Vapor pressure;
- Odor threshold;
- Vapor density;
- pH;
- Relative density;
- Melting point/freezing point;
- Solubility(ies);
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Partition coefficient: n-octanol/water;
- Auto-ignition temperature;
- Decomposition temperature; and
- Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.

Section 10 Stability and Reactivity

Reactivity

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers that may be needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

Other

- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

Section 11 Toxicological Information

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.

- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) - the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

Section 12 Ecological Information (Non-Mandatory)

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (Kow) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13 Disposal Considerations (Non-Mandatory)

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities.

Section 14 Transport Information (Non-Mandatory)

Section 15 Regulatory Information (Non-Mandatory)

Section 16 Other Information

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

APPENDIX C - Industrial sources of non-ionizing radiation*

Sources	Uses	Comments
Broadcast	AM Radio FM Radio VHF TV UHF TV	535-1605 kHz. 88-108 MHz 54-72, 76-88, 174-216 MHz 470-890 MHz
Cathode-ray tubes	Information processing systems such as CRT-based video display terminals; CRT-TV monitors	10-50 kHz
Communications	Fixed systems; troposphere scatter; satellite communication; microwave point-to-point (relay); high-frequency radio. Mobile systems; CB radios; walkie-talkies	0.8-15 GHz; generally well controlled 27-800 MHz; may produce high field strengths near antennae
Diathermy	Shortwave microwave	13.56 and 27.12 MHz; 915 and 2450MHz; may be continuous wave (CW) or pulsed wave (PW); consider duty cycle and leakage fields.
Dielectric heaters	Seal/emboss plastics; cure glues, resins, particle boards, and panels; bake sand cores; mold appliance covers and auto parts; heat paper products	1-100 MHz; mainly 27.12 MHz; may produce high E and/or H fields
Electronic Equipment	Switching regulator in copying machines, microcomputers, etc.	Usually shielded.
Electronic security systems	Intrusion alarms; theft detection; speed sensors; distance monitor; motion detection	Usually microwave frequencies
Electro-surgical devices	Cauterizing or coagulating tissues	May be CW or PW; solid state or spark-gap design
Hyperthermia	Same frequencies as diathermy	Applicators may be implantable
Induction heaters	Deep hardening; forging; welding; soft soldering; brazing; annealing ; tempering metals and semiconductors; heat and draw optical fibers; epitaxial growth; plasma torching	250-500 kHz and ELF; may produce high E and/or H fields
Lasers	Etching/engraving, welding, optical and other medical surgery, communications research	Gas, crystalline liquid and semi-conductor lasers
Microwave heaters (including microwave ovens)	Drying wood, paper, film, inks; thawing, cooking, baking, dehydrating, pasteurizing, and sterilizing foodstuffs; curing plastics; solvent desorption	915 and 2450 MHz
Plasma processors	Chemical milling; nitriding steel; polymerization; modifying polymer surfaces;	0.1-27.12 MHz; consider potential for exposure to plasma gases

	depositing and hardening coatings and films; etching, cleaning, or stripping photoresist.	
Radar	Acquisition and tracking; air and auto traffic control; marine uses; surveillance	1-15 GHz; usually PW
Spectroscopic instruments	Excite emissions from lamps/phototubes used in quantitative analysis	2.45 GHz
Welding	Production of pipe, tube, and beam; spot welding	RF-stabilized; 0.4-100 MHz with harmonics

* Not all sources shown in this table are in the electromagnetic frequencies covered by ERTK.

APPENDIX D -Stress evaluation – heat

Heat stress may occur year-round in areas with heat producing equipment such as in foundries, kitchen, or laundries. In Minnesota, high temperatures and humidity's are common during the summer with daily temperatures routinely varying up to 30 degrees. This variation does not always allow people to become acclimatized and stay acclimatized, thereby increasing the risk of heat stress.

Heat stress results from a combination of internal heat production from doing work and external heat exposure from the environment. Both aspects need to be addressed properly to control heat stress.

Two commonly used instruments to obtain heat stress measurements are the heat stress monitor and a sling psychrometer. The heat stress monitor measures several temperatures simultaneously and accounts for radiant heat and air movement. The sling psychrometer is a much cheaper and simpler device, but does not take into account radiant heat, and air movement must be determined separately.

The measurements obtained from either of these instruments are converted to one value, the wet bulb globe temperature (WBGT), for determining compliance with Minnesota Rules. WBGT is an index of heat stress indicating relative comfort. It considers temperature, humidity and air movement. The calculated value can be then compared to those found in Minnesota Rules 5205.0110, subpart 2a. (see this Appendix).

Minnesota Rules 5205.0110, subpart 2a, is the Minnesota standard for heat exposure. The standard is based on wet bulb globe temperature (WBGT) and level of work activity. Typically, one will determine the WBGT by using a heat stress monitor, or by using a sling psychrometer to obtain effective temperature, then converting effective temperature to WBGT. If the heat stress limit is approached or exceeded, Employee Right to Know requirements specified in Minnesota Rules 5206.0700, subparts 1 and 3, "Training Program for Harmful Physical Agents," and Minnesota Rules 5206.110, "Labeling harmful Physical Agents; Label Content," also apply.

APPENDIX E - Sources of information

This program manual was prepared using information provided by the following sources:

Minnesota Rules and Statutes
5206.0100 – 5206.2000

Federal Regulations
29 CFR 1910.1200.182
29 CFR 1910.95 – 1910.97
29 CFR 1910.1030

American Industrial Hygiene Association
American Conference of Governmental Industrial Hygienists (ACGIH)
National Institute for Occupational Safety and Health (NIOSH)
National Toxicology Program (NTP)
Minnesota Department of Health – Environmental Health Division
Centers for Disease Control and Prevention
Occupational Safety and Health Administration (OSHA)
League of Minnesota Cities – LMCIT Safety and Loss Control

APPENDIX G -GLOSSARY

acidosis – a condition of decreased alkalinity of the blood.

ACGIH – American Conference of Governmental Industrial Hygienists, Inc.

action level – the exposure level which triggers some but not all requirements in certain OSHA standards.

acute toxicity – the adverse effects resulting from a single dose of or exposure to a substance.

alkali – any compound having highly basic properties.

anesthesia – loss of sensation or feeling.

asphyxia – lack of oxygen than thus interference with oxygenation of the blood.

asphyxiant – a vapor or gas that can cause unconsciousness or death by suffocation.

boiling point, BP – the temperature at which the vapor pressure of a liquid is equal to the surrounding atmospheric pressure.

BZ – breathing zone

carcinogen – a chemical that has been demonstrated to cause cancer in humans.

CAS number (chemical abstract service number) – an assigned number used to identify a material; the numbers have no chemical significance.

ceiling value, CV – the concentration that should not be exceeded during any part of the working exposure.

CFM (cubic feet per minute) – volume of air flow.

chemical pneumonitis – inflammation of the lungs due to chemical irritation.

CNS – central nervous system.

CO (carbon monoxide) – a colorless, odorless, highly poisonous gas, formed by the incomplete combustion of carbon or carbonaceous material, including gasoline. A chemical asphyxiant, it reduces the blood's ability to carry oxygen.

CO2 (carbon dioxide) – a colorless, odorless, incombustible gas formed during respiration, combustion, and organic decomposition and used in food refrigeration, carbonated beverages, inert atmospheres, fire extinguishers, and aerosols. High concentrations can create hazardous oxygen-deficient environments that can cause asphyxiation.

combustible – OSHA defines combustible liquid as any liquid having a flash point at or above 100F (38C), but below 200F (93.3).

conjunctivitis – inflammation of the conjunctiva, the delicate membrane that lines the eyelids.

corrosive – a chemical that causes visible destruction of or irreversible alterations in living tissue.

cutaneous – pertaining to the skin.

dermal – used on or applied to the skin.

dermatitis – inflammation of the skin.

dyspnea – a sense of difficulty in breathing; shortness of breath.

edema – an abnormal accumulation of clear, watery fluid in the tissues.

evaporation rate – the rate at which a particular material will vaporize from the liquid or solid state to the gas state.

f/cc – fibers per cubic centimeter of air.

flammable – describes any solid, liquid or gas that will ignite easily and burn rapidly. Has a flash point below 100F (38C).

flash point – the lowest temperature at which a flammable liquid gives off sufficient vapors to form an ignitable mixture.

FPM (feet per minute) – velocity of air flow.

grounding – a safety practice to conduct an electrical charge to the ground.

hazardous material – a substance or mixture of substances having properties capable of producing adverse health or safety effects.

hematuria – the presence of blood in the urine.

HEPA (high-efficiency particulate air purifying) – most efficient mechanical filter commonly available.

IARC – International Agency for Research on Cancer.

IDLH – immediately dangerous to life and health.

jaundice – yellowish discoloration of tissues.

LC 50 – the lethal concentration of a material in air that on the basis of laboratory tests is expected to kill 50 percent of a group of test animals.

LD 50 – the lowest published lethal dose that will kill 50 percent of a group of test animals.

LEL (lower explosive limit) – refers to the lowest concentration of gas or vapor that will burn or explode if an ignition source is present.

LFM or lfm (linear feet per minute) – velocity of air flow.

mg/m³ – milligrams of material per cubic meter of air.

mutagen – a chemical or physical agent that induces genetic mutations.

narcosis – stupor or unconsciousness produced by a narcotic drug or chemical.

NFPA – National Fire Protection Association

NIOSH – National Institute for Occupational Safety and Health

NTP – National Toxicology Program

odor threshold – the lowest concentration of a material's vapor in air that can be detected by smell.

particulate – small, separate pieces of an airborne material.

peak – maximum instantaneous allowable exposure for hazardous substances.

PEL (permissible exposure limit) – an exposure limit established by OSHA.

pH – the value that represents the acidity or alkalinity of an aqueous solution [pH 7 = neutral; pH 0 = strong acid; pH 14 = strong alkaline.]

ppb (parts per billion) – parts of material per billion parts of air.

ppm (parts per million) – parts of material per million parts of air.

psychotropic – acting on the mind.

pulmonary edema – fluid in the lungs.

pyrophoric – a material that will ignite spontaneously in air below 130F (54C).

Reactivity – a description of the tendency of a substance to undergo chemical reaction either by itself or with other materials with the release of energy.

reproduction health hazard – any agent that has a harmful effect on the adult male or female reproductive system of the developing fetus or child.

SDS – safety data sheet

sensitization – an immune-response reaction state in which further exposure elicits an immune or allergic response.

silicosis – a condition of massive fibrosis of the lungs causing shortness of breath.

skin – notation used to indicate possible exposure to a chemical by absorption through the skin.

specific gravity – the ratio of the density of a substance to the density of a standard, usually water for a liquid or solid, and air for a gas. Also known as relative density.

STEL – short term exposure limit.

subcutaneous – beneath the skin.

target organ effects – chemically caused effects upon specifically listed organs and systems.

teratogen – an agent or substance that caused physical defects in developing embryo.

TLV (threshold limit value) – a term established by ACGIH to express the airborne concentration of a material to which nearly all workers can be exposed day after day without adverse effects.

TWA (time-weighted average) – the expression for average exposure which accounts for fluctuating levels during a given time period.

UEL (upper explosive limit) – the highest concentration of a material in air that will produce an explosion.

unstable – tending toward decomposition or other unwanted chemical change during normal handling or storage.

vapor density – the weight of a vapor or gas compared to the equal volume of air.

vapor pressure – the vapor pressure of a liquid is the equilibrium pressure of a vapor above its liquid or solid above a sample of the liquid or solid in a closed container. The vapor pressure of a liquid varies with its temperature.

vertigo – a feeling of revolving in space; dizziness, giddiness.

viscosity – measurement of the flow properties of a material.

water reactive – a chemical that releases a hazardous gas, often violently, upon contact with water.

Right to Know Training Record

- ✓ At the end of this training, an employee will know the following:
- ✓ Where hazardous materials are used or stored in their work area.
- ✓ The labeling system for these materials.
- ✓ What a Material Safety Data Sheet (SDS) is, the specific location of the SDS book in work area, and the process for obtaining an SDS.
- ✓ Know how to label unlabeled products correctly.
- ✓ Understand how to safely handle the hazardous materials will be using, including PPE.
- ✓ Understand the bloodborne pathogens/infectious agents that they may be routinely (reasonable potential for exposure exists during normal course of assigned work) exposed to in work area.
- ✓ Understands how to clean up a bloodborne pathogen spill.
- ✓ Understands the postexposure process if exposed to a bloodborne pathogen.

Employee Name: _____

Dept: _____

Employee's Signature: _____

Date: _____

Name of Person Providing Training: _____

City of Cambridge Hearing Conservation Program

Purpose:

The purpose of the plan is to establish a program and procedures for hearing conservation at City of Cambridge. This program applies to all areas that have operations that produce employee noise exposures equal to or in excess of 85 dBA (decibels, A-weighting), as an 8-hour time-weighted average (TWA).

The Occupational Safety and Health Administration Occupational Noise Exposure Standards 29 CFR 1910.95 (General Industry) Administration Occupational Noise Exposure Standard calls for the development, implementation and maintenance of a hearing conservation program when employee exposure to noise is equal to or exceeds an 8-hour TWA of 85 dBA. The written hearing conservation program will include and address the following categories in order to satisfy the minimum requirements of the applicable Occupational Noise Exposure Standard:

- Noise exposure monitoring (area and/or personal)
- Audiometric testing for employees exposed to noise equal to or in excess of 85 dBA, as an 8-hour TWA
- Hearing protection provided and utilized in specified areas.
- Employee training (annually).
- Record keeping (Laserfiche)

The hearing conservation program will include the following:

- Identification of personnel responsible for the program.
- How noise levels and employee exposures will be measured.
- How audiometric testing will be performed on an annual basis.
- How hearing protection will be selected, provided, replaced and use enforced.
- How training will be performed.
- Procedures to evaluate and update the program.
- How records will be maintained.

Responsibilities:

The safety committee chair is responsible for administering the hearing conservation program.

This person is also responsible for:

- Monitoring noise via sound-level measurements or dosimetry in order to determine employee exposure to noise.
- Making copies available to employees of the applicable Occupational Noise Exposure Standard and posting a copy of the standard in the workplace, such as on the employee bulletin board.
- Administering the audiometric testing program.
- Providing annual training for employees.
- Notifying employees of noise monitoring and audiometric testing results.
- Maintaining noise exposure monitoring, audiometric testing and training records.
- Reviewing the effectiveness of the hearing conservation program and making sure that it satisfies the requirements of all applicable federal, state or local hearing conservation requirements.

The safety committee chair, along with management, is responsible for the following aspects of the hearing conservation program:

- Enforcing the use of hearing protection by employees required to wear it.
- Ensuring that the hearing protectors are in good condition, fitted and used correctly.
- Ensuring that hearing protectors provide adequate attenuation (i.e., the noise reduction rating is adequate).
- Enforcing administrative and engineering controls within the facility to reduce employee noise exposure.
- Proper care of hearing protection, including location of supply, and proper use and replacement of hearing protection equipment.

Employees are responsible for the following aspects of the hearing conservation program:

- Wearing hearing protection in work areas requiring it.
- Knowledge and understanding of the consequences associated with not following company policy concerning the proper use of hearing protection.
- Proper care of hearing protection, including proper use, routine care and cleaning, storage, and replacement.

Determination of Sound Levels:

To determine employee exposure, noise monitoring will be conducted and repeated whenever there is a change in the work environment, such as changes in process, equipment and/or controls.

Noise exposure monitoring will be conducted using the following methods:

- **Area monitoring** - Measuring the noise levels in an area by use of a sound level meter.
- **Personal monitoring** - May measure an employee's noise exposure by use of a dosimeter. A dosimeter is worn by an employee for a representative time frame in order to evaluate noise levels that the employee is exposed to when doing his or her particular job.

Audiometric Testing:

The purpose of audiometric testing is to determine each employee's hearing threshold by determining the employee's response to noise at several frequencies. A baseline audiogram will be conducted within six months of the employee's first exposure to noise at or above the action level. If a mobile test van is used, the baseline audiogram will be conducted within one year of an employee's first exposure to noise at or above the action level. (Note: Where baseline audiograms are obtained more than six months after the employee's first exposure to noise at or above the action level, employees must wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.)

The initial audiogram will be used as a baseline measurement to which all subsequent audiograms will be compared. Audiometric testing will be completed annually for all employees whose exposures equal or exceed an 8-hour TWA of 85 dBA.

Audiometric testing will be performed by a certified designated medical provider, or by a contracted and accredited audiometric testing company.

The audiometric testing will be performed at no cost to the employee.

Employees who are to receive audiograms during a workday must wear hearing protection prior to their tests or have been exempt from workplace noise for a period of 14 hours prior to the testing procedures. During the 14 hours prior to the testing, the employees shall refrain from any noisy non-work exposures such as listening to loud music, mowing the lawn, target practice and woodworking.

The annual audiogram will be compared to the baseline audiogram to determine if the audiogram is valid and if a standard threshold shift (STS) has occurred. An STS is defined as the average hearing loss of 10 dB or more at the tested frequencies of 2,000, 3,000 and 4,000 Hz in either ear.

If an STS is identified, the following steps will be taken:

1. Employees will be notified of the results in writing within 21 days of the determination. Employees will also be fitted and trained in the use of hearing protection equipment.
2. Employees already wearing hearing protection will be refitted and retrained in the proper use of hearing protection. Hearing protection offering greater noise reduction will be provided to the affected employees.
3. An employee may be referred for a clinical audiological evaluation examination for additional testing.
4. The safety committee chair, along with management, will review the effectiveness of any engineering and administrative controls to identify and correct any deficiencies.

Evaluation of the results of the audiograms will be performed by the testing agency will follow all recommendations made for each employee by the tester.

If the results of the audiogram demonstrate an STS, the company reserves the right to conduct a second audiogram within 30 days and consider these results as the annual audiogram.

Hearing Protection:

Employees included in the hearing conservation program will be provided with hearing protection as follows:

- Hearing protection will be provided at no cost to employees
- Employees will be able to select their hearing protection from a variety of suitable hearing protectors (Note: Employees must be provided with a choice of at least one type of ear plug and one type of earmuffs at the very minimum)
- Employees will receive training in the use and care of hearing protection
- The use of hearing protection will be required for employees who have not yet had a baseline audiogram, who have experienced an STS, or whose exposures exceed an 8-hour TWA of 85 dBA

Training:

Employees included in the hearing conservation program will receive the following annual training:

- The effects of noise on the human ear and hearing

- The purpose of hearing protection, including the advantages and disadvantages of various types of hearing protection
- The proper selection, fitting, use and care of hearing protection
- The purpose and value of noise exposure monitoring and audiometric testing and a summary of the procedures
- The company's and employees' respective tasks for maintaining noise controls

Recordkeeping:

The safety committee chair along with management will maintain records pertaining to the hearing conservation program in a confidential manner. Any requests for records should be directed to him or her. The safety committee chair will keep the following records:

- Noise exposure monitoring results
- Audiometric testing records
- Training Records
- Warnings issued to employees for not following the hearing conservation program

PERMISSIBLE NOISE EXPOSURES

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Cambridge Utilities Department

Safety Procedures

Respiratory Protection Program

PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Department, the requirements and guidelines for the use of respirators and the other mandates associated with their use.

This policy applies to all employees whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is the presence of toxic gases or other respiratory hazards (Minn. R. 5205.0010; 29 CFR 1910.134).

DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

POLICY

It is the policy of the Cambridge Utilities Department to require employees to use the proper level of respiratory protection, as described below, when working in hazardous conditions. Employees shall not be required, or allowed to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices (Minn. R. 5205.0010; 29 CFR 1910.134).

RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Utilities Director will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the Department meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates (Minn. R. 5205.0010; 29 CFR 1910.134).

- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure they are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 1. Respirator fit during use
 2. Any effects of respirator use on work performance
 3. Respirators being appropriate for the hazards encountered
 4. Proper use under current worksite conditions
 5. Proper maintenance
- (g) Ensure the Department covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members that use respiratory protection as set forth in 29 CFR 1910.134(e), if applicable.

USE OF RESPIRATORY PROTECTION

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of chlorine gases.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

Type of Respirator	Employee Work Area	Conditions of Use
Full Face Cartridge Respirator	Chlorine Handling room/Filter Building During Air Scour Process	Mandatory
Half Face Cartridge Respirator	HMO mixing process water plant.	Mandatory
Filtering Face Piece (Dust mask)	All around operations	Voluntary depending on assigned job.

USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. The correct cartridge must be selected prior to use. Cartridge respirator filters shall be replaced whenever. It is mandatory for Utility employees to be clean shaven before using any respirator.

- The wearer begins to smell, taste or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.

USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants, that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy) (Minn. R. 5205.0010; 29 CFR 1910.134(k)).

RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new employee shall be fit tested before being permitted to use Full Face Respirator in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator (Minn. R. 5205.0010; 29 CFR 1910.134(f)).

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of face piece used.
- (c) Whenever there are significant physical changes in the user (e.g., weight change of 10 percent or more, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the face piece seal).

RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the face piece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (Minn. R. 5205.0010; 29 CFR 1910.134(f)).

FIT TESTING RECORDS

Current fit test records shall be retained as required by the Department records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include (Minn. R. 5205.0010; 29 CFR 1910.134(m)):

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out, or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All employees who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter if (Minn. R. 5205.0010; 29 CFR 1910.134(e)):

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), supervisor or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee reevaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the Department to determine which, if any, member needs to complete a physical examination.

The Utilities Director shall be responsible for maintaining records of all annual respirator medical evaluation questionnaires and any subsequent physical examination results (Minn. R. 5205.0010; 29 CFR 1910.134(m)).

RESPIRATOR INSPECTION, MAINTENANCE AND STORAGE

After every use, members are required to physically inspect and operate all respirators. If the equipment is not in daily use, it should be inspected at least once a month and after each cleaning. Inspection should include, but is not limited to, the following:

- (a) Rubber face piece:

1. Excessive dirt
2. Cracks, tears, holes
3. Distortion from improper storage
4. Cracked, loose or scratched lenses (full facepiece)
5. Broken or missing mounting clips (b) Head straps:
 1. Breaks or tears
 2. Loss of elasticity
 3. Broken or malfunctioning buckles or attachments
 4. Excessively worn serrations of the head harness which might allow the facepiece to slip.

MAINTENANCE AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all respirators after each use. Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

- (a) Filter elements:
1. Proper filter for the hazard
 2. Approved designation (MSHA/NIOSH)
 3. Missing or worn gaskets
 4. Worn thread
 5. Cracks or dents in filter housing

STORAGE

Respirators in storage shall be protected against:

- Dust
- Sunlight
- Heat
- Extreme cold
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not

be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

EXPOSURES

Any employee who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but not be limited to, the following:

- Difficulty breathing
- Dizziness, headache or other distress symptoms
- A sense of irritation
- A smell or taste of contaminants

If an employee feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed employee should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

Prepared by: Linda J. Woulfe, City Administrator

Background

Each year, the Council adopts a new fee schedule for the upcoming year. Staff is presenting our best recommendations for the 2020 fee schedule. The main area of fee increases is in the Community Development section. Marcia Westover, Community Development Director, has shared that there have been no changes to the general planning and zoning fees (variances, interim use permits, ordinance amendments, lot splits, etc.) in the past 13+ years. Westover reviewed surrounding communities' planning and zoning fees and would like to stay consistent with them. Isanti's fees range from \$275 to \$325. North Branch's fees are \$300. Mora's fees range from \$150 to \$300. Princeton's fees are \$250.

With respect to prices for water meters, market prices can change more than once a year so instead of setting a fee that is too low, I changed the schedule to "all meters will be sold at the City's purchase price cost plus 10% set up fee". This fee covers programming of the remote read transmitter and staff time. If costs go down, then the price can go down. If the cost goes up, then the price goes up and the City doesn't lose money on the meter.

The changes to the sewer, water, storm sewer, and street lighting were all discussed at the November 18, 2019 City Council special meeting.

Recommendation

Adopt Ordinance 705 as presented and authorize staff to publish a summary of the ordinance.

	Cambridge	Isanti	North Branch	Mora	Princeton
Lot Split/Combination	\$250.00	275.00 plus costs	\$150.00	\$150	\$250.00
Easement Vacation	\$250.00	275.00 plus costs	\$300.00 plus actual costs	\$200.00	\$250.00
PUD	\$250.00 plus escrow of \$500 + \$100 per lot	825.00 plus costs + \$1,500 escrow		\$800 + \$10 per lot + \$3,000 escrow	
CUP	\$250.00	325.00 plus costs	\$300.00	\$250.00	\$250.00
IUP	\$250.00	325.00 plus costs	\$300.00	\$150.00	\$250.00
Variance	\$250.00	325.00 plus costs	\$300.00	\$250.00	\$250.00
Rezoning	\$250.00	325.00 plus costs	\$300.00	\$300.00	\$275.00
Ordinance Amendment	\$250.00	275.00 even	\$300.00	\$200.00	
Preliminary Plat	\$500.00	\$500.00 plus costs + \$1,500 escrow	>50 lots \$5,000 deposit + additional costs	\$400 +10 per lot	\$250.00 +\$15 per lot to max \$1000
Final Plat	\$100.00 plus \$10 per lot	325.00 plus \$10.00 per lot + \$1,500 escrow	<50 lots \$10,000 deposit + additional costs	\$350 +\$3,000 escrow +\$500/lot public use fee	\$200.00

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Ordinance 705

Licenses, Fees, and Permits for 2020 (Fee Schedule)

An Ordinance providing for licenses, fees, and permits. The City Council of Cambridge, Minnesota, hereby ordains the following fees beginning January 1, 2020:

Title III – Administration Fees

Code Section	Type of License/Fee	Term	Fee
32.49	Parks, Trails, and Recreation Commission Per Diems		\$35.00 per meeting (including ex-officio members)
37.03	Administration Fees – Worthless Checks	Per Check	\$50.00 (\$10.00 to Complainant & \$40.00 to City)
38.04	Administrative Citation – Debris and/or Garbage	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Abandoned and/or junk vehicle	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Unlawful Storage	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Junk	Per day after citation is issued for non-compliance	\$200.00
38.04	Animals: Cleaning up Litter	Per day after citation is issued for non-compliance	\$50.00
38.04	Administrative Citation – Housing: Minimum standards for basic equipment and facilities	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Housing: Safe and sanitary maintenance of parts or dwellings	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Exterior Structure	Per day after citation is issued for non-compliance	\$300.00
38.04	Administrative Citation – Residential outdoor parking and storage	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Sign Regulation	Per day after citation is issued for non-compliance	\$100.00
38.04	Administrative Citation – Accessory Building and Structure Requirements	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Fences	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Garbage Containers	Per day after citation is issued for non-compliance	\$50.00
38.04	Administrative Citation – Except as otherwise stated herein, all other violations of the City Code or Zoning Ordinance	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Peddler or Transient Merchant (no license)	Per Offense	\$80.00

38.04	Administrative Citation – Temporary/Seasonal Outdoor Sales Use or Transient Vendors (no license)	Per Offense	\$80.00
38.04	Administrative Citation – Fireworks Sales (no license)	Per Offense	\$80.00
38.04	Administrative Citation – Construction Related Stormwater Pollution	Per day after citation is issued for noncompliance	\$200.00
	Copies	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
	Photos and/or Media Copying	Per page	\$15.00
	Photocopy of requests and/or Police Reports*	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
	Maps, Building Plans, and Plats	Per page	\$10.00 – Color \$5.00 – Black & White \$10.00
	Providing & copying information – actual cost of searching for and retrieving government data, including the cost of employee time, and for the making, certifying, compiling, copying, and electronically transmitting data in accordance with State Statute.	Per hour or part thereafter	\$22.00 per hour
	Transcription of audio recordings/statements	Minimum 1 hour; then 15 min. intervals	\$22.00 per hour
	*Except if you are the victim or the legal guardian of the victim for the crime committed		
POLICE	Copying of squad car or body camera video, as permitted by Minnesota Statute	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Copying of other video/audio (store surveillance/evidence/other)	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Labor Rate – Overtime (Special Events/Other) includes squad car**	Minimum 2 hours per LELS Contract	\$56.00 per hour
POLICE	Labor Rate – Overtime (Court/Civil Subpoena Summons/Civil Depositions)	Minimum of 3 hours overtime or actual time worked per LELS Contract	\$56.00 per hour

	<p>Rates will be charged to the party of the attorney's office which requested the subpoena</p> <p>City reserves the right to request payment for minimum hours prior to any court appearance</p> <p>If appearance is needed within 5 hours of the officers regularly scheduled shift AND court is canceled, the requesting parties will be charged for a minimum of 3 hours of OT regardless of whether they had to appear or not. This is per LELS contract</p>		
POLICE	Reserve Officer & Squad Car (Special Events)	Per Hour	\$70.00

Title V – Public Works Fees

P165	50.01	Garbage & Refuse Collection	Per Year	\$1,250.00
	51.02	<p>Water:</p> <p>Trunk Area Charge</p> <p>Water Access Charge</p> <p>Water Treatment Facility Charge</p> <p>Supplemental connection charges will be collected at the time of connection from parcels identified and in the amounts specified in Ordinance No. 452</p>	<p>Per Acre</p> <p>Per REU</p> <p>Per REU</p>	<p>\$2,314.00</p> <p>\$201.00</p> <p>\$901.00</p>
	51.02	<p>Water Rate:</p> <p>SFR Unit Basic Service Charge</p> <p>Cost Per 1,000 gallons:</p> <p>0 – 6,000 gallons</p> <p>6,001 – 20,000 gallons</p> <p>Over 20,001 gallons</p> <p>FF Charge</p> <p>Annual System Per Unit Volume – 73,000 gallons</p>	<p>Per Month</p> <p>Per Month</p> <p>Per Month</p> <p>Per Month</p> <p>Per Month</p>	<p>\$13.31 <u>\$13.58</u></p> <p>\$4.24 <u>\$4.32</u></p> <p>\$4.82 <u>\$4.92</u></p> <p>\$5.39 <u>\$5.50</u></p> <p>\$0.53 <u>\$0.81</u></p>
	51.15	<p>Water Meters</p> <p>5/8" x 3/4" T-10 Meter</p> <p>3/4" Short Meter</p>	<p>Per Meter</p> <p>Per Meter</p> <p>Per Meter</p> <p>Per Meter</p>	<p>\$253.00 <u>All meters will be sold at the City's purchase price plus 10% set-up fee</u></p> <p>\$308.00</p>

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	— 1" Meter		\$388.00
	— 1 1/2" Meter		\$689.00
51.15	— 2" Tru Flow Compound Meter	Per Meter	\$2,055.00
	— 3" Tru Flow Compound Meter	Per Meter	\$2,937.00
	— 4" Tru Flow Compound Meter	Per Meter	\$3,733.00
	— 6" Tru Flow Compound Meter	Per Meter	\$6,105.00
51.15	— 2" HP Turbo Meter	Per Meter	\$950.00
	— 3" HP Turbo Meter	Per Meter	\$1,585.00
	— 4" HP Turbo Meter	Per Meter	\$1,789.00
	— 6" HP Turbo Meter	Per Meter	\$3,214.00
51.15	Meter Connections:	Each item	All meter connections will be sold at the City's purchase cost plus 10% set-up fee.
	— 3/4" Meter Spuds	Each	
	— 1" Meter Spuds	Pair	
	— 1 1/2" Brass Flange Kit	Pair	\$10.00
	— 2" Brass Flange Kit	Pair	\$15.00
	— 3" Brass Flange Kit	Pair	\$95.00
	— 4" Brass Flange Kit	Each	\$130.00
	— 5/8" & 3/4" Short Meter Horn, Swivels	Each	\$242.00
	— 3/4" Meter Horn, Swivels	Each	\$447.00
	— 1" Meter Horn, Swivels		\$67.00
			\$80.00
			\$107.00
51.15	Radio Transmitter: Neptune R900	Each for use with Neptune	\$109.38 City's cost plus 10% set-up fee
51.15	Typical Non-Sprinkler Residential Setup:	\$320.00	Priced Per Setup depending upon meter size above
51.15	Typical Sprinkler/House Meter New Construction Setup:	\$640.00	Priced Per Setup depending upon meter size above
51.15	Irrigation Meter on an already established house – no charge for the radio	\$253.00	Priced Per Setup depending upon meter size above
51.15	Meter no connections – frozen meters, etc.	\$253.00	See meter pricing above
51.15	Meter Test Charge	Per Meter	\$50.00
51.15	Curb Stop Cover for sloped driveways	Each	\$97.00
51.15	Fire Hydrant Replacement Kit	Each	\$261.00
51.15 (G)	Tampering with the City water system (misdemeanor offense)	Per offense	\$300.00

51.16	Water/Sewer Bill Certify to tax levy fee	1 st time	\$75.00
	Certify to tax levy fee – 2 nd and subsequent certifications	2 nd and subsequent certifications	\$150.00
51.16	Water Reconnection Fee	Each	\$60.00
51.18	Water/Sewer Penalty Fees		5% with \$5.00 minimum penalty
52.141	Sewer: Sewer Trunk Area Charge Sewer Access Charge	Per Acre Per REU	\$2,240.00 \$2,273.00
	Supplemental connection charges will be collected at the time of connection from parcels identified and in the amounts specified in Ordinance No. 452		
52.141	Sewer Rates: SFR Unit Basic Service Charge	Per Month, per REU	\$22.00 –\$22.66
	Cost per 1,000 gallons: 0 – 6,000 gallons	Per Month	\$4.00 –\$4.12
	6,001 – 20,000 gallons	Per Month	\$4.50 –\$4.64
	Over 20,001 gallons	Per Month	\$5.00 –\$5.15
52.141	Septage Dumping Fee	Per gallon	\$ 0.07 –\$.08
53.02	Administrative Citation – Illicit Discharge	Per day after citation is issued for noncompliance	\$200.00
53.015	Storm Sewer Rates	Month per storm unit	\$4.58 –\$4.81
54.10	Street Light Utility Fee	Per month per single family residential unit	\$4.27 –\$4.90
Public Works	Labor Rate – Regular Time	Per hour, minimum charge of ½ hour	\$42.00
Public Works	Labor Rate – Over Time	Per hour, minimum charge of 2 hours	\$63.00
Public Works	Wheel Loader	Per hour	\$90.00
Public Works	Wheel Loader w/Snow Go Blower	Per hour	\$130.00
Public Works	Dump Truck	Per hour	\$85.00
Public Works	Street Sweeper	Per hour	\$85.00

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Public Works	Bucket Truck (two people required per OSHA)	Per hour	\$90.00 <u>plus cost for labor rate</u>
Public Works	Flail Mower	Per hour	\$65.00
Public Works	Progressive Mower	Per Hour	\$65.00
Public Works	One-ton truck	Per hour	\$65.00
Public Works	Weed Whip	Per hour	\$45.00
Public Works	Vac Con Sewer Cleaning Truck (two people required per OSHA)	Per hour	\$95.00
Public Works	Airport Hangar Lease	Per square foot of lease area	\$0.13
Public Works	Airport Tie Down Fee	Per Month	\$17.00
Public Works	Assessable current services: snow, ice, dirt, and rubbish removal on sidewalk	Each occurrence	\$100.00

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Title VII –Traffic Fees

70.01	Recreational Motor Vehicles	Per offense	\$100
70.02	Motor Vehicles and Motorcycles Prohibited on School Property	Per offense	\$100
70.05	Trucks Prohibited on Certain Streets	Per offense	\$100
70.06	Stop Intersections	Per offense	\$80
70.07	Through Streets and One-Way Streets	Per offense	\$80
70.08	Turning Restrictions	Per offense	\$80
70.09	U-turns Restricted	Per offense	\$80
70.10	Excessive Noise	Per offense	\$80
70.11	Exhibition Driving Prohibited	Per offense	\$80
70.12	Cruising Prohibited	Per offense	\$80
70.40	Public Conduct During Parades	Per offense	\$100
71.03	No parking zone	Per offense	\$20.00
71.04	Parking violation – Commercial vehicle in residential area	Per offense	\$20.00
71.05	Parking violation – parking in alley	Per offense	\$20.00
71.08	Parking violation – fire lane parking prohibited	Per offense	\$50.00
71.08	Fire Lanes & Emergency Vehicle Access Roads	Per citation	\$50.00 plus subject to tow
71.65	Impounded vehicle storage fees (non-forfeitures)	Per vehicle	\$200

71.99	Parking Fees: Overtime Parking Improper Parking Parking in Alley Parking in Prohibited Area Parking Against Traffic Winter Parking Restrictions Handicapped Parking	Per citation Per citation Per citation Per citation Per citation Per citation	\$20.00 \$20.00 \$20.00 plus subject to tow \$20.00 plus subject to tow \$20.00 plus subject to tow \$20.00 plus subject to tow \$100.00 plus subject to tow
73.03	Application of Traffic Ordinances	Per offense	\$80
73.04	Restrictions	Per offense	\$80
73.05	Stopping & Yielding	Per offense	\$80
73.06	Persons Under 18	Per offense	\$80
73.07	Equipment	Per offense	\$60
73.08	Unattended Snowmobiles	Per offense	\$60
73.10	Operation on Private Property	Per offense	\$100

Title IX – General Regulation Fees

PT 69	90.28 E (1)	Fire Department Coverage for Events held by Organizations Outside Cambridge's Fire Service Area	Per Hour	\$100.00
	90.28 (D)	Motor vehicle accidents and motor vehicles on fire (aka CarBQ)	If more than one vehicle is involved, each vehicle owner will be invoiced an equal share of the \$500 service charge.	\$500.00
	91.03	Alarms – false alarms	Per false alarm after second false alarm at the same address	\$50.00
	92.17 (V)	Engine Breaking violation – nuisances affecting peace and safety	Per offense	\$60.00
	92.22	Administrative Costs for Abatements	Per Abatement Case/Property	\$10.00 -\$25.00
	92.22	Mowing Abatement	1 st time/same season 2 nd time/same season 3 rd + time/same season	<u>\$70.00 or actual abatement costs</u> <u>\$100.00 or actual abatement costs</u> <u>\$150.00 or actual abatement costs</u>
94.57	Excavation Permit (ROW)		<u>\$35 minimum permit fee plus \$7.50 per 100 Feet disturbed</u>	

94.58	Right-of-Way Permit Fees	Application Fee Per 100 feet of right-of-way	\$35.00 \$7.50
94.64	Small Wireless Facility Permit	Per Pole	\$500 to collocate up to five Facilities; \$100 per facility beyond five \$1,000 per new pole or wireless support structure <u>Upto \$270 per year for collocation on City owned structures rental, use, and access fees</u>
95.02	Dog and Cat with Metallic Tag Duplicate tag/lost tag	Life	\$20.00 \$5.00
95.02	Domestic Animals at Large Administrative Citation	\$50.00 - 1 st Offense \$100.00 - 2 nd Offense	
95.05	Animal Impound Fees: Boarding Fee per day/animal Pickup & Delivery Fee* *The pickup and delivery fee for animals that are picked up more than once from the same owner will be doubled Medicine Euthanasia/Disposal	Per Day During regular hours Each Way Outside animal control contract hours Per Day	\$25.00 \$60.00 \$90.00 Actual costs charged to the City Actual costs charged by Veterinary Clinic
95.06	Dog Kennel License (Required for Five (5) or More Dogs)	Per Year	\$50.00
95.11 (A)	Attack by Animal (misdemeanor offense)	Per offense	\$300.00
95.12	Dangerous Dog Certificate of Registration Fee (MSS 347.51)	Per Year	\$150.00
98.03	Park User Fees Park Shelters/Park Space Reserved	\$25 Resident / \$50 Non-Resident	

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	Softball Association Baseball Association Football Association Soccer Association Ice Rinks, Softball, Baseball, or Football Fields Tennis Courts Pickleball Courts Large organized groups using the city's facilities for several consecutive weeks can be charged the same as an association instead of a per hour rate	\$75 per team Summer League / \$50 per team Fall League \$250 per year \$200 per year \$200 per year \$40 per hour \$200 per year for organized play/practice schedule or \$40/hour \$250 per year for organized play/practice schedule or \$40/hour
99.03	Rental Housing Registration Fee	\$25 per living unit
99.04	Rental Housing Inspection Fee. If violations are found during the inspection, the fee shall be charged to the property owner. If violations are not found during the inspection, the fee may be charged to the person requesting the inspection. If legal action is necessary, legal costs shall be added to the inspection fee.	\$50 to include initial inspection and reinspection once violations are corrected.

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Section 96.21 – Building Permit Fees

Subd. 1. Permits, inspections, and fees: the issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Section 326B.148, and Section 326B.151 and as provided in this Ordinance. The minimum fee for any building permit is \$54.00.

Total Valuation	Fee
\$1.00 to \$500.00	\$54.00
\$501.00 to \$2,000	\$25 for the first \$500 plus \$3.50 for each additional \$100.00, or fraction thereof
\$2,001 to \$25,000	\$78.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof
\$25,001 to \$50,000	\$425 for the first \$25,000 plus \$11 for each additional \$1,000.00 or fraction thereof
\$50,001 to \$100,000	\$700 for the first \$50,000.00 plus \$8 for each additional \$1,000.00 or fraction thereof
\$100,001 to \$500,000	\$1,100 for the first \$100,000.00 plus \$6 for each additional \$1,000.00 or fraction thereof

\$500,001 to \$1,000,000	\$3,500 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof
\$1,000,001 and up	\$6,000 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

Subd. 2. Plan Review Valuation Determination: valuation shall be determined by the Building Valuation Data established by the State of Minnesota Department of Labor and Industry printed annually and/or as determined by the Community Development Director and the Building Official. For circumstances not listed by the State of Minnesota Department of Labor and Industry or in this ordinance, it is the discretion of the Community Development Director and the Building Official to establish the value of a specific job.

Subd. 3. Plan checking fees: Plan checking fees for all buildings shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section.

Subd. 4. State surcharge on building permit fees: In addition to the permit fees established in Subdivision 1 of this Section, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Permit Refund Policy: Permit refunds may only be granted within 180 days of the permit being issued if the work permitted for has not started and the applicant has written a formal request for said refund. The permit fee may be refunded minus staff time and/or plan review time.

Section 96.21 – Mechanical Permit Fees

ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS & TOWNHOMES)

p172	New Home	Includes HVAC system, mechanical ventilation system, and clothes dryer	\$75.00 <u>\$100 per unit</u>
	Replacement	HVAC (air exchanger, furnace, air conditioner, ventilation system separately or complete system)	\$54.00 <u>\$75.00 for all appliances done at the same time</u>
		Basement Finish Mechanical Permit	\$54.00 -\$75.00
		Fireplace	\$54.00
		Garage Heater	\$54.00
		Gas Piping	\$54.00
		Miscellaneous Mechanical Appliance	\$54.00
	All other minor mechanical work	\$54.00	
ALL BUILDINGS EXCEPT ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS) & TOWNHOMES			
Mechanical Permit Fee	All Permits	Refer to Subd. 1 Table – 65% Plan Review May Apply	

Section 98.04 – Plumbing Permit Fees

ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS & TOWNHOMES)	
New Construction	\$154.00
Lawn Sprinkler System – including backflow protection	\$54.00
Association / Multi-Family Irrigation System	2% of value
Miscellaneous Plumbing Fixtures	\$54.00
Replacement/Remodeling:	
Bathroom Remodel	\$54.00
Water Heater	\$54.00
Gas Piping	\$54.00
Lawn Sprinkler System – including backflow prevention	\$54.00
ALL BUILDINGS EXCEPT ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS) & TOWNHOMES	
Plumbing Permit Fee	Refer to Subd. 1 Table – 65% Plan Review May Apply
Fire Suppression System	Refer to Subd. 1 Table – 65% Plan Review May Apply
Initial Storm Drain	Refer to Subd. 1 Table – 65% Plan Review May Apply
Sewage Treatment System Permits:	
Septic Tank or Holding Tank	\$150.00
Residential Single Family Septic System Standard Type Permit	\$300.00
Additional Drain Field to an Existing (Compliant Drain Field)	\$150.00
Mid-Size Commercial and Community System	\$500.00
Large Commercial and Community System in Excess of 10,000 gallons per day	\$600.00 (or contracted fees actually charged plus \$50.00 administration fee, whichever is greater)
Performance System	\$250.00
Performance System – Operating Permit	\$50.00
Performance System – Annual Operating Renewal Permit	\$10.00
Septic System Repair	\$50.00
RPZ REBUILD	\$54.00

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Section 97.02 – Electrical Inspection Fees

All Services Residential Service Change \$100.00, this includes 1 inspection. Or the below rates.		Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	\$50.00	0 to 30 amp	\$8.00
400 amp	\$58.00	31 to 100	\$10.00
500 amp	\$72.00	101 to 200 amp	\$15.00
600 amp	\$86.00	300 amp	\$20.00
800 amp	\$114.00	400 amp	\$25.00
1000 amp	\$142.00	500 amp	\$30.00
1100 amp	\$156.00	600 amp	\$35.00
1200 amp	\$170.00	700 amp	\$40.00
Add \$15.00 for each additional 100 amps		Add \$5.00 for each additional 100 amps	
Minimum permit fee		\$50.00	
Minimum fee for rough-in inspection and final		\$100.00	
Maximum fee for single family dwelling not over 200 amps		\$150.00	
Maximum of 2 rough-in inspections and one final inspection			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is This does not cover service and house wiring. A separate permit must be issued for house wiring.		\$100.00.	
Swimming Pools:		\$100.00 this includes 2 inspections	
Traffic Signals:		\$10.00 per each standard	
Street Lighting:		\$5.00 per each standard	
Transformers/Generators:		\$10.00 per unit + \$0.50 per KVA	
Retro Fit Lighting:		\$0.75 cents per fixture	
Sign Transformer:		\$10.00	
Remote Control/Signal Circuits:		\$1.00 per device	
Re-inspection Fees:		\$54.00	
Breaker Re-hook Fee		\$3.00 each breaker	
Solar PV System Inspection Fee Chart			
0 – 5,000 watts		\$60	
5,000 – 10,000 watts		\$100	
10,001 – 20,000 watts		\$150	
20,001 – 30,000 watts		\$200	
30,001 – 40,000 watts		\$250	
40,001 and larger		\$250, and \$25 for each additional 100 watts	
The watt rating is the total estimated alternating current (ac) energy output of the solar system. The total dc energy output is not used			

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The solar PV inspection fees shall include inverters, modules, panels, combiners, converters, charge controllers, disconnecting means and electrical conductors between the inverter and the ac panelboard for stand-alone solar PV systems, or the conductors between the inverter and the service equipment or other power production, distribution and utilization system, such as a utility system and its connected loads, that is external to and not controlled by the solar PV power system

In addition to the basic solar PV inspection fees, additional inspection fees may be applicable on large-scale projects for the inspection of additional electrical infrastructure between the inverter output circuit and the electrical production and distribution network. The inspection fees shall be calculated according to Minnesota Statute 326B.37, Subdivisions 2, 3, 4, and 6, paragraphs (d), (f), (j), and (k)

When a plan review is required or performed the plan review fee is \$80 per hour.

***Fees may be doubled if the work starts before the permit is issued**

Section 96.21 – Other Permit Fees

Residential Demolition	\$104.00
Commercial Demolition	\$204.00
Structure Moving	\$54.00
Underground Storage Tanks	2% of value
Inspections outside of normal business hours	\$54.00 /hour Minimum charge two (2) hours
Re-inspection Fees	\$54.00/trip
Inspections for which no fee is specifically indicated	\$54.00/trip
Additional plan review required by changes, additions, or revisions to approved plans	\$54.00/hour
Special Investigation Fee	\$75.00
Residential Roofing	\$109.00
Residential Siding	\$109.00
Residential Window/Door New Installation	\$109.00
Residential Window/Door Replacement	
1 – 5 windows/doors	\$54.00
5+ windows/doors	\$109.00
Residential Roofing, Siding & Window Replacement Permits obtained at the same time by the same contractor/owner in any combination thereof	\$154.00
One and Two Family Dwellings (three stories or less) & Townhomes above ground or below ground swimming pool permit	\$109.00

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All Buildings Except One and Two Family Dwellings (three stories or less) & Townhomes above ground or below ground swimming pool permit	Based on value of work plus state surcharge
Any state license or bond verification Fee	\$5.00 each verification
Sewer Connection Permit	\$54.00
Water Connection Permit	\$54.00
Manufacture Home Permit (foundation and connections)	\$154.00 or as determined by the Building Official or their designee
Permit Transfer/Reissuance	Based on value of work
Requested Fire Inspections	30 minutes = \$54.00 60 minutes = \$104.00
Fire Alarm New/Replacement Alarm Additional Alarm	\$154.00 \$54.00

Title XI – Business Regulation Fees

Code Section	Type of License/Fee	Term	Fee
P176 111.001	Carnivals, Circuses, Tent Show Fees	Per Day	\$25.00
111.012	Administrative Citation for Prohibited Paraphernalia	Per offense	\$100.00
111.040	Administrative Citation for Fireworks	Per offense	\$80.00
111.040	Fireworks Sales & Display Fees Fireworks Display	Per Display	\$34.00
	Fireworks Sales Fee Outdoor Sales	Per Year	\$350.00
112.03	Peddler or Transient Merchant License	Per Day Per Week Annual	\$25.00 \$50.00 \$200.00
112.07	Solicitor Administrative Citation	Per Offense	\$80.00
114	Possession/Consumption of alcohol on publicly owned or operated property	First offense Second offense	\$80.00 \$100.00
114.002	Administrative Citation for Possession, Consumption, and Sale of Alcoholic Beverages on Public Owned or Operated Property Prohibited		\$80.00 – First offense \$100 – Second offense
114.018	Non-Intoxicating Malt Liquor License Regular On-Sale Temporary On-Sale	Per Year Per Day	\$400.00 \$25.00

	Off-Sale	Per Year	\$400.00
114.043	Wine On-Sale License	Per Year	\$400.00
114.043	Liquor On-Sale License	Per Year	\$2,500.00
114.043	Special Club License	Per Year	\$650.00
114.043	License Sunday	Per Year	\$200.00
114.044	Liquor On-Sale Application Investigation Fee	Each	\$500.00
114.044	Outside State Liquor On-Sale Application Investigation Fee	Each	Initial investigation fee + actual cost not to exceed \$10,000.00
114.102	Liquor Setups	Per Year	\$200.00
115.04	Cigarette / Tobacco License	Per Year	\$200.00
115.11	Administrative Citation for Tobacco including: illegal sales, illegal possession, illegal use, illegal procurement, and use of false identification	\$25.00 – 1 st Offense \$50.00 – 2 nd Offense	
116.008	Therapeutic Massage Enterprise License	Per Year	\$50.00 per massage therapist licensed
116.008	Therapeutic Massage Enterprise License Investigation Fee	New licenses	\$100 plus \$15 for each massage therapist licensed
116.008	Individual Therapeutic massage therapist license (individuals not licensed through a Therapeutic Massage Enterprise License)	Per Year	\$50
P177	117.03	Pawnbroker License	
		Class A License	Per Year \$3,000.00
		Class B License	Per Year \$3,000.00
		Billable Transaction License Fee Investigation Fee	On-Going \$2.50 \$1,000.00 deposit credited towards \$500.00 initial investigation fee plus actual cost not to exceed \$10,000.00
117.16	Violation – pawning property that they do not own (misdemeanor offense)	Per offense	\$300.00
118	Adult Businesses	Per Year	\$5,000
		Investigation fee (non-refundable)	\$2,000

Title XIII: General Offenses Administrative Citations

130.02	Defrauding Innkeeper and Others Prohibited	Per offense	\$100.00
130.02	Disorderly conduct	Per offense	\$100.00
130.03	Discharge of Firearms	Per offense	\$100.00
130.05	Hunting Prohibited	Per offense	\$100.00
130.07	Curfew	First offense - \$25.00	

		Second offense - \$50.00 Third offense - \$75.00 Parental Allowance of curfew violation per offense - \$50.00	
130.20	Disorderly Conduct	Per offense	\$100.00
130.21	Disturbing Meetings	Per offense	\$100.00
130.28	Obstructing Police Officers	Per offense	\$100.00
130.30	Discharge of Firearms	Per offense	\$100.00
130.31	Dangerous Sidewalks and Openings	Per offense	\$50.00
130.32	Spitting on Sidewalk	Per offense	\$25.00
130.33	Animals on Sidewalk	Per offense	\$25.00
130.34	Park Rules within all Public Parks in the City of Cambridge	Per offense	\$80.00
130.35	Loitering	Per offense	\$50.00
130.351	Loitering – Circumstances cause alarm	Per offense	\$50.00
130.352	Loitering – Intent to Commit Crime	Per offense	\$50.00
130.36	Public Nudity Prohibited	Per offense	\$100.00
130.37	Social Host	Per offense	\$200.00
130.38	Synthetic Cannabinoid Prohibited	Per offense	\$100.00

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Title XV – Land Use Fees

Code Section	Type	Non-Refundable Base Fees	Escrow Deposit
155.018	Preliminary Plat	\$500.00	
155.018	Final Plat Mapping Fee Recorded Plat Fee (pdf)	\$100.00 + \$10.00/lot \$20.00/lot \$15.00	
155.018	Lot Split Mapping Fee	\$100.00 + \$10.00/lot \$20.00/lot	
155.018	Street, Alley, or Easement Vacation	\$250.00 <u>\$275.00</u>	
155.018	Administrative Lot Combination	\$250.00 <u>\$275.00</u>	
155.091	Park Dedication	\$1,600.00 per residential unit or \$2,940.00 per commercial/industrial acre or 10% of the development land area or a combination thereof	
156.049	Planned Unit Development	\$250.00 <u>\$275.00</u>	\$500.00 + \$100.00/lot for each lot in excess of 5
156.060	Parking Lot Review	\$100.00	\$250.00

156.060	Parking in Lieu Fee	\$3,500.00 per space	
156.060	Driveway Permits	\$54.00	
156.063	Signs	\$ 50.00 – 50 square feet or less \$100 – over 50 square feet Separate electrical permit if sign is lit	
156.063	Signs - Temporary	\$30.00	
156.063	Signs, Temporary Non-Profit	No Fee	
156.063	Temporary sign violation	Per offense - \$100.00	
156.066	Solar Energy Systems	\$154.00	
156.074	Grading Permit	\$54.00	
156.087	Temporary/Seasonal Outdoor and Transient Vending Sales	Per Day Per Month Seasonal (6 months or less)	\$25.00 \$75.00 \$200.00
156.093	Mobile Food Vendors	Per Day Per Month Seasonal (6 months per calendar year)	\$25.00 \$75.00 \$200.00
156.111	Conditional Use Permit	\$250.00 <u>\$275.00</u>	
156.112	Variance	\$250.00 <u>\$275.00</u>	
156.116	Rezoning	\$250.00 <u>\$275.00</u>	
156.116	Ordinance Amendment	\$250.00 <u>\$275.00</u>	
156.117	Appeals	\$250.00 <u>\$275.00</u>	
156.118	Interim Use Permit	\$250.00 <u>\$275.00</u>	
156.119	Site Plan Review (Multi- Family, Industrial or Commercial)	\$750.00	
	Annexation	\$100.00 + filing fee (\$5.00/acre – minimum of \$100.00, maximum of \$600.00)	

Repeal of Conflicting Ordinances: All other ordinances or parts of ordinances of the City of Cambridge that may be in conflict herewith are hereby repealed.

Effective Date: 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 2nd day of December, 2019.

ATTEST:

James A. Godfrey, Mayor

Linda J. Woulfe, City Administrator

Summary Publication of Ordinance

The Cambridge City Council adopted Ordinance 705 which provides a fee schedule for all licenses, fees, and permits issued by the City of Cambridge.

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: December 12, 2019

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Prepared by: Carri Levitski

Background

The City of Cambridge is a member of Greater Minnesota Parks and Trails (GMPT). The primary focus of GMPT is to improve the quality of life for citizens of Minnesota by providing areas for recreational opportunities, and promoting legislative support, funding opportunities, and networking for regional parks and trails throughout greater Minnesota.

GMPT is requesting help to encourage the Governor and Legislature to include money for local park and trail grant programs in the 2020 bonding bill. This resolution seeks support for \$4 million in bonding money for the local parks and trails programs created by Minnesota Statute 85.019 which includes the Outdoor Recreation Grant Program and Local/Regional Trail Connection Grant Program.

GMPT has been lobbying hard for these grant programs over the last several years. They were able to restore general fund money for the first time in several decades and have helped the Department of Natural Resources acquire Environment and Natural Resources Trust Fund (ENRTF) money from the Legislative-Citizens Commission on Minnesota Resources. Their efforts have helped secure \$4 million in general fund monies. The programs continue to be oversubscribed and the demand far exceeds the supply which is why they are seeking bonding money.

At their regular meeting on November 12, 2019, the Parks, Trails, and Recreation Commission voted to approve recommending the City Council adopt the resolution as presented.

City Council Action:

Motion to adopt Resolution R19-084 as presented.

Attachments

1. Draft Resolution
2. Minnesota Statute 85.019

Resolution No. R19-084

RESOLUTION IN SUPPORT OF BONDING MONEY FOR PARKS AND TRAILS

WHEREAS, parks and trails are an essential part of the City of Cambridge; and

WHEREAS, parks and trails play a vital role in building healthy communities and in attracting much-needed younger workers and families and retaining retirees; and

WHEREAS, recreational opportunities draw in tourists from around the state, region, and nation and recreational spending is a major contributor to state and local economies; and

WHEREAS, according to a George Mason University study, local and regional parks in Minnesota generated an estimated \$2.8 billion in direct, indirect and induced economic activity in Minnesota; and

WHEREAS, local parks and trails recreation grants under Minnesota Statute 85.019 could help the City of Cambridge in the future; and

WHEREAS, many important projects in Greater Minnesota do not qualify for funding under the Legacy Amendment and must look instead to the Minn. Stat. 85.019 programs for funding;

NOW, THEREFORE, BE IT RESOLVED, that the City of Cambridge supports an appropriation of \$4 million in general obligation bonds in 2020 for the Outdoor Recreation, Local Trails Connections and other Minn. Stat. 85.019 grant programs and urges Governor Tim Walz and Lieutenant Governor Peggy Flanagan, and the Legislature to include it in their proposed 2020 bonding bill; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the following: Governor Tim Walz, Lieutenant Governor Peggy Flanagan, Senator Mark Koran, Representative Brian Johnson, Speaker of the House Representative Melissa Hortman, Senate Majority Leader Senator Paul Gazelka, House Capital Investment Chair Representative Mary Murphy, Senate Capital Investment Chair Senator David Senjem, House Environment Finance Chair Representative Rick Hansen, Senate Environment Finance Chair Senator Bill Ingebritsen, and Department of Natural Resources Commission Sarah Strommen.

Adopted by the Cambridge City Council
This 2nd day of December, 2019

James A. Godfrey, Mayor

Linda J. Woulfe, City Administrator

85.019 LOCAL RECREATION GRANTS.

Subdivision 1. **Definition.** For purposes of this section, "unit of government" means a county, statutory or home rule charter city, or town.

Subd. 2. **Parks and outdoor recreation areas.** (a) The commissioner shall administer a program to provide grants to units of government for up to 50 percent of the costs of acquisition and betterment of public land and improvements needed for parks and other outdoor recreation areas and facilities, including costs to create veterans memorial gardens and parks.

(b) For units of government outside the metropolitan area as defined in section 473.121, subdivision 2, the local match required for a grant to acquire or better a regional park or regional outdoor recreation area is \$2 of nonstate money for each \$3 of state money.

Subd. 3. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4a. **Natural and scenic areas.** The commissioner shall administer a program to provide grants to units of government and school districts for the acquisition and betterment of natural and scenic areas such as blufflands, prairies, shorelands, wetlands, and wooded areas. A grant may not exceed 50 percent or \$500,000, whichever is less, of the costs of acquisition and betterment of land acquired under this subdivision. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures.

Subd. 4b. **Regional trails.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails outside the metropolitan area deemed to be of regional significance according to criteria published by the commissioner. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 4c. **Trail connections.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails that connect communities, trails, and parks and thereby increase the effective length of trail experiences. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 5. **Powers; rules.** The commissioner has all powers necessary and convenient to implement this section, including the authority to adopt rules for the program under chapter 14.

History: 1993 c 172 s 35; 1994 c 643 s 48; 1995 c 220 s 68; 1996 c 407 s 35; 1998 c 404 s 35; 1999 c 231 s 102-104; 2000 c 492 art 1 s 40; 2002 c 393 s 42,43; 2005 c 20 art 1 s 31; 2006 c 258 s 32; 2011 c 107 s 37,38

7C Approve Changes to Downtown Grant Fund Guidelines

December 2, 2019

Author: Stan Gustafson, Economic Development Director

Request

Approve changes to the Downtown Grant Fund Guidelines that has been used to assist businesses in downtown Cambridge with façade improvements.

BACKGROUND

May 6, 2013 the City Council approved the Cambridge Downtown Revolving Loan Fund guidelines, on May 15, 2017 the City Council approved the Cambridge Downtown Grant Funds guidelines. Both of these programs have been very successful but the funds are low and staff is seeking Council direction on whether to discontinue the grant fund until fund levels increase.

Staff has included the guidelines for both the Grant and Loan fund. Each program has been utilized and has offered assistance to property owners. There are approximately \$42,655.00 uncommitted funds remaining in the fund to be used for either grants or loans, this amount reflexes a recent payoff of the loan made to City Center market. Monthly loan payments are being made that increase this fund but until than with the fund balance where it stands today, needs to increase to a much higher level to continue to offer grants.

Approximately \$1300.00 in monthly loan payments are being made from the revolving loans listed below that will continue to increase this balance. Any loan payoffs will certainly increase the available balance much quicker.

The fund balance should reach a level of at least \$50,000.00 before future grants are provided and once the balance again falls below \$25,000.00 the grants would be suspended until that level increases back to \$50,000.00.

Loan funds would still be available for qualified improvements at its proposed dollar amount based on the current guidelines provided by the Cambridge Downtown Loan program and fund availability.

Finance Director Caroline Moe has provided the following information.

Amount of funds disbursed for grants and loans:

Downtown Grant Program Expenditures:

Year	Amount
2019	\$8,422
2018	\$41,195
2017	\$13,523
Total	\$63,140

Downtown Loan Activity:

Name of Business	Loan Disbursed	Current Balance Outstanding
Chuck Swenson Insurance Agency	\$30,000.00	\$0
Northstar Wealth	\$7312.80	\$0
Cambridge Bar & Grill	\$30,000.00	\$23,240.51
City Center Market	\$30,000.00	\$24,270.89
Chilson's	\$9,840.00	\$5,847.19
H & J Leasing (Willards)	\$26,712.00	\$23,864.24
Joel Pennington	\$1,576.00	\$1,193.16
	\$135,440.80	\$78,595.99

Recommendation

City Council to approve discontinuing the Downtown Grant Fund program until the fund balance reaches a level of at least \$50,000.00 before future grants are provide and once the balance again falls below \$25,000.00 the grants would be suspended until that level increases back to \$50,000.00. The loan funds would still be offer based on the guidelines and available funds.

Attachments:

- Downtown Loan and Grant Guidelines
- Map showing area where loans and grants would be available providing eligibility

Cambridge Downtown Revolving Loan Fund Guidelines

Purpose

To assist downtown business owners undertaking small projects which will immediately enhance the appearance of their building through small, low interest loans.

Eligible Properties

Commercial buildings in the downtown business district. The downtown business district is defined by the attached map.

Project Funding

Loans from \$1,500 to \$30,000 with terms of up to nine (9) years are available. Interest rates are 2% below prime but no interest rate will be lower than 3%. Loans are secured with a Mortgage and Promissory Note. Loan will need to be paid off if property is transferred in any form.

Mortgage amount by length of term are as follows:

- Loans from \$1,500 to \$10,000 3% interest for 3 year term
- Loans from \$10,001 to \$20,000 3% interest for 6 year term
- Loans from \$20,001 to \$30,000 3% interest for 9 year term

Loan to Value will be determined as followed:

- Loans from \$1500.00 to \$5,000.00 would be a 100% loan to value
- Loans from \$5,001.00 to \$30,000.00 would be 80% loan to value

Program Fees and Loan Approval Process

A \$200 non-refundable application fee is due when the application is submitted. Applications will not be accepted without the application fee. Businesses applying for a loan are subject to a financial background check done by a bank of the City's choosing to indicate credit worthiness for loans up to \$5,000.00.

Businesses applying for loans over \$5,000 must provide three years of business and personal tax returns and financial statements. A financial background check will be conducted by the City's financial advisor. The applicant will bear the cost of the financial review.

For all loans approved, Applicant will also be responsible for paying the recording fee and mortgage registration tax. Fees are due at time of closing and payable to the City of Cambridge.

Eligible Improvements

To be eligible for loan funds, the loan must be for building improvements. A high priority will be placed on loans for visual enhancements (exterior facade improvements) of a permanent nature or to remedy building code related issues.

Examples of improvements include painting (where appropriate), tuck pointing, replacement of broken or boarded up windows, doors, signage, permanent interior

building improvements related to sprinkler systems, HVAC Systems and awnings. Window signs are eligible if the City approves of the design and it adds visual value to the building. Project must be performed by a licensed contractor able to perform the improvements as indicated in their application and the owner may need to provide a detail of planned improvements. Any improvements that have been started or completed prior to loan approval are ineligible.

Eligible Recipients

Applicant must own the property to be improved; be current with mortgage, property tax, and insurance payments; be in compliance with all applicable City of Cambridge ordinances and zoning requirements or proposed improvements will bring property into compliance; have the ability to make monthly loan payments; and not have defaulted on any publicly funded loan or any other loan or delinquent on any loan payments within the last three years.

If an applicant has defaulted on a publicly funded loan program or any other loan program, he/she is indefinitely suspended from eligibility for participation in another publicly funded program. The applicant may appeal the suspension to the City Council after five years.

Ineligible Loan Activities

Loan funds may not be use for the following:

1. Gambling organizations
2. Residential properties
3. Non-profit institutions
4. Government agencies
5. Refinancing existing debt
6. Illegal activities
7. Loans unrelated to the business
8. To lend or invest in other organizations
9. Projects with alternative sources of funds at reasonable interest rates
10. Management fees
11. Financing closing costs
12. Franchise fees
13. Moving costs

City Council/EDA members are not eligible, nor City employees or their family members.

Application Process

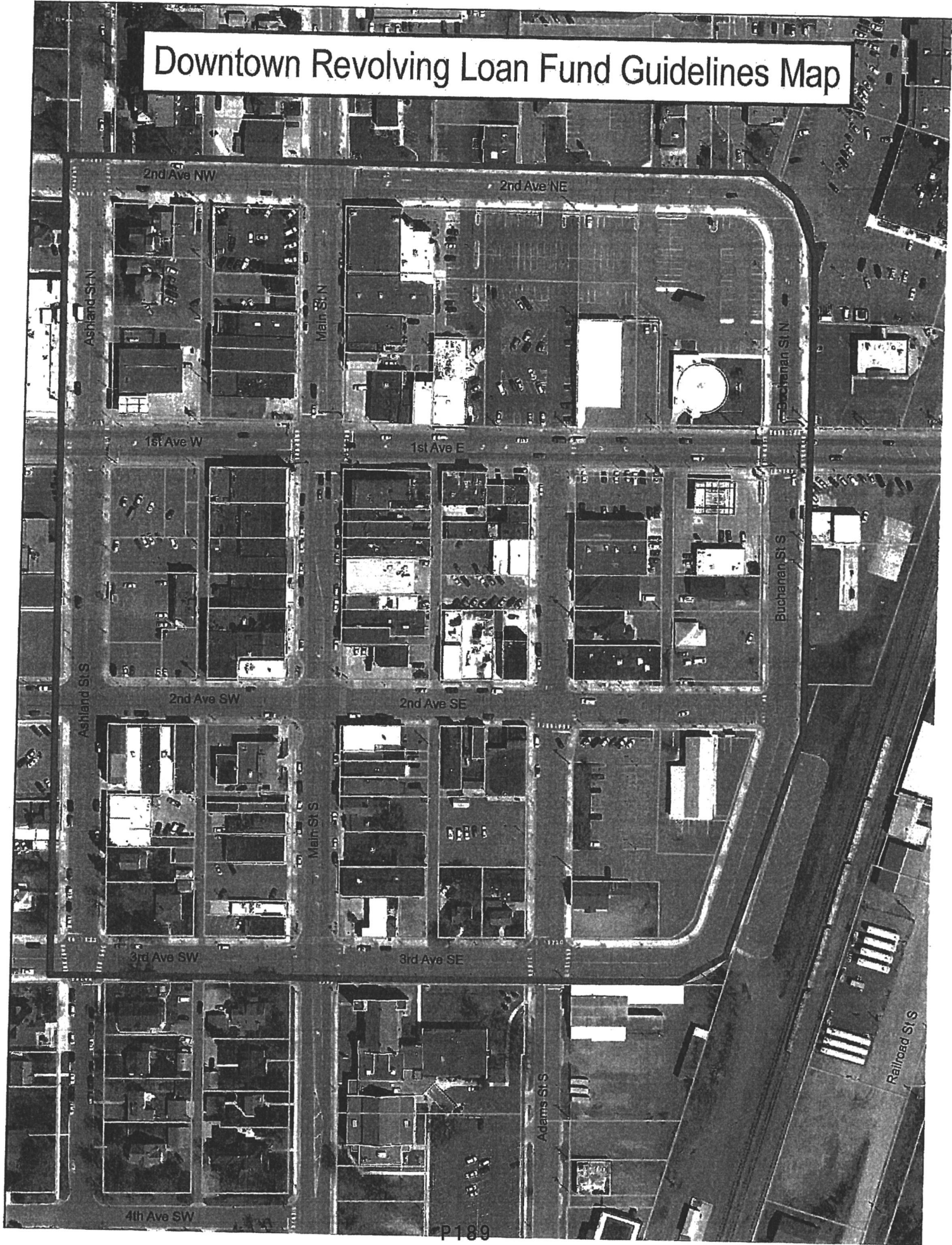
Applications will be processed on a first-come, first-served basis. Applicant must use a licensed contractor. Two written bids are recommended. If Owner is a licensed contractor they can perform the work but cannot request to be paid for their labor; only the cost for material are eligible.

Applications will be submitted to the Community Development Department and City Council has the discretion to approve or deny the funding. All loans are to be processed

within sixty days (60) working days. The applicant will be notified of funding award and the loan closing will be scheduled. Work cannot begin until loan documents have been executed. Contractor is responsible for obtaining necessary permits. Inspections will be conducted as required by the permit and upon request for payment.

Payment will be issued to the contractors upon completion of their specific project.

Downtown Revolving Loan Fund Guidelines Map



Prepared by: Todd S. Schuster, Chief of Police

Background:

City of Cambridge pawnbroker's licenses run the calendar year (January – December) per City Code.

Local Pawn has filed all the required paperwork and paid the required license fee. All of the background checks for the owner and employees have been run and found to be clear. Off-site storage has been identified and insurance is current. Their CUP was renewed in February 2019 and is good for 5 years from that date. The Police Department is supportive of the request.

Recommendation:

Approve Local Pawn's pawnbroker's license for calendar year 2020.

Prepared by: Todd S. Schuster, Chief of Police

Background:

The purpose of both the City personnel policy and the PD's Lexipol policy on take-home vehicles is to enhance the response time in emergency situations in which the employee with the take-home vehicle is off-duty at the time of the emergency.

Currently, there are 4 employees of the police department that live within 5.0 miles of City Hall as measured with Google Maps. 2 are in a neighborhood directly north of the airport. 1 lives off of Spirit River Dr S / Jackson Rd NE. Officers actually have to drive south of this officer's residence to get to city properties on 28th Ave SW, 32nd Ave SW, 36th Ave SW, Vine St S, Ten Oaks St S and Underwood St S. The last officer lives just north of Sandquist Family Park, but within 5.0 miles of City Hall.

Allowing these officers to take home their squad cars would alleviate several concerns. First and foremost, it would enhance response time to a major incident. Allowing them to have immediate access to their squad car and related equipment would save them the valuable time that it would require to drive to the police department first and get their squad car. Next, it eliminates four cars that are parked behind the police department. This accomplishes 3 concerns. Again, first and foremost, if someone wanted to devastate our squad car fleet with squad damage, having most of the fleet in one area just makes it easier for them to accomplish this. It also generates more parking spaces which become a premium during snow removal season since we lose 3 spaces so PW has access to plow snow. It also eliminates 4 vehicles that have to be moved during snow removal, saving staff time. Having these squad cars out in the community, even if they are just outside of corporate limits, also gives the community a sense of safety knowing that we are in their neighborhoods.

The PD's Lexipol policy would need to be modified. It currently states that "Non on-call officers may be assigned take-home vehicles if they reside within the corporate limits of the City of Cambridge". It goes on to say "On-call officers will be assigned take-home vehicles based on the requirements of their position and at the discretion of the Chief of Police and City Administrator". Since we do not have any personnel that are formally on-call, if there were a major incident, anyone that was off-duty at the time of the incident would be called in to help. The change that would need to be made would make the first quotation read "... within 5.0 miles of Cambridge City Hall as measured by Google Maps" (for consistency purposes).

The City personnel policy on this matter does not state anything about whether or not the employee lives within the corporate limits or not. The change that is required is for whom can be assigned a take-home vehicle. Currently, the policy states that vehicles may be assigned to the Police Chief, Fire Chief, Assistant Fire Chief, Deputy Fire Chief-Emergency Manager, Public Works-Utilities Director, Assistant Public Works Director and Assistant Utilities Director. Knowing that several of these individuals live outside of the corporate limits and are assigned take-home vehicles for emergency responses, I would suggest a change to the policy to add "Police Department personnel that live within 5.0 miles of City Hall".

Recommendation:

Allow City Administrator Woulfe and Police Chief Schuster modify their respective policies to allow PD personnel that live within 5.0 miles of City Hall as measured by Google Maps to be assigned take-home vehicles.

idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.

- The City of Cambridge expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling or personal attacks.
- If you publish something related to City business, identify yourself and use a disclaimer such as, "I am an employee of the City of Cambridge. However, these are my own opinions and do not represent those of the City."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber.
- Personal social media account names or email names should not be tied to the City (e.g. CambridgeCop)

Sec. 43. Take Home Policy for City Vehicles

Purpose and Scope

The City of Cambridge may assign city-owned vehicles to employees through a take-home vehicle plan. Vehicles will be driven so as to prolong the operational life of the vehicle by avoiding unnecessary wear and tear. Maintenance will be performed to achieve safe operation and maximum utilization of department vehicles.

The purposes of the program is to:

- Provide a faster response for a wide variety of emergencies that may exist within the City.
- To enhance the City's ability to have off duty employees respond directly to City emergencies in vehicles equipped to directly deal with the emergency.

Assignment of City Owned Vehicles

Assignment of take home vehicles shall be governed by the City Administrator as approved by the City Council. Take home vehicles may be assigned to the Police Chief, Fire Chief, Assistant Fire Chief, Deputy Fire Chief-Emergency Manager, Public Works-Utilities Director, Assistant Public Works Director, and Assistant Utilities Director.

The City Council may amend this policy at any time and a take home vehicle is not a condition of employment. IRS regulations with respect to taxability of tax home vehicles will be followed.

Security of City Vehicles

Off-street parking must be available at the employee's residence. Vehicles shall be locked when not attended. Keys must not be left in the vehicle.

When an employee is on vacation or out of the area for more than five business days, the vehicle shall be kept at either City Hall or Public Works.

Personal Use of City Vehicles

Employees are not entitled to use their City issued vehicle for personal reasons. However, incidental stops on the way to and from work is acceptable as long as the route does not deviate more than five (5) miles.

Family members are allowed to ride with the employee if they are going to the same destination or to a location within the City limits.

Take Home Vehicle Program

704.1 PURPOSE AND SCOPE

The Cambridge Police Department may assign city-owned police vehicles to individual police officers through a take-home vehicle plan. Vehicles will be driven so as to prolong the operational life of the vehicle by avoiding unnecessary wear and tear. Maintenance will be performed to achieve safe operation and maximum utilization of department vehicles. Purposes of the program are:

- (a) To increase the number of marked police vehicles that are visible throughout the community, adding to an observer's sense of "visible police presence" and to contribute to a sense of safety in the city.
- (b) To enhance the Cambridge Police Department's ability to summon off duty officers in emergencies and have them report in equipped police vehicles directly to the site where they are needed.
- (c) To reduce maintenance cost of vehicles in the fleet.

704.3 ASSIGNMENT OF PATROL USE VEHICLES

Assignment of Take Home Vehicles shall be governed solely by the City and the Department under the discretion of the Chief of Police.

704.3.1 ELIGIBILITY

Eligibility for assignment of a patrol use vehicle requires the officer to be in good standing with Department.

- (a) Non on-call officers may be assigned take-home vehicles if they reside within the corporate limits of the City of Cambridge.
- (b) On-call officers will be assigned take-home vehicles based on the requirements of their position and at the discretion of the Chief of Police and City Administrator.
- (c) An officer will not be assigned a vehicle until successful completion of the Field Training Program.
- (d) Only sworn officers of the Cambridge Police Department are eligible for the take home vehicle program.
- (e) Officers who are not assigned take-home vehicles will be required to leave their assigned vehicles at the Police Station or at Public Works when not on duty.

704.3.2 ASSIGNMENT GUIDELINES AND USE CRITERIA

Guidelines for assignment determination and criteria for use of patrol use vehicles include the following:

- (a) The location of the officer's home, nature of the officer's duties, job description and essential functions and employment status. Residence in the City is a prime consideration.

Cambridge Police Department

Cambridge PD Policy Manual

Take Home Vehicle Program

- (b) The Chief of Police retains the right to assign/revoke any or all assigned patrol use vehicle.
- (c) Patrol use vehicles should be operated in accordance with Department policy and state law.
- (d) Patrol use vehicles shall not be used for unapproved use, either on- or off-duty and are restricted to operation by City employees, peace officers assigned to the City or by peace officers under their direction.
- (e) Patrol use vehicles are to be parked off-street at the officer's residence unless prior arrangements have been made with the Chief of Police or designee.
- (f) Patrol use vehicles are subject to inspection, search and validation of location at all times by the Chief of Police, designee or any on-duty supervisor.
- (g) Patrol use vehicles are to be secured at the officer's home or the Department when an officer is on vacation. If the vehicle remains at the home of the officer, the Department shall have access to the vehicle, including if garaged. If the officer is unable or unwilling to provide access the patrol use vehicle it shall be parked at the Department.
- (h) A patrol use vehicle despite assignment to an officer for specific duties may be re-assigned or utilized by other Department personnel at the discretion of the Department.
- (i) The assignment of patrol use vehicles may be suspended when the officer is unable to perform his/her regular assignment.
- (j) Officers who live outside the City who may be assigned a patrol use vehicle may be required to secure or garage the vehicle at a designated location or the central office at the discretion of the Chief of Police.
- (k) Any patrol use vehicle assignment that is declined will be secured or garaged at a designated location or the station.
- (l) Patrol use vehicles will not be used by members when off-duty with the following exceptions:
 - 1. On-call administrative positions, Chief of Police and Chief of Polices.
 - 2. On-call investigators.
 - 3. In circumstances when an officer has been placed on call by the Chief of Police or Chief of Polices and there is a high possibility the officer will be called back to duty.
 - 4. When the officer is performing a work-related function while off-duty, including patrol use vehicle maintenance or travelling to or from a work-related activity or function.

Cambridge Police Department

Cambridge PD Policy Manual

Take Home Vehicle Program

5. When the officer has received permission for the use of the patrol use vehicle from the Chief of Police or Chief of Polices.
 - (m) An officer's family members or other persons will not be allowed to ride in any City vehicle except as stated in the Ride Along Policy and under the following exceptions.
 1. The officer will not operate the patrol/use vehicle at emergency response speeds with family members in the vehicle.
 2. Family members may ride with officers during assignments when the officer is not considered to be on duty for regular duties under the following circumstances:
 - (a) Out-of-City overnight schools and conferences.
 - (b) Parade functions as approved by the Chief of Police.
 - (c) As authorized by the Chief of Police or Chief of Polices.
 - (d) The officer is called to duty and it is reasonably necessary drop off the family member(s) at a safe location prior to responding to the call.
 - (n) Officers are prohibited from operating a City-owned vehicle when on- or off-duty if the officer is or has been consuming alcohol, unless required by their duty assignment (task force, undercover work, etc.). However, regardless of assignment employees may not violate state law regarding vehicle operation while intoxicated.
 - (o) Whenever operating vehicles owned by the Department whether on- or off-duty the officer will carry and have accessible his/her duty firearm and be prepared to perform any function they would be expected to perform while on duty.
 - (p) The two-way communications radio, MDC and Global Positioning Satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
 - (q) Officers shall ensure all weapons are secure while the patrol use vehicle is unattended.
 - (r) Unattended patrol use vehicles are to be locked and secure at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine environmental safety and charging).

The Chief of Police or designee may make exceptions to these provisions.

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 T 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



Community Education Advisory Council Meeting
November 25, 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 September 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, Jimmy Gordon, Dave Maurer

Staff Report: Melissa Lupinek, Adults with Disabilities Coordinator

New Business:

- | | | |
|---|------|-------------------|
| <input type="checkbox"/> Advisory Council goals | Joe | Approve |
| <input type="checkbox"/> 2019/20 Goals: | | |
| <input type="checkbox"/> Approval of Adults with Disabilities program and budget. | | Approval |
| <input type="checkbox"/> Program purpose | | |
| <input type="checkbox"/> Program Budget | | |
| <input type="checkbox"/> Marketing update and questions | | Information/input |
| <input type="checkbox"/> Brochure | | |
| <input type="checkbox"/> Social media | | |
| <input type="checkbox"/> Summer program review | Dave | Information |
| <input type="checkbox"/> Update of Adult and Youth offerings and enrollment. | | |
| <input type="checkbox"/> Three month budget review | Dave | Information |
| <input type="checkbox"/> . | | |

Updates:

- .

Next Meeting January 13, 2020



Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program

Attachments: Minutes, agenda



Community Education Advisory Council
Minutes for September 9, 2019

Call to order and welcome to guests: Joe Morin – 5:01 pm

Members in attendance: Joe Morin, Jeff Johnson, Aaron Berg, Kersten Conley, Nick Izzo, Vanessa Hanzel, Christine Andres, Jimmy Gordon, Dave Maurer

Motion to approve the August Community Education Advisory Council minutes made by Jeff Johnson, second by Jimmy Gordon. The minutes were approved

Reports:

- Construction on the new library has started.
- Early Childhood report: Preschool enrollment is at 400. There are few slots available for regular ed students. A new preschool partnership class with Head Start has begun this fall. ECFE has some new classes: Me and My Grandparent's class and ECFE 2.0, which works with parents of students who have children up to third grade.
- Staff Report: Caroline Nerhus, Adult Basic Education Coordinator
 - Caroline shared information about the program. Highlights include 21 GED graduates last year, a new integrated Math Class at ARCC, and having a Para Pro Praxis test prep class starting this week.

New Business:

- Advisory Council goals: The Council will focus on the social media aspect of Community Education marketing for its goal for this coming year. Dave will bring information about what is currently being done to the next meeting. Members will then begin the evaluation and suggestion process.
- Approval of Adults with Disabilities program: The first draft of the Adults with Disabilities program plan was presented and reviewed. Members will give feedback, with the final plan being presented at the next meeting. The budget will be presented at that time for approval as well.
- Summer program review: Preliminary information and numbers were shared. Enrollment was up overall, with several program such as soccer showing significant growth. Swimming lessons and gymnastics remain stable, having consistent enrollment numbers for the past several years.

Next Meeting: November 25, 2019

The meeting was adjourned at 6:00 pm.

Act on Alzheimer's

Marcia Westover

From: Julie Tooker <jtookер@preshomes.org>
Sent: Friday, September 6, 2019 2:07 PM
To: Julie Tooker
Subject: FW: Google Alert - ACT on Alzheimer's

Also, we have a Dementia Friends session scheduled for Tuesday, 9/10 from 2 – 3:30 at the Adult Enrichment Center. Call 763-689-6189 to register for this FREE session. Please help spread the word!!

From: Google Alerts [mailto:googlealerts-noreply@google.com]
Sent: Friday, September 6, 2019 2:01 PM
To: Julie Tooker
Subject: Google Alert - ACT on Alzheimer's



ACT on Alzheimer's

Daily update · September 6, 2019

NEWS

Cambridge **ACT on Alzheimer's**: Keeping your brain healthy

ECM Publishers

In an effort to raise awareness, educate our community and assist families who have been touched by **Alzheimer's** disease, this month's article will ...



Flag as irrelevant

Local woman named **Alzheimer's** Ambassador to Sen. Schumer

cnweekly

Pettis was offered the position of **Alzheimer's** Ambassador to Sen. ... early onset **Alzheimer's**, and moving the Improving Hope for **Alzheimer's** Act ...



Flag as irrelevant

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Dementia Friends

Learn more about Dementia and Alzheimer's and the people who have it in our community. You'll learn 5 key messages about dementia and what it is like to live with it. In addition, you'll learn how to become a dementia friend and turn your new understanding into action that can help someone with dementia living right here in our community. You'll see how actions can be big or small and that every action counts!

There is no charge for this class, but please register so we know you are coming.

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Map/Locations
Locations

Adult Enrichment Center (AEC)

540 5th Ave Nw

Cambridge, MN 55008

FT480A

Cambridge ACT on Alzheimer's

CIHS/AEC/ESC - Adult Enrichment Center (AEC) : AEC 102 (Large Classroom)

Tuesday, Sep 10

2:00 - 3:30 PM

Su



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



Agenda

Cambridge Fire Department Monthly Meeting November 25th, 2019 6:00 PM

1. Call to Order
2. Approval of September 28th 2019 Minutes
3. **New Business**
 - a. New Thermal Cameras
 - b. New Stop and Slow Signs
 - c. Critique South Haven House Fire
 - d. MSA 4 Gas Meters
 - e. Holiday Out of Town List.
 - f. Call Percentage Reminder
 - g. Accept Resignation of Cory Haley
 - h. Feeding the National Guard with Tony (Dec 7th)
 - i. Roster number and Hiring
 - j. Mora Dala Daze Parade (November 30th)
 - k. Year of Service amount Update. (Okerlund)
4. **Old Business**
 - a. PERA update.
 - b. Relief and Raffle Update.
 - c. Rescue Boat Update
5. **Officer Reports**
 - a. Training: Regional Training, Target Solutions.
 - b. Equipment
 - c. Captains
 - d. Chief

Adjourn

Cambridge Fire Department Regular Monthly Meeting

October 28, 2019

Call to Order

6:04 PM: Sean Okerlund

Members Present

K. Becker, C. Buström, N. Campion, C. Carlson, M. Carlson, R. Dale, B. Dorsey, S. Duong, J. Henderson, J. Kowalik, C. Lindquist, L. Milz, D. Matchinsky, A. Mix, S. Okerlund, S. Minar, 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

Motion to approve September, 2019 minutes Vellenga, Second Schlichting **Passed**

New Business.

Shogren presented Certificate to John Henderson for his 15 years of service.

Okerlund told the membership that they had asked the relief to purchase new roasters. He reminded the group on how old and beat up ours were. Kowalik was going to purchase and get reimbursed from the relief.

Sean said the tree behind the Legion was going to be removed and that if people wanted to help or take some wood it would be available and that we would let them know.

Pennings stated that the old ladder truck finally sold for \$10,000 at auction on Govdeals.com. He also stated that it was not a FD that purchased the ladder however a private party from Anoka that would be using it for parades.

Pennings told the group that the mechanics had tested the boat and it was found that the trickle charger was causing a draw. Pennings told the group that the charger was disconnected and he would check on a regular basis to make sure it was holding. He also stated that it should not go dead with no draw.

Pennings mentioned to the membership that he was notified by MBFTE that we were selected as part of a pilot program to test Target Solutions an online training and record management provider. More to come on this as it gets rolled out.

Sean told the membership that he requested info from PERA on the status of the account and said he would be bringing \$4600.00 per year of service to the Council at the Nov. 18th meeting. He mentioned the account would still be at 92% funded without and City contributions. He asked for input and they're was a couple of questions from the floor. **A motion was made by Bustrom with a Second from Vellenga to move the year of service amount to \$4600.00**
Motion Passed unanimously.

Old business:

There was no Old Business at this time.

Review of calls

Calls were reviewed.

Officer Reports

Training – Dave spoke on upcoming sectional schools.

Equipment – Nothing new.

Technical Rescue. Nothing

PIO –

Motion to adjourn 6:30 PM Motion Vellenga, Second Carlson. **Carried.**

**Cambridge Parks, Trails, and Recreation Commission Meeting Minutes
Tuesday, November 12, 2019**

A regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held on Tuesday, November 12, 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, Council Appointee Mayor Jim Godfrey and Elijah Anderson (Youth Representative).

Members Absent: Member Tom Koep and Ex-Officio Member Barry Wendorf

Staff Present: Community Development Specialist Carri Levitski.

Call to Order & Pledge of Allegiance

Harder-Chapman called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Approval of the Agenda

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

Approval of Minutes

Godfrey moved, seconded by Ericsson to approve the August 13, 2019 minutes as presented. Motion carried unanimously.

Old Business

Item 4A – Long Range Plan

Long Range Plan Amendments

Levitski explained it's been brought to her attention the Long-Range Plan, Priority Ranking and Timeline for Parks Improvements as established by the Parks, Trails, and Recreation Commission must include capital improvements such as major playground and asset replacement.

Levitski explained she has spoken with The Public Works Department and has included the date the equipment and assets need to be replaced per manufacturer's recommendations. The PTR Commission should review the list and incorporate the replacements in the long-range plan.

The Commissioners discussed specific costs for projects and thought the timeline line fit into the plan. Levitski stated equipment would not be replaced unless it's deemed necessary by inspections. She stated if it's safe and functioning then the replacement could be moved onto the next year. Any leftover moneys could potentially be rolled over to the following year. Levitski stated swings last

longer than other equipment. The price is just capital replacement and any actual staff time to install is not included in price. Levitski believes the \$120,000 amount is adequate for the Long-Range Plan.

Godfrey moved, seconded by Ericsson to amend the Long-Range Plan to include capital improvements as identified in the draft document. Motion passed unanimously.

New Business

Item 5A – Veterans Memorial Park

Representatives from the Veterans Memorial Park were present to give the Parks, Trails, and Recreation Commission an update on the park progress.

Clark Swanson shared his lifelong dream of creating a memorial for Veteran's since he returned home from the Vietnam War. Swanson explained there would be no guns or weapons and would be a quiet place for family members to spend time. Swanson would like every veteran from Isanti County to have their name on the Memorial and feels it would be a great asset to the community.

Jim Rostberg spoke on behalf of the business side of the park. Rostberg explained the Memorial Park will have its own website which will tell a story of each veteran; therefore, anyone could read their story. It would be a destination of living history and also have an educational piece.

Susan Morris spoke on behalf of the long journey this has been and on the hard work that's already been done to make this a reality. Important to share the work they are doing and possibly working together with the city/council. Spoke of benefits for this Park. Very patriotic community. Park will be a landmark in the community and will promote tourism.

Gail Genin, member of the board shared the financial success of having sold 71 blocks for the wall. They have \$17 thousand in the bank and another \$21 thousand in donations. Operation Roundup Grant for ECE. Someone has committed to supplying all the trees, flags and benches. Minimal cost. Many donations for labor. 4 walls are on order. Imported from India. Handicapped accessible.

Morris handed out a newer version of The Agreement in which the language has been cleaned up and identifies who will be responsible for certain items. Morris explained they have a Formal Board and also mentioned The American Legion has been an awesome partner. Morris feels it should be no problem getting donations from businesses when asked.

Godfrey commended the group for the great work they have done. Godfrey stated the city attorney would have to check into this. Godfrey would like to see Veterans Park 501C3 added to agreement.

Godfrey moved, seconded by Ericsson to recommend for City Staff to draft this and present to Council. Motion carried unanimously.

Item 5B – Resolution in Support of Bonding Money

Levitski explained The City of Cambridge is a member of Greater Minnesota Parks and Trails (GMPT). The primary focus of GMPT is to improve the quality of life for citizens of Minnesota by providing areas for recreational opportunities, and promoting legislative support, funding opportunities, and networking for regional parks and trails throughout greater Minnesota.

Levitski stated GMPT is requesting help to encourage the Governor and Legislature to include money for local park and trail grant programs in the 2020 bonding bill. This resolution seeks support for \$4 million in bonding money for the local parks and trails programs created by Minnesota Statute 85.019 which includes the Outdoor Recreation Grant Program and Local/Regional Trail Connection Grant Program.

Levitski explained GMPT has been lobbying hard for these grant programs over the last several years. They were able to restore general fund money for the first time in several decades and have helped the Department of Natural Resources acquire Environment and Natural Resources Trust Fund (ENRTF) money from the Legislative-Citizens Commission on Minnesota Resources. Their efforts have helped secure \$4 million in general fund monies. The programs continue to be oversubscribed and the demand far exceeds the supply which is why they are seeking bonding money.

Ericsson moved, seconded by Anderson to recommend The City Council adopt the draft Resolution. Motion carried unanimously.

Item 5C – Disc Golf Baskets

Levitski stated in the past it has been discussed to locate the three-disc golf baskets that staff has on hand at Pioneer Park since there is a large area of open space.

Since the City has started the Disc Golf League, it has been requested that additional baskets be placed in City Park. In speaking with Disc Golf players three baskets at one location will not be the best use of assets.

Staff is looking to see if the Parks, Trails, and Recreation Commission is interested in having these baskets located in City Park to expand the Disc Golf Course instead of locating them in Pioneer Park as previously discussed.

Levitski explained the placement of the baskets in City Park is yet to be determined. Levitski also explained she will be meeting with representatives of the disc golf league once we have a spring thaw to see where the best place would be to place the baskets.

Godfrey questioned if some of the baskets could be expanded to the west side of the park. Levitski explained the west side of the park is very wet therefore would not be a good location.

Ericsson moved, seconded by Anderson to support the placement of three additional disc golf baskets in City Park. Motion carried unanimously.

Item 5D – Bernick Family Foundation Grant

Levitski stated The City of Cambridge submitted a Letter of Intent (LOI) to the Bernick Family Foundation for a grant to begin the development of Parkwood Park. This LOI was the first phase in a two-phase grant application process. In order to actually apply for the grant, the City needed to submit the LOI by August 31st and then be invited to apply for the grant.

Levitski explained The Grants Committee reviewed 74 applications requesting over \$1,827,900. Levitski announced that at the end of October, she received an email notifying us that the City of Cambridge was selected along with 18 other applicants to complete the full application.

The Bernick Family Foundation will award a total of \$150,000 to several projects throughout the six Bernick regions (Barnum, Bemidji, Brainerd, Duluth, Waite Park, Willmar, and Dresser, Wisconsin). They anticipate grantees will be announced by the end of January. We have applied for \$25,000 in grant monies.

Levitski stated the deadline to apply for the grant was 11:59 pm on Monday, November 11th and staff has completed the grant application and attached it to this staff report. This is a non-matching grant and if selected will help us begin to develop Parkwood Park.

Commissioner Quotes & Pictures

Levitski stated she would like to get quotes from each Parks, Trails and Recreation member to add to the City website.

Other Business/Miscellaneous

Godfrey updated the Commission on the last City Council meeting stating there was a good response to the Splash Pad surveys. Godfrey stated the October 1st paperwork was in on time for the tax increase and January 1st is when the money will be seen. Godfrey stated the Solar Park will officially open on November 22nd. Levitski reported the Dog Park fundraiser was well attended.

Commissioner Concerns

Questions on whether there will be a staff person for summer programing. Godfrey explained there are discussions as to whether or not this would fit into the 2020 budget.

City Wide Park Wi-Fi (Verbal)

Anderson discussed the possibility of having wi-fi in the gazeboes at the parks. Ericsson asked if most of the parks have gazeboes and Levitski stated they do. Levitski agreed to check into this matter per commissions direction.

Adjournment

Being no further business before the Cambridge Parks, Trails, and Recreation Commission, Godfrey moved, seconded by Anderson to adjourn the regular meeting at 8:28 pm. Motion carried unanimously.

Chair Mark Ziebarth
Cambridge, Parks, Trails, and Recreation
Commission Chair

ATTEST:

Carri Levitski, Community Development Specialist

**Cambridge Planning Commission Meeting Minutes
Wednesday, November 6, 2019**

A regular meeting of the Cambridge Planning Commission was held on Wednesday, November 6, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Chair Julie Immel, Vice Chair Monte Dybvig, Member Aaron Berg, Member Robert Boese, Member Marisa Harder-Chapman, and Member Arianna Weiler (arrived at 7:40 pm).

Staff Present: Community Development Director Marcia Westover.

Call to Order & Pledge of Allegiance

Immel called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Approval of the Agenda

Dybvig moved, seconded by Berg, to approve the agenda. Motion passed 5/0.

Approval of Minutes

Boese moved, seconded by Berg, to approve the October 1, 2019 minutes as presented. Motion passed 5/0.

Public Comment

Immel opened the public comment period at 7:02 pm and, without any comments, closed the public comment period at 7:03 pm.

New Business

***PUBLIC HEARING – Variance for ALDI Addition
160 Balsam St N.***

Westover stated ALDI, Inc., 160 Balsam St N., has requested a variance to build an addition on the north side of the building. The addition is proposed to be nine (9) feet from the property line where 15' is required. This is a side yard property line and it is adjacent to a street therefore City Code requires a 15-foot setback.

Westover stated ALDI's engineer working on this project contacted the City with several different options for this proposed addition. Westover explained the other options. Ultimately, it was decided the north expansion with a variance is the best option.

Westover explained 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 standards set forth.

Westover stated the Findings of Fact have been written to allow the variance request to approve the attached Resolution for a variance from the required 15' street side yard setback and allow a 9' setback for the building addition on the north side of the property. However, the Planning Commission can reverse this draft or make a new recommendation. The Findings of Fact can be rewritten if necessary upon new findings.

Immel opened the public hearing at 7:05 pm and, without any comments, closed the public hearing at 7:06 pm.

The Commission discussed the placement of the street behind the building and that there were no traffic concerns or snow removal concerns at this time.

Dybvig moved, seconded by Boese, to recommend Council approve the Resolution for a variance from the required 15' street side yard setback and allow a 9' setback for the building addition on the north side of the property. Motion passed 5/0.

2020 Planning Commission Meeting Schedule

Westover reviewed the 2020 meeting schedule. It was noted there is a 7:00 pm Planning Commission meeting on Wednesday, March 4, 2020, and Wednesday, November 4, 2020, due to the Presidential State Primary and the Presidential National Election occurring on Tuesdays in 2020. Harder-Chapman moved, seconded by Dybvig, to approve the schedule. Motion passed 5/0.

Comprehensive Plan Review of the Goals and Policies in Chapter 6, 7 and 8

Westover explained that as part of the updated 2017 Comprehensive Plan process, it was determined that staff and the Planning Commission would review the goals of the plan on a regular basis. Westover requested the Commission to review and focus on the goals in each chapter: Chapter 6 – Agricultural, Historic, and Natural Resources, Chapter 7 – Land Use, and Chapter 8 – Downtown and Economic Development. The Commissioners and Westover reviewed these goals and policies together and discussed a few changes.

Other Business/Miscellaneous

City Council Update

Westover updated the Commission on the previous City Council meetings.

Parks Commission Update

Westover updated the Commission on the Parks, Trails, and Recreation Commission meetings.

Adjournment

Being no further business before the Cambridge Planning Commission, Dybvig moved, seconded by Harder-Chapman to adjourn the regular meeting at 7:50 pm. Motion carried 6/0.

Julie Immel
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover, Community Development Director

SISTER CITY COMMISSION MEETING MINUTES
Tuesday, September 19, 2017

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, Mike Stylski, Cindy Baker (Cortec Rep), Tim Bliss (Cortec Rep), Joe Morin (City Council Representative),

Members Absent: Mark Ziebarth and James Dehn (excused)

Staff Present: Caroline Moe, Director of Finance

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Morin called the meeting to order at 5:00 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Stylski moved, seconded by Bliss to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES—not applicable, first meeting of the Commission

PUBLIC COMMENT

Morin noted that there were no members of the public present that wished to comment.

BUSINESS

Introduction of Commission Members

Commission members introduced themselves and discussed their past connections with sister city activity. Joe Morin offered to be chair of the Sister City Commission since he had been the chair of the informal Sister City Commission and no members objected.

Stylski moved, Bliss seconded to nominate Mark Ziebarth as Sister City Commission Vice-Chair. Motion passed unanimously.

Members of the commission also discussed the need for the City Council to officially assign a term to each Commission member. Consensus from the group to have the following terms recognized:

Name	Commission Term End Date
Joe Morin	Council appointment—annual
Vicki Ostrom	Two Year Term-ends 6/30/2019
Jackie Pemble	One Year Term-ends 6/30/2018
Mark Ziebarth	Three Year Term-ends 6/30/2020
Tim Bliss/Cindy Baker—Cortec Rep	Three Year Term-ends 6/30/2020
Mike Stylski	Two Year Term-ends 6/30/2019
James Dehn	One Year Term-ends 6/30/2018

Brief Recap of Cambridge Sister Cities and Purpose of Commission

Joe Morin gave a brief history of the relationship the City of Cambridge has with its three existing sister cities—Yuasa, Japan, Rättvik, Sweden and Beli Manastir, Croatia. Morin noted that Cambridge has had a sister city relationship with Yuasa and Rättvik for thirty-one years. In 2016, at the request of the owner of Cortec, the sister city relationship with Beli Manastir was created. Cortec has a sister plant in Beli Manister.

Caroline Moe reviewed the purpose of the Sister Cities Commission and reviewed the duties of the Commission as set out in Ordinance 639.

Request for Ukraine Sister City Relationship

Commission members discussed the request from Smila, a city in Ukraine, to become a Sister City with Cambridge. Due to the fact that Cambridge already has three sister city relationships to maintain and due to the fact that the Commission is just newly formed, the consensus of the Commission was to respectfully decline the request to become sister cities with Smila, Ukraine.

Bliss moved, seconded by Ostrom to recommend the Cambridge City Council respectfully decline the offer to become a sister city of Smila, Ukraine due the limited resources of the new Sister City Commission and due to the fact we already have three sister city relationships to maintain. Motion carried unanimously.

Sister City Exchange Activity

Bliss and Baker discussed the visit from a delegation from Beli Manastir, Croatia to Cambridge. The delegation arrived on September 12 and departed September 16. On September 13, the delegation had a ground breaking ceremony for the expansion of the Cortec Plant, Armed Forces Readiness Center tour, City government facility tour, and a dinner at the Isanti County Historical Center. On September 14, the group toured Camp Ripley, enjoyed a Bavarian dinner at the Gasthaus in Stillwater followed by a Saint Croix River cruise. On September 15, the group traveled to the Mall of America and had Cortec world sales meeting in White Bear Lake.

The Commission was also informed that the City of Cambridge has been invited to travel to Beli Manastir in 2018 for a ground breaking ceremony at the Cortec plant in their City.

Morin discussed the last visit from Yuasa, Japan that occurred in the summer of 2016. The group last summer enjoyed a picnic at the home of James Dehn and attended the Minnesota State Fair.

Morin noted that City of Cambridge has been invited to visit Rättvik in May 2018. Exact dates of the trip have not been determined nor the size of the delegation for the trip. Council member Kersten Barfknecht-Conley may have some ability to help with lodging for the delegation.

Morin discussed the need for the Commission to come up with ideas for fundraising to support future exchange visits and suggested that Commission members bring their ideas to the next meeting.

OTHER BUSINESS / MISCELLANEOUS

Commission members had consensus that the group should meet quarterly unless business of the Commission dictates that we meet more frequently.

ADJOURNMENT

Stylski moved, seconded by Baker, to adjourn the meeting at 5:45 pm. The motion carried unanimously

Joe Morin
Sister City Commission Chair

ATTEST:

Caroline Moe
Director of Finance

**DISCOVER DOWNTOWN CAMBRIDGE
EXECUTIVE COMMITTEE AGENDA
OCTOBER 23, 2019 – 9:00 – 10:00AM
WILLARDS**

1. Open meeting, Introductions
2. Determine who will take notes and record attendance
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. Review agenda
5. Review minutes of August 2019 meeting
6. Financial report - Melissa
7. Committee/project reports

BlueJacket All School Reunion

Streetscape - Lynda Woulfe/Stan Gustafson

2020 Flower baskets

Next steps with Wayfinding

Reference Report links:

Keshika's report: <https://www.ci.cambridge.mn.us/home/showdocument?id=1772>

Mn design Team April 2016 : pdf– attached

Todd Streeter final presentation : [https://drive.google.com/file/d/1FYsUAMC-](https://drive.google.com/file/d/1FYsUAMC-05TV482MrLkpSIEfhOQQCkxq/view?usp=sharing)

[05TV482MrLkpSIEfhOQQCkxq/view?usp=sharing](https://drive.google.com/file/d/1FYsUAMC-05TV482MrLkpSIEfhOQQCkxq/view?usp=sharing)

City of Cambridge Assessment report (Pine City):

<https://drive.google.com/file/d/1vyyFa0mXeMDNDVsbXIVTG0vDhIRwQvmC/view?usp=sharing>

Promotion Committee - Grant Johnson

Events update

Other methods of downtown promotion

Next committee meeting is November 5, 8:30am at Willards Foundation Room. RSVP to Melissa

Community Foundation – Greg Carlson/Lynda Woulfe

8. Downtown Business Owners and Managers meeting – set date, agenda
9. Review action items
10. Next Executive Committee Meeting: December 18, 2019. Earlier due to Christmas.

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 Executive Committee Meeting Minutes
August 28, 2019

Attendance: Shirley Geib, Carol Dybvig, Monte Dybvig, Joel Pennington, Scott Peterson, Grant Johnson, and Lynda Woulfe

Committee Reports

Community Foundation

Lynda Woulfe reported the foundation has adopted a mission and vision statement, working on finalizing board members, and getting ready for a fundraising campaign. Woulfe reported that the Disaster Recovery Fund which is a component of the Cambridge Community Foundation has \$22,000 in the fund. The City raised \$12,000 and the Initiative Foundation provided a match of \$10,000. The Foundation will meet again in September.

Streetscape – Flower Baskets

The group discussed flower baskets and the desire to try a different color scheme next year. Carol Dybvig educated committee members on the color pallet and how dark colors absorb into the background. The group looked at some wave petunia sample colors and felt it was important to have a tighter pallet of color or a single color in the basket. Carol will call Bassett Nursey in Mora to talk to them about flower selection.

Woulfe reported that 16 businesses sponsored a flower basket in 2019, nine City of Cambridge employees sponsored flower baskets, and two residents. Some companies and city staff sponsored more than one basket. The City paid for the baskets that weren't sponsored. In 2020, the City may look at cutting back the order to only 40 baskets.

The committee discussed having only one flower per pole and facing them towards the street so if fewer are ordered they would stretch out over the same area. Woulfe stated the City would need to buy new clamps in order to do that and would check into the pricing.

Streetscape – Wayfinding

Woulfe stated the City did not have sufficient funds to engage the wayfinding expert – it needed to be used to offset the expense overruns for snowplowing this spring. Woulfe stated she has been reviewing signage in other communities and that Joel Pennington sent back a bunch of wonderful ideas from the small towns he visited while on this vacation out West.

Woulfe stated the City will approach the Initiative Foundation for a grant for the wayfinding study but felt it may be duplicative of Keshiska's report done just before the Minnesota Design Team visit to Cambridge. Woulfe agreed to email out the report to committee members again so they could review it.

Promotion Committee

Grant Johnson indicated the 3rd Thursday events have gone well and that people did come downtown for them but there was still the expectation of getting this for free. Carol Dybvig stated she heard that sentiment from others as well but tried to differentiate the 3rd Thursdays from the Customer Appreciation event. Johnson indicated businesses did a great job of following the themes for the summer 3rd Thursday events.

Grant stated the Promotions Committee held their meetings about the "Passport to Savings" and approximately 30 people attended to get more information. The deadline to sign up for the passport was Friday, August 23. This promotion is more focused on shopping and there will be a prize drawing on December 19.

Scott Peterson asked how First Baptist could be involved in this activity. Grant stated it would be wonderful if First Baptist allowed a representative from the businesses to handout passports at their Wednesday supper and explain the 3rd Thursday events. Scott was going to check into this possibility.

Grant also shared that *MSP Magazine* did a feature article on the Pinewood which is a new wedding venue along Highway 95. Grant stated the owner of Pinewood is referring customers to Willards for their rehearsal dinners and to the local hotels for overnight reservations.

Joel Pennington stated he will have the rough draft of the downtown business map by Tuesday, September 3.

Grant reminded people the next meeting is on October 23, 2019 at 9:00 am at Willards.

Being no further business, the group adjourned.

Isanti County EDA

Agenda

October 22, 2019

9 – 11 am

Isanti County Government Center

Board Room

- ✓ 1. Call to Order
- ✓ 2. Welcome/introductions
- ✓ 3. Review and approval: Meeting Minutes – July 23, 2019
- ✓ 4. Isanti County High Speed Internet Update
 - Memo for legislators
 - Possible inclusion of broadband discussion at Annual Legislative meeting (Nov 25 Committee of the Whole)
- ✓ 5. PACE program update: Meetings with manufacturers and utilities October 24, 2019
- ✓ 6. MN Housing program update
 - Authorization to submit application again January 2 –January 15, 2020
- ✓ 7. Overview of Isanti County economy
- ✓ 8. Economic development updates
 - ✓ ▪ Cities
 - ✓ ▪ East Central Regional Development Commission
 - ✓ ▪ GPS 45:93
 - ✓ ▪ GREATER MSP
 - ✓ ▪ Passenger and commuter rail
 - ✓ ▪ TH 65 Corridor Coalition Update
- ✓ 9. Verify annual meeting: January 28, 2020
10. Clarify meeting follow-up and next steps

Isanti County EDA
Meeting Minutes
July 23, 2019

Commissioner Greg Anderson called the Isanti County EDA meeting to order at 9:00 a.m., welcomed everyone and introductions were made.

In attendance: Commissioner Greg Anderson, Commissioner Terry Turnquist, Commissioner Susan Morris, Commissioner Dave Oslund, and Randy Polzin. Janna King, Stan Gustafson, Sheila Sellman and Grant Matz (intern) and Kevin VanHooser were also in attendance.

Voting members absent: Mike Warring, Carrie Gibbs, Loren Nelson, Becky Moritz, Paul Nordberg

The April 23rd EDA minutes were reviewed and approved.

Sheila Sellman was introduced as the new Community Development Director, replacing Sean Sullivan.

Janna King reviewed the latest activity related to broadband expansion. She reminded the group of the EDA and County Board directive to have CTC perform a Crowd Fiber Survey that would assist the County in determining the public's willingness to pay a fee (minimum of \$5-15) in addition to normal CTC rates. The fee could be used to pay down county-issued bonds.

Joe Buttweiler of CTC gave a power point presentation that reviewed results thus far. There have been 587 survey submissions to date. This document was distributed and is on file. Following discussing the preliminary survey results, Buttweiler asked the committee if there was interest in applying for the state broadband grant. He said CTC would have limited time to spend on the application. The due date is September 13, 2019, and CTC is applying for approximately three of them already. Janna told the committee she has the time to work on it if they want to submit an application. After much discussion, Randy Polzin moved and Susan Morris seconded that the EDA recommend that the County Board apply for the State broadband grant. This motion was approved unanimously. Janna, Joe and Kevin will review what needs to get done for this application.

Janna and Stan Gustafson briefly reviewed Federal New Markets Tax Credits and Federal Opportunity Zones. Janna reported that Isanti County is not distressed enough to compete successfully for New Markets Tax Credits, even though it is eligible. Local Realtors, commercial and residential, are aware of the Federal Opportunity Zone program. This enables county EDA staff to take a hands-off approach.

Stan Gustafson reported that there have been 28 single family home permits so far in 2019. He also reported that the new mini golf course is open in Cambridge. Roosevelt Gardens is scheduled to open yet this year. Marcia Westover is working on the residential lot inventory as there is a shortage of residential lots.

Janna reviewed the Minnesota Housing homeownership programs in Isanti County. She reported that the funds originally allocated to Isanti County have been exceeded and it seems county residents are taking advantage of the housing programs.

Janna reported that GreaterMSP is currently in transition as the CEO has retired and Peter Frosch has been named the new CEO. The organization is experiencing substantial staff turnover.

Commissioner Turnquist reported that he finds the Hwy. 65 Corridor Coalition meetings to be interesting. Much of their focus is the southern portions of Highway 65 but it benefits our residents, as well. That work includes reduced conflict intersections that improve safety and traffic flow. He also reported that the new 65/107 interchange in Braham has been going well. Terry reminded the committee that City Administrator Sally Hoy is retiring after being employed by the city for 31 years. He also reminded the committee of Braham Pie Days coming next weekend. This is a community celebration that is long-standing and has been very successful.

Stan stated that there is nothing new to report on passenger rail at this time.

Commissioner Anderson reported that GPS 45:93 continues to meet monthly.

Jordan Zeller of East Central Regional Development Commission was unable to attend the EDA meeting. Terry Turnquist reported that ECRDC held their annual meeting.

Sheila Sellman, Community Development Director of Isanti, reported that there have been 46 new residential permits issued in 2019. There are also 33 single family plats and 16 townhome plats in process. There is also a Dollar General store being planned.

The next meeting will be at 9:00 a.m. on October 22, 2019.

The EDA meeting was adjourned.

Respectfully Submitted,
Kevin VanHooser
Isanti County Administrator

ICICLE Meeting Notes
October 14, 2019 – 12:00 Noon

Attendance

Isanti County: Susan Morris and Terry Turnquist, Commissioners

Cambridge-Isanti Schools: School Board Members Nicole Johnson and Lynn Wedlund, Interim Superintendent Nate Rudolph

City of Braham: Mayor Tish Carlson and City Administrator Angie Grafstrom

City of Cambridge: Councilmember Bob Shogren and City Administrator Linda Woulfe

City of Isanti: Josi Wood, City Administrator

Truth in Taxation Hearing Update

Woulfe inquired if the cities of Isanti and Braham had set their dates for their truth in taxation hearings. Wood and Carlson indicated they had set them for December 3 at 7:00 pm. The group appreciated those dates and will ensure that the joint truth in taxation hearing being held by Isanti County, C-I Schools, and the City of Cambridge will be done by 7:00 pm so residents can travel to Braham or Isanti for their hearings.

Wedlund inquired if the space was confirmed at the Hardy Center for the joint truth in taxation hearing. Woulfe responded she fully believed it was.

Complete Count Committee for the 2020 Census

Morris stated the County has formed a Complete Count Committee for the 2020 census and encourage all cities to get information out on how important it is for people to complete and return the census form. Suggestions for additional educational opportunities were:

Booth at the County Fair

Email blasts to students

Educate staff on how to properly answer census questions

Tish Carlson noted they had printed handouts for Braham's Pie Day Festival in August.

Include our Legislators in these meetings

Morris asked if the group would like to invite our area legislators to attend an ICICLE meeting to build better relationships and inform them about what is going on in our communities. The group thought this could be a good idea and thought we could invite them to a future meeting.

GIS Person

Shogren inquired if any of the entities would be interested in sharing GIS services. Shogren stated the County is in the process of hiring a new GIS Technician and it may be wiser to share a position than

hire a new person. Shogren stressed it could save the taxpayers money if this was a shared position. Woulfe noted the City does have a GIS-Stormwater Technician position and the City may be able to share some hours with if Council approves.

Morris and Turnquist stated they felt they had sufficient duties for the GIS person at the County to have their own full-time person. Wood stated she contracts with her engineering firm for GIS items.

Updates from jurisdictions

Johnson and Wedlund stated the new school is coming along with one wall up despite the rainy, terrible weather. Start of school year is off to a great start and they are seeing a decrease in vaping. Rudolph, Johnson, and Wedlund thanked the cities for their efforts in working with the School District to educate kids on vaping.

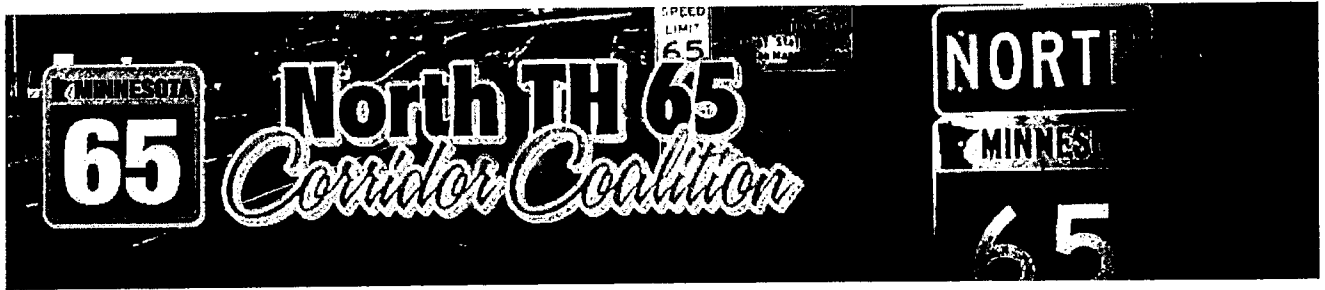
Woulfe stated the Cambridge Public Library is under construction and the project is going well. Woulfe stated that in 2020 the City will have another street reconstruction project.

Wood stated the City changed its health insurance carrier to reduce health care costs and ultimately the City's levy. Highway 65 changes (J turn by Cajima) will be early spring. Emergency management equipment will be the focus of their 2020 budget and they are pleased to be almost at full staffing for the police department.

Grafstrom noted that Braham is doing technology upgrades and getting their computer system network and backed up. They are working on reactivating Braham's economic development authority.

Next meeting date

January 13, 2020 Isanti City Hall



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
 - 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
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

Isanti County Toward Zero Deaths Coalition Meeting

Wednesday, November 6, 2019

Cambridge City Hall

12:00pm - 1:00pm

Agenda

1. Call to Order & Introductions
2. Review summary of September Meeting
3. Discuss State/Local Crash Data
4. Mobilizations
 - Past Mobilizations:

 - Upcoming Mobilizations:
5. TZD Statewide Conference Review, St. Cloud October 23-24
 - <https://www.youtube.com/watch?v=oOYyEi9kNZA>
 - Attendees remarks
6. Other Business
 - Current in-kind donation balance: \$701.00
 - Impact Speaker- Kelly Olson
 - i. <https://youtu.be/3cNlytFp9c>
 - MN Safe Ride- Statistics
 - Next Coalition Meeting: **January 2, 2020, 12:00-1:00 Cambridge City Hall**
 - Next Fatal & Serious Injury Review Meeting: January 2, 2020 following TZD coalition meeting
7. Adjourn (Fatal & Serious Injury Review meeting to follow)

Isanti County Toward Zero Deaths Coalition Meeting
Wednesday, September 4, 2019
Cambridge City Hall
12:00pm -1:00pm

Minutes

1. Call to Order & Introductions
 - Sarah Motl will be going on maternity leave early October, new Health and Safety Coordinator, Molly Wiemann, will co-facilitate the grant with Tony Buttacavoli.
2. Review summary of July Meeting
 - approved
3. Discuss State/Local Crash Data
 - Since last meeting, 61 property damage crashes, 23 personal injury crashes, 10 assist with state patrol
4. Mobilizations
 - Past Mobilization: DWI August 16-September 2- Sheriff's office had some extra hours left over
 - Upcoming Mobilization: Seat Belts and Child Restraints September 16-28- Eric will do radio spot for mobilization, will promote on ICPH social media
 - Did not get speed money for enforcement for next year, local PDs are discussing doing a one day saturation together.
 - Police departments discussed how to do the money/hours for mobilizations next year, instead of giving each agency a set number of hours, each agency will get the amount of money and they will then each figure out how many hours that is for their officers
5. TZD Statewide Conference, St. Cloud October 23-24
 - From ICPH, Tony Buttacavoli and Molly Wiemann will be attending
6. 2019-2020 Toward Zero Deaths grant proposal submitted
 - Accepted
 - We have \$500 for Victim Impact Speaker- looking at Spring 2020
 - We have \$50 for two (\$25 each) boosted social media posts- will do on ICPH Facebook and Instagram, will look at materials that are already created from OTS/DPS/NHTSA
 - i. April Distracted Driving
 - ii. August Impaired Driving
7. Other Business
 - Current in-kind donation balance: \$701.00
 - Hands-Free Law
 - i. All of the agencies stated that it is much easier to catch offenders, most people know that is it wrong now but are still doing it, some did not know that it applied while stopped at a red light. Discussed more education on ways to adapt your current vehicle, especially for older adults, talked about 55 Alive classes. Noticed that most offenders are commuters on 65 going to and from the cities. Older drivers are not sure of the current law and how easily it can be adapted.
 - County Board and City Council Presentations- Sarah will be doing the 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- It was noted at the County Board meeting that many of our fatal crashes are due to impaired driving and in the past Judge Dehn kept track of last place of drink for those that he saw in his courtroom. City of Cambridge now requires that all liquor license holders show proof that their servers have been trained on proper server techniques when they renew their license.
 - There was a discussion about the J-turn at Viking Blvd and 65, lots of crashes, not many personal injury, but major vehicle damages. There will be a J-turn going in Isanti on 65 at Cajima St, discussed what education would be helpful prior to that construction next summer
 - Discussion about cities being asked to change residential streets to 25 mph
 - Discussion about what are the common reasons that teens get pulled over to let the Driver's Ed instructors know what to talk about more
 - Discussed Point of Impact Driver Ed program and the current Parent/Teen Awareness Program through Community Ed
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)

8M



Cambridge Library – Coordination Meeting

Construction Meeting Agenda #12

November 20, 2019

In Attendance:

Lynda Woulfe	City of Cambridge	LWoulfe@ci.cambridge.mn.us
Jim Godfrey	City of Cambridge	jimtrina@midco.net
Matt Small	City of Cambridge	msmall@ci.cambridge.mn.us
Carla Lydon	East Central Regional Library	clydon@ecrlib.org
Rachel Garrett Howell	East Central Regional Library	rhowell@ecrlib.org
Brian Baas	BJ Baas Builders, Inc.	brian@bjbaas.com
Ben Holmberg	BJ Baas Builders, Inc.	benh@bjbaas.com
Chad Caza	BJ Baas Builders, Inc	ccaza@bjbaas.com
Jeremy Mellgren	BJ Baas Builders, Inc	jeremy@bjbaas.com

Copies To:

Steve Lindell	BJ Baas Builders, Inc	stevel@bjbaas.com
Tyler Westfield	Studio EA	TylerW@WeAreStudioEA.com

Schedule Update:

- **Current Activities:** East wing demolition, shoring install, window demo, window install, brick patching, framing, structural steel install
- **Upcoming work:** Stairway shoring, stairway demo, north wall window/door demo, pour in floor at column locations.

Milestone Dates:

- Completion: 5/1/19

Budget Update:

- See attached cost change log.

Old Business:

<u>Item</u>	<u>Description</u>	<u>Action By</u>	<u>Date Required</u>
10.01	<u>Low Voltage Contractor:</u> 10/22/19: BJB would like to begin coordination on card reader access requirements for the doors. Has a Low Voltage Contractor been selected? If not, when does the City anticipate they will select a Low Voltage Contractor?	City	11/1/19

Lynda stated they should have the selection of their Low Voltage Contractor by the end of next week. Carla mentioned that it was recommended by a Low Voltage Contractor to shift the wall east in the server room, so it is flush with the adjacent office wall. Chad has shared this information with Tyler to incorporate this into the plans.
11/6/19: Lynda shared the proposal from Marco for the Low Voltage on this project. The proposal has a quantity of 15 locations for controlled access. BJB included controlled access for two locations. Chad will follow up with the door and hardware suppliers and report cost impacts to the group by 11/13/19.

Carla will send updated list of doors that will require card reader access. Chad received the list, and will follow up with any impacts to cost and schedule. Chad 11/13/19

11/20/19: Added cost for card reader access is \$6861. BJB will need approval by 11/27/19 to order hardware.

11.02 Blocking for Shelves:

11/6/19: Jeremy brought up blocking requirements for shelves located on walls. BJB will need to be provided blocking requirements for shelves that are located on walls. ECRL will need to provide furniture plan when available. When walls are up, BJB and ECRL will walk the site to ensure all blocking requirements are incorporated into the project.

ECRL/BJB TBD

11/20/19: Nothing needed at this time. Will review when framing starts.

11.03 Sidewalks:

11/6/19: Lynda brought up the discussion on eliminating some sidewalks. All sidewalks to highway 95 will be eliminated, accept for the sidewalk in the west parking lot. Chad will incorporate this into the site plan by our next meeting along with cost impacts.

Chad 11/20/19

11/20/19: Chad will have a revised site plan to review at the meeting.

11.04 Site Plan for City Work:

11/6/19: Lynda would like an updated site plan to show the work required by the City to include with their street improvements. Brian will work with Todd on finalizing a plan.

Brian 11/20/19

11/20/19:

11.05 Lift Station Control Panel:

11/6/19: Todd Schwab would like a quote to replace the control panel for the lift station. Chad will work on getting a quote by our next meeting.

Chad 11/20/19

11/20/19: Chad will provide an update at the meeting.

11.06 Circulation Desk:

11/6/19: Carla inquired about a revised plan shortening the circulation desk. Tyler will have a revised plan for the circulation desk by our next meeting.

Tyler

11/20/19

11/20/19: Tyler will have a revised plan for the circulation desk to review at the meeting.

New Business:

<u>Item</u>	<u>Description</u>	<u>Action By</u>	<u>Date Required</u>
12.01	<u>Electric Layout Plan/Furniture Layout:</u> 11/20/19: Chad has directed our electrician to begin design for the electrical layout. Does the City or ECRL have a furniture plan available to assist with the electrical layout?		
12.02	<u>ECRL Board Site Tour:</u> 11/20/19: Carla had requested a tour for the December 9 th ECRL board meeting. Chad would like to know how many plan on attending, so we can make accommodations for the group.		

Feedback:

- The following feedback items were requested by the BJ Baas Builders team:
 - Project team performance
 - Desired process or communication changes
 - Outstanding issues

I believe this is a comprehensive and accurate summary of items discussed. Please contact Chad Caza at (763) 691-0444 with any additions or corrections.

The next Coordination Meeting is scheduled for December 4th, 2019 at 9:45am.

11:00

next 12 weeks

Tour on 12/9 @ 11:30 am

