

Cambridge City Council Meeting - Monday, February 3, 3:30 pm
City Council Chambers, 300 3rd Avenue NE

Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
3:30 pm	1. Call to Order
3:30 pm	2. Pledge of Allegiance
3:31 pm	3. Approval of Agenda
3:32 pm	4. Consent Agenda
	A. Approval of Regular and Summary City Council Meeting Minutes for January 21, 2020 (p. 3)
	B. Draft December 2019 Financial Statements (p. 8)
	C. Resolution R20-005 Appointing Election Judges for the Presidential Primary Election - March 3, 2020 (p. 78)
	D. Resolution R20-006 Certify Delinquent Charges to Property Tax Roll (p. 79)
	E. Resolution R20-007 Accepting restricted donations for Fire Department (p. 82)
	F. Utilities Department Truck Replacement (p. 84)
	G. Resolution R20-008 Accepting restricted donations for Park Department (p. 89)
	H. Resolution R20-009 Application for Payment #6 from Phoenix Fabricators & Erectors LLC for West Water Tower (p. 91)
3:34 pm	5. Work Session
	A. Recognition of Utilities Department - Water Fluoridation Quality Award (p. 97)
	6. Unfinished Business
3:38 pm	A. Sidewalk Snow Removal – Rebecca Friez, 1440 10 th Ave SE (p. 98)
3:45 pm	B. Discussion Loan and Grant Program (p. 107)

3:50 pm	C. Resolution R20-002, Abatement Consideration of 1615 Southhaven Dr. S. (p. 122)
4:00 pm	D. Fee Schedule for False Alarms Discussion (p. 133)
	7. New Business
4:05 pm	A. Select Contractor for electrical work and heat tape installation (p. 139)
4:08 pm	B. Beyond the Yellow Ribbon One Day Temporary On-Sale Liquor License – March 28, 2020 (p. 155)
4:08 pm	C. Cambridge Police Department – Minnesota Bureau of Criminal Apprehension Joint Powers Agreement on Human Trafficking Investigators Task Force (p. 157)
4:10 pm	D. Street Closure Request – February 20, 2020 (Main Street S from 2 nd Ave to 3 rd Ave) (p.163)
4:11 pm	8. Committee Reports
	A. Allina Community Engagement (no meeting) B. Community Education Advisory Council (p. 164) C. Airport Advisory Commission (p. 166) D. Cambridge Fire Department (p. 168) E. Parks, Recreation and Trails Commission (p. 172) F. Planning Commission (p. 177) G. ICICLE (p. 180) H. Isanti County Toward Zero Death (TZD) Coalition (p. 182) I. Sister City Commission (p. 183)
4:12 pm	9. Mayor’s Report & Council Concerns
	10. City Attorney’s Report – no items
	11. City Administrator’s Report
4:15 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>
Feb. 4	7:00pm	Cambridge Planning Commission
Feb. 10	5:00pm	Community Education Advisory Council (Ed. Serv. Center- Rm 118)
Feb. 11	7:00pm	Cambridge Parks, Trails, & Recreation Commission

**Cambridge City Council Meeting Minutes
Tuesday, January 21, 2020**

A regular meeting of the Cambridge City Council was held on Tuesday, January 21, 2020, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Lisa Iverson, Joe Morin, and Bob Shogren. All present, no absences.

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

Call to Order and Pledge of Allegiance

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

Citizens' Forum

No one appeared for the citizens' forum.

Approval of Agenda

Shogren moved, seconded by Iverson, to approve the agenda. Motion passed unanimously.

Consent Agenda

Woulfe noted Item 4B Temporary Intoxicating Liquor Permit for March 21, 2020, was moved to April 18, 2020. Iverson moved, seconded by Shogren, to approve the amended consent agenda Items A-F:

- A. Approval of December 30, 2019 and the January 6, 2020 summary and regular meeting minutes
- B. Approve Temporary Intoxicating Liquor Permit for Cambridge Fire Relief Association for February 15, 2020 and March 21, 2020 (amended to April 18, 2020)
- C. Warrants #115481 - #115791 and ACH/Wire items totaling \$1,634,210.51
- D. Resolution R20-003 Accepting restricted donations for Fire Department
- E. Resolution R20-004 Accepting restricted donations for Park Department
- F. Pyrotechnic Display Inc. contract for 4th of July Fireworks

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

Work Session - No items.

Unfinished Business

2020 Summer Park Programming Contracts

Woulfe stated that she has been working on finding and booking programs for the Summer Activities Program. She noted that Allina has provided a \$2,500 donation for the kids' Positivity in the Parks

programming, which includes the The Toonies, A Touch of Magic, the Circus Science Spectacular, a Scavenger Hunt and Obstacle Course Day, Rock Painting, and the Dollipops. Woulfe informed the Council that the City would again have a Painting in the Park series that will be instructed by Ashley Messer of Creative 23 Studio.

Woulfe also announced other summer entertainment that includes The Groove, Lady Luck, Mostly Cash, and the Dweebs for the Summer Concert Series. She also noted that there will be two Downtown Concerts featuring Maddy Braun and Miss Myra and the Moonshiners. In August, the City will again host a Movies in the Park series, including the movies Wonder, Hotel for Dogs, Sing, A Dog's Journey, and A House with a Clock in the Walls. The Movies in the Park series will be hosted in various City Parks, and will have free popcorn for viewers to enjoy. Woulfe informed the Council that there will also be a Karaoke Contest before the movie Sing. She said that she felt there was a good variety of activities that run through the months of June, July, and August.

A question was asked about the cost of the summer programming. Woulfe stated that \$20,000 had been budgeted for the summer programming, and the total cost came in under budget at \$19,337. She also reminded Council members that that figure would be lower after accounting for the donation from Allina for \$2,500. Conley motioned, seconded by Morin, to approve the 2020 Summer Park Programming contracts as presented. Motion carried unanimously.

VeriTech De-icing/Preconditioning Equipment

Schwab addressed the Council and provided updated information on equipment options used to de-ice and precondition roads before a snow event. He obtained a quote of \$12,213 for a VeriTech self-contained, skid mounted salt brine applicator, with a 6-week delivery time. The salt brine applicator would save on salt after the product was applied, and would help with snow removal. With other Public Works equipment purchases coming in under budget by \$10,000, it would allow the de-icing equipment to be purchased with funds from the Public Works Capital Fund. Iverson moved, seconded by Shogren, to approve the purchase of the VeriTech De-icing and Preconditioning Equipment for \$12,213. Motion carried unanimously.

New Business

Garage moving proposal for 345 4th Ave N. E., Cambridge, MN

Gustafson stated he received a proposal for removing the garage from city owned property located at 345 4th Avenue Northeast. Mr. Anderson is interested in only moving the garage only and not the concrete slab. Mr. Anderson would clean-up of any trash from the removal of the garage.

Shogren asked about the costs of demolishing the property with and without the garage. Schwab stated that the demolition quote was the same with or without the garage. Shogren then asked about the cost of having the slab removed, and Schwab thought it would cost the City about \$200 to remove the slab, grade the area, and seed it. Shogren felt that the buyer should at least cover the cost of having the slab removed, in return for getting to remove the garage.

Godfrey inquired what expenses the City may have on that building if it was not moved. Woulfe and Gustafson responded it would need to be painted which could cost more than \$200.

Shogren moved, seconded by Iverson, to accept the proposal for the removal of the garage and clean-up, in exchange for the price of \$200. Motion carried unanimously.

Audiovisual equipment for Cambridge Public Library

Woulfe informed the council that staff has been working on proposals for the audiovisual equipment for the new library. They have sought proposals from Marco, iSPACE, Provision Media, and Tierney. Based on the initial proposals, discussions continued with iSPACE and Provision Media because of their lower costs. The proposal from iSPACE was \$73,244.85, and the proposal from Provision Media was \$53,522.45. Being that there is a specific allowance for audiovisual equipment, the Provision Media proposal fits within the amount allocated for the audiovisual equipment.

The ordering of equipment is about 12-16 weeks and would need to be installed on May 1, 2020, along with being coordinated with the electrical contractor. Woulfe said that the Council needs to move forward on awarding the contract, to accomplish the tight time frame. She said the proposal would fit well within the library spaces and that they are happy with the audiovisual equipment that would be provided.

A question was asked about the difference in proposal prices. Woulfe said that the proposal by iSPACE had more equipment included in the proposal, but that not all of the equipment was needed. The proposal from Provision Media had less equipment included, but still covered all the areas and needs that the library staff were looking for. Conley moved, seconded by Iverson, to approve the proposal from Provision Media for audiovisual equipment for the Cambridge Public Library not to exceed a total cost of \$53,522.45. Motion passed unanimously.

Approve Hiring Process for Paid, On-Call Firefighters

Pennings informed the Council that the firefighter membership count is done to 27 out of 30, due to recent resignations. Another upcoming resignation will increase the vacancy further. He would like the council to approve the initiation of the hiring process, so the Fire Department could fill up to four firefighter positions as well as create an eligibility list to fill any vacant spots in the future. Shogren motioned, seconded by Morin, to approve the initiation of the hiring process for up to four paid on-call firefighters and create an eligibility list that would last throughout the year. Motion passed unanimously.

Ordinance 691 – Amending City Code Title XI Business Regulations, Chapter 115: Tobacco Regulations (changing the legal age to purchase tobacco)

Woulfe stated that a new federal law has been adopted that raised the legal age to purchase tobacco and tobacco related products to 21 years of age. The League of Minnesota Cities stated that if a City's ordinance referenced that a purchaser be at least 18 to purchase tobacco products, the federal law would still apply and recommended that the City update its ordinance to reflect the federal requirements. Woulfe informed the Council that Ordinance 691 makes the necessary changes to comply with the new federal law. All references to the age of 18 have been changed to 21, and the

definition was also changed to include tobacco related products. The compliance check ages have also been updated to be between 17 and 21 years of age.

Shogren noted that the language for parental consent would be need to be updated for those involved in compliance checks that are over the age of 18, but less than 21. The City Attorney made the suggestion of striking out the wording "with the written consent of their parents or guardians," and "over the age of 17 years but less than 21 years". He then added ", provided that parental consent is obtained for minors under the age of 18." to the end of the last sentence under the Compliance Checks and Inspections section.

Shogren asked what other federal laws cities are asked to enforce. Godfrey clarified that the compliance checks were only enforcing compliance with the City's licensing requirements, and not actually enforcing the federal law. Iverson motioned, seconded by Conley, to approve Ordinance 691 with the changes to the language. Voting aye were Conley, Godfrey, Iverson and Morin. Shogren voted nay. The motion carried with four ayes and one nay.

Mayor's Report

There was an update on the State of the Cities meeting being set for February 19, 2020 at 12:00 p.m. at the Cambridge Lutheran Church. Godfrey also wanted to show appreciation to the City's Public Works staff for their efforts in clearing the recent difficult snowfalls.

Council Concerns & City Attorney's Report

No items.

City Administrator's Report

Woulfe wanted to note that early voting has started for the presidential primary. It started back on January 17, 2020 and will continue through February 29, 2020 in the Isanti County Auditor-Treasurer's Office. Public accuracy testing will be conducted soon. Woulfe also wanted to say thank you to the Cambridge-Isanti School District for providing 14 student election judges to help with elections. She said the City now has 55 election judges to help voters this year.

The Council went into a closed meeting at 6:44 p.m., under Minnesota Statutes § 13D.05, to consider an offer for City owned property located at 2680 28th Ave SE, Cambridge.

Adjournment of Council Meeting

Being no further business before the City Council, Morin moved, seconded by Shogren, to adjourn the closed and regular meeting at 6:52 pm. Motion carried unanimously.

ATTEST:

James A. Godfrey, Mayor

Linda J. Woulfe, City Administrator

**SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE
CAMBRIDGE CITY COUNCIL
January 21, 2020**

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

Regular City Council Meeting

- Meeting called to order at 6:00 pm, and Godfrey led the Pledge of Allegiance.
- Meeting agenda was approved.
- Approved consent agenda items A-F with a notation on the new date for the CFRA gun raffle.
- Approved the 2020 Summer Parks Programming.
- Approved the purchase of Veritech de-icing equipment.
- Approved the removal of the garage at 345 4th Avenue Northeast at a price of \$200.
- Approved purchase of audiovisual equipment from Provision Media for \$53,522.45.
- Approved the initiation of the hiring process for paid on-call firefighters.
- Approved Ordinance 691 amending the legal age to purchase tobacco and tobacco related products.
- Godfrey provided an update on the State of the Cities meeting.
- Godfrey appreciated the efforts of Public Works staff is clearing recent snowfalls.
- Woulfe provided updates on early voting and election judges for the year.
- A closed session was held to consider an offer for City owned property located at 2680 28th Avenue Southeast.
- Meeting was adjourned at 6:52 p.m.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the twelve months ended December 31, 2019. Note—accounting entries are still being made for 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.

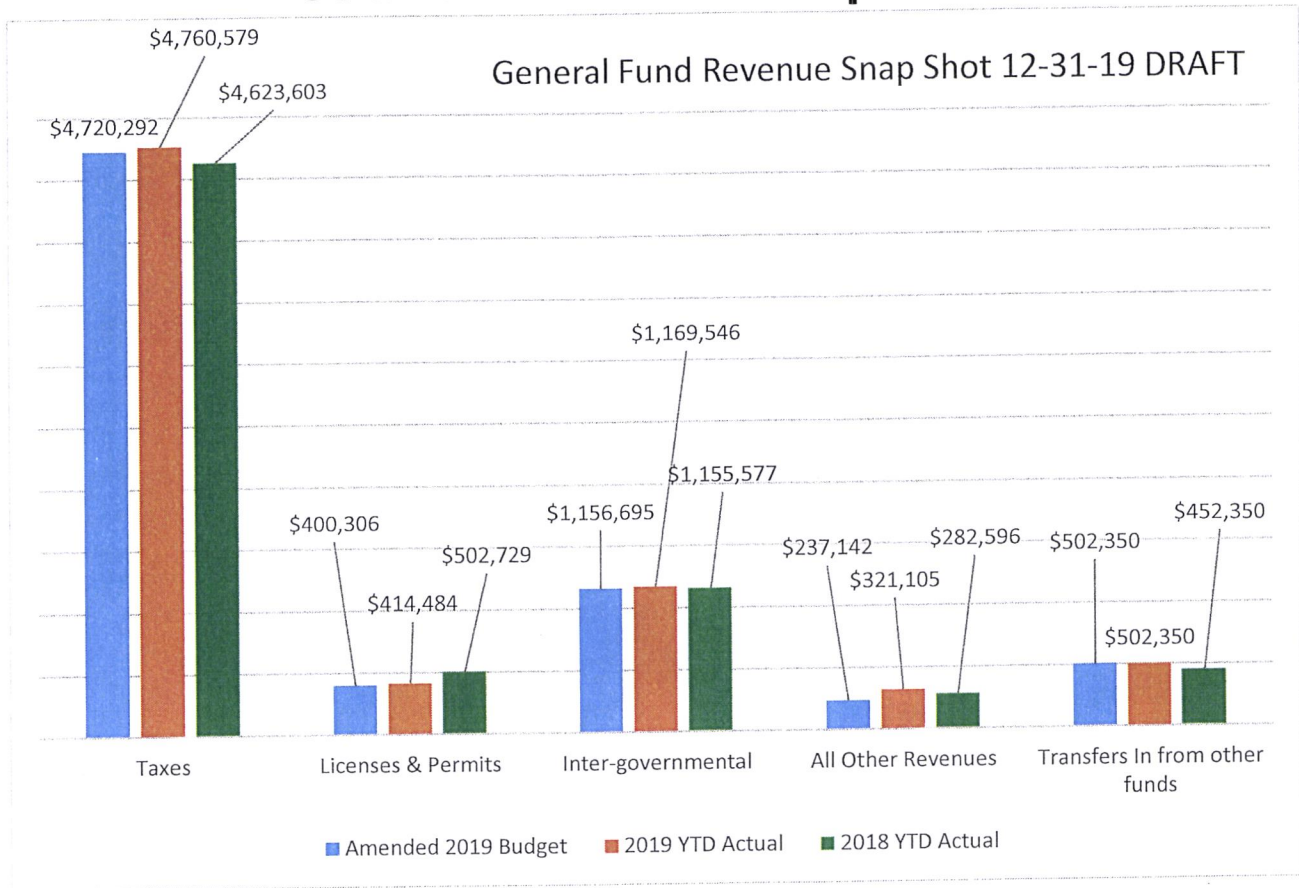
Cash and Investment Summary

Park Expenditure Breakdown Report

Council Action Requested

NONE REQUIRED - For discussion only.

Council Financial Snap Shot



Notes—

- Information is based on preliminary data—additional changes will occur before audit report is finalized.

**Behind the numbers—
Property Taxes**

Percentage of current taxes collected compared to budget

102% as of 12/31/2019

Tax collection was strong in 2019.

**Behind the numbers—
License & Permits**

Year to Date
New Single Family
Residential Permits Issued

51 as of 12/31/2019

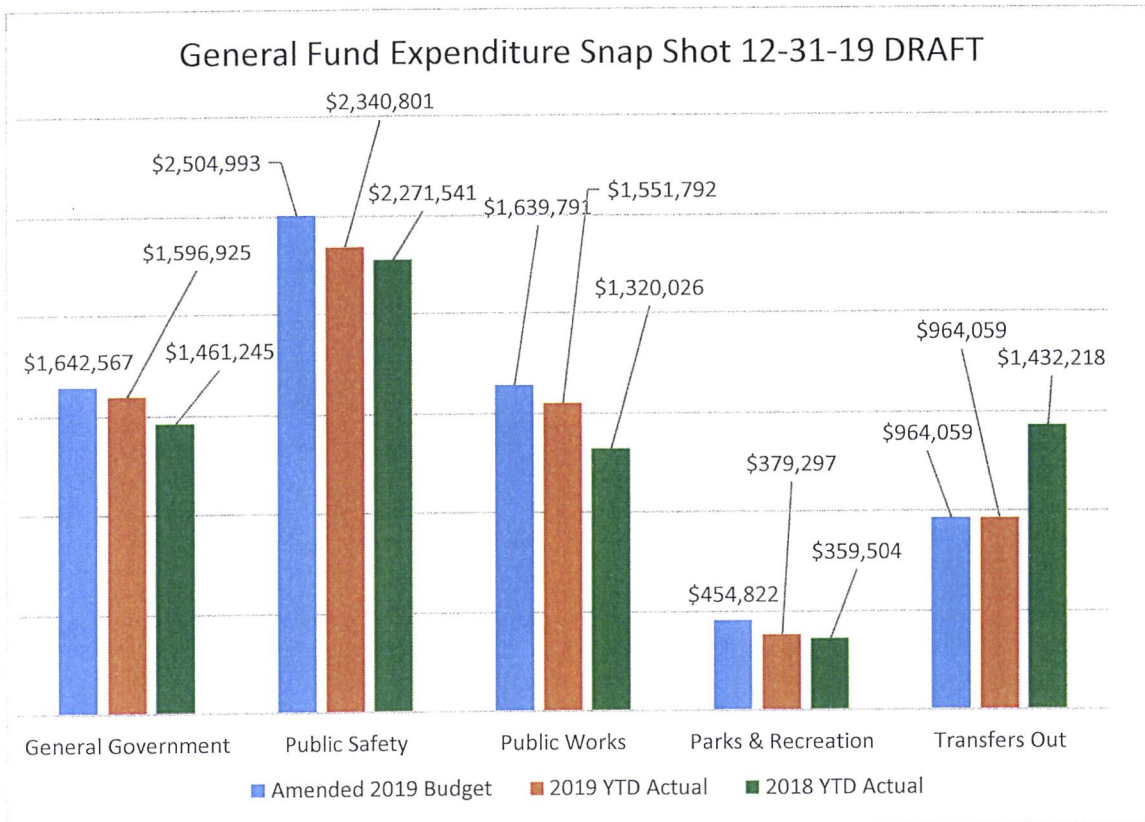
54 as of 12/31/2018

**Behind the numbers—
Intergovernmental Revenue**

Local Government Aid
Received from the State of MN

\$806,834 as of 12/31/2019

\$802,355 as of 12/31/2018



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

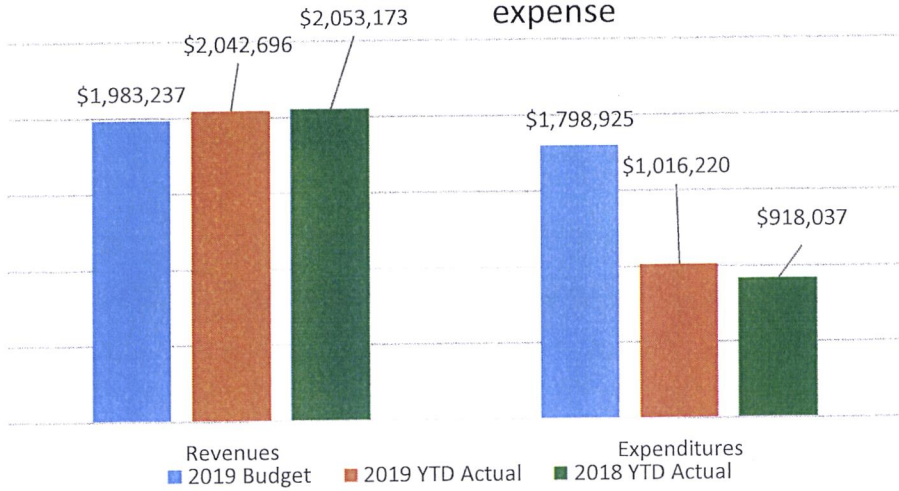
Cambridge maintains fifty-seven miles of streets with six snow plows, two loaders, and two sidewalk machines. The Street Dept plows when two inches or more of snow is received. The Street Dept also sands/salts when conditions are slippery. To report street concerns, call 689-1800.

Behind the numbers—

18

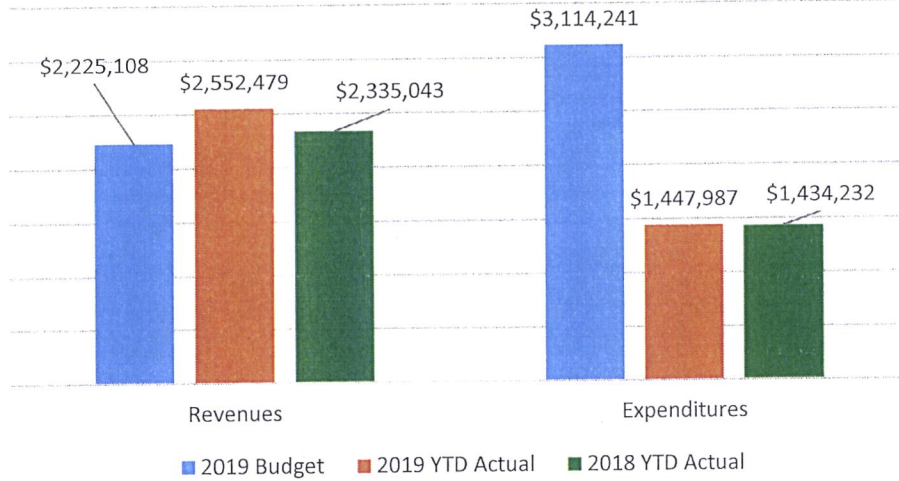
Cambridge has eighteen parks. Park locations and amenities can be found on the City's website at www.ci.cambridge.mn.us

Water Fund 12-31-19 DRAFT, excluding deprec expense



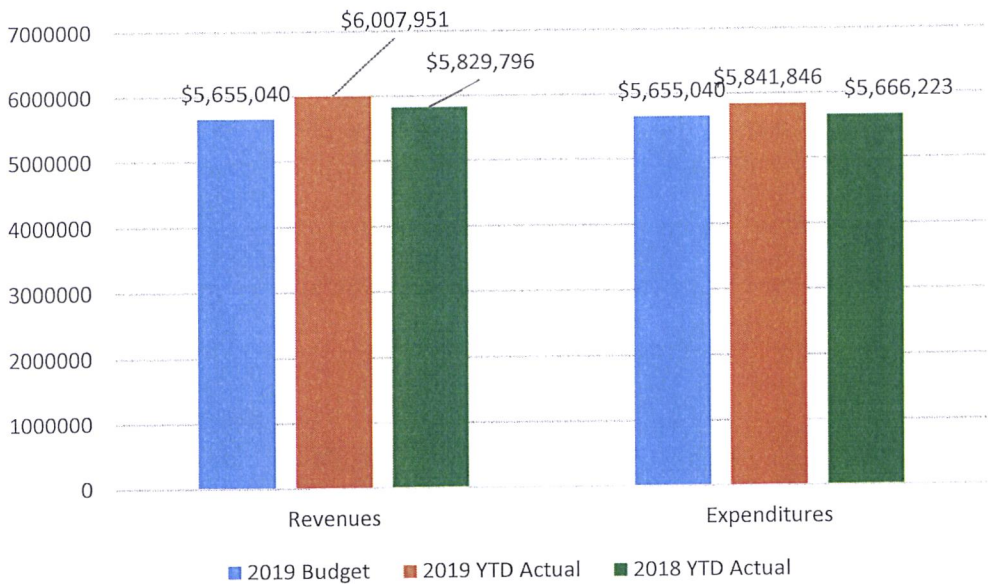
Water Fund Notes—
Sprinkler account sales are down compared to last year, likely due to significant, regular rainfall this summer reducing the need for sprinkler usage.

Wastewater Fund 12-31-19 excluding deprec

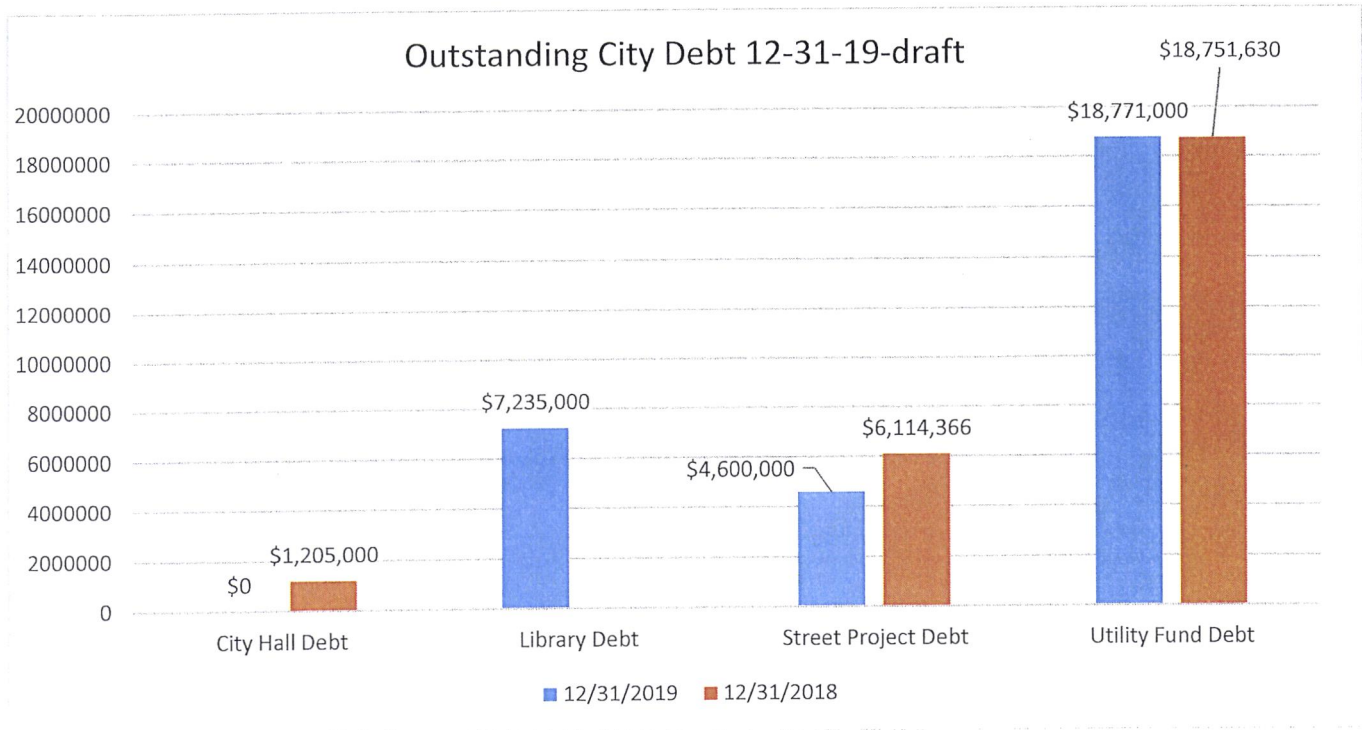


Wastewater Fund Notes—
No concerns with revenues or expenditures at this time.

Northbound Liquor 12-31-19 DRAFT



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. In December, 2019, the City issued debt to fund the acquisition of a new library.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	4,701,495.00	4,720,292.00	4,760,578.81	40,286.81	100.85	4,623,602.69
LICENSES AND PERMITS	317,360.00	400,306.00	414,484.23	14,178.23	103.54	502,728.59
INTERGOVERNMENTAL REVENUES	1,081,241.00	1,156,695.00	1,169,545.62	12,850.62	101.11	1,155,577.78
CHARGES FOR SERVICES	123,200.00	130,525.00	135,502.70	4,977.70	103.81	127,981.65
FINES AND FORFEITURES	42,700.00	75,140.00	84,760.49	9,820.49	112.80	92,898.94
OTHER	18,600.00	31,477.00	100,841.74	69,364.74	320.37	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	7,016,785.00	7,168,063.59	151,278.59	102.16	7,016,853.71
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	58,330.00	82,308.00	73,332.69	8,975.31	89.10	61,860.62
ADMINISTRATION	336,062.00	330,922.00	313,368.90	17,553.10	94.70	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	328,310.60	1,053.40	99.68	309,616.22
LEGAL	99,000.00	107,805.00	113,159.79	(5,354.79)	104.97	106,298.49
BUILDING DEPARTMENT	349,434.00	330,230.00	314,193.48	16,036.52	95.14	292,334.91
ENGINEERING	25,000.00	36,000.00	35,223.73	776.27	97.84	26,256.07
PLANNING	272,648.00	260,475.00	252,588.48	7,886.52	96.97	240,328.06
NEW CITY HALL BUILDING	151,262.00	164,313.00	166,392.63	(2,079.63)	101.27	156,857.80
TOTAL GENERAL GOVERNMENT	1,628,943.00	1,642,567.00	1,596,925.30	45,641.70	97.22	1,461,240.42
PUBLIC SAFETY						
POLICE DEPARTMENT	2,200,931.00	2,165,530.00	2,033,141.13	132,388.87	93.89	1,953,771.65
FIRE DEPARTMENT	318,115.00	329,363.00	298,356.87	31,006.13	90.59	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	4,800.00	200.00	96.00	4,800.00
TOTAL PUBLIC SAFETY	2,529,646.00	2,504,993.00	2,340,801.18	164,191.82	93.45	2,271,540.60
STREETS						
STREETS	1,280,498.00	1,639,791.00	1,551,791.52	87,999.48	94.63	1,231,943.27
MAINTENANCE BUILDING	.00	.00	.00	.00	.00	18,565.50
TOTAL STREETS	1,280,498.00	1,639,791.00	1,551,791.52	87,999.48	94.63	1,250,508.77
PARK AND RECREATION						
ICE RINK	87,718.00	.00	.00	.00	.00	69,523.17
PARKS & RECREATION	374,519.00	454,822.00	379,296.55	75,525.45	83.39	359,502.87
TOTAL PARK AND RECREATION	462,237.00	454,822.00	379,296.55	75,525.45	83.39	429,026.04
UNALLOCATED EXPENDITURES						

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TRANSFERS OUT	885,622.00	964,059.00	964,059.00	.00	100.00	1,432,217.66
TOTAL UNALLOCATED EXPENDITURES	885,622.00	964,059.00	964,059.00	.00	100.00	1,432,217.66
TOTAL FUND EXPENDITURES	6,786,946.00	7,206,232.00	6,832,873.55	373,358.45	94.82	6,844,533.49
NET REVENUE OVER EXPENDITURES	.00	(189,447.00)	335,190.04	(524,637.04)		172,320.22

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	4,681,071.00	4,720,330.81	(39,259.81)	100.84	4,520,758.28
101-31020 TAXES - DELINQUENT	25,000.00	15,079.00	16,104.12	(1,025.12)	106.80	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	1,253.00	1,253.75	(.75)	100.06	3,036.14
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	22,889.00	22,889.19	(.19)	100.00	40,779.99
TOTAL TAXES	4,701,495.00	4,720,292.00	4,760,578.81	(40,286.81)	100.85	4,623,602.69
LICENSES AND PERMITS						
101-32110 LIQUOR LICENSES	14,000.00	18,600.00	20,300.00	(1,700.00)	109.14	21,900.00
101-32180 CIGARETTES	3,200.00	2,600.00	2,600.00	.00	100.00	2,800.00
101-32184 CABLE FRANCHISE FEES	66,000.00	65,000.00	65,497.30	(497.30)	100.77	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	4,485.00	4,658.91	(173.91)	103.88	8,755.20
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	293.00	458.94	(165.94)	156.63	516.89
101-32220 BUILDING PERMITS	170,000.00	238,242.00	237,497.46	744.54	99.69	320,214.50
101-32222 MECHANICAL PERMITS	25,000.00	24,243.00	24,405.99	(162.99)	100.67	29,083.79
101-32225 INVESTIGATION (PENALTY FEE)	400.00	1,176.00	1,176.00	.00	100.00	1,338.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	520.00	760.00	775.00	(15.00)	101.97	820.00
101-32230 PLUMBING PERMITS	13,000.00	18,796.00	19,254.00	(458.00)	102.44	16,807.00
101-32240 SIGN PERMITS	1,724.00	1,080.00	1,080.00	.00	100.00	1,560.00
101-32298 RENTAL REGISTRATION FEE	10,000.00	10,691.00	20,741.98	(10,050.98)	194.01	10,937.50
101-32299 PLANNING & ZONING FEES	7,000.00	12,190.00	13,888.65	(1,698.65)	113.93	17,298.46
TOTAL LICENSES AND PERMITS	317,360.00	400,306.00	414,484.23	(14,178.23)	103.54	502,728.59
INTERGOVERNMENTAL REVENUES						
101-33165 FEDERAL GRANTS - OTHER	.00	7,688.00	10,369.90	(2,681.90)	134.88	9,026.45
101-33401 LOCAL GOVERNMENT AID (LGA)	806,834.00	806,834.00	806,834.00	.00	100.00	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	5,822.00	.00	100.00	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	127,162.00	137,328.50	(10,166.50)	107.99	71,509.10
101-33424 SCHOOL DIST ASST SRO#2	6,630.00	.00	.00	.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	1,156,695.00	1,169,545.62	(12,850.62)	101.11	1,155,577.78

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
CHARGES FOR SERVICES						
101-34102	FILING FEES	10.00	.00	.00	.00	120.00
101-34105	SALES - MAPS, COPIES, ETC.	250.00	341.00	341.75 (.75)	100.22 131.75
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	572.00	602.25 (30.25)	105.29 2,950.75
101-34202	POLICE ADMINISTRATION FEES	1,500.00	8,595.00	8,785.00 (190.00)	102.21 4,660.00
101-34205	PAWN SHOP TRANSACTION REVENUE	6,000.00	3,735.00	4,467.50 (732.50)	119.61 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	1,566.64 (566.64)	156.66 .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	18.00	18.75 (.75)	104.17 1,679.00
101-34958	ICE RINK LEASE REVENUE	7,640.00	3,571.00	7,027.00 (3,456.00)	196.78 7,800.00
	TOTAL CHARGES FOR SERVICES	123,200.00	130,525.00	135,502.70 (4,977.70)	103.81 127,981.65
FINES AND FORFEITURES						
101-35101	COURT FINES	40,000.00	70,000.00	68,945.49	1,054.51	98.49 86,538.94
101-35102	PARKING FINES	1,500.00	2,520.00	2,900.00 (380.00)	115.08 1,670.00
101-35104	ANIMAL CONTROL FINES	1,200.00	1,620.00	1,660.00 (40.00)	102.47 1,540.00
101-35105	ADMINISTRATIVE CITATION FINE	.00	1,000.00	11,255.00 (10,255.00)	1,125.50 3,150.00
	TOTAL FINES AND FORFEITURES	42,700.00	75,140.00	84,760.49 (9,620.49)	112.80 92,898.94
OTHER						
101-36102	SPECIAL ASSESSMENT INTEREST	.00	.00	115.20 (115.20)	.00 1,324.70
101-36200	MISCELLANEOUS	.00	.00	2,039.17 (2,039.17)	.00 885.20
101-36210	INTEREST EARNINGS	14,000.00	17,000.00	77,597.56 (60,597.56)	456.46 27,235.82
101-36220	FACILITY RENTAL	3,600.00	4,051.00	10,663.10 (6,612.10)	263.22 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	.00	.00	.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	125.00	125.00	.00	100.00 504.00
	TOTAL OTHER	18,600.00	31,477.00	100,841.74 (69,364.74)	320.37 61,714.06

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	6,786,946.00	7,016,785.00	7,168,063.59			7,016,853.71

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 101 - GENERAL FUND

DRAFT

		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	29,433.49	(466.51)	98.44	29,900.16
101-41110-122	FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	2,251.42	(38.58)	98.32	2,287.06
101-41110-151	WORKERS' COMPENSATION PREMIU	140.00	140.00	77.56	(62.44)	55.40	119.38
	TOTAL PERSONAL SERVICES	32,330.00	32,330.00	31,762.47	(567.53)	98.24	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	150.00	11.00	(139.00)	7.33	350.00
101-41110-213	CITIZEN'S ACADEMY COSTS	500.00	.00	.00	.00	.00	.00
101-41110-214	EMPLOYEE RECOGNITION	500.00	348.00	347.66	(.34)	99.90	495.57
	TOTAL SUPPLIES	1,350.00	598.00	360.80	(237.20)	60.33	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	2,763.00	2,848.16	85.16	103.08	392.65
101-41110-334	MILEAGE REIMBURSEMENT	150.00	.00	.00	.00	.00	.00
101-41110-340	ADVERTISING	1,000.00	99.00	98.50	(.50)	99.49	.00
101-41110-360	INSURANCE AND BONDS	1,000.00	304.00	303.20	(.80)	99.74	258.12
	TOTAL OTHER SERVICES AND CHA	4,650.00	3,166.00	3,249.86	83.86	102.65	650.77
<i>MISCELLANEOUS</i>							
101-41110-430	MISCELLANEOUS	100.00	.00	.00	.00	.00	.00
101-41110-433	DUES AND SUBSCRIPTIONS	100.00	30.00	30.00	.00	100.00	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	12,282.00	12,281.25	(.75)	99.99	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	19,308.31	(7,063.69)	73.22	.00
	TOTAL MISCELLANEOUS	20,000.00	46,214.00	37,959.56	(8,254.44)	82.14	27,949.87
	TOTAL MAYOR AND CITY COUNCIL	58,330.00	82,308.00	73,332.69	(8,975.31)	89.10	61,860.62

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 101 - GENERAL FUND

DRAFT

		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	159,449.78	(7,550.22)	95.48	128,785.82
101-41320-103	PART-TIME - REGULAR	41,283.00	40,183.00	35,978.82	(4,204.18)	89.54	28,386.79
101-41320-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	128.00	127.89	(.11)	99.91	.00
101-41320-121	PERA (EMPLOYER)	16,147.00	16,147.00	14,720.03	(1,426.97)	91.16	11,553.80
101-41320-122	FICA/MEDICARE (EMPLOYER)	16,470.00	16,393.00	14,617.56	(1,775.44)	89.17	11,442.59
101-41320-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	34,227.00	29,351.00	28,855.32	(495.68)	98.31	18,793.32
101-41320-133	ADMIN--INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	2,400.00	.00	100.00	1,200.00
101-41320-151	WORKERS' COMPENSATION PREMIU	1,685.00	1,685.00	765.98	(919.02)	45.46	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	132.70	(117.30)	53.08	159.05
	TOTAL PERSONAL SERVICES	287,962.00	278,537.00	261,397.60	(17,139.40)	93.85	202,138.49
<i>SUPPLIES</i>							
101-41320-201	OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,800.00	1,933.43	133.43	107.41	1,570.11
101-41320-202	DUPLICATING & COPYING SUPPLIES	2,000.00	1,250.00	1,203.30	(46.70)	96.26	1,009.58
101-41320-203	CITY NEWSLETTER COSTS	.00	4,770.00	4,769.72	(.28)	99.99	.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	.00	.00	.00	.00	.00
101-41320-240	SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,720.00	1,719.39	(.61)	99.96	3,616.40
	TOTAL SUPPLIES	5,450.00	10,833.00	10,813.60	(19.40)	99.82	6,480.09
<i>OTHER SERVICES AND CHARGES</i>							
101-41320-304	MISC PROFESSIONAL SERVICES	2,000.00	3,247.00	3,246.50	(.50)	99.98	11,987.97
101-41320-313	IT MGMT & BACKUP	3,000.00	3,000.00	2,709.72	(290.28)	90.32	2,709.72
101-41320-322	POSTAGE	4,500.00	3,008.00	3,122.85	114.85	103.82	2,950.00
101-41320-331	TRAVEL/MEALS/LODGING	600.00	735.00	734.54	(.46)	99.94	264.46
101-41320-334	MILEAGE REIMBURSEMENT	300.00	180.00	179.22	(.78)	99.57	34.44
101-41320-340	ADVERTISING	1,500.00	1,220.00	1,219.90	(.10)	99.99	1,960.83
101-41320-351	LEGAL NOTICES/ORD PUBLISHING	1,000.00	700.00	437.63	(262.37)	62.52	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	13,975.00	13,534.94	(440.06)	96.85	22,508.21

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	.00	.00	.00	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,500.00	12,501.00	12,744.80	243.80	101.95	13,214.93
101-41320-430 MISCELLANEOUS	100.00	.00	.00	.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	13,800.00	13,605.00 (195.00)	98.59	13,249.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	516.00	516.00	.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>27,577.00</u>	<u>27,622.76</u>	<u>45.76</u>	<u>100.17</u>	<u>27,174.05</u>
TOTAL ADMINISTRATION	<u><u>336,062.00</u></u>	<u><u>330,922.00</u></u>	<u><u>313,368.90</u></u>	<u><u>(17,553.10)</u></u>	<u><u>94.70</u></u>	<u><u>258,300.84</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>FINANCE/MIS</i>							
<i>PERSONAL SERVICES</i>							
101-41500-101	FULL-TIME EMPLOYEES - REGULAR	169,250.00	174,876.00	171,764.44	(3,111.56)	98.22	164,470.08
101-41500-121	PERA (EMPLOYER)	13,116.00	13,116.00	12,824.58	(291.42)	97.78	12,197.70
101-41500-122	FICA/MEDICARE (EMPLOYER)	13,378.00	13,378.00	12,558.76	(819.24)	93.88	11,980.50
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	34,227.00	33,520.00	33,054.24	(465.76)	98.61	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	2,400.00	.00	100.00	2,400.00
101-41500-151	WORKERS' COMPENSATION PREMIU	1,370.00	1,370.00	678.56	(691.44)	49.53	1,014.99
101-41500-154	HRA/FLEX FEES	200.00	200.00	146.80	(53.20)	73.40	146.80
	<i>TOTAL PERSONAL SERVICES</i>	<i>239,567.00</i>	<i>238,860.00</i>	<i>233,427.38</i>	<i>(5,432.62)</i>	<i>97.73</i>	<i>224,367.91</i>
<i>SUPPLIES</i>							
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	1,400.00	1,400.00	1,600.56	200.56	114.33	820.02
101-41500-204	STATIONARY, FORMS & ENVELOPES	3,000.00	3,000.00	2,614.46	(385.54)	87.15	3,609.01
101-41500-209	SOFTWARE UPDATES	1,000.00	725.00	725.00	.00	100.00	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
	<i>TOTAL SUPPLIES</i>	<i>7,900.00</i>	<i>5,659.00</i>	<i>4,973.72</i>	<i>(685.28)</i>	<i>87.89</i>	<i>6,728.03</i>
<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	2,645.00	2,388.00	(257.00)	90.28	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	26,397.30	4,397.30	119.99	19,998.82
101-41500-313	IT MGMT & BACKUP	2,500.00	2,500.00	2,709.72	209.72	108.39	2,935.53
101-41500-331	TRAVEL/MEALS/LODGING	500.00	1,755.00	1,754.26	(.74)	99.96	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	426.00	(74.00)	85.20	365.38
101-41500-360	INSURANCE AND BONDS	1,650.00	1,518.00	2,093.81	575.81	137.93	1,491.85
	<i>TOTAL OTHER SERVICES AND CHA</i>	<i>66,340.00</i>	<i>64,054.00</i>	<i>68,855.19</i>	<i>4,801.19</i>	<i>107.50</i>	<i>60,547.98</i>
<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	450.51	200.51	180.20	.00
101-41500-433	DUES AND SUBSCRIPTIONS	1,700.00	1,592.00	1,599.80	7.80	100.49	1,564.30
101-41500-440	SCHOOLS AND MEETINGS	2,300.00	2,949.00	3,228.00	279.00	109.46	950.00
	<i>TOTAL MISCELLANEOUS</i>	<i>22,250.00</i>	<i>20,791.00</i>	<i>21,054.31</i>	<i>263.31</i>	<i>101.27</i>	<i>17,972.30</i>
	TOTAL FINANCE/MIS	336,057.00	329,364.00	328,310.60	(1,053.40)	99.68	309,616.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304	LEGAL FEES	47,000.00	57,000.00	62,207.58	5,207.58	109.14
101-41610-305	PROSECUTION SERVICES	40,000.00	40,000.00	40,147.43	147.43	100.37
101-41610-307	TOWNSHIP ANNEXATION PAYMENTS	12,000.00	10,805.00	10,804.78	(.22)	100.00
	<i>TOTAL OTHER SERVICES & CHARG</i>	99,000.00	107,805.00	113,159.79	5,354.79	104.97
	TOTAL LEGAL	99,000.00	107,805.00	113,159.79	5,354.79	104.97

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	218,527.66	(4,232.34)	98.10	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	14,000.04	(563.96)	96.13	14,592.31
101-41920-122	FICA/MEDICARE (EMPLOYER)	17,806.00	14,883.00	13,788.86	(1,094.14)	92.65	14,354.33
101-41920-131	MEDICAL/DENTAL/LIFE	54,030.00	51,631.00	50,924.64	(706.36)	98.63	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	1,229.99	(3,570.01)	25.62	3,696.07
101-41920-151	WORKERS' COMPENSATION PREMIU	1,324.00	1,324.00	703.90	(620.10)	53.16	989.48
101-41920-154	HRA/FLEX FEES	250.00	250.00	229.55	(20.45)	91.82	220.15
	TOTAL PERSONAL SERVICES	326,534.00	310,712.00	299,404.64	(11,307.36)	96.36	277,306.70
<i>SUPPLIES</i>							
101-41920-201	OFFICE SUPPLIES	750.00	750.00	578.26	(171.74)	77.10	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	1,018.02	(481.98)	67.87	1,176.00
101-41920-221	REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	345.98	(454.02)	43.25	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	2,011.35	(1,638.65)	55.11	2,755.03
<i>OTHER CHARGES & SERVICES</i>							
101-41920-304	MISC. PROFESSIONAL FEES	.00	314.00	314.00	.00	100.00	196.68
101-41920-313	IT MGMT & BACKUP	3,000.00	3,000.00	2,709.72	(290.28)	90.32	2,709.72
101-41920-321	TELEPHONE/CELLULAR PHONES	2,700.00	2,516.00	2,299.54	(216.46)	91.40	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	391.15	(208.85)	65.19	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	7,882.02	(1,015.98)	88.58	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	1,720.00	(280.00)	86.00	1,200.00
	TOTAL MISCELLANEOUS	7,600.00	6,970.00	4,895.47	(2,074.53)	70.24	4,420.60
	TOTAL BUILDING DEPARTMENT	349,434.00	330,230.00	314,193.48	(16,036.52)	95.14	292,334.91

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

DRAFT

	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	36,000.00	35,223.73	(776.27)	97.84	26,256.07
<i>TOTAL OTHER CHARGES & SERVIC</i>	25,000.00	36,000.00	35,223.73	(776.27)	97.84	26,256.07
TOTAL ENGINEERING	25,000.00	36,000.00	35,223.73	(776.27)	97.84	26,256.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	160,465.29	(1,473.71)	99.09	152,489.84
101-41935-112	PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	2,065.00	(435.00)	82.60	2,135.00
101-41935-121	PERA (EMPLOYER)	12,145.00	12,145.00	11,980.92	(164.08)	98.65	11,401.20
101-41935-122	FICA/MEDICARE (EMPLOYER)	12,388.00	12,388.00	11,753.38	(634.62)	94.88	11,040.12
101-41935-131	MEDICAL/DENTAL/LIFE	34,226.00	33,521.00	33,054.24	(466.76)	98.61	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	1,118.60	(1,281.40)	46.61	2,211.11
101-41935-151	WORKERS' COMPENSATION PREMIU	1,150.00	1,150.00	556.38	(593.62)	48.38	812.45
101-41935-154	HRA/FLEX FEES	250.00	250.00	146.75	(103.25)	58.70	146.80
	TOTAL PERSONAL SERVICES	226,998.00	226,293.00	221,140.56	(5,152.44)	97.72	212,394.36
<i>SUPPLIES</i>							
101-41935-201	OFFICE SUPPLIES	800.00	1,800.00	1,732.10	(67.90)	96.23	1,002.09
101-41935-209	SOFTWARE UPDATES	2,500.00	2,100.00	2,073.46	(26.54)	98.74	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	198.19	(101.81)	66.06	155.13
101-41935-221	REPAIRS & MAINT SUPP-VEH/EQUIP	300.00	1,200.00	1,128.81	(71.19)	94.07	568.67
101-41935-240	SMALL TOOLS & MINOR EQUIPMENT	11,000.00	6,000.00	6,561.67	561.67	109.36	1,508.71
	TOTAL SUPPLIES	15,100.00	11,600.00	11,694.23	94.23	100.81	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	225.00	225.00	.00	100.00	421.69
101-41935-313	IT MGMT & BACKUP	3,000.00	3,000.00	2,709.72	(290.28)	90.32	2,709.72
101-41935-331	TRAVEL/MEALS/LODGING	600.00	525.00	397.28	(127.72)	75.67	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	810.00	60.00	108.00	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	13,432.15	(525.85)	96.23	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	4,000.00	2,990.00	(1,010.00)	74.75	5,354.98
101-41935-430	MISCELLANEOUS	1,000.00	1,000.00	(13,399.60)	(14,399.60)	(1,339.96)	(388.20)
101-41935-431	PROPERTY SECURING EXP	.00	500.00	14,171.59	13,671.59	2,834.32	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	1,036.00	1,035.55	(.45)	99.96	345.00
101-41935-489	OTHER CONTRACTED SERVICES	1,000.00	964.00	600.00	(364.00)	62.24	600.00
	TOTAL MISCELLANEOUS	9,400.00	8,624.00	6,321.54	(2,302.46)	73.30	7,496.43
	TOTAL PLANNING	272,648.00	260,475.00	252,588.48	(7,886.52)	96.97	240,328.06

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

DRAFT

	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	27,321.93	97.93	100.36	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	1,992.00	2,042.13	50.13	102.52	1,977.60
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,236.00	2,236.00	2,013.25	(222.75)	90.04	1,949.39
101-41950-131 MEDICAL/DENTAL/LIFE	8,557.00	8,374.00	8,248.44	(125.56)	98.50	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	946.14	(706.86)	57.24	1,372.88
101-41950-154 HRA/FLEX FEES	100.00	100.00	36.70	(63.30)	36.70	36.75
TOTAL PERSONAL SERVICES	44,562.00	42,179.00	40,608.59	(1,570.41)	96.28	39,206.84
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	.00	.00	.00	.00	.00
101-41950-215 MAINTENANCE SUPPLIES	13,000.00	6,000.00	5,626.95	(373.05)	93.78	3,207.50
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	500.00	502.07	2.07	100.41	1,286.00
TOTAL SUPPLIES	14,700.00	6,500.00	6,129.02	(370.98)	94.29	4,493.50
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	17,500.00	18,500.00	18,645.21	145.21	100.78	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	9,500.00	10,861.42	1,361.42	114.33	9,900.09
101-41950-382 WATER/WASTEWATER UTILITIES	1,500.00	3,900.00	3,722.99	(177.01)	95.46	2,876.43
101-41950-383 GAS UTILITIES	7,000.00	6,500.00	7,280.40	780.40	112.01	6,190.87
101-41950-384 REFUSE HAULING	.00	.00	.00	.00	.00	531.25
TOTAL OTHER SERVICES AND CHA	41,000.00	40,184.00	42,293.85	2,109.85	105.25	39,503.21
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	32,000.00	61,000.00	64,782.82	3,782.82	106.20	58,528.31
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	4,500.00	4,300.00	4,283.00	(17.00)	99.60	4,704.08
101-41950-413 RENTALS - OFFICE EQUIPMENT	14,000.00	9,964.00	8,110.25	(1,853.75)	81.40	10,098.61
101-41950-430 MISCELLANEOUS	500.00	186.00	185.10	(.90)	99.52	323.25
TOTAL MISCELLANEOUS	51,000.00	75,450.00	77,361.17	1,911.17	102.53	73,654.25
TOTAL NEW CITY HALL BUILDING	151,262.00	164,313.00	166,392.63	2,079.63	101.27	156,857.80

CITY OF CAMBRIDGE
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DRAFT

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	1,120,314.00	1,107,134.51	(13,179.49)	98.82	1,026,708.06
101-42100-102	60,000.00	55,000.00	57,183.34	2,183.34	103.97	57,742.92
101-42100-103	32,573.00	32,573.00	31,531.91	(1,041.09)	96.80	30,598.72
101-42100-104	20,000.00	20,000.00	9,112.02	(10,887.98)	45.56	11,851.64
101-42100-110	16,000.00	26,000.00	24,677.05	(1,322.95)	94.91	19,725.57
101-42100-116	39,451.00	14,451.00	9,152.46	(5,298.54)	63.33	37,460.07
101-42100-117	8,673.00	8,673.00	7,691.96	(981.04)	88.69	7,139.86
101-42100-121	211,586.00	211,586.00	200,638.32	(10,947.68)	94.83	184,593.03
101-42100-122	24,224.00	24,224.00	22,859.04	(1,364.96)	94.37	21,925.44
101-42100-131	292,479.00	286,316.00	276,800.52	(9,515.48)	96.68	258,257.12
101-42100-132	35,075.00	.00	.00	.00	.00	.00
101-42100-133	19,200.00	19,200.00	13,016.35	(6,183.65)	67.79	13,551.18
101-42100-151	64,831.00	54,831.00	34,266.61	(20,564.39)	62.49	47,010.44
101-42100-154	1,500.00	1,500.00	1,150.45	(349.55)	76.70	1,109.95
<i>TOTAL PERSONAL SERVICES</i>	<i>1,910,831.00</i>	<i>1,874,668.00</i>	<i>1,795,214.54</i>	<i>(79,453.46)</i>	<i>95.76</i>	<i>1,717,674.00</i>
<i>SUPPLIES</i>						
101-42100-201	3,300.00	3,300.00	1,100.70	(2,199.30)	33.35	1,229.83
101-42100-202	1,500.00	1,500.00	856.08	(643.92)	57.07	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	2,546.35	(2,953.65)	46.30	2,888.61
101-42100-212	40,000.00	40,000.00	40,337.67	337.67	100.84	37,612.44
101-42100-213	5,500.00	5,500.00	4,778.55	(721.45)	86.88	5,617.40
101-42100-214	5,000.00	5,000.00	3,049.27	(1,950.73)	60.99	4,244.16
101-42100-217	4,000.00	4,000.00	3,627.84	(372.16)	90.70	3,738.34
101-42100-221	18,500.00	18,500.00	12,451.61	(6,048.39)	67.31	12,273.20
101-42100-231	28,000.00	28,000.00	10,228.14	(17,771.86)	36.53	19,412.79
101-42100-232	3,000.00	3,000.00	1,504.18	(1,495.82)	50.14	398.20
101-42100-240	18,000.00	13,000.00	12,939.36	(60.64)	99.53	18,906.70
<i>TOTAL SUPPLIES</i>	<i>140,100.00</i>	<i>135,100.00</i>	<i>93,897.75</i>	<i>(41,202.25)</i>	<i>69.50</i>	<i>106,868.57</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
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DRAFT

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	5,800.00	2,822.62	(2,977.38)	48.67	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	12,193.08	(306.92)	97.54	12,193.08
101-42100-321	TELEPHONE/CELLULAR PHONES	14,500.00	14,000.00	12,837.11	(1,162.89)	91.69	13,295.43
101-42100-322	POSTAGE	300.00	600.00	599.55	(.45)	99.93	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	.00	.00	.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	5,585.88	(14.12)	99.75	5,091.49
101-42100-383	GAS UTILITIES	3,500.00	3,500.00	3,585.89	85.89	102.45	3,049.22
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>92,700.00</u>	<u>94,762.00</u>	<u>89,069.08</u>	<u>(5,692.92)</u>	<u>93.99</u>	<u>86,250.63</u>
<i>MISCELLANEOUS</i>							
101-42100-404	REPAIR & MAINT LABOR - VEH/EQ	10,000.00	8,000.00	5,224.03	(2,775.97)	65.30	4,641.26
101-42100-409	MAINT CONTRACTS - EQUIPMENT	21,500.00	25,041.00	25,310.18	269.18	101.07	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	1,750.50	(549.50)	76.11	2,171.70
101-42100-433	DUES AND SUBSCRIPTIONS	6,700.00	10,059.00	10,757.05	698.05	106.94	6,929.75
101-42100-440	SCHOOLS AND MEETINGS	14,000.00	13,200.00	11,768.00	(1,432.00)	89.15	8,860.00
101-42100-489	OTHER CONTRACTED SERVICES	1,400.00	1,400.00	.00	(1,400.00)	.00	323.76
	<i>TOTAL MISCELLANEOUS</i>	<u>57,300.00</u>	<u>61,000.00</u>	<u>54,959.76</u>	<u>(6,040.24)</u>	<u>90.10</u>	<u>42,978.45</u>
	TOTAL POLICE DEPARTMENT	<u><u>2,200,931.00</u></u>	<u><u>2,165,530.00</u></u>	<u><u>2,033,141.13</u></u>	<u><u>(132,388.87)</u></u>	<u><u>93.89</u></u>	<u><u>1,953,771.65</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FIRE DEPARTMENT							
<i>PERSONAL SERVICES</i>							
101-42200-101	FULL-TIME EMPLOYEES - REGULAR	79,206.00	80,130.00	83,293.92	3,163.92	103.95	78,170.34
101-42200-103	PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	46,944.00	(56.00)	99.88	44,661.00
101-42200-121	PERA (EMPLOYER)	12,982.00	14,000.00	14,054.93	54.93	100.39	12,568.27
101-42200-122	FICA/MEDICARE (EMPLOYER)	9,726.00	9,726.00	4,759.86	(4,966.14)	48.94	4,757.12
101-42200-131	MEDICAL/DENTAL/LIFE INS	17,114.00	16,761.00	16,524.80	(236.20)	98.59	16,078.92
101-42200-132	FIRE LONGEVITY PAY	924.00	.00	.00	.00	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	590.08	(609.92)	49.17	741.52
101-42200-151	WORKERS' COMPENSATION PREMIU	37,963.00	37,963.00	25,492.06	(12,470.94)	67.15	32,206.04
101-42200-154	HRA/FLEX FEES	150.00	150.00	73.35	(76.65)	48.90	73.35
	TOTAL PERSONAL SERVICES	206,265.00	206,930.00	191,733.00	(15,197.00)	92.66	189,256.56
<i>SUPPLIES</i>							
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	500.00	100.00	45.90	(54.10)	45.90	.00
101-42200-204	STATIONARY, FORMS AND ENVELOP	200.00	200.00	.00	(200.00)	.00	.00
101-42200-210	MISCELLANEOUS OPER SUPPLIES	9,500.00	9,500.00	4,667.68	(4,832.32)	49.13	6,416.56
101-42200-211	GRANT FUNDED SUPPLIES	.00	.00	.00	.00	.00	156.00
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	6,300.00	6,300.00	5,811.14	(488.86)	92.24	6,889.44
101-42200-215	SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	8,000.00	16,000.00	14,932.20	(1,067.80)	93.33	12,796.16
101-42200-223	REPAIR & MAINT SUPP - BLDGS	500.00	600.00	541.20	(58.80)	90.20	1,421.72
101-42200-231	UNIFORM ALLOWANCE	11,000.00	7,190.00	4,483.92	(2,706.08)	62.36	12,103.60
101-42200-232	UNIFORM ALLOWANCE GRANT FUND	.00	1,183.00	1,182.50	(.50)	99.96	1,500.00
101-42200-240	FIRE DEPT SMALL TOOLS	7,000.00	10,192.00	10,191.43	(.57)	99.99	4,513.02
101-42200-241	SMALL TOOLS GRANT FUNDED	.00	.00	.00	.00	.00	1,833.84
	TOTAL SUPPLIES	43,200.00	51,465.00	41,855.97	(9,609.03)	81.33	47,630.34
<i>OTHER SERVICES AND CHARGES</i>							
101-42200-304	MISC PROFESSIONAL SERVICES	9,000.00	13,713.00	13,712.75	(.25)	100.00	11,887.15
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	10,000.00	.00	100.00	10,000.00
101-42200-313	IT MGMT & BACKUP	2,600.00	2,600.00	2,709.72	109.72	104.22	2,709.72
101-42200-321	TELEPHONE/CELLULAR PHONES	1,300.00	1,500.00	1,682.66	182.66	112.18	1,380.24
101-42200-331	TRAVEL/MEALS/LODGING	700.00	1,643.00	1,642.83	(.17)	99.99	1,726.27
101-42200-334	MILEAGE REIMBURSEMENT	300.00	.00	.00	.00	.00	643.10
101-42200-340	ADVERTISING	700.00	.00	.00	.00	.00	119.25
101-42200-360	INSURANCE AND BONDS	9,000.00	6,015.00	6,014.41	(.59)	99.99	7,047.92
101-42200-381	ELECTRIC UTILITIES	16,000.00	15,000.00	15,058.01	58.01	100.39	13,820.38
101-42200-382	WATER/WASTEWATER UTILITIES	650.00	650.00	360.76	(289.24)	55.50	390.64
101-42200-383	GAS UTILITIES	6,000.00	3,947.00	3,466.72	(480.28)	87.83	3,599.52
	TOTAL OTHER SERVICES AND CHA	56,250.00	55,068.00	54,647.86	(420.14)	99.24	53,324.19

CITY OF CAMBRIDGE
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 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	1,300.00	698.00	(602.00)	53.69	845.63
101-42200-430	MISCELLANEOUS	.00	50.00	50.00	.00	100.00	.00
101-42200-433	DUES AND SUBSCRIPTIONS	2,000.00	1,647.00	1,647.00	.00	100.00	1,587.00
101-42200-440	SCHOOLS AND MEETINGS	7,000.00	6,035.00	908.00	(5,127.00)	15.05	2,117.19
101-42200-441	GRANT FUNDED SCHOOLS	.00	6,468.00	6,817.04	349.04	105.40	8,975.00
	<i>TOTAL MISCELLANEOUS</i>	<u>12,400.00</u>	<u>15,900.00</u>	<u>10,120.04</u>	<u>(5,779.96)</u>	<u>63.65</u>	<u>15,649.82</u>
	TOTAL FIRE DEPARTMENT	<u><u>318,115.00</u></u>	<u><u>329,363.00</u></u>	<u><u>298,356.87</u></u>	<u><u>(31,006.13)</u></u>	<u><u>90.59</u></u>	<u><u>305,860.91</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

DRAFT

	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	4,800.00	(200.00)	96.00	4,800.00
<i>TOTAL OTHER SERVICES & CHARG</i>	5,500.00	5,000.00	4,800.00	(200.00)	96.00	4,800.00
TOTAL ANIMAL CONTROL	5,500.00	5,000.00	4,800.00	(200.00)	96.00	4,800.00

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
STREETS							
<i>PERSONAL SERVICES</i>							
101-43001-101	FULL-TIME EMPLOYEES - REGULAR	566,642.00	589,699.00	614,260.54	24,561.54	104.17	568,886.11
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	1,777.20	(1,222.80)	59.24	3,365.00
101-43001-104	TEMP/SEAS EMPLOYEES REGULAR	14,336.00	18,001.00	18,000.29	(.71)	100.00	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	1,300.00	.00	(1,300.00)	.00	341.81
101-43001-111	OVERTIME-SNOWPLOWING	26,000.00	62,000.00	56,741.44	(5,258.56)	91.52	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	50,693.79	1,343.79	102.72	46,295.61
101-43001-122	FICA/MEDICARE (EMPLOYER)	48,680.00	52,480.00	51,622.67	(857.33)	98.37	46,905.83
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	148,320.00	151,653.00	151,649.16	(3.84)	100.00	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	5,242.27	(3,861.73)	57.58	6,773.62
101-43001-151	WORKERS' COMPENSATION PREMIU	62,513.00	59,518.00	31,861.37	(27,656.63)	53.53	47,955.42
101-43001-154	HRA/FLEX FEES	700.00	700.00	673.91	(26.09)	96.27	635.45
	TOTAL PERSONAL SERVICES	953,598.00	997,932.00	983,648.98	(14,283.02)	98.57	924,373.84
<i>SUPPLIES</i>							
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,175.00	784.46	(390.54)	66.76	454.06
101-43001-202	DUPLICATING AND COPYING SUPPLI	200.00	200.00	50.49	(149.51)	25.25	20.00
101-43001-204	STATIONERY, FORMS & ENVELOPES	200.00	.00	.00	.00	.00	.00
101-43001-209	SOFTWARE UPDATES	750.00	325.00	323.50	(1.50)	99.54	.00
101-43001-210	MISCELLANEOUS OPER SUPPLIES	10,000.00	11,000.00	10,463.26	(536.74)	95.12	11,258.11
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	27,000.00	45,500.00	48,791.05	3,291.05	107.23	36,662.62
101-43001-215	SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	1,068.57	68.57	106.86	.00
101-43001-219	SNOW REMOVAL MATERIALS	55,000.00	75,000.00	78,657.57	3,657.57	104.88	43,868.30
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	53,000.00	70,100.00	75,538.59	5,438.59	107.76	61,812.12
101-43001-224	REPAIR & MAINT-INFRASTRUCTURE	14,000.00	11,378.00	11,377.20	(.80)	99.99	10,495.90
101-43001-226	SIGNS	5,000.00	5,000.00	5,515.51	515.51	110.31	9,573.14
101-43001-240	SMALL TOOLS AND MINOR EQUIP	6,000.00	14,044.00	14,043.97	(.03)	100.00	6,400.60
	TOTAL SUPPLIES	173,650.00	234,722.00	246,614.17	11,892.17	105.07	180,544.85

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 101 - GENERAL FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL	
<i>OTHER SERVICES AND CHARGES</i>							
101-43001-304	MISC PROFESSIONAL FEES	3,500.00	3,235.00	3,268.20	33.20	101.03	3,112.04
101-43001-313	IT MGMT & BACKUP	5,000.00	5,000.00	2,709.72	(2,290.28)	54.19	2,709.72
101-43001-321	TELEPHONE/CELLULAR PHONES	13,500.00	7,400.00	6,184.10	(1,215.90)	83.57	12,633.34
101-43001-331	TRAVEL/MEALS/LODGING	500.00	.00	.00	.00	.00	.00
101-43001-334	MILEAGE REIMBURSEMENT	400.00	58.00	58.00	.00	100.00	.00
101-43001-340	ADVERTISING	400.00	.00	.00	.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	6,692.00	7,124.88	432.88	106.47	396.86
101-43001-382	WATER/WASTEWATER UTILITIES	3,300.00	3,300.00	2,586.45	(713.55)	78.38	933.95
101-43001-383	GAS UTILITIES	12,000.00	12,000.00	12,179.82	179.82	101.50	.00
101-43001-384	REFUSE HAULING	4,000.00	3,000.00	2,450.67	(549.33)	81.69	2,688.44
	<i>TOTAL OTHER SERVICES AND CHA</i>	63,050.00	55,479.00	51,355.37	(4,123.63)	92.57	38,151.82
<i>MISCELLANEOUS</i>							
101-43001-401	REPAIR & MAINT LABOR-BLDGS	1,000.00	.00	200.00	200.00	.00	.00
101-43001-404	REPAIR & MAINT LABOR-VEH/EQ	3,000.00	3,000.00	3,853.83	853.83	128.46	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	23,891.00	23,890.86	(.14)	100.00	15,557.61
101-43001-407	BRIDGE REPAIR	5,000.00	26,000.00	26,000.00	.00	100.00	12,000.00
101-43001-408	SIDEWALK REPAIRS	.00	10,891.00	10,805.12	(85.88)	99.21	.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	750.00	750.00	.00	12,000.00
101-43001-417	RENTALS - UNIFORMS	8,000.00	8,000.00	8,289.38	289.38	103.62	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	750.00	732.20	(17.80)	97.63	732.20
101-43001-440	SCHOOLS AND MEETINGS	1,500.00	321.00	321.00	.00	100.00	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	10,000.00	10,000.00	.00	100.00	6,550.00
101-43001-446	WEED CONTROL	4,000.00	2,754.00	3,348.94	594.94	121.60	2,718.80
101-43001-447	DOWNTOWN DECORATIONS	8,000.00	3,796.00	3,795.25	(.75)	99.98	10,342.87
101-43001-451	TOWNSHIP PVMT ASSMT & SHARED	.00	5,172.00	1,648.12	(3,523.88)	31.87	.00
101-43001-452	STREET LT REPLMT & SIGNAL PAIN	.00	216,570.00	136,570.00	(80,000.00)	63.06	.00
101-43001-489	OTHER CONTRACTED SERVICES	12,000.00	30,000.00	29,956.88	(43.12)	99.86	12,810.19
	<i>TOTAL MISCELLANEOUS</i>	90,200.00	351,658.00	270,173.00	(81,485.00)	76.83	88,872.76
	TOTAL STREETS	1,280,498.00	1,639,791.00	1,551,791.52	(87,999.48)	94.63	1,231,943.27

CITY OF CAMBRIDGE
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DRAFT

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	2,562.27
101-43170-382	WATER/WASTEWATER UTILITIES	.00	.00	.00	.00	1,522.07
101-43170-383	GAS UTILITIES	.00	.00	.00	.00	12,400.16
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	.00	.00	16,484.50
<i>MISCELLANEOUS</i>						
101-43170-401	REPAIR & MAINT LABOR - BLDGS	.00	.00	.00	.00	1,561.00
101-43170-430	MISCELLANEOUS	.00	.00	.00	.00	520.00
	<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	2,081.00
	TOTAL MAINTENANCE BUILDING	.00	.00	.00	.00	18,565.50

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

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

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		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	96,126.14	(25,107.86)	79.29	118,002.44
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	399.06	(600.94)	39.91	1,022.75
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	28,672.00	25,000.00	21,137.84	(3,862.16)	84.55	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	945.00	(555.00)	63.00	980.00
101-45200-121	PERA (EMPLOYER)	9,168.00	9,768.00	7,346.67	(2,421.33)	75.21	8,976.47
101-45200-122	FICA/MEDICARE (EMPLOYER)	11,774.00	12,386.00	8,916.98	(3,469.02)	71.99	9,818.03
101-45200-131	MEDICAL/DENTAL/LIFE	34,253.00	27,814.00	24,410.52	(3,403.48)	87.76	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	1,459.82	(940.18)	60.83	1,501.97
101-45200-151	WORKERS' COMPENSATION PREMIU	8,585.00	9,041.00	4,512.12	(4,528.88)	49.91	6,490.42
101-45200-154	HRA/FLEX FEES	200.00	200.00	108.39	(91.61)	54.20	146.80
	TOTAL PERSONAL SERVICES	220,286.00	210,343.00	165,362.54	(44,980.46)	78.62	190,854.58
<i>SUPPLIES</i>							
101-45200-210	MISCELLANEOUS OPER SUPPLIES	3,500.00	6,197.00	6,127.81	(69.19)	98.88	10,320.31
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	12,000.00	12,544.89	544.89	104.54	10,232.71
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	6,333.00	8,333.00	6,155.98	(2,177.02)	73.87	8,670.66
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	8,000.00	18,000.00	17,458.49	(541.51)	96.99	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	1,806.05	(193.95)	90.30	1,255.85
	TOTAL SUPPLIES	28,533.00	47,691.00	44,754.22	(2,936.78)	93.84	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	1,796.98	96.98	105.70	1,223.75
101-45200-306	PARK & REC COMM ACTIVITY	.00	.00	599.00	599.00	.00	.00
101-45200-321	TELEPHONE/CELLULAR PHONES	.00	900.00	900.00	.00	100.00	.00
101-45200-340	ADVERTISING	200.00	.00	.00	.00	.00	.00
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	20.00	(180.00)	10.00	63.25
101-45200-360	INSURANCE AND BONDS	20,000.00	23,143.00	22,543.36	(599.64)	97.41	21,186.73
101-45200-381	ELECTRIC UTILITIES	27,000.00	81,000.00	62,947.04	(18,052.96)	77.71	23,981.72
101-45200-382	WATER/WASTEWATER UTILITIES	3,500.00	13,000.00	12,221.75	(778.25)	94.01	2,402.90
101-45200-383	GAS UTILITIES	.00	3,000.00	1,824.17	(1,175.83)	60.81	.00
	TOTAL OTHER SERVICES AND CHA	51,900.00	123,143.00	103,052.30	(20,090.70)	83.69	49,143.35

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 101 - GENERAL FUND

DRAFT

		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	4,500.00	5,429.05	929.05	120.65	2,507.27
101-45200-415	RENTALS - OTHER EQUIPMENT	7,500.00	8,000.00	5,309.20	(2,690.80)	66.37	7,197.00
101-45200-417	RENTALS - UNIFORMS	500.00	700.00	741.07	41.07	105.87	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	11,200.00	9,386.49	(1,813.51)	83.81	16,415.58
101-45200-488	LIBRARY EXPENSES	24,000.00	25,132.00	24,312.06	(819.94)	96.74	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>	<u>73,800.00</u>	<u>73,645.00</u>	<u>66,127.49</u>	<u>(7,517.51)</u>	<u>89.79</u>	<u>74,159.42</u>
	TOTAL PARKS & RECREATION	<u><u>374,519.00</u></u>	<u><u>454,822.00</u></u>	<u><u>379,296.55</u></u>	<u><u>(75,525.45)</u></u>	<u><u>83.39</u></u>	<u><u>359,502.87</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 101 - GENERAL FUND

DRAFT

	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	964,059.00	964,059.00	.00	100.00	1,432,217.66
<i>TOTAL TRANSFERS</i>	<u>885,622.00</u>	<u>964,059.00</u>	<u>964,059.00</u>	<u>.00</u>	<u>100.00</u>	<u>1,432,217.66</u>
TOTAL TRANSFERS OUT	<u><u>885,622.00</u></u>	<u><u>964,059.00</u></u>	<u><u>964,059.00</u></u>	<u><u>.00</u></u>	<u><u>100.00</u></u>	<u><u>1,432,217.66</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 101 - GENERAL FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,786,946.00	7,206,232.00	6,832,873.55			6,844,533.49
NET REVENUES OVER EXPENDITURE	.00	(189,447.00)	335,190.04			172,320.22

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	102,598.38	(37,298.38)	157.12	98,326.41
OTHER	200.00	200.00	1,276.32	(1,076.32)	638.16	495.95
TOTAL FUND REVENUE	65,500.00	65,500.00	103,874.70	(38,374.70)	158.59	98,822.36
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	63,250.00	63,250.00	82,876.34	(19,626.34)	131.03	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	82,876.34	(17,376.34)	126.53	104,382.19
TOTAL FUND EXPENDITURES	65,500.00	65,500.00	82,876.34	(17,376.34)	126.53	104,382.19
NET REVENUE OVER EXPENDITURES	.00	.00	20,998.36	(20,998.36)		(5,559.83)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 211 - AIRPORT OPERATING FUND

DRAFT

	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	66,157.22	(31,157.22)	189.02	61,586.25
TOTAL CHARGES FOR SERVICES	65,300.00	65,300.00	102,598.38	(37,298.38)	157.12	98,326.41
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	1,276.32	(1,076.32)	638.16	495.95
TOTAL OTHER	200.00	200.00	1,276.32	(1,076.32)	638.16	495.95
TOTAL FUND REVENUE	65,500.00	65,500.00	103,874.70			98,822.36

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	371.59	(628.41)	37.16	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	3,342.96	(1,657.04)	66.86	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	1,503.32	3.32	100.22	4,485.00
211-49000-251 AIRPLANE FUEL COST OF SALES	34,000.00	34,000.00	58,251.08	24,251.08	171.33	55,088.03
TOTAL SUPPLIES	43,200.00	43,200.00	63,587.65	20,387.65	147.19	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	1,457.36	(42.64)	97.16	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	3,310.62	(189.38)	94.59	3,014.50
211-49000-381 ELECTRIC UTILITIES	6,500.00	6,500.00	6,689.00	189.00	102.91	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	12,759.79	9.79	100.08	12,120.63
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	727.50	(772.50)	48.50	1,185.00
211-49000-403 REPAIR & MAINT LABOR - INFRAST	1,000.00	1,000.00	923.36	(76.64)	92.34	18,000.00
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	1,077.78	77.78	107.78	.00
211-49000-430 MISCELLANEOUS	1,800.00	1,800.00	2,448.26	648.26	136.01	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 STATE PERMITS & FEES	400.00	400.00	500.00	100.00	125.00	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	6,528.90	(771.10)	89.44	23,649.79
TOTAL AIRPORT OPERATING	63,250.00	63,250.00	82,876.34	19,626.34	131.03	104,382.19

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 211 - AIRPORT OPERATING FUND

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

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 211 - AIRPORT OPERATING FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	65,500.00	65,500.00	82,876.34			104,382.19
NET REVENUES OVER EXPENDITURE	.00	.00	20,998.36			(5,559.83)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	423,221.61	(2,296.61)
31020 DELINQUENT	.00	.00	2,446.11	(2,446.11)
31050 TAX INCREMENT	.00	.00	188,738.11	(188,738.11)
	<u>420,925.00</u>	<u>420,925.00</u>	<u>614,405.83</u>	<u>(193,480.83)</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	.00	.00	138,475.55	(138,475.55)
36101/36102 "PRINCIPAL, INT & PENALTIES"	385,713.00	385,713.00	376,813.99	8,899.01
	<u>385,713.00</u>	<u>385,713.00</u>	<u>515,289.54</u>	<u>(129,576.54)</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	1,000.00	1,000.00	26,416.26	(25,416.26)
31050 BOND PROCEEDS	.00	.00	188,738.11	(188,738.11)
	<u>1,000.00</u>	<u>1,000.00</u>	<u>215,154.37</u>	<u>(214,154.37)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	87,000.00	87,000.00	60,526.08	26,473.92
	<u>87,000.00</u>	<u>87,000.00</u>	<u>60,526.08</u>	<u>26,473.92</u>
TOTAL REVENUE	<u><u>894,638.00</u></u>	<u><u>894,638.00</u></u>	<u><u>1,405,375.82</u></u>	<u><u>(510,737.82)</u></u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	60,526.08	(26,473.92)	69.57
		<u>1,281,659.00</u>	<u>1,281,659.00</u>	<u>2,954,993.15</u>	<u>1,673,334.15</u>	<u>230.56</u>
	TOTAL EXPENSES	<u>1,281,659.00</u>	<u>1,281,659.00</u>	<u>2,954,993.15</u>	<u>1,673,334.15</u>	<u>230.56</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(387,021.00)</u>	<u>(387,021.00)</u>	<u>(1,549,617.33)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	184,529.99	(174,529.99)	1,845.30
		10,000.00	10,000.00	184,529.99	(174,529.99)	1,845.30
<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	80,651.24	(80,651.24)	.00
34301	SEALCOATING FEES	100.00	100.00	.00	100.00	.00
		38,953.00	38,953.00	118,372.24	(79,419.24)	303.88
<u>INTERGOVERNMENTAL</u>						
33419-33429	STATE AID	11,250.00	11,250.00	554,305.37	(543,055.37)	4,927.16
33160-33169	FEDERAL AID	585,000.00	585,000.00	48,392.00	536,608.00	8.27
		596,250.00	596,250.00	602,697.37	(6,447.37)	101.08
<u>OTHER FINANCING SOURCES</u>						
36210	INTEREST EARNINGS	2,500.00	2,500.00	124,500.25	(122,000.25)	4,980.01
36501	SALE OF PROPERTY	.00	.00	21,148.15	(21,148.15)	.00
36230	DONATIONS	500.00	500.00	31,444.49	(30,944.49)	6,288.90
32299	UTILITY PERMITS	.00	.00	3,141.66	(3,141.66)	.00
31050	BOND PROCEEDS	.00	.00	7,235,000.00	(7,235,000.00)	.00
		3,000.00	3,000.00	7,415,234.55	(7,412,234.55)	247,174.49
<u>TRANSFERS</u>						
39200-39204	GENERAL FUND TRANSFER IN	888,962.00	888,962.00	702,399.00	186,563.00	79.01
		888,962.00	888,962.00	702,399.00	186,563.00	79.01
TOTAL REVENUE		1,537,165.00	1,537,165.00	9,023,233.15	(7,486,068.15)	587.00

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	87,152.10	(12,847.90)	87.15
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	268,080.68	(11,419.32)	95.91
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	10,504.00	504.00	105.04
420-42200-540	FIRE EQUIPMENT	.00	.00	34,113.31	34,113.31	.00
425-48000-415	LIBRARY CONSTRUCTION	.00	.00	12,191.33	12,191.33	.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	96,255.68	96,255.68	.00
444-48000-530	AIRPORT PROJECTS	650,000.00	650,000.00	54,922.50	(595,077.50)	8.45
480-48000-303	ENGINEERING 2020 STREET PROJECT	.00	.00	194,103.54	194,103.54	.00
		<u>1,603,400.00</u>	<u>1,603,400.00</u>	<u>1,280,062.68</u>	<u>(323,337.32)</u>	<u>79.83</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</u>	<u>.00</u>	<u>100.00</u>
	TOTAL EXPENDITURES	<u>1,703,400.00</u>	<u>1,703,400.00</u>	<u>1,380,062.68</u>	<u>(323,337.32)</u>	<u>81.02</u>
	NET REVENUES					
	OVER(UNDER) EXPENDITURES	<u>(166,235.00)</u>	<u>(166,235.00)</u>	<u>7,643,170.47</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	68,268.69	(58,268.69)	682.69	18,385.74
OPERATING REVENUE	1,873,237.00	1,873,237.00	1,872,176.81	1,060.19	99.94	1,933,167.64
OTHER FINANCING SOURCES	100,000.00	100,000.00	102,250.00	(2,250.00)	102.25	101,620.00
TOTAL FUND REVENUE	1,983,237.00	1,983,237.00	2,042,695.50	(59,458.50)	103.00	2,053,173.38
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,798,925.00	1,798,925.00	1,016,219.62	782,705.38	56.49	1,686,436.27
TOTAL WATER FUND EXPENDITURES	1,798,925.00	1,798,925.00	1,016,219.62	782,705.38	56.49	1,686,436.27
TOTAL FUND EXPENDITURES	1,798,925.00	1,798,925.00	1,016,219.62	782,705.38	56.49	1,686,436.27
NET REVENUE OVER EXPENDITURES	184,312.00	184,312.00	1,026,475.88	(842,163.88)		366,737.11

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	68,268.69	(58,268.69)	682.69	18,385.74
TOTAL SA & INTEREST EARNINGS	10,000.00	10,000.00	68,268.69	(58,268.69)	682.69	18,385.74
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,813,237.00	1,813,237.00	1,770,108.65	43,128.35	97.62	1,831,367.36
601-37120 SALES OF METERS & SUPPLIES	9,500.00	9,500.00	34,022.42	(24,522.42)	358.13	37,906.14
601-37160 PENALTIES ETC.	30,000.00	30,000.00	36,574.62	(6,574.62)	121.92	34,504.94
601-37165 CERTIFICATION PENALTY	500.00	500.00	1,495.48	(995.48)	299.10	1,125.00
601-37170 OTHER REVENUE	20,000.00	20,000.00	29,975.64	(9,975.64)	149.88	28,264.20
TOTAL OPERATING REVENUE	1,873,237.00	1,873,237.00	1,872,176.81	1,060.19	99.94	1,933,167.64
<u>OTHER FINANCING SOURCES</u>						
601-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	2,250.00	(2,250.00)	.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	102,250.00	(2,250.00)	102.25	101,620.00
TOTAL FUND REVENUE	1,983,237.00	1,983,237.00	2,042,695.50			2,053,173.38

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	229,603.69	(21,522.31)	91.43	264,502.92
601-49400-102	FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	7,178.32	(7,821.68)	47.86	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	1,337.99	(662.01)	66.90	2,217.64
601-49400-115	CALL-IN PAY	2,000.00	2,000.00	797.34	(1,202.66)	39.87	1,474.82
601-49400-116	ON-CALL PAY	10,000.00	10,000.00	7,832.68	(2,167.32)	78.33	11,377.69
601-49400-121	PERA (EMPLOYER)	22,514.00	22,514.00	18,490.02	(4,023.98)	82.13	20,950.66
601-49400-122	FICA/MEDICARE (EMPLOYER)	24,419.00	24,419.00	18,286.10	(6,132.90)	74.88	21,389.40
601-49400-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	62,770.00	62,770.00	55,176.28	(7,593.72)	87.90	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	2,456.32	(2,143.68)	53.40	3,362.59
601-49400-151	WORKERS' COMPENSATION PREMIU	12,000.00	12,000.00	2,913.73	(9,086.27)	24.28	5,831.97
601-49400-154	HRA/FLEX FEES	300.00	300.00	231.90	(68.10)	77.30	268.60
	<i>TOTAL PERSONAL SERVICES</i>	<u>426,794.00</u>	<u>426,794.00</u>	<u>344,304.37</u>	<u>(82,489.63)</u>	<u>80.67</u>	<u>404,594.93</u>
<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	725.09	(274.91)	72.51	1,209.73
601-49400-204	STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	2,000.00	1,000.00	200.00	1,036.05
601-49400-210	MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	8,765.63	(3,234.37)	73.05	9,096.82
601-49400-212	GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	6,224.92	(775.08)	88.93	6,339.59
601-49400-213	OPER SUPPLIES - PLANT EQUIP	500.00	500.00	174.00	(326.00)	34.80	174.00
601-49400-216	CHEMICALS & CHEMICAL PRODUCTS	50,000.00	50,000.00	42,700.04	(7,299.96)	85.40	45,223.35
601-49400-217	TESTING	800.00	800.00	1,566.00	766.00	195.75	1,654.50
601-49400-221	REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	1,413.30	(3,586.70)	28.27	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	2,060.10	(3,939.90)	34.34	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>	<u>112,300.00</u>	<u>112,300.00</u>	<u>68,346.40</u>	<u>(43,953.60)</u>	<u>60.86</u>	<u>88,626.01</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 601 - WATER UTILITY FUND

DRAFT

		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	9,475.48	(524.52)	94.75	12,200.03
601-49400-310	GOPHER STATE ONE CALL	1,000.00	1,000.00	972.04	(27.96)	97.20	1,027.46
601-49400-313	IT MGMT & BACKUP	1,500.00	1,500.00	2,709.72	1,209.72	180.65	2,709.72
601-49400-321	TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	7,154.22	(1,845.78)	79.49	6,872.69
601-49400-322	POSTAGE	4,500.00	4,500.00	6,461.13	1,961.13	143.58	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	88,439.14	(6,560.86)	93.09	91,109.58
601-49400-382	WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	1,130.15	(269.85)	80.73	1,109.78
601-49400-383	GAS UTILITIES	5,000.00	5,000.00	6,005.06	1,005.06	120.10	6,181.48
601-49400-384	REFUSE HAULING	2,000.00	2,000.00	1,279.52	(720.48)	63.98	1,442.10
	TOTAL OTHER SERVICES & CHARG	152,700.00	152,700.00	147,946.72	(4,753.28)	96.89	151,802.58
<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	26,057.10	1,057.10	104.23	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	68,757.23	(6,242.77)	91.68	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	6,133.15	(1,866.85)	76.66	5,541.40
601-49400-433	DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	978.20	(21.80)	97.82	919.20
601-49400-440	MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,422.00	(1,578.00)	47.40	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	11,778.52	5,778.52	196.31	4,709.70
	TOTAL MISCELLANEOUS	922,000.00	922,000.00	160,020.28	(761,979.72)	17.36	872,360.51

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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>	160,131.00	160,131.00	270,601.85 110,470.85	168.99	155,357.21
<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>	25,000.00	25,000.00	25,000.00 .00	100.00	13,695.03
	TOTAL EXPENSE 400	1,798,925.00	1,798,925.00	1,016,219.62 (782,705.38)	56.49	1,686,436.27

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 601 - WATER UTILITY FUND

DRAFT

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,798,925.00	1,798,925.00	1,016,219.62			1,686,436.27
NET REVENUES OVER EXPENDITURE	184,312.00	184,312.00	1,026,475.88			366,737.11

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	103,124.35	(83,124.35)	515.62	57,671.00
OPERATING REVENUE	2,205,108.00	2,205,108.00	2,449,254.92	(244,146.92)	111.07	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	2,552,479.27	(327,371.27)	114.71	2,399,528.43
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,114,241.00	3,114,241.00	1,447,987.06	1,666,253.94	46.50	2,986,760.84
TOTAL WASTEWATER FUND EXPENDITURE	3,114,241.00	3,114,241.00	1,447,987.06	1,666,253.94	46.50	2,986,760.84
TOTAL FUND EXPENDITURES	3,114,241.00	3,114,241.00	1,447,987.06	1,666,253.94	46.50	2,986,760.84
NET REVENUE OVER EXPENDITURES	(889,133.00)	(889,133.00)	1,104,492.21	(1,993,625.21)		(587,232.41)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 602 - WASTEWATER UTILITY FUND

DRAFT

		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	1,211.91	(1,211.91)	.00	10.00
602-36210	INTEREST EARNINGS	20,000.00	20,000.00	101,912.44	(81,912.44)	509.56	37,213.00
	TOTAL SA & INTEREST EARNINGS	20,000.00	20,000.00	103,124.35	(83,124.35)	515.62	57,671.00
<u>OPERATING REVENUE</u>							
602-37210	SEWER CHARGES - CITY	2,120,108.00	2,120,108.00	2,249,635.21	(129,527.21)	106.11	2,001,024.95
602-37250	SAC CHARGES	50,000.00	50,000.00	166,352.35	(116,352.35)	332.70	309,645.09
602-37260	PENALTIES	35,000.00	35,000.00	33,267.36	1,732.64	95.05	29,567.39
	TOTAL OPERATING REVENUE	2,205,108.00	2,205,108.00	2,449,254.92	(244,146.92)	111.07	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	2,552,479.27			2,399,528.43

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	446,870.02	12,126.02	102.79	416,198.99
602-49450-102	FULL-TIME EMPLOYEES - OVERTIME	19,000.00	19,000.00	24,073.21	5,073.21	126.70	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	3,939.71	(560.29)	87.55	3,310.80
602-49450-115	CALL-IN PAY	3,000.00	3,000.00	2,676.58	(323.42)	89.22	2,685.49
602-49450-116	ON-CALL PAY	21,000.00	21,000.00	24,015.18	3,015.18	114.36	20,560.35
602-49450-121	PERA (EMPLOYER)	37,267.00	37,267.00	36,120.68	(1,146.32)	96.92	34,500.82
602-49450-122	FICA/MEDICARE (EMPLOYER)	40,494.00	40,494.00	36,787.87	(3,706.13)	90.85	34,387.49
602-49450-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	114,110.00	114,110.00	107,507.00	(6,603.00)	94.21	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	7,285.48	(714.52)	91.07	6,485.20
602-49450-151	WORKERS' COMPENSATION PREMIU	23,893.00	23,893.00	13,885.86	(10,007.14)	58.12	22,224.88
602-49450-154	HRA/FLEX FEES	500.00	500.00	509.95	9.95	101.99	480.80
	TOTAL PERSONAL SERVICES	734,590.00	734,590.00	716,450.05	(18,139.95)	97.53	673,471.37
<i>SUPPLIES</i>							
602-49450-200	LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	12,994.84	(5,005.16)	72.19	16,941.85
602-49450-201	OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	1,073.95	73.95	107.40	2,052.29
602-49450-204	STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	2,274.63	774.63	151.64	1,036.05
602-49450-210	MISCELLANEOUS OPER SUPPLIES	8,000.00	8,000.00	6,515.00	(1,485.00)	81.44	7,507.22
602-49450-212	GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	10,309.78	2,309.78	128.87	7,155.97
602-49450-213	OPER SUPPLIES - PLANT EQUIP	500.00	500.00	174.00	(326.00)	34.80	174.00
602-49450-216	CHEMICALS & CHEMICAL PRODUCTS	110,000.00	110,000.00	80,918.31	(29,081.69)	73.56	86,659.17
602-49450-217	TESTING	11,000.00	11,000.00	7,285.50	(3,714.50)	66.23	7,934.00
602-49450-221	REPAIR & MAINT SUPP - VEH/EQ	8,500.00	8,500.00	5,204.37	(3,295.63)	61.23	5,162.30
602-49450-240	SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	3,129.32	(3,870.68)	44.70	5,889.18
	TOTAL SUPPLIES	173,500.00	173,500.00	129,879.70	(43,620.30)	74.86	140,512.03

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	2,385.38 (2,614.62)	47.71 5,414.27
602-49450-306	GIS PROJECT CONTRACT EXP	10,000.00	10,000.00	9,475.54 (524.46)	94.76 11,217.55
602-49450-310	GOPHER STATE ONE CALL	1,000.00	1,000.00	972.01 (27.99)	97.20 1,253.25
602-49450-313	IT MGMT & BACKUP	4,000.00	4,000.00	2,709.72 (1,290.28)	67.74 2,483.91
602-49450-321	TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	9,366.42	4,366.42	187.33 2,581.02
602-49450-322	POSTAGE	5,000.00	5,000.00	6,359.37	1,359.37	127.19 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	120,265.00 (4,735.00)	96.21 129,960.88
602-49450-382	WATER/WASTEWATER UTILITIES	1,800.00	1,800.00	1,388.76 (411.24)	77.15 1,275.89
602-49450-383	GAS UTILITIES	23,000.00	23,000.00	22,859.62 (140.38)	99.39 23,932.85
602-49450-384	REFUSE HAULING	1,800.00	1,800.00	1,264.68 (535.32)	70.26 1,396.32
602-49450-385	POWER - LIFT STATIONS	17,000.00	17,000.00	17,013.82	13.82	100.08 16,683.51
	TOTAL OTHER SERVICES & CHARG	239,300.00	239,300.00	232,463.10 (6,836.90)	97.14 240,263.71
<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	1,162.73 (3,837.27)	23.25 2,093.00
602-49450-406	REPAIR & MAINT - PLANT	35,000.00	35,000.00	25,397.42 (9,602.58)	72.56 34,227.47
602-49450-407	REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	6,293.61 (706.39)	89.91 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	3,848.40	2,848.40	384.84 4,333.96
602-49450-440	MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,188.00 (1,812.00)	39.60 2,565.00
602-49450-441	MPCA FEES	10,000.00	10,000.00	7,993.00 (2,007.00)	79.93 7,925.00
602-49450-489	OTHER CONTRACTED SERVICES	100,000.00	100,000.00	99,226.80 (773.20)	99.23 111,409.68
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	174,888.07 (1,597,511.93)	9.87 1,769,405.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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>	<u>119,451.00</u>	<u>119,451.00</u>	<u>119,306.14</u>	<u>(144.86)</u>	<u>99.88</u>	<u>124,105.31</u>
<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>	<u>75,000.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>.00</u>	<u>100.00</u>	<u>39,003.36</u>
TOTAL EXPENSE 450	<u><u>3,114,241.00</u></u>	<u><u>3,114,241.00</u></u>	<u><u>1,447,987.06</u></u>	<u><u>(1,666,253.94)</u></u>	<u><u>46.50</u></u>	<u><u>2,986,760.84</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	1,447,987.06			2,986,760.84
NET REVENUES OVER EXPENDITURE	(889,133.00)	(889,133.00)	1,104,492.21			(587,232.41)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	8,847.23	(8,847.23)	.00	1,892.58
OPERATING REVENUES	350,500.00	350,500.00	352,989.03	(2,489.03)	100.71	350,438.83
TOTAL FUND REVENUE	350,500.00	350,500.00	361,836.26	(11,336.26)	103.23	352,331.41
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	468,100.00	468,100.00	52,321.06	415,778.94	11.18	466,977.06
TOTAL STORM SEWER FUND EXPENDITURE	468,100.00	468,100.00	52,321.06	415,778.94	11.18	466,977.06
TOTAL FUND EXPENDITURES	468,100.00	468,100.00	52,321.06	415,778.94	11.18	466,977.06
NET REVENUE OVER EXPENDITURES	(117,600.00)	(117,600.00)	309,515.20	(427,115.20)		(114,645.65)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	8,847.23	(8,847.23)	.00	1,892.58
TOTAL SA & INTEREST EARNINGS	.00	.00	8,847.23	(8,847.23)	.00	1,892.58
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	345,000.00	345,000.00	346,568.13	(1,568.13)	100.45	344,250.48
603-37360 PENALTIES	5,500.00	5,500.00	6,420.90	(920.90)	116.74	6,188.35
TOTAL OPERATING REVENUES	350,500.00	350,500.00	352,989.03	(2,489.03)	100.71	350,438.83
TOTAL FUND REVENUE	350,500.00	350,500.00	361,836.26			352,331.41

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 603 - STORM WATER UTILITY FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500							
<i>SUPPLIES</i>							
603-49500-204	STATIONARY, FORMS & ENVELOPES	.00	.00	214.92	214.92	.00	.00
	<i>TOTAL SUPPLIES</i>	.00	.00	214.92	214.92	.00	.00
<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>	8,600.00	8,600.00	657.00	(7,943.00)	7.64	1,018.75
<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	1,382.34	382.34	138.23	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>	419,000.00	419,000.00	1,638.34	(417,361.66)	.39	415,948.61
<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 EXPESE 2018 BONDS	13,061.00	13,061.00	22,372.97	9,311.97	171.30	11,950.14
	<i>TOTAL DEBT SERVICE</i>	40,500.00	40,500.00	49,810.80	9,310.80	122.99	50,009.70
	TOTAL EXPENSE 500	468,100.00	468,100.00	52,321.06	(415,778.94)	11.18	466,977.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	52,321.06			466,977.06
NET REVENUES OVER EXPENDITURE	(117,600.00)	(117,600.00)	309,515.20			(114,645.65)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SOURCE 36	.00	.00	282.62	(282.62)	.00	.00
OPERATING REVENUES	200,000.00	200,000.00	196,416.79	3,583.21	98.21	204,162.37
TOTAL FUND REVENUE	200,000.00	200,000.00	196,699.41	3,300.59	98.35	204,162.37
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	200,000.00	200,000.00	182,191.01	17,808.99	91.10	197,237.86
TOTAL STREET LIGHT UTILITY EXP	200,000.00	200,000.00	182,191.01	17,808.99	91.10	197,237.86
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	182,191.01	17,808.99	91.10	197,237.86
NET REVENUE OVER EXPENDITURES	.00	.00	14,508.40	(14,508.40)		6,924.51

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
604-36210 INTEREST EARNINGS	.00	.00	282.62	(282.62)	.00	.00
TOTAL SOURCE 36	.00	.00	282.62	(282.62)	.00	.00
<u>OPERATING REVENUES</u>						
604-37360 PENALTIES	.00	.00	4,107.83	(4,107.83)	.00	3,598.03
604-37410 STREET LIGHT UTILITY FEES	200,000.00	200,000.00	192,308.96	7,691.04	96.15	188,900.40
604-37470 OTHER REVENUE	.00	.00	.00	.00	.00	11,663.94
TOTAL OPERATING REVENUES	200,000.00	200,000.00	196,416.79	3,583.21	98.21	204,162.37
TOTAL FUND REVENUE	200,000.00	200,000.00	196,699.41			204,162.37

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 604 - STREET LIGHT UTILITY

DRAFT

		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	167,181.70	(12,818.30)	92.88	164,936.19
	<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	167,181.70	(12,818.30)	92.88	164,936.19
<i>MISCELLANEOUS</i>							
604-49550-402	STREET LIGHT AND SIGNAL REPAIR	20,000.00	20,000.00	14,695.43	(5,304.57)	73.48	15,256.07
	<i>TOTAL MISCELLANEOUS</i>	20,000.00	20,000.00	14,695.43	(5,304.57)	73.48	15,256.07
	TOTAL EXPENSE 550	200,000.00	200,000.00	182,191.01	(17,808.99)	91.10	197,237.86

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	182,191.01			197,237.86
NET REVENUES OVER EXPENDITURE	.00	.00	14,508.40			6,924.51

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

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FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>REVENUE</u>						
INTEREST & LOTTERY SALES	83,740.00	83,740.00	105,133.64	(21,393.64)	125.55	110,046.24
OPERATING REVENUES	5,571,300.00	5,571,300.00	5,902,817.43	(331,517.43)	105.95	5,719,749.57
TOTAL FUND REVENUE	<u>5,655,040.00</u>	<u>5,655,040.00</u>	<u>6,007,951.07</u>	<u>(352,911.07)</u>	<u>106.24</u>	<u>5,829,795.81</u>
 <u>EXPENDITURES</u>						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,655,040.00	5,655,040.00	5,841,846.42	(186,806.42)	103.30	5,829,222.96
TOTAL LIQUOR STORE EXPENDITURES	<u>5,655,040.00</u>	<u>5,655,040.00</u>	<u>5,841,846.42</u>	<u>(186,806.42)</u>	<u>103.30</u>	<u>5,829,222.96</u>
TOTAL FUND EXPENDITURES	<u>5,655,040.00</u>	<u>5,655,040.00</u>	<u>5,841,846.42</u>	<u>(186,806.42)</u>	<u>103.30</u>	<u>5,829,222.96</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>166,104.65</u>	<u>(166,104.65)</u>		<u>572.85</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 610 - LIQUOR STORE FUND

DRAFT

	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	324.67	(84.67)	135.28	402.00
610-36210 INTEREST EARNINGS	500.00	500.00	12,991.24	(12,491.24)	2,598.25	4,063.74
610-36220 LOTTERY SALES	83,000.00	83,000.00	91,817.73	(8,817.73)	110.62	105,580.50
TOTAL INTEREST & LOTTERY SALES	83,740.00	83,740.00	105,133.64	(21,393.64)	125.55	110,046.24
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,864,000.00	1,864,000.00	2,012,492.82	(148,492.82)	107.97	1,928,152.83
610-37812 SALES - BEER	2,515,000.00	2,515,000.00	2,668,943.37	(153,943.37)	106.12	2,596,926.14
610-37813 SALES - WINE	910,000.00	910,000.00	907,202.39	2,797.61	99.69	891,711.99
610-37815 SALES - NON-TAXABLE	157,000.00	157,000.00	175,384.67	(18,384.67)	111.71	167,643.28
610-37816 SALES - TAXABLE	132,500.00	132,500.00	144,689.01	(12,189.01)	109.20	141,288.68
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(6,000.00)	(6,000.00)	(5,646.05)	(353.95)	(94.10)	(4,669.40)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(248.78)	(951.22)	(20.73)	(1,303.95)
TOTAL OPERATING REVENUES	5,571,300.00	5,571,300.00	5,902,817.43	(331,517.43)	105.95	5,719,749.57
TOTAL FUND REVENUE	5,655,040.00	5,655,040.00	6,007,951.07			5,829,795.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	258,024.16	23,372.16	109.96	237,778.39
610-49750-102	FULL-TIME EMPLOYEES - OVERTIME	7,513.00	7,513.00	1,609.68	(5,903.32)	21.43	3,097.14
610-49750-103	PART-TIME EMPLOYEES - REGULAR	172,500.00	172,500.00	154,025.26	(18,474.74)	89.29	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	9,786.58	(213.42)	97.87	11,193.35
610-49750-121	PERA (EMPLOYER)	31,077.00	31,077.00	30,710.45	(366.55)	98.82	29,245.91
610-49750-122	FICA/MEDICARE (EMPLOYER)	31,700.00	31,700.00	31,233.30	(466.70)	98.53	29,128.89
610-49750-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	68,460.00	68,460.00	66,084.12	(2,375.88)	96.53	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	3,415.04	(1,384.96)	71.15	3,404.25
610-49750-151	WORKERS' COMPENSATION PREMIU	28,063.00	28,063.00	9,925.13	(18,137.87)	35.37	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	293.50	(6.50)	97.83	293.50
	TOTAL PERSONAL SERVICES	601,809.00	601,809.00	565,329.10	(36,479.90)	93.94	535,316.52
<i>SUPPLIES</i>							
610-49750-201	OFFICE SUPPLIES - ACCESSORIES	3,605.00	3,605.00	2,688.01	(916.99)	74.56	1,751.56
610-49750-210	MISCELLANEOUS OPER SUPPLIES	22,660.00	22,660.00	15,641.66	(7,018.34)	69.03	14,131.44
610-49750-220	MAINTENANCE & REPAIR SUPPLIES	24,720.00	24,720.00	32,062.64	7,342.64	129.70	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	1,458,140.70	88,140.70	106.43	1,407,240.62
610-49750-252	PURCHASES - BEER	1,940,000.00	1,940,000.00	2,060,088.13	120,088.13	106.19	1,981,381.06
610-49750-253	PURCHASES WINE	630,000.00	630,000.00	623,989.86	(6,010.14)	99.05	613,985.56
610-49750-259	PURCHASES - MISCELLANEOUS	235,000.00	235,000.00	256,881.55	21,881.55	109.31	254,363.20
610-49750-260	FREIGHT & DRAY	39,000.00	39,000.00	36,135.95	(2,864.05)	92.66	34,870.49
	TOTAL SUPPLIES	4,266,015.00	4,266,015.00	4,486,355.24	220,340.24	105.17	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	2,709.72	(290.28)	90.32	2,483.91
610-49750-321	TELEPHONE/CELLULAR PHONES	10,000.00	10,000.00	9,136.15	(863.85)	91.36	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	40,689.97	689.97	101.72	42,600.39
610-49750-341	WINE TASTING EVENT COSTS	2,700.00	2,700.00	3,000.24	300.24	111.12	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	25,402.89	(597.11)	97.70	23,691.96
610-49750-382	WATER/WASTEWATER UTILITIES	800.00	800.00	1,110.10	310.10	138.76	671.26
610-49750-383	GAS UTILITIES	1,600.00	1,600.00	1,474.30	(125.70)	92.14	1,484.58
610-49750-384	REFUSE HAULING	2,000.00	2,000.00	1,279.85	(720.15)	63.99	1,396.20
	TOTAL OTHER SERVICES & CHARG	103,000.00	103,000.00	99,615.31	(3,384.69)	96.71	98,611.83

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DRAFT

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	5,021.40	(2,787.60)	64.30	6,128.08
610-49750-420 DEPRECIATION	60,000.00	60,000.00	57,437.83	(2,562.17)	95.73	59,436.76
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	128,007.00	128,007.00	130,636.22	2,629.22	102.05	125,429.63
610-49750-433 DUES AND SUBSCRIPTIONS	4,200.00	4,200.00	4,142.00	(58.00)	98.62	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	45,555.50	(4,444.50)	91.11	54,990.10
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	41,274.30	11,274.30	137.58	43,257.06
610-49750-489 CONTRACT MAINTENANCE	3,200.00	3,200.00	3,885.52	685.52	121.42	2,751.96
TOTAL MISCELLANEOUS	284,216.00	284,216.00	290,546.77	6,330.77	102.23	297,015.02
<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
TOTAL TRANSFERS	400,000.00	400,000.00	400,000.00	.00	100.00	563,000.00
TOTAL LIQUOR STORE	5,655,040.00	5,655,040.00	5,841,846.42	186,806.42	103.30	5,829,222.96

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

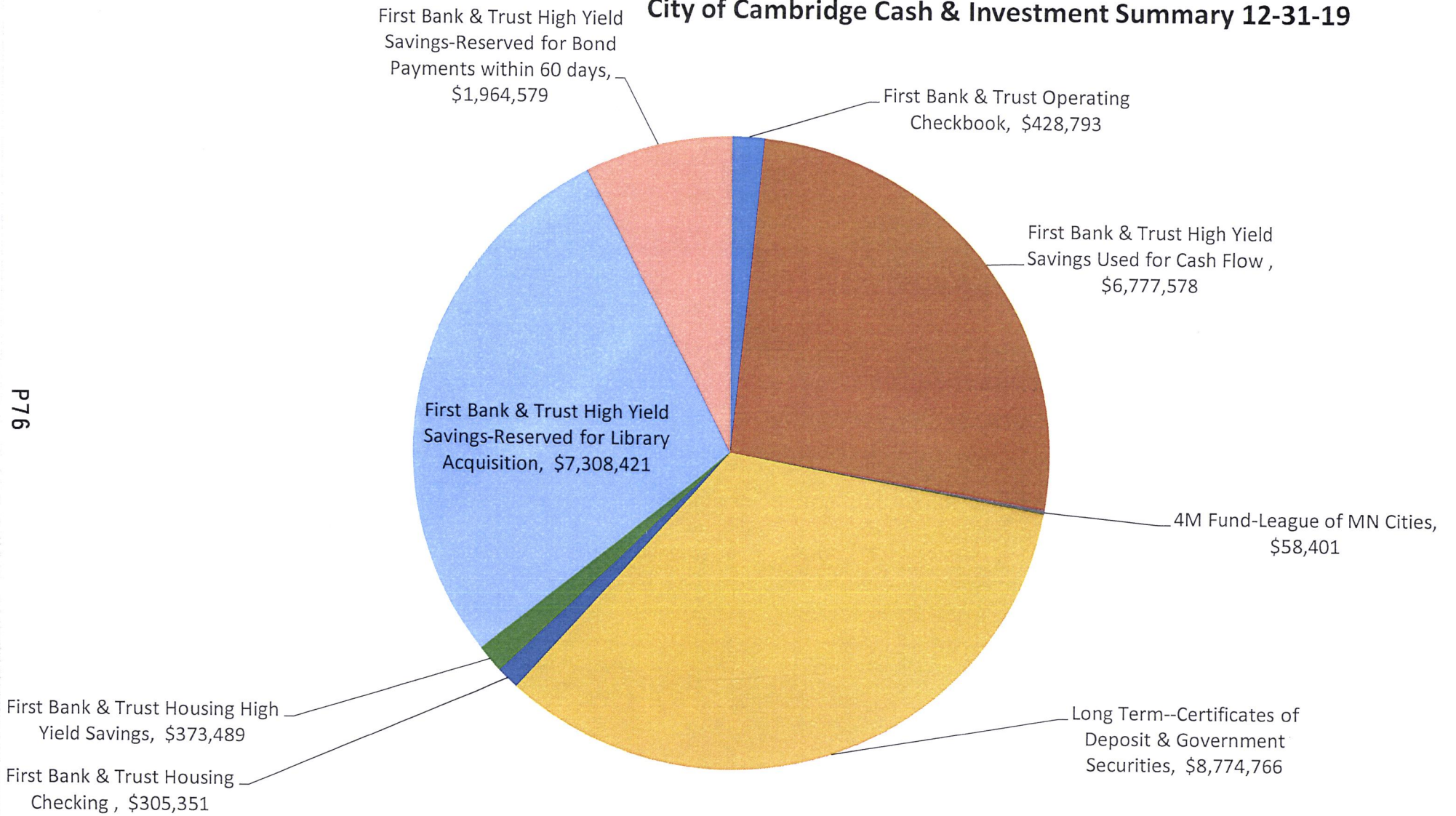
DRAFT

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	5,841,846.42			5,829,222.96
NET REVENUES OVER EXPENDITURE	.00	.00	166,104.65			572.85

City of Cambridge Cash & Investment Summary 12-31-19

P76



City of Cambridge		
General Fund Park Expenses		
on Park Specific Basis		
Name of Park		Costs 1/1/2019-12/31/2019
City Park		\$45,511.67
Ice Rink		\$92,116.57
Sandquist Park		\$106,533.26
Central Greens		\$26,499.91
Brown Park		\$5,733.79
Peterson Park		\$11,650.07
Pioneer Park		\$10,249.32
Water Tower Park		\$3,384.17
Preserve Park		\$1,698.56
Dog Park		\$8,159.62
Honeysuckle Park		\$5,405.60
Parkwood Park		\$2,444.08
Cambridge Library		\$24,312.06
Not Location Specific Expense		\$35,597.87
Total		\$379,296.55
Difference		\$0.00
Total Per General Ledger		\$379,296.55
Notes:		
Generally, salaries are allocated to each park based on a time estimate received from our Public Works Director. During the year, as the seasons change, the allocations change to reflect current park activity.		
Not location specific expenses includes things that would be too difficult to allocate to a specific park like park liability insurance, gas for park vehicles, small tools, vehicle repairs, and park commission expense.		

Resolution No. R20-005

Resolution Appointing Election Judges for the Presidential Primary Election - March 3, 2020

Whereas, the City Council of Cambridge, Minnesota is responsible for reviewing and approving election judges to serve at the Presidential Primary Election scheduled for March 3, 2020;

Whereas, Lynda Woulfe, as Election Administrator, has received names from Isanti County for election judge service, has solicited for election judges on the City's website and Facebook page, and inquired with prior election judges to see if they desire to serve again;

Whereas, the following individuals have agreed to serve as an election judge for the 2020 Presidential Primary:

Carol Boushee	Mary Kay Kelley	Mary Louise Yocom
Betty Broberg	Brenda Kieffer	Carol Hoglund
Diane Colonga	Phyllis Koosman	Maggie Erickson
Neil Danielson	Margaret Lindberg	Maddie Peterson
Nate Dolan	Scott Linder	Ashley Norman
Mary Falk	Carol Norling	LeSean Greer
Jacki Frarck	Shirley Olson	Josh Savelkoul
Marilyn Fromm	Ron Patrick	Jennie Parsons
Jerry Fromm	Kim Polzin	Abby Scott
Linda Gerlach	Betsy Potrament	Jaqlynn Spencer
Karen Gray	Ruth Schoenecker	Kyle Phillips
Doug Gray	Roger Schoenecker	Keagann Olson
Judy Hansen	Carol Schroeder-Feldheim	Kylie Olander
Susan Heckt	Virginia Simon	Sofia Armstrong
Adrienne Johnson	Harold Tuset	Skylar Griffin
David Johnson	Randy Westby	
Darla Johnson	Arianna Wheeler	

NOW THEREFORE BE IT RESOLVED by the Cambridge City Council that the list of election judges submitted is hereby accepted and approved for the 2020 Presidential Primary election and the Election Administrator may make substitutions as necessary to ensure trained judges serve.

Adopted by the Cambridge City Council this 3rd day of February, 2020.

ATTEST:

James A. Godfrey, Mayor

Linda J. Woulfe, City Administrator

4D Certification of Delinquent Municipal Charges to 2021 Tax Roll February 3, 2020

Prepared by: Caroline Moe, Director of Finance

Background

Certify Delinquent Municipal Charges

Attached for your review is a certification of delinquent amounts to be certified to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2021.

Certification of delinquent charges allows the City to retain its ability to collect the outstanding balance even though in the future a property may be a part of a foreclosure or bankruptcy action. Once certified, amounts become a lien that stay with the property until paid.

Recommended Council Action—*Approve Resolution R20-006 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2021.*

Attachments:

1. Resolution R20-006 for certification of delinquent account balances.
2. Listing of delinquent amounts for certification.

Resolution No. R20-006

**RESOLUTION CERTIFYING DELINQUENT DEBTS TO THE ISANTI COUNTY
AUDITOR FOR ASSESSMENT TO THE REAL PROPERTY TAXES DUE IN 2021 FOR
THE PROPERTY SERVED**

WHEREAS, Minnesota State Law and Cambridge City Code authorize the City Council to certify delinquent and unpaid charges to Isanti County for collection with ad valorem taxes;

WHEREAS, the Cambridge City Council has determined the attached certification of municipal charges delinquent and unpaid;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the owners of the properties located on the attached certification are delinquent in his/her payments to the City of Cambridge for municipal services and other services and the City Council of Cambridge, Minnesota shall have the delinquent amounts along with certification fees, as applicable, certified to the Isanti County Auditor for assessment to the real property taxes as imposed by the Isanti County Auditor, due in 2021 for the property served.

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

Adopted this 3rd Day of February, 2020.

James Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

JAN 28 2010

City of Cambridge									
Certification to Tax Roll Delinquent Accounts									
2/3/2020									
Customer Name	Service Address	Account #	Inv #	PIN #	Delinquent Amount	Penalty	Total to Tax Roll	Comments	
Roger Cottrell	509 Main St N	2632		3,686 15.041.0410	\$ 1,600.00	\$ -	\$ 1,600.00	Admin Cit	
Chris P Olson	1020 Marigold Dr S	2649		3648 15.046.0240	\$ 167.84		\$ 167.84	Abatement	
Diane L Rother	3015 Fern St S	1000022700		15.055.0140	\$ 214.92	\$ 75.00	\$ 289.92	Storm sewer bill	
Jeremy Brownell	605 Central Ave SW	1000022580		15.055.0011	\$ 214.92	\$ 75.00	\$ 289.92	Storm sewer bill	
							\$ 2,347.68		
Amounts paid after certification to Council:									

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department has received a donation of \$200 from Circle K Farms for the purchase of equipment. As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

COUNCIL ACTION

Officially accept the donations by approving the attached resolution.

Attachments

Resolution No. R20-007

RESOLUTION NO. R20-007

*Resolution Accepting Restricted Donation
to the City of Cambridge Fire Department for Equipment*

WHEREAS, Circle K Farms has made a donation in the amount of \$200 with the restriction that the funds be used to purchase equipment for the Cambridge Fire Department;

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the donations detailed above are hereby received and accepted for the purposes as described above.

Adopted this 3rd day of February, 2020.

James Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

Prepared By: Todd Schwab, Public Works/Utilities Director

Background:

The Capital Improvement Plan references the replacement of the 2005 Chevrolet K2500 pickup (Unit 347). While Unit 347 is not suitable for everyday use, staff would like to retain the truck for seasonal employee use in the summer months. Staff would like to replace unit 347 in the day-to-day fleet with a 2020 GMC Sierra 2500 including a hydraulic Tommy Lift Gate. The Tommy Lift Gate has been discussed and recommended by the Safety Committee as a way to prevent back injuries.

Fiscal Note:

The 2020 GMC 2500 and Tommy Lift Gate would be purchased using funds from the Waste Water Department Capital Improvements Plan. The plan has an adequate fund balance to support the purchases. State Contract pricing would be utilized for both items.

Recommendation:

Authorize staff to purchase a 2020 GMC Sierra 2500 pickup and hydraulic Tommy Lift Gate using the State Contract pricing, for a dollar amount not to exceed \$40,000.

Included:

2020 GMC Sierra Quote

Tommy Lift Gate Quote

QUOTATION	RANGER CHEV	
CONTRACT # 168931	1502 E HOWARD ST HIBBING, MN 55746 218-263-7578	BOB O'HARA 218-349-8955 rwohara01@aol.com
EST DELIVERY TIME 90 - 120 ARO	218-263-7576	

		GTR18		
BASE MODEL	2020 GMC SIERRA 2500	TK20953	x	\$ 28,984.40
	4X4 DBL CAB w/8 FT BOX			
ADDED OPTIONS	6.6L V8	L8T	x	STD
	6 SPEED AUTO	MYD	x	STD
	3.73:1 AXLE RATIO	GT4	x	STD
	AIR CONDITIONING FRT		x	STD
STD	CHROME BUMPERS		X	STD
668.60	Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) cruise control, (QT5) EZ Lift power lock and release tailgate and (DBG) outside power-adjustable vertical trairling with heated upper glass; (Not available with (PCI) Convenience Package. When ordered with (ZW9) pickup bed delete, (QT5) EZ Lift power lock and release tailgate is deleted. Note: (DBG) outside power-adjustable vertical trairling with heated upper glass can be upgraded to (DWI) trailer mirrors.)	ZLQ	X	\$668.60
176.00	LT265/70R-17E ALL TERRAIN	QXT		-
182.00	LT275/70R-18E TRACTION TIRES	QF6	x	\$182.00
273.00	18" STEEL WHEELS (req w/QF6)	PYT	x	\$273.00
88.00	BLOCK HEATER	K05	X	\$88.00
242.00	BRAKE CONTROLLER	JL1	X	\$242.00
264.00	PLOW PREP PKG	VYU		-
158.40	DEEP TINTED REAR GLASS	VQK		-
660.00	CHROME ASSIST STEPS	VXJ	x	\$660.00
479.00	SPRAY BEDLINER	CGN	x	\$479.00
176.00	DASH SWITCH AUTO TRAC 4X4	NQH	x	\$176.00
118.80	AUX BATTERY	K4B		-
198.00	120 VOLT OUTLET IN CAB AND BOX	KC9	x	\$198.00



QUOTE NUMBER
13633
DATE
January 15, 2020
VALID UNTIL
February 14, 2020 at 9:43am

[Download PDF](#)

FROM
Scott Schug
North Central Bus & Equipment Inc.
25112 22nd Ave, St Cloud
4821 Mustang Circle, Mounds View
www.northcentralinc.com

PHONE
(320) 251 7252

FOR
City of Cambridge
TO
Luke Fedor

Tommy Gate- State Bid Pricing

<input type="radio"/> TOMG2601342EA38 1300lbs Capacity Aluminum Platform	2,928.36 Not selected
<input checked="" type="radio"/> TOMG2601542EA38 G2 1500LB LIFT ALUM	3,100.98
Labor to Install Liftgate	660.00
https://www.tommygate.com/liftgates/pickup/g2-series/	
Options selected	1 of 2
Total excluding tax	\$3,760.98

Estimate

This Estimate is an approximation of Labor and Materials to complete above mentioned work. Though we try to include all of the expected charges up front there may be additional parts or services needed to complete the Installation or repair.

[Ask a Question](#)



P88

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Park Department has received a grant donation of \$22,750 from Bernick's Beverages and Vending Fund of the Central Minnesota Community Foundation for the funding of Parkwood Park improvements. The Council accepted this grant via motion on January 6, 2020 but as required by MN State Statute, restricted donations must be officially accepted by resolution and thus we are including it for action on this agenda.

COUNCIL ACTION

Officially accept the grant donation by approving the attached resolution.

Attachments

Resolution No. R20-008

RESOLUTION NO. R20-008

*Resolution Accepting Restricted Grant Donation
to the City of Cambridge Park Department for Parkwood Park Improvements*

WHEREAS, Bernick's Beverages and Vending Fund of the Central Minnesota Community Foundation has made a grant donation in the amount of \$22,750 with the restriction that the funds be used for Parkwood Park Improvements;

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the donations detailed above are hereby received and accepted for the purposes as described above.

Adopted this 3rd day of February, 2020.

James Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

Phoenix Fabricators & Erectors LLC is submitting Pay Request #6 for work completed through January 20, 2020, on the West Water Tower. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$272,870.87.

The Council awarded this contract to Phoenix Fabricators & Erectors LLC at its May 20, 2019 meeting and construction began earlier this spring.

Fiscal Note—this project is being funded by bonds issued in the water fund. Future water utility revenues will be used to repay the bonds.

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No. 6 to Phoenix Fabricators & Erectors LLC for \$272,870.87.

ATTACHMENTS

1. Application for Payment No. 6 from Phoenix Fabricators & Erectors LLC
2. Resolution R20-009 Authorizing Partial Payment to Phoenix Fabricators & Erectors LLC for the West Water Tower

Resolution R20-009

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
PARTIAL PAYMENT TO PHOENIX FABRICATORS & ERECTORS, LLC
(WEST WATER TOWER PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, Phoenix Fabricators & Erectors LLC has satisfactorily completed a portion of the West Water Tower Improvements Project in accordance with such contract and;

WHEREAS, City Engineer, S.E.H., has reviewed the work through January 20, 2020, and recommends payment in the amount of \$272,870.87 (Partial Payment #6);

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$272,870.87.

Adopted by the Cambridge City Council this 3rd day of February, 2020

James A. Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

PARTIAL PAYMENT ESTIMATE

PAGE SIX OF _____

OWNER: City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

CONTRACTOR: Phoenix Fabricators & Erectors, LLC
182 S. County Road 900 East
PFE # 3740 Avon, IN 46123

PERIOD OF ESTIMATE
FROM 12/1/19 to 1/20/2020

CONTRACT CHANGE ORDER SUMMARY

ESTIMATE

No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract.....	\$2,159,840.00
				2. Change Orders.....	\$0.00
				3. Revised Contract (1+2).....	\$2,159,840.00
				4. Work Completed*.....	\$1,202,712.50
				5. Stored Materials*.....	\$0.00
				6. Subtotal (4+5).....	\$1,202,712.50
				7. Retainage*.....	\$60,135.63
				8. Previous Payments.....	\$869,706.00
				9. Amount Due (6-7-8).....	\$272,870.87
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00	\$0.00		

* Detailed breakdown attached

CONTRACT TIME

Original (days)	<u>456/517</u>	On Schedule	<input checked="" type="checkbox"/> Yes	Starting Date	<u>7/1/19</u>
Revised			<input type="checkbox"/> No	Projected Completion	<u>9/30/20</u>
Remaining	<u>254/315</u>			Final Completion	<u>11/30/2020</u>

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents; that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

ARCHITECT OR ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with contract documents.

Architect or Engineer S.F.H. Engineers

Contractor Phoenix Fabricators & Erectors, LLC
By Tamara J. Schaub, A/R Manager
Date 1/20/20

By Chad T. Hagenberger
Date 1/28/2020

APPROVED BY OWNER:

Owner City of Cambridge
By _____
Date _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

TYPICAL UNIT PRICE BREAKDOWN*

ITEM	DESCRIPTION	CONTRACT (revised)			THIS PERIOD		TOTAL TO DATE		% COMPLETE
		QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1.	MOBILIZATION	L.S.		\$60,000.00		\$0.00	40%	\$24,000.00	40%
2.	CLEARING & GRUBBING	L.S.		\$7,000.00		\$0.00	100%	\$7,000.00	100%
3.	SITE GRADING	L.S.		\$8,000.00		\$0.00	100%	\$8,000.00	100%
4.	AGGREGATE BASE CLASS 5(CV) 435CY @ \$70.	435	\$70.00	\$30,450.00		\$0.00	390	\$27,300.00	90%
5.	BITUMINOUS MATERIAL/TACK COAT 100GAL @ \$12.	100	\$12.00	\$1,200.00		\$0.00		\$0.00	0%
6.	SP 9.5 WEAR COURSE MIX 75T @ \$200.	75	\$200.00	\$15,000.00		\$0.00		\$0.00	0%
7.	SP 12.5 WEAR COURSE MIX 75T @ \$200.	75	\$200.00	\$15,000.00		\$0.00		\$0.00	0%
8.	CRUSHED ROCK 12CY @ \$90.00	12	\$90.00	\$1,080.00		\$0.00		\$0.00	0%
9.	15" CS PIPE APRON 2 @ \$350.00	2	\$350.00	\$700.00		\$0.00	2	\$700.00	100%
10.	15" CS PIPE CULVERT 33LF @ \$50.	33	\$50.00	\$1,650.00		\$0.00	33	\$1,650.00	100%
11.	CONNECT TO EXISTING WATER MAIN 2 @ \$2500.	2	\$2,500.00	\$5,000.00		\$0.00		\$0.00	0%
12.	HYDRANT	1	\$6,000.00	\$6,000.00		\$0.00		\$0.00	0%
13.	6" GATE VALVE/BOX	1	\$2,000.00	\$2,000.00		\$0.00		\$0.00	0%
14.	12" BUTTERFLY VALVE/BOX	1	\$3,500.00	\$3,500.00		\$0.00		\$0.00	0%
15.	16" BUTTERFLY VALVE/BOX	1	\$4,000.00	\$4,000.00		\$0.00		\$0.00	0%
16.	6" WATERMAIN 6LF @ \$60.00	6	\$60.00	\$360.00		\$0.00		\$0.00	0%
17.	12" WATERMAIN 12LF @ \$140.	12	\$140.00	\$1,680.00		\$0.00		\$0.00	0%
18.	16" WATERMAIN 112LF @ \$120.	112	\$120.00	\$13,440.00		\$0.00		\$0.00	0%
19.	DUCTILE IRON FITTINGS 1980LBS @ \$5.50	1980	\$5.50	\$10,890.00		\$0.00		\$0.00	0%
20.	ADJUST FRAME & RING CASTING	L.S.		\$200.00		\$0.00		\$0.00	0%
21.	RANDOM RIP RAP 30CY @ \$110.00	30	\$110.00	\$3,300.00		\$0.00		\$0.00	0%
TOTALS				\$190,450.00		\$0.00		\$68,650.00	36%

TYPICAL LUMP SUM PRICE BREAKDOWN*

TYPICAL STORED MATERIALS AND RETAINAGE BREAKDOWN*

ITEM	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		% COMPLETE	MATERIALS STORED AT END OF THIS PAYMENT PERIOD			
			THIS PERIOD	TO DATE		DESCRIPTION	QUANTITY	UNIT VALUE	AMOUNT
						RETAINAGE			
							This Estimate.	Percent %	Retained
						WORK COMPLETED			
						STORED MATERIALS			
						OTHER (explain)			
TOTALS		\$ -	\$ -	\$ -	#DIV/0!	TOTAL			

*As a minimum, detailed breakdowns should contain this information

TYPICAL UNIT PRICE BREAKDOWN*

ITEM	DESCRIPTION	CONTRACT (revised)			THIS PERIOD		TOTAL TO DATE		% COMPLETE
		QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
22.	GEOTEXTILE FILTER TYPE IV 93.15SY @ \$20.00	93.15	\$20.00	\$1,863.00		\$0.00		\$0.00	0%
23.	7" CONCRETE SPLASH PAD 32SY @ \$45.00	32	\$45.00	\$1,440.00		\$0.00		\$0.00	0%
24.	6" X 18" CONCRETE MOW STRIP 480LF @ \$15.00	480	\$15.00	\$7,200.00		\$0.00		\$0.00	0%
25.	8" CONCRETE DRIVEWAY 40SY @ \$80.00	40	\$80.00	\$3,200.00		\$0.00		\$0.00	0%
26.	16' VEHICULAR SLIDING GATE	L.S.		\$3,600.00		\$0.00		\$0.00	0%
27.	6' CHAIN LINK FENCE 404LF @ \$50.00	404	\$50.00	\$20,200.00		\$0.00		\$0.00	0%
28.	SILT FENCE TYPE PA 610LF @ \$3.00	610	\$3.00	\$1,830.00		\$0.00	610	\$1,830.00	100%
29.	SEDIMENT CONTROL LOG 499.5LF @ \$4.00	499.5	\$4.00	\$1,998.00		\$0.00		\$0.00	0%
30.	ROCK CONSTRUCTION ENTRANCE	L.S.		\$3,500.00		\$0.00		\$0.00	0%
31.	TOPSOIL BORROW 335CY @ \$30	335	\$30.00	\$10,050.00		\$0.00		\$0.00	0%
32.	EROSION CONTROL BLANKETS 2600SY @ 2.50	2600	\$2.50	\$6,500.00		\$0.00		\$0.00	0%
33.	SEEDING MIXTURE 25-131 .66ACRE @ \$5000.00	0.66	\$5,000.00	\$3,300.00		\$0.00		\$0.00	0%
34.	SEEDING MIXTURE 22-111 .66ACRE @ \$3400.00	0.66	\$3,400.00	\$2,244.00		\$0.00		\$0.00	0%
35.	SCADA -SOUTH TOWER MODIFICATIONS	L.S.		\$30,000.00		\$0.00		\$0.00	0%
36.	ENGINEERING/BONDS/INSURANCE	L.S.		\$93,000.00		\$0.00	100%	\$93,000.00	100%
P95	FOUNDATION	L.S.		\$300,000.00		\$0.00	100%	\$300,000.00	100%
	CONCRETE SHAFT	L.S.		\$452,000.00		\$0.00	100%	\$452,000.00	100%
	TANK FABRICATION/DELIVERY	L.S.		\$574,465.00	50%	\$287,232.50	50%	\$287,232.50	50%
	TANK ERECTION	L.S.		\$240,000.00		\$0.00		\$0.00	0%
	TANK PAINTING	L.S.		\$140,000.00		\$0.00		\$0.00	0%
	ELECTRICAL	L.S.		\$73,000.00		\$0.00		\$0.00	0%
	SUBTOTAL			\$1,969,390.00		\$287,232.50		\$1,134,062.50	58%
	TOTALS			\$2,159,840.00		\$287,232.50		\$1,202,712.50	56%

TYPICAL LUMP SUM PRICE BREAKDOWN*

TYPICAL STORED MATERIALS AND RETAINAGE BREAKDOWN*

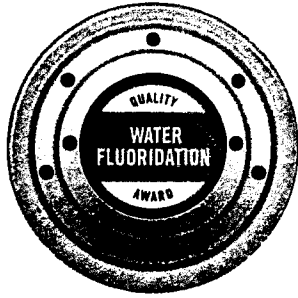
ITEM	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		% COMPLETE	MATERIALS STORED AT END OF THIS PAYMENT PERIOD			
			THIS PERIOD	TO DATE		DESCRIPTION	QUANTITY	UNIT VALUE	AMOUNT
						RETAINAGE			
							This Estimate	Percent %	Retained
						WORK COMPLETED			
						STORED MATERIALS			
						OTHER (explain)			
	TOTALS	\$ -	\$ -	\$ -	#DIV/0!	TOTAL			

*As a minimum, detailed breakdowns should contain this information

966

ID	Task Name	Duration	Start	Finish	Predecessors	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
1	Cambridge, MN .750 GET	519 days	Mon 7/1/19	Mon 11/30/20		[Gantt bar from Aug 2019 to Nov 2020]																					
2	Notice To Proceed	0 days	Mon 7/1/19	Mon 7/1/19		[Gantt bar at start of Aug 2019]																					
3	Substantial completion	458 days	Mon 7/1/19	Wed 9/30/20 2		[Gantt bar from Aug 2019 to Sep 2020]																					
4	Final Completion	519 days	Mon 7/1/19	Mon 11/30/20 2		[Gantt bar from Aug 2019 to Nov 2020]																					
5	Site Civil Pre-Erection	57 days	Mon 7/1/19	Mon 8/26/19		[Gantt bar from Aug 2019 to Sep 2019]																					
6	Clearing/ Site Prep/ Road	2 days	Mon 7/1/19	Tue 7/2/19 2		[Gantt bar at start of Aug 2019]																					
7	Footer/Ring Wall	50 days	Wed 7/3/19	Wed 8/21/19 6		[Gantt bar from Aug 2019 to Sep 2019]																					
8	Crane base & back fill	5 days	Thu 8/22/19	Mon 8/26/19 7		[Gantt bar in early Sep 2019]																					
9	Shaft	100 days	Tue 8/27/19	Wed 12/4/19		[Gantt bar from late Aug 2019 to Dec 2019]																					
10	Delivery of forms/crane/tools	5 days	Tue 8/27/19	Sat 8/31/19 8		[Gantt bar in late Aug 2019]																					
11	Wall Pours	69 days	Sun 9/1/19	Fri 11/8/19 10		[Gantt bar from early Sep 2019 to Nov 2019]																					
12	Corbel/Dome	15 days	Sat 11/9/19	Sat 11/23/19 11		[Gantt bar in late Nov 2019]																					
13	Piping installation	5 days	Sun 11/24/19	Thu 11/28/19 12		[Gantt bar in late Nov 2019]																					
14	Rest Platforms & Pipe bracing	5 days	Fri 11/29/19	Tue 12/3/19 13		[Gantt bar in early Dec 2019]																					
15	Cleanup & demobilization	1 day	Wed 12/4/19	Wed 12/4/19 14		[Gantt bar at start of Dec 2019]																					
16	Tank Erection/Painting	259 days	Thu 12/5/19	Wed 8/19/20		[Gantt bar from early Dec 2019 to Aug 2020]																					
17	Winter shutdown	140 days	Thu 12/5/19	Wed 4/22/20 15		[Gantt bar from early Dec 2019 to Apr 2020]																					
18	Ground Erection	40 days	Thu 4/23/20	Mon 6/1/20 17		[Gantt bar from early Apr 2020 to May 2020]																					
19	Ground Painting	14 days	Tue 6/2/20	Mon 6/15/20 18		[Gantt bar in early May 2020]																					
20	Air Erection	35 days	Tue 6/16/20	Mon 7/20/20 19		[Gantt bar from mid-May 2020 to Jun 2020]																					
21	Air Painting	30 days	Tue 7/21/20	Wed 8/19/20 20		[Gantt bar from late May 2020 to Aug 2020]																					
22	Site Civil Post-Erection	102 days	Thu 8/20/20	Sun 11/29/20		[Gantt bar from late Aug 2020 to Nov 2020]																					
23	Internal Floor Slab	20 days	Thu 8/20/20	Tue 9/8/20 21		[Gantt bar in late Aug 2020]																					
24	Piping	5 days	Wed 9/9/20	Sun 9/13/20 23		[Gantt bar in early Sep 2020]																					
25	Electrical	20 days	Wed 9/9/20	Mon 9/28/20 23		[Gantt bar from early Sep 2020 to Oct 2020]																					
26	Disinfection	2 days	Tue 9/29/20	Wed 9/30/20 25		[Gantt bar at end of Sep 2020]																					
27	Site work / Punchlist	60 days	Thu 10/1/20	Sun 11/29/20 26		[Gantt bar from early Oct 2020 to Nov 2020]																					

Task		Inactive Milestone		Finish-only	
Split		Inactive Summary		External Tasks	
Milestone		Manual Task		External Milestone	
Summary		Duration-only		Progress	
Project Summary		Manual Summary Rollup		Deadline	
External Tasks		Manual Summary			
External Milestone		Start-only			



2018

Water Fluoridation Quality Award

CAMBRIDGE

Minnesota

The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12 consecutive months in 2018. High quality water fluoridation, as demonstrated by this water system, is a safe and effective method to prevent tooth decay and improve the oral health of all community residents.

Handwritten signature of Casey Hannan in black ink.

Casey Hannan, MPH
Director Acting, Division of Oral Health
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention

Handwritten signature of Theresa Tracy J. Boehmer in black ink.

Theresa "Tracy" J. Boehmer, P.E.
National Fluoridation Engineer, Division of Oral Health
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention



**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention

Prepared by: Linda J. Woulfe, City Administrator

Background

The City has been contacted by Rebecca Friez and her attorney, Kevin Hofstad, with respect to removing snow/ice from the sidewalk adjacent to her property located at 1440 10th Ave SE. As you can see from the attached map printout, Ms. Friez lives on a corner lot and objects to maintaining the sidewalk on Marigold Street. The front of her house faces 10th Ave SE.

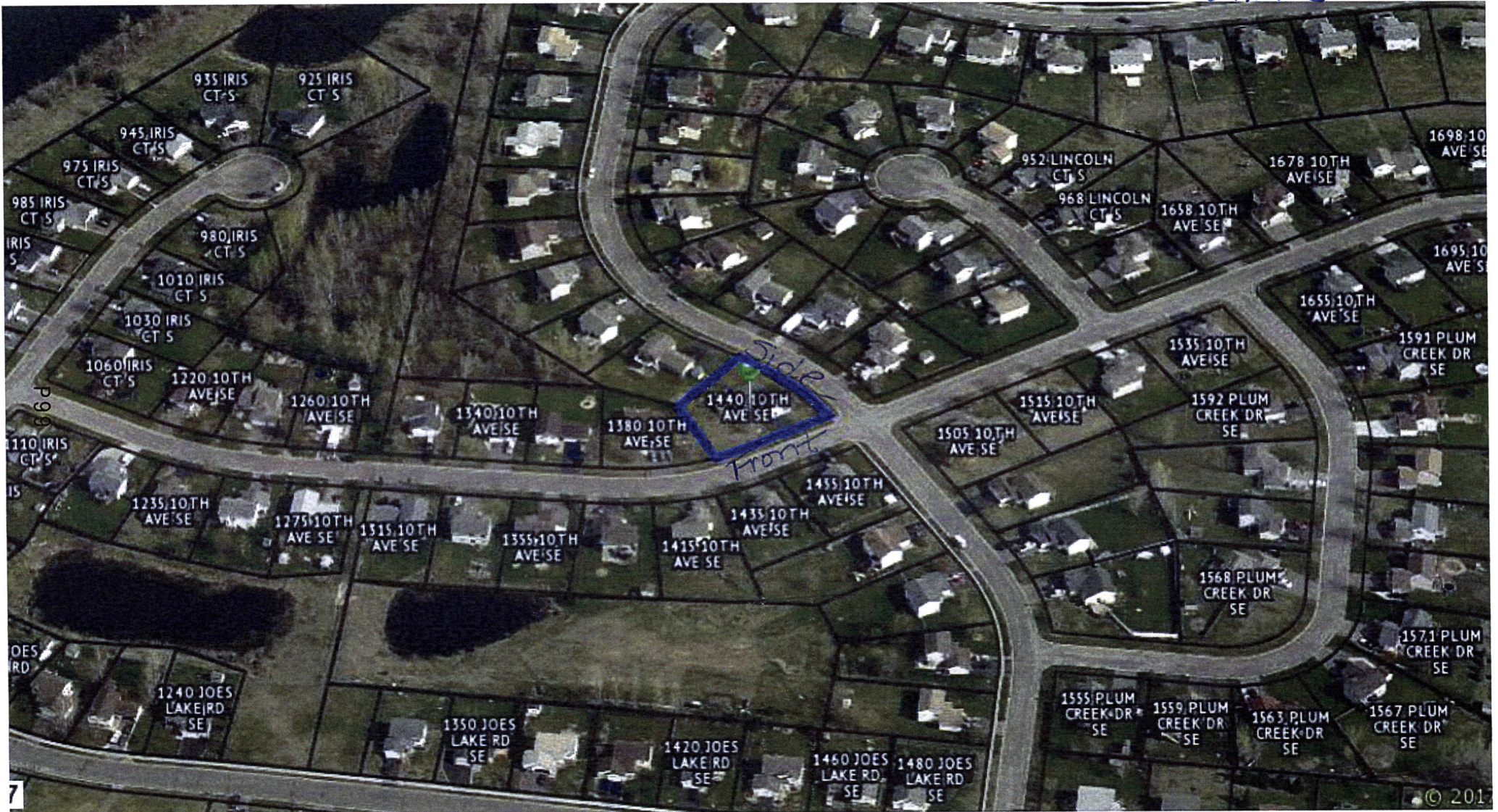
In early December, the City contacted Ms. Friez about removing the snow/ice from the Marigold sidewalk pursuant to the City’s nuisance ordinance (City Code §94.35 Ice and Snow A Nuisance) which requires property owners to clear their sidewalks of snow/ice. Nuisances of this nature are also covered under Minnesota Statutes §561.01. Ms. Friez has since maintained the sidewalk but feels it does not serve her property and would like the City to remove it. Please see attached email correspondence between myself and Kevin Hofstad.

Considerations to take in mind for this decision:

1. Sidewalks are part of the City’s overall transportation system. A complete system is important for disability access.
2. The City has limited resources and is unable to maintain all sidewalks within the City unless additional equipment and staff resources are provided.
3. The removal of snow/ice from sidewalks is not something exclusive within the City of Cambridge. Many cities require removal of snow/ice through a City ordinance, which is a power given to cities by Minnesota State Statute.

6A

1440 10th Ave SE
is outlined in blue



Lynda Woulfe

From: Lynda Woulfe
Sent: Wednesday, January 22, 2020 4:15 PM
To: Kevin H
Subject: RE: Removing snow from sidewalks

Good day Kevin. I will need to take this request to City Council. Do you or Ms. Friez desire to be present for the request? It will be placed on the February 3 City Council agenda. That meeting starts at 3:30 pm and is held at Cambridge City Hall, 300 3rd Avenue NE. Please advise. Thank you.

Lynda Woulfe, City Administrator
City of Cambridge
300 3rd Ave. NE
Cambridge MN 55008
lwoulfe@ci.cambridge.mn.us
763-689-3211

From: Kevin H <kevinh@ledinandhofstad.com>
Sent: Tuesday, January 21, 2020 2:51 PM
To: Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>
Subject: RE: Removing snow from sidewalks

Lynda,

I have communicated your message below to Ms. Friez. While we understand the City's reasoning for asserting its authority under the banner of nuisance, the fact remains that the sidewalk is located within the road right of way, does not benefit Ms. Friez's property and the obligation of maintenance creates a physical and/or financial hardship to her, particularly with snow removal. In essence, she is being burdened with a cost/obligation while not receiving any "social benefit". For a person with limited financial resources this creates a hardship.

Ms. Friez has indicated that if the City is not in a position to maintain the sidewalk and she is not able to maintain the sidewalk, then the sidewalk should be removed. She has asked me to let you know that her preferred resolution to this issue is for the city to remove the sidewalk and thereby remove her burden.

Please consider this option and let me know the city's position on removing the sidewalk.

Regards,

Kevin

Kevin A. Hofstad
Attorney



LEDIN, HOFSTAD,
& FROTH

539 Main Street South
Pine City, MN 55063

320-629-7537 (office)
320-629-2479 (fax)
www.ledinandhofstad.com

From: Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>
Sent: Thursday, January 9, 2020 8:06 AM
To: Kevin H <kevinh@ledinandhofstad.com>
Subject: RE: Removing snow from sidewalks

Greetings Kevin. There is no exemption for a school bus stop. Clearing sidewalks is a duty to the community at large. There are people that use the sidewalk as their transportation route all year round and some of those individuals are handicapped and need to traverse the sidewalks with their wheelchairs. That is why the City declares sidewalks that are not shoveled as a nuisance. I could wane on about the whole social capital concept and that living in a community creates a need for all to live by the same rules for the benefit of all, but won't at this time. 😊

Lynda Woulfe

From: Kevin H <kevinh@ledinandhofstad.com>
Sent: Wednesday, January 8, 2020 10:12 AM
To: Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>
Subject: RE: Removing snow from sidewalks

Good Morning Lynda,

I have had a chance to follow up with my client on the information that you provided. I am advised that when Ms. Friez was first approached by Ms. Levitski about the snow removal, Ms. Levitski indicated to Ms. Friez that a snow removal exception exists when there is a school bus stop on that segment of the public sidewalk. Accordingly, Ms. Friez had the understanding that she was not responsible for the segment of sidewalk that abuts her property. Please let me know if there is an exception or exemption when a designated school bus stop is involved.

Additionally, Ms. Friez owns a corner lot. The sidewalk that abuts her property does not actually service her house or driveway. I understand that Ms. Friez has a privacy fence that is constructed between her yard and the sidewalk. Therefore, it provides no utility to her whatsoever. It occurs to me that given that the sidewalk does not provide her with any access to her property, burdening her with the responsibility of snow removal is an unreasonable hardship. How does the City address corner lots, if at all, in connection with the burden that is placed on the landowner?

I look forward to your response.

Regards,

Kevin

Kevin A. Hofstad
Attorney



LEDIN, HOFSTAD,
& TROTH

539 Main Street South
Pine City, MN 55063
320-629-7537 (office)
320-629-2479 (fax)
www.ledinandhofstad.com

From: Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>
Sent: Tuesday, December 31, 2019 1:30 PM
To: Kevin H <kevinh@ledinandhofstad.com>
Subject: Removing snow from sidewalks

Hi Kevin. I hope you are well and had a good day in court. Snow/ice remaining on a sidewalk is classified as a nuisance. Nuisances are covered under Minn. Stat. §561.01. I have attached the League of Minnesota Cities memorandum on public nuisances and pasted in the relevant statutory link below. The City's ordinance requires the removal of snow/ice accumulation from the sidewalk by the adjoining property owner.

You can find our ordinance on this subject at <https://www.ci.cambridge.mn.us/your-government/codes-ordinances>. Chapter 92 covers nuisances and is modelled after the League of Minnesota Cities' model ordinance that many communities use. I hope this additional information is useful to you. I look forward to talking with you when you have time. Take care.

RELEVANT LINKS:

- Minn Stat § 561.01.
- Matter v. Nelson*, 478 NW 2d 211 (Minn Ct App. 1991)
- See *Public Nuisances*. LMC Model Ordinance.
- Higview N. Apts. v. County of Ramsey*, 323 N.W 2d 65 (Minn 1982).

II. What is a nuisance?

As defined by statute, a nuisance is anything injurious to health or offensive to the senses, or that obstructs the free use and enjoyment of life or property. Nuisance laws attempt to balance the competing interests and uses of property. As such, nuisance regulations commonly address neighborhood and land use issues, such as zoning, building and fire codes, as well as more general quality-of-life concerns. Ordinances tend to provide a more detailed definition for nuisance conditions within a jurisdiction.

Nuisances can spring up in a variety of ways. A nuisance may be:

- An intentional act.
- Negligent conduct.
- An ultra-hazardous activity.
- A violation of state statute.
- A violation of city ordinance.
- Any other wrongful (or "tortious") activity.

Lynda Woulfe, City Administrator

Carri Levitski

From: Carri Levitski
Sent: Monday, December 9, 2019 2:48 PM
To: Becky Friez
Subject: Sidewalk Maintenance

Good Afternoon Becky,

Please see the following code language and State Statutes which indicate the duty of an owner or occupant related to the maintenance of sidewalks. Please let me know if you have additional questions. Thank you.

92.01 Assessable current services (B)

Snow, ice, dirt and rubbish.

- (1) Duty of owners and occupants. The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt or rubbish to remain on the walk longer than 24 hours after its deposit thereon. Failure to comply with this section shall constitute a violation.
- (2) Removal by city. The City Clerk-Administrator or other person designated by the City Council may cause removal from all public sidewalks of snow, ice, dirt and rubbish as soon as possible beginning 24 hours after any matter has been deposited thereon or after the snow has ceased to fall. The City Clerk-Administrator or other designated person shall keep a record showing the cost of removal adjacent to each separate lot and parcel.

§ 94.35 ICE AND SNOW A NUISANCE

- (A) All snow and ice remaining upon public sidewalks not in the Sidewalk Improvement District is declared to constitute a public nuisance and shall be abated by the owner or tenant of the abutting private property within 48 hours after the snow or ice has fallen or accumulated.
- (B) The city may cause to be removed from all public sidewalks beginning 72 hours after snow or ice has fallen or accumulated after notice has been given to the property owner and/or tenant. The City shall keep a record of the cost of the removal and may assess the cost of removal to the property owner.
- (C) The City Clerk-Administrator shall upon direction of the Council, and on receipt of the information provided for in division (B) of this section, extend the cost of such removal of snow or ice as a special assessment against the lots or parcels of ground abutting on sidewalks which were cleared and such special assessments shall at the time of certifying taxes to the County Auditor be certified for collection as other special assessments are certified and collected.
- (D) The City Clerk-Administrator shall in the alternative, upon direction of the Council, bring suit in a court of competent jurisdiction to recover from the persons owning land adjacent to which sidewalks were cleared as provided above, the costs of the clearing and the costs and disbursements of a civil action therefore.
- (E) The City Clerk-Administrator shall present to the Council at the first meeting after snow or ice has been cleared from sidewalks as provided in this section the report of the properties which have been cleared, the costs thereof and shall request the Council to determine by resolution the manner of collection to be used as provided herein.

Minnesota Statutes §429.101 allows the assessment of charges for removing snow/ice from sidewalks

Minnesota Statutes §466.03, subd. 4 provides cities immunity for damage claims based on snow or ice conditions on a public street or sidewalk. Therefore, if they can't sue the City they will turn to the property owner for damages since they failed to maintain the sidewalk as required by City ordinance.

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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Carri Levitski

From: Lynda Woulfe
Sent: Monday, December 9, 2019 2:37 PM
To: Carri Levitski; Todd Schwab
Cc: Marcia Westover
Subject: RE: 1440 10th Ave SE

92.01 Assessable current services (B) *Snow, ice, dirt and rubbish.*

(1) *Duty of owners and occupants.* The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt or rubbish to remain on the walk longer than 24 hours after its deposit thereon. Failure to comply with this section shall constitute a violation.

(2) *Removal by city.* The City Clerk-Administrator or other person designated by the City Council may cause removal from all public sidewalks of snow, ice, dirt and rubbish as soon as possible beginning 24 hours after any matter has been deposited thereon or after the snow has ceased to fall. The City Clerk-Administrator or other designated person shall keep a record showing the cost of removal adjacent to each separate lot and parcel.

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(A) All snow and ice remaining upon public sidewalks not in the Sidewalk Improvement District is declared to constitute a public nuisance and shall be abated by the owner or tenant of the abutting private property within 48 hours after the snow or ice has fallen or accumulated.

(B) The city may cause to be removed from all public sidewalks beginning 72 hours after snow or ice has fallen or accumulated after notice has been given to the property owner and/or tenant. The City shall keep a record of the cost of the removal and may assess the cost of removal to the property owner.

(C) The City Clerk-Administrator shall upon direction of the Council, and on receipt of the information provided for in division (B) of this section, extend the cost of such removal of snow or ice as a special assessment against the lots or parcels of ground abutting on sidewalks which were cleared and such special assessments shall at the time of certifying taxes to the County Auditor be certified for collection as other special assessments are certified and collected.

(D) The City Clerk-Administrator shall in the alternative, upon direction of the Council, bring suit in a court of competent jurisdiction to recover from the persons owning land adjacent to which sidewalks were cleared as provided above, the costs of the clearing and the costs and disbursements of a civil action therefore.

(E) The City Clerk-Administrator shall present to the Council at the first meeting after snow or ice has been cleared from sidewalks as provided in this section the report of the properties which have been cleared, the costs thereof and shall request the Council to determine by resolution the manner of collection to be used as provided herein.

Minnesota Statutes §429.101 allows the assessment of charges for removing snow/ice from sidewalks

Minnesota Statutes §466.03, subd. 4 provides cities immunity for damage claims based on snow or ice conditions on a public street or sidewalk. Therefore, if they can't sue the City they will turn to the property owner for damages since they failed to maintain the sidewalk as required by City ordinance.

Lynda Woulfe, City Administrator
City of Cambridge
300 3rd Ave. NE
Cambridge MN 55008
lwoulfe@ci.cambridge.mn.us
763-689-3211

From: Carri Levitski <CLevitski@ci.cambridge.mn.us>
Sent: Monday, December 9, 2019 1:50 PM
To: Todd Schwab <TSchwab@ci.cambridge.mn.us>
Cc: Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>; Marcia Westover <MWestover@ci.cambridge.mn.us>
Subject: 1440 10th Ave SE

Hello!

I wanted to pass along a conversation I just had with Becky Friez regarding sidewalks. She is the property owner of 1440 10th Ave SE. I worked with her on a property line dispute this past summer in which she had her property line located by a license surveyor since the dispute was between her and her neighbor. Ms. Frieze was sure there was three feet of property past her fence on the north side of the lot. Unfortunately, there was only about 6 inches so the neighbor did not have to move their garden which she believed was on her property.

Fast-forward to today. Caroline called and wanted to know who in our department takes calls regarding property lines. She gave me Becky's name and number and I called her back. She stated that some "guy" from the City told her that she can get sued if someone gets hurt on the sidewalk. She did not have a name. She also stated that her and I had a conversation this summer where I told her if there is a bus stop at her property she is not responsible for maintaining the sidewalk. This is completely false and I explained that I didn't remember having that conversation. I also apologized if there was something that I stated that was misunderstood and reiterated it is her responsibility to maintain the right-of-way that is adjacent to her property. She called me a liar and insisted we had this conversation in which I told her she didn't need to maintain the sidewalk. I don't recall in any of our conversations any discussions regarding the sidewalk.

She stated she is in touch with an attorney and she plans to remove the sidewalk this spring since she will not be maintaining it. After going back and forth for several minutes, I offered to get an answer for her related to if someone is injured on a public sidewalk adjacent to her property – if she is responsible. Can someone answer this so I can get back to her? I am assuming with the recent snow, she is upset for having to maintain that portion of the right-of-way.

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

6B Discussion on Loan and Grant Program

February 3, 2020

Author: Stan Gustafson, Economic Development Director

Request

Councilman Shogren ask that we discuss further the potential changes to the Downtown Loan and Grant Fund and if we could provide for a city-wide program to assist businesses.

BACKGROUND

Memorandum prepared by Caroline Moe, Director of Finance on 1/14/2020.

At the August, 6, 2007 meeting of the Cambridge City Council, a motion was passed establishing the revolving loan fund for the improvement of the downtown business. The initial \$100,000 of funding was generated as following:

Description	Amount
Funds remaining from the capital fund for demolishing the old police station on Hwy 95 that were never spent since the building was sold, not demolished	\$56,611.65
Proceeds from the sale of the old police department	\$36,847.10
General Fund Transfer	\$6,541.25
Initial Revolving Loan Fund Funding	\$100,000.00

Since the initial funding, the investments into the downtown revolving loan fund (fund 215) have been as follows:

Description	Amount	Fund Balance (agrees to audit report)	Date
Initial Funding-2007	\$100,000		
Interest Income-2007	\$3,937	\$103,937	12/31/2007
Interest Income-2008	\$3,320	\$107,257	12/31/2008
Interest Income-2009	\$130	\$107,387	12/31/2009
Interest Income-2010	\$3,864	\$111,251	12/31/2010
Interest Income-2011	\$2,677	\$113,928	12/31/2011
Interest Income-2012	\$1,477	\$115,405	12/31/2012
Interest Income-2013	\$284	\$115,689	12/31/2013
Interest Income & fees 2014	\$2,206	\$117,895	12/31/2014
Interest Income-2015	\$2,006	\$119,901	12/31/2015
Interest Income-2016	\$1,617	\$121,518	12/31/2016
Interest Income & fees 2016	\$1,705		
Downtown Grant expenditures	(\$13,523)		
Transfer in from fund 409—RTC Property Development Fund	\$40,000	\$149,700	12/31/2017
Interest Income & fees 2018	\$2,780		

Downtown Grant expenditures	(\$41,195)	\$111,285	12/31/2018
Interest Income & fees 2018	\$3,707		
Downtown Grant expenditures	(\$8,422)		
Fund balance		\$106,570	12/31/2019
		Unaudited	
Cash—available for lending		\$44,903	12/31/2019
Cash—reserved for committed projects in process		\$7,705	12/31/2019
Loan Receivable Balance		\$53,962	12/31/2019
Total Fund Balance		\$106,570	12/31/2019

May 6, 2013 the City Council approved the Cambridge Downtown Revolving Loan Fund guidelines, May 15, 2017 the City Council approved the Cambridge Downtown Grant Funds guidelines. Both of these programs have been very successful but the fund balance is low which is currently \$44,903.00. The purpose was to help property owners with costly renovation projects for their building that include health and safety issues, or facade improvement and there are guidelines for both programs.

The discussion will be focused on whether the city would want to or has the fund capacity to assist additional businesses city wide with this type of program. Should this program be slowly extended to north and south main street or east and west along Hwy 95 in a predetermined area similar what was done in the downtown area. In either case the funds we currently have are limited.

- What will the guidelines look like, or will these guidelines resemble what were currently using?
- Is there a specific area in need of this type of assistance?
- Most of the buildings in the downtown area are older and, in many cases, costly to update or make repairs.
- Funding source would need to be identified or created to accomplish this goal.

The City of Cambridge and the Economic Development Authority assist business with gap related financing and we work closely with area banks and other lenders. If we plan to provide assistance City wide, we would need to look at an entirely different process from evaluating the loan or grant amount based on need, application process and required documents showing the need. Would this be something we would seek assistance from Ehlers or a local bank of choice to review and make recommendations to the Council.

Council Direction

City Council to provide staff with direction on how to proceed on whether to keep the program as it stands today or to add this program city wide to assist additional businesses setting additional guidelines and criteria. Direct staff to seek additional funding sources to allow this program to be expanded.

Attachments

- Grant guidelines & application
- Loan guidelines & application
- Map of downtown area using these current funds
- December 2, 2019 staff report

Cambridge Downtown Grant Fund Guidelines

Purpose

To assist downtown business owners undertaking small projects which will immediately enhance the appearance of their building through eligible grant funds.

Eligible Properties

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

Eligible Improvements for Grant Façade Program:

Tuck pointing, replacement of broken or boarded up windows, doors, signage, awnings, painting that does not cover brick exterior that should be tuck pointed, exterior or interior window display LED lighting focus on energy efficiency.

Project must be performed by a licensed contractor able to perform the improvements as indicated in their application. The owner will need to provide a detail of planned improvements. Any improvements that have been started or completed prior to loan/grant approval are ineligible.

How it Works

Interested property owners must apply for the program, prior to beginning any work. For successful applicants, the City of Cambridge pays up to 50-percent of project costs (with a maximum award of \$10,000 for permanent eligible exterior building façade improvements).

Grants are awarded depending on eligibility, availability, and completeness of application. Only one project (building/PID) per owner at a time.

Grant Forgiveness

Once the project is successfully completed there is no repayment of the grant to the City of Cambridge.

The applicant has one (1) year from the award date to complete the project and request payment of funds. All loan funds will be paid upon completion of project and receipt of invoices.

Please note - because this is a "match" program owner equity must be the first money in, followed by the City's funds and paid at the completion of the project.

Program Fees and Grant Approval Process

There is no application fee for the Grant Program however the property owner will need to provide a bank letter of credit worthiness. Businesses applying for a grant 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 grants approved, Applicant will also be responsible for paying the recording fees or tax. Fees are due at time of closing and payable to the appropriate entity.

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.

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

Grant Application Process

Applications will be awarded based upon, dollar value of proposed improvements, visual impact and availability of funds. 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 grants 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 required 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 the work.

Downtown Grant Fund Application

General Business Information

Business Name		
Business Address		
City	State	Zip
Property Address for Grant Fund Application		
Trade Name or DBA:		
Contact Person		
Telephone	Email:	

Type of business:

Corporation (List Type) _____

Sole Owner Partnership Other _____

The Business is a New Business / Startup Existing Business

How many years in business? _____

Description of business: _____

Number of employees? Full Time _____ Part Time _____

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.

CAMBRIDGE DOWNTOWN REVOLOVING LOAN FUND APPLICATION

APPLICANT INFORMATION:

Name of Applicant: _____

Mailing Address of Applicant: _____

Telephone Numbers: _____
(Business) Home Cell

Federal ID or Social Security Number: _____ DUNS #: _____

PROPERTY INFORMATION:

Address of Building: _____

Estimated Age of Building: _____ Number of Stories: _____

Estimated Market Value: _____ Property Taxes: _____

General Description of Building: _____

Existing Building Use: _____

Proposed Building Use: _____

Is the building within the correct zoning classification? Yes No

Current zoning? _____

Open variances/permits: _____

Is the building in a floodplain? Yes No

Property Parcel ID Number _____

Legal Description: _____

OWNERSHIP INFORMATION:

Names on Title (specify ownership interest of each name on title):

Ownership Interest in property to be improved:

Contract for Deed Mortgage Free and Clear

Lessee (specify terms of lease): _____

Other (specify): _____

Amount of Outstanding principal owed on building: \$ _____

ESTIMATED REHABILITATION COSTS AND REQUESTED LOAN INFORMATION:

Describe Proposed Improvements:

Estimated Cost of Project: \$ _____

Requested Loan Amount: \$ _____

Matching Amount: \$ _____

Sources of match: Personal Savings Mortgage Private Loan Other: _____

APPLICANT CERTIFICATION:

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification. I authorize representatives of the City of Cambridge to access the property to be improved for the purpose of inspecting or obtaining information for the rehabilitation loan program.

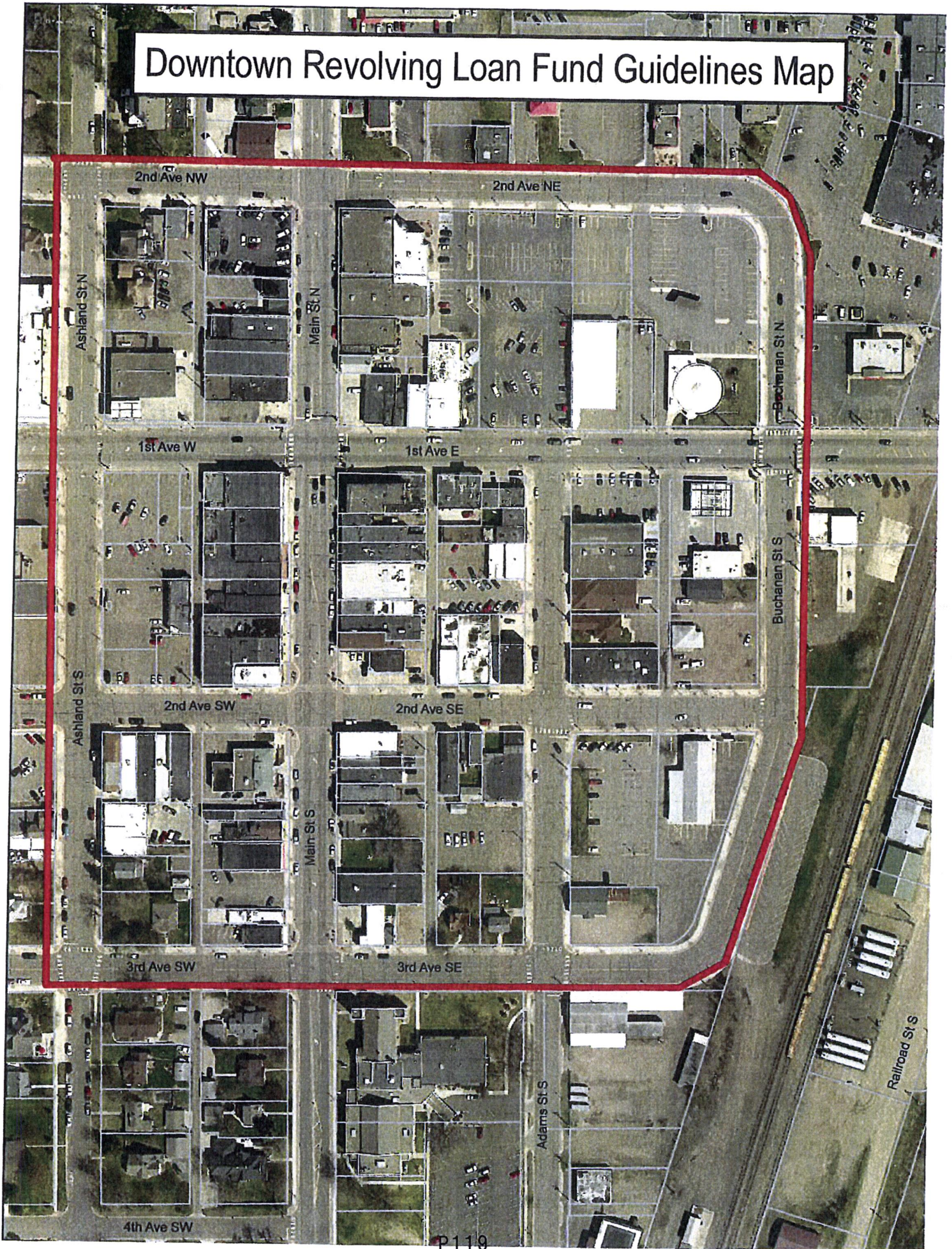
Signature

Date

REQUIRED ATTACHMENTS TO THIS APPLICATION

- Documentation of Property Ownership
- Past Three Years Income Tax Returns (if required)
- Current Year's Property Tax Statement
- Proof that Property Taxes are paid to date
- Certificate of Property Insurance
- Proof that mortgage payments are paid to date
- Signed Authority of Release Information Form
- Signed Data Privacy Statement

Downtown Revolving Loan Fund Guidelines Map



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

6C Resolution R20-002 – Abatement Consideration for 1615 Southhaven Drive S

Prepared by: Marcia Westover

February 3, 2020

Background

Council reviewed the request for abatement of the burned structure at 1615 Southaven Dr. S. at their January 6, 2020 regular meeting. I have attached the staff report and minutes from that meeting for reference. Council directed staff to obtain bids for demolition of the structure and costs of perimeter fencing. Attached is a copy of the Request for Proposal (RFP) and the two bids submitted.

In the Request for Proposal (RFP), staff asked for three different options. Option 1 is to demolish only the main floor of the house and leave the foundation. Option 1 would require a fence around the perimeter to detract from entering the property with an open foundation. Option 2 is to demolish the entire structure including the foundation, disconnect utilities, and fill in the foundation and seed the yard. Option 2 does not require a fence since the open foundation will be filled in. Option 3 includes no demolition of the structure and only installing a perimeter fence. Council requested costs for two different fence types: 4' plastic fence versus 6' chain link security fence.

Option 1 is a solid solution to remove the blighted structure and smells emanating from the burned structure. I discussed both bids with the contractors to get a better understanding of the costs. Below is an explanation of the bids for Option 1.

Hentges

\$11,000 (demo not including foundation)
\$600 (asbestos survey not included in bid)
\$700 (**plastic perimeter fence**)
\$12,300

\$11,000
\$600
\$3,700 (**6' chain link security fence**)
\$15,300

H&T Trucking

\$12,300 (\$3,000 was removed since no sewer and water disconnect needed if foundation kept)
(bid includes asbestos survey)

\$1,000 (**plastic perimeter fence**)
13,300

\$12,300
\$5,000 (**6' chain link security fence**)
\$17,300

Fiscal Note

All costs associated with abatement will be assessed to the property.

Council Request

Approve Resolution R20-002 and authorize the City Administrator to accept the bid from Hentges for Option 1 demolition of house excluding foundation for a cost of \$11,000, \$3,700 for a 6' chain link perimeter security fence, and \$600 for an asbestos survey to be completed by the City (total of \$15,300).

Attachments

1. Resolution
2. Contractor bids
3. Request for Proposal
4. Photo of structure
5. January 6, 2020 staff report
6. January 6, 2020 Council minutes excerpt

Resolution No. R20-002

Declaring a public nuisance at 1615 Southhaven Dr. S. and ordering abatement

WHEREAS, a fire occurred at the property of 1615 Southhaven Dr. S. (PIN 15.105.0010) on November 11, 2019; and

WHEREAS, pursuant to City of Cambridge Code Section 92.16 (I) Building Maintenance and Appearance, staff finds the property to be a public nuisance due to the fact the building is unsightly, decreases adjoining landowners and occupants enjoyment of their property and neighborhood, and adversely affects property values and neighborhood patterns; and

WHEREAS, pursuant to City of Cambridge Code Section 92.17 (C) Dangerous Buildings, the property has been damaged by fire to an extent exceeding half their original value; and

WHEREAS, the property owner was properly notified and the property was posted pursuant to City of Cambridge Code Section 92.21; and

WHEREAS, the City Council declared the property to be a public nuisance affecting the health, safety, comfort or repose at their meeting on January 6, 2020; and

WHEREAS, the City Council determines the above described property constitutes a nuisance affecting peace and safety.

NOW, THEREFORE, BE IT RESOLVED, the City will have the main floor of the dwelling demolished and removed from the property and a perimeter fence installed pursuant to City Code section 92.21 and the costs of such abatement shall be recovered pursuant to City Code Section 92.22.

Adopted by the Cambridge City Council this 3rd day of February, 2020.

ATTEST:

James A. Godfrey, Mayor

Linda J. Woulfe, City Administrator

Hentges Land Corp
 4849 County Rd 37 NE
 Monticello, MN 55362
 (612) 644-3153
 hentgeslawnlandsnow@hotmail.com
 http://www.HentgesLLS.com



Estimate

ADDRESS

City Of Cambridge

ESTIMATE # 1121

DATE 01/28/2020

ACTIVITY	QTY	RATE	AMOUNT
Excavation:Demo Demo of House excluding foundation (no asbestos abatement included)	1	11,000.00	11,000.00
Excavation:Demo Demo Foundation and disconnect of sewer and water service. (Lic through MN Department of labor for Pipe laying services/disconnects)	1	4,000.00	4,000.00
Fill Sand Fill sand compacted and leveled	1	3,975.00	3,975.00
Black Dirt pulverized black dirt delivered and spread	42	28.00	1,176.00
Hydro Seeding Hydro seeding for site stabilization and re growth of ground cover	1	700.00	700.00
Misc Plastic fence barrier/snow to surround open foundation	1	700.00	700.00
Misc If demo of house only and no foundation sewer water disconnect	1	0.00	0.00

ACTIVITY	QTY	RATE	AMOUNT
will be 1200.00 additional if needed			

		TOTAL	\$21,551.00
--	--	-------	--------------------

Accepted By

Accepted Date

H&T TRUCKING, LLC

To: City of Cambridge
Attn: Marcia Westover
300 Third Avenue Northeast
Cambridge, MN 55008

Bid Date: January 27, 2020
Project: 1615 Southaven Drive S
Cambridge, MN 55008

Pricing as follows:	Option 1	\$ 15,300.00
	Option 2	\$ 19,800.00
	Option 3a	\$ 1,000.00
	Option 3b	\$ 5,000.00

Option 1:

- a. Gas, electric and other utility disconnects; call Gopher-One before digging occurs; pest abatement completed
- b. MPCA 10 day notification
- c. Wrecking permit
- d. Asbestos survey*
- e. Sewer and water disconnected behind the curb (at the property line)
- f. Removal of the main floor of the dwelling and all debris from the property
- g. Cracking of the concrete slab in the lowest level floor to allow for natural drainage through the floor slab, and to avoid any accumulation of water in the foundation
- h. Installation of perimeter fence to secure the foundation

Option 2:

- a. Gas, electric and other utility disconnects; call Gopher-One before digging occurs; pest abatement completed
- b. MPCA 10 day notification
- c. Wrecking permit
- d. Asbestos survey*
- e. Sewer and water disconnected behind the curb (at the property line)
- f. Complete removal and disposal of the existing house and associated foundation, footings and underground piping
- g. Back-fill the basement with packed, clean sand
- h. Provide three inches of properly graded topsoil; apply seed and mulch.

Option 3a:

Installation of a 4' tall plastic snow/barrier fence with heavy duty studded steel T-posts placed around the perimeter of foundation (gate not included)

Option 3b:

Installation of a 6' tall galvanized chain link security fence installed with proper posts or other ground attachment to avoid easy removal, placed around perimeter of foundation (gate not included)

*Asbestos survey should be completed prior to demolition. Once asbestos survey is returned, the report along with three bids for the abatement will be provided to the city. Abatement of asbestos will need to occur prior to demolition. The lowest cost of abatement will be added to the final invoice (or will be sent over in a change order).

Robert A Buberl
Rob Buberl
(612) 919-8399
Demolition Division Manager

January 13, 2020

RE: Demolition Bid for 1615 Southhaven Drive S (PIN: 15.105.0010)

Dear Contractor:

The City of Cambridge is considering abatement of the dwelling at the property listed above. If you are interested in bidding this project, please provide a bid with the following information by 4:00pm Monday, January 27, 2020. The following specifications must include the cost and an explanation/acknowledgement for each of the items listed below in your bid.

Initial Requirements

1. Call Gopher-One before any digging.
2. Contractor is required to obtain appropriate permits
3. Contractor shall be insured and provide liability insurance with their bid submittal.
4. Contractor shall provide measures to protect any adjacent properties during demolition activity.

Option 1 (First Part of Bid)

5. Remove the main floor of the dwelling and all debris from the property.
6. Have a licensed plumber property cap and/or terminate all fixture openings and floor drains at the lowest level floor to avoid freshwater from entering the City sanitary sewer as approved by the City. The building sewer could also be terminated at the foundation as an option.
7. Core drill the concrete slab in the lowest level floor to allow for natural drainage through the floor slab, and to avoid any accumulation of water in the foundation.
8. Install perimeter fence to secure foundation.
9. Provide a total cost for Option 1.

Option 2 (Second Part of Bid), in addition to Option 1 above

10. In addition to Option 1 above, remove the foundation and all debris including the foundation walls, footings, and all underground piping. All debris must be removed from the property and disposed of properly.
11. Back-fill the basement with packed, clean sand.
12. Provide three inches of properly graded top soil. Then seed and water the area. If it is to late/early in the season to seed and maintain, the City will hold partial-payment until completed in the spring of 2020.
13. Contractor must disconnect and cap the water and sewer services as approved by the City and provide an as-built diagram indicating the location of the disconnected serviced underground.
14. Provide a total cost for this additional work in Option 2.

Option 3 (Third Part of Bid)

15. Provide a cost for perimeter fencing.

- a. Provide a cost for a 4' tall plastic snow/barrier fence with heavy duty studded steel T-posts placed around the perimeter of foundation (gate not needed).
- b. Provide a cost for a 6' tall galvanized chain link security fence installed with proper posts or other ground attachment to avoid easy removal placed around perimeter of foundation (gate not needed).

The Cambridge City Council will be determining whether or not abatement will be considered and to what degree they want accomplished. Option 1 will be to only remove the main floor of the dwelling. Option 2 will be to remove the entire main floor and the basement along with utility and back-fill requirements. Option 3 is a cost for perimeter fencing; fencing the perimeter may be used if Council decides not to remove the structure or if Option 1 is chosen with an open basement.

Please contact me at 763-552-3207 or mwestover@ci.cambridge.mn.us if you have any questions or need additional information.

Respectfully,



Marcia Westover
Community Development Director



**Item 7C -- Resolution R20-002
Abatement Consideration of 1615 Southhaven Dr. S.**

January 6, 2020

Author: Carri Levitski

Background

A fire occurred at 1615 Southhaven Dr. S. on Monday, November 11, 2019. Staff placed a "Do Not Occupy" placard on the home due to it being uninhabitable. At the time of the fire, it was our understanding the property owner Tina Kezar (aka Tina Niles) no longer occupied the property, but her husband Randy Niles has been sleeping there. Prior to the fire, the City has had property maintenance issues consistently since 2015. We have abated this property in recent months for junk and outdoor storage. I have not received communication from Ms. Kezar-Niles since May.

The property had a foreclosure sale on September 9, 2019. Since this property is in foreclosure, I filed a compliance report with Safeguard Properties. We also wrote a violation letter to Wells Fargo and copied all stakeholders on November 21, 2019. Wells Fargo had until December 21, 2019 to contact the City with plans to take care of the structure. To date, we have not yet heard from Wells Fargo or any stakeholders on the status of the property. This could be because the six-month redemption period is not up until March, 2020.

The letter indicated staff would bring this issue to Council on Monday, January 6, 2020 to determine if you would like to proceed with abatement of the property. Information was also verbally given to Ms. Kezar-Niles' current husband, Randy Niles. We do not have a current forwarding address for Ms. Kezar-Niles but have posted the property with the November 21, 2019 letter to Wells Fargo.

All utilities have been shut off and most of the property's interior has been stripped. While we cannot prevent the owner from collecting their belongings, anyone desiring to enter the home must have the City's permission. The property has been posted "Do Not Occupy" but staff feels the building is structurally stable considering the damage to the garage.

Fiscal Note:

Any costs associated with abatement will be assessed to the property.

City Council Action:

City Council should determine if they would like to move forward with abatement of the structure. At the very least, staff feels the property should have perimeter fencing. If Council does not wish to abate the structure at this time, staff can bring this issue back to Council for additional consideration if trespassing becomes an issue.

Attachments

1. November 21, 2019 letter to Wells Fargo
2. Copy of "Do Not Occupy" Notice
3. December 20, 2019 Photograph of Property
4. Resolution R20-002

Excerpt from the January 6, 2020 City Council Minutes

Resolution R20-002, Abatement Consideration of 1615 Southhaven Dr. S.

Levitski informed the Council about a fire that occurred at 1615 Southhaven Drive South on November 11, 2019. The staff placed a "Do Not Occupy" placard on the home the next day due to the property being uninhabitable. Staff believes that the owner, Tina Kezar (aka Tina Niles), no longer occupied the residence at the time of the fire, but that her husband, Randy Niles, had been sleeping there. Levitski noted that Mr. Niles was not an owner of the property. She also said that staff has not received any communication from Ms. Kezar-Niles since May of 2019, relating to other abatement of the property dating back to 2015. Shuster added that staff from the police department believes that Mr. Niles is no longer sleeping at or occupying the residence.

Levitski stated that the property had a foreclosure sale on September 9, 2019. Since the property was in foreclosure, she filed a compliance report with Safeguard Properties. She stated that she also wrote a violation letter to Wells Fargo and copied all stakeholders on November 21, 2019. To date, the City has not heard from Wells Fargo or any stakeholders on the status of the property. Levitski did note that the six-month redemption period is not up until March 9, 2020, and that Wells Fargo may not be doing any communication until that time. Information about the property was verbally given to Mr. Niles, and the property was also posted with the 2019 letter to Wells Fargo on November 21, 2019. The City doesn't have a forwarding address for Ms. Kezar-Niles.

Levitski stated that the City believes the structure to be stable, however, staff finds the property to be a public nuisance. The building is unsightly, and adversely affects the property values, neighborhood patterns, and neighbors' enjoyment of their own properties. Staff has been notified that there have been people milling about the area and trespassing on the property. Morin stated that in talking with a neighbor of the property, they felt there were more people hanging around the property and that a smoke smell still lingered. Levitski did note that all utilities have been shut off and most of the property's interior has been stripped. She said the property has been damaged by the fire to the extent that the damage exceeds half of the original value. Levitski felt the Council needed to decide if they wanted to go ahead with abating the property and approving Resolution R20-002, or if they wanted to put up perimeter fencing and wait until the redemption period is up and wait to hear from Wells Fargo.

Morin, moved, seconded by Iverson, to approve Resolution R20-002 as presented, but the Council still had some concern with the details of the resolution. Upon roll call, Morin was the only aye vote and the motion did not pass. Shogren felt that the City needed to wait until the redemption period was up before starting abatement.

Members were also concerned about having fencing in place for public protection until the abatement could be done. Conley moved, seconded by Iverson, to declare 1615 Southhaven Drive South a public nuisance, directed staff to order Requests for Proposals to demolish the structure, have a temporary perimeter fence erected around the structure until demolition, and continue to provide legal notices to the property owner and the mortgage holder. The motion passed unanimously.

Prepared by: Will Pennings – Deputy Fire Chief / Director of Emergency Management
Todd S. Schuster – Chief of Police

Background:

In December, 2019, City Council asked staff to look into alarm responses. This stemmed from looking at the fee that we had listed in the Fee Schedule that was up for adoption. The questions among council members was if we were charging a fair price for the alarm responses and if that fee was enough to persuade alarm system owners to have their systems maintained due to false alarms.

I looked at the fee schedules of several area and comparably-sized communities to see what they had listed for charges for their alarm responses. It varied widely among the communities from no charge listed to several hundred dollars per response depending upon the number of prior alarm responses (see attached spreadsheet).

From the perspective of the police department, when an alarm call is dispatched, we must assume that the alarm is valid and respond accordingly. Yes, almost all of them turn out to be false alarms for one reason or another. I made a spreadsheet with the alarm calls that the PD has responded to within the last 2 years. The highlighted numbers are the businesses that had over 3 alarms within the calendar year and were subsequently billed. You can see that only 9 businesses had more than 3 alarm in both of the past two years. There have been no single-family residences that have had 3 or more alarms in the last two years.

CFD Officers and the State Fire Marshal have a sworn obligation to protect lives and property. In doing so, there is a need to support building and life safety codes. Over time, Fire Code has changed building construction features as well as fire alarm and suppression systems. With these improvements, the number of deaths and property loss due to fire have dramatically decreased.

Although the detection and suppression systems are becoming more advanced its not to say that they come without some inconveniences. In 2019 CFD was called to 51 total false alarms 19 of which we were cancelled before we went in service. These statistics do not include carbon monoxide detector activation where we do not find CO. We classify these calls differently due to the reporting system and the fact that most of these are residential.

I reviewed all of these calls and found none of them to be due to negligence or lack of maintenance. The most frequent commercial call is J. Rettenmaier which is caused by early detection device above their mixing process. This early detection system is mandated by fire code and would give the department an early jump start on a real emergency. Staff have changed out detectors and have altered process to try to reduce these calls.

I would like to state that I find it somewhat counterproductive to promote lifesaving systems and penalize for minor issues at the same time. I wouldn't be opposed to some kind of fee if we responded to false alarms due to neglect or lack of maintenance (which we haven't had in some

time). I truly am proud of the fact that nationwide, MN is 21st in population and 48th on spending for fire protection.

Recommendation:

Material presented at the request of council for review and recommendation to staff

2019	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Commercial	1	2	3		3	1	1	1	1	2	1	2	18
J. Rettenmaier	1		2		2			1	1		1	1	9
Allina (CMC)		1	1		1								3
AFRC													
METO		1				1						1	3
Grace Pointe							1			2			3
Residential	3	2	2	3	1	0	4	4	3	1	5	4	33
Multi-Family	1	1	1	1	1		1	1	1	1		1	10
Single Family	2	1	1	2			3	3	2		5	3	22

Total False Alarms

51

BUSINESS NAME	# OF ALARMS 2018	# OF ALARMS 2019
208 Hair Lounge	2	1
Accent Ornamental & Powdercoating	2	
Advantage Collection Professionals	1	
Affinity Plus	2	1
Aldi	5	11
American Legion	1	3
Anytime Fitness	1	
Armed Forces Reserve center	1	
Arrow Tank & Engineering	1	2
Autozone	2	
Benedictine Health System	1	
Cambridge Automotive	1	5
Cambridge BP	5	5
Cambridge City Hall	15	
Cambridge Dental Center	6	1
Cambridge Family Dental	4	2
Cambridge Isanti High School	1	1
Cambridge Intermediate School	14	4
Cambridge Primary School	18	6
Cambridge Lutheran Church	14	3
Cambridge Metals & Plastics	9	1
Cambridge Orthodontics	2	
Cambridge State Bank	1	1
Cambridge Theater	3	
Cambridge Tobacco	5	4
Cambridge Truck & Auto		1
Casey's General Store (1st Ave)	3	4
Casey's General Store (Main St S)	1	1
Cellular Experts		1
Central Lakes Oral & Facial Surgery	1	
Chilson Jewelery	4	1
Culver's	2	
DNP Canvas	7	2
Dairy Queen	2	3
Deputy Registrar		1
East Central Regional Library		1
East Central Veterinarians	1	1
Educator's Benefit Consultant's	4	8
Federated Co-Op	2	
First Bank & Trust	2	4
Fleet Farm	8	9
Game Stop		2
Goodwill		1
Holiday (Main St S)	1	1
Holiday (Opportunity Blvd N)	1	1

Industries Inc		1
Kohl's	2	4
Larson Cycle	1	2
Leader		1
Local Pawn	5	3
Masonic Lodge	3	1
McKinnis & Doom	1	1
Merwin Long Term Care / Pharmacy		4
Minnco Center	2	2
Minnco Credit Union (1st Ave W)	3	1
Minnco Credit Union (Cub)	3	2
Nelson Global Products	6	
Northbound Liquor		3
Papa Murphy's	5	
Park Manufacturing		3
Pizza Hub		5
Pregnancy Resource Center		2
Prime Lending		1
Pure Xhale	9	
RVS Performance		1
Sears	3	2
Spalon Elite		2
Subway		3
T Mobile	1	1
TSL Properties - Mini Storage	1	1
Tractor Supply	3	2
Twisted Images	1	2
Valvoline Instant Oil Change		2
Watson Company	3	4
Wendy's	3	2
TOTALS	211	151
Residential Alarms	17	21

CITY	# Of Free Alarm Responses	Fee Thereafter
Cambridge	3	\$50.00
Princeton FD	Commercial - 2 Residential - 2	\$150.00 \$75.00
Princeton PD	3	\$75.00
Isanti	NOTHING MENTIONED IN FEE SCHEDULE	
North Branch FD	NOTHING MENTIONED IN FEE SCHEDULE	
North Branch PD	3	\$75.00
Hutchinson FD	Calculated Amount - Based on Apparatus/Labor/Time on Scene	
Hutchinson PD	NOTHING MENTIONED IN FEE SCHEDULE	
Becker	NOTHING MENTIONED IN FEE SCHEDULE	
Big Lake PD	3	50, 100, 200
Rogers PD	3	4-5 = \$50 6-7 = \$100 8-9 = 250 10+ = \$500
Rogers FD	1	2 = \$150 3 = \$250
St. Francis	NOTHING MENTIONED IN FEE SCHEDULE	

7A Select Contractor for Electrical and Roof Heat Tape -City Hall and City Center Mall

February 3, 2020

Author: Stan Gustafson

Request

Staff is requesting approval for electrical work and heat tape installed on the roof of City Hall/Fire Department and City Center Mall.

Background

There is a need for electrical work to be installed for both on the north side of City Hall/Fire Department and the east side of City Center Mall to be able to install heat tape to reduce freeze ups of the roof scuppers and down spouts. There has never been heat tape in these areas and these past two winters has been a challenge to keep these areas free from ice and freeze ups and allow water to flow off the roof rather than just melt and refreeze.

The electrical work would bring power to the outer wall below the flashing where the heat tape would then be plugged in. The electrical would also have a lighted switch on the interior where we can turn power on or off as needed.

The roofer would then come in to install the heat tape, by running down the down spout and back up again and looped around the scupper area to help reduce the constant freeze up and fasten this tape accordingly.

- The first 3 estimates appear to be proposing a similar installation of heating cables only on the scupper and downspouts.
- The first 3 estimates appear to be using a 120 volt type heat tape. I am assuming the electrical bids are proposing 120 volt receptacles too.
- The Central Roofing bid has identified a 240 volt radiant heat tape system and also to be installed along the adjacent roof line in which the scuppers are located. This could explain the big difference in estimates. Also, the electrical bids will more than likely be higher with the installation of higher voltage receptacles. However, it appears to be a superior installation and may have more benefit long term.

Electrical	Bloomquist Electric	Independence Electrical
Fire Department/City Hall	\$1,900.00	\$1,898.00
Mall	\$3,200.00	\$2,177.00
Total	\$5,100.00	\$4,075.00

Heat Tape- Roofing	DFW Roofing	Roof tech	All Elements	Central Roofing
Fire Department/City Hall	\$600.00	\$913.65	The quote did not break it down between the buildings	\$8,579.00
Mall	\$1,600.00	\$2,436.40		\$14,235.00
Total	\$2,200.00	3,350.00	7,472.00	\$20,225.00

Fiscal Note

There are funds available in the Building maintenance accounts for both the mall and City Hall.

Recommendation

Select a vendor to install heat tape along the City Center Mall Roof and the roof line along the Fire Hall.

Independence Electric Inc.

28480 Tucker st NE
MN 55040

Estimate

Date	Estimate #
1/21/2020	21

Name / Address
City of Cambridge 300 3rd Ave NE Cambridge, MN 55008 Fire building

Project

Description	Qty	Rate	Total
Add 3 outlets up high on wall off existing gfi circuits, with lighted indicator switches on interior 20' up drilled through concrete wall by scuppers			
Electrical Permit (city)		45.00	45.00
material		343.00	343.00
labor for above		1,120.00	1,120.00
lift rental		390.00	390.00
We look forward to working with you!		Total	\$1,898.00

Independence Electric Inc.

28480 Tucker st NE
MN 55040

Estimate

Date	Estimate #
1/21/2020	22

Name / Address
City of Cambridge 300 3rd Ave NE Cambridge, MN 55008 City hall

Project
city hall

Description	Qty	Rate	Total
Add 8 outlets for scuppers up high on exterior on 2 dedicated circuits on city hall building rear every other			
Electrical Permit (city)		45.00	45.00
material for above		622.00	622.00
labor for above		1,120.00	1,120.00
Lift rental		390.00	390.00
We look forward to working with you!		Total	\$2,177.00

Bloomquist Electric, Inc.

5611 277th Street
Wyoming, MN 55092
Bus. (651) 462-5100
Email: bloomquistelectric@gmail.com

January 23, 2020

City of Cambridge
Attn: Stan Gustafson

Scope: Quote for Heat Tape Outlets

Fire Hall:

3 GFI Outlet
3 SP Switch
Conduit, Fittings, Wire
Lift Rental

Labor and Material: \$1900.00

Mall:

8 GFI Outlet
2 SP Switch
Conduit, Fittings, Wire

Labor and Material: \$3,200.00

Total: \$5,100.00

ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

January 22, 2020

Roof Heat Tape System

City of Cambridge
City Hall and Mall
Cambridge, MN 55008
Attention: Stan

We propose to provide the necessary labor, material and equipment in order to complete the following work as specified to the existing roof systems and repair the following to current industry standards.

Scope of work for installing new, replacing and repairing the heat tape systems at the 2 buildings located at Cambridge City Hall located at 300 3rd Ave. NE and Cambridge City Mall located at 140 Buchanan St. N in Cambridge:

1. We will provide and utilize all OSHA compliant fall protection systems, and periodic safety inspections to ensure that we are meeting OSHA requirements.
2. We intend on providing our own safety equipment, cranes, hoisting, scaffolds, bridges and debris containers/disposal in order to complete the work outlined.
3. Remove accumulated debris from the roof surface and drain areas.
4. Provision and Installation of new roof standard plug in Heat Tapes. 11 Scuppers and downspout areas on the buildings. Warranty: Heat tapes come with a 1-year material only replacement warranty.
5. **NOTE:** A heat tape system is not designed to melt/disperse/eliminate the majority of snow and ice but will help minimize buildup and keep an open area for standing water to flow.
6. Building owner/management will be responsible for maintaining electrical connections to the heat tapes.
7. Application of appropriate fastening details on the roof heat tapes in the install areas.
8. Remove roof equipment, any additional materials and clean up and haul away all job-related debris upon completion.

Cost for work as specified: NTE \$3,350.00

Payment

Full payment is due upon completion. Finance charge of 1 ½% per month (18% per year) will be applied to balances over 30 days old.

WE'RE ON TOP OF

YOUR BUSINESS

1775 Industrial Blvd. S. ♦ P.O. Box 708 ♦ Stillwater, MN 55082 ♦ P: 651-351-7302 ♦ F: 651-351-7439 ♦ www.rooftech.com



COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

January 22, 2020

Roof Heat Tape System

RE: Cambridge City Hall located at 300 3rd Ave. NE and Cambridge City Mall located at 140 Buchanan St. N in Cambrid

Special Conditions/Notes:

- 1) Our Budget proposal will only be honored for 30 days.
- 2) All labor and material is as specified. The realization of unforeseen circumstances resulting in additions or deductions from this proposal will be completed as agreed to by client and Roof Tech, Inc.
- 3) Interior precautions will need to be prepared by the building owner as dust, insulation and other ceiling components may fall from the ceiling area during installs.
- 4) Roof Tech will need to cross sidewalk, parking, alley and lawn areas to access the roof and may temporarily block entryways. Necessary precautions will be utilized. Building owner will help coordinate building access for material and equipment delivery and use.
- 5) Costs associated with Structural/Mechanical/Electrical/Satellite/Plumbing mobilizations will be the responsibility of the Owner. We will try to limit this work to only what is required for the proper application of your roofing system. Any mechanical, electrical or plumbing permits will be the responsibility of the appropriate subcontractor.

Note Regarding Repair Work on Existing Assemblies:

Repair work is a process of elimination. The work that we are proposing will attempt to correct the deficiencies as stated; however, due to both the condition of the existing roof and the possibility of multiple contributing factors, further work outside of this scope may be necessary at additional expense at a future date. Work to be completed in a professional, workman like manner. Due to the condition of the existing system, we will be unable to offer any warranty for this work.

Thank you again for this opportunity to be of service to you and your organization.

The above specifications are acceptable and payment will be made as outlined above. You are authorized to complete the project as specified. Options desired have been initialed where indicated.

Owner _____

Signed _____

Printed Name _____

Title _____

Date _____

Roof Tech, Inc.

Signed Chad Oberle

Printed Name Chad Oberle

Title Project Manager

Date January 22, 2020

WE'RE ON TOP OF
YOUR BUSINESS

STATE Minnesota CITY EAST Bethel STATE MN

We hereby submit specifications and estimate for:

D.F.W Roofing, Inc. Proposal

Propose to provide the necessary labor, material and equipment in order to complete the following work as specified to the existing roof systems and repair the following to current industry standards.

Scope of work for installing new, replacing and repairing the heat tape systems at the 2 buildings located at Cambridge City Hall located at 300 3rd Ave. NE (Fire Department North Roof Location) and Cambridge City Mall located at 140 Buchanan St. N in Cambridge, Mn

Propose to install 1- 50 ft EasyHeat heat tape to travel and down and up the down spout and remaining heat tape to be place uniformly around each scupper

We will provide and utilize all OSHA compliant fall protection systems, and periodic safety inspections to ensure that we are meeting OSHA requirements.

We intend on providing our own safety equipment, cranes, hoisting, scaffolds, bridges and debris containers/disposal in order to complete the work outlined

Remove accumulated debris from the roof surface and drain areas.

Provision and installation of new roof standard plug in EasyHeat Tapes. 11 Scuppers and downspout areas on the buildings. Warranty: Heat tapes come with ~~(please identify length of warranty)~~ material only replacement warranty.

Building owner/management will be responsible to bring electrical connections to the heat tapes.

Application of appropriate fastening details on the roof heat tapes in the install areas including fastening inside the downspouts .

Cost to complete this project is or not to exceed is \$2,200.00

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, for the sum of with payment to be made as follows:

[Empty rectangular box for payment details]

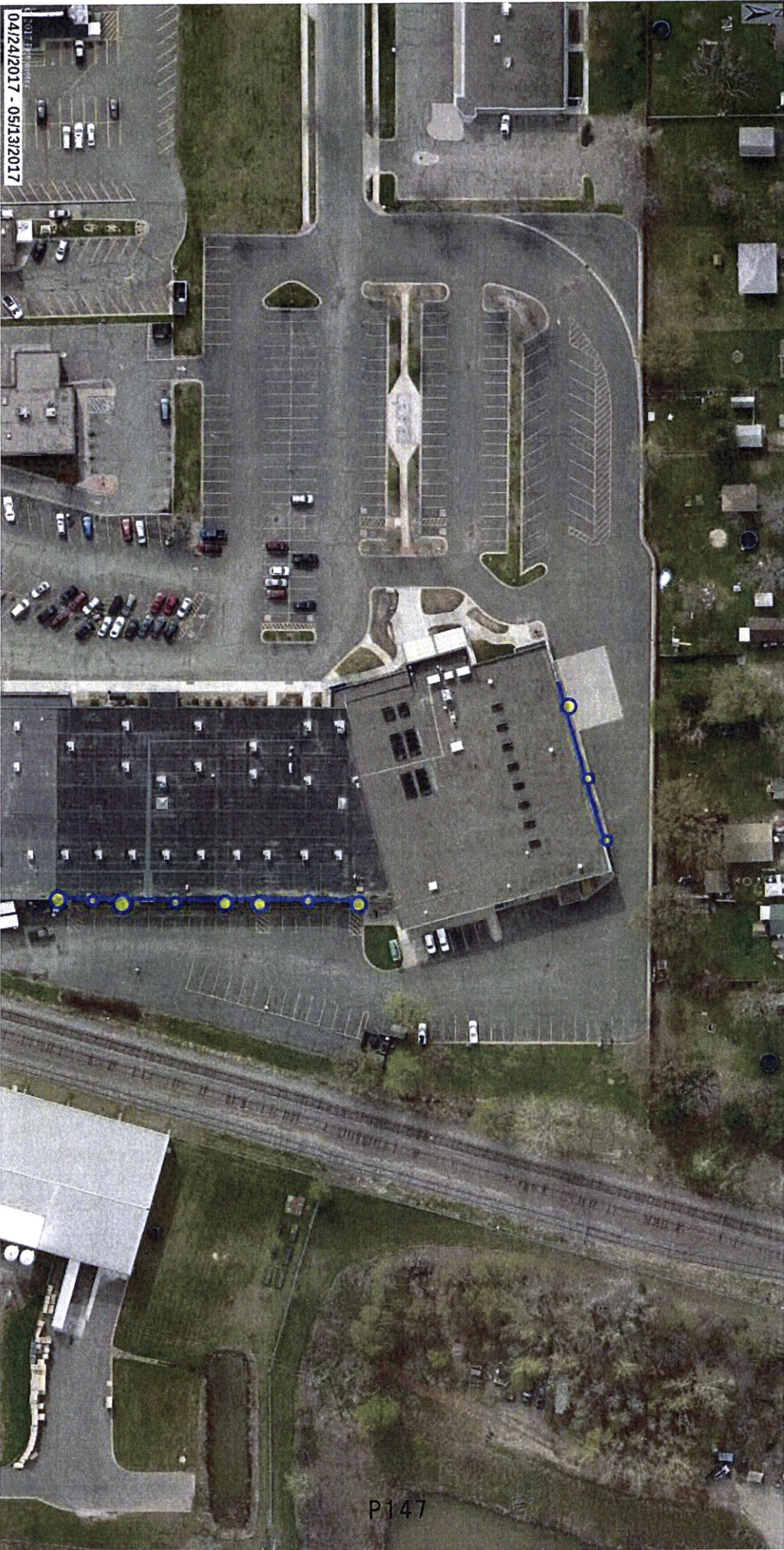
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner.

Authorized Signature [Signature] 23 Jan - 20

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: _____ Signature: _____
Date: _____ Signature: P146



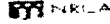


"Your Roofing Specialists"

A1 Elements Inc.

301 Chelsea Rd
Monticello, MN 55362
www.allelementsinc.net

Phone: 763.314.0234
Fax: 763.314.0233
License: BC323540



City of Cambridge
Stan Gustafson
300 3rd Avenue Northeast
Cambridge, MN 55008

Scope of Work

Furnish labor and material to perform the following:

- Install new Speed Trace Roof & Gutter (downspout) snowmelt kit to include:
 - Eleven (11) 50' industrial grade 120v heat cables
 - All roof clips to secure cables to EPDM roof
 - Downspout hanger brackets
 - UV resistant cable ties
 - 2 caution labels per cable as required by fire safety regulations
- Cables will be run through all downspouts and additional cable will be installed in front of scuppers to help keep them open

All Work is Weather Permitting

No Warranties on repair work

Included in the project we will provide the following:

- Material, equipment, labor and supervision to complete the project
- Certificates of insurance, upon request
- Lien waivers following payment upon request
- Removal of all roof debris due to construction

Project Cost

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the project cost:

Project Total\$7,472.00

Written Total – Seven Thousand Four Hundred Seventy Two dollars

TERMS AND CONDITIONS

Fifty percent (50%) down is payable at the time of contract signing.

Balance, including any approved change orders, is payable within ten (10) days following the substantial completion of the project.

City of Cambridge agrees to pay a one and a half percent (1.5%) monthly late fee on all money due past 30 days.

In the event that All Elements Inc. files a lawsuit against you to collect any and all sums due hereunder, All Elements Inc. shall be entitled to recover any and all collection costs from you for said lawsuit, including but not limited to all attorney’s fees and all costs incurred in filing and prosecuting its lawsuit against you.

The owner further agrees to indemnify, defend and hold contractor harmless from all damages, expenses, lawsuits or claims, including collection actions, claims for subrogation, attorney’s fees and/or costs of remediation or restoration, brought by any party(s) arising from or relating to; (1) the performance of the work described in this Contract unless solely due to contractor’s negligence; (2) the present or future growth or presence of mold or other biological growth within the roof assembly or the building envelope; (3) damages from leaks through any area of the existing or present roof surface where the contractor has not preformed tear off or surface preparation work.

No warranties described herein become effective until all money is paid within the terms described in this paragraph.

Contract Notes

- All Elements may withdraw this contract if not accepted within 30 days.
- Installed materials become the property of the building owner.
- All Elements reserves the rights to use images taken by All Elements of the roof and roofing process for quality, education or marketing purposes
- The following items are not included in the proposed amount. Additional charges may apply.
 - All scheduling is contingent upon weather, fires, accidents, or other delays beyond our control
 - Damage occurring to the installed materials resulting from other contractors or persons is the responsibility of the owner
 - Building permit and city plan review (cost will be added to final invoice, if applicable)
 - Any unforeseen asbestos abatement
 - Ice and snow removal
 - Additional insurance requirements

January 27, 2020

Respectfully Submitted by All Elements Inc.

Paul Levisse, Estimator
paul@allelementsinc.net
763.438.4090

Date

ACCEPTANCE

I accept your Contract. In signing this document I acknowledge that I have completely read this document and agree to be bound by all its terms and conditions and that I have the authority to bind the company/person named as the owner above.

Signature

Date

Title

Initials _____

P150

CENTRAL

ROOFING COMPANY

- Since 1929 -

TO: Cambridge Minnesota's Opportunity Community

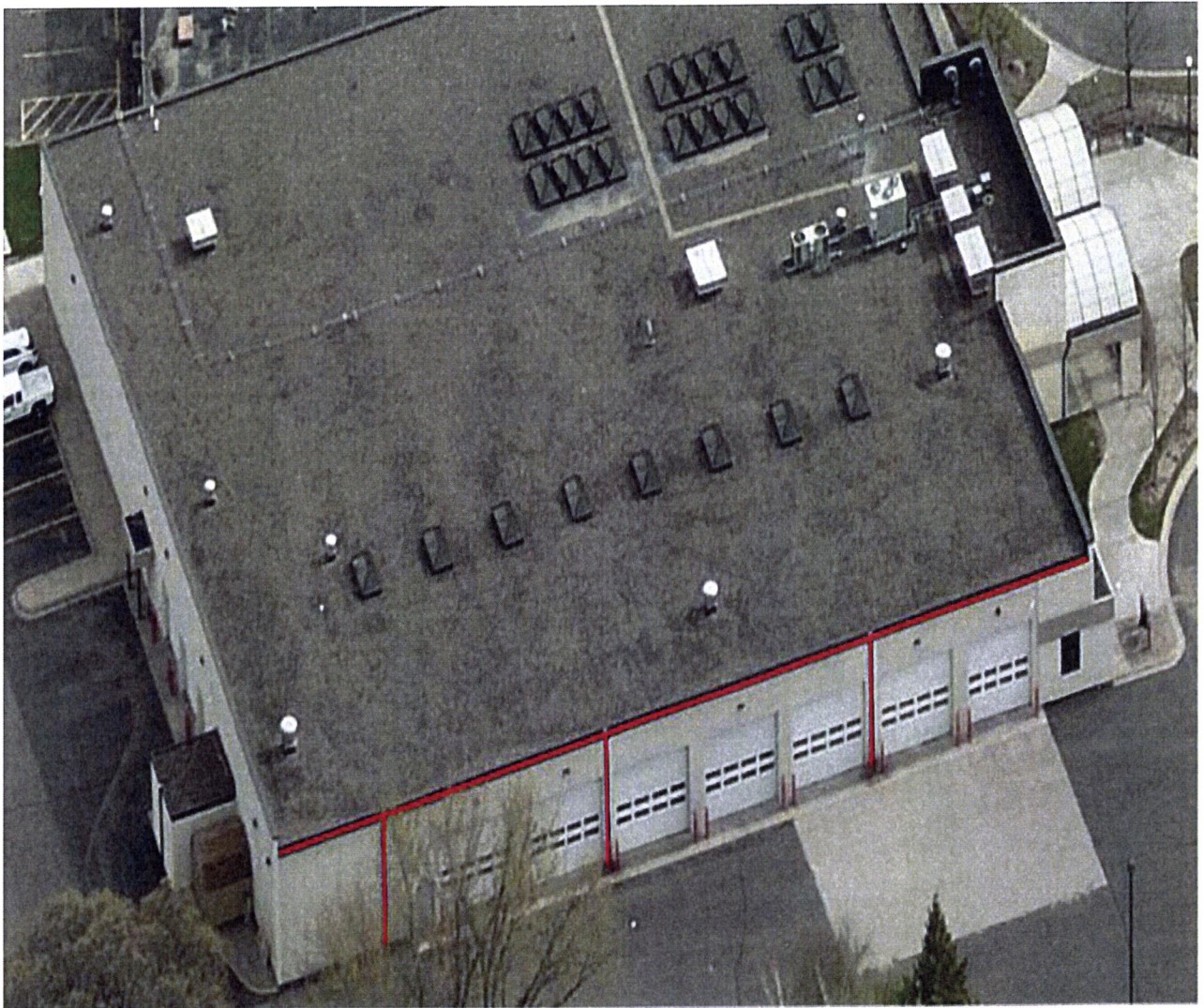
DATE: January 24, 2020

300 3rd Avenue North East
Cambridge, MN 55008

PROJECT: City Hall Fire Department Heat
Tape Installation

ATTENTION: Stan Gustafson

LOCATION: Cambridge, Minnesota



4550 Main Street NE - Minneapolis, MN 55421
(763)572-0660 - Fax (763)572-0230
www.centralroofing.com

CENTRAL ROOFING COMPANY

- Since 1929 -

The undersigned hereby proposes to furnish for all material, labor and equipment to perform the work in accordance with the work scope.

Exclusions:

- Installation of power source for the new heat tape system.

Work Scope:

- Remove the snow and ice from the roof and the downspouts as needed to allow for a clear workspace.
- Install a slip sheet of EPDM over the existing EPDM where the new heat tape system will be installed.
- Install a 240-volt Radiant heat tape system to the roof, scuppers, and downspouts as shown on page one with the red lines.
- The Radiant heat tape system will be installed in 115 linear foot sections.
- Install heavy duty heat tape clips on the roof by setting each clip in sealant to guide the heat tape system.
- Install separator clips to the downspouts to guide the heat tape efficiently through the downspouts.
- Installation of the new Radiant heat tape system will be installed to meet manufacture's specifications.
- After all work is completed conduct a final walk through to ensure the installation of the heat tape system has been completed correctly, and that all debris has been cleaned up from this project.
- **350 linear feet of 240-volt heat tape to install.**

The above work shall be completed for the sum of: **\$8,579.00**

Let me know if you have any questions. Thanks again for the opportunity.

CENTRAL ROOFING COMPANY

Jordan Carr

Sign: _____

Jordan Carr
Project Manager/Estimator

Date: _____

Contact Info:

Email: jcarr@centralroofing.com

Phone Number: 612-968-0873

4550 Main Street NE - Minneapolis, MN 55421
(763)572-0660 - Fax (763)572-0230
www.centralroofing.com

CENTRAL

ROOFING COMPANY

- Since 1929 -

TO: Cambridge Minnesota's Opportunity Community

DATE: January 24, 2020

300 3rd Avenue North East
Cambridge, MN 55008

PROJECT: City Hall Central Mall Heat
Tape Installation

ATTENTION: Stan Gustafson

LOCATION: Cambridge, Minnesota



4550 Main Street NE - Minneapolis, MN 55421

(763)572-0660 - Fax (763)572-0230

www.centralroofing.com

P153

CENTRAL ROOFING COMPANY

- Since 1929 -

The undersigned hereby proposes to furnish for all material, labor and equipment to perform the work in accordance with the work scope.

Exclusions:

- Installation of power source for the new heat tape system.

Work Scope:

- Remove the snow and ice from the roof and the downspouts as needed to allow for a clear workspace.
- Install a slip sheet of EPDM over the existing EPDM where the new heat tape system will be installed.
- Install a 240-volt Radiant heat tape system to the roof, scuppers, and downspouts as shown on page one with the red lines.
- The Radiant heat tape system will be installed in 250 linear foot sections.
- Install heavy duty heat tape clips on the roof by setting each clip in sealant to guide the heat tape system.
- Install separator clips to the downspouts to guide the heat tape efficiently through the downspouts.
- Installation of the new Radiant heat tape system will be installed to meet manufacture's specifications.
- After all work is completed conduct a final walk through to ensure the installation of the heat tape system has been completed correctly, and that all debris has been cleaned up from this project.
- **600 linear feet of 240-volt heat tape to install.**

The above work shall be completed for the sum of: **\$14,235.00**

Let me know if you have any questions. Thanks again for the opportunity.

CENTRAL ROOFING COMPANY

Jordan Carr

Sign: _____

Jordan Carr
Project Manager/Estimator

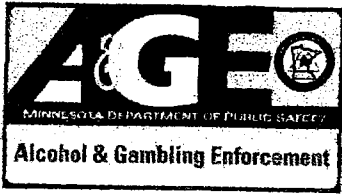
Date: _____

Contact Info:

Email: jcarr@centralroofing.com

Phone Number: 612-968-0873

4550 Main Street NE - Minneapolis, MN 55421
(763)572-0660 - Fax (763)572-0230
www.centralroofing.com



7B

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

Name of organization Isanti County Beyond the Yellow Ribbon, Inc		Date organized Jan 5, 2010	Tax exempt number 46-2008760
Address 555 - 18th Avenue SW	City Cambridge	State Minnesota	Zip Code 55008
Name of person making application Jim Rostberg		Business phone 763-691-4573	Home phone [REDACTED]
Date(s) of event March 28, 2020	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Jim Rostberg	City Isanti	State Minnesota	Zip Code 55040
Organization officer's name Dave Oslund	City Cambridge	State Minnesota	Zip Code 55008
Organization officer's name Carol Ann Smith	City Cambridge	State Minnesota	Zip Code 55008
Organization officer's name Gail Genin	City North Branch	State Minnesota	Zip Code 55056

Location where permit will be used. If an outdoor area, describe.

Cambridge Armed Forces Reserve and Community Center, 505 Spirit River Drive, Cambridge, MN 55008

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

N/A

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

\$1,000,000.00

APPROVAL

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

City or County approving the license

Date Approved

Fee Amount

Permit Date

Date Fee Paid

City or County E-mail Address

City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



PHILADELPHIA
INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Philadelphia Indemnity Insurance Company
COMMON POLICY DECLARATIONS

Policy Number:
EV62500

Named Insured and Mailing Address:
Isanti County Beyond the Yellow Ribbon, Inc.
555 18th Ave Sw
Cambridge, MN 55008

Producer:
4808
Bremer Insurance, Inc.
8555 Eagle Point Blvd
Lake Elmo, MN 55042
651-5522431

Policy Period From: 03/28/2020 **To:** 03/29/2020

at 12:01 A.M. Standard Time at your
mailing, address shown above.

Business Description: Special Events

Underwriter: Brandon Waddingham 610-227-1428

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Property Coverage Part	
Commercial General Liability Coverage Part	\$175.00
Commercial Crime Coverage Part	
Commercial Inland Marine Coverage Part	
Commercial Auto Coverage Part	
Businessowners	
Workers Compensation	\$250.00
Liquor Liability	
	Total: \$425.00
Total Includes Federal Terrorism Risk Insurance Act Coverage	\$0.00

FORM (S) AND ENDORSEMENT (S) MADE A PART OF THIS POLICY AT THE TIME OF ISSUE
Refer To Forms Schedule

*Omits applicable Forms and Endorsements if shown in specific Coverage Part/Coverage Form Declarations

CPD- PIIC (06/14)

Secretary

Authorized Representative

Prepared by: Todd S. Schuster – Chief of Police

Background:

Human Trafficking is a topic that is in the news and on the minds of many people, for good reason. Agencies in Isanti County have also been trying to stay in front of the topic for some time now. There is a sub-committee of the Isanti County Sexual Assault Inter-Agency Council that just deals with human trafficking.

In November of 2018, the City Council agreed to enter in to a joint powers agreement with the MN Bureau of Criminal Apprehension and have Detective Jason Harvey become an affiliate investigator on the Human Trafficking Investigators Task Force.

It is again time to renew this JPA. In speaking with Detective Harvey, he stated that he has worked 3 operations, one of them being a multi-day Final 4 event. These operations resulted in over 60 arrests for human trafficking.

As an affiliate investigator on this task force, Detective Harvey not only plays an integral part in developing the probable cause needed to arrest the people committing these crimes, it also gives him instant access to any necessary resources that he might need should one of these cases appear locally.

As noted in the initial agreement, the time commitment from Detective Harvey is minimal and has not disrupted the day-to-day operations of the Cambridge Police Department. As before, any overtime that is accrued due to an operation that he is participating in as well as any lodging is paid for by the MN Bureau of Criminal Apprehension.

Recommendation:

Allow City Government Representative(s) to enter into an agreement with the MN BCA to have Detective Jason Harvey continue to serve on the Human Trafficking Investigators Task Force as an Affiliate Investigator.

Attachments – Copy of the MNHITF JPA



STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Cambridge on behalf of its Police Department, 300 3rd Ave. NE, Cambridge, MN 55008 ("Governmental Unit").

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force ("MNHITF") as an affiliate member.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the Minnesota Human Trafficking Investigators Task Force that will use a three-pronged approach to combat human trafficking and the sexual exploitation of children: **prevention, education, and enforcement**. The BCA will provide a Senior Special Agent who will serve as the Commander of the task force.

3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below.

- 3.1 Investigate human trafficking crimes committed by organized groups or individuals related to child sexual exploitation, sex trafficking with a focus on minors being trafficked, and labor trafficking.
- 3.2 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.3 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.4 Investigators will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.5 Investigators will interview and prepare reports of victim rescues and be able to direct those victims to appropriate public and private resources to help ensure their safety and integration back into society.
- 3.6 Affiliate Task Force members must be willing to respond and/or work jointly on human

trafficking crimes within their jurisdiction and complete their assigned duties for the duration of the term of this Agreement.

- 3.7 Investigators must be licensed peace officers.
- 3.8 Affiliate members will investigate cases involving cross-jurisdictional, high impact and/or organized groups involving human trafficking. The assignment may require investigators to travel to neighboring jurisdictions as investigations expand or as assigned by the task force commander.
- 3.9 Affiliate members will be asked to participate in pro-active operations deterring sexual exploitation of children and rescuing victims of human trafficking primarily focused on minors with the goal of identifying their traffickers.
- 3.10 Affiliate Task Force members will prepare an operational briefing sheet for each active operation, to be approved by the task force commander.
- 3.11 Affiliate Task Force members will prepare investigative reports to be submitted to the task force commander. Affiliate members must submit statistics to the task force commander on a quarterly basis.
- 3.12 Affiliate members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the task force commander.
- 3.13 Affiliate Task Force members will utilize the MNHITF deconfliction system to share and receive information to promote deconfliction with other agencies.

4. Responsibilities of the Governmental Unit and the BCA

4.1 The Governmental Unit will:

- 4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.
- 4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.
- 4.1.3 Assign, on a part-time basis, one or more employees of the Governmental Unit as members to the MNHITF. All employees of the Governmental Unit assigned as members, and while performing MNHITF assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member. All services, duties, acts or omissions performed by the MNHITF member will be within the course and duty of the member's employment and therefore covered by the Workers Compensation and other compensation programs of the Governmental Unit including fringe benefits.
- 4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among the MNHITF members.
- 4.1.5 Participate fully in any audits required by the Minnesota Human Trafficking Task Force.
- 4.1.6 Maintain an electronic deconfliction system for use by MNHITF Affiliate members.

4.2 The BCA will:

- 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
- 4.2.2 Review and approve or decline reimbursement requests under clause 5.1 within three (3) business days of the reimbursement request.

4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

5. Payment

- 5.1 Governmental Unit must first submit a written request for funds and receive written pre-approval for the funds from BCA.
- 5.2 Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the invoice date with payment made to the Governmental Unit Authorized Representative's address listed below.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Jeffrey Hansen, Deputy Superintendent
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East
Saint Paul, MN 55106
Telephone: 651.793.7000
E-mail Address: jeff.hansen@state.mn.us

The Governmental Unit's Authorized Representative is the person below or his successor:

Name: Todd Schuster, Chief
Address: 300 3rd Ave. NE
Cambridge, MN 55008
Telephone: 763-689-9567
E-mail Address: tschuster@ci.cambridge.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA in writing/email.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

12.1 Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the MNHITF Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT PO Number: _____

**3. DEPARTMENT OF PUBLIC SAFETY;
BUREAU OF CRIMINAL APPREHENSION**

By: _____

(with delegated authority)

Title: _____

Date: _____

2. GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

4. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

SWIFT Contract Number: 171567

7D Street Closure Request – February 20, 2020 (Main Street S from 2nd Ave to 3rd Ave)

February 3, 2020

Prepared by: Linda J. Woulfe, City Administrator

Background

The Chamber of Commerce and the downtown businesses will be hosting another Third Thursday event on February 20 from 4:00 – 8:00 pm. There will be a bonfire, s'mores, and there may be carriage rides available. The bonfire would be on Main Street between 2nd and 3rd Avenues. For safety reasons, the City should close off that block.

Therefore, the request is to close off Main Street on February 20, 2020 from 4:00 to 9:00 pm between 2nd Avenue and 3rd Avenue. This allows time to clean items up off the streets after the event is over.

Recommendation

Approve street closure.



Community Education Advisory Council Meeting
January 13, 2020
Education Services Center
5:00 – 6:30 p.m.

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

- Call to order and welcome to guests (Joe, Procedural)
Approve November minutes (Joe, Approval)

Reports (comments or questions on the written reports)
Open forum for members

Staff Report: Joell Tvedt, Adult and Youth Program Coordinator

New Business:

- Advisory Council goals (Joe, Discussion)
Discussion on social media data and use
Six month budget review (Dave, Information)

Updates:

- .

Next Meeting: February 10, 2020

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

Attachments: Minutes, agenda



Community Education Advisory Council
Minutes for November 25, 2019

Call to order and welcome to guests: Joe Morin – 5:00 pm

Members in attendance: Joe Morin, Aaron Berg, Nick Izzo, Vanessa Hanzel, Jimmy Gordon, Dave Maurer

Motion to approve the September Community Education Advisory Council minutes made by Nick Izzo, second by Jimmy Gordon. The minutes were approved

Reports:

- Early Childhood report: Preschool enrollment is at 408, which is the most ever. The Love and Logic class has started this fall. Staff went to training last year that enables us to offer this class. Me and My Grandparent's class added another section. A Kindergarten Transition Team has formed this year and is made up of Early Childhood staff, Teaching and Learning staff, Principals and teachers. They are looking at how to make the transition into kindergarten as easy and seamless as possible.
- Cambridge report: New housing is being built to accommodate the rapidly growing senior population.
- Staff Report: No report this month.

New Business:

- Advisory Council goals: Discussion was had about how staff use social media, and what the goal is that we hope to accomplish. Some data was reviewed and questions were asked. Dave will bring back more information to the January meeting
- Approval of Adults with Disabilities program: Discussion was held about the mission statement and the budget. Jimmy Gordon moved to approve the Adults with Disabilities mission. Nick Izzo seconded. The mission was approved. Nick Izzo moved to approve the Adults with Disabilities budget. Vanessa Hanzel seconded. The budget was approved. With these motions and approvals, the Adults with Disabilities program is in compliance with State Statute.
- Summer program review: Enrollment numbers were reviewed and discussed. Overall, the summer program saw an increase in enrollment in both adult and youth offerings.

Next Meeting: January 13, 2020

The meeting was adjourned at 6:15 pm.

Airport Commission Minutes
Thursday, December 5, 2019

A regular meeting of the Cambridge Airport Commission was held on Thursday, December 5, 2019 at the City Hall Council Chambers, Cambridge, Minnesota, 55008.

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

Members Absent: Kurt Daudt

Staff Present: Airport Manager Lucas Milz, SEH representative Joel Dresel

Call to Order & Pledge of Allegiance

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

Approval of Agenda

Wegwerth moved, seconded by Grell to approve the agenda as presented. Motion passed 6/0.

Approval of Minutes

Grell moved, seconded by Regnier to approve the September 26, 2019 minutes as presented. Motion passed 6/0.

New Business

Overview of 2020 Projects

Environmental Assessment/Land Acquisition/Obstruction Removal – Dresel reported that the draft EA was published for a 30-day comment period with comments from various agencies that were all addressed and included in the final EA. The FAA reviewed and concurred with the response to comments and information that was added. There were no changes to the Proposed Action and the Final EA can move forward with a Finding of No Significant Impact (FONSI). The FAA is currently writing the FONSI and will distribute for signatures, it will then be published for 30 days and a copy of the Final EA will be sent to all agencies who commented on the Draft EA.

2020 Projects –

- Grant Initiation Requests (pre-applications) were submitted to MnDOT/FAA on November 27, 2019.
- Taxiway Relocation Construction – the taxiway design is part of the 2018 grant. The survey and soil borings were previously completed. The project plans and specifications are currently in progress. The project will be bid in late summer of 2020, anticipated for a late 2020 or 2021 construction. The taxiway will be shifted 40' east and one connector will be relocated away from the aprons.
- Land Acquisition – The city has purchased the property and will be reimbursed in 2020.

- Obstruction Removal – This will include the tree removal and structure removal on the new airport parcel. The obstruction lights will also be removed in October, then the PAPIs will be turned back on and Runway 34 procedure will be available at night.

There will be no mitigation involved with removing the trees because there was no digging involved. Dresel was asked about the number of landings in a year at the airport and he was going to email the information. The cost of the taxiway is under \$600,000 with 95% through grants.

Manager's Report

Milz reported that the 2009 gate was replaced and was happy it lasted ten years. Unfortunately, the new gate was hit last week and the damage was not covered under the city's insurance. The replacement costs should be around \$3,000. While the gate was being repaired, eight deer entered the airport property and have now left.

He continued that the north obstruction light bulb is out. Crews are waiting for more frost in the ground to use the ladder truck safely.

The fuel sales have been good and he is hoping to lower the price from \$4.39 to \$4.10 by the first of the year.

Milz was going to check on the fuel tank dial cover.

Commission Concerns

Grell spoke of more ways to promote the airport in the community. Ideas included getting the schools involved and having a social event at the airport. Grell will look into more promotion ideas and bring back to the commission.

It was suggested to work with Schutte in conjunction with him needing more meeting space and the Administration Building. The Commission felt it would be an idea to share space with a job creator. Milz will check on this.

The next meeting will be on Thursday, March 26, 2020 at 6:00 p.m. in the Council Chambers.

The meeting was adjourned at 6:44 p.m.

ATTEST:

Betsy Potrament

Cambridge Fire Department Regular Monthly Meeting

January 27, 2020

Call to Order

6:01 PM: Sean Okerlund

Members Present

K. Becker, C. Buström, C. Carlson, R. Dale, B. Dorsey, S. Duong, S. Kirkiede, C. Lindquist, D. Matchinsky, L. Milz, A. Mix, S. Okerlund, S. Minar, W. Pennings, B. Reents, G. Schlichting, D. Schultz, W. Schwartz, N. Shatek, J. Sievert, M. Swanson, T. Tomczik, D. Vellenga.

Others present: Lynda Woulfe.

Motion to approve November, 2019 minutes Lindquist, Second Kirkeide **Passed**

New Business.

Okerlund mentioned the new raffle date would be April 18th and that after the closure of the regular meeting and before training they would address tickets.

Motion by Lindquist, **second** by Schwab to accept resignation with regret of Corbin Mattson.
Motion Passed.

Chief Tomczik went over and passed out 2019 call and attendance percentages. Opened up for questions with no questions we moved along the agenda.

Tomczik stated that the job shirts would be done Friday and that Aspen Mills had not started the order when he called.

Pennings reminded the group that fit testing and physicals would be on March 23rd starting around 11:30 AM.

Pennings mentioned that the in-town response order should not include a Tender. After requests from the floor Tomczick will put a sheet in Dispatch.

Okerlund mentioned to the group that the Township 3-year contracts were due and they would be coming to the station on February 18th at 6:00 PM. It was also noted that the annual township meetings would be on March 10th and that it is nice to have members that live within townships attend. Pennings said he would start an email seeing who could show up.

Old business:

Pennings went over new training with the MSA 4 gas meters stating that the need not be bump tested and would flash red instead of green while in use.

Review of calls

Calls were reviewed.

Officer Reports

Training – Dave spoke on upcoming sectional schools.

Equipment – Pennings stated that there were some repairs to valves made on E1 and E2.

Technical Rescue. Nothing

PIO –

Motion to adjourn 6:25 PM Motion Lindquist, Second Shatek. **Carried.**

Cambridge Fire Department Regular Monthly Meeting

November 25, 2019

Call to Order

6:00 PM: Sean Okerlund

Members Present

C. Bustrom, N. Champion, C. Carlson, M. Carlson, R. Dale, B. Dorsey, S. Duong, J. Henderson, C. Lindquist, D. Matchinsky, S. Okerlund, S. Minar, W. Pennings, G. Schlichting, D. Schultz, W. Schwartz, N. Shatek, J. Sievert, M. Swanson, T. Tomczik, D. Vellenga.

Others present: Bob Shogren, Lynda Woulfe.

Motion to approve October, 2019 minutes Dale, Second Matchinsky **Passed**

New Business.

Pennings noted that the new thermal imaging cameras were ordered and that we expect them in December.

Tomczik said we had new stop and slow signs, 2 sets and they are reflective. They are in E1, and E2.

Tomczik gave a critique of the Southhaven fire. Overall a good job and happy the Ladder Truck responded second. It was discussed that they ran short on air packs and C2 stated that if another Engine went in lieu of a tender this would not have been an issue.

Pennings mentioned we have new 4 gas meters and we would train on them after the meeting.

Chief 2 was putting together a out of town email for the holidays and reminded the department to let him know if their plans took them out of town for a significant amount of time.

Okerlund again reminded the group of the importance of making calls. They referenced another call for smoke in the basement on a Friday night where we had only 3 plus C2 show.

Lindquist made a motion to accept the letter of resignation from Cory Haley **Vellenga** seconded the motion, and it carried with no one opposing.

Pennings mentioned that we would again be feeding the National Guard for their Christmas Dinner with Tony. Tony said he would need help at 3:30 on December 7th. Members Pennings, Schlichting, Duong, Tomczik, and Reents said they would be helping.

Tomczik mentioned our paid-on call membership was down to 28 and that we needed to start the hiring process to get members trained and up to speed ASAP.

Pennings shared an invitation inviting our Department to the Mora Dala Daze Parade on November 30th.

Okerlund briefed the group on the retirement increase to \$4,600.00 per year of service. He also said how it went at City Council.

Okerlund mentioned that Jim Kowalik had requested a 6 month leave of absence.

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 6:47 PM Motion Duong, Second Vellenga. **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: Vice Chair Marisa Harder-Chapman, Mayor Jim Godfrey, Kriste Ericsson, and Elijah Anderson.

Members Absent: Chairperson Mark Ziebarth, Barry Wendorf, and Tom Koep

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 4/0.

Approval of Minutes

Godfrey moved, seconded by Ericsson to approve the August 13, 2019 minutes as presented. Motion carried 4/0.

Old Business

Long Range Plan

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 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 funds could potentially be rolled over to the following year. Levitski noted swings last longer than other equipment. Commissioners confirmed the costs associated is capital replacement and any actual staff time to install is not included in price. Commissioners confirmed \$120,000 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 4/0.

New Business

Veterans Memorial Park

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

Clark Swanson shared his lifelong dream of creating a memorial for Veteran's since he returned home from the Vietnam War. Swanson explained it will be a quiet place for the community 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 has been completed 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 \$38,000 in their fund for park development. Genin added they have donations for trees, flags, and benches as well as labor for the improvements. Genin stated they have already ordered four walls which are handicap accessible and are imported from India and made from the same material as the Veteran's Memorial in Washington DC.

Morris distributed a draft of an amended agreement that would need to be reviewed and approved by the City Council. Levitski stated staff would need to review the agreement and discuss prior to bringing it to Council for approval.

Godfrey commended the group for the great work they have done. Godfrey stated the city attorney would have to also review the amended agreement and he would like to see Veterans Park 501C3 added to agreement as the signatory since it will no longer be with the American Legion.

Godfrey moved, seconded by Ericsson to recommend City Staff work with the Veterans Park group on the amendments to the Agreement and present to Council. Motion carried 4/0.

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 that City Council adopt the draft Resolution. Motion carried 4/0.

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, if supported, she will be meeting with representatives of the disc golf sport this spring to determine the placement of the baskets in City Park.

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 might not be a good location, but staff would explore all possibilities.

Ericsson moved, seconded by Anderson to support the placement of three additional disc golf baskets in City Park. Motion carried 4/0.

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 her 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. The City has 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 the staff report. Levitski noted this is a non-matching grant and if selected will help begin the development of 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. Levitski stated she would be sending out an email to Commissioners in early December.

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 programming. 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

ATTEST:

Carri Levitski, Community Development Specialist

Meeting Announcement and Agenda
Cambridge Parks, Trails, and Recreation Commission
City Council Chambers
Meeting, Tuesday, February 11, 2020
7:00 pm

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

AGENDA

1. Call to Order and Pledge of Allegiance
2. Organizational Meeting
 - A. Introductions and Welcome to New Commissioners (verbal)
 - B. Election of Chairperson and Vice Chairperson (verbal)
3. Approval of Agenda (p. 1)
4. Approval of Minutes
 - A. Approval of the November 12, 2019 minutes (p. XXX)
5. New Business
 - A. Wi-Fi Availability at all City Parks (p. XXX)
 - B. Review City Code Chapter 98 (p. XXX)
 - C. Replacement Swing in City Park North (p. XXX)
 - D. Bernick's Family Foundation Grant (p. XXX)
6. Other Business/Miscellaneous
 - A. City Council Update
 - B. Commissioner Concerns
 - C. Commissioner Membership List (handout)
 - C. Commissioner Quotes/Pictures (verbal)
7. Adjourn

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

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

Cambridge Planning Commission Meeting Minutes
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.

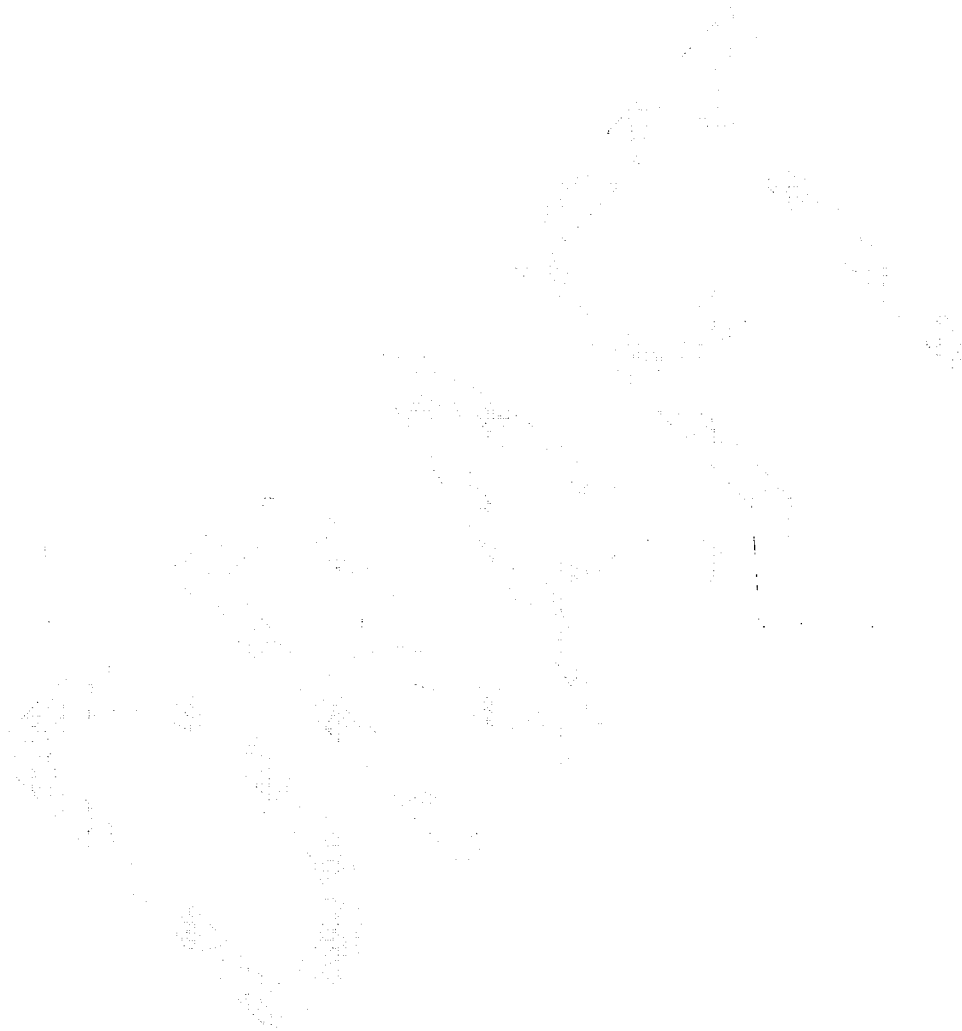
Adjournment

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



Isanti County Initiative on Collaboration, Leadership and Efficiency (ICICLE)

Monday, January 13, 2020

MINUTES

In Attendance: Mayor of Braham Tish Carlson, Administrator for City of Cambridge Lynda Woulfe, Administrator for City of Isanti Josi Wood, City of Cambridge Council Member Bob Shogren, Cambridge-Isanti School Board Member Nikki Johnson, City of Isanti Council Member Paul Bergley, Isanti County Commissioner Susan Morris and Interim City Administrator Lindsey Giese.

Susan Morris called the meeting to order and introductions were made.

Josi Wood, Administrator for City of Isanti, shared that they had received a draft report back on an Intersection Control Evaluation study for the intersection of County Road 5 and East Dual Blvd. This project is something the County and City have been working on and the funding for the evaluation was split between the two entities. Josi indicated that the report provided some proposal options including adding a signal or a potential round about, and that she will meet with County Highway Engineer Richard Heilman to discuss next steps.

County Commissioner Susan Morris shared feedback regarding the joint Truth in Taxation (TNT) meeting. Susan shared that the County Commissioners had a recent discussion about how to improve the process, and offered to host the meeting at the Government Center in the County Board Room. By hosting it at the Government Center the County Assessor Elisha Long would be able to be available to residents and answer valuation questions. The group discussed providing some education to residents through other sources in the early spring. Publishing an article in the local newspaper, creating some YouTube style videos and posting on local social media pages were ideas that were discussed. It was also discussed that more media could go out regarding the budget process and the purpose of the TNT meeting a few weeks prior to the meeting. Currently the City of Cambridge, C-I School District and Isanti County share a joint TNT meeting. City of Braham and Isanti host their own due to proximity of the meeting location for their residents.

Lindsey Giese, Interim County Administrator, shared that Isanti County has a new County Administrator Julia Lines starting on January 27, 2020.

Tish Carlson, Mayor of Braham, shared that the City's previous Administrator Sally Hoy retired in October and that the new City Administrator Angela Grafstrom is doing well. Tish also shared that the City has recently hired on a new Engineer firm, which has been beneficial.

Bob Shogren, Cambridge Council Member, asked Mayor Carlson if Braham had a plan for the incorrect addressing. Carlson stated they would be working on them right after the census.

Nikki Johnson, Board Member of C-I School District, shared that the Interim Superintendent Dr. Nate Rudolph was recently appointed as the Superintendent.

Lynda Woulfe, Administrator for Cambridge, asked what other entities are planning to do for the 2020 calendar year as it relates to Emergency Management. There was discussion on whether or not Mari Bostrom from the County could facilitate, or find a facilitator, for a joint train derailment tabletop exercise.

Bob Shogren, Cambridge Council Member, shared there are two apps that can be used for rail information; one was UN Number and the other Ask Rail.

Lynda also asked if any of the other entities have done a recent housing study. There was discussion that the GPS 45:93 group may have done the most recent one in 2016 or 2017 but it was still outdated. There was a request for any member of GPS 45:93 to find out if there were any plans for future updates.

Paul Bergley, Isanti Council Member, asked questions regarding GPS 45:93 and two other groups that Isanti can join because of members in GPS. Lynda Woulfe shared information regarding those two groups.

Meeting adjourned.

Next meeting: April 13, 2020, Cambridge-Isanti School District at 11:30 am

Isanti County Toward Zero Deaths Coalition Meeting
Thursday, January 2, 2020
Cambridge City Hall
12:00pm - 1:00pm

Agenda

1. Call to Order & Introductions
2. Review summary of November Meeting
3. Discuss State/Local Crash Data
4. Mobilizations
 - Past Mobilizations:
 - Upcoming Mobilizations:
5. Tom Nixon-East Central TZD Regional Coordinator
 - Discuss J turn (Reduced Conflict Intersection) in Isanti
 - Future projects
6. Other Business
 - In-kind donation new tracking guidance
 - Review Impact Speaker- Kelly Olson video <https://youtu.be/3cNLyItFp9c>
 - i. Connect with new Student TZD representative, Clara Schmidt
 - MN Safe Ride- Statistics & additional information
 - Next Coalition Meeting: **March 4, 2020, 12:00-1:00 Cambridge City Hall**
 - i. Discuss possible date change-Molly will be at a 2 day training
 - Next Fatal & Serious Injury Review Meeting: Following TZD coalition meeting
7. Adjourn (Fatal & Serious Injury Review meeting to follow)

SISTER CITY COMMISSION MEETING MINUTES

Thursday, January 16, 2020

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, James Dehn, Mark Ziebarth, Kersten Barfknecht-Conley, Joe Morin (arrived at 4:50)

Members Absent: Excused: Vanessa Hanzel, Tim Bliss (Cortec Rep), Stephanie Berg (Cortec Rep), Marykay Kelley,

Staff Present: Caroline Moe, Director of Finance

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Barfknecht-Conley called the meeting to order at 4:34 pm due to the absence of Chairman Morin and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Dehn moved to approve the agenda as presented, seconded by Ziebarth. The motion carried unanimously.

APPROVAL OF MINUTES

Motion by Ziebarth, seconded by Dehn to approve the Sister City Commission meeting minutes from September 19, 2019. The motion carried unanimously.

PUBLIC COMMENT

Barfknecht-Conley noted that there were no members of the public present that wished to comment.

BUSINESS

Sister City Exchange Activity

Yuasa—Commission members have had Facebook contact, otherwise no updates.

Beli Manastir— Mark Ziebarth reported back to the commission about the invitation from Beli Manastir for a high school student visit. Mark had discussed the invitation with Mr. Gibbs, the staff that coordinates high school exchange activity. Also Mike McDonald, a staff at the high school of Croatian descent, is interested in helping with this exchange. Due to fundraising that would need to occur, the goal would be to have a high school delegation travel to Beli Manastir in 2022.

Rättvik—We had received an email thanking us for our last quarterly email but otherwise no updates.

Quarterly Communication—the group discussed the draft of the proposed email to send in January 2020. The quarterly email will feature information on the senior citizens taking Tai Ji Quan, the snowflake parade, the Commission's outreach efforts at City Center Market, and a coming soon announcement for the new library and water tower.

Fundraising for Future Commission Events

Commission members discussed plans to further public education on our sister cities as a precursor to major fundraising efforts. The Commission plans to submit an article about Yuasa to the newspapers. Vicki Ostrom offered to edit the article we had used for the *Japanese-American Society of MN* newsletter in preparation for newspaper submission. We will submit to the newspaper as soon as it is ready.

Discussion of the City Center Market Round-Up fundraiser occurred. Several Commission members have volunteered promote our organization at City Center Market using the board and handouts that were created. Interactions with the public have been positive.

Caroline Moe provided information she received from Joe Morin that the proceeds from the Taco John's change jar fundraiser from November 2019 have not been received yet.

Commission members reviewed research materials provided by Marykay Kelley on signing up for Amazon's Smile Charitable Program and Give to the Max Day. Caroline Moe will follow up with Melissa Bettendorf from the Chamber of Commerce about how we might accomplish launching these initiatives.

Other Concerns

Commission member Dehn brought up the idea of having a short video clip done by our Sister City Contacts expressing thankfulness for our Sister City relationship. The video clips could be promoted on the City of Cambridge's Facebook page. Jim Dehn will draft a script and work with Yuasa reps to prepare our first video clip.

Commission member Ziebarth updated the group on visit he had in November 2019 from a high school exchange participant that initially was here in 2011. Ziebarth indicated it was a nice visit and reminded us about the lifelong connections exchange opportunities create.

Consensus of the commission was to have the next meeting on Thursday March 26 at 4:30 pm at Cambridge City Hall.

ADJOURNMENT

Ziebarth moved, seconded by Pemble, to adjourn the meeting at 5:00 pm. The motion carried unanimously

Joe Morin
Sister City Commission Chair

ATTEST:

Caroline Moe
Director of Finance