

Cambridge City Council Meeting - City Hall Council Chambers
Monday, March 2, 2020
Meeting Announcement and Agenda
3:30 pm

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table just outside the Council Chambers 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 February 18, 2020 (p. 5)
	B. Draft January 2020 Financial Statements (p. 11)
	C. Resolution R20-012 Accepting restricted donations for Fire Department (p. 80)
	D. Resolution R20-013 Accepting restricted donations for Park Department (p. 82)
	E. Resolution R20-014 Approve 2019 Inter-fund transfers (p. 84)
	F. Resolution R20-015 Approve 2020 General Fund Budget Amendment (p. 86)
	G. Approve Inter-Fund Borrowing (p. 100)
	H. Resolution R20-016 Approve 2019 General Fund Budget Amendment (p. 101)
	I. Administrative Hearing Officer Contract (p. 116)
	J. Memorandums of Understanding for Administrative Hearing Officer Services (p. 119) <ul style="list-style-type: none"> • City of Isanti (p. 120) • City of Braham (p. 124)

	K. Contract with Abatement Contractor, Duff Companies (p. 128)
	L. Resolution R20-017 Approve 2019 Airport Operating Fund Budget Amendment (p. 130)
	5. Work Session
3:35 pm	A. \$22,750 Check Presentation from Bernick's Family Foundation for Parkwood Park Improvements (verbal)
3:37 pm	B. Ian Dudley – Proposal for Public Art at the Cambridge Public Library (verbal)
3:40 pm	C. Community Development Annual Report (p. 134)
3:42 pm	D. Finance Department Annual Report (p. 144)
3:44 pm	E. Fire Department Annual Report (p. 148)
3:46 pm	F. Economic Development Annual Report (p. 150)
3:48 pm	G. Police Department Annual Report (p. 155)
3:50 pm	H. Public Works – Utilities Annual Report (p. 157)
	6. Unfinished Business
	7. New Business
3:52 pm	A. Street Closure Request – Aldi Construction (p. 168)
3:57 pm	B. Request for “No Parking” signs to be temporarily covered for CPS (p. 177)
3:59 pm	C. Liquor Store Assistant Manager Position (p. 178)
4:03 pm	D. Resolution R20-018 Support Legislation for Infrastructure Accountability (p. 183)
	8. Mayor's Report
	9. Council Concerns
	10. City Attorney's Report
	11. City Administrator's Report
4:07 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>
Mar. 4	7:00pm	Cambridge Planning Commission
Mar. 9	5:00pm	Community Education Advisory Council (Ed. Serv. Ctr. – Rm 118)
Mar. 10	7:00pm	Cambridge Parks, Trails, and Recreation Commission
Mar. 11	12:00pm	Toward Zero Death (TZD)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Mar. 3	7am-8pm	Presidential Primary (Council Chambers/Fire Hall)

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Cambridge City Council Meeting Minutes
Tuesday, February 18, 2020

A regular meeting of the Cambridge City Council was held on Tuesday, February, 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, Attorney Liz Viera, 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 6:10 pm and led the public in the Pledge of Allegiance.

Citizens Forum - No one appeared.

Approval of Agenda.

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

Consent Agenda

Iverson moved, seconded by Morin, to approve consent agenda Items A-D as presented:

- A. Approval of Regular and Summary City Council Meeting Minutes for February 3, 2020
- B. Warrants #115792 - #116010 and ACH/Wire items totaling \$3,602,381.88
- C. Renewal of IT Support Contract with White Bear IT Solutions LLC
- D. Resolution R20-010 Application for Payment #3-Final from Alliance Building Corporation for 9th Ave. SE Street Improvements

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

Work Session - Senator Koran 2020 Legislative Session Preview

Senator Koran was still in Legislative Session as of meeting time, so he will reschedule to appear at another meeting.

Unfinished Business

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

Gustafson informed the council that DK Design & Development Group, Inc. is requesting an extension to the Letter of Intent to August 31, 2020. They need additional time to explore additional site due diligence, and complete financial structuring and approvals. Gustafson stated that closing of the

property would take place no later than August 31, 2020. He said an exclusion was added to the letter of intent in the event that closing does not take place by August 31, 2020. The exclusion states: If the planning stages are not proceeding as planned through the due diligence period by August 31, 2020, the City of Cambridge reserves the right to enter into negotiations with Cambridge Medical Center for the purchase of this site. Iverson moved, seconded by Shogren, to approve the extension as presented. Motion passed unanimously.

Approve Extension of Purchase Agreement with Minnco Credit Union

Gustafson informed the council that Minnco Credit Union is requesting an extension to the Purchase Agreement dated December 16, 2019 for the contingency period to be May 1, 2020. Additional time is needed to do site due diligence, and receive comments and preliminary approval from Kohl's and Fleet Farm based on the initial site plan they are working on. Gustafson said that closing would be on or before May 31, 2020 if the project continues to move in a positive direction. Shogren moved, seconded by Iverson, to approve the extension of the purchase agreement with Minnco Credit Union. Motion passed unanimously.

New Business

*Request to Amend City Code on Animal Licensing to permit wallabies
Travis Martin, 130 Cleveland Street South*

Schuster informed the council that the City was approached by Travis Martin, 130 Cleveland Street South, and asked if the City would consider amending its Animal Ordinance in order to allow the ownership of a wallaby. He said he had to do some research on what a wallaby was and what having one for a pet would entail. Schuster looked at many sources including websites, statements from an exotic vet, the Minnesota Board of Animal Health, and even staff at the Minnesota Zoo. Most of the sources seemed in agreement that keeping a wallaby as a pet would require a more difficult and advanced type of care. This included fencing of at least 6 feet, but recommended up to 12 feet. He also said that they were all in agreement that wallabies do not do well in temperatures below 50°F, and would need supplemental heating in the colder months. Schuster said all of the sources did not recommend someone keeping a wallaby as a pet.

Schuster stated that the current City Ordinance §95.03, does not allow the ownership of wild and non-domestic animals. It states, "It shall be illegal for any person to own, possess, harbor, or offer for sale, any wild or non-domestic animal within the city. Any owner of a wild or non-domestic animal at the time of adoption of this code shall have 30 days in which to remove the animal from the city after which time the city may impound the animal as provided for in this section. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition". Schuster also noted that the wallaby is not covered under Minnesota Statute §346.155, that covers the ownership of exotic animals in Minnesota.

Schuster did not recommend the council change the city ordinance to allow the ownership of a wallaby. He felt that it would open up the potential for future requests for the ownership of other various exotic pets too. The City would be faced with having to defend their position on each type of animal, and could face possible litigation for animals that were denied. It would also force the City to re-evaluate the ordinance in regards to not allowing farm animals within city limits as well. Travis Martin did not appear at the meeting to make any comments. The council decided to not make any motions to change the current ordinance regarding wild and non-domestic animals.

*Approve Resolution R20-011 Approving Plans and Specifications and Ordering Advertisement for Bids
2020 Street Improvement Project*

(Note: the Resolution was incorrectly printed and referred to as Resolution R20-009. It has been corrected and will be called Resolution R20-011 hereafter.)

Blank reviewed with council the request for plans and specifications for the 2020 street improvement projects that were ordered back in October 2019 following the public hearings. He said the plans have been sent to the Minnesota Department of Transportation for review and approval as well. The plans and specifications for the 2020 Street Improvements consist of street, curb and gutter, sanitary sewer, water main, storm sewer, street lighting, parking lot, trail and athletic court improvements to 16th Avenue Southeast from Old South Main Street to South Roosevelt Street, Old South Main Street from 16th Avenue Southeast to the south Cul-de-sac, 18th Avenue Southeast to 18th Avenue Southeast, South Main Street from 3rd Avenue Southwest to 24th Avenue Southwest, Peterson Park, the Cambridge City Library, and Central Greens Park. Blank explained that the section of Main Street South between 3rd Avenue Southwest to 8th Avenue Southwest, was added to the 2020 Street Improvement Projects because of its rapid deterioration through this winter season so far.

Blank stated that these improvements were included in the 2020 Capital Improvement Plan (CIP), except for the S. Main Street overlay from 3rd to 8th Avenue SW and the Central Greens courts. The CIP improvements are being funded by City Sanitary, Water, Storm Water, State Aid and Bonding (tax levy) fund, and special assessments to adjacent property owners. The additional mill and overlay will need to be funded by City bonding.

Blank noted the Pickleball Association has raised \$20,000 in donations for the pickleball courts and the remainder will come from City bonding. Blank appealed to the council to approve Resolution R20-011 approving these plans and specifications and authorizing advertisement for bids for the 2020 Street Improvements.

Council members asked a few questions clarifying the exact streets and park improvements that are included in the plans. There was also a question on why the park improvements were being done at the same time. Blank stated that the quotes for the park improvements were substantially lower when included as a whole with the street improvements, than when they are quoted as a stand-alone project. Shogren moved, seconded by Conley, to approve Resolution R20-011 approving plans and specifications and ordering advertisement for bids for the 2020 Street Improvement Project as presented. Motion passed unanimously.

Library Shelving – TIPS Cooperative Purchasing

Woulfe notified the council that new shelving is required for the new library, and will need to be purchased. She stated that there was a \$400,000 construction allowance that will cover the new furniture and shelving. Woulfe and Carla Lyndon, from the Cambridge Public Library, have met with several different suppliers, and they have selected Library Furniture International to provide shelving and double-faced end panels for a cost of \$183,926. They felt this system provides the best layout at the best pricing when purchased through The Interlocal Purchasing System (TIPS).

TIPS is similar to State Contract Cooperative Purchasing, in that it offers access to competitively procured purchasing contracts that have already gone through a formal bid process and is permitted by state statute. Woulfe believes the price may be reduced even further when the final quotation is received. Woulfe did note that the rest of the construction allowance will be used to purchase furniture for the new library, and that the old shelving may be sold as surplus inventory. Morin moved, seconded by Iverson, to approve the purchase of shelving and double-faced end panels from Library Furniture International for the Cambridge Public Library with a purchase price not to exceed \$183,926. Motion carried unanimously.

Mayor's Report

Godfrey had two ideas he wanted to share. The first being that he was approached about the idea of having a historical mural painted along the sides of the buildings where the Arlington and the Ace Tack Buildings used to be. He just wanted to let people know about this idea, and get feedback in the event that a mural would become an option for the downtown area. Godfrey's second point of interest was the State of the City address the following day. He wanted to introduce starting a program called "Main Concerns", in which he would take a walk with citizens, or sit at a chat bench, to talk about their concerns. He wanted to let other council members know about his idea before mentioned it at the State of the City.

Council Concerns

There were no council concerns.

City Attorney's Report

There was no City Attorney's report.

City Administrator's Report

City of Cambridge Communication Plan – 2020

Woulfe wanted to update council members on the Communication Plan they had previously asked staff to create. She said the City of Cambridge desires to have a comprehensive communication plan developed not only for emergency management, but also for the everyday affairs of the City governance. This would include communicating with residents, business owners, and other governmental entities for soliciting input on decisions and operations, as well as providing information on how and why decisions were made. Woulfe said the plan addresses protocol for communication with the City Council and the City's Public Information Officers (PIO). Currently, the

Mayor, Acting Mayor, City Administrator, and City Attorney are authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. The plan also addresses what types of communication methods will be used, and the frequency of each type of communication. Shogren asked about who is sending out emergency communications, and Woulfe stated that all emergency communications are being deferred to the county at this time.

Approve Proposal for Library Low Voltage Wiring – Telephone Data

Woulfe informed the council that Scott Goeltl of TR Computer System is ready to proceed with installing the low voltage wiring and the new library location. BJ Baas has reviewed the proposals, and has chosen Goeltl as the lowest bid. The proposal came in at \$44,997.18, and this amount is within the budgeted allowance for this item. Goeltl has previously done the wiring for City Hall for the phone service and IT needs. Iverson moved, seconded by Morin, to approve the proposal with Scott Goeltl of TR Computer System to install low voltage wiring with a cost not to exceed \$44,997.18. Motion passed unanimously.

Closed Session

The council had a five-minute break, starting at 6:57 p.m., and then moved into a closed session for Attorney Client Discussions on pending litigation of One Love versus the City of Cambridge.

Adjournment of Council Meeting

Being no further business before the City Council, Conley moved, seconded by Morin, to adjourn the closed and regular meeting at 7:15 pm. Motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

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

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

**Regular City Council Meeting
February 18, 2020**

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

Regular City Council Meeting

- Meeting called to order at 6:10 pm, and Godfrey led the Pledge of Allegiance.
- Meeting agenda was approved.
- No one appeared for the Citizens Forum.
- Approved consent agenda items A-D as presented:
- Senator Koran was not able to attend and will reschedule.
- Approved extension of the purchase agreement with Minnco Credit Union.
- No changes were made to the City's ordinance on wild and non-domestic animals to permit wallabies.
- Approved Resolution R20-011, approving plans and specifications and ordering advertisement for bids for the 2020 Street Improvement Project.
- Approved purchasing of shelving and double-faced end panels for the new library.
- Mayor Godfrey mentioned two ideas about a historical downtown mural, and a discussion program called "Main Concerns".
- Received an update on the 2020 Communications Plan.
- Approved a proposal for low-voltage wiring at the new library.
- A closed session was held for Attorney Client Discussions on pending litigation of One Love versus the City of Cambridge.
- Meeting adjourned at 7:15 p.m.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the one month ended January 31, 2020. Included in the Monthly Financial Reports are the following components:

Financial Snapshot

Outstanding City Debt

General Fund - Amended 2020 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2020 Compared to Actual

Debt Service Fund Summary: Adopted 2020 Budget Compared to Actual

Capital Fund Summary:

Adopted 2020 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2020 Budget Compared to Actual

Wastewater Utility - Adopted 2020 Budget Compared to Actual

Stormwater Utility- Adopted 2020 Budget Compared to Actual

Street Light Utility- Adopted 2020 Budget Compared to Actual

Liquor Store – Adopted 2020 Budget Compared to Actual.

Cash and Investment Summary

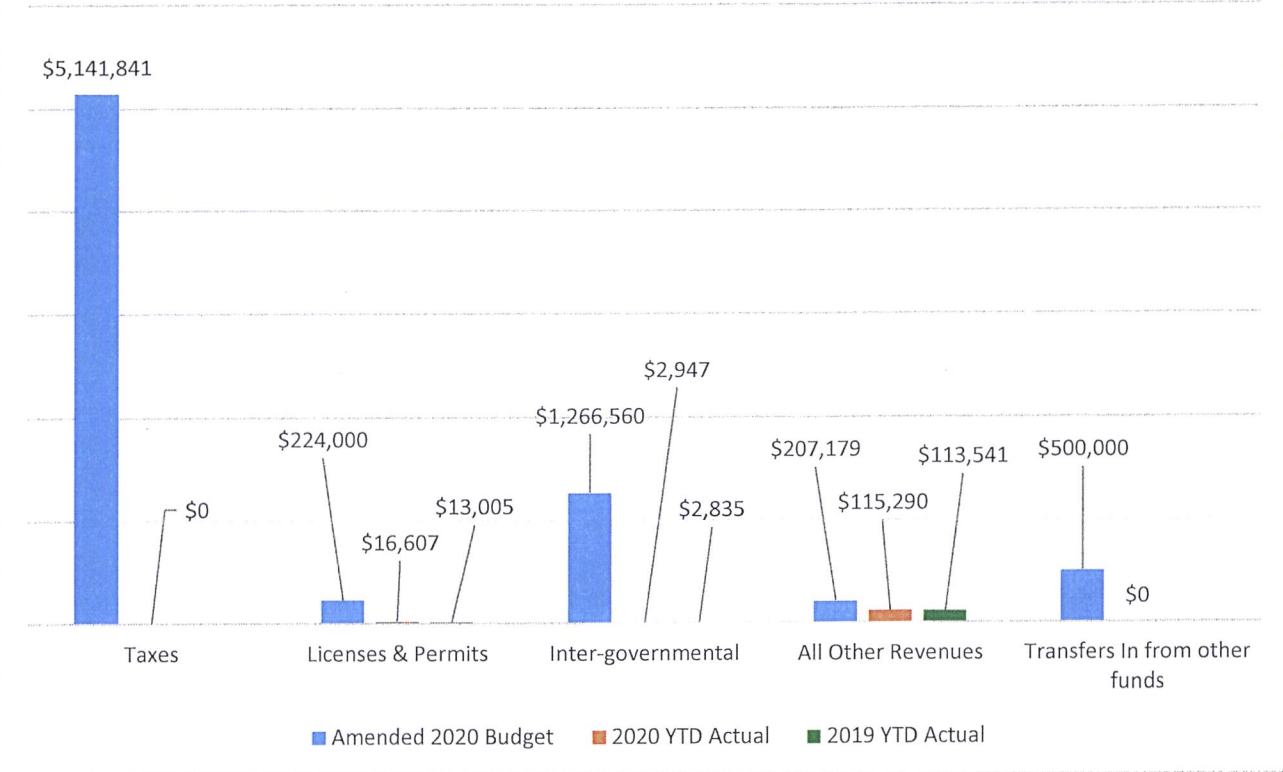
Park Expenditure Breakdown Report

Council Action Requested

NONE REQUIRED - For discussion only.

Council Financial Snap Shot

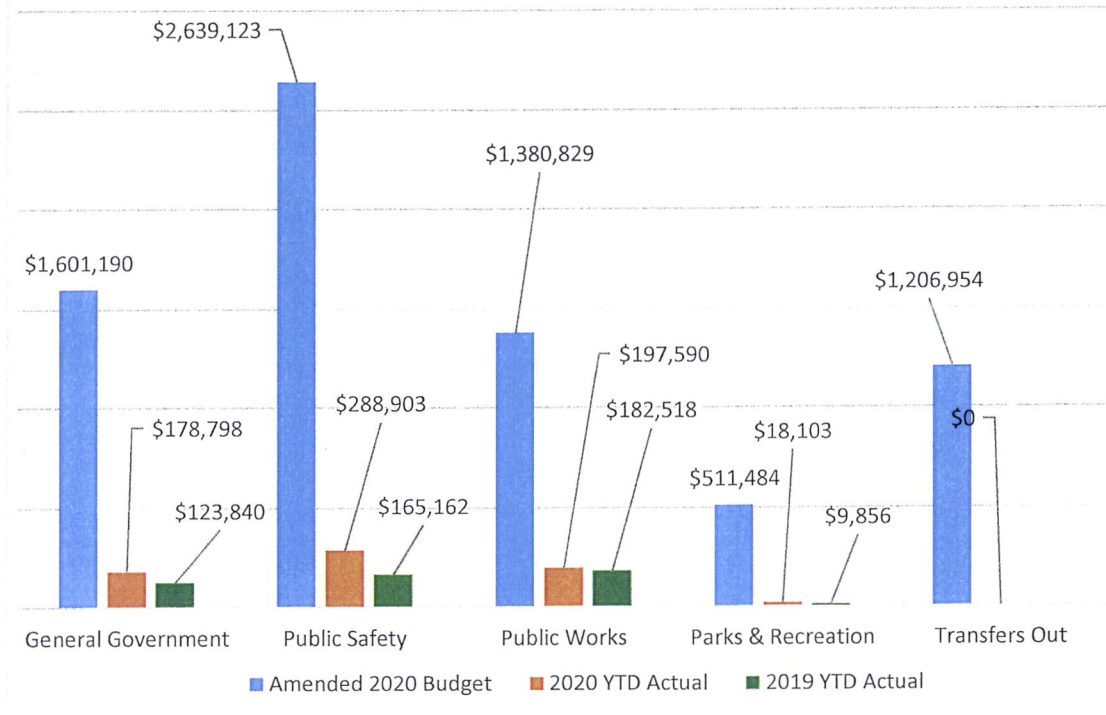
General Fund Revenue Snap Shot 1-31-2020 DRAFT



Notes—

- Tax revenue is collected in July and December.
- License and permit revenue is typically slow in the first four months of the year.
- Inter-governmental revenue is primarily received in July, October and December.
- Transfers from other funds are typically done later in the fiscal year.

General Fund Expenditure Snap Shot 1-31-2020 DRAFT



Notes—

- Costs are running ahead of 2019 in general because in January 2019, two pay periods hit the month while in 2020, three pay periods hit January 2020. By the end of the year, the City will have 26 pay periods in the fiscal year, just like the prior year.
- 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

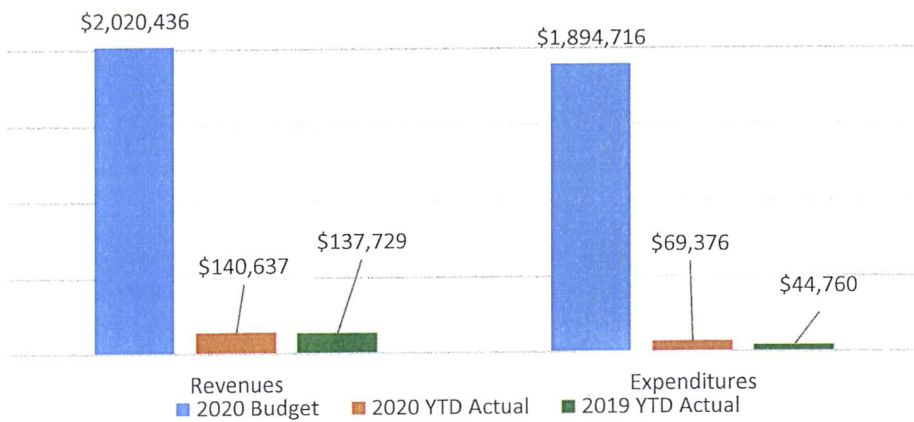
Cambridge maintains fifty-seven miles of streets with six snow plows, two loaders, and two sidewalk machines. The Street Dept plows when two inches or more of snow is received. The Street Dept also sands/salts when conditions are slippery. To report street concerns, call 689-1800.

Behind the numbers—

18

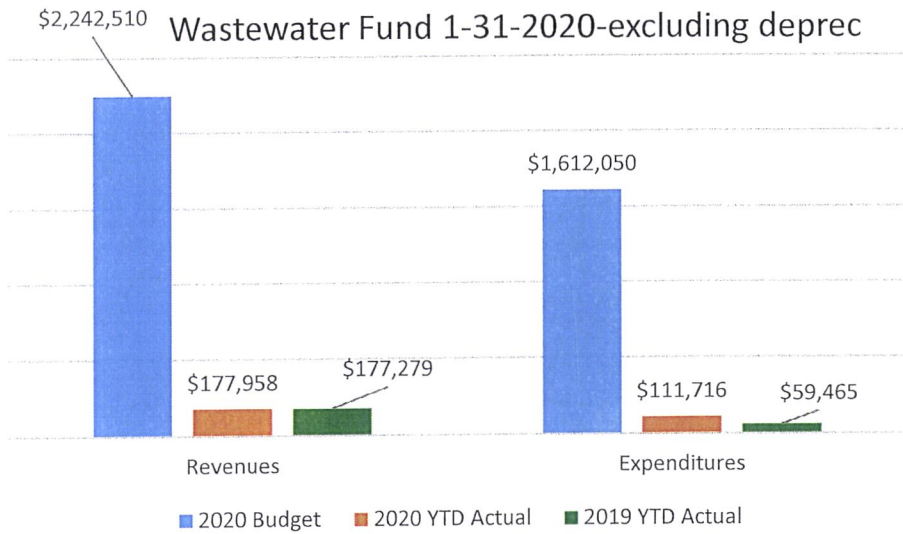
Cambridge has eighteen parks. Park locations and amenities can be found on the City's website at www.ci.cambridge.mn.us

Water Fund 1-31-2020 DRAFT



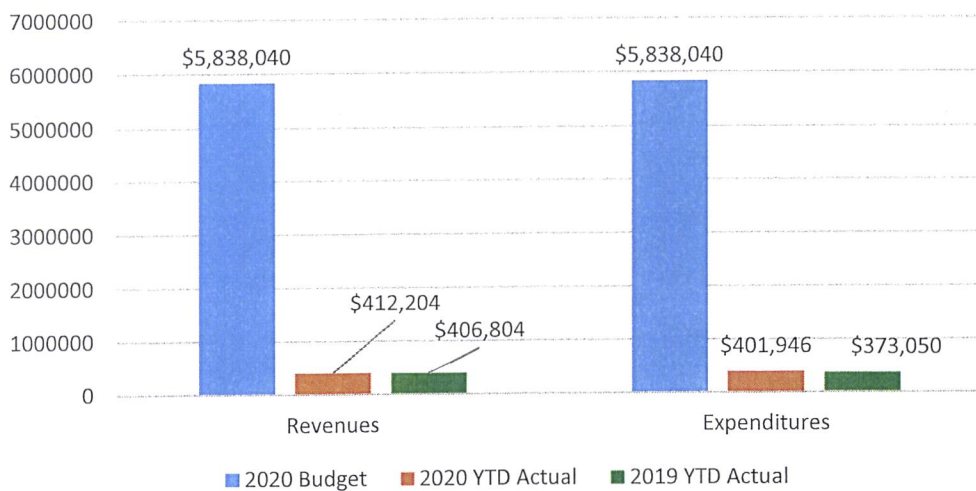
Water Fund Notes—
Three pay periods hit January 2020 as compared to two in January 2019. By year end, pay periods will be the same number.

Wastewater Fund 1-31-2020-excluding deprec



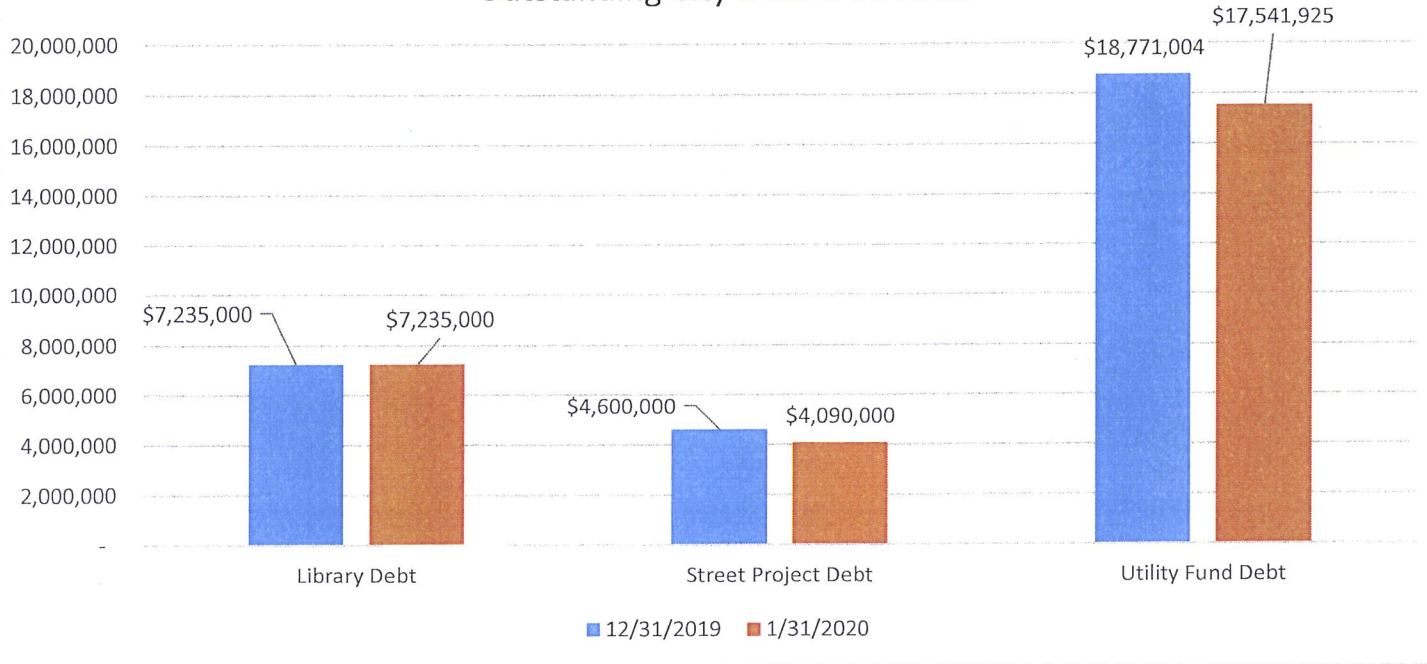
Wastewater Fund Notes—
Three pay periods hit January 2020 as compared to two in January 2019. By year end, pay periods will be the same number.

Northbound Liquor 1-31-2020 DRAFT



Northbound Liquor--
Three pay periods hit January 2020 as compared to two in January 2019. By year end, pay periods will be the same number.

Outstanding City Debt 1-31-2020



CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	5,141,841.00	5,141,841.00	.00	(5,141,841.00)	.00	4,760,578.81
LICENSES AND PERMITS	224,000.00	224,000.00	16,807.15	(207,392.85)	7.41	414,484.23
INTERGOVERNMENTAL REVENUES	1,266,560.00	1,266,560.00	2,946.84	(1,263,613.16)	.23	1,169,545.62
CHARGES FOR SERVICES	124,547.00	124,547.00	112,208.49	(12,338.51)	90.09	135,502.70
FINES AND FORFEITURES	48,407.00	48,407.00	240.00	(48,167.00)	.50	84,760.49
OTHER	34,225.00	34,225.00	2,841.67	(31,383.33)	8.30	100,866.57
OTHER FINANCING SOURCES	500,000.00	500,000.00	.00	(500,000.00)	.00	502,350.00
TOTAL FUND REVENUE	7,339,580.00	7,339,580.00	134,844.15	(7,204,735.85)	1.84	7,168,088.42
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	61,630.00	61,630.00	2,692.82	58,937.18	4.37	73,332.69
ADMINISTRATION	303,542.00	303,542.00	46,166.01	257,375.99	15.21	312,544.04
ELECTIONS	10,900.00	10,900.00	.00	10,900.00	.00	355.00
FINANCE/MIS	345,330.00	345,330.00	49,495.45	295,834.55	14.33	329,731.10
LEGAL	103,000.00	103,000.00	3,384.04	99,615.96	3.29	113,159.79
BUILDING DEPARTMENT	299,766.00	299,766.00	36,954.39	262,811.61	12.33	314,193.48
ENGINEERING	40,000.00	40,000.00	.00	40,000.00	.00	35,223.73
PLANNING	280,063.00	280,063.00	29,674.08	250,388.92	10.60	250,983.91
NEW CITY HALL BUILDING	156,959.00	156,959.00	10,431.38	146,527.62	6.65	166,633.17
TOTAL GENERAL GOVERNMENT	1,601,190.00	1,601,190.00	178,798.17	1,422,391.83	11.17	1,596,156.91
PUBLIC SAFETY						
POLICE DEPARTMENT	2,292,960.00	2,292,960.00	267,364.70	2,025,595.30	11.66	2,033,292.13
FIRE DEPARTMENT	335,763.00	335,763.00	21,137.94	314,625.06	6.30	298,498.60
EMERGENCY MANAGEMENT	4,900.00	4,900.00	.00	4,900.00	.00	4,383.18
ANIMAL CONTROL	5,500.00	5,500.00	400.00	5,100.00	7.27	4,800.00
TOTAL PUBLIC SAFETY	2,639,123.00	2,639,123.00	288,902.64	2,350,220.36	10.95	2,340,973.91
STREETS						
STREETS	1,380,829.00	1,380,829.00	197,589.87	1,183,239.13	14.31	1,551,733.11
TOTAL STREETS	1,380,829.00	1,380,829.00	197,589.87	1,183,239.13	14.31	1,551,733.11
PARK AND RECREATION						
PARKS & RECREATION	470,884.00	470,884.00	18,102.69	452,781.31	3.84	383,018.01
LIBRARY	40,600.00	40,600.00	.00	40,600.00	.00	.00
TOTAL PARK AND RECREATION	511,484.00	511,484.00	18,102.69	493,381.31	3.54	383,018.01
UNALLOCATED EXPENDITURES						
TRANSFERS OUT	1,206,954.00	1,206,954.00	.00	1,206,954.00	.00	1,214,059.00

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL UNALLOCATED EXPENDITURES	1,206,954.00	1,206,954.00	.00	1,206,954.00	.00	1,214,059.00
TOTAL FUND EXPENDITURES	7,339,580.00	7,339,580.00	683,393.37	6,656,186.63	9.31	7,085,940.94
NET REVENUE OVER EXPENDITURES	.00	.00	(548,549.22)	548,549.22		82,147.48

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES						
101-31010 TAXES - CURRENT	5,114,859.00	5,114,859.00	.00	5,114,859.00	.00	4,720,330.81
101-31020 TAXES - DELINQUENT	25,000.00	25,000.00	.00	25,000.00	.00	16,104.12
101-31050 EXCESS TAX INCREMENTS	.00	.00	.00	.00	.00	.94
101-31060 PENALTIES AND INTEREST	1,982.00	1,982.00	.00	1,982.00	.00	1,253.75
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	.00	.00	.00	.00	22,889.19
TOTAL TAXES	5,141,841.00	5,141,841.00	.00	5,141,841.00	.00	4,760,578.81
LICENSES AND PERMITS						
101-32110 LIQUOR LICENSES	14,000.00	14,000.00	.00	14,000.00	.00	20,300.00
101-32180 CIGARETTES	2,800.00	2,800.00	.00	2,800.00	.00	2,600.00
101-32184 CABLE FRANCHISE FEES	61,000.00	61,000.00	.00	61,000.00	.00	65,497.30
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	.00	1,250.00	.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	500.00	500.00	.00	500.00	.00	900.00
101-32218 CITY SHARE ELEC INSPECTIONS	3,000.00	3,000.00	194.20	2,805.80	6.47	4,658.91
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	250.00	.00	250.00	.00	458.94
101-32220 BUILDING PERMITS	122,000.00	122,000.00	8,064.95	113,935.05	6.61	237,497.46
101-32222 MECHANICAL PERMITS	5,000.00	5,000.00	1,223.00	3,777.00	24.46	24,405.99
101-32225 INVESTIGATION (PENALTY FEE)	.00	.00	.00	.00	.00	1,176.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	200.00	200.00	45.00	155.00	22.50	775.00
101-32230 PLUMBING PERMITS	3,000.00	3,000.00	662.00	2,338.00	22.07	19,254.00
101-32240 SIGN PERMITS	1,000.00	1,000.00	60.00	940.00	6.00	1,080.00
101-32298 RENTAL REGISTRATION FEE	5,000.00	5,000.00	5,000.00	.00	100.00	20,741.98
101-32299 PLANNING & ZONING FEES	5,000.00	5,000.00	1,358.00	3,642.00	27.16	13,888.65
TOTAL LICENSES AND PERMITS	224,000.00	224,000.00	16,607.15	207,392.85	7.41	414,484.23
INTERGOVERNMENTAL REVENUES						
101-33165 FEDERAL GRANTS - OTHER	.00	.00	.00	.00	.00	10,369.90
101-33401 LOCAL GOVERNMENT AID (LGA)	950,238.00	950,238.00	.00	950,238.00	.00	806,834.00
101-33404 STATE AID - OTHER	6,000.00	6,000.00	2,946.84	3,053.16	49.11	12,792.66
101-33405 PERA AID	5,822.00	5,822.00	.00	5,822.00	.00	5,822.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	.00	50,000.00	.00	50,000.00
101-33421 POLICE STATE AID	130,000.00	130,000.00	.00	130,000.00	.00	141,619.56
101-33422 SCHOOL DIST COST FOR OFFICER	120,000.00	120,000.00	.00	120,000.00	.00	137,328.50
101-33610 CTY GRANTS & AIDS FOR HWYS	4,500.00	4,500.00	.00	4,500.00	.00	4,779.00
TOTAL INTERGOVERNMENTAL REVE	1,266,560.00	1,266,560.00	2,946.84	1,263,613.16	.23	1,169,545.62

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	75.00	75.00	.00	75.00	.00	.00
101-34105 SALES - MAPS, COPIES, ETC.	172.00	172.00	23.00	149.00	13.37	341.75
101-34110 SOLAR LEASE REVENUE	.00	.00	.00	.00	.00	1,500.00
101-34117 CONTRACTED BUILDING INSPECTIO	.00	.00	.00	.00	.00	885.00
101-34201 POLICE DEPARTMENT REPORTS	2,500.00	2,500.00	40.00	2,460.00	1.60	602.25
101-34202 POLICE ADMINISTRATION FEES	4,000.00	4,000.00	1,660.00	2,340.00	41.50	8,785.00
101-34205 PAWN SHOP TRANSACTION REVENUE	5,000.00	5,000.00	(2.50)	5,002.50	(.05)	4,467.50
101-34206 FIRE PROT TOWNSHIP CONTRACT	102,000.00	102,000.00	107,426.29	(5,426.29)	105.32	102,506.31
101-34208 FIRE RUNS	500.00	500.00	.00	500.00	.00	1,566.64
101-34210 FIRE PROTECTION ADMINISTRATION	2,300.00	2,300.00	3,061.70	(761.70)	133.12	2,345.00
101-34925 PARK ACTIVITY FEES	500.00	500.00	.00	500.00	.00	4,862.50
101-34930 ART FAIR FEES	.00	.00	.00	.00	.00	595.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	.00	.00	.00	.00	18.75
101-34958 ICE RINK LEASE REVENUE	7,500.00	7,500.00	.00	7,500.00	.00	7,027.00
TOTAL CHARGES FOR SERVICES	124,547.00	124,547.00	112,208.49	12,338.51	90.09	135,502.70
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	45,907.00	45,907.00	.00	45,907.00	.00	68,945.49
101-35102 PARKING FINES	1,500.00	1,500.00	140.00	1,360.00	9.33	2,900.00
101-35104 ANIMAL CONTROL FINES	1,000.00	1,000.00	100.00	900.00	10.00	1,660.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	.00	.00	.00	.00	11,255.00
TOTAL FINES AND FORFEITURES	48,407.00	48,407.00	240.00	48,167.00	.50	84,760.49
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	.00	.00	.00	.00	140.03
101-36200 MISCELLANEOUS	.00	.00	.00	.00	.00	2,039.17
101-36210 INTEREST EARNINGS	15,000.00	15,000.00	.00	15,000.00	.00	77,597.56
101-36220 FACILITY RENTAL	3,600.00	3,600.00	341.67	3,258.33	9.49	10,663.10
101-36230 DONATIONS	500.00	500.00	2,500.00	(2,000.00)	500.00	10,301.71
101-36231 LIBRARY LEASE RENT	14,625.00	14,625.00	.00	14,625.00	.00	.00
101-36240 PATRONAGE CAPITAL	500.00	500.00	.00	500.00	.00	.00
101-36501 SALE OF PROPERTY	.00	.00	.00	.00	.00	125.00
TOTAL OTHER	34,225.00	34,225.00	2,841.67	31,383.33	8.30	100,866.57
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	500,000.00	500,000.00	.00	500,000.00	.00	502,350.00
TOTAL OTHER FINANCING SOURCES	500,000.00	500,000.00	.00	500,000.00	.00	502,350.00

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND REVENUE	7,339,580.00	7,339,580.00	134,844.15			7,168,088.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	2,491.68	(27,408.32)	8.33	29,433.49
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	190.61	(2,099.39)	8.32	2,251.42
101-41110-151 WORKERS' COMPENSATION PREMIU	140.00	140.00	.00	(140.00)	.00	77.56
TOTAL PERSONAL SERVICES	32,330.00	32,330.00	2,682.29	(29,647.71)	8.30	31,762.47
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	.00	(100.00)	.00	2.14
101-41110-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	.00	(250.00)	.00	11.00
101-41110-213 CITIZEN'S ACADEMY COSTS	500.00	500.00	.00	(500.00)	.00	.00
101-41110-214 EMPLOYEE RECOGNITION	500.00	500.00	.00	(500.00)	.00	347.66
TOTAL SUPPLIES	1,350.00	1,350.00	.00	(1,350.00)	.00	360.80
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41110-331 TRAVEL/MEALS/LODGING	2,500.00	2,500.00	10.53	(2,489.47)	.42	2,848.16
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	.00	(150.00)	.00	.00
101-41110-340 ADVERTISING	500.00	500.00	.00	(500.00)	.00	98.50
101-41110-360 INSURANCE AND BONDS	500.00	500.00	.00	(500.00)	.00	303.20
TOTAL OTHER SERVICES AND CHA	4,650.00	4,650.00	10.53	(4,639.47)	.23	3,249.86
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	100.00	100.00	.00	(100.00)	.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	2,800.00	2,800.00	.00	(2,800.00)	.00	2,675.00
101-41110-441 SISTER CITY ACTIVITIES	500.00	500.00	.00	(500.00)	.00	310.00
101-41110-455 FIREWORKS DISPLAY EXPENSES	16,000.00	16,000.00	.00	(16,000.00)	.00	12,281.25
101-41110-456 ART FESTIVAL	2,000.00	2,000.00	.00	(2,000.00)	.00	1,505.00
101-41110-458 DOWNTOWN FLOWER BASKET PROJ	1,800.00	1,800.00	.00	(1,800.00)	.00	1,850.00
101-41110-459 DOWNTOWN TRASH CANS & BENCH	.00	.00	.00	.00	.00	19,308.31
TOTAL MISCELLANEOUS	23,300.00	23,300.00	.00	(23,300.00)	.00	37,959.56
TOTAL MAYOR AND CITY COUNCIL	61,630.00	61,630.00	2,692.82	(58,937.18)	4.37	73,332.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
101-41320-101 FULL-TIME EMPLOYEES - REGULAR	127,754.00	127,754.00	15,182.41	(112,571.59)	11.88	158,683.53
101-41320-103 PART-TIME - REGULAR	59,939.00	59,939.00	3,699.07	(56,239.93)	6.17	35,978.82
101-41320-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	5.51	5.51	.00	127.89
101-41320-121 PERA (EMPLOYER)	14,383.00	14,383.00	1,416.52	(12,966.48)	9.85	14,720.03
101-41320-122 FICA/MEDICARE (EMPLOYER)	14,670.00	14,670.00	1,408.02	(13,261.98)	9.60	14,558.95
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	17,424.00	17,424.00	2,861.06	(14,562.94)	16.42	28,855.32
101-41320-132 ADMIN-LONGEVITY PAY	4,072.00	4,072.00	.00	(4,072.00)	.00	.00
101-41320-133 ADMIN--INS DEDUCTIBLE CONTRIB	1,200.00	1,200.00	.00	(1,200.00)	.00	2,400.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,450.00	1,450.00	.00	(1,450.00)	.00	765.98
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	2,500.00	2,500.00	.00	(2,500.00)	.00	4,349.52
101-41320-154 HRA/FLEX FEES	250.00	250.00	.00	(250.00)	.00	132.70
TOTAL PERSONAL SERVICES	243,642.00	243,642.00	24,572.59	(219,069.41)	10.09	260,572.74
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	481.09	(1,018.91)	32.07	1,933.43
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	.00	(2,000.00)	.00	1,203.30
101-41320-203 CITY NEWSLETTER COSTS	5,500.00	5,500.00	.00	(5,500.00)	.00	4,769.72
101-41320-204 STATIONARY, FORMS & ENVELOPES	250.00	250.00	145.00	(105.00)	58.00	145.00
101-41320-209 SOFTWARE UPDATES	500.00	500.00	1,125.00	625.00	225.00	.00
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	1,042.76
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	200.00	200.00	.00	(200.00)	.00	.00
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,000.00	.00	(3,000.00)	.00	1,719.39
TOTAL SUPPLIES	13,450.00	13,450.00	1,751.09	(11,698.91)	13.02	10,813.60
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	2,000.00	2,000.00	.00	(2,000.00)	.00	3,246.50
101-41320-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
101-41320-322 POSTAGE	4,500.00	4,500.00	500.00	(4,000.00)	11.11	3,122.85
101-41320-331 TRAVEL/MEALS/LODGING	600.00	600.00	32.36	(567.64)	5.39	734.54
101-41320-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	179.22
101-41320-340 ADVERTISING	2,000.00	2,000.00	.00	(2,000.00)	.00	1,219.90
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	1,200.00	1,200.00	4.00	(1,196.00)	.33	437.63
101-41320-360 INSURANCE AND BONDS	1,950.00	1,950.00	.00	(1,950.00)	.00	1,884.58
TOTAL OTHER SERVICES AND CHA	15,550.00	15,550.00	762.17	(14,787.83)	4.90	13,534.94

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41320-404 REPAIR & MAINT LABOR - VEH/EQ	200.00	200.00	.00 (200.00)	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	15,000.00	15,000.00	15,280.16	280.16	101.87	12,744.80
101-41320-430 MISCELLANEOUS	100.00	100.00	.00 (100.00)	.00	.00
101-41320-433 DUES AND SUBSCRIPTIONS	600.00	600.00	.00 (600.00)	.00	628.44
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	14,000.00	3,575.00 (10,425.00)	25.54	13,605.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	1,000.00	225.00 (775.00)	22.50	516.00
101-41320-441 WEB SITE ENHANCEMENT	.00	.00	.00	.00	.00	128.52
<i>TOTAL MISCELLANEOUS</i>	<u>30,900.00</u>	<u>30,900.00</u>	<u>19,080.16</u> (<u>11,819.84)</u>	<u>61.75</u>	<u>27,622.76</u>
TOTAL ADMINISTRATION	<u><u>303,542.00</u></u>	<u><u>303,542.00</u></u>	<u><u>46,166.01</u></u> (<u><u>257,375.99)</u></u>	<u><u>15.21</u></u>	<u><u>312,544.04</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	7,500.00	7,500.00	.00	(7,500.00)	.00	.00
<i>TOTAL PERSONAL SERVICES</i>	7,500.00	7,500.00	.00	(7,500.00)	.00	.00
<i>SUPPLIES</i>						
101-41410-201 OFFICE SUPPLIES - ACCESSORIES	300.00	300.00	.00	(300.00)	.00	.00
101-41410-240 SMALL TOOLS AND MINOR EQUIPME	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
<i>TOTAL SUPPLIES</i>	1,800.00	1,800.00	.00	(1,800.00)	.00	.00
<i>OTHER SERVICES AND CHARGES</i>						
101-41410-331 TRAVEL/MEALS/LODGING	150.00	150.00	.00	(150.00)	.00	.00
101-41410-351 LEGAL NOTICES/ORD PUBLISHING	250.00	250.00	.00	(250.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	400.00	400.00	.00	(400.00)	.00	.00
<i>MISCELLANEOUS</i>						
101-41410-408 MAINT CONTRACTS - MACH/EQUIP	1,200.00	1,200.00	.00	(1,200.00)	.00	355.00
<i>TOTAL MISCELLANEOUS</i>	1,200.00	1,200.00	.00	(1,200.00)	.00	355.00
TOTAL ELECTIONS	10,900.00	10,900.00	.00	(10,900.00)	.00	355.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FINANCE/MIS						
<i>PERSONAL SERVICES</i>						
101-41500-101 FULL-TIME EMPLOYEES - REGULAR	174,782.00	174,782.00	20,844.01	(153,937.99)	11.93	173,083.99
101-41500-121 PERA (EMPLOYER)	13,575.00	13,575.00	1,563.30	(12,011.70)	11.52	12,824.58
101-41500-122 FICA/MEDICARE (EMPLOYER)	13,846.00	13,846.00	1,528.08	(12,317.92)	11.04	12,659.71
101-41500-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	34,846.00	34,846.00	5,722.12	(29,123.88)	16.42	33,054.24
101-41500-132 FINANCE LONGEVITY PAY	6,211.00	6,211.00	.00	(6,211.00)	.00	.00
101-41500-133 FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	.00	(2,400.00)	.00	2,400.00
101-41500-151 WORKERS' COMPENSATION PREMIU	1,370.00	1,370.00	.00	(1,370.00)	.00	678.56
101-41500-154 HRA/FLEX FEES	200.00	200.00	.00	(200.00)	.00	148.80
TOTAL PERSONAL SERVICES	247,230.00	247,230.00	29,657.51	(217,572.49)	12.00	234,847.88
<i>SUPPLIES</i>						
101-41500-201 OFFICE SUPPLIES - ACCESSORIES	1,200.00	1,200.00	410.23	(789.77)	34.19	1,600.56
101-41500-204 STATIONARY, FORMS & ENVELOPES	3,000.00	3,000.00	.00	(3,000.00)	.00	2,614.46
101-41500-209 SOFTWARE UPDATES	1,000.00	1,000.00	.00	(1,000.00)	.00	725.00
101-41500-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	33.70
101-41500-240 SMALL TOOLS AND MINOR EQUIPME	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
TOTAL SUPPLIES	7,700.00	7,700.00	410.23	(7,289.77)	5.33	4,973.72
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301 AUDITING AND ACCOUNTING	35,000.00	35,000.00	7,552.00	(27,448.00)	21.58	31,900.00
101-41500-304 MISC PROFESSIONAL SERVICES	3,500.00	3,500.00	.00	(3,500.00)	.00	2,388.00
101-41500-308 ISANTI CO ASSESSMENT MGMT FEE	750.00	750.00	.00	(750.00)	.00	986.00
101-41500-309 EDP PROFESSIONAL SERVICES	23,000.00	23,000.00	3,385.00	(19,615.00)	14.72	26,397.30
101-41500-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
101-41500-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	1,754.26
101-41500-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	200.10
101-41500-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	.00	(500.00)	.00	426.00
101-41500-360 INSURANCE AND BONDS	1,600.00	1,600.00	.00	(1,600.00)	.00	2,093.81
TOTAL OTHER SERVICES AND CHA	68,150.00	68,150.00	11,162.81	(56,987.19)	16.38	68,855.19
<i>MISCELLANEOUS</i>						
101-41500-409 MAINT CONTRACTS - OFFICE EQUIP	18,000.00	18,000.00	7,888.00	(10,112.00)	43.82	15,776.00
101-41500-430 MISCELLANEOUS	250.00	250.00	.00	(250.00)	.00	450.51
101-41500-433 DUES AND SUBSCRIPTIONS	1,700.00	1,700.00	206.90	(1,493.10)	12.17	1,599.80
101-41500-440 SCHOOLS AND MEETINGS	2,300.00	2,300.00	170.00	(2,130.00)	7.39	3,228.00
TOTAL MISCELLANEOUS	22,250.00	22,250.00	8,264.90	(13,985.10)	37.15	21,054.31
TOTAL FINANCE/MIS	345,330.00	345,330.00	49,495.45	(295,834.55)	14.33	329,731.10

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	50,000.00	50,000.00	.00 (50,000.00)	.00	62,207.58
101-41610-305	PROSECUTION SERVICES	42,000.00	42,000.00	3,384.04 (38,615.96)	8.06	40,147.43
101-41610-307	TOWNSHIP ANNEXATION PAYMENTS	11,000.00	11,000.00	.00 (11,000.00)	.00	10,804.78
	<i>TOTAL OTHER SERVICES & CHARG</i>	<u>103,000.00</u>	<u>103,000.00</u>	<u>3,384.04 (99,615.96)</u>	<u>3.29</u>	<u>113,159.79</u>
	TOTAL LEGAL	<u>103,000.00</u>	<u>103,000.00</u>	<u>3,384.04 (99,615.96)</u>	<u>3.29</u>	<u>113,159.79</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	187,050.00	187,050.00	20,492.64	(166,557.36)	10.96	218,527.66
101-41920-121 PERA (EMPLOYER)	14,154.00	14,154.00	1,536.95	(12,617.05)	10.86	14,000.04
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,438.00	14,438.00	1,488.28	(12,949.72)	10.31	13,788.86
101-41920-131 MEDICAL/DENTAL/LIFE	52,269.00	52,269.00	8,582.02	(43,686.98)	16.42	50,924.64
101-41920-132 BLDG DEPT LONGEVITY PAY	1,675.00	1,675.00	.00	(1,675.00)	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	.00	(3,600.00)	.00	1,229.99
101-41920-151 WORKERS' COMPENSATION PREMIU	1,180.00	1,180.00	.00	(1,180.00)	.00	703.90
101-41920-154 HRA/FLEX FEES	250.00	250.00	.00	(250.00)	.00	229.55
TOTAL PERSONAL SERVICES	274,616.00	274,616.00	32,099.89	(242,516.11)	11.69	299,404.64
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	416.98	(333.02)	55.60	578.26
101-41920-209 SOFTWARE UPDATES	500.00	500.00	.00	(500.00)	.00	.00
101-41920-210 MISCELLANEOUS OPER SUPPLIES	900.00	900.00	.00	(900.00)	.00	.00
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,400.00	2,400.00	.00	(2,400.00)	.00	1,018.02
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	57.75	(742.25)	7.22	345.98
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	3,100.00	3,100.00	64.99	(3,035.01)	2.10	69.09
TOTAL SUPPLIES	8,450.00	8,450.00	539.72	(7,910.28)	6.39	2,011.35
<i>OTHER CHARGES & SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	.00	.00	.00	.00	.00	314.00
101-41920-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	191.64	(2,508.36)	7.10	2,299.54
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	.00	(300.00)	.00	.00
101-41920-334 MILEAGE REIMBURSEMENT	600.00	600.00	52.33	(547.67)	8.72	391.15
101-41920-360 INSURANCE AND BONDS	2,500.00	2,500.00	.00	(2,500.00)	.00	2,167.61
TOTAL OTHER CHARGES & SERVIC	9,100.00	9,100.00	469.78	(8,630.22)	5.16	7,882.02
<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	.00	(200.00)	.00	95.47
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	500.00	500.00	.00	(500.00)	.00	.00
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	100.00	(1,300.00)	7.14	395.00
101-41920-440 SCHOOLS & MEETINGS	2,500.00	2,500.00	1,060.00	(1,440.00)	42.40	1,720.00
TOTAL MISCELLANEOUS	7,600.00	7,600.00	3,845.00	(3,755.00)	50.59	4,895.47
TOTAL BUILDING DEPARTMENT	299,766.00	299,766.00	36,954.39	(262,811.61)	12.33	314,193.48

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>						
<i>OTHER CHARGES & SERVICES</i>						
101-41925-303 ENGINEERING FEES	40,000.00	40,000.00	.00	(40,000.00)	.00	35,223.73
<i>TOTAL OTHER CHARGES & SERVIC</i>	40,000.00	40,000.00	.00	(40,000.00)	.00	35,223.73
TOTAL ENGINEERING	40,000.00	40,000.00	.00	(40,000.00)	.00	35,223.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	163,218.00	163,218.00	16,539.23	(146,678.77)	10.13	157,860.02
101-41935-112 PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	2,065.00
101-41935-121 PERA (EMPLOYER)	12,679.00	12,679.00	1,240.44	(11,438.56)	9.78	11,980.92
101-41935-122 FICA/MEDICARE (EMPLOYER)	12,933.00	12,933.00	1,218.22	(11,714.78)	9.42	11,554.08
101-41935-131 MEDICAL/DENTAL/LIFE	34,846.00	34,846.00	5,799.22	(29,046.78)	16.64	33,054.24
101-41935-132 PLANNING LONGEVITY PAY	5,837.00	5,837.00	.00	(5,837.00)	.00	.00
101-41935-133 PLANNING INS DEDUCTIBLE CONTRI	2,400.00	2,400.00	.00	(2,400.00)	.00	2,318.60
101-41935-151 WORKERS' COMPENSATION PREMIU	1,200.00	1,200.00	.00	(1,200.00)	.00	556.38
101-41935-154 HRA/FLEX FEES	250.00	250.00	.00	(250.00)	.00	146.75
TOTAL PERSONAL SERVICES	235,863.00	235,863.00	24,797.11	(211,065.89)	10.51	219,535.99
<i>SUPPLIES</i>						
101-41935-201 OFFICE SUPPLIES	800.00	800.00	392.00	(408.00)	49.00	1,732.10
101-41935-209 SOFTWARE UPDATES	2,500.00	2,500.00	808.00	(1,692.00)	32.32	2,073.46
101-41935-210 MISCELLANEOUS OPER SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-41935-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	300.00	300.00	.00	(300.00)	.00	198.19
101-41935-221 REPAIRS & MAINT SUPP-VEH/EQUIP	300.00	300.00	.00	(300.00)	.00	1,128.81
101-41935-240 SMALL TOOLS & MINOR EQUIPMENT	9,500.00	9,500.00	.00	(9,500.00)	.00	6,561.67
TOTAL SUPPLIES	13,600.00	13,600.00	1,200.00	(12,400.00)	8.82	11,694.23
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301 PLANNING SPECIAL PROJECTS	2,500.00	2,500.00	.00	(2,500.00)	.00	.00
101-41935-304 MISC PROFESSIONAL FEES	2,500.00	2,500.00	.00	(2,500.00)	.00	225.00
101-41935-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
101-41935-331 TRAVEL/MEALS/LODGING	600.00	600.00	.00	(600.00)	.00	397.28
101-41935-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00	(250.00)	.00	82.24
101-41935-351 LEGAL NOTICE/ORD PUBLISH	750.00	750.00	9.00	(741.00)	1.20	810.00
101-41935-360 INSURANCE AND BONDS	11,500.00	11,500.00	.00	(11,500.00)	.00	9,207.91
TOTAL OTHER CHARGES & SERVIC	21,100.00	21,100.00	234.81	(20,865.19)	1.11	13,432.15
<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	5,100.00	5,100.00	2,990.00	(2,110.00)	58.63	2,990.00
101-41935-430 MISCELLANEOUS	800.00	800.00	(167.84)	(967.84)	(20.98)	(13,399.60)
101-41935-431 PROPERTY SECURING EXP	.00	.00	.00	.00	.00	14,171.59
101-41935-433 DUES AND SUBSCRIPTIONS	900.00	900.00	450.00	(450.00)	50.00	924.00
101-41935-440 SCHOOL AND MEETINGS	1,500.00	1,500.00	170.00	(1,330.00)	11.33	1,035.55
101-41935-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	600.00
TOTAL MISCELLANEOUS	9,500.00	9,500.00	3,442.16	(6,057.84)	36.23	6,321.54
TOTAL PLANNING	280,063.00	280,063.00	29,674.08	(250,388.92)	10.60	250,983.91

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
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101 FULL-TIME EMPLOYEES - REGULAR	27,383.00	27,383.00	3,207.60	(24,175.40)	11.71	27,545.37
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121 PERA (EMPLOYER)	2,163.00	2,163.00	240.57	(1,922.43)	11.12	2,042.13
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	236.55	(1,970.45)	10.72	2,030.35
101-41950-131 MEDICAL/DENTAL/LIFE	8,660.00	8,660.00	1,429.27	(7,230.73)	16.50	8,248.44
101-41950-132 LONGEVITY PAY	462.00	462.00	.00	(462.00)	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
101-41950-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	946.14
101-41950-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	36.70
TOTAL PERSONAL SERVICES	44,159.00	44,159.00	5,113.99	(39,045.01)	11.58	40,849.13
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	.00	(200.00)	.00	.00
101-41950-215 MAINTENANCE SUPPLIES	13,000.00	13,000.00	323.49	(12,676.51)	2.49	5,626.95
101-41950-240 SMALL TOOLS & EQUIPMENT	1,600.00	1,600.00	.00	(1,600.00)	.00	502.07
TOTAL SUPPLIES	14,800.00	14,800.00	323.49	(14,476.51)	2.19	6,129.02
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	18,000.00	18,000.00	21.32	(17,978.68)	.12	18,645.21
101-41950-360 INSURANCE AND BONDS	3,000.00	3,000.00	.00	(3,000.00)	.00	1,783.83
101-41950-381 ELECTRIC UTILITIES	12,000.00	12,000.00	.00	(12,000.00)	.00	10,861.42
101-41950-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	190.41	(2,809.59)	6.35	3,722.99
101-41950-383 GAS UTILITIES	7,000.00	7,000.00	.00	(7,000.00)	.00	7,280.40
101-41950-384 REFUSE HAULING	700.00	700.00	.00	(700.00)	.00	.00
TOTAL OTHER SERVICES AND CHA	43,700.00	43,700.00	211.73	(43,488.27)	.48	42,293.85
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	35,000.00	35,000.00	.00	(35,000.00)	.00	64,782.82
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	4,800.00	4,800.00	3,828.00	(972.00)	79.75	4,283.00
101-41950-413 RENTALS - OFFICE EQUIPMENT	14,000.00	14,000.00	954.17	(13,045.83)	6.82	8,110.25
101-41950-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	185.10
TOTAL MISCELLANEOUS	54,300.00	54,300.00	4,782.17	(49,517.83)	8.81	77,361.17
TOTAL NEW CITY HALL BUILDING	156,959.00	156,959.00	10,431.38	(146,527.62)	6.65	166,633.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	FULL-TIME EMPLOYEES - REGULAR	1,164,727.00	1,164,727.00	132,327.49 (1,032,399.51)	11.36	1,106,441.07
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	70,000.00	70,000.00	8,567.42 (61,432.58)	12.24	57,183.34
101-42100-103	PART-TIME EMPLOYEES - REGULAR	37,956.00	37,956.00	3,661.01 (34,294.99)	9.65	31,531.91
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	20,000.00	20,000.00	1,598.42 (18,401.58)	7.99	9,112.02
101-42100-110	HOURS WORKED HOLIDAY	30,000.00	30,000.00	9,137.48 (20,862.52)	30.46	24,677.05
101-42100-116	ON-CALL PAY	.00	.00	.00	.00	9,152.46
101-42100-117	SHIFT DIFFERENTIAL	9,636.00	9,636.00	1,255.75 (8,380.25)	13.03	7,691.96
101-42100-121	PERA (EMPLOYER)	230,928.00	230,928.00	26,346.91 (204,581.09)	11.41	200,638.32
101-42100-122	FICA/MEDICARE (EMPLOYER)	25,658.00	25,658.00	2,849.80 (22,808.20)	11.11	22,805.99
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	297,801.00	297,801.00	48,812.52 (248,988.48)	16.39	276,800.52
101-42100-132	POLICE LONGEVITY PAY	37,560.00	37,560.00	.00 (37,560.00)	.00	.00
101-42100-133	POLICE INS DEDUCTIBLE CONTRIB	19,200.00	19,200.00	.00 (19,200.00)	.00	13,859.09
101-42100-151	WORKERS' COMPENSATION PREMIU	65,894.00	65,894.00	.00 (65,894.00)	.00	34,266.61
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	.00 (1,500.00)	.00	1,150.45
TOTAL PERSONAL SERVICES		2,010,860.00	2,010,860.00	234,556.80 (1,776,303.20)	11.66	1,795,310.79
<i>SUPPLIES</i>						
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,300.00	3,300.00	909.99 (2,390.01)	27.58	1,100.70
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	.00 (1,500.00)	.00	856.08
101-42100-209	SOFTWARE UPDATES	7,800.00	7,800.00	.00 (7,800.00)	.00	478.00
101-42100-210	MISCELLANEOUS OPER SUPPLIES	5,500.00	5,500.00	110.48 (5,389.52)	2.01	2,546.35
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	40,000.00	40,000.00	.00 (40,000.00)	.00	40,337.67
101-42100-213	AMMUNITION	5,500.00	5,500.00	.00 (5,500.00)	.00	4,778.55
101-42100-214	CRIME SCENE SUPPLIES	5,000.00	5,000.00	126.00 (4,874.00)	2.52	3,049.27
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	4,000.00	4,000.00	308.74 (3,691.26)	7.72	3,627.84
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	18,500.00	18,500.00	45.01 (18,454.99)	.24	12,451.61
101-42100-231	UNIFORM ALLOWANCE	21,000.00	21,000.00	2,757.08 (18,242.92)	13.13	10,228.14
101-42100-232	UNIFORMS-RESERVES	2,000.00	2,000.00	.00 (2,000.00)	.00	1,333.93
101-42100-240	SMALL TOOLS AND MINOR EQUIP	18,000.00	18,000.00	319.75 (17,680.25)	1.78	12,939.36
TOTAL SUPPLIES		132,100.00	132,100.00	4,577.05 (127,522.95)	3.46	93,727.50
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304	MISC PROFESSIONAL SERVICES	15,000.00	15,000.00	.00 (15,000.00)	.00	3,047.62
101-42100-313	IT MGMT & BACKUP	13,000.00	13,000.00	1,016.09 (11,983.91)	7.82	12,193.08
101-42100-321	TELEPHONE/CELLULAR PHONES	14,500.00	14,500.00	1,001.67 (13,498.33)	6.91	12,837.11
101-42100-322	POSTAGE	300.00	300.00	.00 (300.00)	.00	599.55
101-42100-331	TRAVEL/MEALS/LODGING	3,000.00	3,000.00	.00 (3,000.00)	.00	1,216.41
101-42100-334	MILEAGE REIMBURSEMENT	200.00	200.00	149.87 (50.13)	74.94	467.36
101-42100-340	ADVERTISING	100.00	100.00	.00 (100.00)	.00	.00
101-42100-360	INSURANCE AND BONDS	37,000.00	37,000.00	.00 (37,000.00)	.00	49,761.18
101-42100-381	ELECTRIC UTILITIES	6,100.00	6,100.00	.00 (6,100.00)	.00	5,585.88
101-42100-383	GAS UTILITIES	3,500.00	3,500.00	.00 (3,500.00)	.00	3,585.89
TOTAL OTHER SERVICES AND CHA		92,700.00	92,700.00	2,167.63 (90,532.37)	2.34	89,294.08

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
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	10,000.00	.00	(10,000.00)	.00	5,224.03
101-42100-409 MAINT CONTRACTS - EQUIPMENT	21,500.00	21,500.00	16,112.62	(5,387.38)	74.94	25,310.18
101-42100-410 POLICE RESERVE ACTIVITY	1,000.00	1,000.00	.00	(1,000.00)	.00	150.00
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	120.60	(2,579.40)	4.47	1,750.50
101-42100-433 DUES AND SUBSCRIPTIONS	6,700.00	6,700.00	4,212.00	(2,488.00)	62.87	10,757.05
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	14,000.00	5,618.00	(8,382.00)	40.13	11,768.00
101-42100-489 OTHER CONTRACTED SERVICES	1,400.00	1,400.00	.00	(1,400.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>57,300.00</u>	<u>57,300.00</u>	<u>26,063.22</u>	<u>(31,236.78)</u>	<u>45.49</u>	<u>54,959.76</u>
TOTAL POLICE DEPARTMENT	<u><u>2,292,960.00</u></u>	<u><u>2,292,960.00</u></u>	<u><u>267,364.70</u></u>	<u><u>(2,025,595.30)</u></u>	<u><u>11.66</u></u>	<u><u>2,033,292.13</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	86,549.00	86,549.00	10,111.20	(76,437.80)	11.68	83,291.35
101-42200-103 PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	.00	(47,000.00)	.00	46,944.00
101-42200-121 PERA (EMPLOYER)	15,536.00	15,536.00	1,789.68	(13,746.32)	11.52	14,054.93
101-42200-122 FICA/MEDICARE (EMPLOYER)	6,715.00	6,715.00	142.36	(6,572.64)	2.12	4,759.66
101-42200-131 MEDICAL/DENTAL/LIFE INS	17,423.00	17,423.00	2,859.90	(14,563.10)	16.41	16,524.80
101-42200-132 FIRE LONGEVITY PAY	1,226.00	1,226.00	.00	(1,226.00)	.00	.00
101-42200-133 DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00	(1,200.00)	.00	734.58
101-42200-151 WORKERS' COMPENSATION PREMIU	39,664.00	39,664.00	.00	(39,664.00)	.00	25,492.06
101-42200-154 HRA/FLEX FEES	150.00	150.00	.00	(150.00)	.00	73.35
TOTAL PERSONAL SERVICES	215,463.00	215,463.00	14,903.14	(200,559.86)	6.92	191,874.73
<i>SUPPLIES</i>						
101-42200-201 OFFICE SUPPLIES - ACCESSORIES	250.00	250.00	.00	(250.00)	.00	45.90
101-42200-204 STATIONARY, FORMS AND ENVELOP	100.00	100.00	.00	(100.00)	.00	.00
101-42200-210 MISCELLANEOUS OPER SUPPLIES	9,500.00	9,500.00	26.47	(9,473.53)	.28	4,667.68
101-42200-212 GASOLINE/FUEL/LUB/ADDITIVES	6,300.00	6,300.00	.00	(6,300.00)	.00	5,811.14
101-42200-215 SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00	(200.00)	.00	.00
101-42200-221 REPAIR & MAINT SUPP - VEH/EQ	15,000.00	15,000.00	3,585.96	(11,414.04)	23.91	14,932.20
101-42200-223 REPAIR & MAINT SUPP - BLDGS	1,500.00	1,500.00	285.00	(1,215.00)	19.00	541.20
101-42200-231 UNIFORM ALLOWANCE	11,000.00	11,000.00	.00	(11,000.00)	.00	4,483.92
101-42200-232 UNIFORM ALLOWANCE GRANT FUND	.00	.00	.00	.00	.00	1,182.50
101-42200-240 FIRE DEPT SMALL TOOLS	7,000.00	7,000.00	.00	(7,000.00)	.00	10,191.43
TOTAL SUPPLIES	50,850.00	50,850.00	3,897.43	(46,952.57)	7.66	41,855.97
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304 MISC PROFESSIONAL SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	13,712.75
101-42200-307 CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	.00	(10,000.00)	.00	10,000.00
101-42200-313 IT MGMT & BACKUP	2,800.00	2,800.00	225.81	(2,574.19)	8.06	2,709.72
101-42200-321 TELEPHONE/CELLULAR PHONES	1,400.00	1,400.00	153.25	(1,246.75)	10.95	1,682.66
101-42200-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	.00	(1,000.00)	.00	1,642.83
101-42200-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	.00
101-42200-340 ADVERTISING	250.00	250.00	.00	(250.00)	.00	.00
101-42200-360 INSURANCE AND BONDS	9,000.00	9,000.00	.00	(9,000.00)	.00	6,014.41
101-42200-381 ELECTRIC UTILITIES	16,000.00	16,000.00	.00	(16,000.00)	.00	15,058.01
101-42200-382 WATER/WASTEWATER UTILITIES	500.00	500.00	13.31	(486.69)	2.66	360.76
101-42200-383 GAS UTILITIES	5,000.00	5,000.00	.00	(5,000.00)	.00	3,466.72
TOTAL OTHER SERVICES AND CHA	58,250.00	58,250.00	392.37	(57,857.63)	.67	54,647.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	.00	(1,000.00)	.00	698.00
101-42200-430 MISCELLANEOUS	.00	.00	.00	.00	.00	50.00
101-42200-433 DUES AND SUBSCRIPTIONS	1,700.00	1,700.00	915.00	(785.00)	53.82	1,647.00
101-42200-440 SCHOOLS AND MEETINGS	7,000.00	7,000.00	85.00	(6,915.00)	1.21	908.00
101-42200-441 GRANT FUNDED SCHOOLS	.00	.00	945.00	945.00	.00	6,817.04
<i>TOTAL MISCELLANEOUS</i>	11,200.00	11,200.00	1,945.00	(9,255.00)	17.37	10,120.04
TOTAL FIRE DEPARTMENT	335,763.00	335,763.00	21,137.94	(314,625.06)	6.30	298,498.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	.00	(100.00)	.00	36.98
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	514.90
101-42300-240 SMALL TOOLS AND MINOR EQUIP	1,500.00	1,500.00	.00	(1,500.00)	.00	2,814.80
<i>TOTAL SUPPLIES</i>	2,100.00	2,100.00	.00	(2,100.00)	.00	3,366.68
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304 MISC PROF SERVICES	500.00	500.00	.00	(500.00)	.00	.00
101-42300-331 TRAVEL/MEALS/LODGING	300.00	300.00	.00	(300.00)	.00	70.50
<i>TOTAL OTHER SERVICES AND CHA</i>	800.00	800.00	.00	(800.00)	.00	70.50
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	200.00
101-42300-440 SCHOOLS AND MEETINGS	500.00	500.00	.00	(500.00)	.00	.00
101-42300-489 OTHER CONTRACTED SERVICES	1,500.00	1,500.00	.00	(1,500.00)	.00	746.00
<i>TOTAL MISCELLANEOUS</i>	2,000.00	2,000.00	.00	(2,000.00)	.00	946.00
TOTAL EMERGENCY MANAGEMENT	4,900.00	4,900.00	.00	(4,900.00)	.00	4,383.18

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,500.00	5,500.00	400.00	(5,100.00)	7.27	4,800.00
<i>TOTAL OTHER SERVICES & CHARG</i>	5,500.00	5,500.00	400.00	(5,100.00)	7.27	4,800.00
TOTAL ANIMAL CONTROL	5,500.00	5,500.00	400.00	(5,100.00)	7.27	4,800.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	595,719.00	595,719.00	75,732.27	(519,986.73)	12.71	612,551.94
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	4,650.00	4,650.00	559.90	(4,090.10)	12.04	1,777.20
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	16,448.00	16,448.00	.00	(16,448.00)	.00	18,000.29
101-43001-110 HOURS WORKED HOLIDAY	2,300.00	2,300.00	.00	(2,300.00)	.00	.00
101-43001-111 OVERTIME-SNOWPLOWING	47,700.00	47,700.00	14,349.16	(33,350.84)	30.08	56,741.44
101-43001-112 OVERTIME MOSQUITO SPRAYING	2,000.00	2,000.00	.00	(2,000.00)	.00	1,126.34
101-43001-121 PERA (EMPLOYER)	50,505.00	50,505.00	6,777.24	(43,727.76)	13.42	50,693.79
101-43001-122 FICA/MEDICARE (EMPLOYER)	52,772.00	52,772.00	6,735.61	(46,036.39)	12.76	51,491.96
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	150,999.00	150,999.00	27,485.73	(123,513.27)	18.20	151,649.16
101-43001-132 STREETS LONGEVITY PAY	26,171.00	26,171.00	.00	(26,171.00)	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	10,400.00	10,400.00	.00	(10,400.00)	.00	6,168.87
101-43001-151 WORKERS' COMPENSATION PREMIU	66,815.00	66,815.00	.00	(66,815.00)	.00	31,861.37
101-43001-154 HRA/FLEX FEES	700.00	700.00	.00	(700.00)	.00	673.91
TOTAL PERSONAL SERVICES	1,027,179.00	1,027,179.00	131,639.91	(895,539.09)	12.82	982,736.27
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	441.38	(1,058.62)	29.43	784.46
101-43001-202 DUPLICATING AND COPYING SUPPLI	200.00	200.00	.00	(200.00)	.00	50.49
101-43001-204 STATIONERY, FORMS & ENVELOPES	200.00	200.00	.00	(200.00)	.00	.00
101-43001-209 SOFTWARE UPDATES	750.00	750.00	323.50	(426.50)	43.13	323.50
101-43001-210 MISCELLANEOUS OPER SUPPLIES	10,000.00	10,000.00	810.71	(9,189.29)	8.11	10,463.26
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	38,000.00	38,000.00	1,576.15	(36,423.85)	4.15	48,791.05
101-43001-215 SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	.00	(1,000.00)	.00	1,068.57
101-43001-219 SNOW REMOVAL MATERIALS	65,000.00	65,000.00	41,414.35	(23,585.65)	63.71	78,657.57
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	55,000.00	55,000.00	6,198.51	(48,801.49)	11.27	76,046.39
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	12,000.00	12,000.00	.00	(12,000.00)	.00	11,377.20
101-43001-226 SIGNS	5,000.00	5,000.00	199.48	(4,800.52)	3.99	5,515.51
101-43001-240 SMALL TOOLS AND MINOR EQUIP	11,000.00	11,000.00	1,372.64	(9,627.36)	12.48	14,043.97
TOTAL SUPPLIES	199,650.00	199,650.00	52,336.72	(147,313.28)	26.21	247,121.97
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	3,500.00	3,500.00	.00	(3,500.00)	.00	3,268.20
101-43001-313 IT MGMT & BACKUP	3,000.00	3,000.00	225.81	(2,774.19)	7.53	2,709.72
101-43001-321 TELEPHONE/CELLULAR PHONES	13,500.00	13,500.00	80.01	(13,419.99)	.59	6,184.10
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	12.00	(488.00)	2.40	.00
101-43001-334 MILEAGE REIMBURSEMENT	400.00	400.00	.00	(400.00)	.00	58.00
101-43001-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	.00
101-43001-360 INSURANCE AND BONDS	16,000.00	16,000.00	.00	(16,000.00)	.00	14,793.53
101-43001-381 ELECTRIC UTILITIES	6,000.00	6,000.00	.00	(6,000.00)	.00	7,124.88
101-43001-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	171.72	(2,828.28)	5.72	2,586.45
101-43001-383 GAS UTILITIES	11,000.00	11,000.00	.00	(11,000.00)	.00	12,179.82
101-43001-384 REFUSE HAULING	4,000.00	4,000.00	219.16	(3,780.84)	5.48	2,450.67
TOTAL OTHER SERVICES AND CHA	61,300.00	61,300.00	708.70	(60,591.30)	1.16	51,355.37

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-43001-401 REPAIR & MAINT LABOR-BLDGS	1,000.00	1,000.00	.00	(1,000.00)	.00	200.00
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	3,000.00	3,000.00	581.00	(2,439.00)	18.70	4,200.33
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	18,000.00	.00	(18,000.00)	.00	23,890.86
101-43001-407 BRIDGE REPAIR	3,000.00	3,000.00	.00	(3,000.00)	.00	26,000.00
101-43001-408 SIDEWALK REPAIRS	.00	.00	.00	.00	.00	10,805.12
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	3,096.14	96.14	103.20	3,005.96
101-43001-414 EQUIPMENT RENTAL	.00	.00	2,250.00	2,250.00	.00	750.00
101-43001-417 RENTALS - UNIFORMS	8,000.00	8,000.00	668.42	(7,331.58)	8.36	8,289.38
101-43001-430 MISCELLANEOUS	3,500.00	3,500.00	.00	(3,500.00)	.00	.00
101-43001-433 DUES AND SUBSCRIPTIONS	1,200.00	1,200.00	361.85	(838.15)	30.15	732.20
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	265.00	(1,235.00)	17.67	321.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	2,000.00	2,000.00	.00	(2,000.00)	.00	754.09
101-43001-444 INSECT CONTROL	7,000.00	7,000.00	.00	(7,000.00)	.00	6,251.37
101-43001-445 DISEASED TREE PROGRAM	15,000.00	15,000.00	.00	(15,000.00)	.00	10,000.00
101-43001-446 WEED CONTROL	4,000.00	4,000.00	.00	(4,000.00)	.00	3,348.94
101-43001-447 DOWNTOWN DECORATIONS	10,000.00	10,000.00	.00	(10,000.00)	.00	3,795.25
101-43001-451 TOWNSHIP PVMT ASSMT & SHARED	.00	.00	.00	.00	.00	1,648.12
101-43001-452 STREET LT REPLMT & SIGNAL PAIN	.00	.00	.00	.00	.00	136,570.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	5,702.13	(6,297.87)	47.52	29,956.88
<i>TOTAL MISCELLANEOUS</i>	<u>92,700.00</u>	<u>92,700.00</u>	<u>12,904.54</u>	<u>(79,795.46)</u>	<u>13.92</u>	<u>270,519.50</u>
TOTAL STREETS	<u><u>1,380,829.00</u></u>	<u><u>1,380,829.00</u></u>	<u><u>197,589.87</u></u>	<u><u>(1,183,239.13)</u></u>	<u><u>14.31</u></u>	<u><u>1,551,733.11</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PARKS & RECREATION						
<i>PERSONAL SERVICES</i>						
101-45200-101 FULL-TIME EMPLOYEES - REGULAR	126,422.00	126,422.00	7,357.52	(119,064.48)	5.82	98,709.77
101-45200-102 FULL-TIME EMPLOYEES - OVERTIME	2,000.00	2,000.00	.00	(2,000.00)	.00	399.06
101-45200-104 TEMP/SEAS EMPLOYEES - REGULAR	43,024.00	43,024.00	1,332.62	(41,691.38)	3.10	21,137.84
101-45200-112 PARKS & REC COMM STIPENDS	3,000.00	3,000.00	.00	(3,000.00)	.00	945.00
101-45200-121 PERA (EMPLOYER)	10,586.00	10,586.00	551.81	(10,034.19)	5.21	7,346.67
101-45200-122 FICA/MEDICARE (EMPLOYER)	13,544.00	13,544.00	646.47	(12,897.53)	4.77	9,114.63
101-45200-131 MEDICAL/DENTAL/LIFE	34,873.00	34,873.00	3,002.94	(31,870.06)	8.61	24,410.52
101-45200-132 PARKS LONGEVITY PAY	2,606.00	2,606.00	.00	(2,606.00)	.00	.00
101-45200-133 PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	.00	(2,400.00)	.00	2,400.00
101-45200-151 WORKERS' COMPENSATION PREMIU	9,629.00	9,629.00	.00	(9,629.00)	.00	4,512.12
101-45200-154 HRA/FLEX FEES	200.00	200.00	.00	(200.00)	.00	108.39
TOTAL PERSONAL SERVICES	248,284.00	248,284.00	12,891.36	(235,392.64)	5.19	169,084.00
<i>SUPPLIES</i>						
101-45200-210 MISCELLANEOUS OPER SUPPLIES	8,000.00	8,000.00	207.00	(7,793.00)	2.59	6,127.81
101-45200-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	323.59	(6,676.41)	4.62	12,544.89
101-45200-221 REPAIR & MAINT SUPP - VEH/EQ	11,500.00	11,500.00	398.40	(11,101.60)	3.46	6,155.98
101-45200-223 REPAIR & MAINT SUPP - BLDG/INF	12,000.00	12,000.00	.00	(12,000.00)	.00	17,458.49
101-45200-226 SIGNS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-45200-230 MASTER GARDENERS SUPPLIES	2,000.00	2,000.00	.00	(2,000.00)	.00	661.00
101-45200-240 SMALL TOOLS & MINOR EQUIP	1,500.00	1,500.00	27.99	(1,472.01)	1.87	1,806.05
TOTAL SUPPLIES	43,000.00	43,000.00	956.98	(42,043.02)	2.23	44,754.22
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304 PROFESSIONAL SERV-PARK STUDY	500.00	500.00	.00	(500.00)	.00	200.00
101-45200-305 PARK CONTRACTED SERVICES	500.00	500.00	.00	(500.00)	.00	1,796.98
101-45200-306 PARK & REC COMM ACTIVITY	.00	.00	.00	.00	.00	599.00
101-45200-321 TELEPHONE/CELLULAR PHONES	1,000.00	1,000.00	.00	(1,000.00)	.00	900.00
101-45200-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
101-45200-351 LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00	(200.00)	.00	20.00
101-45200-360 INSURANCE AND BONDS	24,500.00	24,500.00	.00	(24,500.00)	.00	22,543.36
101-45200-381 ELECTRIC UTILITIES	87,000.00	87,000.00	.00	(87,000.00)	.00	62,947.04
101-45200-382 WATER/WASTEWATER UTILITIES	4,500.00	4,500.00	221.53	(4,278.47)	4.92	12,221.75
101-45200-383 GAS UTILITIES	6,000.00	6,000.00	.00	(6,000.00)	.00	1,824.17
TOTAL OTHER SERVICES AND CHA	124,400.00	124,400.00	221.53	(124,178.47)	.18	103,052.30

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	7,000.00	7,000.00	.00	(7,000.00)	.00	5,429.05
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	8,000.00	.00	(8,000.00)	.00	5,309.20
101-45200-417 RENTALS - UNIFORMS	700.00	700.00	68.68	(631.32)	9.81	741.07
101-45200-440 SCHOOLS AND MEETINGS	.00	.00	140.00	140.00	.00	38.00
101-45200-445 WEED CONTROL AND FERTILIZER	15,000.00	15,000.00	.00	(15,000.00)	.00	9,386.49
101-45200-488 LIBRARY EXPENSES	.00	.00	.00	.00	.00	24,312.06
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	4,500.00	.00	(4,500.00)	.00	4,012.50
101-45200-496 PARKS ARTS & PROGRAMMING	20,000.00	20,000.00	3,824.14	(16,175.86)	19.12	16,899.12
<i>TOTAL MISCELLANEOUS</i>	55,200.00	55,200.00	4,032.82	(51,167.18)	7.31	66,127.49
TOTAL PARKS & RECREATION	470,884.00	470,884.00	18,102.69	(452,781.31)	3.84	383,018.01

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIBRARY						
<i>SUPPLIES</i>						
101-45400-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
101-45400-223 REPAIR & MAINT SUPP - BLDG/INF	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
101-45400-240 SMALL TOOLS & MINOR EQUIP	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL SUPPLIES</i>	6,500.00	6,500.00	.00	(6,500.00)	.00	.00
<i>OTHER SERVICES AND CHARGES</i>						
101-45400-360 INSURANCE AND BONDS	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
101-45400-381 ELECTRIC UTILITIES	28,000.00	28,000.00	.00	(28,000.00)	.00	.00
101-45400-382 WATER/WASTEWATER UTILITIES	3,600.00	3,600.00	.00	(3,600.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	33,100.00	33,100.00	.00	(33,100.00)	.00	.00
<i>MISCELLANEOUS</i>						
101-45400-401 REPAIR & MAINT LABOR - BLDGS	500.00	500.00	.00	(500.00)	.00	.00
101-45400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
TOTAL LIBRARY	40,600.00	40,600.00	.00	(40,600.00)	.00	.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>						
<i>TRANSFERS</i>						
101-49300-720 TRANSFERS OUT - OPER TRANSFER	1,206,954.00	1,206,954.00	.00	(1,206,954.00)	.00	1,214,059.00
<i>TOTAL TRANSFERS</i>	<u>1,206,954.00</u>	<u>1,206,954.00</u>	<u>.00</u>	<u>(1,206,954.00)</u>	<u>.00</u>	<u>1,214,059.00</u>
TOTAL TRANSFERS OUT	<u><u>1,206,954.00</u></u>	<u><u>1,206,954.00</u></u>	<u><u>.00</u></u>	<u><u>(1,206,954.00)</u></u>	<u><u>.00</u></u>	<u><u>1,214,059.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	7,339,580.00	7,339,580.00	683,393.37			7,085,940.94
NET REVENUES OVER EXPENDITURE	.00	.00	(548,549.22)			82,147.48

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	68,000.00	68,000.00	13,743.38	54,256.62	20.21	102,598.38
OTHER	200.00	200.00	.00	200.00	.00	1,276.32
TOTAL FUND REVENUE	68,200.00	68,200.00	13,743.38	54,456.62	20.15	103,874.70
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	65,950.00	65,950.00	2,616.56	63,333.44	3.97	82,876.34
TRANSFERS OUT	2,250.00	2,250.00	.00	2,250.00	.00	30,000.00
TOTAL AIRPORT OPERATING	68,200.00	68,200.00	2,616.56	65,583.44	3.84	112,876.34
TOTAL FUND EXPENDITURES	68,200.00	68,200.00	2,616.56	65,583.44	3.84	112,876.34
NET REVENUE OVER EXPENDITURES	.00	.00	11,126.82	(11,126.82)		(9,001.64)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	11,000.00	11,000.00	11,593.16	(593.16)	105.39	11,047.16
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	.00	21,000.00	.00	25,394.00
211-34925 AIRPLANE FUEL SALES	36,000.00	36,000.00	2,150.22	33,849.78	5.97	66,157.22
TOTAL CHARGES FOR SERVICES	68,000.00	68,000.00	13,743.38	54,256.62	20.21	102,598.38
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	1,276.32
TOTAL OTHER	200.00	200.00	.00	200.00	.00	1,276.32
TOTAL FUND REVENUE	68,200.00	68,200.00	13,743.38			103,874.70

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210	1,000.00	1,000.00	.00	(1,000.00)	.00	371.59
211-49000-212	500.00	500.00	.00	(500.00)	.00	.00
211-49000-215	500.00	500.00	.00	(500.00)	.00	.00
211-49000-221	5,000.00	5,000.00	19.25	(4,980.75)	.39	3,342.96
211-49000-223	1,000.00	1,000.00	.00	(1,000.00)	.00	118.70
211-49000-228	200.00	200.00	.00	(200.00)	.00	.00
211-49000-228	1,500.00	1,500.00	.00	(1,500.00)	.00	1,503.32
211-49000-251	34,000.00	34,000.00	2,321.02	(31,678.98)	6.83	58,251.08
TOTAL SUPPLIES	43,700.00	43,700.00	2,340.27	(41,359.73)	5.36	63,587.65
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304	150.00	150.00	.00	(150.00)	.00	.00
211-49000-321	1,500.00	1,500.00	122.29	(1,377.71)	8.15	1,457.36
211-49000-331	200.00	200.00	.00	(200.00)	.00	198.66
211-49000-351	100.00	100.00	.00	(100.00)	.00	.00
211-49000-360	3,500.00	3,500.00	.00	(3,500.00)	.00	3,310.62
211-49000-381	6,500.00	6,500.00	.00	(6,500.00)	.00	6,689.00
211-49000-383	1,000.00	1,000.00	.00	(1,000.00)	.00	1,104.15
TOTAL OTHER SERVICES & CHARG	12,950.00	12,950.00	122.29	(12,827.71)	.94	12,759.79
<i>MISCELLANEOUS</i>						
211-49000-401	1,500.00	1,500.00	.00	(1,500.00)	.00	727.50
211-49000-403	3,000.00	3,000.00	.00	(3,000.00)	.00	923.36
211-49000-404	1,000.00	1,000.00	.00	(1,000.00)	.00	1,077.78
211-49000-430	1,800.00	1,800.00	154.00	(1,646.00)	8.56	2,448.26
211-49000-433	300.00	300.00	.00	(300.00)	.00	254.00
211-49000-440	300.00	300.00	.00	(300.00)	.00	225.00
211-49000-441	400.00	400.00	.00	(400.00)	.00	500.00
211-49000-489	1,000.00	1,000.00	.00	(1,000.00)	.00	373.00
TOTAL MISCELLANEOUS	9,300.00	9,300.00	154.00	(9,146.00)	1.66	6,528.90
TOTAL AIRPORT OPERATING	65,950.00	65,950.00	2,616.56	(63,333.44)	3.97	82,876.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	30,000.00
	<i>TOTAL TRANSFERS</i>	2,250.00	2,250.00	.00	(2,250.00)	.00	30,000.00
	TOTAL TRANSFERS OUT	2,250.00	2,250.00	.00	(2,250.00)	.00	30,000.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	68,200.00	68,200.00	2,616.56			112,876.34
NET REVENUES OVER EXPENDITURE	.00	.00	11,126.82			(9,001.64)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>					
31010	CURRENT	233,547.00	233,547.00	.00	233,547.00
		233,547.00	233,547.00	.00	233,547.00
<u>SPECIAL ASSESSMENTS</u>					
36101/36102	"PRINCIPAL, INT & PENALTIES"	356,347.00	356,347.00	.00	356,347.00
		356,347.00	356,347.00	.00	356,347.00
<u>OTHER FINANCING SOURCES</u>					
36210	INTEREST EARNINGS	1,000.00	1,000.00	.00	1,000.00
		1,000.00	1,000.00	.00	1,000.00
	TOTAL REVENUE	590,894.00	590,894.00	.00	590,894.00

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
DEBT SERVICE						
47000601-610	PRINCIPAL	510,000.00	510,000.00	510,000.00	.00	
47000611	INTEREST	121,706.00	121,706.00	64,678.13	(57,027.87)	53.14
47000620	OTHER FEES	2,038.00	2,038.00	1,425.00	(613.00)	69.92
		<u>633,744.00</u>	<u>633,744.00</u>	<u>576,103.13</u>	<u>(57,640.87)</u>	<u>90.90</u>
	TOTAL EXPENSES	<u>633,744.00</u>	<u>633,744.00</u>	<u>576,103.13</u>	<u>(57,640.87)</u>	<u>90.90</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(42,850.00)</u>	<u>(42,850.00)</u>	<u>(576,103.13)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36101/36102 "PRINCIPAL, INT & PENALTIES"	25,000.00	25,000.00	.00	25,000.00	.00
	25,000.00	25,000.00	.00	25,000.00	.00
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	38,853.00	38,853.00	37,460.00	1,393.00	96.41
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	2,755.00	(2,755.00)	.00
	38,853.00	38,853.00	40,215.00	(1,362.00)	103.51
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	207,688.00	207,688.00	7,500.00	200,188.00	3.61
33160-33169 FEDERAL AID	135,000.00	135,000.00	.00	135,000.00	.00
	342,688.00	342,688.00	7,500.00	335,188.00	2.19
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	2,800.00	2,800.00	37.84	2,762.16	1.35
36501 SALE OF PROPERTY	5,000.00	5,000.00	.00	5,000.00	.00
36230 DONATIONS	8,000.00	8,000.00	23,188.13	(15,188.13)	289.85
32299 UTILITY PERMITS	500.00	500.00	355.22	144.78	71.04
31050 BOND PROCEEDS	4,888,400.00	4,888,400.00	.00	4,888,400.00	.00
	4,904,700.00	4,904,700.00	23,581.19	4,881,118.81	.48
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	915,903.00	915,903.00	.00	915,903.00	.00
	915,903.00	915,903.00	.00	915,903.00	.00
TOTAL REVENUE	6,227,144.00	6,227,144.00	71,296.19	6,155,847.81	1.14

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>					
<u>CAPITAL OUTLAY</u>					
415-45200-560	30,000.00	30,000.00	.00	(30,000.00)	.00
415-45200-580	120,000.00	120,000.00	.00	(120,000.00)	.00
417-42100-550	150,000.00	150,000.00	6,420.50	(143,579.50)	4.28
417-42100-551	5,400.00	5,400.00	.00	(5,400.00)	.00
417-42100-590	6,000.00	6,000.00	.00	(6,000.00)	.00
418-43001-550	116,000.00	116,000.00	.00	(116,000.00)	.00
419-41320-580	.00	.00	12,247.00	12,247.00	.00
419-41500-570	14,500.00	14,500.00	.00	(14,500.00)	.00
419-41920-580	6,000.00	6,000.00	.00	(6,000.00)	.00
420-42200-565	35,000.00	35,000.00	.00	(35,000.00)	.00
420-42200-550	48,000.00	48,000.00	43,362.65	(4,637.35)	90.34
425-48000-415	8,000,000.00	8,000,000.00	.00	(8,000,000.00)	.00
443-48000-223	60,000.00	60,000.00	.00	(60,000.00)	.00
443-48000-224	108,700.00	108,700.00	.00	(108,700.00)	.00
444-48000-530	150,000.00	150,000.00	.00	(150,000.00)	.00
480-48000-530	4,828,400.00	4,828,400.00	.00	(4,828,400.00)	.00
	<u>13,678,000.00</u>	<u>13,678,000.00</u>	<u>62,030.15</u>	<u>(13,615,969.85)</u>	<u>.45</u>
<u>TRANSFERS OUT</u>					
401-48000-720	100,000.00	100,000.00	.00	(100,000.00)	.00
	<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u>	<u>(100,000.00)</u>	<u>.00</u>
TOTAL EXPENDITURES	<u>13,778,000.00</u>	<u>13,778,000.00</u>	<u>62,030.15</u>	<u>(13,715,969.85)</u>	<u>.45</u>
NET REVENUES					
OVER(UNDER) EXPENDITURES	<u>(7,550,856.00)</u>	<u>(7,550,856.00)</u>	<u>9,266.04</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	15,000.00	15,000.00	.00	15,000.00	.00	68,268.69
OPERATING REVENUE	1,905,436.00	1,905,436.00	140,638.65	1,764,797.35	7.38	1,872,176.81
OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	102,250.00
TOTAL FUND REVENUE	2,020,436.00	2,020,436.00	140,638.65	1,879,797.35	6.96	2,042,695.50
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,894,716.00	1,894,716.00	69,376.07	1,825,339.93	3.66	1,877,554.77
TOTAL WATER FUND EXPENDITURES	1,894,716.00	1,894,716.00	69,376.07	1,825,339.93	3.66	1,877,554.77
TOTAL FUND EXPENDITURES	1,894,716.00	1,894,716.00	69,376.07	1,825,339.93	3.66	1,877,554.77
NET REVENUE OVER EXPENDITURES	125,720.00	125,720.00	71,262.58	54,457.42		165,140.73

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	15,000.00	15,000.00	.00	15,000.00	.00	68,268.69
TOTAL SA & INTEREST EARNINGS	15,000.00	15,000.00	.00	15,000.00	.00	68,268.69
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,840,436.00	1,840,436.00	129,928.13	1,710,507.87	7.06	1,770,108.65
601-37120 SALES OF METERS & SUPPLIES	9,500.00	9,500.00	4,975.00	4,525.00	52.37	34,022.42
601-37160 PENALTIES ETC.	30,000.00	30,000.00	2,789.15	27,210.85	9.30	36,574.62
601-37165 CERTIFICATION PENALTY	500.00	500.00	.00	500.00	.00	1,495.48
601-37170 OTHER REVENUE	25,000.00	25,000.00	2,946.37	22,053.63	11.79	29,975.64
TOTAL OPERATING REVENUE	1,905,436.00	1,905,436.00	140,638.65	1,764,797.35	7.38	1,872,176.81
<u>OTHER FINANCING SOURCES</u>						
601-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	.00	.00	.00	2,250.00
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	.00	100,000.00	.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	102,250.00
TOTAL FUND REVENUE	2,020,436.00	2,020,436.00	140,638.65			2,042,695.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	262,471.00	262,471.00	27,141.15	(235,329.85)	10.34	239,197.50
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	752.79	(14,247.21)	5.02	7,178.32
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	7,710.00	7,710.00	.00	(7,710.00)	.00	.00
601-49400-110 HOURS WORKED HOLIDAY	2,800.00	2,800.00	354.13	(2,445.87)	12.65	1,337.99
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	145.07	(1,854.93)	7.25	797.34
601-49400-116 ON-CALL PAY	13,000.00	13,000.00	743.46	(12,256.54)	5.72	7,832.68
601-49400-121 PERA (EMPLOYER)	23,709.00	23,709.00	2,185.23	(21,523.77)	9.22	18,490.02
601-49400-122 FICA/MEDICARE (EMPLOYER)	25,666.00	25,666.00	2,166.12	(23,499.88)	8.44	18,286.10
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	63,903.00	63,903.00	9,039.62	(54,863.38)	14.15	55,176.28
601-49400-132 LONGEVITY PAY	13,134.00	13,134.00	.00	(13,134.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	.00	(4,600.00)	.00	2,456.32
601-49400-151 WORKERS' COMPENSATION PREMIU	12,138.00	12,138.00	.00	(12,138.00)	.00	2,913.73
601-49400-154 HRA/FLEX FEES	300.00	300.00	.00	(300.00)	.00	231.90
<i>TOTAL PERSONAL SERVICES</i>	446,431.00	446,431.00	42,527.57	(403,903.43)	9.53	353,898.18
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	3,500.00	3,500.00	.00	(3,500.00)	.00	.00
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	428.66	(571.34)	42.87	725.09
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	.00	(1,000.00)	.00	2,000.00
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	570.99	(11,429.01)	4.76	8,765.63
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	.00	(7,000.00)	.00	6,224.92
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	.00	(500.00)	.00	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	55,000.00	55,000.00	11,189.44	(43,810.56)	20.34	42,700.04
601-49400-217 TESTING	1,000.00	1,000.00	202.50	(797.50)	20.25	1,566.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	4,000.00	4,000.00	298.25	(3,701.75)	7.46	1,413.30
601-49400-240 SMALL TOOLS AND MINOR EQUIP	8,000.00	8,000.00	50.10	(5,949.90)	.84	2,060.10
601-49400-270 METERS AND REPAIRS	25,000.00	25,000.00	.00	(25,000.00)	.00	2,717.32
<i>TOTAL SUPPLIES</i>	116,000.00	116,000.00	12,739.94	(103,260.06)	10.98	68,346.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	5,690.00
601-49400-306 GIS PROJECT CONTRACT EXP	15,000.00	15,000.00	1,010.00	(13,990.00)	6.73	9,895.48
601-49400-310 GOPHER STATE ONE CALL	1,100.00	1,100.00	37.82	(1,062.18)	3.44	972.04
601-49400-313 IT MGMT & BACKUP	2,500.00	2,500.00	225.81	(2,274.19)	9.03	2,709.72
601-49400-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	55.01	(7,944.99)	.69	7,154.22
601-49400-322 POSTAGE	5,000.00	5,000.00	.00	(5,000.00)	.00	6,461.13
601-49400-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	.00	(2,000.00)	.00	374.00
601-49400-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	186.76
601-49400-340 ADVERTISING	1,200.00	1,200.00	.00	(1,200.00)	.00	1,286.25
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	.00	(500.00)	.00	437.25
601-49400-360 INSURANCE AND BONDS	16,000.00	16,000.00	.00	(16,000.00)	.00	16,346.00
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	.00	(95,000.00)	.00	88,439.14
601-49400-382 WATER/WASTEWATER UTILITIES	1,500.00	1,500.00	87.59	(1,412.41)	5.84	1,130.15
601-49400-383 GAS UTILITIES	7,000.00	7,000.00	.00	(7,000.00)	.00	6,005.06
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	121.68	(1,878.32)	6.08	1,279.52
TOTAL OTHER SERVICES & CHARG	162,100.00	162,100.00	1,537.91	(160,562.09)	.95	148,366.72
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	2,500.00	2,500.00	.00	(2,500.00)	.00	1,007.95
601-49400-406 REPAIR & MAINT - PLANT	27,000.00	27,000.00	146.42	(26,853.58)	.54	26,057.10
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	.00	(10,000.00)	.00	10,369.72
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	.00	(10,000.00)	.00	30,591.01
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	(500.00)	.00	429.00
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	9,629.93	(65,370.07)	12.84	68,757.23
601-49400-420 DEPRECIATION	780,000.00	780,000.00	.00	(780,000.00)	.00	780,064.06
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	6,000.00	6,000.00	463.45	(5,536.55)	7.72	6,133.15
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	590.85	(409.15)	59.09	978.20
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	440.00	(2,560.00)	14.67	1,422.00
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	4,000.00	4,000.00	.00	(4,000.00)	.00	3,381.40
601-49400-489 OTHER CONTRACTED SERVICES	5,000.00	5,000.00	825.00	(4,175.00)	16.50	12,703.52
TOTAL MISCELLANEOUS	939,500.00	939,500.00	12,095.65	(927,404.35)	1.29	941,894.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	.00	.00	.00	.00	.00	11,198.58
601-49400-617	.00	.00	.00	.00	.00	24,932.84
601-49400-619	65,388.00	65,388.00	.00	(65,388.00)	.00	78,400.00
601-49400-620	1,200.00	1,200.00	475.00	(725.00)	39.58	1,100.00
601-49400-621	.00	.00	.00	.00	.00	46,817.00
601-49400-632	.00	.00	.00	.00	.00	950.16
601-49400-634	13,237.00	13,237.00	.00	(13,237.00)	.00	15,907.94
601-49400-635	15,444.00	15,444.00	.00	(15,444.00)	.00	17,972.33
601-49400-636	15,269.00	15,269.00	.00	(15,269.00)	.00	17,463.56
601-49400-638	15,075.00	15,075.00	.00	(15,075.00)	.00	16,967.42
601-49400-639	78,424.00	78,424.00	.00	(78,424.00)	.00	38,892.02
601-49400-640	1,648.00	1,648.00	.00	(1,648.00)	.00	.00
<i>TOTAL DEBT SERVICE</i>	<u>205,685.00</u>	<u>205,685.00</u>	<u>475.00</u>	<u>(205,210.00)</u>	<u>.23</u>	<u>270,601.85</u>
<i>TRANSFERS</i>						
601-49400-720	25,000.00	25,000.00	.00	(25,000.00)	.00	25,000.00
601-49400-799	.00	.00	.00	.00	.00	69,447.28
<i>TOTAL TRANSFERS</i>	<u>25,000.00</u>	<u>25,000.00</u>	<u>.00</u>	<u>(25,000.00)</u>	<u>.00</u>	<u>94,447.28</u>
TOTAL EXPENSE 400	<u><u>1,894,716.00</u></u>	<u><u>1,894,716.00</u></u>	<u><u>69,376.07</u></u>	<u><u>(1,825,339.93)</u></u>	<u><u>3.66</u></u>	<u><u>1,877,554.77</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,894,716.00	1,894,716.00	69,376.07			1,877,554.77
NET REVENUES OVER EXPENDITURE	125,720.00	125,720.00	71,262.58			165,140.73

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	78.04	(78.04)	.00	103,087.77
OPERATING REVENUE	2,242,510.00	2,242,510.00	153,611.81	2,088,898.19	6.85	2,448,900.10
OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	100.00
TOTAL FUND REVENUE	2,242,510.00	2,242,510.00	153,689.85	2,088,820.15	6.85	2,552,087.87
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,212,050.00	3,212,050.00	111,715.97	3,100,334.03	3.48	3,095,479.73
TOTAL WASTEWATER FUND EXPENDITURE	3,212,050.00	3,212,050.00	111,715.97	3,100,334.03	3.48	3,095,479.73
TOTAL FUND EXPENDITURES	3,212,050.00	3,212,050.00	111,715.97	3,100,334.03	3.48	3,095,479.73
NET REVENUE OVER EXPENDITURES	(969,540.00)	(969,540.00)	41,973.88	(1,011,513.88)		(543,391.86)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	1,211.91
602-36210 INTEREST EARNINGS	.00	.00	78.04	(78.04)	.00	101,875.86
TOTAL SA & INTEREST EARNINGS	.00	.00	78.04	(78.04)	.00	103,087.77
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,162,510.00	2,162,510.00	144,827.45	2,017,682.55	6.70	2,251,456.79
602-37250 SAC CHARGES	50,000.00	50,000.00	5,682.50	44,317.50	11.37	164,175.95
602-37260 PENALTIES	30,000.00	30,000.00	3,101.86	26,898.14	10.34	33,267.36
TOTAL OPERATING REVENUE	2,242,510.00	2,242,510.00	153,611.81	2,088,898.19	6.85	2,448,900.10
<u>OTHER FINANCING SOURCES</u>						
602-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	.00	.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	100.00
TOTAL FUND REVENUE	2,242,510.00	2,242,510.00	153,689.85			2,552,087.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	486,254.00	486,254.00	53,257.02	(432,996.98)	10.95	472,364.64
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	22,000.00	22,000.00	3,106.90	(18,893.10)	14.12	24,073.21
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	16,448.00	16,448.00	.00	(16,448.00)	.00	9,955.07
602-49450-106 TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	2,823.44
602-49450-110 HOURS WORKED HOLIDAY	4,500.00	4,500.00	1,612.54	(2,887.46)	35.83	3,939.71
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	217.96	(2,782.04)	7.27	2,676.58
602-49450-116 ON-CALL PAY	22,000.00	22,000.00	2,869.17	(19,130.83)	13.04	24,015.18
602-49450-121 PERA (EMPLOYER)	41,322.00	41,322.00	4,579.80	(36,742.20)	11.08	36,120.68
602-49450-122 FICA/MEDICARE (EMPLOYER)	44,889.00	44,889.00	4,482.42	(40,406.58)	9.99	36,787.87
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	133,594.00	133,594.00	20,538.69	(113,055.31)	15.37	107,507.00
602-49450-132 LONGEVITY PAY	13,197.00	13,197.00	.00	(13,197.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	9,200.00	9,200.00	.00	(9,200.00)	.00	7,285.48
602-49450-151 WORKERS' COMPENSATION PREMIU	25,603.00	25,603.00	.00	(25,603.00)	.00	13,885.86
602-49450-154 HRA/FLEX FEES	500.00	500.00	.00	(500.00)	.00	509.95
<i>TOTAL PERSONAL SERVICES</i>	<i>822,507.00</i>	<i>822,507.00</i>	<i>90,664.50</i>	<i>(731,842.50)</i>	<i>11.02</i>	<i>741,944.67</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	12,000.00	12,000.00	2,390.11	(9,609.89)	19.92	12,994.84
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	680.37	(819.63)	45.36	1,073.95
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	.00	(1,500.00)	.00	2,274.63
602-49450-210 MISCELLANEOUS OPER SUPPLIES	8,500.00	8,500.00	211.57	(8,288.43)	2.49	6,515.00
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	9,500.00	9,500.00	.00	(9,500.00)	.00	10,309.78
602-49450-213 OPER SUPPLIES - PLANT EQUIP	.00	.00	.00	.00	.00	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	100,000.00	100,000.00	5,656.30	(94,343.70)	5.66	80,918.31
602-49450-217 TESTING	11,000.00	11,000.00	148.00	(10,852.00)	1.35	7,285.50
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	7,500.00	7,500.00	298.25	(7,201.75)	3.98	5,204.37
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	1,014.40	(5,985.60)	14.49	3,129.32
<i>TOTAL SUPPLIES</i>	<i>158,500.00</i>	<i>158,500.00</i>	<i>10,399.00</i>	<i>(148,101.00)</i>	<i>6.56</i>	<i>129,879.70</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	.00	(5,000.00)	.00	2,385.38
602-49450-306 GIS PROJECT CONTRACT EXP	15,000.00	15,000.00	1,010.00	(13,990.00)	6.73	9,895.54
602-49450-310 GOPHER STATE ONE CALL	1,100.00	1,100.00	37.83	(1,062.17)	3.44	972.01
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	225.81	(3,774.19)	5.65	2,709.72
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	244.11	(4,755.89)	4.88	9,366.42
602-49450-322 POSTAGE	5,000.00	5,000.00	22.35	(4,977.65)	.45	6,359.37
602-49450-331 TRAVEL/MEALS/LODGING	2,500.00	2,500.00	12.00	(2,488.00)	.48	951.67
602-49450-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	.00
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	.00	(38,000.00)	.00	37,451.11
602-49450-381 ELECTRIC UTILITIES	125,000.00	125,000.00	.00	(125,000.00)	.00	120,265.00
602-49450-382 WATER/WASTEWATER UTILITIES	1,800.00	1,800.00	116.51	(1,683.49)	6.47	1,388.76
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	.00	(25,000.00)	.00	22,859.62
602-49450-384 REFUSE HAULING	1,800.00	1,800.00	275.35	(1,524.65)	15.30	1,264.68
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	.00	(17,000.00)	.00	17,013.82
TOTAL OTHER SERVICES & CHARG	246,900.00	246,900.00	1,943.96	(244,956.04)	.79	232,883.10
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	8,000.00	8,000.00	.00	(8,000.00)	.00	3,064.92
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	670.00	(4,330.00)	13.40	1,162.73
602-49450-406 REPAIR & MAINT - PLANT	40,000.00	40,000.00	5,087.71	(34,912.29)	12.72	25,397.42
602-49450-407 REPAIR & MAINT - LIFT STATIONS	14,000.00	14,000.00	.00	(14,000.00)	.00	6,293.61
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	258.95	258.95	.00	2,026.24
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	.00	(1,400.00)	.00	1,286.95
602-49450-420 DEPRECIATION	1,600,000.00	1,600,000.00	.00	(1,600,000.00)	.00	1,562,689.44
602-49450-430 MISCELLANEOUS	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
602-49450-433 DUES AND SUBSCRIPTIONS	5,000.00	5,000.00	96.85	(4,903.15)	1.94	3,848.40
602-49450-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	520.00	(2,480.00)	17.33	1,188.00
602-49450-441 MPCA FEES	10,000.00	10,000.00	2,075.00	(7,925.00)	20.75	7,993.00
602-49450-489 OTHER CONTRACTED SERVICES	105,000.00	105,000.00	.00	(105,000.00)	.00	99,226.80
602-49450-490 SEWER FUND-OSHA INSPECTION	.00	.00	.00	.00	.00	23,400.00
TOTAL MISCELLANEOUS	1,793,400.00	1,793,400.00	8,708.51	(1,784,691.49)	.49	1,737,577.51
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	79,671.00	79,671.00	.00	(79,671.00)	.00	85,558.50
602-49450-620 FISCAL AGENT FEES	1,200.00	1,200.00	.00	(1,200.00)	.00	1,100.00
602-49450-632 2012 BOND INTEREST EXP	.00	.00	.00	.00	.00	717.90
602-49450-634 INTEREST EXP 2014 IMPROV	5,990.00	5,990.00	.00	(5,990.00)	.00	7,198.55
602-49450-635 INTEREST EXP 2015 BOND EXP	6,950.00	6,950.00	.00	(6,950.00)	.00	8,087.22
602-49450-636 INTEREST EXP 2016 SEWER BONDS	9,301.00	9,301.00	.00	(9,301.00)	.00	10,637.80
602-49450-638 INTEREST EXPESE 2018 BONDS	5,588.00	5,588.00	.00	(5,588.00)	.00	6,006.17
602-49450-640 INTEREST EXPENSE 2020 IMP BOND	7,043.00	7,043.00	.00	(7,043.00)	.00	.00
TOTAL DEBT SERVICE	115,743.00	115,743.00	.00	(115,743.00)	.00	119,306.14

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	75,000.00	75,000.00	.00	(75,000.00)	.00	75,000.00
602-49450-799 LOSS ON DISPOSAL OF ASSET	.00	.00	.00	.00	.00	58,888.61
<i>TOTAL TRANSFERS</i>	75,000.00	75,000.00	.00	(75,000.00)	.00	133,888.61
TOTAL EXPENSE 450	3,212,050.00	3,212,050.00	111,715.97	(3,100,334.03)	3.48	3,095,479.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	3,212,050.00	3,212,050.00	111,715.97			3,095,479.73
NET REVENUES OVER EXPENDITURE	(969,540.00)	(969,540.00)	41,973.88			(543,391.86)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	8,847.23
OPERATING REVENUES	370,965.00	370,965.00	30,911.11	340,053.89	8.33	352,989.03
TOTAL FUND REVENUE	370,965.00	370,965.00	30,911.11	340,053.89	8.33	361,836.26
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	497,348.00	497,348.00	.00	497,348.00	.00	529,516.59
TOTAL STORM SEWER FUND EXPENDITURE	497,348.00	497,348.00	.00	497,348.00	.00	529,516.59
TOTAL FUND EXPENDITURES	497,348.00	497,348.00	.00	497,348.00	.00	529,516.59
NET REVENUE OVER EXPENDITURES	(126,383.00)	(126,383.00)	30,911.11	(157,294.11)		(167,680.33)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	8,847.23
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	8,847.23
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	365,465.00	365,465.00	30,352.34	335,112.66	8.31	346,568.13
603-37360 PENALTIES	5,500.00	5,500.00	558.77	4,941.23	10.16	6,420.90
TOTAL OPERATING REVENUES	370,965.00	370,965.00	30,911.11	340,053.89	8.33	352,989.03
TOTAL FUND REVENUE	370,965.00	370,965.00	30,911.11			361,836.26

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	.00	.00	.00	214.92
<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	214.92
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	639.00
603-49500-352 GEN INFO & PUBLIC NOTICES	100.00	100.00	.00	(100.00)	.00	18.00
<i>TOTAL OTHER SERVICES & CHARG</i>	5,100.00	5,100.00	.00	(5,100.00)	.00	657.00
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	20,500.00	20,500.00	.00	(20,500.00)	.00	256.00
603-49500-420 DEPRECIATION	400,000.00	400,000.00	.00	(400,000.00)	.00	406,748.99
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	1,382.34
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	424,500.00	424,500.00	.00	(424,500.00)	.00	408,387.33
<i>DEBT SERVICE</i>						
603-49500-612 INTEREST EXPENSE-XYLITE BONDS	.00	.00	.00	.00	.00	119.80
603-49500-634 INTEREST EXP 2014 STORM IMPROV	6,730.00	6,730.00	.00	(6,730.00)	.00	8,087.26
603-49500-635 INTEREST EXP 2015 BONDS	7,833.00	7,833.00	.00	(7,833.00)	.00	9,115.45
603-49500-636 INTEREST EXP 2016 STORM BONDS	8,844.00	8,844.00	.00	(8,844.00)	.00	10,115.32
603-49500-638 INTEREST EXPESE 2018 BONDS	20,562.00	20,562.00	.00	(20,562.00)	.00	22,372.97
603-49500-640 INTEREST EXPENSE 2020 IMP BOND	23,779.00	23,779.00	.00	(23,779.00)	.00	.00
<i>TOTAL DEBT SERVICE</i>	67,748.00	67,748.00	.00	(67,748.00)	.00	49,810.80
<i>TRANSFERS</i>						
603-49500-799 LOSS ON DISPOSAL OF ASSETS	.00	.00	.00	.00	.00	70,446.54
<i>TOTAL TRANSFERS</i>	.00	.00	.00	.00	.00	70,446.54
TOTAL EXPENSE 500	497,348.00	497,348.00	.00	(497,348.00)	.00	529,516.59

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	497,348.00	497,348.00	.00			529,516.59
NET REVENUES OVER EXPENDITURE	(126,383.00)	(126,383.00)	30,911.11			(167,680.33)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SOURCE 36	.00	.00	.00	.00	.00	282.62
OPERATING REVENUES	225,000.00	225,000.00	18,977.73	206,022.27	8.43	196,416.79
TOTAL FUND REVENUE	225,000.00	225,000.00	18,977.73	206,022.27	8.43	196,699.41
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	215,000.00	215,000.00	3,804.00	211,196.00	1.77	182,191.01
TOTAL STREET LIGHT UTILITY EXP	215,000.00	215,000.00	3,804.00	211,196.00	1.77	182,191.01
TOTAL FUND EXPENDITURES	215,000.00	215,000.00	3,804.00	211,196.00	1.77	182,191.01
NET REVENUE OVER EXPENDITURES	10,000.00	10,000.00	15,173.73	(5,173.73)		14,508.40

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	.00	.00	.00	282.62
TOTAL SOURCE 36	.00	.00	.00	.00	.00	282.62
<u>OPERATING REVENUES</u>						
604-37360 PENALTIES	3,000.00	3,000.00	357.73	2,642.27	11.92	4,107.83
604-37410 STREET LIGHT UTILITY FEES	222,000.00	222,000.00	18,620.00	203,380.00	8.39	192,308.96
TOTAL OPERATING REVENUES	225,000.00	225,000.00	18,977.73	206,022.27	8.43	196,416.79
TOTAL FUND REVENUE	225,000.00	225,000.00	18,977.73			196,699.41

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
604-49550-238 REPAIR & MAINT SUPP - INFRAST	.00	.00	.00	.00	.00	313.88
<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	313.88
<i>OTHER SERVICES & CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	.00	(180,000.00)	.00	167,181.70
<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	.00	(180,000.00)	.00	167,181.70
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	35,000.00	35,000.00	3,804.00	(31,196.00)	10.87	14,695.43
<i>TOTAL MISCELLANEOUS</i>	35,000.00	35,000.00	3,804.00	(31,196.00)	10.87	14,695.43
TOTAL EXPENSE 550	215,000.00	215,000.00	3,804.00	(211,196.00)	1.77	182,191.01

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	215,000.00	215,000.00	3,804.00			182,191.01
NET REVENUES OVER EXPENDITURE	10,000.00	10,000.00	15,173.73			14,508.40

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	84,240.00	84,240.00	6,680.00	77,560.00	7.93	105,133.64
OPERATING REVENUES	5,753,800.00	5,753,800.00	405,523.56	5,348,276.44	7.05	5,902,817.43
TOTAL FUND REVENUE	5,838,040.00	5,838,040.00	412,203.56	5,425,836.44	7.06	6,007,951.07
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,838,040.00	5,838,040.00	401,946.06	5,436,093.94	6.88	6,007,854.70
TOTAL LIQUOR STORE EXPENDITURES	5,838,040.00	5,838,040.00	401,946.06	5,436,093.94	6.88	6,007,854.70
TOTAL FUND EXPENDITURES	5,838,040.00	5,838,040.00	401,946.06	5,436,093.94	6.88	6,007,854.70
NET REVENUE OVER EXPENDITURES	.00	.00	10,257.50	(10,257.50)		96.37

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	24.00	216.00	10.00	324.67
610-36210 INTEREST EARNINGS	2,000.00	2,000.00	.00	2,000.00	.00	12,991.24
610-36220 LOTTERY SALES	82,000.00	82,000.00	6,656.00	75,344.00	8.12	91,817.73
TOTAL INTEREST & LOTTERY SALES	84,240.00	84,240.00	6,680.00	77,560.00	7.93	105,133.64
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,950,000.00	1,950,000.00	149,152.07	1,800,847.93	7.65	2,012,492.82
610-37812 SALES - BEER	2,700,000.00	2,700,000.00	171,907.36	2,528,092.64	6.37	2,668,943.37
610-37813 SALES - WINE	800,000.00	800,000.00	63,370.21	736,629.79	7.92	907,202.39
610-37815 SALES - NON-TAXABLE	170,000.00	170,000.00	11,208.77	158,791.23	6.59	175,384.67
610-37816 SALES - TAXABLE	140,000.00	140,000.00	10,270.65	129,729.35	7.34	144,689.01
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(5,000.00)	(5,000.00)	(336.50)	(4,663.50)	(6.73)	(5,646.05)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(49.00)	(1,151.00)	(4.08)	(248.78)
TOTAL OPERATING REVENUES	5,753,800.00	5,753,800.00	405,523.56	5,348,276.44	7.05	5,902,817.43
TOTAL FUND REVENUE	5,838,040.00	5,838,040.00	412,203.56			6,007,951.07

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

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	252,450.00	252,450.00	30,873.62	(221,576.38)	12.23	275,032.44
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,891.00	7,891.00	27.46	(7,863.54)	.35	1,609.68
610-49750-103 PART-TIME EMPLOYEES - REGULAR	176,000.00	176,000.00	17,298.55	(158,701.45)	9.83	154,025.26
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	1,200.00	1,200.00	.00	(1,200.00)	.00	221.88
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	3,743.33	(6,256.67)	37.43	9,786.58
610-49750-121 PERA (EMPLOYER)	34,480.00	34,480.00	3,895.75	(30,584.25)	11.30	30,710.45
610-49750-122 FICA/MEDICARE (EMPLOYER)	35,169.00	35,169.00	3,885.31	(31,283.69)	11.05	31,233.30
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	69,692.00	69,692.00	11,441.92	(58,250.08)	16.42	66,084.12
610-49750-132 LONGEVITY PAY	12,185.00	12,185.00	.00	(12,185.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	.00	(4,800.00)	.00	3,415.04
610-49750-151 WORKERS' COMPENSATION PREMIU	30,273.00	30,273.00	.00	(30,273.00)	.00	9,925.13
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	(250.00)	.00	.00
610-49750-154 HRA/FLEX FEES	325.00	325.00	.00	(325.00)	.00	293.50
TOTAL PERSONAL SERVICES	634,715.00	634,715.00	71,165.94	(563,549.06)	11.21	582,337.38
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,000.00	3,000.00	.00	(3,000.00)	.00	2,688.01
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,660.00	22,660.00	1,707.73	(20,952.27)	7.54	15,641.66
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	25,215.00	25,215.00	916.83	(24,298.17)	3.64	32,062.64
610-49750-240 SMALL TOOLS AND MINOR EQUIPME	5,000.00	5,000.00	674.20	(4,325.80)	13.48	726.74
610-49750-251 PURCHASES - LIQUOR	1,462,500.00	1,462,500.00	107,131.26	(1,355,368.74)	7.33	1,458,140.70
610-49750-252 PURCHASES - BEER	2,119,500.00	2,119,500.00	131,372.32	(1,988,127.68)	6.20	2,060,088.13
610-49750-253 PURCHASES WINE	568,000.00	568,000.00	43,033.62	(524,966.38)	7.58	623,989.86
610-49750-259 PURCHASES - MISCELLANEOUS	139,400.00	139,400.00	17,398.49	(122,001.51)	12.48	256,881.55
610-49750-260 FREIGHT & DRAY	39,000.00	39,000.00	3,428.74	(35,571.26)	8.79	36,135.95
TOTAL SUPPLIES	4,384,275.00	4,384,275.00	305,663.19	(4,078,611.81)	6.97	4,486,355.24
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	2,500.00	2,500.00	.00	(2,500.00)	.00	750.00
610-49750-313 IT MGMT & BACKUP	4,000.00	4,000.00	225.81	(3,774.19)	5.65	2,709.72
610-49750-321 TELEPHONE/CELLULAR PHONES	11,000.00	11,000.00	87.65	(10,912.35)	.80	9,136.15
610-49750-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	(200.00)	.00	.00
610-49750-334 MILEAGE REIMBURSEMENT	500.00	500.00	.00	(500.00)	.00	478.50
610-49750-340 ADVERTISING	40,000.00	40,000.00	2,338.06	(37,661.94)	5.85	40,689.97
610-49750-341 WINE TASTING EVENT COSTS	5,000.00	5,000.00	.00	(5,000.00)	.00	3,000.24
610-49750-360 INSURANCE AND BONDS	16,000.00	16,000.00	.00	(16,000.00)	.00	13,583.59
610-49750-381 ELECTRIC UTILITIES	26,000.00	26,000.00	.00	(26,000.00)	.00	25,402.89
610-49750-382 WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	79.76	(1,120.24)	6.65	1,110.10
610-49750-383 GAS UTILITIES	1,700.00	1,700.00	.00	(1,700.00)	.00	1,474.30
610-49750-384 REFUSE HAULING	1,500.00	1,500.00	283.90	(1,216.10)	18.93	1,279.85
TOTAL OTHER SERVICES & CHARG	109,600.00	109,600.00	3,015.18	(106,584.82)	2.75	99,615.31

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

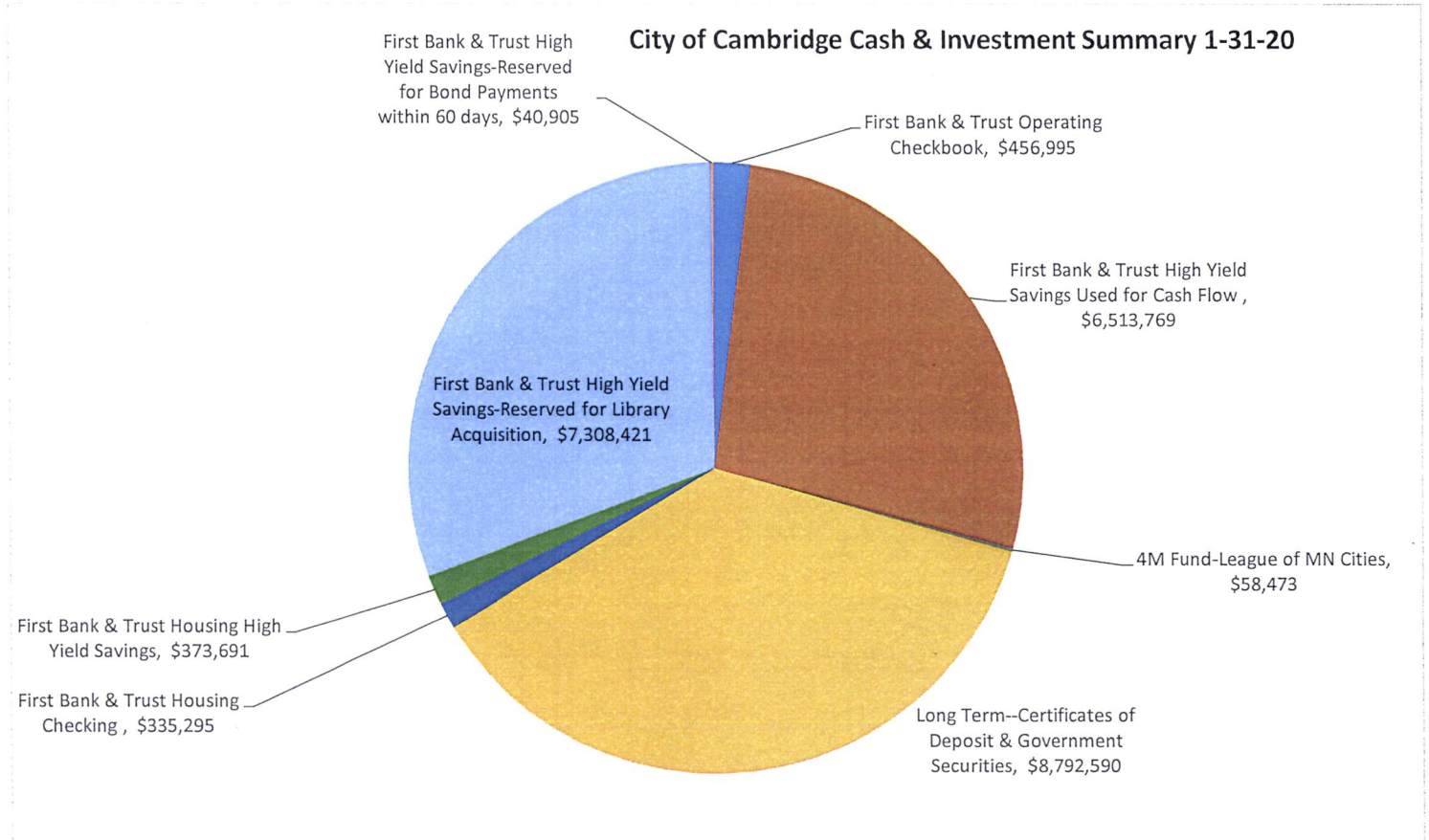
FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	7,000.00	7,000.00	710.49	(6,289.51)	10.15	5,021.40
610-49750-420 DEPRECIATION	70,000.00	70,000.00	.00	(70,000.00)	.00	57,437.83
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	140,000.00	140,000.00	13,736.86	(126,263.14)	9.81	130,636.22
610-49750-433 DUES AND SUBSCRIPTIONS	4,200.00	4,200.00	.00	(4,200.00)	.00	4,142.00
610-49750-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	440.00	(2,560.00)	14.67	2,394.00
610-49750-453 TAXES AND LICENSES	250.00	250.00	.00	(250.00)	.00	200.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	4,343.84	(45,656.16)	8.69	45,555.50
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	2,149.00	(27,851.00)	7.16	41,274.30
610-49750-489 CONTRACT MAINTENANCE	5,000.00	5,000.00	721.56	(4,278.44)	14.43	3,885.52
<i>TOTAL MISCELLANEOUS</i>	<u>309,450.00</u>	<u>309,450.00</u>	<u>22,101.75</u>	<u>(287,348.25)</u>	<u>7.14</u>	<u>290,546.77</u>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	.00	(400,000.00)	.00	549,000.00
<i>TOTAL TRANSFERS</i>	<u>400,000.00</u>	<u>400,000.00</u>	<u>.00</u>	<u>(400,000.00)</u>	<u>.00</u>	<u>549,000.00</u>
TOTAL LIQUOR STORE	<u><u>5,838,040.00</u></u>	<u><u>5,838,040.00</u></u>	<u><u>401,946.06</u></u>	<u><u>(5,436,093.94)</u></u>	<u><u>6.88</u></u>	<u><u>6,007,854.70</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,838,040.00	5,838,040.00	401,946.06			6,007,854.70
NET REVENUES OVER EXPENDITURE	.00	.00	10,257.50			96.37



City of Cambridge		
General Fund Park Expenses		
on Park Specific Basis		
Name of Park	Costs 1/1/2020-1/31/2020	
City Park		\$1,520.87
Ice Rink		\$12,401.15
Sandquist Park		
Central Greens		
Brown Park		
Peterson Park		
Pioneer Park		
Water Tower Park		
Preserve Park		
Dog Park		\$545.19
Honeysuckle Park		
Parkwood Park		
Cambridge Library		
Not Location Specific Expense		\$3,635.48
Total		\$18,102.69
Difference		\$0.00
Total Per General Ledger		\$18,102.69
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.		

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department has received a donation of \$2,500 from Great River Energy 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. R20-012

RESOLUTION NO. R20-012

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

WHEREAS, Great River Energy has made a donation in the amount of \$2,500 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 2nd day of March, 2020.

James Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Park Department has received a donation of \$20,000 from Cambridge Area Pickleball Association for the construction of additional pickleball courts in the City of Cambridge. 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. R20-013

RESOLUTION NO. R20-013

*Resolution Accepting Restricted Donation
to the City of Cambridge Park Department for Construction of New Pickleball
Courts*

WHEREAS, Cambridge Area Pickleball Association has made a donation in the amount of \$20,000 with the restriction that the funds be used to construction additional pickleball courts in the City of Cambridge;

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 2nd day of March, 2020.

James Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

As detailed in the attached resolution, we are recommending that a certain 2019 fund transfers be approved at this time.

Council Action Requested

Adopt Resolution R20-014 Approving Inter-Fund Transfers

Resolution No. R20-014

RESOLUTION AUTHORIZING 2019 INTERFUND TRANSFERS

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to make the following 2019 Inter-fund Transfers on the City of Cambridge books of record for 2019:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Airport Operating Special Revenue Fund (#211)	Airport Capital Project Fund (#444)	\$30,000.00	Transfer available funds to assist with local share of airport capital projects funded by grants.
Northbound Liquor Fund (#610)	City Hall Capital Project Fund (#419)	\$149,000.00	Transfer excess funds available to help fund future City Hall roof replacement. This transfer will help reduce future tax levy to fund the project.
General Fund (#101)	Pavement Management Capital Project Fund (#443)	\$250,000.00	Transfer funds available to pay for additional section of Main St to mill and overlay that was added to 2020 Street Project.
Local Option Sales Tax Special Revenue Fund (#299)	Library Debt Service Fund (#325)	\$313,497.47	Transfer revenue earned from sales tax in 2019 to Library Debt Service Fund
		\$742,497.47	

This resolution shall become effective immediately upon its passage without publication. Adopted this 2nd day of March, 2020.

James Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

4F 2020 General Fund Budget Amendments

March 2, 2020

Prepared by: Caroline Moe, Director of Finance

Background

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

Dept Impacted	Amount of increase (decrease)	Rationale
Public Works	\$80,000	Carryover \$80,000 for Street Light Replacement Project from 2019 that will not be completed until 2020.
Total	\$80,000	

Council Action

Approve Resolution No. R20-015 2020 General Fund Budget Revision

Resolution No. R20-015

RESOLUTION APPROVING AMENDMENTS TO THE 2020 GENERAL FUND BUDGET

WHEREAS, the Cambridge City Council passed upon Resolution R19-090 adopting the 2019 General Fund Budget; and

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

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

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2020 budget is sought from \$7,339,580 to \$7,419,580 a total net increase of \$80,000:

Operating Expenditures:	2020 Adopted Budget	2019 Proposed Amended Budget 2/19/19	Increase (decrease)
General Government	1,601,190	1,601,190	0
Public Safety	2,639,123	2,639,123	0
Public Works	1,380,829	1,460,829	80,000
Parks and Recreation	511,484	511,484	0
Transfers to Other Funds	<u>1,206,954</u>	<u>1,206,954</u>	<u>0</u>
Total Operating Expenditures	<u>\$7,339,580</u>	<u>\$7,419,580</u>	<u>80,000</u>

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

Adopted this 2nd Day of March, 2020

James Godfrey, Mayor

Attest:

Linda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

		Adopted Budget 2020	3/2/2020 Proposed Amended Budget 2020	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
REVENUES AND TRANSFERS IN					
REVENUES					
Taxes	9%	5,141,841	5,141,841	4,720,294.20	4,623,602.69
Licenses and Permits -					
Business	-8%	79,550	79,550	78,191.18	95,397.25
Non-Business	-37%	144,450	144,450	306,469.15	407,331.34
Intergovernmental Revenues	17%	1,266,560	1,266,560	726,385.10	1,155,577.78
Charges for Services					
General Government	-5%	247	247	191.75	251.75
Public Safety	3%	116,300	116,300	121,253.50	112,345.90
Other	-21%	8,000	8,000	8,503.25	15,384.00
Fines and Forfeitures	13%	48,407	48,407	78,655.36	92,898.94
Other	84%	34,225	34,225	14,923.51	61,714.06
<i>Total Revenues</i>	9%	6,839,580	6,839,580	6,054,867.00	6,564,503.71
TRANSFERS IN	0%	500,000	500,000	502,350.00	452,350.00
TOTAL REVENUES AND TRANSFERS IN	8%	7,339,580	7,339,580	6,557,217.00	7,016,853.71
EXPENDITURES AND TRANSFERS OUT					
EXPENDITURES					
General Government					
Mayor and Council	6%	61,630	61,630	50,750.16	61,860.62
Administration	-10%	303,542	303,542	298,744.41	258,300.84
Elections	848%	10,900	10,900	355.00	9387.41
Finance	3%	345,330	345,330	303,883.70	309,616.22
Legal	4%	103,000	103,000	87,143.16	106,298.49
Community Development	-4%	619,829	619,829	567,606.48	558,919.04
New City Hall Buildings	4%	156,959	156,959	149,923.29	156,857.80
<i>Total General Government</i>	-2%	1,601,190	1,601,190	1,458,406.20	1,461,240.42
Public Safety					
Police Department	4%	2,292,960	2,292,960	1,864,446.72	1,953,771.65
Fire Department	6%	335,763	335,763	270,765.86	305,860.91
Emergency Management	-4%	4,900	4,900	4,503.18	7,108.04
Animal Control	0%	5,500	5,500	4,000.00	4,800.00
<i>Total Public Safety</i>	4%	2,639,123	2,639,123	2,143,715.76	2,271,540.60
Public Works					
Street Maintenance		1,380,829	1,460,829	1,413,584.06	1,231,943.27
Street Lighting		0	0	0.00	0.00
Maintenance Building		0	0	0.00	18,565.50
<i>Total Public Works</i>	8%	1,380,829	1,460,829	1,413,584.06	1,250,508.77
Parks and Recreation					
Ice Rink		0	0	0.00	69,523.17
Parks and Recreation		511,484	511,484	0.00	0.00
<i>Total Parks and Recreation</i>	11%	511,484	511,484	0.00	69,523.17
<i>Total Expenditures</i>	4%	6,132,626	6,212,626	5,015,706.02	5,052,812.96
TRANSFERS OUT	36%	1,206,954	1,206,954	885,622.00	1,432,217.66
TOTAL EXPENDITURES & TRANSFERS OUT	8%	7,339,580	7,419,580	5,901,328.02	6,485,030.62
NET INCREASE (DECREASE) IN FUND BALANCE		0	(80,000)	655,888.98	531,823.09

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget 2020	3/2/2020 Proposed Amended Budget 2020	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018	
REVENUES					
TAXES					
01-31010	Taxes - Current	5,114,859	5,114,859	4,681,071.15	4,520,758.28
01-31020	Taxes - Delinquent	25,000	25,000	15,079.17	34,330.76
01-31030	Taxes-Market Value Credit Refund			-	-
01-31050	Taxes - Excess Tax Increments			0.94	110.79
01-31051	Decert TIF District Proceeds			-	24,586.73
01-31061	Taxes & Assessments on Sale of Foreclosed Property			22,889.19	40,779.99
01-31062	Taxes Abated by Isanti Co			-	-
01-31063	Taxes & Assessments on Sale of Foreclosed Property Future			-	-
01-31060	Penalties and Interest	1,982	1,982	1,253.75	3,036.14
	TOTAL TAXES	5,141,841	5,141,841	4,720,294.20	4,623,602.69
LICENSES AND PERMITS					
<i>Business</i>					
01-32110	Liquor	14,000	14,000	18,600.00	21,900.00
01-32111	Beer & Setups			-	-
01-32180	Cigarettes	2,800	2,800	2,600.00	2,800.00
01-32184	Cable Franchise Fees	61,000	61,000	54,841.18	68,718.25
01-32185	Trash Franchise Fees	1,250	1,250	1,250.00	1,250.00
01-32199	Other Business Licenses and Permits	500	500	900.00	729.00
	Total Business	79,550	79,550	78,191.18	95,397.25
<i>Non-Business</i>					
01-32218	City Share of Electrical Inspections	3,000	3,000	4,415.91	8,755.20
01-32219	Local Share of Building Surcharge	250	250	293.00	516.89
01-32220	Building Permits	122,000	122,000	237,860.62	320,214.50
01-32221	Excavating Permits			-	-
01-32222	Mechanical and Gas Permits	5,000	5,000	22,009.99	29,083.79
01-32223	Fire Protection Permits			-	-
01-32225	Investigation (Penalty Fee)			1,176.00	1,338.00
01-32226	Contractor Verification Fee	200	200	755.00	820.00
01-32230	Plumbing Permits	3,000	3,000	18,796.00	16,807.00
01-32240	Sign Permits	1,000	1,000	1,080.00	1,560.00
01-32298	Rental Registration	5,000	5,000	7,891.98	10,937.50
01-32299	Other Non-Business Licenses and Permits	5,000	5,000	12,190.65	17,298.46
	Total Non-Business	144,450	144,450	306,469.15	407,331.34
	TOTAL LICENSES AND PERMITS	224,000	224,000	384,660.33	502,728.59
INTERGOVERNMENTAL REVENUES					
01-33165	Federal Grants-Other			3,703.84	9,026.45
01-33401	Local Government Aid (LGA)	950,238	950,238	403,417.00	802,355.00
01-33404	State Aid - Other	6,000	6,000	12,792.66	6,245.90
01-33405	PERA Aid	5,822	5,822	2,911.00	5,822.00
01-33418	MSA - Maintenance	50,000	50,000	50,000.00	50,000.00
01-33420	Fire Relief			-	-
01-33421	Police State Aid	130,000	130,000	141,619.56	139,549.45
01-33422	School District-School Officer Assistance--SRO#1	120,000	120,000	107,162.04	71,509.10
01-33424	School District-School Officer Assistance--SRO#2			-	66,721.06
01-33610	County Grants & Aids for Highways	4,500	4,500	4,779.00	4,348.82
01-33620	Other County Aid			-	-
	TOTAL INTERGOVERNMENTAL REVENUES	1,266,560	1,266,560	726,385.10	1,155,577.78
01-33610	County Grants & Aids for Highways			-	-
CHARGES FOR SERVICES					
<i>General Governments</i>					
01-34102	Filing Fees	75	75	-	120.00
01-34105	Sale of Maps, Copies	172	172	191.75	131.75
01-34106	Street Light O&M			-	-
	Total General Government	247.00	247.00	191.75	251.75
<i>Public Safety</i>					
01-34201	Police Department Reports	2,500	2,500	572.25	2,950.75
01-34202	Police Department Administration Fees	4,000	4,000	8,595.00	4,660.00
01-34205	Police Department Pawn Shop Revenue	5,000	5,000	3,735.00	5,512.50
01-34204	PD-Pay Reimb Fee			-	-
01-34206	Fire Protection - Township Contracts	102,000	102,000	102,506.31	96,877.65
01-34208	Fire Protection - Fire Runs	500	500	3,499.94	-
01-34210	Fire Protection - Admin	2,300	2,300	2,345.00	2,345.00
	Total Public Safety	116,300	116,300	121,253.50	112,345.90
<i>Other</i>					
01-34951	Sale of Service and Supplies	0	0	18.75	1,679.00
01-34953	Escrow Administration Fee			-	-
01-34954	Plan review/administrative charge			-	-
01-34955	Base Map updating fee			-	-
01-34925	Park Activity Fees	500	500	4,862.50	5,135.00
01-34930	Art Fair Fees			595.00	770.00
01-34958	Ice Rink Lease Revenue	7,500	7,500	3,027.00	7,800.00
	Total Other	8,000.00	8,000.00	8,503.25	15,384.00

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget <u>2020</u>	3/2/2020 Proposed Amended Budget <u>2020</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
TOTAL CHARGES FOR SERVICES	124,547	124,547	129,948.50	127,981.65
FINES AND FORFEITURES				
01-35101 Court Fines	45,907	45,907	63,520.36	86,538.94
01-35102 Parking Fines	1,500	1,500	2,460.00	1,670.00
01-35104 Animal Control Fines	1,000	1,000	1,620.00	1,540.00
01-35105 Admin Citation			11,055.00	3,150.00
TOTAL FINES AND FORFEITURES	48,407	48,407	78,655.36	92,898.94
OTHER				
01-36102 Special Assessment Principal Payment				
01-36200 Miscellaneous			439.17	885.20
01-36210 Interest on Investments	15,000	15,000	-	27,235.82
01-36220 Facility Rentals	3,600	3,600	4,051.43	20,018.00
01-36230 Donations	500	500	10,301.71	4,506.11
01-36102 Operation Round Up Grant			6.20	1,324.70
01-36234 Arts Grant for Concert Series			-	2,500.00
01-36240 Patronage Capital	500	500	-	3,619.23
01-36241 Fire Dept Private Grants			-	235.00
01-36242 Wellness Grant			-	886.00
01-36250 Telephone Commissions			-	-
01-36501 Sale of Property			125.00	504.00
01-36231 Library Rent	14,625	14,625	-	-
Total non-mall other revenue	34,225	34,225	14,923.51	61,714.06
TOTAL OTHER	34,225	34,225	14,923.51	61,714.06
TOTAL REVENUES	6,839,580	6,839,580	6,054,867.00	6,564,503.71
TRANSFERS IN				
01-39203 Liquor Fund	400,000	400,000	502,350.00	400,000.00
01-39203 Other Funds	100,000	100,000		52,350.00
TOTAL TRANSFERS IN	500,000	500,000	502,350	452,350
TOTAL REVENUES AND TRANSFERS IN	7,339,580	7,339,580	6,557,217.00	7,016,853.71

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget <u>2020</u>	3/2/2020 Proposed Amended Budget <u>2020</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
EXPENDITURES				
GENERAL GOVERNMENT				
<i>Council - #41110</i>				
Personal Services				
-41110-101 Salaries	29,900	29,900	26,475.14	29,900.16
-41110-122 FICA/Medicare Employer Share/Employee Benefits	2,290	2,290	2,025.11	2,287.06
-41110-151 Worker's Comp - Ins Premiums	140	140	73.62	119.38
Total Personal Services	<u>32,330</u>	<u>32,330</u>	<u>28,573.87</u>	<u>32,306.60</u>
Supplies				
-41110-200 Office Supplies - Accessories	100	100	2.14	107.81
-41110-210 Miscellaneous Operating Supplies	250	250	11.00	350.00
-41110-213 Citizens Academy	500	500	-	-
-41110-214 Employee Recognition	500	500	347.66	495.57
Total Supplies	<u>1,350</u>	<u>1,350</u>	<u>360.80</u>	<u>953.38</u>
Other Services and Charges				
-41110-304 Miscellaneous Professional Services	1,000	1,000	-	-
-41110-331 Travel/Meals/Lodging	2,500	2,500	2,762.54	392.65
-41110-334 Mileage Reimbursements	150	150	-	-
-41110-340 Advertising	500	500	98.50	-
-41110-360 Insurance and Bonds	500	500	303.20	258.12
-41110-430 Miscellaneous	100	100	-	-
-41110-433 Dues and Subscriptions	100	100	30.00	30.00
-41110-440 Schools and Meetings	2,800	2,800	2,675.00	-
-41110-441 Sister City Activities	500	500	310.00	300.00
-41110-455 Fireworks Display Expenses	16,000	16,000	12,281.25	12,275.00
-41110-456 Art Festival	2,000	2,000	1,505.00	2,412.62
-41110-457 Downtown Banner & Signage	0	0	-	4,903.00
-41110-458 Downtown Flower Basket	1,800	1,800	1,850.00	8,029.25
-41110-499 Tomlison Special Assmt Agreement	-	-	-	-
Total Other Services and Charges	<u>27,950</u>	<u>27,950</u>	<u>21,815.49</u>	<u>28,600.64</u>
Total Council	<u>61,630</u>	<u>61,630</u>	<u>50,750.16</u>	<u>61,860.62</u>
<i>Administration - #41320</i>				
Personal Services				
-41320-101 Salaries	127,754	127,754	150,625.89	128,785.82
-41320-102 Overtime	-	-	-	-
-41320-103 Part-time Regular	59,939	59,939	33,576.91	28,386.79
-41320-105 Temp/Seasonal	-	-	127.89	-
-41320-121 PERA Employer Share	14,383	14,383	13,824.84	11,553.80
-41320-122 FICA/Medicare Employer Share/Employee Benefits	14,670	14,670	13,729.02	11,442.59
-41320-131 Medical/Dental/Life Employer Share	17,424	17,424	29,009.52	18,793.32
-41320-132 Longevity	4,072	4,072	-	-
-41320-133 Deductible Contribution	1,200	1,200	2,359.18	1,200.00
-41320-151 Workers' Compensation Insurance	1,450	1,450	779.12	950.35
-41320-153 City Wide Re-employment Compensation	2,500	2,500	4,349.52	866.77
-41320-154 HRA/Flex Fees	250	250	128.00	159.05
Total Personal Services	<u>243,642</u>	<u>243,642</u>	<u>248,509.89</u>	<u>202,138.49</u>
Supplies				
-41320-201 Office Supplies - Accessories	1,500	1,500	1,757.18	1,570.11
-41320-202 Duplicating Supplies and Copy Paper	2,000	2,000	1,032.82	1,009.58
-41320-203 Newsletter Costs	5500	5500	4,769.72	-
-41320-204 Stationery, Forms and Envelopes	250	250	145.00	145.00
-41320-209 Software Updates	500	500	-	139.00
-41320-210 Miscellaneous Operating Supplies	500	500	1,042.76	-
-41320-221 Repairs and Maintenance - Equipment	200	200	-	-
-41320-240 Small Tools & Minor Equipment	3,000	3,000	1,719.39	3,616.40
Total Supplies	<u>13,450</u>	<u>13,450</u>	<u>10,466.87</u>	<u>6,480.09</u>
Other Services and Charges				
-41320-304 Miscellaneous Professional Services	2,000	2,000	3,046.50	11,987.97
-41320-313 Marco IT Mgmt & Backup	3,000	3,000	2,483.91	2,709.72
-41320-321 Telephone/Cellular Phones	-	-	-	-
-41320-322 Postage	4,500	4,500	3,007.85	2,950.00
-41320-331 Travel/Meals/Lodging	600	600	734.54	264.46
-41320-334 Mileage Reimbursement	300	300	179.22	34.44
-41320-340 Advertising	2,000	2,000	1,219.90	1,960.83
-41320-351 Legal Notices/Ordinance Publication	1,200	1,200	433.13	904.61
-41320-360 Insurance and Bonds	1,950	1,950	1,884.58	1,696.18
-41320-404 Repairs and Maintenance	200	200	-	-
-41320-409 Maintenance Contracts - Office Equipment	15,000	15,000	11,900.06	13,214.93
-41320-430 Miscellaneous	100	100	-	119.96
-41320-433 Dues and Subscriptions	600	600	628.44	575.16
-41320-437 City Wide-Dues & Subscriptions	14,000	14,000	13,605.00	13,249.00
-41320-440 Schools and Meetings	1,000	1,000	516.00	15.00
-41320-441 Web Site Enhancement	0	0	128.52	-
-41320-489 Contracted Services	0	0	-	-
Total Other Services and Charges	<u>46,450</u>	<u>46,450</u>	<u>39,767.65</u>	<u>49,682.26</u>

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget 2020	3/2/2020 Proposed Amended Budget 2020	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
<i>Total Administration</i>	303,542	303,542	298,744.41	258,300.84
<i>Elections - #41410</i>				
Personal Services				
-41410-104 Salaries - Temporary Election Judges	7,500	7,500	-	6,012.50
-41410-122 FICA/Medicare Employer Share/Employee Benefits	0	0	-	-
-41410-151 Workers' Compensation Insurance	-	-	-	-
Total Personal Services	7,500	7,500	-	6,012.50
Supplies				
-41410-200 Miscellaneous Office Supplies	0	0	-	-
-41410-201 Office Supplies - Accessories	300	300	-	115.76
-41410-240 Small Tools	1,500	1,500	-	1,797.68
Total Supplies	1,800	1,800	-	1,913.44
Other Services and Charges				
-41410-331 Travel/Meals/Lodging	150	150	-	97.44
-41410-351 Legal Notices/Ordinance Publication	250	250	-	180.88
-41410-404 Repairs & Maintenance - Voting Equipment	-	-	-	-
-41410-408 Maintenance Contracts - Mach/Equipment	1,200	1,200	355.00	1,183.15
-41410-412 Rentals - Buildings	-	-	-	-
-41410-430 Miscellaneous	-	-	-	-
Total Other Services and Charges	1,600	1,600	355.00	1,461.47
<i>Total Elections</i>	10,900	10,900	355.00	9,387.41
<i>Finance - #41500</i>				
Personal Services				
-41500-101 Salaries	174,782	174,782	157,831.24	164,470.08
-41500-102 Overtime	-	-	-	-
-41500-103 Part-time Regular	-	-	-	-
-41500-121 PERA Employer Share	13,575	13,575	11,837.34	12,197.70
-41500-122 FICA/Medicare Employer Share/Employee Benefits	13,846	13,846	11,595.62	11,980.50
-41500-131 Medical/Dental/Life Employer Share	34,846	34,846	33,362.64	32,157.84
-41500-132 Longevity	6,211	6,211	-	-
-41500-133 Deductible Contribution	2,400	2,400	1,200.00	2,400.00
-41500-151 Workers' Compensation Insurance	1,370	1,370	647.60	1,014.99
-41500-154 HRA/Flex Fees	200	200	137.40	146.80
Total Personal Services	247,230	247,230	216,611.84	224,367.91
Supplies				
-41500-201 Office Supplies - Accessories	1,200	1,200	1,238.60	820.02
-41500-204 Stationary, Forms and Envelopes	3,000	3,000	2,509.83	3,609.01
-41500-209 Software Updates	1,000	1,000	725.00	700.00
-41500-210 Miscellaneous Operating Supplies	500	500	33.70	-
-41500-240 Small Tools	2,000	2,000	-	1,599.00
Total Supplies	7,700	7,700	4,507.13	6,728.03
Other Services and Charges				
-41500-301 Auditing and Accounting	35,000	35,000	31,900.00	32,000.00
-41500-304 Miscellaneous Professional Services	3,500	3,500	2,388.00	3,584.69
-41500-308 Isanti County Special Assessment Mgmt Fee	750	750	986.00	-
-41500-309 EDP Professional Services	23,000	23,000	20,769.50	19,998.82
-41500-313 IT Management	3,000	3,000	2,483.91	2,935.53
-41500-321 Telephone/Cellular Phones	-	-	-	-
-41500-331 Travel/Meals/Lodging	500	500	1,754.26	42.00
-41500-334 Mileage Reimbursement	300	300	200.10	129.71
-41500-340 Advertising	-	-	-	-
-41500-351 Legal Notices/Ordinance Publishing	500	500	318.00	365.38
-41500-360 Insurance and Bonds	1,600	1,600	1,517.06	1,491.85
-41500-409 Maintenance Contracts - Office Equipment	18,000	18,000	15,776.00	15,458.00
-41500-420 Wellness	-	-	-	-
-41500-430 Miscellaneous	250	250	160.00	-
-41500-432 Property Finders Fee	-	-	-	-
-41500-433 Dues and Subscriptions	1,700	1,700	1,562.90	1,564.30
-41500-440 Schools and Meetings	2,300	2,300	2,949.00	950.00
Total Other Services and Charges	90,400	90,400	82,764.73	78,520.28
<i>Total Finance</i>	345,330	345,330	303,883.70	309,616.22
<i>Legal - #41610</i>				
Other Services and Charges				
-41610-304 Legal Fees	50,000	50,000	46,343.07	55,991.75
-41610-307 Township Annexation Payments	11,000	11,000	10,804.78	10,804.78
-41610-305 Prosecution Services	42,000	42,000	29,995.31	39,501.96
Total Other Services and Charges	103,000	103,000	87,143.16	106,298.49
<i>Total Legal</i>	103,000	103,000	87,143.16	106,298.49
<i>Community Development</i>				
<i>Building Department - #41920</i>				
Personal Services				
-41920-101 Salaries	187,050	187,050	205,616.64	195,231.52
-41920-102 Overtime	-	-	-	-

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	3/2/2020			
	Adopted	Proposed	YTD	YTD
	Budget	Budget	Actual 2019	Actual 2018
	2020	2020	12/31/2019	12/31/2018
-41920-121 PERA Employer Share	14,154	14,154	13,027.41	14,592.31
-41920-122 FICA/Medicare Employer Share/Employee Benefits	14,438	14,438	12,835.99	14,354.33
-41920-131 Medical/Dental/Life Employer Share	52,269	52,269	51,387.24	48,222.84
-41920-132 Longevity	1,675	1,675	-	-
-41920-133 Deductible Contribution	3,600	3,600	990.31	3,696.07
-41920-151 Workers' Compensation Insurance	1,180	1,180	729.75	989.48
-41920-154 HRA/Flex Fees	250	250	215.45	220.15
Total Personal Services	274,616	274,616	284,802.79	277,306.70
Supplies				
-41920-201 Office Supplies - Accessories	750	750	578.26	687.09
-41920-204 Stationary, Forms and Envelopes			-	-
-41920-209 Software Updates	500	500	-	-
-41920-210 Miscellaneous Operating Supplies	900	900	-	211.16
-41920-212 Gasoline/Fuel/Lubricants/Additv	2,400	2,400	844.47	1,176.00
-41920-221 Repair and Maintenance Supplies - Vehicles	800	800	173.94	220.41
-41920-240 Small Tools and Minor Equipment	3,100	3,100	69.09	460.37
Total Supplies	8,450	8,450	1,665.76	2,755.03
Other Services and Charges				
-41920-304 Miscellaneous Professional Services			314.00	196.68
-41920-309 EDP Professional Services			-	-
-41920-313 Marco IT Mgmt & Backup	3,000	3,000	2,483.91	2,709.72
-41920-321 Telephone/Cellular Phones	2,700	2,700	2,107.26	2,255.00
-41920-331 Travel/Meals/Lodging	300	300	-	79.58
-41920-334 Mileage Reimbursement	600	600	391.15	599.50
-41920-340 Advertising			-	-
-41920-351 Legal Notices/Ordinance Publishing			-	-
-41920-360 Insurance	2,500	2,500	2,167.61	2,012.10
-41920-404 Repairs and Maintenance	200	200	-	-
-41920-409 Maintenance Contracts - Office Equipment	2,800	2,800	2,685.00	2,685.00
-41920-430 Miscellaneous	200	200	95.47	-
-41920-432 Credit Card Fees	500	500	-	-
-41920-433 Dues and Subscriptions	1,400	1,400	395.00	535.60
-41920-440 Schools and Meetings	2,500	2,500	1,720.00	1,200.00
Total Other Services and Charges	16,700	16,700	12,359.40	12,273.18
Total Building Department	299,766	299,766	298,827.95	292,334.91
Engineering				
-41925-303 Engineering Contracted Expense	40,000	40,000	33,942.23	26,256.07
Planning - #41935				
Personal Services				
-41935-101 Salaries	163,218	163,218	147,448.12	152,489.84
-41935-102 Overtime			-	-
-41935-112 Planning Commission Salaries	2,500	2,500	1,645.00	2,135.00
-41935-121 PERA Employer Share	12,679	12,679	11,058.60	11,401.20
-41935-122 FICA/Medicare Employer Share/Employee Benefits	12,933	12,933	10,853.42	11,040.12
-41935-131 Medical/Dental/Life Employer Share	34,846	34,846	33,362.64	32,157.84
-41935-132 Longevity	5,837	5,837	-	-
-41935-133 Deductible Contribution	2,400	2,400	910.93	2,211.11
-41935-151 Workers' Compensation Insurance	1,200	1,200	518.05	812.45
-41935-154 HRA/Flex Fees	250	250	137.35	146.80
Total Personal Services	235,863	235,863	205,934.11	212,394.36
Supplies				
-41935-201 Office Supplies - Accessories	800	800	1,477.29	1,002.09
-41935-204 Stationary, Forms and Envelopes			-	-
-41935-209 Software Updates	2,500	2,500	2,073.46	3,232.50
-41935-210 Miscellaneous Operating Supplies	200	200	-	35.28
-41935-212 Gasoline/Fuel/Lubricants/Additv	300	300	173.36	155.13
-41935-221 Repair and Maintenance Supplies - Vehicles	300	300	1,083.81	568.67
-41935-240 Small Tools and Minor Equipment	9,500	9,500	5,229.68	1,508.71
Total Supplies	13,600	13,600	10,037.60	6,502.38
Other Services and Charges				
-41935-301 Special Projects	2,500	2,500	-	56.00
-41935-303 Comp Plan Update			-	-
-41935-304 Miscellaneous Professional Services	2,500	2,500	225.00	421.69
-41935-306 Transportation Study Consulting			-	-
-41935-307 Rail Study			-	-
-41935-308 Lakes & Pines Mgmt--Smal I Cities Grant			-	-
-41935-309 EDP Professional Services			-	-
-41935-313 Marco IT Mgmt & Backup	3,000	3,000	2,483.91	2,709.72
-41935-321 Telephone/Cellular Phones			-	-
-41935-322 Code Enforcement Mailing			-	-
-41935-331 Travel/Meals/Lodging	600	600	397.28	135.62
-41935-334 Mileage Reimbursement	250	250	82.24	125.57
-41935-340 Advertising			-	-
-41935-351 Legal Notices/Ordinance Publishing	750	750	442.00	678.91
-41935-360 Insurance	11,500	11,500	9,207.91	9,807.38
-41935-404 Repairs and Maintenance	200	200	-	-

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	3/2/2020		YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
	Adopted Budget 2020	Proposed Amended Budget 2020		
-41935-409 Maintenance Contracts - Office Equipment	5,100	5,100	2,990.00	5,354.98
-41935-430 Miscellaneous	800	800	(11,927.05)	(388.20)
-41935-431 Property Securing Exp			12,403.75	710.65
-41935-432 Abatement Costs			-	-
-41935-433 Dues and Subscriptions	900	900	924.00	874.00
-41935-440 Schools and Meetings	1,500	1,500	1,035.55	345.00
-41935-488 Other Contracted Services--Comp Plan Update			-	-
-41935-489 Other Contracted Services-GIS Maint	1,000	1,000	600.00	600.00
-41935-490 Flyover Pictures--share from Isanti Co			-	-
Total Other Services and Charges	30,600	30,600	18,864.59	21,431.32
<i>Total Planning</i>	280,063	280,063	234,836.30	240,328.06
Total Community Development	619,829	619,829	567,606.48	558,919.04
<i>City Hall Buildings - #41950</i>				
Personal Services				
-41950-101 Salaries	27,383	27,383	25,132.41	25,306.33
-41950-102 Overtime	1,000	1,000	-	-
-41950-103 Part-time Salaries			-	-
-41950-121 PERA Employer Share	2,163	2,163	1,884.93	1,977.60
-41950-122 FICA/Medicare Employer Share/Employee Benefits	2,207	2,207	1,858.79	1,949.39
-41950-131 Medical/Dental/Life Employer Share	8,660	8,660	8,325.54	8,024.28
-41950-132 Longevity	462	462	-	-
-41950-133 Deductible Contribution	600	600	-	539.61
-41950-151 Workers' Compensation Insurance	1,584	1,584	823.17	1,372.88
-41950-154 HRA/Flex Fees	100	100	34.35	36.75
Total Personal Services	44,159	44,159	38,059.19	39,206.84
Miscellaneous Operating Supplies				
-41950-210 Miscellaneous Operating Supplies				
-41950-212 Gasoline/Fuel	200	200	-	-
-41950-215 Maintenance Supplies	13,000	13,000	5,397.89	3,207.50
-41950-240 Small Tools & Equipment	1,600	1,600	475.87	1,286.00
Total Supplies	14,800	14,800	5,873.76	4,493.50
Other Services and Charges				
-41950-321 Telephone/Cellular Phones	18,000	18,000	15,555.11	18,411.33
-41950-360 Insurance	3,000	3,000	1,783.83	1,593.24
-41950-381 Electric Utilities	12,000	12,000	9,431.97	9,900.09
-41950-382 Water/Wastewater	3,000	3,000	3,513.94	2,876.43
-41950-383 Gas Utilities	7,000	7,000	6,040.41	6,190.87
-41950-384 Refuse and Recycling	700	700	-	531.25
-41950-401 Repairs and Maintenance -Buildings/Structures	35,000	35,000	57,868.06	58,528.31
-41950-405 Janitor Services			-	-
-41950-409 Maintenance Contracts - Office Equip	4,800	4,800	4,283.00	4,704.08
-41950-411 Cement Replacement			-	-
-41950-413 Rentals - Office Equipment [copier-new]	14,000	14,000	7,328.92	10,098.61
-41950-430 Miscellaneous	500	500	185.10	323.25
Total Other Services and Charges	98,000	98,000	105,990.34	113,157.46
Total City Hall Buildings	156,959	156,959	149,923.29	156,857.80
TOTAL GENERAL GOVERNMENT	1,601,190	1,601,190	1,458,406.20	1,461,240.42
PUBLIC SAFETY				
<i>Police Department - #42100</i>				
Personal Services				
-42100-101 Salaries	1,164,727	1,164,727	999,116.16	1,026,708.06
-42100-102 Overtime	70,000	70,000	50,548.99	57,742.92
-42100-103 Salaries - Part-Time Regular	37,956	37,956	29,162.72	30,598.72
-42100-104 Temp/Seas Employees-Regular	20,000	20,000	7,366.39	11,851.64
-42100-110 Hours Worked Holiday	30,000	30,000	19,596.77	19,725.57
-42100-111 Overtime Court			-	-
-42100-112 Overtime Shift Coverage			-	-
-42100-113 Overtime Call Hold Over			-	-
-42100-114 Overtime Training & Meetings			-	-
-42100-115 Call-in Pay			-	-
-42100-116 On Call Pay	0	0	10,270.44	37,460.07
-42100-117 Shift Differential	9,636	9,636	6,778.70	7,139.86
-42100-118 Severance			-	-
-42100-121 PERA Employer Share	230,928	230,928	181,753.15	184,593.03
-42100-122 FICA/Medicare Employer Share/Employee Benefits	25,658	25,658	20,800.65	21,925.44
-42100-131 Medical/Dental/Life Employer Share	297,801	297,801	279,267.72	258,257.12
-42100-132 Longevity	37,560	37,560	-	-
-42100-133 Deductible Contribution	19,200	19,200	12,742.72	13,551.18
-42100-151 Workers' Compensation Insurance	65,894	65,894	30,209.05	47,010.44
-42100-154 HRA/Flex Fees	1,500	1,500	1,075.25	1,109.95
Total Personal Services	2,010,860	2,010,860	1,648,688.71	1,717,674.00
Supplies				
-42100-201 Office Supplies - Accessories	3,300	3,300	1,089.64	1,229.83
-42100-202 Duplicating Supplies and Copy Paper	1,500	1,500	856.08	546.90
-42100-209 Software Updates	7,800	7,800	478.00	-
-42100-210 Miscellaneous Operating Supplies	5,500	5,500	2,502.29	2,888.61

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

		3/2/2020			
		Adopted	Proposed Amended	YTD	YTD
		Budget	Budget	Actual 2019	Actual 2018
		<u>2020</u>	<u>2020</u>	12/31/2019	12/31/2018
-42100-212	Gasoline/Fuel/Lubricants/Additives	40,000	40,000	34,015.60	37,612.44
-42100-213	Ammunition	5,500	5,500	4,778.55	5,617.40
-42100-214	Crime Scene Supplies	5,000	5,000	882.54	4,244.16
-42100-217	Promotional Events	4,000	4,000	2,470.56	3,738.34
-42100-221	Repairs and Maintenance Supplies - Squads	18,500	18,500	10,576.68	12,273.20
-42100-231	Uniform Allowance	21,000	21,000	8,834.53	19,412.79
-42100-232	Uniform--Reserves	2,000	2,000	1,504.18	398.20
-42100-240	Small Tools/Minor Equipment	18,000	18,000	9,858.66	18,906.70
Total Supplies		132,100	132,100	77,847.31	106,868.57
Other Services and Charges					
-42100-304	Miscellaneous Professional Services	15,000	15,000	2,730.62	6,170.96
-42100-305	Applicant Testing	0	0	-	2,581.56
-42100-313	Marco IT Mgmt & Backup	13,000	13,000	11,176.99	12,193.08
-42100-321	Telephone/Cellular Phones	14,500	14,500	11,834.02	13,295.43
-42100-322	Postage	300	300	599.55	285.90
-42100-331	Travel/Meals/Lodging	3,000	3,000	1,216.41	1,764.85
-42100-334	Mileage Reimbursement	200	200	467.36	586.98
-42100-340	Advertising	100	100	-	628.51
-42100-360	Insurance	37,000	37,000	49,761.18	40,602.65
-42100-381	Electric Utilities	6,100	6,100	4,850.73	5,091.49
-42100-383	Gas Utilities	3,500	3,500	2,975.15	3,049.22
-42100-391	Old MNDOT Electric	0	0	-	-
-42100-392	Old MNDOT Water/Sewer	0	0	-	-
-42100-404	Maintenance and Repair -Vehicles/ Equipment	10,000	10,000	4,316.18	4,641.26
-42100-409	Maintenance Contracts-Office Equipment	21,500	21,500	24,780.80	18,639.48
-42100-410	Police Reserve Program Activities	1,000	1,000	150.00	1,412.50
-42100-411	Auto Pawn	2,700	2,700	1,631.70	2,171.70
-42100-413	Office Equipment Rentals	-	-	-	-
-42100-429	Old MNDOT Maint Costs	0	0	-	-
-42100-430	Miscellaneous	-	-	-	-
-42100-433	Dues and Subscriptions	6,700	6,700	9,652.01	6,929.75
-42100-440	Schools and Meetings	14,000	14,000	11,768.00	8,860.00
-42100-441	Training--Grant funded	-	-	-	-
-42100-455	Jail and Medical Expenses	-	-	-	-
-42100-489	Other Contracted Services	1,400	1,400	-	323.76
Total Other Services and Charges		150,000	150,000	137,910.70	129,229.08
Total Police Department		2,292,960	2,292,960	1,864,446.72	1,953,771.65
Fire Department - 42200					
Personal Services					
-42200-101	Salaries	86,549	86,549	76,536.03	78,170.34
-42200-103	Salaries	47,000	47,000	39,536.00	44,661.00
-42200-121	PERA Employer Share	15,536	15,536	12,972.84	12,568.27
-42200-122	FICA/Medicare Employer Share/Employee Benefits	6,715	6,715	4,103.40	4,757.12
-42200-131	Medical/Dental/Life Employer Share	17,423	17,423	16,679.00	16,078.92
-42200-132	Fire Longevity Pay	1,226	1,226	-	-
-42200-133	Deductible Contribution	1,200	1,200	572.95	741.52
-42200-151	Worker's Comp - Ins Premiums	39,664	39,664	25,378.54	32,206.04
-42200-154	Flex Fees	150	150	68.65	73.35
Total Personal Services		\$215,463	\$215,463	175,847.41	189,256.56
Supplies					
-42200-201	Office Supplies - Accessories	250	250	45.90	-
-42200-204	Stationary, Forms and Envelopes	100	100	-	-
-42200-210	Miscellaneous Operating Supplies	9,500	9,500	4,436.01	6,416.56
-42200-211	Grant Funded Supplies	-	-	-	156.00
-42200-212	Gasoline/Fuel/Lubricants/Additives	6,300	6,300	5,374.51	6,889.44
-42200-213	Operation Round Up Computer Exp	-	-	-	-
-42200-215	Shop Maintenance Supplies	200	200	-	-
-42200-221	Repairs and Maintenance Supplies - Trucks	15,000	15,000	14,634.88	12,796.16
-42200-223	Repairs and Maintenance Supplies - Buildings	1,500	1,500	541.20	1,421.72
-42200-231	Uniform Allowance	11,000	11,000	4,483.92	12,103.60
-42200-232		-	-	1,182.50	1,500.00
-42200-240	Small Tools	7,000	7,000	2,865.19	4,513.02
-42200-241	Small Tools-Grant Funded	-	-	-	1,833.84
Total Supplies		50,850	50,850	33,564.11	47,630.34
Other Services and Charges					
-42200-301	Auditing and Accounting	0	0	-	-
-42200-304	Miscellaneous Professional Services	12,000	12,000	13,712.75	11,887.15
-42200-306	Fire Relief--Pension Pass Through	-	-	-	-
-42200-307	Fire Relief--Pension City Share	10,000	10,000	10,000.00	10,000.00
-42200-313	Marco IT Mgmt & Backup	2,800	2,800	2,483.91	2,709.72
-42200-321	Telephone/Cellular Phones	1,400	1,400	1,491.18	1,380.24
-42200-331	Travel/Meals/Lodging	1,000	1,000	1,642.83	1,726.27
-42200-334	Mileage Reimbursement	300	300	-	643.10
-42200-340	Advertising	250	250	-	119.25
-42200-360	Insurance	9,000	9,000	6,014.41	7,047.92
-42200-381	Electric Utilities	16,000	16,000	13,050.00	13,820.38
-42200-382	Water/Wastewater Utilities	500	500	343.21	390.64
-42200-383	Gas Utilities	5,000	5,000	2,846.01	3,599.52
-42200-401	Repairs and Maintenance - Buildings	1,500	1,500	-	2,125.00

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

		3/2/2020			
		Adopted	Proposed Amended	YTD	YTD
		Budget	Budget	Actual 2019	Actual 2018
		2020	2020	12/31/2019	12/31/2018
-42200-404	Repairs and Maintenance - Equipment/Radios/Pagers	1,000	1,000	698.00	845.63
-42200-405	Janitorial			-	-
-42200-430	Miscellaneous			50.00	-
-42200-433	Dues and Subscriptions	1,700	1,700	1,647.00	1,587.00
-42200-440	Schools and Meetings	7,000	7,000	908.00	2,117.19
-42200-441	Schools and Meetings Grant Funded			6,467.04	8,975.00
-42200-999	Arlington Fire Costs			-	-
Total Other Services and Charges		69,450	69,450	61,354.34	68,974.01
<i>Total Fire Department</i>		335,763	335,763	270,765.86	305,860.91
<i>Emergency Management - #42300</i>					
Supplies					
-42300-201	Office Supplies - Accessories	100	100	36.98	26.90
-42300-202	Duplicating Supplies and Copy Paper			-	-
-42300-209	Software Updates			-	-
-42300-210	Miscellaneous Operating Supplies	500	500	634.90	695.98
-42300-240	Small Tools & Minor Equip	1,500	1,500	2,814.80	3,082.00
Total Supplies		2,100	2,100	3,486.68	3,804.88
Other Services and Charges					
-42300-304	Misc Prof Serv	500	500	-	52.00
-42300-321	Telephone/Cellular Phones			-	-
-42300-331	Travel/Meals/Lodging	300	300	70.50	822.16
-42300-340	Advertising			-	195.00
-42300-433	Dues & Subscriptions			200.00	1,095.00
-42300-440	Schools and Meetings	500	500	-	500.00
-42300-441	Grant Funded Schools and Meetings			-	-
-42300-489	Other Contracted Services	1,500	1,500	746.00	639.00
Total Other Services and Charges		2,800	2,800	1,017	3,303
<i>Total Emergency Management</i>		4,900	4,900	4,503.18	7,108.04
<i>Animal Control - #42700</i>					
Supplies					
-42700-310	Miscellaneous Operating Supplies	5,500	5,500	4,000.00	4,800.00
-42700-340	Advertising			-	-
Total Supplies		5,500.00	5,500.00	4,000.00	4,800.00
<i>Total Animal Control</i>		5,500	5,500	4,000.00	4,800.00
TOTAL PUBLIC SAFETY		2,639,123	2,639,123	2,143,715.76	2,271,540.60
PUBLIC WORKS					
<i>Street Maintenance - #43000</i>					
Personal Services					
-43001-101	Salaries	595,719	595,719	560,559.55	568,886.11
-43001-102	Overtime	4,650	4,650	1,647.21	3,365.00
-43001-104	Temporary/Seasonal	16,448	16,448	18,000.29	11,838.09
-43001-105	Temporary/Seasonal Overtime			-	11.42
-43001-110	Hours Worked Holiday	2,300	2,300	-	341.81
-43001-111	Overtime Snowplowing	47,700	47,700	43,992.69	52,411.20
-43001-112	Overtime Mosquito Spraying	2,000	2,000	1,126.34	1,087.42
-43001-121	PERA Employer Share	50,505	50,505	45,730.22	46,295.61
-43001-122	FICA/Medicare Employer Share/Employee Benefits	52,772	52,772	46,690.16	46,905.83
-43001-131	Medical/Dental/Life Employer Share	150,999	150,999	152,984.52	137,866.86
-43001-132	Longevity	26,171	26,171	-	-
-43001-133	Deductible Contribution	10,400	10,400	4,728.07	6,773.62
-43001-151	Workers' Compensation Insurance	66,815	66,815	31,564.87	47,955.42
-43001-154	HRA/Flex Fees	700	700	628.75	635.45
Total Personal Services		1,027,179	1,027,179	907,652.67	924,373.84
Supplies					
-43001-201	Office Supplies - Accessories	1,500	1,500	762.32	454.06
-43001-202	Duplicating and Copying Supplies	200	200	50.49	20.00
-43001-204	Stationary, Forms and Envelopes	200	200	-	-
-43001-209	Software Updates	750	750	323.50	-
-43001-210	Miscellaneous Operating Supplies	10,000	10,000	9,932.69	11,258.11
-43001-212	Gasoline/Fuel/Lubricants/Additives	38,000	38,000	40,211.94	36,662.62
-43001-215	Shop Maintenance Supplies	1,000	1,000	744.93	-
-43001-219	Snow Removal - Material	65,000	65,000	60,322.69	43,868.30
-43001-221	Repairs and Maintenance Supplies - Equipment	55,000	55,000	66,792.60	61,812.12
-43001-224	Repairs and Maintenance - Infrastructure	12,000	12,000	11,377.20	10,495.90
-43001-226	Signs	5,000	5,000	4,885.01	9,573.14
-43001-240	Small Tools and Minor Equipment	11,000	11,000	14,043.97	6,400.60
Total Supplies		199,650	199,650	209,447.34	180,544.85
Other Services and Charges					
-43001-304	Miscellaneous Professional Services	3,500	3,500	3,234.01	3,112.04
-43001-313	Marco IT Mgmt & Backup	3,000	3,000	2,483.91	2,709.72
-43001-321	Telephone/Cellular Phones	13,500	13,500	5,232.79	12,633.34
-43001-331	Travel/Meals/Lodging	500	500	-	-
-43001-334	Mileage Reimbursement	400	400	58.00	-
-43001-340	Advertising	400	400	-	-

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget <u>2020</u>	3/2/2020 Proposed Amended Budget <u>2020</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
-43001-351 Legal Notices/Publications			-	-
-43001-360 Insurance	16,000	16,000	14,793.53	15,677.47
-43001-381 Electric Utilities	6,000	6,000	5,910.51	396.86
-43001-382 Water/Wastewater Utilities	3,000	3,000	2,418.93	933.95
-43001-383 Gas Utilities	11,000	11,000	10,244.69	-
-43001-384 Refuse Hauling	4,000	4,000	2,231.51	2,688.44
-43001-401 Repairs and Maint Building & Structures	1,000	1,000	-	-
-43001-404 Repairs and Maintenance - Vehicles/Equipment	3,000	3,000	2,782.90	662.90
-43001-405 Emergency Mgmt Rep & Maint	500	500	-	-
-43001-406 Painting and Striping	18,000	18,000	23,890.86	15,557.61
-43001-407 Bridge Repair	3,000	3,000	26,000.00	12,000.00
-43001-413 BNSF Parking Lot Lease	3,000	3,000	3,005.96	-
-43001-414 Equipment Rental			-	12,000.00
-43001-417 Uniform Rental	8,000	8,000	7,620.96	6,581.80
-43001-430 Miscellaneous	3,500	3,500	-	39.99
-43001-433 Dues and Subscriptions	1,200	1,200	685.35	732.20
-43001-440 Schools and Meetings	1,500	1,500	321.00	1,570.00
-43001-443 City Garden/Flower Oper Exp	2,000	2,000	754.09	2,552.02
-43001-444 Insect Control	7,000	7,000	6,251.37	4,754.38
-43001-445 Diseased Tree Program	15,000	15,000	10,000.00	6,550.00
-43001-446 Weed Control	4,000	4,000	2,753.94	2,718.80
-43001-447 Downtown Decorations	10,000	10,000	3,795.25	10,342.87
-43001-451 Township Assessment			1,648.12	-
-43001-452 Street Light Replacement & Signal Painting		80,000	136,570.00	-
-43001-449 Paver Repair			-	-
-43001-489 Other Contracted Services	12,000	12,000	23,796.37	12,810.19
Total Other Services and Charges	154,000	234,000	296,484.05	127,024.58
Total Street Maintenance	1,380,829	1,460,829	1,413,584.06	1,231,943.27
Maintenance Building - #43170				
Supplies				
-43170-215 Maintenance Supplies	0	0	-	-
Total Supplies	0	0	-	-
Other Services and Charges				
-43170-321 Telephone/Cellular Phones			-	-
-43170-381 Electric Utilities			-	2,562.27
-43170-382 Water/Wastewater Utilities			-	1,522.07
-43170-383 Gas Utilities			-	12,400.16
-43170-401 Repairs and Maintenance - Buildings/Structures			-	1,561.00
-43170-430 Miscellaneous			-	520.00
Total Other Services and Charges	0	0	-	18,565.50
Total Maintenance Building	0	0	-	18,565.50
TOTAL PUBLIC WORKS	1,380,829	1,460,829	1,413,584.06	1,250,508.77
PARKS AND RECREATION				
<i>Ice Rink - #45127--ICE RINK NOW PART OF REST OF PARK BUDGET</i>				
Personal Services				
-45127-104 Salaries - Temporary/Seasonal			-	2,015.44
-45127-121 PERA (Employer)			-	9.13
-45127-122 FICA/Medicare Employer Share/Employee Benefits			-	140.40
-45127-151 Work Comp			-	39.51
Total Personal Services			0.00	2,204.48
Supplies				
-45127-210 Miscellaneous Operating Supplies			-	1,745.32
-45127-212 Gasoline/Fuel/Lubricants/Additives			-	-
-45127-215 Shop Maintenance Supplies			-	-
-45127-221 Repairs and Maintenance Supplies - Equipment			-	4,225.34
-45127-223 Repairs and Maintenance Supplies - Buildings			-	645.58
Total Supplies	0	0	-	6,616.24
Other Services and Charges				
-45127-321 Telephone/Cellular Phones			-	900.00
-45127-360 Insurance			-	-
-45127-381 Electric Utilities			-	54,881.92
-45127-382 Water/Wastewater Utilities			-	810.90
-45127-383 Gas Utilities			-	2,837.06
-45127-401 Repairs and Maintenance - Structures			-	589.00
-45127-415 Equipment Rental			-	683.57
-45127-430 Miscellaneous			-	-
-45127-487 Ice Rink Lighting Lease			-	-
Total Other Services and Charges	0	0	-	60,702.45
Total Ice Rink--nov part of Parks Budget	0	0	0.00	69,523.17
Parks and Parks Programming- 45200				
Personal Services				
-45200-101 Full-time Salaries	126,422	126,422	92,634.52	118,002.44
-45200-102 FT Overtime	2,000	2,000	414.98	1,022.75
-45200-104 Salaries - Temporary/Seasonal	43,024	43,024	20,356.61	11,764.17
-45200-105 Overtime - Temporary/Seasonal			-	7.61

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget <u>2020</u>	3/2/2020 Proposed Amended Budget <u>2020</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
-45200-112 Parks & Rec Commission Stipends	3,000	3,000	805.00	980.00
-45200-121 PERA (Employer)	10,586	10,586	6,978.72	8,976.47
-45200-122 FICA/Medicare Employer Share/Employee Benefits	13,544	13,544	8,487.18	9,818.03
1-5200-131 Medical/Dental/Life Employer Share	34,873	34,873	24,718.92	32,143.92
-45200-132 Longevity	2,606	2,606	-	-
-45200-133 Deductible Contribution	2,400	2,400	1,385.40	1,501.97
-45200-151 Workers' Compensation Insurance	9,629	9,629	4,457.52	6,490.42
-45200-154 HRA/Flex Fees	200	200	103.45	146.80
Total Personal Services	248,284	248,284	160,342.30	190,854.58
Supplies				
-45200-210 Miscellaneous Operating Supplies	8,000	8,000	6,096.85	10,320.31
-45200-212 Gasoline/Fuel/Lubricants/Additives	7,000	7,000	10,555.53	10,232.71
-45200-221 Repairs and Maintenance Supplies - Equipment	11,500	11,500	5,222.74	8,670.66
-45200-223 Repairs and Maintenance Supplies - Buildings	12,000	12,000	17,458.49	14,088.34
-45200-226 Signs	1,000	1,000	-	777.65
-45200-227 City Park Light Pole Project	-	-	-	-
-45200-230 Master Garden Supplies	2,000	2,000	661.00	-
-45200-240 Small Tools and Minor Equipment	1,500	1,500	1,783.08	1,255.85
Total Supplies	43,000	43,000	41,777.69	45,345.52
Other Services and Charges				
-45200-304 Professional Services	500	500	200.00	285.00
-45200-305 Park Contracted Services	500	500	1,610.35	1,223.75
-45200-321 Telephone/Cellular Phones	1,000	1,000	750.00	-
-45200-306 Misc Prof Serv	-	-	-	-
-45200-306 Park Commission Activities	-	-	-	-
-45200-340 Advertising	200	200	-	-
-45200-351 Legal Notices	200	200	20.00	63.25
-45200-360 Insurance	24,500	24,500	23,142.36	21,186.73
-45200-381 Electric Utilities	87,000	87,000	61,827.95	23,981.72
-45200-382 Water & Wastewater Utilities	4,500	4,500	11,902.87	2,402.90
-45200-383 Gas Utilities	6,000	6,000	1,824.17	-
-45200-401 Repairs and Maintenance - Structures	7,000	7,000	3,680.05	2,507.27
-45200-403 R&M Tennis Court	-	-	-	-
-45200-415 Equipment Rental	8,000	8,000	5,195.20	7,197.00
-45200-417 Rental-Uniforms	700	700	672.39	654.85
-45200-430 Miscellaneous	-	-	-	-
-45200-440 Schools & Meetings	-	-	38.00	-
-45200-445 Weed Control and Fertilizer	15,000	15,000	8,650.04	16,415.58
-45200-485 Property Taxes--donated park land	-	-	-	-
1-5200-487 Softball Lighting Lease	-	-	-	-
-45200-486 Summer Recreation	-	-	-	-
-45200-484 Library Study	-	-	-	-
-45200-488 Library	-	-	22,119.71	24,633.58
-45200-489 Senior Activity Center	-	-	-	-
-45200-491 Library Concept Design	-	-	-	-
-45200-492 Aquatic Center	-	-	-	-
-45200-493 Yoga Grant Expense	-	-	-	800.00
-45200-494 Camb/Isanti Fall Comm Event	-	-	-	-
-45200-495 Ski Trail Maintenance Agreement	4,500	4,500	4,012.50	2,175.00
-45200-496 Arts and Parks Programming	20,000	20,000	16,899.12	19,776.14
-45200-497 Master Trail Contribution	-	-	-	-
-45200-498 Pickleball Grant Expenditures	-	-	-	-
Total Other Services and Charges	179,600	179,600	162,544.71	123,302.77
Total Parks & Parks Programming	470,884	470,884	364,664.70	359,502.87
Library - 45400				
Personal Services				
-45400-101 Full-time Salaries	-	-	-	-
-45400-102 FT Overtime	-	-	-	-
-45400-104 Salaries - Temporary/Seasonal	-	-	-	-
-45400-105 Overtime - Temporary/Seasonal	-	-	-	-
-45400-121 PERA (Employer)	-	-	-	-
-45400-122 FICA/Medicare Employer Share/Employee Benefits	-	-	-	-
1-5400-131 Medical/Dental/Life Employer Share	-	-	-	-
-45400-132 Longevity	-	-	-	-
-45400-133 Deductible Contribution	-	-	-	-
-45400-151 Workers' Compensation Insurance	-	-	-	-
-45400-154 HRA/Flex Fees	-	-	-	-
Total Personal Services	0	0	-	-
Supplies				
-45400-210 Miscellaneous Operating Supplies	500	500	-	-
-45400-212 Gasoline/Fuel/Lubricants/Additives	-	-	-	-
-45400-221 Repairs and Maintenance Supplies - Equipment	-	-	-	-
-45400-223 Repairs and Maintenance Supplies - Buildings	5,000	5,000	-	-
-45400-240 Small Tools and Minor Equipment	1,000	1,000	-	-
Total Supplies	6,500	6,500	-	-
Other Services and Charges				
-45400-304 Professional Services	-	-	-	-
-45400-321 Telephone/Cellular Phones	-	-	-	-

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	Adopted Budget <u>2020</u>	3/2/2020 Proposed Amended Budget <u>2020</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
-45400-306 Park Commission Activities				
-45400-340 Advertising				
-45400-351 Legal Notices				
-45400-360 Insurance	1,500	1,500		
-45400-381 Electric Utilities	28,000	28,000		
-45400-382 Water & Wastewater Utilities	3,600	3,600		
-45400-401 Repairs and Maintenance - Structures	500	500		
-45400-415 Equipment Rental				
-45400-417 Rental-Uniforms				
-45400-430 Miscellaneous	500	500		
-45400-440 Schools & Meetings				
Total Other Services and Charges	<u>34,100</u>	<u>34,100</u>	-	-
<i>Total Library</i>	<u>40,600</u>	<u>40,600</u>	-	-
TOTAL PARKS AND RECREATION	<u>511,484</u>	<u>511,484</u>	364,665	429,026
TOTAL EXPENDITURES	<u>6,132,626.00</u>	<u>6,212,626.00</u>	5,380,370.72	5,412,315.83
TRANSFERS OUT				
-49300-720			885,622.00	1,432,217.66
Fire Equipment Revolving Fund - #420	59,866	59,866		
Transfer to Cap fund 415 Park Improv	100,000	100,000		
Transfer to Cap fund 417 Police	100,000	100,000		
Transfer to Cap fund 418 Public Works	100,000	100,000		
Transfer to Cap fund 419 City Hall	193,997	193,997		
Transfer for CI Bike / Walk Trail-fund capital	8,340	8,340		
Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660		
Motek Tax Abatement-starting in 2017				
Frayn 65 LLC Tax Abatement-starting in 2017				
Pavement Management Fund - #443	328,700	328,700		
Transfer to 205 for Econ Dev.	294,391	294,391		
Transfers Out to Airport Cap	15,000	15,000		
TOTAL TRANSFERS OUT	<u>1,206,954</u>	<u>1,206,954</u>	885,622.00	1,432,217.66
TOTAL EXPENDITURES & TRANSFERS OUT	<u>7,339,580</u>	<u>7,419,580</u>	6,265,992.72	6,844,533.49

Agenda 4G

Finance Department Report

March 2, 2020

Written by: Caroline Moe

Inter-fund Loan between Fund 444 (Airport Capital Fund) and 602 (Sewer Fund)

The Airport Capital Fund is expecting to be reimbursed in 2020 for land acquisition costs incurred in 2019. Staff is recommending that a temporary inter-fund loan in the amount of \$455,000 be approved from the Sewer Fund (602) to the Airport Capital Fund (444) as of December 31, 2019 to cover the cash outlay. Repayment of this temporary loan is expected in 2020.

Inter-fund Loan between Fund 325 (Library Debt Service Fund) and 299 (Local Option Sales Tax)

Library Debt Service Fund (325) is expecting to be reimbursed in 2020 local sales tax earned in 2019 but not collected from the State of MN until 2020. Staff is recommending that a temporary inter-fund loan in the amount of \$240,337.62 be approved from the Library Debt Service Fund (325) to the Local Option Sales Tax Fund (299) as of December 31, 2019. Repayment of this temporary loan is expected in 2020.

Recommended Council Action—Approve inter-fund loans as presented.

4H 2019 General Fund Budget Amendments

March 2, 2020

Prepared by: Caroline Moe, Director of Finance

Background

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

Dept Impacted	Amount of increase (decrease)	Rationale
Taxes	\$40,284	Adjustment to reflect actual activity for 2019.
License & Permits	\$14,173	Adjustment to reflect actual activity for 2019.
Inter-governmental	\$12,848	Adjustment to reflect actual activity for 2019.
Charges for Services	\$4,974	Adjustment to reflect actual activity for 2019.
Fines & Forfeitures	\$9,620	Adjustment to reflect actual activity for 2019.
Other	\$69,388	Adjustment to reflect actual activity for 2019. Interest income exceed budget by approximately \$60K.
Total	\$151,287	

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

Dept Impacted	Amount of increase (decrease)	Rationale
General Government	(\$46,359)	Adjustment to reflect actual activity for 2019—savings in many departments generated the total.
Public Safety	(\$163,987)	Adjustment to reflect actual activity for 2019. Police dept costs were less than expected by \$133K and fire dept costs were less than expected by \$31K.
Public Works	(\$88,037)	Adjustment to reflect actual activity for 2019--\$80,000 of light pole replacement project carried over to 2020.
Parks & Recreation	(\$71,790)	Adjustment to reflect actual activity for 2019. Budget adjustment reflects that portion of Parks employee that is actually spent on street plowing.
Transfers	\$250,000	Increase of \$250,000—amount transferred to Pavement Management Fund. This will reduce the amount we need to bond for 2020 Street Project.
Total	(\$120,173)	

Requested Council Action

Approve Resolution No. R20-016 2019 General Fund Budget Revision

Resolution No. R20-016

RESOLUTION APPROVING AMENDMENTS TO THE 2019 GENERAL FUND BUDGET

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

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

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

WHEREAS, the Cambridge City Council passed upon Resolution R19-066 amending the 2019 General Fund Budget; and

WHEREAS, the Cambridge City Council passed upon Resolution R19-097 amending the 2019 General Fund Budget; and

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

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

GENERAL FUND REVENUES AND TRANSFERS IN:

An amendment of the 2019 budget is sought from \$7,016,785 to \$7,168,072 a total net increase of \$151,287:

Operating Revenues:	2019 Amended Budget 12/16/19	2019 Proposed Amended Budget 3/2/20	Increase (decrease)
Taxes	\$4,720,292	\$4,760,576	\$40,284
Licenses & Permits	400,306	414,479	14,173
Intergovernmental	1,156,695	1,169,543	12,848
Charges for Services	130,525	135,499	4,974
Fines & Forfeitures	75,140	84,760	9,620
Other Revenue	31,477	100,865	69,388
Transfers In	<u>502,350</u>	<u>502,350</u>	<u>0</u>
Total Revenues & Transfers In	<u>\$7,016,785</u>	<u>\$7,168,072</u>	<u>\$151,287</u>

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2019 budget is sought from \$7,206,232 to \$7,086,059 a total net decrease of \$120,173:

Operating Expenditures:	2019 Amended Budget 12/16/2019	Proposed 2019 Amended Budget 3/2/2020	Increase (decrease)
General Government	\$1,642,567	\$1,596,208	(\$46,359)
Public Safety	2,504,993	2,341,006	(163,987)
Public Works	1,639,791	1,551,754	(88,037)
Parks and Recreation	454,822	383,032	(71,790)
Transfers to Other Funds	<u>964,059</u>	<u>1,214,059</u>	<u>250,000</u>
Total Operating Expenditures	<u>\$7,206,232</u>	<u>\$7,086,059</u>	<u>(\$120,173)</u>

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

Adopted this 2nd Day of March, 2020

James Godfrey, Mayor

Attest:

Linda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	12/16/2019 Amended Budget <u>2019</u>	3/2/2020 Amended Budget <u>2019</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
REVENUES AND TRANSFERS IN				
<i>REVENUES</i>				
Taxes	4,720,292	4,760,576	4,760,578.81	4,623,602.69
Licenses and Permits -				
Business	88,350	90,547	90,547.30	95,397.25
Non-Business	311,956	323,932	323,936.93	407,331.34
Intergovernmental Revenues	1,156,695	1,169,543	1,169,545.62	1,155,577.78
Charges for Services				
General Government	2,726	2,726	2,726.75	251.75
Public Safety	118,753	120,271	120,272.70	112,345.90
Other	9,046	12,502	12,503.25	15,384.00
Fines and Forfeitures	75,140	84,760	84,760.49	92,898.94
Other	31,477	100,865	100,866.57	61,714.06
<i>Total Revenues</i>	<u>6,514,435</u>	<u>6,665,722</u>	<u>6,665,738.42</u>	<u>6,564,503.71</u>
<i>TRANSFERS IN</i>	502,350	502,350	502350.00	452350.00
<i>TOTAL REVENUES AND TRANSFERS IN</i>	<u>7,016,785</u>	<u>7,168,072</u>	<u>7168088.42</u>	<u>7016853.71</u>
EXPENDITURES AND TRANSFERS OUT				
<i>EXPENDITURES</i>				
General Government				
Mayor and Council	82,308	73,339	73332.69	61860.62
Administration	330,922	312,554	312544.04	258300.84
Elections	1,150	355	355.00	9387.41
Finance	329,364	329,738	329731.10	309616.22
Legal	107,805	113,161	113159.79	106298.49
Community Development	626,705	600,419	600401.12	558919.04
New City Hall Buildings	164,313	166,642	166633.17	156857.80
Total General Government	<u>1,642,567</u>	<u>1,596,208</u>	<u>1596156.91</u>	<u>1461240.42</u>
Public Safety				
Police Department	2,165,530	2,033,313	2033292.13	1953771.65
Fire Department	329,363	298,509	298498.60	305860.91
Emergency Management	5,100	4,384	4383.18	7108.04
Animal Control	5,000	4,800	4800.00	4800.00
Total Public Safety	<u>2,504,993</u>	<u>2,341,006</u>	<u>2340973.91</u>	<u>2271540.60</u>
Public Works				
Street Maintenance	1,639,791	1,551,754	1551733.11	1231943.27
Maintenance Building	0	0	0.00	18565.50
Total Public Works	<u>1,639,791</u>	<u>1,551,754</u>	<u>1551733.11</u>	<u>1250508.77</u>
Parks and Recreation				
Ice Rink	0	0	0.00	69523.17
Parks and Recreation	454,822	383,032	383018.01	359502.87
Total Parks and Recreation	<u>454,822</u>	<u>383,032</u>	<u>383018.01</u>	<u>429026.04</u>
<i>Total Expenditures</i>	<u>6,242,173</u>	<u>5,872,000</u>	<u>5871881.94</u>	<u>5412315.83</u>
<i>TRANSFERS OUT</i>	964,059	1,214,059	1214059.00	1432217.66
<i>TOTAL EXPENDITURES & TRANSFERS OUT</i>	<u>7,206,232</u>	<u>7,086,059</u>	<u>7085940.94</u>	<u>6844533.49</u>
<i>NET INCREASE (DECREASE) IN FUND BALANCE</i>	<u>(189,447)</u>	<u>82,013</u>	<u>82147.48</u>	<u>172320.22</u>

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	12/16/2019 Amended Budget 2019	3/2/2020 Amended Budget 2019	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018	
REVENUES					
TAXES					
01-31010	Taxes - Current	4,681,071	4,720,330	4,720,330.81	4,520,758.28
01-31020	Taxes - Delinquent	15,079	16,104	16,104.12	34,330.76
01-31030	Taxes-Market Value Credit Refund			-	-
01-31050	Taxes - Excess Tax Increments			0.94	110.79
01-31051	Decert TIF District Proceeds			-	24,586.73
01-31061	Taxes & Assessments on Sale of Foreclosed Pr	22,889	22,889	22,889.19	40,779.99
01-31062	Taxes Abated by Isanti Co			-	-
01-31063	Taxes & Assessments on Sale of Foreclosed Property Future			-	-
01-31060	Penalties and Interest	1,253	1,253	1,253.75	3,036.14
	TOTAL TAXES	4,720,292	4,760,576	4,760,578.81	4,623,602.69
LICENSES AND PERMITS					
<i>Business</i>					
01-32110	Liquor	18,600	20,300	20,300.00	21,900.00
01-32111	Beer & Setups			-	-
01-32180	Cigarettes	2,600	2,600	2,600.00	2,800.00
01-32184	Cable Franchise Fees	65,000	65,497	65,497.30	68,718.25
01-32185	Trash Franchise Fees	1,250	1,250	1,250.00	1,250.00
01-32199	Other Business Licenses and Permits	900	900	900.00	729.00
	Total Business	88,350	90,547	90,547.30	95,397.25
<i>Non-Business</i>					
01-32218	City Share of Electrical Inspections	4,485	4,658	4,658.91	8,755.20
01-32219	Local Share of Building Surcharge	293	458	458.94	516.89
01-32220	Building Permits	238,242	237,497	237,497.46	320,214.50
01-32221	Excavating Permits			-	-
01-32222	Mechanical and Gas Permits	24,243	24,405	24,405.99	29,083.79
01-32223	Fire Protection Permits			-	-
01-32225	Investigation (Penalty Fee)	1,176	1,176	1,176.00	1,338.00
01-32226	Contractor Verification Fee	760	775	775.00	820.00
01-32230	Plumbing Permits	18,796	19,254	19,254.00	16,807.00
01-32240	Sign Permits	1,080	1,080	1,080.00	1,560.00
01-32298	Rental Registration	10,691	20,741	20,741.98	10,937.50
01-32299	Other Non-Business Licenses and Permits	12,190	13,888	13,888.65	17,298.46
	Total Non-Business	311,956	323,932	323,936.93	407,331.34
	TOTAL LICENSES AND PERMITS	400,306	414,479	414,484.23	502,728.59
INTERGOVERNMENTAL REVENUES					
01-33165	Federal Grants-Other	7,688	10,369	10,369.90	9,026.45
01-33401	Local Government Aid (LGA)	806,834	806,834	806,834.00	802,355.00
01-33404	State Aid - Other	12,792	12,792	12,792.66	6,245.90
01-33405	PERA Aid	5,822	5,822	5,822.00	5,822.00
01-33418	MSA - Maintenance	50,000	50,000	50,000.00	50,000.00
01-33420	Fire Relief			-	-
01-33421	Police State Aid	141,618	141,619	141,619.56	139,549.45
01-33422	School District-School Officer Assistance--SRt	127,162	137,328	137,328.50	71,509.10
01-33424	School District-School Officer Assistance--SRt	0	0	-	66,721.06
01-33610	County Grants & Aids for Highways	4,779	4,779	4,779.00	4,348.82
01-33620	Other County Aid			-	-
	TOTAL INTERGOVERNMENTAL REVENUE	1,156,695	1,169,543	1,169,545.62	1,155,577.78
01-33610	County Grants & Aids for Highways			-	-
CHARGES FOR SERVICES					
<i>General Governments</i>					
01-34102	Filing Fees	0	0	-	120.00
01-34105	Sale of Maps, Copies	341	341	341.75	131.75
01-34106	Street Light O&M			-	-
01-34110	Solar Lease Revenue	1,500	1,500	1,500.00	-
01-34117	Contracted Building Inspection	885	885	885.00	-
	Total General Government	2,726.00	2,726.00	2,726.75	251.75
<i>Public Safety</i>					
01-34201	Police Department Reports	572	602	602.25	2,950.75
01-34202	Police Department Administration Fees	8,595	8,785	8,785.00	4,660.00
01-34205	Police Department Pawn Shop Revenue	3,735	4,467	4,467.50	5,512.50
01-34204	PD-Pay Reimb Fee			-	-
01-34206	Fire Protection - Township Contracts	102,506	102,506	102,506.31	96,877.65
01-34208	Fire Protection - Fire Runs	1,000	1,566	1,566.64	-
01-34210	Fire Protection - Admin	2,345	2,345	2,345.00	2,345.00
	Total Public Safety	118,753	120,271	120,272.70	112,345.90
<i>Other</i>					
01-34951	Sale of Service and Supplies	18	18	18.75	1,679.00
01-34953	Escrow Administration Fee	0	0	-	-

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01-34954 Plan review/administrative charge	0	0	-	-
01-34955 Base Map updating fee	0	0	-	-
01-34925 Park Activity Fees	4,862	4,862	4,862.50	5,135.00
01-34930 Art Fair Fees	595	595	595.00	770.00
01-34958 Ice Rink Lease Revenue	3,571	7,027	7,027.00	7,800.00
<i>Total Other</i>	<u>9,046.00</u>	<u>12,502.00</u>	<u>12,503.25</u>	<u>15,384.00</u>
TOTAL CHARGES FOR SERVICES	<u>130,525</u>	<u>135,499</u>	<u>135,502.70</u>	<u>127,981.65</u>
FINES AND FORFEITURES				
01-35101 Court Fines	70,000	68,945	68,945.49	86,538.94
01-35102 Parking Fines	2,520	2,900	2,900.00	1,670.00
01-35104 Animal Control Fines	1,620	1,660	1,660.00	1,540.00
01-35105 Admin Citation	1,000	11,255	11,255.00	3,150.00
TOTAL FINES AND FORFEITURES	<u>75,140</u>	<u>84,760</u>	<u>84,760.49</u>	<u>92,898.94</u>
OTHER				
01-36102 Special Assessment Principal Payment				
01-36200 Miscellaneous		2,039	2,039.17	885.20
01-36210 Interest on Investments	17,000	77,597	77,597.56	27,235.82
01-36220 Facility Rentals	4,051	10,663	10,663.10	20,018.00
01-36230 Donations	10,301	10,301	10,301.71	4,506.11
01-36102 Operation Round Up Grant		140	140.03	1,324.70
01-36234 Arts Grant for Concert Series	0	0	-	2,500.00
01-36240 Patronage Capital	0	0	-	3,619.23
01-36241 Fire Dept Private Grants	0	0	-	235.00
01-36242 Wellness Grant	0	0	-	886.00
01-36250 Telephone Commissions	0	0	-	-
01-36501 Sale of Property	125	125	125.00	504.00
01-36999 Fire on the Run In & Out	0	0	-	-
Total non-mall other revenue	<u>31,477</u>	<u>100,865</u>	<u>100,866.57</u>	<u>61,714.06</u>
TOTAL OTHER	<u>31,477</u>	<u>100,865</u>	<u>100,866.57</u>	<u>61,714.06</u>
TOTAL REVENUES	<u>6,514,435</u>	<u>6,665,722</u>	<u>6,665,738.42</u>	<u>6,564,503.71</u>
TRANSFERS IN				
01-39203 Liquor Fund	400,000	400,000	502,350.00	400,000.00
01-39203 Other Funds	102,350	102,350	-	52,350.00
TOTAL TRANSFERS IN	<u>502,350</u>	<u>502,350</u>	<u>502,350</u>	<u>452,350</u>
TOTAL REVENUES AND TRANSFERS IN	<u>7,016,785</u>	<u>7,168,072</u>	<u>7,168,088.42</u>	<u>7,016,853.71</u>

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	12/16/2019 Amended Budget <u>2019</u>	3/2/2020 Amended Budget <u>2019</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
EXPENDITURES				
GENERAL GOVERNMENT				
<i>Council - #41110</i>				
Personal Services				
-41110-101 Salaries	29,900	29,434	29,433.49	29,900.16
-41110-122 FICA/Medicare Employer Share/Employee Be	2,290	2,252	2,251.42	2,287.06
-41110-151 Worker's Comp - Ins Premiums	140	78	77.56	119.38
Total Personal Services	<u>32,330</u>	<u>31,764</u>	<u>31,762.47</u>	<u>32,306.60</u>
Supplies				
-41110-200 Office Supplies - Accessories	100	3	2.14	107.81
-41110-210 Miscellaneous Operating Supplies	150	11	11.00	350.00
-41110-213 Citizens Academy	0	0	-	-
-41110-214 Employee Recognition	348	348	347.66	495.57
Total Supplies	<u>598</u>	<u>362</u>	<u>360.80</u>	<u>953.38</u>
Other Services and Charges				
-41110-304 Miscellaneous Professional Services	0	0	-	-
-41110-331 Travel/Meals/Lodging	2,763	2,849	2,848.16	392.65
-41110-334 Mileage Reimbursements	0	0	-	-
-41110-340 Advertising	99	99	98.50	-
-41110-360 Insurance and Bonds	304	304	303.20	258.12
-41110-430 Miscellaneous	0	0	-	-
-41110-433 Dues and Subscriptions	30	30	30.00	30.00
-41110-440 Schools and Meetings	2,675	2,675	2,675.00	-
-41110-441 Sister City Activities	1,500	310	310.00	300.00
-41110-455 Fireworks Display Expenses	12,282	12,282	12,281.25	12,275.00
-41110-456 Art Festival	1,505	1,505	1,505.00	2,412.62
-41110-457 Downtown Banner & Signage	0	0	-	4,903.00
-41110-458 Downtown Flower Basket	1,850	1,850	1,850.00	8,029.25
-41110-459 Downtown Trash Cans & Benches	26,372	19,309	19,308.31	-
Total Other Services and Charges	<u>49,380</u>	<u>41,213</u>	<u>41,209.42</u>	<u>28,600.64</u>
Total Council	<u>82,308</u>	<u>73,339</u>	<u>73,332.69</u>	<u>61,860.62</u>
<i>Administration - #41320</i>				
Personal Services				
-41320-101 Salaries	167,000	158,684	158,683.53	128,785.82
-41320-102 Overtime	0	0	-	-
-41320-103 Part-time Regular	40,183	35,979	35,978.82	28,386.79
-41320-105 Temp/Seasonal	128	128	127.89	-
-41320-121 PERA Employer Share	16,147	14,721	14,720.03	11,553.80
-41320-122 FICA/Medicare Employer Share/Employee Be	16,393	14,559	14,558.95	11,442.59
-41320-131 Medical/Dental/Life Employer Share	29,351	28,856	28,855.32	18,793.32
-41320-132 Longevity	0	0	-	-
-41320-133 Deductible Contribution	2,400	2,400	2,400.00	1,200.00
-41320-151 Workers' Compensation Insurance	1,685	766	765.98	950.35
-41320-153 City Wide Re-employment Compensation	5,000	4,350	4,349.52	866.77
-41320-154 HRA/Flex Fees	250	133	132.70	159.05
Total Personal Services	<u>278,537</u>	<u>260,576</u>	<u>260,572.74</u>	<u>202,138.49</u>
Supplies				
-41320-201 Office Supplies - Accessories	1,800	1,934	1,933.43	1,570.11
-41320-202 Duplicating Supplies and Copy Paper	1,250	1,204	1,203.30	1,009.58
-41320-203 Newsletter Costs	4,770	4,770	4,769.72	-
-41320-204 Stationary, Forms and Envelopes	250	145	145.00	145.00
-41320-209 Software Updates	-	-	-	139.00
-41320-210 Miscellaneous Operating Supplies	1,043	1,043	1,042.76	-
-41320-221 Repairs and Maintenance - Equipment	0	0	-	-
-41320-240 Small Tools & Minor Equipment	1,720	1,720	1,719.39	3,616.40
Total Supplies	<u>10,833</u>	<u>10,816</u>	<u>10,813.60</u>	<u>6,480.09</u>
Other Services and Charges				
-41320-304 Miscellaneous Professional Services	3,247	3,247	3,246.50	11,987.97
-41320-313 Marco IT Mgmt & Backup	3,000	2,710	2,709.72	2,709.72
-41320-321 Telephone/Cellular Phones	0	0	-	-
-41320-322 Postage	3,008	3,123	3,122.85	2,950.00
-41320-331 Travel/Meals/Lodging	735	735	734.54	264.46
-41320-334 Mileage Reimbursement	180	180	179.22	34.44
-41320-340 Advertising	1,220	1,220	1,219.90	1,960.83
-41320-351 Legal Notices/Ordinance Publication	700	438	437.63	904.61
-41320-360 Insurance and Bonds	1,885	1,885	1,884.58	1,696.18
-41320-404 Repairs and Maintenance	0	0	-	-
-41320-409 Maintenance Contracts - Office Equipment	12,501	12,745	12,744.80	13,214.93
-41320-430 Miscellaneous	0	0	-	119.96
-41320-433 Dues and Subscriptions	630	629	628.44	575.16
-41320-437 City Wide-Dues & Subscriptions	13,800	13,605	13,605.00	13,249.00
-41320-440 Schools and Meetings	516	516	516.00	15.00

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-41320-441 Web Site Enhancement	130	129	128.52	-
-41320-489 Contracted Services	0	0	-	-
Total Other Services and Charges	41,552	41,162	41,157.70	49,682.26
<i>Total Administration</i>	330,922	312,554	312,544.04	258,300.84
<i>Elections - #41410</i>				
Personal Services				
-41410-104 Salaries - Temporary Election Judges	0	0	-	6,012.50
-41410-122 FICA/Medicare Employer Share/Employee Ben	0	0	-	-
-41410-151 Workers' Compensation Insurance	0	0	-	-
Total Personal Services	0	0	-	6,012.50
Supplies				
-41410-200 Miscellaneous Office Supplies	0	0	-	-
-41410-201 Office Supplies - Accessories	250	0	-	115.76
-41410-240 Small Tools	0	0	-	1,797.68
Total Supplies	250	0	-	1,913.44
Other Services and Charges				
-41410-331 Travel/Meals/Lodging	0	0	-	97.44
-41410-351 Legal Notices/Ordinance Publication	100	0	-	180.88
-41410-404 Repairs & Maintenance - Voting Equipment	0	0	-	-
-41410-408 Maintenance Contracts - Mach/Equipment	800	355	355.00	1,183.15
-41410-412 Rentals - Buildings	0	0	-	-
-41410-430 Miscellaneous	0	0	-	-
Total Other Services and Charges	900	355	355.00	1,461.47
<i>Total Elections</i>	1,150	355	355.00	9,387.41
<i>Finance - #41500</i>				
Personal Services				
-41500-101 Salaries	174,876	173,084	173,083.99	164,470.08
-41500-102 Overtime	0	0	-	-
-41500-103 Part-time Regular	0	0	-	-
-41500-121 PERA Employer Share	13,116	12,825	12,824.58	12,197.70
-41500-122 FICA/Medicare Employer Share/Employee Ben	13,378	12,660	12,659.71	11,980.50
-41500-131 Medical/Dental/Life Employer Share	33,520	33,055	33,054.24	32,157.84
-41500-132 Longevity	0	0	-	-
-41500-133 Deductible Contribution	2,400	2,400	2,400.00	2,400.00
-41500-151 Workers' Compensation Insurance	1,370	679	678.56	1,014.99
-41500-154 HRA/Flex Fees	200	147	146.80	146.80
Total Personal Services	238,860	234,850	234,847.88	224,367.91
Supplies				
-41500-201 Office Supplies - Accessories	1,400	1,601	1,600.56	820.02
-41500-204 Stationary, Forms and Envelopes	3,000	2,615	2,614.46	3,609.01
-41500-209 Software Updates	725	725	725.00	700.00
-41500-210 Miscellaneous Operating Supplies	34	34	33.70	-
-41500-240 Small Tools	500	0	-	1,599.00
Total Supplies	5,659	4,975	4,973.72	6,728.03
Other Services and Charges				
-41500-301 Auditing and Accounting	31,900	31,900	31,900.00	32,000.00
-41500-304 Miscellaneous Professional Services	2,645	2,388	2,388.00	3,584.69
-41500-308 Isanti County Special Assessment Mgmt Fee	986	986	986.00	-
-41500-309 EDP Professional Services	22,000	26,398	26,397.30	19,998.82
-41500-313 IT Management	2,500	2,710	2,709.72	2,935.53
-41500-321 Telephone/Cellular Phones	0	0	-	-
-41500-331 Travel/Meals/Lodging	1,755	1,755	1,754.26	42.00
-41500-334 Mileage Reimbursement	250	201	200.10	129.71
-41500-340 Advertising	0	0	-	-
-41500-351 Legal Notices/Ordinance Publishing	500	426	426.00	365.38
-41500-360 Insurance and Bonds	1,518	2,094	2,093.81	1,491.85
-41500-409 Maintenance Contracts - Office Equipment	16,000	15,776	15,776.00	15,458.00
-41500-420 Wellness	0	0	-	-
-41500-430 Miscellaneous	250	451	450.51	-
-41500-432 Property Finders Fee	0	0	-	-
-41500-433 Dues and Subscriptions	1,592	1,600	1,599.80	1,564.30
-41500-440 Schools and Meetings	2,949	3,228	3,228.00	950.00
Total Other Services and Charges	84,845	89,913	89,909.50	78,520.28
<i>Total Finance</i>	329,364	329,738	329,731.10	309,616.22
<i>Legal - #41610</i>				
Other Services and Charges				
-41610-304 Legal Fees	57,000	62,208	62,207.58	55,991.75
-41610-307 Township Annexation Payments	10,805	10,805	10,804.78	10,804.78
-41610-305 Prosecution Services	40,000	40,148	40,147.43	39,501.96

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Total Other Services and Charges	107,805	113,161	113,159.79	106,298.49
<i>Total Legal</i>	107,805	113,161	113,159.79	106,298.49
Community Development				
<i>Building Department - #41920</i>				
Personal Services				
-41920-101 Salaries	222,760	218,528	218,527.66	195,231.52
-41920-102 Overtime	0	0	-	-
-41920-103 Salary-Seasonal	500	0	-	-
-41920-121 PERA Employer Share	14,564	14,001	14,000.04	14,592.31
-41920-122 FICA/Medicare Employer Share/Employee Bei	14,883	13,789	13,788.86	14,354.33
-41920-131 Medical/Dental/Life Employer Share	51,631	50,925	50,924.64	48,222.84
-41920-132 Longevity	0	0	-	-
-41920-133 Deductible Contribution	4,800	1,230	1,229.99	3,696.07
-41920-151 Workers' Compensation Insurance	1,324	704	703.90	989.48
-41920-154 HRA/Flex Fees	250	230	229.55	220.15
Total Personal Services	310,712	299,407	299,404.64	277,306.70
Supplies				
-41920-201 Office Supplies - Accessories	750	579	578.26	687.09
-41920-204 Stationary, Forms and Envelopes	0	0	-	-
-41920-209 Software Updates	0	0	-	-
-41920-210 Miscellaneous Operating Supplies	0	0	-	211.16
-41920-212 Gasoline/Fuel/Lubricants/Additivs	1,500	1,019	1,018.02	1,176.00
-41920-221 Repair and Maintenance Supplies - Vehicles	800	346	345.98	220.41
-41920-240 Small Tools and Minor Equipment	600	70	69.09	460.37
Total Supplies	3,650	2,014	2,011.35	2,755.03
Other Services and Charges				
-41920-304 Miscellaneous Professional Services	314	314	314.00	196.68
-41920-309 EDP Professional Services	0	0	-	-
-41920-313 Marco IT Mgmt & Backup	3,000	2,710	2,709.72	2,709.72
-41920-321 Telephone/Cellular Phones	2,516	2,300	2,299.54	2,255.00
-41920-331 Travel/Meals/Lodging	300	0	-	79.58
-41920-334 Mileage Reimbursement	600	392	391.15	599.50
-41920-340 Advertising	0	0	-	-
-41920-351 Legal Notices/Ordinance Publishing	0	0	-	-
-41920-360 Insurance	2,168	2,168	2,167.61	2,012.10
-41920-404 Repairs and Maintenance	200	0	-	-
-41920-409 Maintenance Contracts - Office Equipment	2,800	2,685	2,685.00	2,685.00
-41920-430 Miscellaneous	200	96	95.47	-
-41920-432 Credit Card Fees	370	0	-	-
-41920-433 Dues and Subscriptions	1,400	395	395.00	535.60
-41920-440 Schools and Meetings	2,000	1,720	1,720.00	1,200.00
Total Other Services and Charges	15,868	12,780	12,777.49	12,273.18
<i>Total Building Department</i>	330,230	314,201	314,193.48	292,334.91
Engineering				
-41925-303 Engineering Contracted Expense	36,000	35,224	35,223.73	26,256.07
Planning - #41935				
Personal Services				
-41935-101 Salaries	161,939	157,861	157,860.02	152,489.84
-41935-102 Overtime	0	0	-	-
-41935-112 Planning Commission Salaries	2,500	2,065	2,065.00	2,135.00
-41935-121 PERA Employer Share	12,145	11,981	11,980.92	11,401.20
-41935-122 FICA/Medicare Employer Share/Employee Bei	12,388	11,555	11,554.08	11,040.12
-41935-131 Medical/Dental/Life Employer Share	33,521	33,055	33,054.24	32,157.84
-41935-132 Longevity	0	0	-	-
-41935-133 Deductible Contribution	2,400	2,319	2,318.60	2,211.11
-41935-151 Workers' Compensation Insurance	1,150	557	556.38	812.45
-41935-154 HRA/Flex Fees	250	147	146.75	146.80
Total Personal Services	226,293	219,540	219,535.99	212,394.36
Supplies				
-41935-201 Office Supplies - Accessories	1,800	1,733	1,732.10	1,002.09
-41935-204 Stationary, Forms and Envelopes	0	0	-	-
-41935-209 Software Updates	2,100	2,074	2,073.46	3,232.50
-41935-210 Miscellaneous Operating Supplies	200	0	-	35.28
-41935-212 Gasoline/Fuel/Lubricants/Additivs	300	199	198.19	155.13
-41935-221 Repair and Maintenance Supplies - Vehicles	1,200	1,129	1,128.81	568.67
-41935-240 Small Tools and Minor Equipment	6,000	6,562	6,561.67	1,508.71
Total Supplies	11,600	11,697	11,694.23	6,502.38
Other Services and Charges				
-41935-301 Special Projects	0	0	-	56.00

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-41935-303 Comp Plan Update			-	-
-41935-304 Miscellaneous Professional Services	225	225	225.00	421.69
-41935-306 Transportation Study Consulting			-	-
-41935-307 Rail Study			-	-
-41935-308 Lakes & Pines Mgmt--Smal l Cities Grant			-	-
-41935-309 EDP Professional Services			-	-
-41935-313 Marco IT Mgmt & Backup	3,000	2,710	2,709.72	2,709.72
-41935-321 Telephone/Cellular Phones			-	-
-41935-322 Code Enforcement Mailing			-	-
-41935-331 Travel/Meals/Lodging	525	398	397.28	135.62
-41935-334 Mileage Reimbursement	250	83	82.24	125.57
-41935-340 Advertising			-	-
-41935-351 Legal Notices/Ordinance Publishing	750	810	810.00	678.91
-41935-360 Insurance	9,208	9,208	9,207.91	9,807.38
-41935-404 Repairs and Maintenance	200	0	-	-
-41935-409 Maintenance Contracts - Office Equipment	4,000	2,990	2,990.00	5,354.98
-41935-430 Miscellaneous	1,000	773	(13,399.60)	(388.20)
-41935-431 Property Securing Exp	500	0	14,171.59	710.65
-41935-432 Abatement Costs			-	-
-41935-433 Dues and Subscriptions	924	924	924.00	874.00
-41935-440 Schools and Meetings	1,036	1,036	1,035.55	345.00
-41935-488 Other Contracted Services--Comp Plan Update			-	-
-41935-489 Other Contracted Services-GIS Maint	964	600	600.00	600.00
-41935-490 Flyover Pictures--share from Isanti Co	0	0	-	-
Total Other Services and Charges	22,582	19,757	19,753.69	21,431.32
<i>Total Planning</i>	260,475	250,994	250,983.91	240,328.06
Total Community Development	626,705	600,419	600,401.12	558,919.04
<i>City Hall Buildings - #41950</i>				
Personal Services				
-41950-101 Salaries	27,224	27,546	27,545.37	25,306.33
-41950-102 Overtime	0	0	-	-
-41950-103 Part-time Salaries	0	0	-	-
-41950-121 PERA Employer Share	1,992	2,043	2,042.13	1,977.60
-41950-122 FICA/Medicare Employer Share/Employee Ben	2,236	2,031	2,030.35	1,949.39
-41950-131 Medical/Dental/Life Employer Share	8,374	8,249	8,248.44	8,024.28
-41950-132 Longevity	0	0	-	-
-41950-133 Deductible Contribution	600	0	-	539.61
-41950-151 Workers' Compensation Insurance	1,653	947	946.14	1,372.88
-41950-154 HRA/Flex Fees	100	37	36.70	36.75
Total Personal Services	42,179	40,853	40849.13	39206.84
-41950-210 Miscellaneous Operating Supplies				
-41950-212 Gasoline/Fuel	0	0	-	-
-41950-215 Maintenance Supplies	6,000	5,627	5,626.95	3,207.50
-41950-240 Small Tools & Equipment	500	503	502.07	1,286.00
Total Supplies	6,500	6,130	6,129.02	4,493.50
Other Services and Charges				
-41950-321 Telephone/Cellular Phones	18,500	18,646	18,645.21	18,411.33
-41950-360 Insurance	1,784	1,784	1,783.83	1,593.24
-41950-381 Electric Utilities	9,500	10,862	10,861.42	9,900.09
-41950-382 Water/Wastewater	3,900	3,723	3,722.99	2,876.43
-41950-383 Gas Utilities	6,500	7,281	7,280.40	6,190.87
-41950-384 Refuse and Recycling	0	0	-	531.25
-41950-401 Repairs and Maintenance -Buildings/Structures	61,000	64,783	64,782.82	58,528.31
-41950-405 Janitor Services			-	-
-41950-409 Maintenance Contracts - Office Equip	4,300	4,283	4,283.00	4,704.08
-41950-411 Cement Replacement			-	-
-41950-413 Rentals - Office Equipment [copier-new]	9,964	8,111	8,110.25	10,098.61
-41950-430 Miscellaneous	186	186	185.10	323.25
Total Other Services and Charges	115,634	119,659	119,655.02	113,157.46
<i>Total City Hall Buildings</i>	164,313	166,642	166,633.17	156,857.80
TOTAL GENERAL GOVERNMENT	1,642,567	1,596,208	1,596,156.91	1,461,240.42
PUBLIC SAFETY				
<i>Police Department - #42100</i>				
Personal Services				
-42100-101 Salaries	1,120,314	1,106,442	1,106,441.07	1,026,708.06
-42100-102 Overtime	55,000	57,184	57,183.34	57,742.92
-42100-103 Salaries - Part-Time Regular	32,573	31,532	31,531.91	30,598.72
-42100-104 Temp/Seas Employees-Regular	20,000	9,113	9,112.02	11,851.64
-42100-110 Hours Worked Holiday	26,000	24,678	24,677.05	19,725.57
-42100-111 Overtime Court			-	-
-42100-112 Overtime Shift Coverage			-	-
-42100-113 Overtime Call Hold Over			-	-

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-42100-114 Overtime Training & Meetings			-	-
-42100-115 Call-in Pay			-	-
-42100-116 On Call Pay	14,451	9,153	9,152.46	37,460.07
-42100-117 Shift Differential	8,673	7,692	7,691.96	7,139.86
-42100-118 Severance			-	-
-42100-121 PERA Employer Share	211,586	200,639	200,638.32	184,593.03
-42100-122 FICA/Medicare Employer Share/Employee Ben	24,224	22,806	22,805.99	21,925.44
-42100-131 Medical/Dental/Life Employer Share	286,316	276,801	276,800.52	258,257.12
-42100-132 Longevity	0	0	-	-
-42100-133 Deductible Contribution	19,200	13,860	13,859.09	13,551.18
-42100-151 Workers' Compensation Insurance	54,831	34,267	34,266.61	47,010.44
-42100-154 HRA/Flex Fees	1,500	1,151	1,150.45	1,109.95
Total Personal Services	1,874,668	1,795,318	1,795,310.79	1,717,674.00
Supplies				
-42100-201 Office Supplies - Accessories	3,300	1,101	1,100.70	1,229.83
-42100-202 Duplicating Supplies and Copy Paper	1,500	857	856.08	546.90
-42100-209 Software Updates	7,800	478	478.00	-
-42100-210 Miscellaneous Operating Supplies	5,500	2,547	2,546.35	2,888.61
-42100-212 Gasoline/Fuel/Lubricants/Additives	40,000	40,338	40,337.67	37,612.44
-42100-213 Ammunition	5,500	4,779	4,778.55	5,617.40
-42100-214 Crime Scene Supplies	5,000	3,050	3,049.27	4,244.16
-42100-217 Promotional Events	4,000	3,628	3,627.84	3,738.34
-42100-221 Repairs and Maintenance Supplies - Squads	18,500	12,452	12,451.61	12,273.20
-42100-231 Uniform Allowance	28,000	10,229	10,228.14	19,412.79
-42100-232 Uniform--Reserves	3,000	1,334	1,333.93	398.20
-42100-240 Small Tools/Minor Equipment	13,000	12,940	12,939.36	18,906.70
Total Supplies	135,100	93,733	93,727.50	106,868.57
Other Services and Charges				
-42100-304 Miscellaneous Professional Services	5,800	3,048	3,047.62	6,170.96
-42100-305 Applicant Testing	0	0	-	2,581.56
-42100-313 Marco IT Mgmt & Backup	12,500	12,194	12,193.08	12,193.08
-42100-321 Telephone/Cellular Phones	14,000	12,838	12,837.11	13,295.43
-42100-322 Postage	600	600	599.55	285.90
-42100-331 Travel/Meals/Lodging	2,500	1,217	1,216.41	1,764.85
-42100-334 Mileage Reimbursement	500	468	467.36	586.98
-42100-340 Advertising	0	0	-	628.51
-42100-360 Insurance	49,762	49,762	49,761.18	40,602.65
-42100-381 Electric Utilities	5,600	5,586	5,585.88	5,091.49
-42100-383 Gas Utilities	3,500	3,586	3,585.89	3,049.22
-42100-404 Maintenance and Repair -Vehicles/ Equipment	8,000	5,225	5,224.03	4,641.26
-42100-409 Maintenance Contracts--Office Equipment	25,041	25,311	25,310.18	18,639.48
-42100-410 Police Reserve Program Activities	1,000	150	150.00	1,412.50
-42100-411 Auto Pawn	2,300	1,751	1,750.50	2,171.70
-42100-413 Office Equipment Rentals			-	-
-42100-429 Old MNDOT Maint Costs	0	0	-	-
-42100-430 Miscellaneous			-	-
-42100-433 Dues and Subscriptions	10,059	10,758	10,757.05	6,929.75
-42100-440 Schools and Meetings	13,200	11,768	11,768.00	8,860.00
-42100-441 Training--Grant funded			-	-
-42100-455 Jail and Medical Expenses			-	-
-42100-489 Other Contracted Services	1,400	0	-	323.76
Total Other Services and Charges	155,762	144,262	144,253.84	129,229.08
Total Police Department	2,165,530	2,033,313	2,033,292.13	1,953,771.65
Fire Department - 42200				
Personal Services				
-42200-101 Salaries	80,130	83,291	83,291.35	78,170.34
-42200-103 Salaries	47,000	46,944	46,944.00	44,661.00
-42200-121 PERA Employer Share	14,000	14,055	14,054.93	12,568.27
-42200-122 FICA/Medicare Employer Share/Employee Ben	9,726	4,760	4,759.66	4,757.12
-42200-131 Medical/Dental/Life Employer Share	16,761	16,525	16,524.80	16,078.92
-42200-132 Fire Longevity Pay	0	0	-	-
-42200-133 Deductible Contribution	1,200	735	734.58	741.52
-42200-151 Worker's Comp - Ins Premiums	37,963	25,493	25,492.06	32,206.04
-42200-154 Flex Fees	150	74	73.35	73.35
Total Personal Services	\$206,930	\$191,877	191,874.73	189,256.56
Supplies				
-42200-201 Office Supplies - Accessories	100	46	45.90	-
-42200-204 Stationary, Forms and Envelopes	200	0	-	-
-42200-210 Miscellaneous Operating Supplies	9,500	4,668	4,667.68	6,416.56
-42200-211 Grant Funded Supplies			-	156.00
-42200-212 Gasoline/Fuel/Lubricants/Additives	6,300	5,812	5,811.14	6,889.44
-42200-213 Operation Round Up Computer Exp			-	-
-42200-215 Shop Maintenance Supplies	200	0	-	-
-42200-221 Repairs and Maintenance Supplies - Trucks	16,000	14,933	14,932.20	12,796.16

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-42200-223 Repairs and Maintenance Supplies - Buildings	600	542	541.20	1,421.72
-42200-231 Uniform Allowance	7,190	4,484	4,483.92	12,103.60
-42200-232 Uniform Grant Funded	1,183	1,183	1,182.50	1,500.00
-42200-240 Small Tools	10,192	10,192	10,191.43	4,513.02
-42200-241 Small Tools-Grant Funded	0	0	-	1,833.84
Total Supplies	51,465	41,860	41,855.97	47,630.34
Other Services and Charges				
-42200-301 Auditing and Accounting			-	-
-42200-304 Miscellaneous Professional Services	13,713	13,713	13,712.75	11,887.15
-42200-306 Fire Relief--Pension Pass Through			-	-
-42200-307 Fire Relief--Pension City Share	10,000	10,000	10,000.00	10,000.00
-42200-313 Marco IT Mgmt & Backup	2,600	2,710	2,709.72	2,709.72
-42200-321 Telephone/Cellular Phones	1,500	1,683	1,682.66	1,380.24
-42200-331 Travel/Meals/Lodging	1,643	1,643	1,642.83	1,726.27
-42200-334 Mileage Reimbursement	0	0	-	643.10
-42200-340 Advertising	0	0	-	119.25
-42200-360 Insurance	6,015	6,015	6,014.41	7,047.92
-42200-381 Electric Utilities	15,000	15,059	15,058.01	13,820.38
-42200-382 Water/Wastewater Utilities	650	361	360.76	390.64
-42200-383 Gas Utilities	3,947	3,467	3,466.72	3,599.52
-42200-401 Repairs and Maintenance - Buildings	400	0	-	2,125.00
-42200-404 Repairs and Maintenance - Equipment/Radios/Janitorial	1,300	698	698.00	845.63
-42200-405 Janitorial			-	-
-42200-430 Miscellaneous	50	50	50.00	-
-42200-433 Dues and Subscriptions	1,647	1,647	1,647.00	1,587.00
-42200-440 Schools and Meetings	6,035	908	908.00	2,117.19
-42200-441 Schools and Meetings Grant Funded	6,468	6,818	6,817.04	8,975.00
Total Other Services and Charges	70,968	64,772	64,767.90	68,974.01
Total Fire Department	329,363	298,509	298,498.60	305,860.91
Emergency Management - # 42300				
Supplies				
-42300-201 Office Supplies - Accessories	100	37	36.98	26.90
-42300-202 Duplicating Supplies and Copy Paper			-	-
-42300-209 Software Updates			-	-
-42300-210 Miscellaneous Operating Supplies	1,000	515	514.90	695.98
-42300-240 Small Tools & Minor Equip	2,815	2,815	2,814.80	3,082.00
Total Supplies	3,915	3,367	3,366.68	3,804.88
Other Services and Charges				
-42300-304 Misc Prof Serv	0	0	-	52.00
-42300-321 Telephone/Cellular Phones			-	-
-42300-331 Travel/Meals/Lodging	189	71	70.50	822.16
-42300-340 Advertising	0	0	-	195.00
-42300-433 Dues & Subscriptions	200	200	200.00	1,095.00
-42300-440 Schools and Meetings	50	0	-	500.00
-42300-441 Grant Funded Schools and Meetings			-	-
-42300-489 Other Contracted Services	746	746	746.00	639.00
Total Other Services and Charges	1,185	1,017	1,017	3,303
Total Emergency Management	5,100	4,384	4,383.18	7,108.04
Animal Control - # 42700				
Supplies				
-42700-310 Miscellaneous Operating Supplies	5,000	4,800	4,800.00	4,800.00
-42700-340 Advertising			-	-
Total Supplies	5,000.00	4,800.00	4,800.00	4,800.00
Total Animal Control	5,000	4,800	4,800.00	4,800.00
TOTAL PUBLIC SAFETY	2,504,993	2,341,006	2,340,973.91	2,271,540.60
PUBLIC WORKS				
Street Maintenance - # 43000				
Personal Services				
-43001-101 Salaries	589,699	612,552	612,551.94	568,886.11
-43001-102 Overtime	3,000	1,778	1,777.20	3,365.00
-43001-104 Temporary/Seasonal	18,001	18,001	18,000.29	11,838.09
-43001-105 Temporary/Seasonal Overtime	0	0	-	11.42
-43001-110 Hours Worked Holiday	1,300	0	-	341.81
-43001-111 Overtime Snowplowing	62,000	56,742	56,741.44	52,411.20
-43001-112 Overtime Mosquito Spraying	1,127	1,127	1,126.34	1,087.42
-43001-121 PERA Employer Share	49,350	50,694	50,693.79	46,295.61
-43001-122 FICA/Medicare Employer Share/Employee Ben	52,480	51,492	51,491.96	46,905.83
-43001-131 Medical/Dental/Life Employer Share	151,653	151,650	151,649.16	137,866.86
-43001-132 Longevity	0	0	-	-
-43001-133 Deductible Contribution	9,104	6,169	6,168.87	6,773.62
-43001-151 Workers' Compensation Insurance	59,518	31,862	31,861.37	47,955.42

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-43001-154 HRA/Flex Fees	700	674	673.91	635.45
Total Personal Services	<u>997,932</u>	<u>982,741</u>	<u>982,736.27</u>	<u>924,373.84</u>
Supplies				
-43001-201 Office Supplies - Accessories	1,175	785	784.46	454.06
-43001-202 Duplicating and Copying Supplies	200	51	50.49	20.00
-43001-204 Stationary, Forms and Envelopes	0	0	-	-
-43001-209 Software Updates	325	324	323.50	-
-43001-210 Miscellaneous Operating Supplies	11,000	10,464	10,463.26	11,258.11
-43001-212 Gasoline/Fuel/Lubricants/Additives	45,500	48,792	48,791.05	36,662.62
-43001-215 Shop Maintenance Supplies	1,000	1,069	1,068.57	-
-43001-219 Snow Removal - Material	75,000	78,658	78,657.57	43,868.30
-43001-221 Repairs and Maintenance Supplies - Equipmen	70,100	76,047	76,046.39	61,812.12
-43001-224 Repairs and Maintenance - Infrastructure	11,378	11,378	11,377.20	10,495.90
-43001-226 Signs	5,000	5,516	5,515.51	9,573.14
-43001-240 Small Tools and Minor Equipment	14,044	14,044	14,043.97	6,400.60
Total Supplies	<u>234,722</u>	<u>247,128</u>	<u>247,121.97</u>	<u>180,544.85</u>
Other Services and Charges				
-43001-304 Miscellaneous Professional Services	3,235	3,269	3,268.20	3,112.04
-43001-313 Marco IT Mgmt & Backup	5,000	2,710	2,709.72	2,709.72
-43001-321 Telephone/Cellular Phones	7,400	6,185	6,184.10	12,633.34
-43001-331 Travel/Meals/Lodging	0	0	-	-
-43001-334 Mileage Reimbursement	58	58	58.00	-
-43001-340 Advertising	0	0	-	-
-43001-351 Legal Notices/Publications	-	-	-	-
-43001-360 Insurance	14,794	14,794	14,793.53	15,677.47
-43001-381 Electric Utilities	6,692	7,125	7,124.88	396.86
-43001-382 Water/Wastewater Utilities	3,300	2,587	2,586.45	933.95
-43001-383 Gas Utilities	12,000	12,180	12,179.82	-
-43001-384 Refuse Hauling	3,000	2,451	2,450.67	2,688.44
-43001-401 Repairs and Maintenance - Building	0	200	200.00	-
-43001-404 Repairs and Maintenance - Vehicles/Equipmen	3,000	4,201	4,200.33	662.90
-43001-405 Emergency Mgmt Rep & Maint	500	0	-	-
-43001-406 Painting and Striping	23,891	23,891	23,890.86	15,557.61
-43001-407 Bridge Repair	26,000	26,000	26,000.00	12,000.00
-43001-408 Sidewalk Repair	10,891	10,806	10,805.12	-
-43001-413 BNSF Parking Lot Lease	3,006	3,006	3,005.96	-
-43001-414 Equipment Rental	750	750	750.00	12,000.00
-43001-417 Uniform Rental	8,000	8,290	8,289.38	6,581.80
-43001-430 Miscellaneous	0	0	-	39.99
-43001-433 Dues and Subscriptions	750	733	732.20	732.20
-43001-440 Schools and Meetings	321	321	321.00	1,570.00
-43001-443 City Garden/Flower Oper Exp	755	755	754.09	2,552.02
-43001-444 Insect Control	6,252	6,252	6,251.37	4,754.38
-43001-445 Diseased Tree Program	10,000	10,000	10,000.00	6,550.00
-43001-446 Weed Control	2,754	3,349	3,348.94	2,718.80
-43001-447 DOWNTOWN DECORATIONS	3,796	3,796	3,795.25	10,342.87
-43001-451 Township Assessment	5,172	1,649	1,648.12	-
-43001-452 Street Light Replacement & Signal Painting	216,570	136,570	136,570.00	-
-43001-449 Paver Repair	-	-	-	-
-43001-489 Other Contracted Services	30,000	29,957	29,956.88	12,810.19
Total Other Services and Charges	<u>407,137</u>	<u>321,885</u>	<u>321,874.87</u>	<u>127,024.58</u>
Total Street Maintenance	<u>1,639,791</u>	<u>1,551,754</u>	<u>1,551,733.11</u>	<u>1,231,943.27</u>
Maintenance Building - #43170				
Supplies				
-43170-215 Maintenance Supplies	0	0	-	-
Total Supplies	<u>0</u>	<u>0</u>	<u>-</u>	<u>-</u>
Other Services and Charges				
-43170-321 Telephone/Cellular Phones	-	-	-	-
-43170-381 Electric Utilities	0	0	-	2,562.27
-43170-382 Water/Wastewater Utilities	0	0	-	1,522.07
-43170-383 Gas Utilities	0	0	-	12,400.16
-43170-401 Repairs and Maintenance - Buildings/Structure	0	0	-	1,561.00
-43170-430 Miscellaneous	0	0	-	520.00
Total Other Services and Charges	<u>0</u>	<u>0</u>	<u>-</u>	<u>18,565.50</u>
Total Maintenance Building	<u>0</u>	<u>0</u>	<u>-</u>	<u>18,565.50</u>
TOTAL PUBLIC WORKS	<u>1,639,791</u>	<u>1,551,754</u>	<u>1,551,733</u>	<u>1,250,508.77</u>

PARKS AND RECREATION

Ice Rink - #45127

Personal Services				
-45127-104 Salaries - Temporary/Seasonal	0	0	-	2,015.44
-45127-121 PERA (Employer)	0	0	-	9.13
-45127-122 FICA/Medicare Employer Share/Employee Ben	0	0	-	140.40
-45127-151 Work Comp	0	0	-	39.51

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	12/16/2019 Amended Budget <u>2019</u>	3/2/2020 Amended Budget <u>2019</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
Total Personal Services	0	0	0.00	2,204.48
Supplies				
-45127-210 Miscellaneous Operating Supplies	0	0	-	1,745.32
-45127-212 Gasoline/Fuel/Lubricants/Additives			-	-
-45127-215 Shop Maintenance Supplies	0	0	-	-
-45127-221 Repairs and Maintenance Supplies - Equipmen	0	0	-	4,225.34
-45127-223 Repairs and Maintenance Supplies - Buildings	0	0	-	645.58
Total Supplies	0	0	-	6,616.24
Other Services and Charges				
-45127-321 Telephone/Cellular Phones	0	0	-	900.00
-45127-360 Insurance	0	0	-	-
-45127-381 Electric Utilities	0	0	-	54,881.92
-45127-382 Water/Wastewater Utilities	0	0	-	810.90
-45127-383 Gas Utilities	0	0	-	2,837.06
-45127-401 Repairs and Maintenance - Structures	0	0	-	589.00
-45127-415 Equipment Rental	0	0	-	683.57
-45127-430 Miscellaneous	0	0	-	-
-45127-487 Ice Rink Lighting Lease	0	0	-	-
Total Other Services and Charges	0	0	-	60,702.45
Total Ice Rink	0	0	0.00	69,523.17
 Parks and Recreation - 45200				
Personal Services				
-45200-101 Full-time Salaries	121,234	98,710	98,709.77	118,002.44
-45200-102 FT Overtime	1,000	400	399.06	1,022.75
-45200-104 Salaries - Temporary/Seasonal	25,000	21,138	21,137.84	11,764.17
-45200-105 Overtime - Temporary/Seasonal	0	0	-	7.61
-45200-112 Parks & Rec Commission Stipends	1,500	945	945.00	980.00
-45200-121 PERA (Employer)	9,768	7,347	7,346.67	8,976.47
-45200-122 FICA/Medicare Employer Share/Employee Ben	12,386	9,115	9,114.63	9,818.03
1-5200-131 Medical/Dental/Life Employer Share	27,814	24,411	24,410.52	32,143.92
-45200-132 Longevity	0	0	-	-
-45200-133 Deductible Contribution	2,400	2,400	2,400.00	1,501.97
-45200-151 Workers' Compensation Insurance	9,041	4,513	4,512.12	6,490.42
-45200-154 HRA/Flex Fees	200	109	108.39	146.80
Total Personal Services	210,343	169,088	169,084.00	190,854.58
Supplies				
-45200-210 Miscellaneous Operating Supplies	6,197	6,128	6,127.81	10,320.31
-45200-212 Gasoline/Fuel/Lubricants/Additives	12,000	12,545	12,544.89	10,232.71
-45200-221 Repairs and Maintenance Supplies - Equipmen	8,333	6,156	6,155.98	8,670.66
-45200-223 Repairs and Maintenance Supplies - Buildings	18,000	17,459	17,458.49	14,088.34
-45200-226 Signs	500	0	-	777.65
-45200-227 City Park Light Pole Project	0	0	-	-
-45200-230 Master Garden Supplies	661	661	661.00	-
-45200-240 Small Tools and Minor Equipment	2,000	1,807	1,806.05	1,255.85
Total Supplies	47,691	44,756	44,754.22	45,345.52
Other Services and Charges				
-45200-304 Professional Services	200	200	200.00	285.00
-45200-305 Park Contracted Services	1,700	1,797	1,796.98	1,223.75
-45200-306 Park & Rec Comm Activity			599.00	-
-45200-321 Telephone/Cellular Phones	900	900	900.00	-
-45200-340 Advertising	0	0	-	-
-45200-351 Legal Notices	200	20	20.00	63.25
-45200-360 Insurance	23,143	22,544	22,543.36	21,186.73
-45200-381 Electric Utilities	81,000	62,948	62,947.04	23,981.72
-45200-382 Water & Wastewater Utilities	13,000	12,222	12,221.75	2,402.90
-45200-383 Gas Utilities	3,000	1,825	1,824.17	-
-45200-401 Repairs and Maintenance - Structures	4,500	5,430	5,429.05	2,507.27
-45200-403 R&M Tennis Court	0	0	-	-
-45200-415 Equipment Rental	8,000	5,310	5,309.20	7,197.00
-45200-417 Rental-Uniforms	700	742	741.07	654.85
-45200-430 Miscellaneous	0	0	-	-
-45200-440 Schools & Meetings	100	38	38.00	-
-45200-445 Weed Control and Fertilizer	11,200	9,387	9,386.49	16,415.58
-45200-485 Property Taxes--donated park land	0	0	-	-
1-5200-487 Softball Lighting Lease	0	0	-	-
-45200-486 Summer Recreation	0	0	-	-
-45200-484 Library Study			-	-
-45200-488 Library	25,132	24,313	24,312.06	24,633.58
-45200-489 Senior Activity Center			-	-
-45200-491 Library Concept Design			-	-
-45200-492 Aquatic Center			-	-
-45200-493 Yoga Grant Expense	0	0	-	800.00

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

	12/16/2019 Amended Budget <u>2019</u>	3/2/2020 Amended Budget <u>2019</u>	YTD Actual 2019 12/31/2019	YTD Actual 2018 12/31/2018
-45200-494 Camb/Isanti Fall Comm Event	0	0	-	-
-45200-495 Ski Trail Maintenance Agreement	4,013	4,013	4,012.50	2,175.00
-45200-496 Arts and Parks Programming	20,000	16,900	16,899.12	19,776.14
-45200-497 Master Trail Contribution	0	0	-	-
-45200-498 Pickleball Grant Expenditures	0	0	-	-
Total Other Services and Charges	196,788	169,188	169,179.79	123,302.77
<i>Total Parks and Recreation</i>	<i>454,822</i>	<i>383,032</i>	<i>383,018.01</i>	<i>359,502.87</i>
TOTAL PARKS AND RECREATION	454,822	383,032	383,018	429,026
TOTAL EXPENDITURES	6,242,173.00	5,872,000.00	5,871,881.94	5,412,315.83
TRANSFERS OUT				
-49300-720			1,214,059.00	1,432,217.66
Fire Equipment Revolving Fund - #420	58,122	58,122		
Transfer to Cap fund 415 Park Improv	100,000	100,000		
Transfer to Cap fund 417 Police	140,000	140,000		
Transfer to Cap fund 418 Public Works	90,000	90,000		
Transfer to Cap fund 419 City Hall	100,000	100,000		
Transfer for CI Bike / Walk Trail-fund capital	8,340	8,340		
Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660		
Transfer to Library Construction	23,437	23,437		
Frayn 65 LLC Tax Abatement-starting in 2017	0	0		
Pavement Management Fund - #443	125,000	375,000		
Transfer to 221 for Hwy 95 work	55,000	55,000		
Transfer to 205 for Econ Dev.	200,000	200,000		
OTHER Transfers Out	57,500	57,500		
TOTAL TRANSFERS OUT	964,059	1,214,059	1,214,059.00	1,432,217.66
TOTAL EXPENDITURES & TRANSFERS C	7,206,232	7,086,059	7,085,940.94	6,844,533.49

Author: Carri Levitski

Background

Robert Roby has been the City of Cambridge's administrative hearing officer since 2014. The administrative hearing officer acts as the neutral presiding officer who conducts appeal hearings. They actively listen to the evidence and arguments of the parties, and issue a final decision. They prepare written findings of facts at the conclusion of the hearing supporting their decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact are provided to the City and the appellant.

Mr. Roby is interested in continuing his contract with the City of Cambridge for another year. The City has been pleased with Mr. Roby's services and staff would like this contract extended. There have been no significant changes to the contract.

Fiscal Note:

Compensation is provided to the administrative hearing officer at \$75 per hearing. In 2019, the City paid out \$1,552.50 to Mr. Roby for his services. Please note this is the same fee as his first contract in 2014.

City Council Action:

Motion to approve the agreement as presented.

Attachments

1. Contract Agreement

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties

Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts after the conclusion of the hearing supporting his decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within five business days of the hearing date.

Hearings must be tape recorded on recording equipment and provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation

Compensation will be based upon a per citation hearing basis of \$75 per appeal hearing.

The City of Cambridge will try to schedule hearings for one day per month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between Cambridge City Hall, Braham City Hall, and Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20-minute increments for hearings without witnesses other than appellant and scheduled together so that there are not gaps in the hearing schedule whenever possible. Hearings that require additional testimony or process time will be scheduled separately and billed at \$225 per hour. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so a mutually agreed upon schedule can be developed.

Contract Period

March 1, 2020 – February 28, 2022.

Termination

Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall

thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

For the Service Provider:

Jim Godfrey, Mayor

Robert Roby

Attest:

Linda J. Woulfe, City Administrator

**Item 4J –
Memorandums of Understanding for Administrative Hearing Officer Services
City of Isanti & City of Braham**

March 2, 2020

Author: Carri Levitski

Background

We have had memorandums of understanding with the cities of Isanti and Braham for administrative hearing officer services for many years.

In the event one of us has a request for an administrative hearing, we coordinate among each other to see if the other cities have any requests. The hearings are scheduled at one location on the same day in 30-minute increments. Mr. Roby bills the City of Cambridge for all hearings performed and we individually bill Isanti and Braham.

This has been working very well and Isanti and Braham are in support of the MOUs as well.

Fiscal Note:

Any hearing fees incurred by the cities of Isanti and Braham will be billed directly to the city.

City Council Action:

Motion to approve the MOU with the City of Isanti as presented.

Motion to approve the MOU with the City of Braham as presented.

Attachments

1. MOU with the City of Isanti
2. MOU with the City of Braham

**MEMORANDUM OF UNDERSTANDING
ADMINISTRATIVE CITATION HEARING OFFICER**

This memorandum of understanding (MOU) is made and entered into as of this 2nd day of March, 2020 between the City of Cambridge, a Minnesota municipal corporation, and the City of Isanti, a Minnesota municipal corporation.

PURPOSE

Pursuant to Minnesota Statutes §471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties, the City of Isanti desires to enter into an MOU with the City of Cambridge in order to provide contracted personnel for Administrative Citation Hearing Officer services (known as Service Provider) pursuant to the terms of a contract that the City of Cambridge has with the Service Provider (the "Service Provider Agreement" a copy of which is attached as Attachment One) and which the City of Isanti has reviewed and approved of.

PROCEDURE

The City Administrator (or designee) of Isanti shall contact the Service Provider, and establish a working relationship and mutually beneficial schedule whereby the Service Provider can be available in each city to perform contracted services. Each City will provide a room accessible to the public where hearings on appeals of Administrative Citations from the city will be heard. Under the direction of their respective City Administrators, the Police Chiefs of the City of Cambridge and Isanti shall set out the contract between the Service Provider and the City of Cambridge. In the event of any proposed change in the terms of the contract with the Service Provider, the City Administrator (or designee) of Cambridge shall notify the City Administrator (or designee) of Isanti of the proposed change, and the City of Isanti shall have not less than 30 days to approve such change or to notify the City of Cambridge of its election to terminate its participation under this memorandum.

COMPENSATION

On a monthly basis, the City of Cambridge will provide the City of Isanti with an invoice for the cost of contracted services attributable to the City of Isanti. These charges will be in conformance with the Service Provider Agreement and will be paid within 30 days of the receipt of invoice.

LIABILITY & INDEMNIFICATION

The City of Cambridge shall be solely responsible for and shall hold the City of Isanti harmless from any liability, judgments, loss, costs, or damage, including any costs of defense or settlement incurred as a result of any worker's compensation claims made by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge and from any alleged negligence or intentional wrongful acts committed by an employee or agent of the City of Cambridge while providing services for the City of Isanti pursuant to the provisions of this MOU.

The City of Isanti shall be solely responsible for and shall hold the City of Cambridge harmless from any liability, judgments, loss, cost, or damages, including any cost of defense or settlement incurred as a result of any workers compensation claims made by any employee of the City of Isanti or for any alleged negligence or intentional wrongful acts or omissions of any employees or any agents of the City of Isanti (other than employees or agents of the City of Cambridge providing services pursuant to this MOU) which pertain in any manner to this MOU.

Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466: and neither party is required to indemnify the other in any amount in excess of the limits set forth in

Minnesota Statutes, Section 466.04, less any amount the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

EXECUTION AND TERMINATION

Upon the adoption of this memorandum of understanding by the governing bodies of the Cities of Cambridge and Isanti, a signed copy of this MOU shall be forwarded to each City. The MOU shall be effective at such time and date the agreement was adopted and the MOU has been duly signed on behalf of each City. The agreement shall be run from March 1, 2020 – February 28, 2022 unless terminated sooner.

Either the City may terminate this MOU as follows: a written notice shall be given by the City Administrator (or designee) of the City electing to terminate this MOU to the City Administrator (or designee) of the City to be notified of the termination of at least 30 days prior to the effective date specified in said notice, or as of the 30th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the MOU to the other party, whichever of said dates is later.

On behalf of the City of Cambridge:

Jim Godfrey, Mayor

Date

Attest:

Linda J. Woulfe, City Administrator

Date

On behalf of the City of Isanti:

Jeff Johnson, Mayor

Date

Attest:

Josi Wood, City Administrator

Date



300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-3211
(763) 689-6801 FAX

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties

Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts after the conclusion of the hearing supporting his decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within five business days of the hearing date.

Hearings must be tape recorded on recording equipment and provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation

Compensation will be based upon a per citation hearing basis of \$75 per appeal hearing.

The City of Cambridge will try to schedule hearings for one day per month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between Cambridge City Hall, Braham City Hall, and Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20-minute increments for hearings without witnesses other than appellant and scheduled together so that there are not gaps in the hearing schedule whenever possible. Hearings that require additional testimony or process time will be scheduled separately and billed at \$225 per hour. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so a mutually agreed upon schedule can be developed.

Contract Period

March 1, 2020 – February 28, 2022.

Termination

Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall

thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

For the Service Provider:

Jim Godfrey, Mayor

Robert Roby

Attest:

Linda J. Woulfe, City Administrator

**MEMORANDUM OF UNDERSTANDING
ADMINISTRATIVE CITATION HEARING OFFICER**

This memorandum of understanding (MOU) is made and entered into as of this 2nd day of March, 2020 between the City of Cambridge, a Minnesota municipal corporation, and the City of Braham, a Minnesota municipal corporation.

PURPOSE

Pursuant to Minnesota Statutes §471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties, the City of Braham desires to enter into an MOU with the City of Cambridge in order to provide contracted personnel for Administrative Citation Hearing Officer services (known as Service Provider) pursuant to the terms of a contract that the City of Cambridge has with the Service Provider (the "Service Provider Agreement" a copy of which is attached as Attachment One) and which the City of Braham has reviewed and approved of.

PROCEDURE

The City Administrator (or designee) of Braham shall contact the Service Provider, and establish a working relationship and mutually beneficial schedule whereby the Service Provider can be available in each city to perform contracted services. Each City will provide a room accessible to the public where hearings on appeals of Administrative Citations from the city will be heard. Under the direction of their respective City Administrators, the Police Chiefs of the City of Cambridge and Braham shall set out the contract between the Service Provider and the City of Cambridge. In the event of any proposed change in the terms of the contract with the Service Provider, the City Administrator (or designee) of Cambridge shall notify the City Administrator (or designee) of Braham of the proposed change, and the City of Braham shall have not less than 30 days to approve such change or to notify the City of Cambridge of its election to terminate its participation under this memorandum.

COMPENSATION

On a monthly basis, the City of Cambridge will provide the City of Braham with an invoice for the cost of contracted services attributable to the City of Braham. These charges will be in conformance with the Service Provider Agreement and will be paid within 30 days of the receipt of invoice.

LIABILITY & INDEMNIFICATION

The City of Cambridge shall be solely responsible for and shall hold the City of Braham harmless from any liability, judgments, loss, costs, or damage, including any costs of defense or settlement incurred as a result of any worker's compensation claims made by any employee of the City of Cambridge resulting from any services provided to the City of Braham under this MOU by any employee of the City of Cambridge resulting from any services provided to the City of Braham under this MOU by any employee of the City of Cambridge and from any alleged negligence or intentional wrongful acts committed by an employee or agent of the City of Cambridge while providing services for the City of Braham pursuant to the provisions of this MOU.

The City of Braham shall be solely responsible for and shall hold the City of Cambridge harmless from any liability, judgments, loss, cost, or damages, including any cost of defense or settlement incurred as a result of any workers compensation claims made by any employee of the City of Braham or for any alleged negligence or intentional wrongful acts or omissions of any employees or any agents of the City of Braham (other than employees or agents of the City of Cambridge providing services pursuant to this MOU) which pertain in any manner to this MOU.

Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466: and neither party is required to indemnify the other in any amount in excess of the limits set forth in

Minnesota Statutes, Section 466.04, less any amount the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

EXECUTION AND TERMINATION

Upon the adoption of this memorandum of understanding by the governing bodies of the Cities of Cambridge and Braham, a signed copy of this MOU shall be forwarded to each City. The MOU shall be effective at such time and date the agreement was adopted and the MOU has been duly signed on behalf of each City. The agreement shall be run from March 1, 2020 – February 28, 2022 unless terminated sooner.

Either the City may terminate this MOU as follows: a written notice shall be given by the City Administrator (or designee) of the City electing to terminate this MOU to the City Administrator (or designee) of the City to be notified of the termination of at least 30 days prior to the effective date specified in said notice, or as of the 30th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the MOU to the other party, whichever of said dates is later.

On behalf of the City of Cambridge:

Jim Godfrey, Mayor

Date

Attest:

Linda J. Woulfe, City Administrator

Date

On behalf of the City of Braham:

Patricia (Tish) Carlson, Mayor

Date

Attest:

Angela Grafstrom, City Administrator

Date

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties

Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts after the conclusion of the hearing supporting his decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within five business days of the hearing date.

Hearings must be tape recorded on recording equipment and provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation

Compensation will be based upon a per citation hearing basis of \$75 per appeal hearing.

The City of Cambridge will try to schedule hearings for one day per month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between Cambridge City Hall, Braham City Hall, and Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20-minute increments for hearings without witnesses other than appellant and scheduled together so that there are not gaps in the hearing schedule whenever possible. Hearings that require additional testimony or process time will be scheduled separately and billed at \$225 per hour. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so a mutually agreed upon schedule can be developed.

Contract Period

March 1, 2020 – February 28, 2022.

Termination

Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall

thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

For the Service Provider:

Jim Godfrey, Mayor

Robert Roby

Attest:

Linda J. Woulfe, City Administrator

Author: Carri Levitski

Background

Staff requested proposals for mowing and clean-up services for properties in violation of the city code in 2019. Council approved the contract with Duff Companies, LLC. The services are rendered if a property owner neglects their yard and allows grass and/or weeds to grow in excess of twelve inches or allows nuisances necessary for accelerated abatement (i.e. graffiti, garbage, debris, junk, etc.). In situations that are not an imminent health and/or safety risk, the City first notifies the owner in writing of the violation and if it is not removed, the City requests the contractor to remove the nuisance. All costs incurred with the abatement are billed to the property owner and if not paid, the costs are recommended for assessment to the property.

Staff recommends the City of Cambridge continue to contract with Duff Companies, LLC. They are a local company and their prices are reasonable. Staff has been very pleased with Duff Companies services this past year. Their response time is quick and billing is done the first of each month. They have been able to perform all duties requested by the City along with larger jobs such as the hazardous abatement at 1020 Marigold Dr. S.

Fiscal Note:

There is no budgetary impact. All costs associated with abatement are assessed to the property if not paid by the owner.

City Council Action:

Staff is recommending City Council authorize the services and signing of the contract as presented with Duff Companies, LLC to perform mowing and clean-up services as needed beginning April 1, 2020.

Attachments

1. Contract

Abatement Contractor Services Agreement

This contract identifies the terms of service and by signing all parties agree to the articles mentioned herein. Duff Companies, LLC (herein after referred to as "Contractor") will provide the City of Cambridge (herein after referred to as "City") lawn maintenance/mowing service and abatement related clean-up services at locations requested by the City.

Mowing services will be charged at a rate of \$50 per standard City lot. Lots larger than 140' x 80' will be charged at \$40 per hour. Abatement clean-up services such as garbage, debris, and junk will be charged at a rate of \$40 per hour. This rate includes equipment required by the job. Any additional dump/landfill fees for debris or hazardous waste will be required to be billed to the City with a receipt.

The services requested by the City must be completed by the Contractor within 72 hours. The City must pay the Contractor the full balance of all charges incurred within 30 days of the invoice. The Contractor must submit a detailed billing statement so the City can separate each type of service received.

The Term of the Agreement shall cover services from April 1, 2020 – March 31, 2021. The City and/or Contractor reserves the right to terminate this agreement for any reason with a 30 day written notice.

Alan Duff, President

Date

Jim Godfrey, Mayor

Date

Lynda Woulfe, City Administrator

Date

4L 2019 Airport Special Revenue Fund Budget Amendments

March 2, 2020

Background

We have made our final entries to the 2019 Airport Operating Special Revenue fund revenue and expenditures. For clean presentation in our audit, we typically make one final amendment of the budget to reflect the final amounts for inclusion in our 2019 audit report.

The primary differences as compared to the original budget were as follows:

Revenue--

- State aid was higher than initially anticipated.
- Fuel sale revenue was higher than initially anticipated.

Expenditures—

- Cost of fuel sold was higher than initially anticipated due to volume of fuel sales, not cost variance.
- Increase in transfer to airport capital fund due to excess cash and fund balance in airport operating fund—used for local match of airport capital grants.

Council Action

Approve Resolution No. R20-017 2019 Airport Operating Special Revenue Fund Budget Revision

Resolution No. R20-017

RESOLUTION APPROVING AMENDMENTS TO THE 2019 AIRPORT OPERATING SPECIAL REVENUE FUND BUDGET

WHEREAS, the Cambridge City Council passed Resolution R18-093 adopting the 2019 Airport Operating Special Revenue Fund Budget;

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

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

AIRPORT OPERATING SPECIAL REVENUE FUND REVENUES AND TRANSFERS IN:

An amendment of the 2019 budget is sought from \$65,500 to \$103,874 a total net increase of \$38,374:

	<i>Proposed 2019 Amended Budget 3/2/20</i>	<i>2019 Adopted Budget</i>	<i>Increase (decrease)</i>
Revenues:			
Intergovernmental Rev	25,394	21,000	4,394
Charges for Services	77,204	44,300	32,904
Interest Earnings	<u>1,276</u>	<u>200</u>	<u>1,076</u>
Total Revenues	<u>\$103,874</u>	<u>\$65,500</u>	<u>\$38,374</u>

**AIRPORT OPERATING SPECIAL REVENUE FUND EXPENDITURES
AND TRANSFERS OUT:**

An amendment of the 2019 budget is sought from \$65,500 to \$112,883 a total net increase of \$47,383:

Operating Expenditures:	Proposed 2019 Amended Budget 3/2/20	2019 Adopted Budget	Increase (decrease)
Supplies	\$63,590	\$43,200	\$20,390
Other Services and Charges	19,293	20,050	(\$757)
Transfers to Airport Capital Fund	<u>30,000</u>	<u>2,250</u>	<u>\$27,750</u>
Total Operating Expenditures	<u>\$112,883</u>	<u>\$65,500</u>	<u>\$47,383</u>

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

Adopted this 2nd Day of March, 2020

James Godfrey, Mayor

Attest:

Linda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
Airport Operating Fund Budget Report - Fund #211

		3/2/2020 Proposed			
		Adopted	Amended	Actual	
		Budget	Budget	as of	Actual
		2012	2012	12/31/19	12/31/2018
REVENUES:					
211-34922	County Reimbursement			0.00	0.00
211-34921	Grants and Aids - State Maintenance Reimb	21,000	25,394	25,394.00	25,394.00
TOTAL INTERGOVERNMENTAL		21,000	25,394	25,394.00	25,394.00
211-34920	Lease and Tiedown Fees	9,300	11,047	11,047.16	11,346.16
211-34923	Agricultural Land Lease			0.00	0.00
211-34925	Airplane Fuel Sales	35,000	66,157	66,157.22	61,586.25
211-34951	Sale of service & supplies			0.00	0.00
TOTAL CHARGES FOR SERVICES		44,300	77,204	77,204.38	72,932.41
OTHER FINANCING SOURCES					
211-36210	Interest Earnings	200	1276	1,276.32	495.95
211-39203	General Fund Transfer In			0.00	0.00
TOTAL OTHER FINANCING SOURCES		200	1,276	1,276.32	495.95
TOTAL REVENUES AND TRANSFERS IN		65,500	103,874	103,874.70	98,822.36
EXPENDITURES:					
Supplies:					
211-49000-210	Miscellaneous Operating Supplies	1,000	372	371.59	801.71
211-49000-212	Gasoline/Fuel/Lubricants/Additives	500	0	0.00	0.00
211-49000-215	Maintenance Supplies	500	0	0.00	2,753.26
211-49000-221	Repairs and Maintenance Supplies - Vehicles/Equipment	5,000	3,343	3,342.96	963.05
211-49000-226	Signs	200	0	0.00	816.85
211-49000-223	Repairs and Maintenance Supplies - Structures	500	119	118.70	3,703.87
211-49000-228	Repairs and Maintenance Supplies - Infrastructure	1,500	1,504	1,503.32	4,485.00
211-49000-251	Airplane Fuel Purchased	34,000	58,252	58,251.08	55,088.03
Total Supplies		43,200	63,590	63,587.65	68,611.77
Other Services and Charges					
211-49000-305	Miscellaneous Professional Services			0.00	0.00
211-49000-304	Legal Fees	150	0	0.00	0.00
211-49000-321	Telephone/Cellular Phones	1,500	1,458	1,457.36	1,392.39
211-49000-331	Travel/Meals/Lodging	200	199	198.66	0.00
211-49000-334	Mileage Reimbursement			0.00	0.00
211-49000-351	Legal Notices/Ordinance Publishing	100	0	0.00	78.32
211-49000-360	Insurance	3,500	3,311	3,310.62	3,014.50
211-49000-381	Electric Utilities	6,500	6,689	6,689.00	6,436.22
211-49000-383	Gas Utilities	800	1,105	1,104.15	1,199.20
211-49000-401	Repairs and Maintenance - Buildings	1,500	728	727.50	1,185.00
211-49000-403	Repairs and Maintenance - Airstrip	1,000	924	923.36	18,000.00
211-49000-404	Repairs and Maintenance - Vehicles/Equipment	1,000	1,078	1,077.78	0.00
211-49000-408	Maintenance Contracts - Machinery/Equipment			0.00	0.00
211-49000-430	Miscellaneous	1,800	2,449	2,448.26	2,676.79
211-49000-431	Uncollectible Account Expense			0.00	299.00
211-49000-433	Dues and Subscriptions	300	254	254.00	94.00
211-49000-440	Schools and Meetings	300	225	225.00	0.00
211-49000-441	MPCA Permits	400	500	500.00	400.00
211-49000-489	Other Contracted Services	1,000	373	373.00	995.00
Total Other Services and Charges		20,050	19,293	19,288.69	35,770.42
Total Operating Expenditures		63,250	82,883	82,876	104,382
211-49300-720	Airport Capital Project Fund - #444	2,250	30,000	30,000.00	0.00
TOTAL TRANSFERS OUT		2,250	30,000	30,000.00	0.00
TOTAL EXPENDITURES & TRANSFERS OUT		65,500	112,883	112,876.34	104,382.19
NET INCREASE (DECREASE) IN FUND BALANCE		0.00	(9,009.00)	(9,001.64)	(5,559.83)

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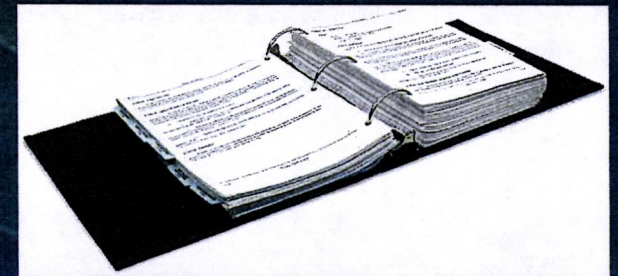
Community Development Department

2019 YEAR IN REVIEW



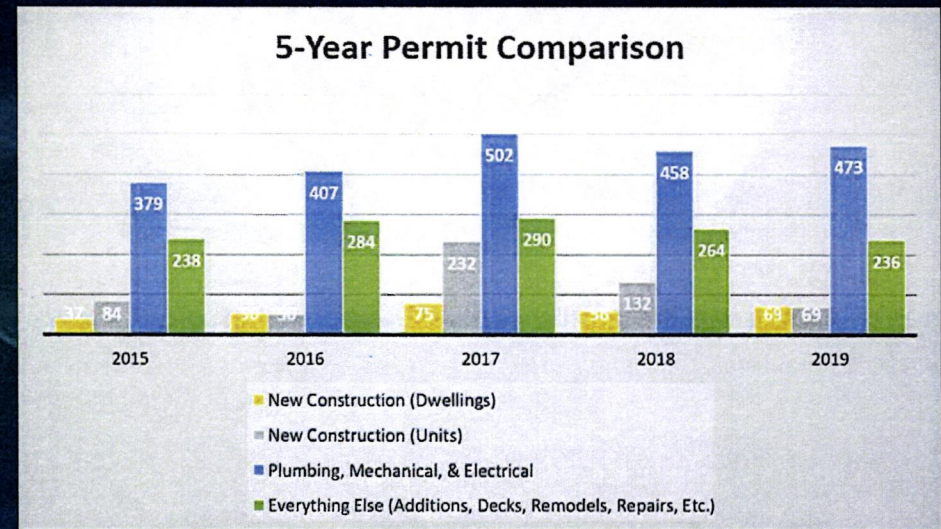
Supports All Aspects of Community & Economic Development

- Administers the City Code, Zoning Code, Building Codes, Housing Code, Property Maintenance Ordinances, Subdivisions and Platting, along with Parks Planning & Development
- Staff includes:
 - Community Development Director
 - Community Development Specialist
 - Community Development Administrative Assistant
 - Building Official
 - Building Inspector
 - PT Receptionist (AM)



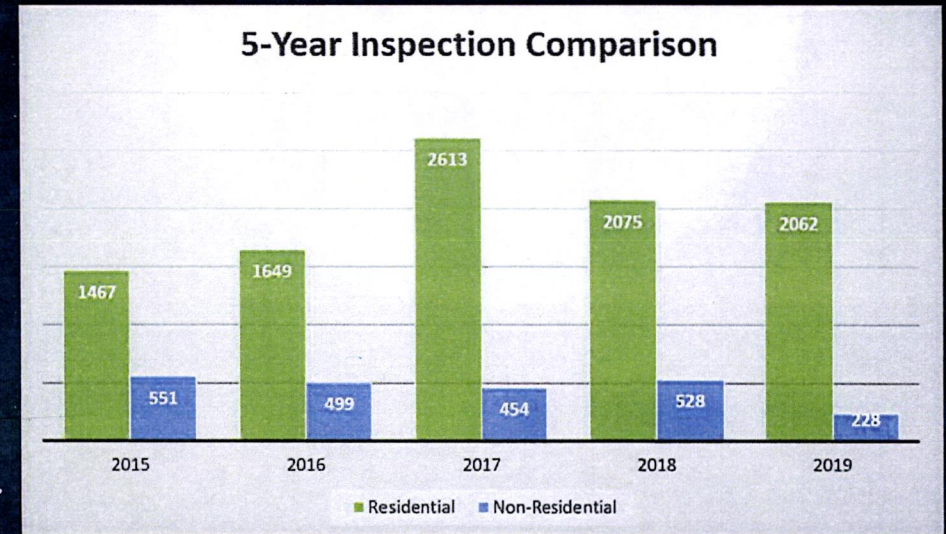
Building & Inspections

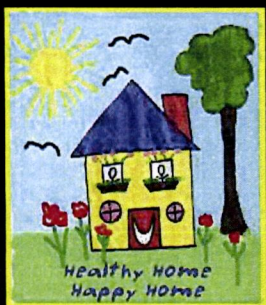
- Recent/Ongoing Projects
 - Cambridge Public Library
 - Cambridge-Isanti Schools Special Education Facility – Woodland Campus
 - Roosevelt Gardens
 - K & A Mini Golf
 - Parkwood Townhomes Phase 2
 - ALDI, Inc. Addition
 - McDonald's Interior Remodel
 - Claire's Retail Build Out
 - RVS Performance Remodel
 - Moline Realty Building Remodel – Phase 2
 - Major In-patient Pharmacy Remodel at CMC
 - Warehouse Expansion at J. Rettenmaier Facility



Building & Inspections

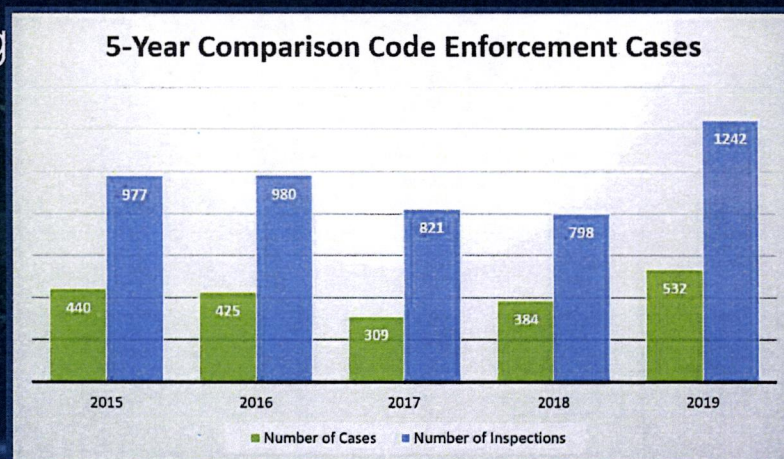
- Typical Residential Inspection takes between 15 and 30 minutes
- Typical Commercial or Multi-Housing Inspection takes between 30 and 60 minutes
- In 2019, they averaged 4 – 5 inspections per day
- 25% of all permits require significant plan review which takes on average 2 – 6 hours to complete.
- Continuing Education
 - Need to maintain CEU credits in order to have certifications and licenses reinstated
 - Constantly keeping up with new trends, codes, and cycles
- Staff Collaboration
- Meets with Property Owners & Contractors
- **OD** Admin. Asst. issues permits and maintains online permit submittals, schedules inspections and manages reporting requirements. She also attends the Minnesota Building Permit Technicians Association (MBPTA) meetings to stay up-to-date on code changes and trends.





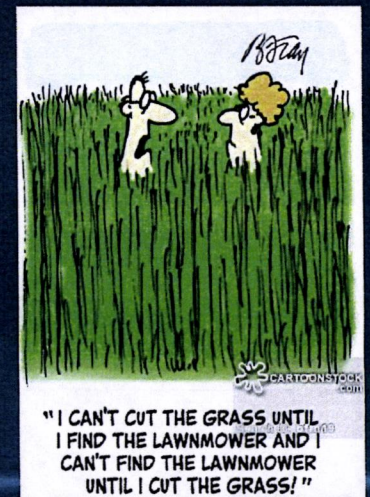
Property Maintenance & Rental Housing

- Renewed 370 Registered Rental Properties equaling 1,176 units which calculates to almost 14% of the City's housing stock
- 2019 brought a record year for reactive code enforcement inspections and rental housing complaints
- Increase in single family and multi-family housing brings additional code enforcement and rental housing complaints
- Dealing with a number of tough litigation cases
 - Research, network & collaborate with other communities



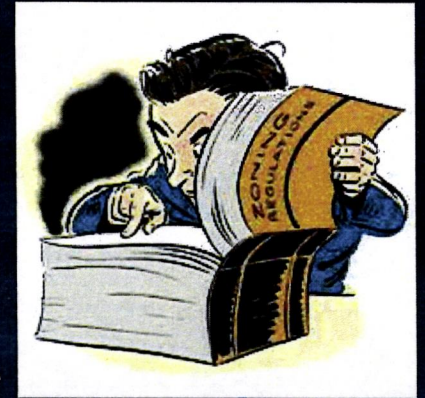
Property Maintenance & Rental Housing

- Most common complaints – Grass & Weeds, Vehicles, Rental Registrations & Complaints, Refuse, Outdoor Storage, Junk, Debris & Exterior Structure
- Conflict resolution – strong communication skills
- Advocate for both tenants and property owners (mediator)
- Continuing education & training - trends in code enforcement such as hoarding, special training such as mental health education
- Sustainable housing stock = higher property values



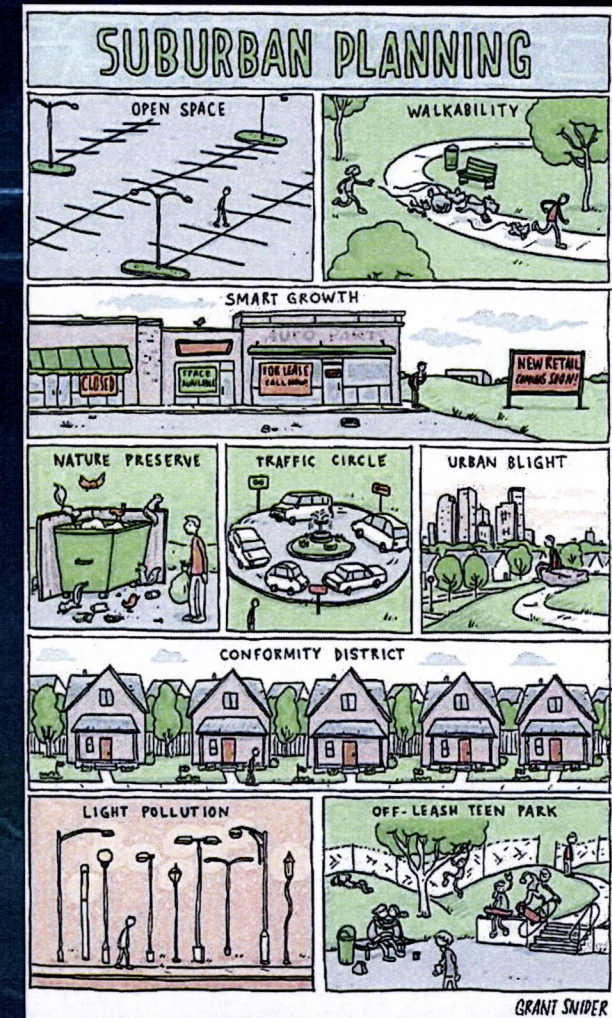
Planning & Zoning

- Maintains lot inventory along with Census demographics
- Maintains up-to-date technology for scanning purposes
- Updates ordinances while balancing the needs of citizens and being mindful of statutory requirements
- Developing a work flow for Community Development and Public Works to implement for the increased MPCA stormwater requirements – extra demand on staff
- There are a number of committees and subcommittees that staff serves on either as a representative or advisor for the City of Cambridge
- Work with developers to establish development contracts for overall site improvements including park land dedication, area and unit charges, and public utilities
- Actively work with other departments to review all site plans to assure compliance (stormwater, utilities, fire lanes/access, etc.)
- Actively work with developers to assure a quality product from the ground up (parking, lighting, landscaping, building, accessibility, plumbing, mechanical, exterior, etc.)
- Work with citizens, contractors, developers, real estate brokers, attorneys, etc. by answering multiple zoning, use, setback questions, etc. on a daily basis
- Sign permit review



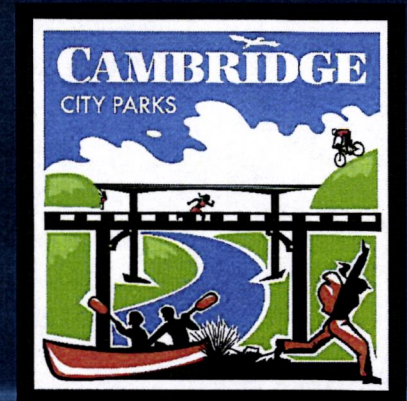
Planning & Zoning

- Director is liaison to Planning Commission
 - Planning Commission reviews all subdivision requests and plats, variances, interim use permits, etc.
 - Reviews comprehensive plan with the Commission and recommends amendments
- 16 zoning applications in 2019
 - 1 final plat
 - 1 concept plan
 - 4 interim use permits
 - 1 lot combination
 - 1 lot line adjustment
 - 1 lot split
 - 1 preliminary plat
 - 3 site plan reviews
 - 4 variances



Parks Planning

- Research splash pad and other park amenities
- Grant writing
 - Staff secured \$22,750 grant for Parkwood Park improvements
- Works with area athletic associations on long-term needs for park assets
- **CD** Specialist is liaison to Parks, Trails, and Recreation Commission
 - Maintains goals of the Parks, Trails, and Recreation Commission



Questions?



THANK YOU FOR YOUR SUPPORT FOR OUR DEPARTMENT!

Prepared by: Caroline Moe, Director of Finance

Background:

We are providing information for the City Council about the Finance Department as requested by City Administrator Woulfe in regards to duties performed by individual and how work load has changed in recent years.

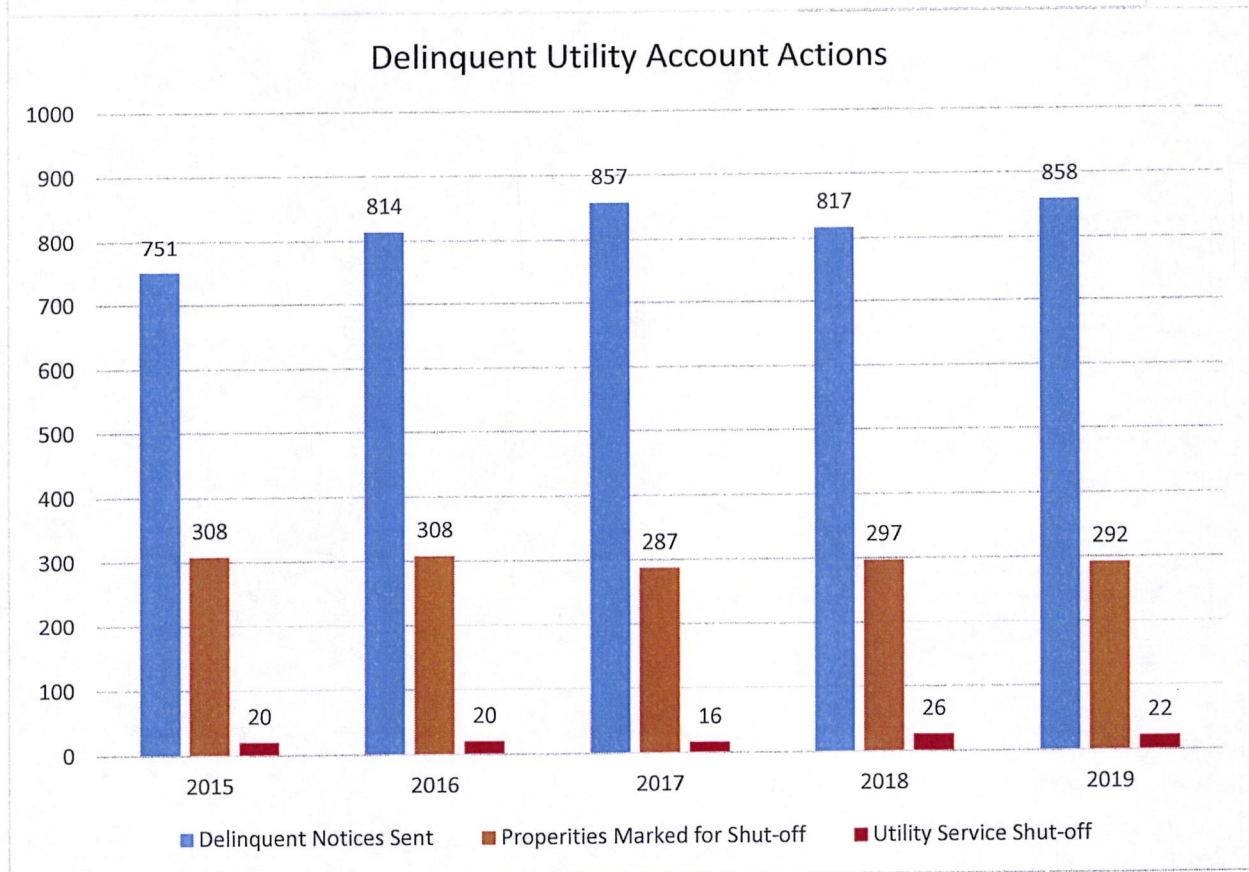
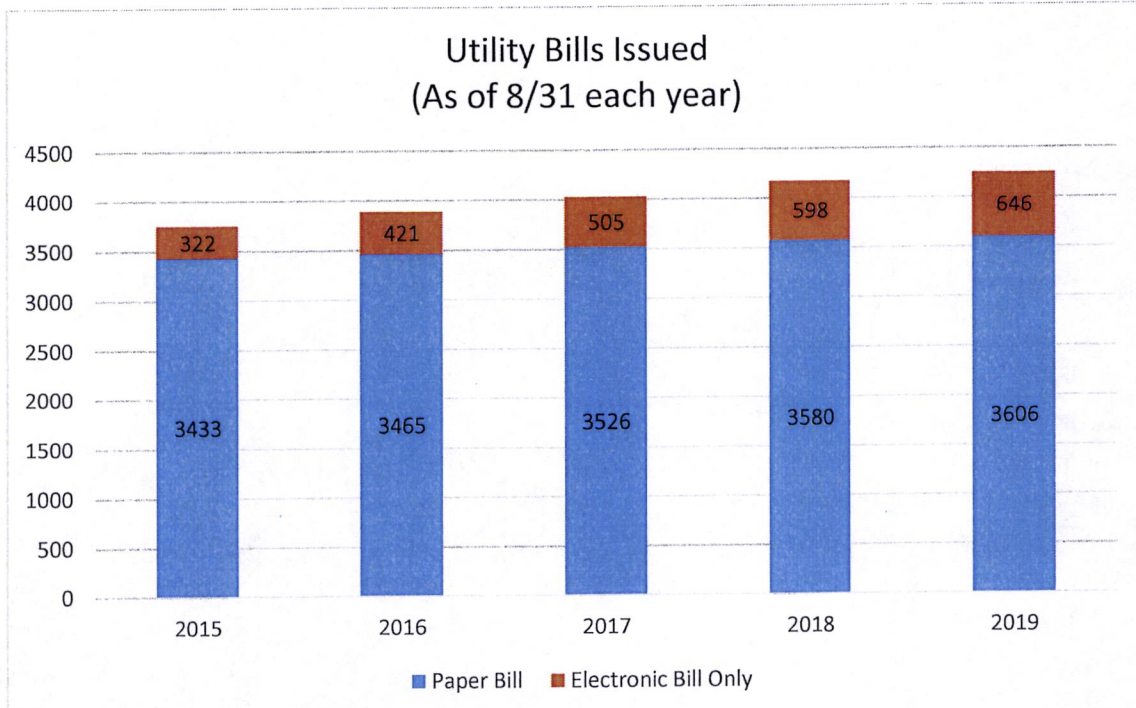


Name of Staff	Duties & Frequency
<p>Deb Barrett Housing Supervisor & Housing Maintenance Has been on staff since October 5, 2016</p>	<ul style="list-style-type: none"> • Manages Bridge Park Apartments – daily <ul style="list-style-type: none"> ○ Fills vacant units according to policy ○ Collects rent ○ Renews leases ○ Responds to tenant needs ○ Completes HUD filing requirements as necessary • Maintains Bridge Park Apartments – daily <ul style="list-style-type: none"> ○ Cleans building ○ Removes snow and applies ice control • Coordinates Bridge Park Capital Projects—annually • Now that asbestos abatement project has been completed at Bridge Park, work load is fairly steady for this position.
<p>Machelle Bruss, Afternoon Receptionist Has been on staff since June 12, 2018</p>	<ul style="list-style-type: none"> • Answer phones – daily • Greet City Hall Visitors -daily • Process cash receipts (i.e. utility bills, building permits) – daily **this is critical for internal control separation of duties • Prepares City Council packets based on information received from department heads – twice per month • Scans vendor payment and other finance department information so that we are in compliance with record retention requirements – weekly • Back-up Utility Billing Clerk and Morning Receptionist when they are absent • Work load for this position varies depending on customer activity but in general is fairly steady.

<p>Joleen Kriesel, Utility Billing Clerk & Revenue Specialist Has been on staff since October 31, 1988</p>	<ul style="list-style-type: none"> • Prepare daily bank deposit and reconcile receipts by type (checks, cash, credit cards) – daily **this is critical for internal control separation of duties • Review on-line payments for utility accounts to make sure customer accounts were properly posted - daily • Respond to questions from utility customers – daily • Respond to requests for information on special assessment balances – at least weekly, sometimes daily • Prepare monthly utility bills including for customers that get only an “on-line” bill- monthly. See accompanying graph for bills 2015-2019. • Prepare delinquent notices as needed for accounts. Follow shut-off routine if accounts remain unpaid- monthly See accompanying graph of delinquent account actions for 2015-2019. • Update computer system for utility rate changes—typically annually. • Work load for this position is increasing due to the number of customers and increasing need for collection action. Furthermore, special assessment pay-off inquiries have increased. Technology improvements have helped this position along with strong support from finance receptionist but we need to continue to monitor workload volume.
<p>Linda Gerlach, Finance Clerk Has been on staff since July 23, 2012</p>	<ul style="list-style-type: none"> • Prepare vendor checks – weekly (prepared 3,250 checks in 2019) • Prepare payroll disbursements – bi-weekly (prepared 2,455 payroll disbursements in 2019) • Handles first reports of employee injuries, as necessary, on average one per month • Accumulate monthly utility information in a spreadsheet for ACH processing-monthly (this reduces check volume) • File payroll information with federal & state government-quarterly • Prepare w-2 forms for employees and 1099s for vendors—annually • Make purchasing for the City including paper and supplies. More recently, this position is being asked to research more purchasing transactions—weekly • Assist with elections-when necessary. • Work load for this position is steady to increasing depending on the involvement in purchasing transactions.

**Caroline Moe, Director
of Finance**
Has been on staff since
February 4, 2002

- Maintain cash position of City to make sure we have adequate cash flow for disbursements-daily
- Review all vendor check support and sign checks -weekly **this is critical for internal control separation of duties
- Review all payroll disbursements – bi-weekly **this is critical for internal control separation of duties
- Prepares mall billings and monitor collection of loan payments-monthly.
- Consult with City’s investment broker on investments, making sure investments are compliant with State laws-typically weekly
- Report and manage property and liability insurance claims of the City—as needed, on average once per month
- Coordinate renewal of property and liability insurance polices--annually
- Prepare workpapers and coordinate annual audit process—process takes several months
- Update and coordinate City’s long range financial plan—process takes several months
- Prepare communications for public on financial matters—typically newspaper articles twice per year and social media activity several times per year.
- Present information at truth in taxation hearing—annually
- Assist with managing information technology contractor and office equipment.
- Participate in emergency management team and related drills—quarterly on average
- Supervise housing staff and perform accounting duties for housing division including completing required reporting for US Department of Housing and Urban Development (HUD)—daily supervision, monthly accounting
- Perform accounting duties for Fire Relief Association—monthly
- Coordinate bond issues for financing City projects—as needed. Also, present City information to Standard and Poor’s for bond rating.
- Prepare financial information for City Council packet—twice per month
- Prepare monthly bank reconciliations for all City accounts—monthly **this is critical for internal control separation of duties
- Workload for this position is steady but varies tremendously based on the time of the year and based on special projects assigned.



Recommendation

For information only—no Council action required

Will Pennings – Deputy Fire Chief

Main: 763-689-3211

Direct: 763-552-3270

wpennings@ci.cambridge.mn.us




Mission Statement

The mission of the Fire Department is to minimize loss of life and property from fires, natural disasters, life threatening situations and to assist other emergency agencies.



The Fire Department is Committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the City of Cambridge and the Fire Service Area. The ultimate goal is to preserve and enhance the quality of life for future generations.

Staffing








Administrative

-  Fire Chief (paid on-call)
-  Assistant Chief (paid on-call)
-  Deputy Fire Chief (full-time)

Operations

-  4 Squad Captains (paid on-call)
-  20 firefighters (paid on-call)

Services Provided

-  Fire suppression
-  Fire safety prevention and education
-  Extrication
-  Technical Rescue (High-Low Angle and Confined Space)
-  Water and Ice Rescue
-  Hazardous Materials Response
-  Emergency Medical Response

Calls for Service

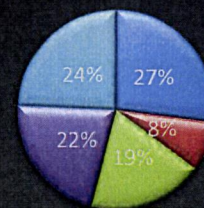
2018






385

2019

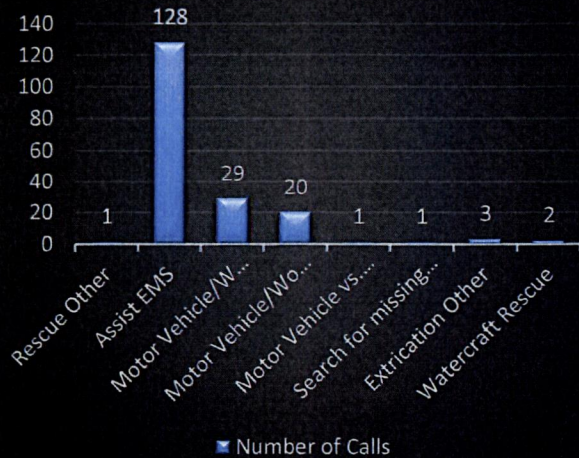
369

2019 Fire Calls by Type














-  Building Fire
-  Cooking Fire
-  Trash/Rubish Fire Contained
-  Passenger Vehicle Fire
-  Grass/Wildland Fire

2019 Rescue Calls by Type



2019 Highlights

-  CFD had 3 members retire
-  With help from Relief association and outside donations we added battery powered jaws of life, new 4 gas meters and new helmets. All of these additions provide enhanced safety for our firefighters and the public
-  We continued fire inspections with bars and restaurants
-  Provided splash pad with the ladder truck on 4 of the summertime Third Thursday events downtown
-  Increased fire prevention education visits to schools and at the station. Fire Department open House also had more attendees this year
-  The Fire Department participated in a surprise OSHA inspection, which went well.
-  Engine 2 failed its annual pump test and it needed to be rebuilt
-  Members participated in several community events
-  Members have increasingly been attentive to keeping their turnout gear clean, as well as mentoring new firefighters on clean gear and trucks
-  Training has continued to improve with more firefighters learning to drive and operate apparatus
-  We continue to operate within our budget and strive to operate within our means.

Challenges in the Fire Service

We are facing challenges in the Fire Service locally, state wide and across the Nation. The fire service has increased time commitment for basic minimum training as well as annual required training. With the difference in generations we are also witnessing less people who are willing to dedicate time to the increased requirements.

Also, statistics show that firefighters have a 60 percent greater chance than the general public of getting certain types of cancer. In addition to the high rate of cancer firefighters and first responders are affected by accumulative PTSD (Post Traumatic Stress Disorder) We appreciate the City recognizing this stress and the support for our firefighters to seek counseling which helps firefighters understand the stresses. MN Fire Initiative is working at the State Level for legislature to protect those who serve.

Recent data shows that although Minnesota is 21st in the Nation in population it is 48th in spending on the Fire Service and Cambridge falls in that same range. We are proud of the fact we operate an effective Fire Department at such a value to our community.

March 2, 2020

Stan Gustafson – Economic Development Director

Overview

The following is to provide an over view of staff responsibilities on a daily basis and throughout each year and other items as directed.

The Economic Development Department works with a variety of builders and developers. Staff markets all available sites to prospective parties whether city or privately owned. Staff works closely with City Administrator, Community Development, Finance Department and GIS staff on maps of sites showing infrastructure and for marketing

Variety of development projects:

- New development on commercial retail sites
- Multi-Family housing sites
- New manufacturing facilities or expansions projects
- Re-development projects- Greenberg Motors
- Request for RFI's & RFP's.
 - from companies/site selectors that are seeking information on buildings or building site in a large geographical area/regional/state wide or upper Midwest areas. These requests come from DEED, Greater MSP, Community Venture Network (CVN), Great River Energy, brokers from various agencies or Department of Labor and Industry. You can receive one or two per month and even more. Information they are requesting can be very time consuming and they are on a very fast timeline for information needed.
 - They are usually asking for site/building availability, providers for electrical power & gas and demand availability, labor market availability water sewer capacity, taxes, available incentives, internet user information. This involves reaching out to each of these economic partners for various information. One size does not fit all, each request is different.
 - The average RFI/RFP request amounts to about 6 to 8 hours of work and in many cases I have spent countless hours on information they have request, conference calls, etc. I work with local realtors and property owners to gather needed information.
- Web site updates on MNCAR commercial real estate platform, LOIS offered through DEED and CoStar
- Attend several Minnesota Real Estate Journal (MREJ) to promote Cambridge and I usually speak at two of them
- Attend the Ehlers Conference to keep up with a TIF and Tax Abatement and see what other communities have done with development/re-development projects
- Attend EDAM and LMC conference from time to time to gain additional knowledge and to try to engage with developers
- Attend NLX meetings depending on items on the agenda
- Prepare budget and including City Hall and Mall building maintenance
- City and EDA owned property, watch over vacant properties, schedule mowing, the Woodcrest Park Church was removed in 2019
- Market EDA and City owned property COIP, SE Industrial Park, Rum River sites and Spirit River sites

- Assist the City Administrator on a variety of projects including library, downtown task force, property acquisition
- Maintain files, scanning etc.
- Manufacturers visits along with coordinating the annual breakfast and speakers
- Work closely with a variety on contracts painters, roofer, electrical companies, HVAC, sign companies on work at City Hall and City Center Mall
- Work closely with Ehlers on Tax Increment Financing projects
- Attend downtown task force meetings and work with downtown property owners on loans and grants
- ★ The City of Cambridge has two programs for assisting business in downtown Cambridge with costly rehabilitation projects. These programs offer a grant program for façade improvements up to \$10,000 with business participation of a 50% match. The loan program offers up to a maximum loan of \$30,000 with various degrees of owner participation at 3% interest. These improvements include, roofs, HVAC, wiring, building code improvements, windows etc.

List of businesses that have been approved for funds:

- Cambridge Bar and Grill
- Century 21
- Chilson Jewelry
- State Farm
- Minute Man Press
- Investment Center
- Leader
- Guetschoff Theatre
- Ashland Arts Building
- City Center Market
- H & J leasing (leader/Willards Restaurant)
- Cambridge State Bank
- Princeton Insurance
- Mo Millie Salon

New Businesses in Downtown Cambridge

- Ed Grandy Agency Farmers Insurance
- Just Love Coffee Café- waiting for potential request for loan/grant
- Ambry Hills Technology
- Therapy Associates
- Intentional Wellness Solutions

City Center Mall suites fully leased

The EDA portion of the Mall has been maintained well and continues to operate very smooth. Staff works closely with Mall tenants on new leases, build outs, lease renewals and contractors that are brought in to repairs various items, also work with adjoining property owners on larger projects.

- Workforce Center
- Rum River Special
- Department of Human Services (DHS)
- SAC's/Friendship Café

- MN Department of Public Safety-Driver and Vehicle Safety Services
- Pregnancy Resource Center of Cambridge- one lease recently renewed
- Just for Paws
- Gamers Den

Developments

- Roosevelt Garden Estates 50-unit 55 plus schedule to open April 1, 2020 and 36-unit apartment complex phase 2 is to start construction by the fall of 2020
- DK Design & Development- staff continues to work with this developer on the Heritage Green site
- Walker Methodist- staff continues to work with Greg Oppegard with Walker Methodist on a potential Senior Multi-family housing project adjacent to Cambridge Christian School
- Staff continues to work with Minnco and their attorney on the Spirit River site

Development Studies

The EDA has been instrumental in allowing funding for studies that provide needed information for staff and developers seeking to develop in our community, these studies include:

- ✓ Housing
- ✓ Retail
- ✓ Restaurant
- ✓ Hotel

Bob Johnson -Jerry Fromm

Bob, does cleaning and general maintenance for City Hall, Mall and airport arrival facility. Painting, wall repair, minor plumbing, checks on boiler system daily, minor repair on the HVAC units, wine tasting events set up and clean up, carpet tile replacement, troubleshooting repairs and replacement of a variety of other items, filter replacement and light bulb replacement. Based on our lease agreement with CareerForce Center and DMV Bob or Jerry clean those two suites and make necessary repairs. Jerry Fromm is the back up for when Bob goes on vacation or is sick.

Financial Partners

- ★ Revolving loan fund Industrial and Downtown Cambridge
- ★ Tax Increment Financing
- ★ Tax Abatement
- ★ MN Investment Fund, Job Creation Fund (DEED)
- ★ ECRDC, ECE, Great River Energy, Initiative Foundation, Cambridge Business Development Company, Greater MSP, Central MN Jobs and Training Services (CMJTS) and MN Job Skills Partnership (MSJP), MN DEED Workforce tax Credit and Minnesota Apprenticeship Program

City Owned Property

☞ Cambridge Opportunity Industrial Park (COIP)

☞ South East Industrial Park

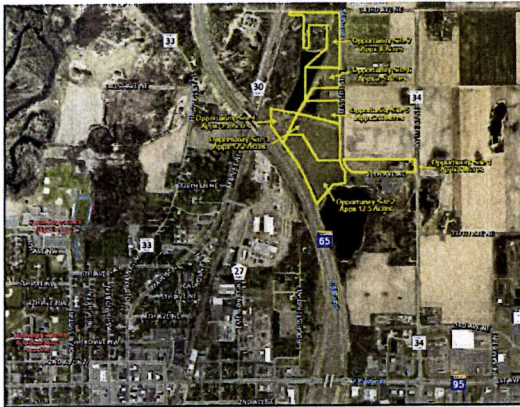
☞ Spirit River Crossing

☞ Rum River Business Park

COIP is a 107-acre Industrial Park, with all available infrastructure in place, lots sizes that vary from one acre to 24 acres or platted accordingly to meet the needs of the business.

COIP is a MN State Certified Shovel Ready Industrial Park, which means these sites are ready for development which saves time when projects are on a fast tract.

COIP



SE Industrial Park



Spirit River Crossing

The City owns three sites in the Spirit River Crossing Development we market to developers. Concept plans available.



Rum River Business Park



\$1.50 Per Square Foot

Cambridge Rum River Business Park is Zoned Professional Medical

This site is located south of the Allina Medical Center and Allina Health Clinic facilities and north of the Benedictine Health System complex, making it ideal for a professional medical office building.

- 3 sites available (3.3, 3.4 & 5.1 acre sites)
- Utilities Available
 - Fiber Optics, Water, Sewer & Electrical
- Zoning: SR-III
- 10 ton roads
- Build to suit opportunities
- City Owned
- Cambridge Only 50 Minutes from MPLS

Qualified Federal Opportunity Zone

Woodcrest Park Church

The City and EDA own property in the Woodcrest Park Area. Woodcrest Park which is located north of Perkins and Walgreen has been considered a redevelopment area with mixed use development. Based on the map below this indicates the properties owned by the City and EDA. This 60-acre site is in Cambridge Township and if developed would need to be annexed into the City. There is sewer and water that runs through part of this development area that could be utilized when a developer and development take shape.



Todd S. Schuster – Chief of Police

Main: 763-689-9567

Direct: 763-552-3243

tschuster@ci.cambridge.mn.us

Mission Statement

“Serving with Integrity & Honor”

To provide efficient and effective law enforcement service to our community. We achieve this by maintaining the highest standards of honesty and integrity through consistent and impartial enforcement of the law.

By forming partnerships with its citizens, the Cambridge Police Department can reduce crime and improve the quality of life for all.

Staffing

Administrative

- ★ Chief of Police

Patrol Division

- ★ 3 Sergeants
- ★ 8 Full Time Patrol Officers
- ★ 2 Part Time Patrol Officers

Investigative/Special Services:

- ★ 1 Criminal Detective
- ★ 2 School Resource Officers

Support Personnel:

- 1 Police Administrative Assistant
- 1 Police Permit Technician (24 hrs. per week)

Reserve Officers:

- 7 (Currently) Volunteer, Non-Licensed Reserves

Patrol Coverage

The Cambridge Police Department is staffed 24 hours per day 365 days per year, providing proactive policing patrols and response to calls. To accommodate this, we operate:

- Two 12-hour Patrol shifts per day
- Two Officers are scheduled from 6:00 am to 6:00 pm
- Two Officers work 6:00 pm to 6:00 am.

One Sergeant works Monday-Friday from 8:00 am to 4:00 pm and supervises the day patrol, detective and SRO's. The other Sergeants supervise the night patrol officers.

Our department strives to maintain two officers on duty at all times. However, due to accrued vacation, sick leave, training and court time, we may have only one Officer on duty periodically. Part-Time Police Officers help reduce the number of times this occurs. Our full-time officers worked a total of 30,811.25 hours last year. Additionally, the Reserve Officers volunteered 2409 hours.

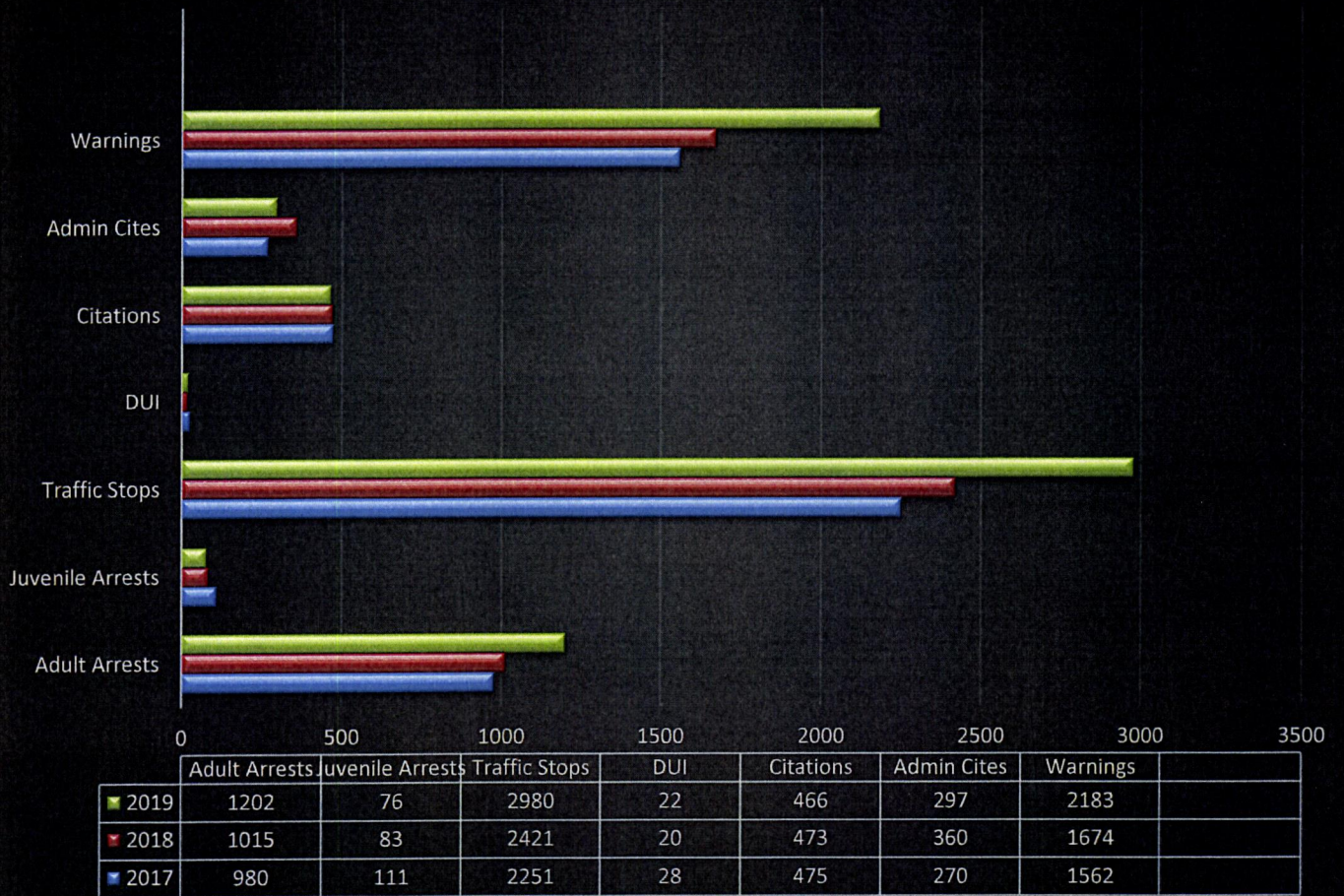
Basic Statistics

	2018	2019
Calls for Service	16,668	25,199
Adult Criminal Arrest	1015	1202
Juvenile Custodial Arrests	83	76
Business Checks	5,568	12,639
Community Policing Details	845	1848
Permit to Purchase Permits	95	66
Traffic Stops	2,421	2980

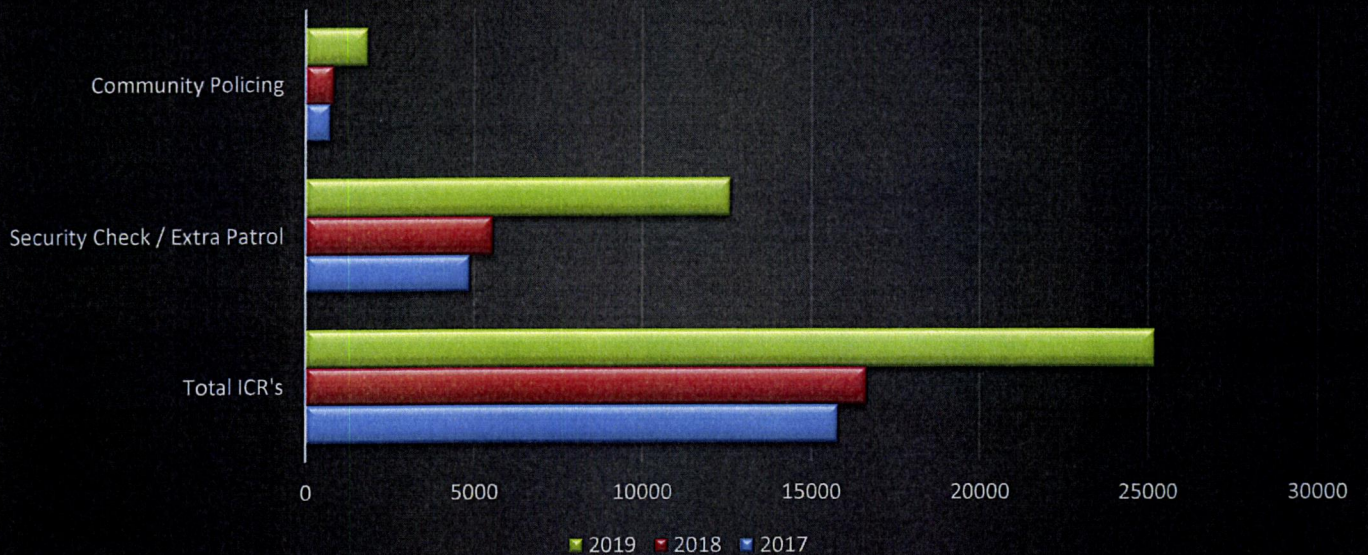
These traffic stops yielded:

Traffic Arrests & Citations	473	466
Administrative Citations	360	297

Traffic and Arrest Stats



Proactive Policing



Public Works Update



Streets, Parks, Airport, Stormwater, Street Lighting, GIS,
Water Utility, Wastewater Utility



Public Works – Streets

Utilize 6-Full Time, 1-Seasonal On-Call Employee To:

- Plow, Salt, and Sand 59 Miles of Street

Fleet Size – 6 Plow Trucks with salt application equipment, 1 Loader with a one way plow, 1 Loader with a one way plow and wing. Two front end loader mounted snow blowers, 2 1 Ton truck with plows, 2 sidewalk Machines

Material Usage - 600 Tons of road salt/season, 100 yards of washed sand/season, and 500 gallons of salt brine/season-brine is obtained from MnDOT.

- Clear 3 Miles of Alley
- Clear 28 Miles of Sidewalk
- Clear 7 Miles of Trail
- Clear City Owned Parking Lots
- Clear Airport Runway, Taxiway, Tie-down, and Parking Lot
- Haul Snow From City Owned Parking Lots and Downtown



Public Works – Streets

Utilize 4 Full Time and 3 Seasonal Employees To:

- Mow and Trim Grass in Designated ROW, Medians, City Owned Property
- Patch Streets and Trails as Needed
- Sweep Streets as Needed, Sweep Downtown Bi-weekly
- Paint, Curbs, Crosswalks, and Directional Arrows
- Maintain Downtown Decorations (Banners, Flags, Flower Baskets, Christmas Tree and Christmas Decorations)
- Spray Weeds
- Spray Mosquitos (3 Truck Mounted Foggers)-Average 8 Applications/Year
- Set-up and Takedown of City Events Such as Customer Appreciation, Snowflake Parade, Cambridge Day Out, Third Thursday, Misc. Street Closures. 4th of July, Downtown Art Fair.
- Extra Projects Such as Pavilion Construction, Sidewalk Repairs, Demo Work at the Library Project, Playground Equipment Installation.
- Trimming ROW Trees.
- Maintain 3752 Street Signs



Public Works - Parks

Utilize 2 Full Time and 3 seasonal employees to:

- Mow and Trim 220 Acres of Grass Every 5 to 7 Days, From May to October in 13 Improved Parks. Periodic Mowing in 5 Unimproved Parks.
- Maintain Picnic Shelters, Playground Equipment, Bathroom Facilities, Tennis Courts, Pickle Ball Courts, Basketball Courts, Ice Skating Rinks, Football Fields, Baseball Fields, Softball Fields, Dog Park.
- Fertilize Turf and Maintain Irrigations Systems
- General Park Clean-up and Trash Collection



Public Works - Airport

- Responsible for operation and maintenance of
 - 4000' Bituminous Runway, Associated Taxiway, and Tie-Down Area
 - Plowing and Snow Removal
 - Mowing and Weed Control
 - Arrival Departure Building
 - Perimeter Deer Fencing
 - Hanger and Hanger Site Management (Leases and Annual Inspections)
 - All Runway Lighting
 - Fueling Facility
 - State and Federal Grants and Operation Funds
 - State Industrial Stormwater Permitting



Public Works – Stormwater Utility

- ▶ Operation and Maintenance of
 - 83 Stormwater Retention Basins
 - 2060 Stormwater Catch Basins
 - 4 Rain Gardens
 - 47 Miles of Mainline Pipe
 - 120 Miles of Curb and Gutter
 - Perform an Average of 75 Stormwater Compliance Inspections Yearly
 - Comply With the MPCA MS4 General Stormwater Permit Regulation
 - Maintain 1894 Inlets and 188 Outlet Structures



Public Works - Street Light Utility

■ Staff Maintains

- 1358 Street Lights
- Is Completing an LED Conversion Project
- Replaces Damaged Street Light Poles
- Is Installing Street Lights in City Park
- Performs General Fixture Maintenance (Bulb Replacement and Faulted Wire Replacement)
- Maintains Sports Lighting at Sandquist Park and the Ice Skating Rinks



Public Works Mechanics

■ 2 Full-Time Mechanics Maintain:

- 28 Trucks, 2 Loaders, 2 Sweepers, and 2 Snow Blowers for the Street Department
- 10 Trucks, Vac-Jetter, 2 Portable Generators for Utilities
- 1 Zamboni, 10 Vehicles/Large Mowers, Numerous push mowers, Weed Whips, Trimmers, Chain Saws, Numerous Trailers for the Park Department
- 14 Vehicles and numerous small engines for the Fire Department
- 1 Courtesy Car for the Airport
- 17 vehicles for the Police Department
- 5 Vehicles for City Hall
- Perform Annual DOT Inspections on all Plow Trucks and Fire Trucks
- Also Have Snow Plow Routes



Public Works - Geographical Information System (GIS)

Utilize 1 Full Time Employee to:

- Coordinate City's GIS Operations and Oversee Software Release Installs and Updates for Staff Systems
- Assist with GIS Enterprise Administration and Manage GIS Contract Agreements with Bismarck Map Company
- Provide Graphic Services Including Preparation of Data, Layout, 3D Concepts, Literature, Maps, and Online Web Mapping
- Produce Resources for Key City Planning and Reporting Including the Comprehensive Plan, City Council Presentations, and Public Meetings
- Integrate GIS with Other Computer Applications Including PermitWorks, Laserfiche, and Online Forms; and Deploying Coding Scripts Where Necessary to Ensure Programs are Working Correctly
- Develop GIS Databases, Development of Standards and Strategies for Consistency Throughout Organization
- Plan and Develop User-Based Learning for Staff to Utilize Online and Desktop Maps



Water Utility

Utilize 6 Full Time Water/Wastewater Operators and 2 Seasonal Employees to:

- Operate and Maintain 24/7 a 5 Million Gallon/Day Water Treatment Facility
- Maintain 2 Elevated Water Towers (300,000 Gallons – 1,000,000 Gallons) Soon to add 750,000Gallon Tower
- Maintain 67 Miles of Water Main Line
- Maintain 749 Hydrants
- Operate and Maintain 6 Production Wells
- Maintain 3954 Water Meters
- Operate and Maintain a Supervisory Control And Data Acquisition SCADA System That Monitors Water and Wastewater Systems 24/7



Wastewater Utility

Utilize 6 Full Time Water/Wastewater Operators, 1 Full Time Laboratory Technician, and 2 Seasonal Employees to:

- Operate and Maintain 24/7 a 1.84 Million Gallon/Day Wastewater Treatment Facility
- Maintain 56 miles of Main Line Sanitary Sewer (approximately 14 miles/year are cleaned)
- Maintain 12 Sanitary Sewer Lift Stations
- Process and Beneficially Re-use 2 million Gallons of Biosolids as Fertilizer Annually
- Operate a State Certified Laboratory

Prepared by: Todd S. Schuster – Chief of Police

Background:

Aldi is doing an expansion on the north side of their existing building. To facilitate this expansion with the fewest disruptions to regular business, Steve Sletledahl, representing the construction company, Fendler Patterson Construction, has filled out a Road Closure Request. He is asking that the section of 2nd Ave NE behind Aldi be closed off for the duration of the expansion. The expansion is expected to last until approximately June 20, 2020.

The plan is to utilize the empty, City-Owned lot on the north side of 2nd Ave NE for the staging area for their construction equipment.

Closing this section of 2nd Ave NE will have minimal impacts on traffic. It is not a main thoroughfare and the Aldi entrance off of 2nd Ave NE will remain open for customers and deliveries. There are no other business entrances on this road.

Recommendation:

Allow Public Works Staff to close this portion of 2nd Ave NE for the duration of the Aldi expansion project.

Attachments:

- Road Closure Application
- Map of proposed closure

REQUEST FOR STREET CLOSURE

INSTRUCTION SHEET

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND PROVIDE ALL REQUESTED INFORMATION IN THIS PACKET.

INCOMPLETE REQUEST PACKETS OR MISSING ITEMS WILL RESULT IN AN AUTOMATIC DENIAL OF YOUR REQUEST.

REQUESTS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE STREET CLOSURE. THIS PROVIDES TIME FOR REVIEW BY CITY STAFF AND APPROVAL BY THE CITY COUNCIL AT A COUNCIL MEETING.

1. Read and INITIAL the Street Closure General Requirements form.
2. Complete all sections of the Request for Street Closure form and SIGN the form at the bottom.
3. Read and complete the Release and Indemnification Agreement form. INITIAL all sections as required on the form. Print your name, sign and date the form, and have the form NOTARIZED.
4. Complete the top section of the Approval for Street Closure by Residents and Businesses form. Meet with ALL residents and businesses located within the closure area and have them provide their name, address, business name, and signature.
5. Return the fully completed packet with all forms to the Cambridge Police Department.

Below is a checklist for your use to ensure that you have completed the packet.

- I have read and initialed the Street Closure General Requirements form.
- I have completed all sections of the Request for Street Closure form.
- I have signed the Request for Street Closure form.
- I have read, completed, and initialed all sections of the Release and Indemnification Agreement form.
- I have signed the Release and Indemnification Agreement form and had it notarized.
- I have completed the top section of the Approval for Street Closure by Residents and Businesses form.
- N.A. I have had all residents and businesses located within the closure area provide their name, address, business name, and signature on the Approval for Street Closure by Residents and Businesses form.

City use only:
Approval:
 Police Dept.
 Public Works
 Admin
 Council

REQUEST FOR STREET CLOSURE

Applicant's Name: Fendler Patterson Construction
 Address: 4839 W 124th St.
 City: Savage State: Mn Zip: 55378
 Telephone: Home _____ Work 952-890-4364
 Cell 612-209-9889
 E-mail Address: SSlettedahl@FendlerPatterson.com

Event Dates: 2-24-20 6-20-20
 Beginning Time of Event: 7:00 AM Ending Time: 5:00 PM

Description of Event: Addition To Aldi

Sponsored by Whom: _____

What street is to be barricaded? 2nd Ave. @ Balsam To east end of Aldi

What cross streets define the barricaded area? Balsam a 3rd

Address barricades are to be left: 160 Balsam ST. N.

Adult supervision must be maintained at all times during the event. The City is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. The applicant(s) agree(s) to indemnify and hold harmless the City of Cambridge, Minnesota, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney's fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

I have read and understand the information contained in this request packet. I agree to comply with all terms as stated. I understand that the City of Cambridge may revoke approval to close a street at any time.

Name (please print) Steven Slettedahl Date 2-24-20

Signature Steven Slettedahl

City use only:
 Street Closure Event Checklist:
 City approvals received
 All forms signed and completed
 Sheriff's dispatch notified of closure location and date
 \$50 deposit for barricades
 Police detail needed
 Other _____

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

(Special Events Holder Initials here) SS

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

(Special Events Holder Initials here) SS

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

(Special Events Holder Initials here) SS

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER: Fendler Patterson Const.
STEVEN Slettedahl

Signature: [Handwritten Signature]

Date 2-24-20

Subscribed and sworn to before me, this 24th day of February, 2020.

(SEAL)



[Handwritten Signature]
Notary Signature

RELEASE AND INDEMNIFICATION AGREEMENT

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT.
SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on city property and/or right of way:

Aldi ~~Addit~~ Addition on 2nd Ave. Side
(Description of Event e.g. block party)

Special Events Holder hereby acknowledges, represents, and agrees as follows:

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

(Special Events Holder Initials here) SS

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

(Special Events Holder Initials here) SS

We further agree to defend, indemnify and hold harmless (City), its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against (City), its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) SS

STREET CLOSURE GENERAL REQUIREMENTS

1. To request a street closure for a neighborhood party, street dance, parade, or special event, please complete a Street Closure Request packet. Packets must be submitted to the Police Department a minimum of three weeks prior to the planned event to provide time for review by city staff and approval by the city council at a council meeting.
2. Street closures can only be conducted on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used, unless the street closure is for a City-Wide function and an exception is granted by the City Council. In addition, access to public facilities shall not be blocked. Road closures will only be granted upon determination that the closure will not have adverse effects on the safety and general welfare of people in the City and the function of the roadway.
3. All residents and businesses on the street or block for which the event is planned shall approve the street closure by signing the Approval for Street Closure by Residents and Businesses form.
4. Barricade equipment is required and can be provided by the City. A \$50.00 damage deposit is required and is refunded to the applicant after the barricades have been returned in good condition. Barricades may be picked up at the Public Works Building the last working day before the event by 4:00 pm and returned to the Public Works Building the first working day after the event by 4:00 pm. Barricades for the event may also be delivered to a pre-arranged location by Public Works. As an alternative, the applicant may rent barricade equipment from a vendor. In any case, setup and takedown of the barricades shall be the responsibility of the applicant.

In addition to barricade requirements:
 - a. No stakes or penetration may be made through the asphalt.
 - b. The barricades used must be easy to remove.
 - c. The barricades must be noticeably visible during daytime hours and evening hours.
 - d. No penetration by stakes, poles, posts in or behind a boulevard without first checking with Gopher State One Call at (651) 454-0002
 - e. No disposal of anything in storm sewers.
 - f. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
5. A minimum twelve-foot (12') aisle must be maintained in the street to permit passage of emergency vehicles or vehicles of residents unless an exception is granted by the City Council for a City-Wide event. Failure to maintain a twelve-foot aisle during the entire period of the event will result in denial of requests for subsequent street closures. Law enforcement personnel will monitor the event for strict adherence to this rule.
6. Adult supervision must be maintained at all times during the event. The City is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. The applicant(s) agree(s) to indemnify and hold harmless the City of Cambridge, Minnesota, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by

reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney's fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

For City-sponsored functions the City will cover the event under its liability insurance (Downtown Customer Appreciation Day, Snowflake Parade).

7. Applicant shall be responsible for the pick-up of trash and garbage immediately after the end of the event.
8. Streets may not be barricaded later than 10:00 p.m. unless the street closure is for a City-Wide function and an exception is granted by the City Council.
9. No residents of the area designated shall be denied access to the event.
10. No loud speaker system shall be used which is audible beyond the block designated for the party. Residents and guests shall be in compliance with public peace statutes and ordinances.
11. The City of Cambridge reserves the right to approve or deny any request, or to revoke approval of any request.

INITIALS: S.S.

CITY OF CAMBRIDGE

APPROVAL FOR STREET CLOSURE BY RESIDENTS AND BUSINESSES

By signing you are consenting to the street closure.

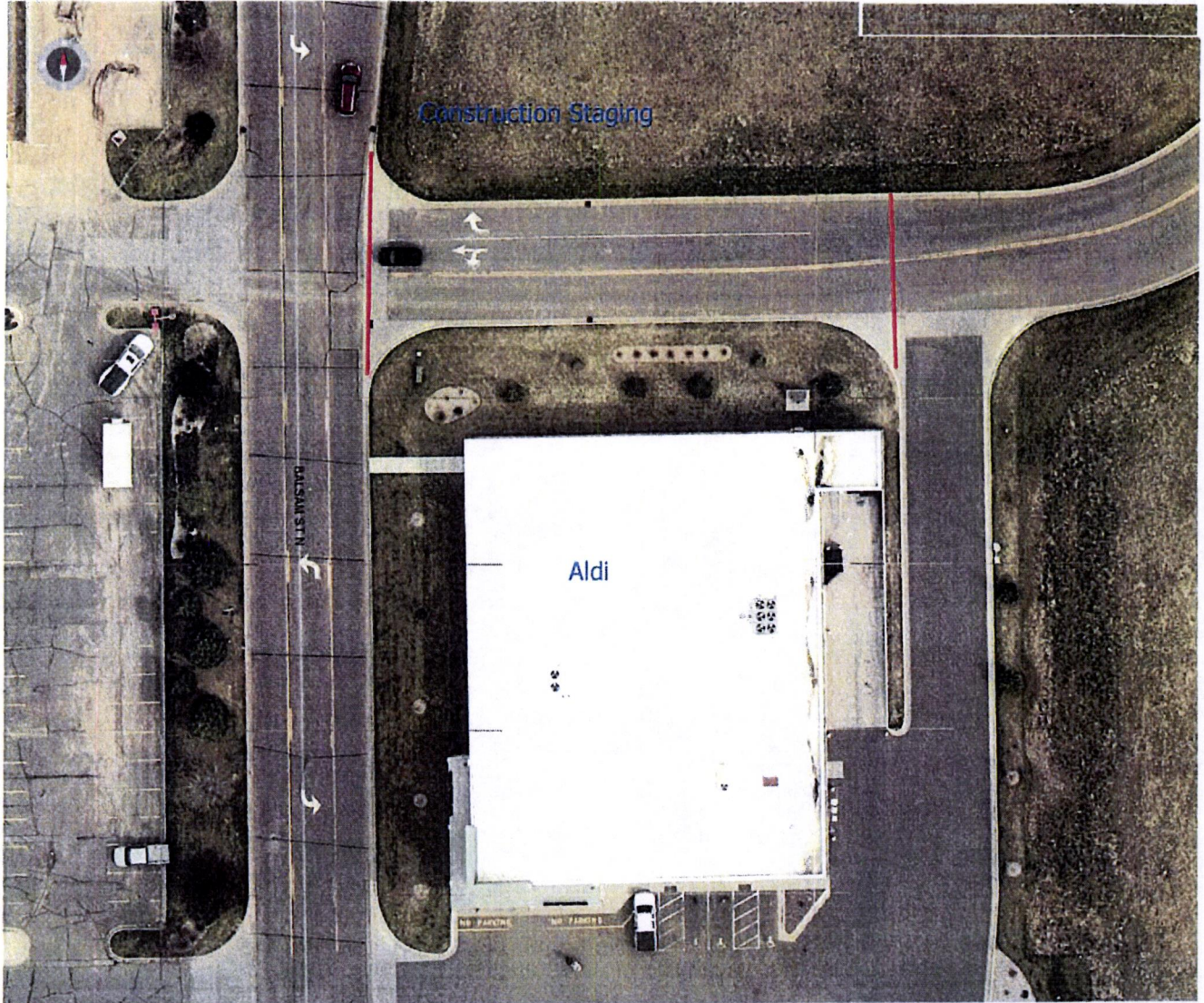
Closed street: _____ **between these streets or locations:** _____

Date of closure: _____ **Hours: From:** _____ **to:** _____

Name (please print)	Street Address	Name of Business (if applicable)	Signature
NA			

P175

CONNECTEXPLORER



map: Auto (Ortho) Dates: All image 1 of 24 04/24/2017

Prepared by: Todd S. Schuster, Chief of Police

Background:

Cambridge Primary School is having an upcoming event in which they anticipate parents attending. The vehicle capacity will be more than what their parking lot can handle so they are requesting that the "No Parking" signs along Fern St N be covered up and not enforced on these 2 occasions.

The event is their "Fun Run". It will be held on Friday, May 1st and they are requesting that the "No Parking" signs be covered for that morning, 8am – Noon.

Recommendation:

It is the recommendation of staff that Public Works cover the "No Parking" signs on Fern St N on these 2 dates to accommodate the parents that want to come to the school and watch these events.

Prepared by: Linda J. Woulfe, City Administrator

Background

Bernie Audette is scheduled to retire this fall. In order to provide a transition time between Bernie retiring and the new assistant liquor store manager taking over, Bobbi and I are requesting the Council approve an internal hiring process for this position. Posting internally encourages current employees to continue to improve their skills and strive for a promotion.

Here is a tentative schedule for posting if Council approves:

1. Post the ad on March 3 and have interested employees submit letters of interest by March 23.
2. Bobbi and one other department head conduct interviews for those employees who have expressed an interest in the position.
3. Request City Council to authorize the promotion at the April 6, 2020 City Council meeting.
4. Have the employee serve a six-month probationary period for the Assistant Manager position with the option to return to their former position if it does not work out.

The estimated financial impact on the store is the added cost of health insurance for the promoted employee (\$6,939) and additional salary of approximately \$24,000. However, some of this salary costs will be offset due to other employees being absent over the summer months and the Assistant Manager will simply fill those shifts to reduce the budgetary impact.

Recommendation

Authorize internal hiring process as outlined above.

Assistant Liquor Store Manager

Job Title:	Assistant Liquor Store Manager	FLSA Status:	Exempt
Supervisor:	Liquor Store Manager	Union:	Non-Union
Work Schedule:	Monday-Friday with occasional evenings and weekends	Benefits:	Full time benefits
		Pay Grade:	8 (Full-time scale)

Purpose

Performs difficult technical work facilitating inventory control and management, merchandising, ordering wine and liquor, ensuring store and employees are performing efficiently and effectively, performing cashier and stocking duties, and related work as apparent or assigned. Work is performed under the general direction of the Liquor Store Manager.

Communication

Internally - Manager and other store employees;

Externally - vendors, delivery drivers, state lottery representative, and advertisers

Supervisory Responsibility: Liquor Store

<u>Effectively Recommend</u>	<u>Take Action</u>
<input checked="" type="checkbox"/> Hire	<input type="checkbox"/> Hire
<input checked="" type="checkbox"/> Assign	<input checked="" type="checkbox"/> Assign
<input checked="" type="checkbox"/> Direct	<input checked="" type="checkbox"/> Direct
<input checked="" type="checkbox"/> Reward	<input checked="" type="checkbox"/> Reward
<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Transfer
<input checked="" type="checkbox"/> Promote	<input type="checkbox"/> Promote
<input checked="" type="checkbox"/> Adjust Grievances	<input checked="" type="checkbox"/> Adjust Grievances
<input checked="" type="checkbox"/> Suspend	<input checked="" type="checkbox"/> Suspend
<input checked="" type="checkbox"/> Discharge	<input type="checkbox"/> Discharge
<input checked="" type="checkbox"/> Discipline-oral reprimand	<input checked="" type="checkbox"/> Discipline-oral reprimand
<input checked="" type="checkbox"/> Discipline-written reprimand	<input checked="" type="checkbox"/> Discipline-written reprimand
<input checked="" type="checkbox"/> Evaluate	<input checked="" type="checkbox"/> Evaluate
<input checked="" type="checkbox"/> Train	<input checked="" type="checkbox"/> Train
<input checked="" type="checkbox"/> Demote	<input type="checkbox"/> Demote

Essential Functions

Serves as Assistant Manager

- Keeps Manager informed of all relevant matters.
- Manages store's daily operation, promoting sales through effective retail practices and a motivated staff and ensuring store policies are followed.
- Opens store for weekend operation on rotating basis (every other Saturday) with Manager.

- Performs opening procedures during Manager's absence; performs closing procedures as necessary.
- Re-stocks pull tab machine and exchanges tickets for money.
- Participates fully in personnel decisions such as interviewing and making recommendations in regard to: hiring, promoting, disciplining, suspending, and discharging.
- Assigns and prioritizes work, monitors and rewards employee performance, and serves as primary trainer for new employees.
- Reviews tape from in-store video for evidence of theft.
- Receives and resolves customer complaints; refers to Manager as appropriate.
- Drafts policies as necessary and submits to Manager for review.
- Provides backup to others in the store in their presence or absence.

Performs merchandising and stocking activities

- Initiates and coordinates in-store promotions such as product tastings; display designs, sets-up and tears down displays.
- Restocks all liquor and wine; organizes stock for inventory purposes.
- Cleans sections.
- Prices gift items, prepares gift baskets; receives and prepares special orders.
- Handles all details for wine tasting events held at a variety of venues (e.g. scheduling vendors, contracting with caterer, selecting menu, arranging tables, requests door prizes from distributors, and decorates venue.

Performs product ordering activities

- Reviews daily sales sheets and inventory control reports.
- Reviews product catalogs, completes orders and discusses with salesperson.
- Receives and returns damaged products for credit.
- Plans specials for monthly promotional sales such as wine of the month.

Performs cashier activities

- Ensures customer is of legal age to purchase liquor, tobacco or cigarettes, lottery tickets and pull-tabs; requests proper identification as necessary according to state law and/or store policy.
- Rings up sales, receives payment, give correct change.
- Bags purchased items and assists customer with carrying purchase to car if needed.
- Sells lottery tickets and pull-tabs.
- Answers phone, receives keg orders.
- Assists customer with lottery tickets, pull tabs, and questions.

Performs physical inventory activities

- Selects section for physical count, notifies employees, and oversees and participates in weekly inventory.
- Reviews computer print-outs for variances; recounts stock and notes differences as necessary.
- Re-sets displays as necessary.

Maintains store in safe manner for customers and employees.

- Shovels and salts sidewalks, cleans up spills, mops and puts out “Caution - wet floor” signs as needed. Keeps rugs flat and straight.

Knowledge, Skills and Abilities

- Knowledge of items sold in store (types and brands of beer, wine, and liquor) and their shelf location.
- Skill in analyzing product sales, determining high volume items, and maximizing sales and profitability.
- Skill in controlling inventory levels and costs while ensuring store is adequately stocked.
- Skill in operating a computer cash register with accuracy and speed.
- Skill in designing and setting-up merchandise displays to enhance store sales and profitability.
- Ability to supervise and motivate employees.
- Ability to respond to problems involving customers and employees or refer to Manager when appropriate.
- Ability to effectively and efficiently manage store operation during shift worked and ensure proper closing procedures are followed.
- Ability to perform basic mathematical calculations (addition and subtraction) and quickly and accurately make change.
- Ability to effectively communicate with Manager, store employees and public and assist customers.
- Ability to perform work that requires frequent use of a computer cash register and two-wheel cart.
- Ability to exert light to moderate physical effort and perform work that requires recurring movements such as bending, crouching, pushing/pulling, twisting, lifting, and carrying. Lifting includes up to 130 pound kegs, with assistance.
- Ability to understand and comply with applicable state laws and store policies.

Minimum Qualifications

High school diploma or GED and moderate experience in retail, cashiering, merchandising, management, or equivalent combination of education and experience.

Preferred Qualifications

Associates Degree in retail management preferred.

Training in marketing, retail management, or inventory control.

Physical Demands

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion in excess of 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and reaching with hands and arms and occasionally requires standing, sitting, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and repetitive motions; no special vision is required; vocal

communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities.

Working Conditions

This work occasionally requires exposure to extreme cold (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimers

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read my job description and understand the duties of my position:

Employee's Signature

Date

RESOLUTION R20-018*Supporting Legislation for Infrastructure Accountability*

WHEREAS, populations in Minnesota cities are growing statewide; and

WHEREAS, the development and construction associated with that growth are driving the need for road improvements, street oversizing, street redesign, and street reconstruction; and

WHEREAS, municipal statutory authority appropriately exists for fees to support added need for parks, sewer, and water; and

WHEREAS, this municipal authority does not exist for infrastructure development fees; and

WHEREAS, city streets are one of the four major types of infrastructure local government is responsible to provide to protect public safety and health, and city streets represent a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, neighborhood streets are constructed according to city standards by developers; and

WHEREAS, funding sources for larger streets and intersections to support new developments have historically come from infrastructure development fees; and

WHEREAS, the Minnesota Supreme Court found in *Harstad v. City of Woodbury* that no statutory authority existed for these infrastructure development fees; and

WHEREAS, cities should not be forced to make current residents and businesses pay for costs of growth through local taxes but rather by those that are responsible for the growth; and

WHEREAS, cities are finding it difficult to develop adequate funding systems to support needed infrastructure development related to growth while complying with existing state statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for street improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMBRIDGE that this Council supports legislation that would authorize cities to collect infrastructure development fees to fund municipal street improvements as a necessary component of growth.

Adopted this 3rd day of March, 2020.

James A. Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

CITY ISSUE FACT SHEET

Infrastructure fees support development and taxpayer fairness

If not addressed, existing taxpayers will foot the bill for streets that are only needed because of proposed residential development.



PROBLEM:

When a new subdivision proposal is presented to a city by a developer, city officials consider how that development will connect with the rest of the community through new city streets, or how the added capacity will impact existing city streets.

Many cities plan street work years in advance, and new development creates additional demand.

However, legal interpretation of current law does not allow for cities to collect fees from developers to help pay for these future investments.

LEAGUE-SUPPORTED SOLUTION:

The League supports **HF2296 / SF2442** and **HF2297 / SF2443** (Rep. Brad Tabke, Sen. Eric Pratt), providing the necessary statutory authority for cities to be able to charge developers fees that cover the infrastructure improvements that are needed because of the new residential development.

DID YOU KNOW?

Without legislative action, cities who want to grow must rely on property taxes to pay for development-related infrastructure. If these cities don't have the tax capacity to absorb these costs, they may be forced to forego new development entirely.

BACKGROUND:

The Minnesota Supreme Court found in *Harstad v. City of Woodbury* that cities do not have the statutory authority necessary to impose a fee for future street improvements when approving residential development. Cities need a clear and lawful path forward to support development while protecting the interests of current taxpayers.

For more information:

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