

**Cambridge City Council Meeting – Electronic Meeting Due to Pandemic  
Monday, April 6, 2020 – 3:30 pm  
Meeting Announcement and Agenda**

*The meeting will be streamed on Facebook Live on the City's Facebook page which is  
Cambridge City Hall, Minnesota*

Tent Time	Agenda Item
3:30 pm	1. Call to Order
3:30 pm	2. Pledge of Allegiance
3:30 pm	3. Approval of Agenda
3:32 pm	4. Consent Agenda
	A. Approval of Regular and Summary City Council Meeting Minutes for March 16, 2020 and March 27, 2020 Emergency Council meeting minutes (p. 3)
	B. Draft February 2020 Financial Statements (p. 14)
	C. Cambridge Isanti Bike Walk Trail Maintenance (Fahrner Proposal) (p. 83)
	D. Resolution R20-024 Accepting restricted donations for Police Department (p. 84)
	E. Resolution R20-025 Approving a zero lot line setback for a drive lane at Menards (p. 86)
	F. Resolution R20-026 Call for the Sale of General Obligation Bonds, Series 2020A (p. 98)
	G. Temporary hire (60 days) for Jessica Hefner, Kellen Weibel, and Kalli Beaulieu as Liquor Store Clerk (Step 1, \$12.85 per hour) (p. 108)
	H. Appoint Brent Fangmeier Assistant Liquor Store Manager in Training (Grade 8, Step 1) (p. 108)
3:35 pm	5. Work Session
	A. Community Wide Read Proclamation – Alone at the Top (p. 109)
3:37 pm	6. Unfinished Business
	A. Resolution R20-027 Approving Plans for Cambridge Airport Taxiway Project (p. 110)

3:40 pm	B. Approve First Amendment to Loan Agreement with RITZ Machine Works USA, LLC. (p. 123)
3:45 pm	C. Approve Second Amendment to Cambridge Downtown Revolving Loan Fund Mortgage with Erick W. Harcey President and Grant M. Johnson Secretary/Treasure H&J Leasing, LLC. (p. 133)
3:50 pm	D. Approve Second Amendment to Cambridge Downtown Revolving Loan Fund Mortgage with Brian M. Chilson President and Karen A. Chilson Secretary/Treasurer Chilson Jewelry, Inc LLC. (p. 141)
3:55 pm	E. Approve First Amendment to Cambridge Downtown Revolving Loan Fund Mortgage with Joel Pennington, President Ashland Arts Building, LLC (p. 148)
	<b>7. New Business</b>
3:55 pm	<b>8. Mayor's Report</b>
3:57 pm	<b>9. Council Concerns</b>
3:59 pm	<b>10. City Administrator's Report</b>
	A. Verbal update on City Operations – COVID19 Pandemic
4:02pm	<b>11. Adjourn</b>

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

**Cambridge City Council Meeting Minutes  
Monday, March 16, 2020**

A regular meeting of the Cambridge City Council was held on Monday, March 16, 2020, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

**Members Absent:** Lisa Iverson.

**Staff Present:** City Administrator Woulfe, Attorney Squires, 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 6:06 p.m., and led the public in the Pledge of Allegiance.

**Citizens Forum**

No one appeared to address the council.

**Approval of Agenda**

Woulfe noted the need to add the Advertisement for bids for the Airport as item 7I, the Covid-19 Response Plan as item 7A<sub>1</sub>, and remove item 5A for the Presentation of Everbridge due to Ross Benzen not being able to attend. Shogren moved, seconded by Morin, to approve the amended agenda as presented. Motion carried unanimously.

**Consent Agenda**

Conley moved, seconded by Shogren, to approve consent agenda Items A-D:

- A. Approval of Regular and Summary City Council Meeting Minutes for March 2, 2020 and February 21, 2020
- B. Warrants #116011 - #116272 and ACH/Wire items totaling \$1,387,134.26
- C. Approve Proposal from Inspec for Engineering Services for Roof and Boiler Replacement at City Hall
- D. Resolution R20-019 Accepting restricted donations for Fire Department

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

**There were no items under Work Session or Unfinished Business.**

## **New Business**

### *Covid-19 Response Plan*

Woulfe stated that the City's Covid-19 Response Plan is an Annex to the City's Emergency Operations Plan. It follows the guidance from the Isanti County Public Health Department and the Center for Disease Control. The City will work in cooperation with Isanti County Public Health and Isanti County Emergency Management to address issues within Isanti County as they arise. The City will use the National Incident Management System (NIMS) as a basis for supporting, responding to, and managing plan response activities.

Woulfe pointed out the primary objectives of the plan, as well as the operational framework for its activation and implementation. She also noted critical and important services that the City must continue, and any non-essential services that will be temporarily discontinued. The plan also addresses employee illness and any changes in operation. In addition, the plan notes any changes to the collection of utility payments, loan payments to the City, and mall tenant rent payments.

Godfrey moved, seconded by Morin, to approve the City's Covid-19 Response Plan as an annex to the City's Emergency Operations Plan. Motion passed unanimously.

After passing the Covid-19 Plan, Squires also pointed out the need for the council to declare a telecommunications plan, being that in-person meetings are not practical during a pandemic. He stated that no matter what is used, all members must be able to hear each other, and any items they may vote on must be done by roll call. Squires also noted that they would need to think about how the public would still be able to participate with any meetings. Woulfe felt like the City was not quite at a point where they would not be able to still meet in-person. She suggested the council continue as normal, until the City was confident with the plan and technology that would be used. Woulfe felt that with the rapidly changing guidelines, they should hold off on making any decisions at that moment. She also noted that if they were to implement some type of telecommunications plan, only critical issues would be discussed and all non-critical items would be postponed. The council decided to wait on declaring any plan at that point in time.

They also decided to continue the normal operations of Northbound Liquor, with the implementation of any precautions as stated in the Covid-19 Plan. They will continue to monitor the guidelines of the pandemic, and make decisions about its operations as time progresses.

### *Ordinance 708 Annexing parcels served by City Streets*

Westover reviewed with the council, the directive by them on September 16, 2019, to proceed with the annexation process for properties that are accessed only by city streets. She said after researching the State Statute and contacting the Office of Administrative Hearings, it was noted that not all parcels on the list could be annexed. Only those parcels that are at least 60 percent bordered and 40 acres or less can be annexed according to State Statute 414.033 Annexation by Ordinance, Subdivision 3. Westover stated that Ordinance 708, which was prepared for this annexation, covers



the basic requirements for the State's annexation law. She said the affected properties have been identified, the legal descriptions for the parcels have been included within the ordinance, and the required property tax reimbursement language was included as well. All of the properties that were proposed for annexation are located in Isanti Township. Westover noted that no objections to the annexation have been filed. Shogren moved, seconded by Conley, to approve Ordinance 708 as presented. Motion passed unanimously.

*Resolution R20-020 Approving an Interim Use Permit for The Farm Mini Storage*

Westover informed the council that Mr. Rabenberg is requesting a mini storage facility at 315 Cleveland Street South. The property is zoned I-2 Light Industrial District, and mini storage is allowed with an Interim Use Permit (IUP) in the I-2 Light Industrial District. She stated the purpose of the IUP is to allow a use that reasonable utilizes the property for a limited period of time or allow a use that is presently acceptable but with anticipated development or other changes will not be acceptable in the future.

Westover said staff finds the mini storage will reasonably utilize this property, and they do not anticipate any development or other changes to this area in the near future. She said Industrial Districts are a preferred location for mini storage facilities, and staff finds the proposed mini storage facility free from objectionable features. There is no outdoor storage proposed, and all storage will be housed within the buildings.

Westover noted the Planning Commission has already reviewed the IUP and recommends the council approve Resolution R20-020 to allow the mini storage facility, as long as certain conditions are met. These conditions are:

1. The Interim Use Permit shall discontinue after five (5) years from the date of approval. The applicant must re-apply for an extension prior to the expiration date.
2. The Interim Use Permit for mini-storage is not transferrable and shall only be used by Craig Rabenberg.
3. The Site Plan Review approval process must be complete prior to building permit issuance.
4. Exterior materials need to be in compliance with City Code or receive a variance for approval of other materials prior to issuance of a building permit.
5. No outdoor storage is allowed.

Shogren moved, seconded by Morin, to approve Resolution R20-020 approving an Interim Use Permit for mini storage located at 315 Cleveland Street South to Craig Rabenberg. Motion passed unanimously.

*Ordinance 706 Title XI Business Regulations Chapter 117 Pawnbrokers  
Ordinance 707 Amending Fee Schedule due to Ordinance 706*

Schuster informed the council that there is a need to amend Title XI, Chapter 117 in the City Code book, as well as the Fee Schedule, regarding the changes in pawn transaction reporting and its associated fees. He said APS, the company previously used to report pawn transactions, is now non-existent. He said most cities are now going with LeadsOnline, which is a nation-wide repository of pawn transactions, as opposed to APS only being state-wide.

Schuster noted that GameStop also reports to LeadsOnline as well, which could further the possibility of locating and recovering stolen property. Besides being able to search transactions nationally, LeadsOnline also offers support equivalent to that of a crime analyst. Pawn shops only need to make a phone call and do a remote session to get set up with the new system, and it doesn't cost them anything to do so. To make the transition to LeadsOnline, Schuster said Ordinance 706 will facilitate the changes in language that need to be made to the Code Book. Schuster said they would strike out APS, and change it to LeadsOnline. He also noted they would take out the license classification language, as state law no longer differentiates between pawn shops and the amount of transactions they conduct.

Along with the changes to the Code Book, Schuster said the way in which the pawnbroker is billed would need to be changed too. Previously they were charged a per-transaction fee while using APS, but now they would be charged a flat fee each year plus a small amount to cover staff time of monitoring the transaction reporting and preparing invoices. The per-transaction fee would be eliminated. Schuster also noted that pawnbroker license renewals now only consist of an application and insurance review, along with background checks on all employees. He said it was determined that the yearly "investigative fee" of \$3,000 for a license renewal was no longer a fair fee, and the price of a renewal fee would be lowered to \$500. Schuster appealed to the council to approve Ordinance 707, which would amend that fee schedule to reflect the change in the fee for the pawnbroker license renewal.

Krystle Lindelof, owner and manager of Local Pawn, was advised of these changes and she is in favor of them. She is also pleased with the transition to LeadsOnline, and believes it is a great system. Schuster noted that all public posting requirements have been met, and would only need to have the council approve both Ordinance 706 and 707 to make the necessary changes. Morin moved, seconded by Conley, to approve Ordinances 706 and 707 and to authorize the summary publication. Motion passed unanimously.

*Resolution R20-021 Opposing Senate Bill SF 3796 prohibiting cities from designating building officials  
for inspections*

Westover informed the council that a bill has been presented that privatizes building inspections and would prohibit cities from designating building inspectors for inspections. It would allow a property owner to contract with any authorized inspector. She said the bill gives the city the option to adopt an ordinance requiring a designated city building inspector, but it would still be subject to a liability clause. Westover said there have been recent amendments to the bill that would remove the liability

clause, but would require an inspection to be completed within two business days after receiving the request. This could allow for different inspectors outside the municipality to do inspections that may not be as familiar with local ordinances.

The purpose of a designated building inspector is to ensure code compliance for the safety of the citizens and to protect against property damage. A designated building inspector is third-party with no personal financial interest in the inspections. Westover stated that if the bill was passed, the integrity of the inspection process would be lost. It would allow for conflict of interest, introduce fraud concerns, and would be bad public policy for the health and safety of the citizens.

She also noted that designated building inspectors are locally based and are available to residents, are able to go directly to properties if concerns arise, and all of the inspection records are kept at City Hall and are made available to residents if needed. Building officials are also able to verify that contractors are properly licensed to conduct the work to protect the homeowner. Westover noted a couple examples within the City where the proposed bill would create concerns about the work being conducted, and the City having a difficult time enforcing local rules. She suggested council oppose the proposed senate bill. Shogren moved, seconded by Conley, to approve Resolution R20-021 opposing Senate Bill SF 3796, prohibiting cities from designating building officials for inspections. Motion passed unanimously.

#### *Approve Lexipol Policy for Fire Department*

Pennings informed the council that the Fire Department has been working to bring the policy manual up to date for a couple of years. There has been some struggles to get all of the legal terminology correct. In 2018, Pennings said they had contracted with Lexipol, along with the help of Administrator Woulfe, to start releasing the majority of the policies to the Fire Department members. He state that Chief Officers have been working with the Lexipol IT staff, and have a plan for moving ahead. Pennings appealed to the council to approve the Lexipol Policy Manual chapters 1, 2, 3, 6, 9, and 11 for publishing to the Cambridge Fire Department. Conley moved, seconded by Morin, to approve the Lexipol Policy Manual chapters 1, 2, 3, 6, 9, and 11. Motion passed unanimously.

#### *LMC Annual Conference Registration*

Woulfe reminded council members of the League of Minnesota Cities (LMC) 2020 Annual Conference being held June 24<sup>th</sup> through June 26<sup>th</sup> in St. Paul River. She noted that the cost would be refunded if LMC cancelled the event due to the closing of large group events, but the city would still be charged if the event was held and the individual did not attend. Woulfe stated that Lisa Iverson was interested in going, and Bob Shogren also expressed his interest in attending.

Godfrey motioned, seconded by Shogren, to approve the attendance of Iverson and Shogren to the 2020 League of Minnesota Cities Annual Conference. Motion passed unanimously.

### *Library Furniture Order*

Woulfe informed the council that it was time to order the furniture for the new Cambridge Library. She said there was a \$400,000 allowance for furniture, shelving, and community room items. Woulfe reminded the council of the previously approved expense of \$180,172 for the shelving. This will leave \$219,828 of the remaining allowance to be used for the furniture and community room items.

Woulfe said she has finalized a price quote from Minncor Industries, under the State of Minnesota contract, for 30 tables and 240 chairs for the community room of \$72,800. This leaves \$147,028 for furniture. The furniture would be purchased from Library Furnishings International due to the best cooperative purchase contract pricing. She provided a presentation on what the furniture would look like. Woulfe stated that she put in many hours of researching the different styles while maintaining a level of comfort, how the pieces fit within each of the allotted spaces throughout the library, and how well the pieces addressed privacy concerns for computer usage. Due to the lead time needed for furniture orders, she stressed the importance of placing an order now in order to have the furniture in time for the library's opening.

Conley moved, seconded by Morin, to authorize a maximum of \$147,028 for furnishings for the Cambridge public Library and a maximum of \$72,660 for the community room tables and chairs. Motion passed unanimously.

### *Advertisement for Bids for Airport*

Woulfe said the City was ready to advertise for bids for the airport and would like the council to approve the resolution that would allow this. Shogren moved, seconded by Morin, to authorize advertisement for bids for the taxi-way relocation at the Cambridge Municipal Airport. Motion passed unanimously.

**There was no Mayor's Report or Council Concerns.**

### **City Attorney's Report**

Squires noted he would continue to be in contact with Woulfe, and would help with any issues as they arise.

### **City Administrator's Report**

#### *Council Goals*

Woulfe reviewed the results of the visioning session. Council members and staff met in February 2020 to refocus their goals and came up with a one-year plan and a two to five-year plan. Godfrey wanted to note an idea for providing additional part-time officers, which could involve the Anoka Ramsey Community College Cambridge Campus partnering with the city to offer training courses in law enforcement for Community Service Officers. He thought it could be mutually beneficial to the college and to the City, and would need to be researched further.



Shogren had a question about how the park improvements at Sandquist Park were being funded. Woulfe stated that the funding for the improvements would be coming from part of the revenue received from the local option sales tax. No motions were made on the council goals and plans.

*Resolution R19-022 Limited Use Permit from MnDOT*

Woulfe notified the council about a new trail the city will be doing along 16<sup>th</sup> Avenue as part of the 2020 Street Construction Project. The trail runs under the overpass for Trunk Highway 65 though, and a permit is needed as that is still considered to be part of MnDOT's right-of-way. The agreement is a standard MnDOT agreement for a non-motorized trail. Morin moved, seconded by Shogren, to approve Resolution R20-022 for a Limited Use Permit from MnDOT and authorized the Mayor and City Administrator to execute the Limited Use Permit agreement as presented. Motion passed unanimously.

**Adjournment of Council Meeting**

Being no further business before the City Council, Conley moved, seconded by Shogren, to adjourn the regular meeting at 7:38 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 3<sup>rd</sup> Ave. NE, Cambridge, Minnesota.

**Regular City Council Meeting  
March 16, 2020**

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

Members Absent: Lisa Iverson

- Meeting called to order at 6:06 pm, and Godfrey led the Pledge of Allegiance.
- Meeting agenda was amended and approved to include: Advertisement for Bids for the Airport as item 7I, the Covid-19 Response Plan as item 7A<sub>1</sub>, and removed item 5A.
- Approved consent agenda items A-D as presented.
- Approved the Covid-19 Response Plan and Northbound Liquor Store operations.
- Approved Ordinance 708 annexing parcels served by City Streets.
- Approved Resolution R20-020 approving and Interim Use Permit for The Farm Mini Storage.
- Approved Ordinances 706 Title XI Business Regulations Chapter 117 Pawnbrokers and Ordinance 707 amending Fee Schedule due to Ordinance 706.
- Approved Resolution R20-021 opposing Senate Bill SF 3796 prohibiting cities from designating building officials for inspection.
- Approved Lexipol Policy for the Fire Department.
- Approved attendance of council member to the 2020 LMC Annual Conference.
- Approved the Library furniture order.
- Approved Advertisement for Bids for Airport.
- Reviewed the visioning session goals and the one year and two to five-year plans.
- Approved Resolution R20-022 Limited Use Permit from MnDOT.
- Meeting adjourned at 7:38 p.m.

**Cambridge City Council Meeting Minutes**  
**Friday, March 27, 2020**

An electronic emergency meeting of the Cambridge City Council was held on Friday, March 27, 2020, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

**Members Absent:** Bob Shogren

**Staff Present:** City Administrator Woulfe, Police Chief Schuster, Community Development Director Westover, Finance Director Moe, Northbound Manager Mix, and Emergency Management Director/Deputy Fire Chief Pennings.

**Call to Order**

Woulfe called the meeting at 3:08 p.m. She did roll call of those in attendance, being that the meeting was not in person. The meeting authority was then handed over to Mayor Godfrey.

Woulfe stated that a notice had been posted notifying the public that the meeting would be conducted by telephone or other electronic means, and would also be streamed live on Facebook for the public to watch. She noted that Chief Schuster would be monitoring the Facebook stream to address any questions by the public.

**New Business**

*Resolution R20-023 Declaring a COVID-19 Emergency*

Iverson moved, seconded by Morin, to approve Resolution R20-023 Declaring a COVID-19 Emergency for the City of Cambridge. Upon call of roll, Godfrey, Conley, Iverson, and Morin all voted aye. Motion passed unanimously. Woulfe informed the Council that Godfrey and herself signed a Mayoral Proclamation and Declaration of Emergency. She said that was confirmed by the Council members just now, when they approved resolution R20-023.

Woulfe pointed out Annex Q-1 from the City of Cambridge Emergency Operations Plan, which outlines the City's operations during this emergency. She wanted to point out the changes in operations that are being observed regarding the orders given by Governor Walz on March 25, 2020. The important services that will be continued are: preparation, mailing, and collection of utility bills along with remote meter reading, building inspections services, issuing building permits, the continued operation of Northbound Liquor, the continued operation of Bridge Park Apartments, and payroll and accounts payable. All other functions are non-essential and will only be delivered if staffing levels permit it. Woulfe also noted any changes in Operations that is outlined in the annex as well.

Godfrey had a question about the work protections that are in place for Northbound Liquor. Mix stated that all employees had to wear gloves, and masks were available if needed too. There are hand sanitizers in the entryway for customers coming in or out of the store, and also at each register. There is only one person allowed in the break room at a time, and the store is constantly being cleaned. Mix said they are trying to keep both registers open at all times to keep people apart too. Woulfe stated that the store must be disinfected at least two times per day using proper disinfecting protocol. Godfrey wondered if they would limit the number of people allowed into the store, and Mix stated that they would be able to do that if the council were to approve the upcoming request for hiring a couple temporary people to help out.

Conley asked how many customers are in the store at a time. Mix answered that the previous week was busier with people panic-buying, but this week there has been about 2-3 customers at a time in the store. She said most customers have been very respectful about keeping their distance from each other and the workers. Iverson had a question about if the workers were required to wear the gloves and masks. Mix stated that all workers were being required to wear the gloves, but was allowing them to choose if they wanted to wear a mask. Iverson also wondered about the two days in a row to do the cleaning, instead of breaking up the cleaning days. Mix stated that it would be very difficult to have a day off during the week with all of the deliveries. She stated that a couple of the employees do professional cleaning outside of their store position, and like having the two days to do a more thorough job than what they are able to do in one day. A couple suggestions from Facebook were to put up plexiglass at the registers, or to put a table next to the register to provide more distance between the employee and customer. Both ideas will be looked into.

Godfrey asked if the council members were interested in Woulfe investigating the ability to do online orders with curbside pick-up. They all said they would be interested, and voted aye, for Woulfe to seek out the information to see if curbside pick-up would be an option for Northbound Liquor. Woulfe noted a few more details of the annex regarding the Utilities and Public Works Departments, and the Finance Department regarding services and employees. Morin moved, seconded by Iverson, to adopt the COVID-19 Annex to the City's Emergency Response Plan that was updated on March 27, 2020. All members voted aye upon roll call. Motion passed unanimously.

Woulfe wanted to note that all calls from the dispatch to the Fire Department will go only to either Will Pennings or Tom Tomczik. They will respond to the call and report back to dispatch if more aid is needed. This will reduce the exposure to Fire Department members by not having more people than necessary responding to calls. They will still use their face masks and gloves, possibly even their respirators if needed. Woulfe wanted confirmation that all council members were aware of these changes in regards to the fire department, and the days of operation at the liquor store. All members voted aye that they were in agreement with the changes that were outlined in the COVID-19 response plan.

### *City of Cambridge Press Release*

Woulfe noted the press release, and asked if the council members had any questions about it. It was noted that the change in days and hours for Northbound Liquor should be included in the press release, and announced elsewhere too. Woulfe said the following wording will be added to the press



release: "Northbound Liquor will remain open Tuesdays through Saturdays, and from 9:00 a.m. to 9:00 p.m. Extra precautions will be taken to for the health and safety of customers and employees." The Council members all voted aye for the temporary change in days and hours to take effect as of March 27, 2020. No other changes to the press release were made.

**Adjournment of Council Meeting**

Being no further business before the City Council, Morin moved, seconded by Conley, to adjourn the emergency meeting at 3:44 pm. Motion carried unanimously.

---

James A. Godfrey, Mayor

ATTEST:

---

Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

**Background**

Attached for your review are the **Draft** Monthly Financial Reports for the two months ended February 29, 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**

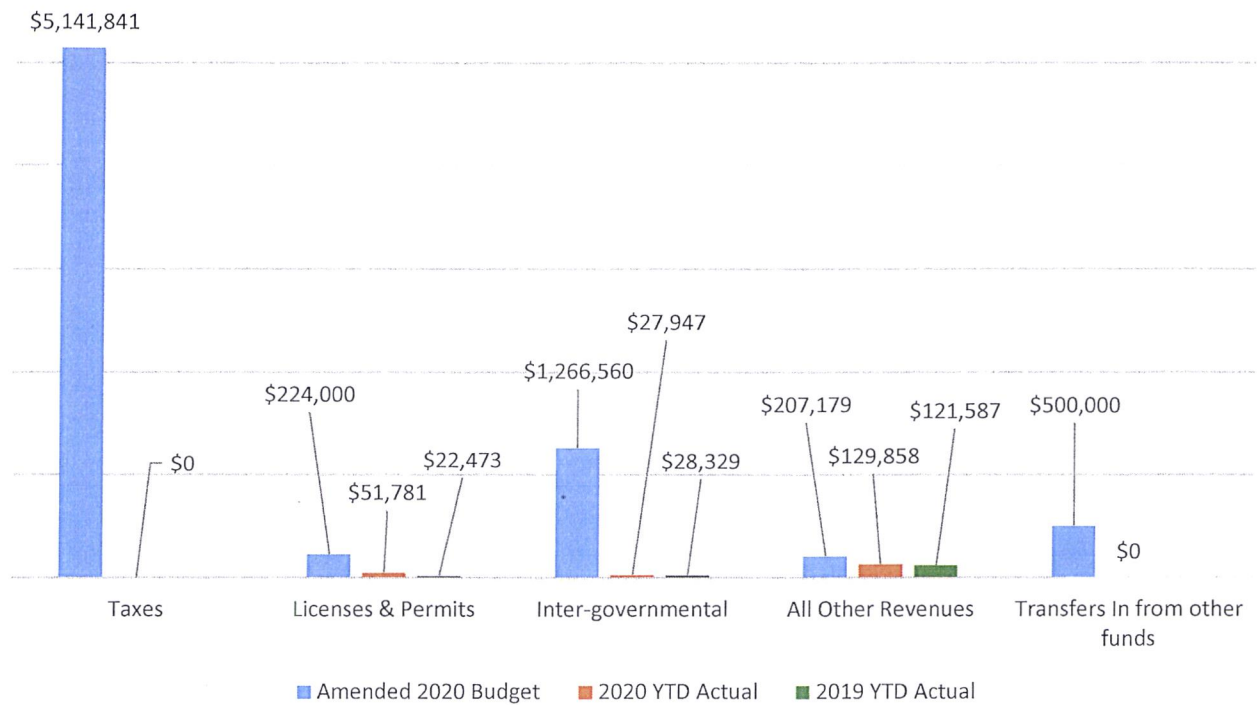
**Park Expenditure Breakdown Report**

**Council Action Requested**

NONE REQUIRED - For discussion only.

# Council Financial Snap Shot

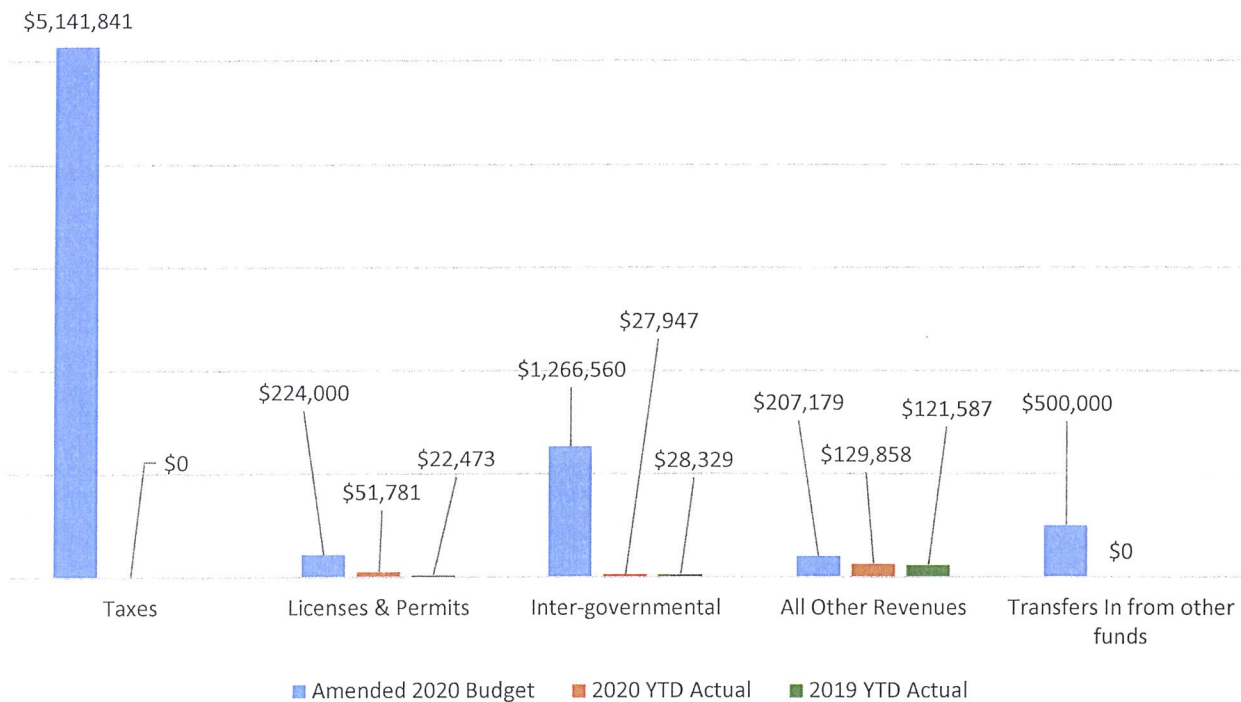
General Fund Revenue Snap Shot 2-29-2020



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 Revenue Snap Shot 2-29-2020



**Notes—**

- Costs are running ahead of 2019 in general because five pay periods have been recorded in 2020, while four pay periods had been recorded by the end of February 2019. 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.

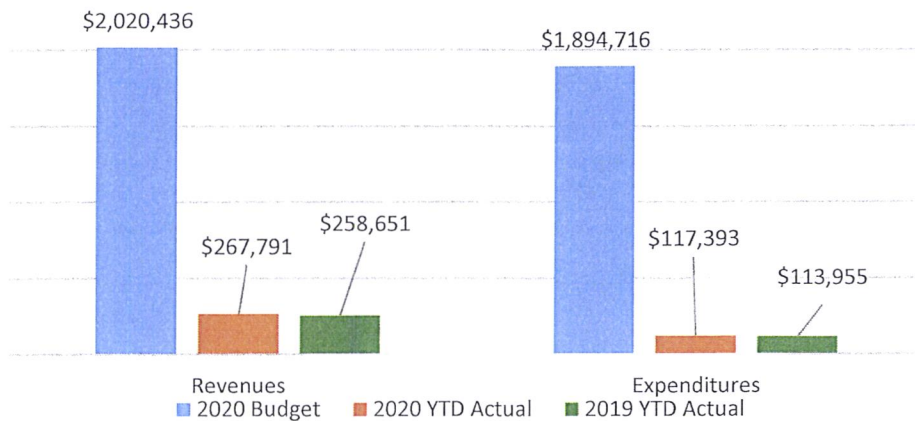
Behind the numbers—

# 18

Cambridge has eighteen parks. Park locations and amenities can be found on the City's website at [www.ci.cambridge.mn.us](http://www.ci.cambridge.mn.us)

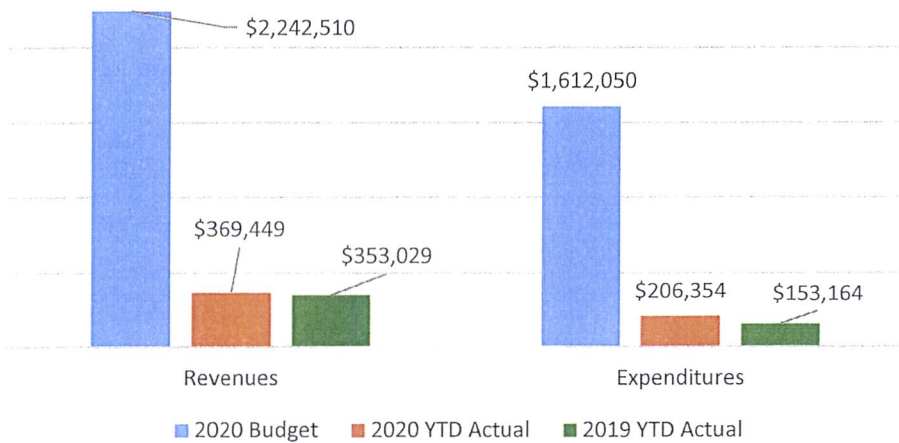


### Water Fund 2-29-2020



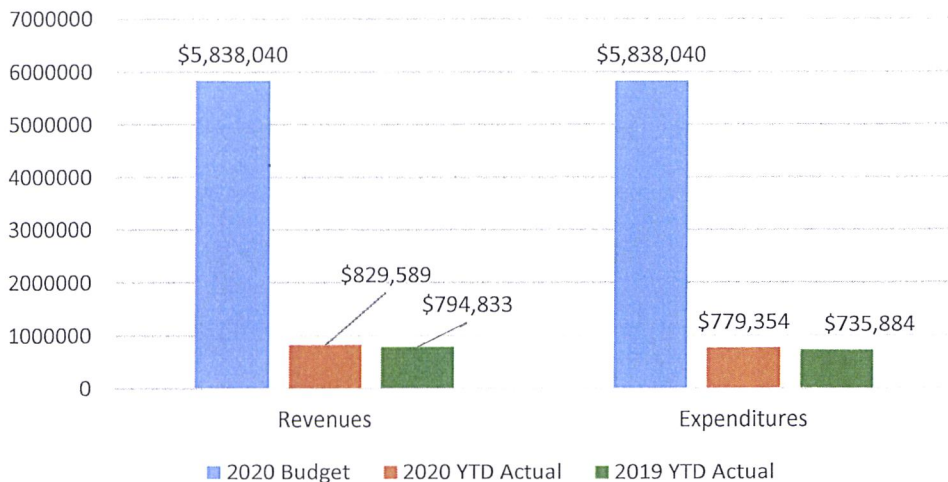
Water Fund Notes—  
Five pay periods have been recorded in 2020 as compared to four in 2019. By year end, pay periods will be the same number.

### Wastewater Fund 2-29-2020



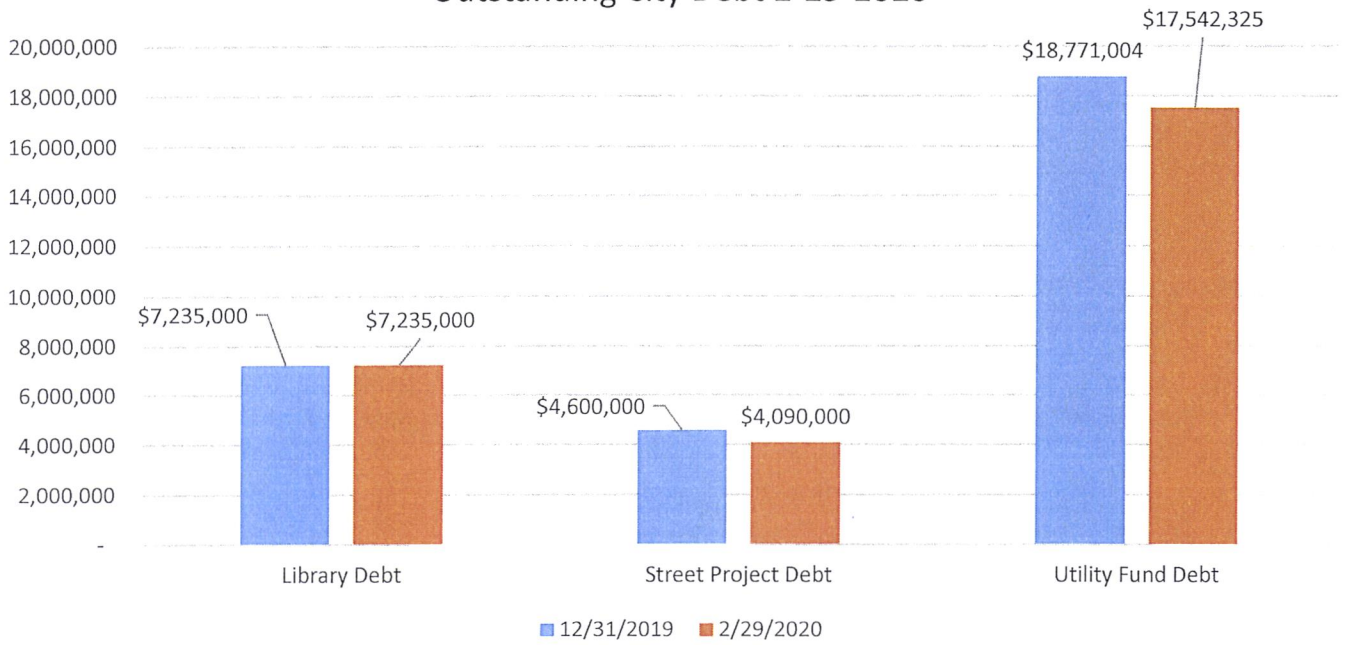
Wastewater Fund Notes—  
Five pay periods have been recorded in 2020 as compared to four in 2019. By year end, pay periods will be the same number.

### Northbound Liquor 2-29-2020



Northbound Liquor-- Five pay periods have been recorded in 2020 as compared to four in 2019. By year end, pay periods will be the same number.

### Outstanding City Debt 2-29-2020



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
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	51,780.75	( 172,219.25)	23.12	414,484.23
INTERGOVERNMENTAL REVENUES	1,266,560.00	1,266,560.00	27,946.84	( 1,238,613.16)	2.21	1,169,545.62
CHARGES FOR SERVICES	124,547.00	124,547.00	120,746.24	( 3,800.76)	96.95	135,502.70
FINES AND FORFEITURES	48,407.00	48,407.00	5,628.29	( 42,778.71)	11.63	84,760.49
OTHER	34,225.00	34,225.00	3,483.34	( 30,741.66)	10.18	100,866.57
OTHER FINANCING SOURCES	500,000.00	500,000.00	.00	( 500,000.00)	.00	502,350.00
<b>TOTAL FUND REVENUE</b>	<b>7,339,580.00</b>	<b>7,339,580.00</b>	<b>209,585.46</b>	<b>( 7,129,994.54)</b>	<b>2.86</b>	<b>7,168,088.42</b>
<b>EXPENDITURES</b>						
<b>GENERAL GOVERNMENT</b>						
MAYOR AND CITY COUNCIL	61,630.00	61,630.00	5,477.08	56,152.92	8.89	73,332.69
ADMINISTRATION	303,542.00	303,542.00	63,099.82	240,442.18	20.79	312,544.04
ELECTIONS	10,900.00	10,900.00	138.50	10,761.50	1.27	355.00
FINANCE/MIS	345,330.00	345,330.00	73,658.24	271,671.76	21.33	329,731.10
LEGAL	103,000.00	103,000.00	12,115.87	90,884.13	11.76	113,159.79
BUILDING DEPARTMENT	299,766.00	299,766.00	58,218.14	241,547.86	19.42	314,193.48
ENGINEERING	40,000.00	40,000.00	3,342.50	36,657.50	8.36	35,223.73
PLANNING	280,063.00	280,063.00	49,775.27	230,287.73	17.77	250,983.91
NEW CITY HALL BUILDING	156,959.00	156,959.00	21,239.65	135,719.35	13.53	166,833.17
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,601,190.00</b>	<b>1,601,190.00</b>	<b>287,065.07</b>	<b>1,314,124.93</b>	<b>17.93</b>	<b>1,596,156.91</b>
<b>PUBLIC SAFETY</b>						
POLICE DEPARTMENT	2,292,960.00	2,292,960.00	427,083.59	1,865,876.41	18.63	2,033,292.13
FIRE DEPARTMENT	335,763.00	335,763.00	41,447.86	294,315.14	12.34	298,498.60
EMERGENCY MANAGEMENT	4,900.00	4,900.00	722.99	4,177.01	14.75	4,383.18
ANIMAL CONTROL	5,500.00	5,500.00	800.00	4,700.00	14.55	4,800.00
<b>TOTAL PUBLIC SAFETY</b>	<b>2,639,123.00</b>	<b>2,639,123.00</b>	<b>470,054.44</b>	<b>2,169,068.56</b>	<b>17.81</b>	<b>2,340,973.91</b>
<b>STREETS</b>						
STREETS	1,380,829.00	1,460,829.00	314,239.30	1,146,589.70	21.51	1,551,733.11
<b>TOTAL STREETS</b>	<b>1,380,829.00</b>	<b>1,460,829.00</b>	<b>314,239.30</b>	<b>1,146,589.70</b>	<b>21.51</b>	<b>1,551,733.11</b>
<b>PARK AND RECREATION</b>						
PARKS & RECREATION	470,884.00	470,884.00	34,838.44	436,045.56	7.40	383,018.01
LIBRARY	40,600.00	40,600.00	2,524.78	38,075.22	6.22	.00
<b>TOTAL PARK AND RECREATION</b>	<b>511,484.00</b>	<b>511,484.00</b>	<b>37,363.22</b>	<b>474,120.78</b>	<b>7.30</b>	<b>383,018.01</b>
<b>UNALLOCATED EXPENDITURES</b>						
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 2 MONTHS ENDING FEBRUARY 29, 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	7,419,580.00	1,108,722.03	6,310,857.97	14.94	7,085,940.94
NET REVENUE OVER EXPENDITURES	.00	( 80,000.00)	( 899,136.57)	819,136.57		82,147.48

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TAXES</b>						
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
<b>TOTAL TAXES</b>	<b>5,141,841.00</b>	<b>5,141,841.00</b>	<b>.00</b>	<b>5,141,841.00</b>	<b>.00</b>	<b>4,760,578.81</b>
<b>LICENSES AND PERMITS</b>						
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	5,204.40	55,795.60	8.53	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	425.00	75.00	85.00	900.00
101-32218 CITY SHARE ELEC INSPECTIONS	3,000.00	3,000.00	665.35	2,334.65	22.18	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	27,769.00	94,231.00	22.76	237,497.46
101-32222 MECHANICAL PERMITS	5,000.00	5,000.00	3,453.00	1,547.00	69.06	24,405.99
101-32225 INVESTIGATION (PENALTY FEE)	.00	.00	50.00	( 50.00)	.00	1,178.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	200.00	200.00	80.00	120.00	40.00	775.00
101-32230 PLUMBING PERMITS	3,000.00	3,000.00	1,062.00	1,938.00	35.40	19,254.00
101-32240 SIGN PERMITS	1,000.00	1,000.00	110.00	890.00	11.00	1,080.00
101-32298 RENTAL REGISTRATION FEE	5,000.00	5,000.00	9,775.00	( 4,775.00)	195.50	20,741.98
101-32299 PLANNING & ZONING FEES	5,000.00	5,000.00	3,187.00	1,813.00	63.74	13,888.65
<b>TOTAL LICENSES AND PERMITS</b>	<b>224,000.00</b>	<b>224,000.00</b>	<b>51,780.75</b>	<b>172,219.25</b>	<b>23.12</b>	<b>414,484.23</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
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	25,000.00	25,000.00	50.00	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
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>1,266,560.00</b>	<b>1,266,560.00</b>	<b>27,946.84</b>	<b>1,238,613.16</b>	<b>2.21</b>	<b>1,169,545.62</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	26.75	145.25	15.55	341.75
101-34110 SOLAR LEASE REVENUE	.00	.00	7,500.00	( 7,500.00)	.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	80.00	2,420.00	3.20	602.25
101-34202 POLICE ADMINISTRATION FEES	4,000.00	4,000.00	2,319.00	1,681.00	57.98	8,785.00
101-34205 PAWN SHOP TRANSACTION REVENU	5,000.00	5,000.00	332.50	4,667.50	6.65	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
<b>TOTAL CHARGES FOR SERVICES</b>	<b>124,547.00</b>	<b>124,547.00</b>	<b>120,746.24</b>	<b>3,800.76</b>	<b>96.95</b>	<b>135,502.70</b>
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	45,907.00	45,907.00	3,288.29	42,618.71	7.16	68,945.49
101-35102 PARKING FINES	1,500.00	1,500.00	200.00	1,300.00	13.33	2,900.00
101-35104 ANIMAL CONTROL FINES	1,000.00	1,000.00	140.00	860.00	14.00	1,660.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	.00	2,000.00	( 2,000.00)	.00	11,255.00
<b>TOTAL FINES AND FORFEITURES</b>	<b>48,407.00</b>	<b>48,407.00</b>	<b>5,628.29</b>	<b>42,778.71</b>	<b>11.63</b>	<b>84,760.49</b>
<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	983.34	2,616.66	27.32	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
<b>TOTAL OTHER</b>	<b>34,225.00</b>	<b>34,225.00</b>	<b>3,483.34</b>	<b>30,741.66</b>	<b>10.18</b>	<b>100,866.57</b>
<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
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>.00</b>	<b>500,000.00</b>	<b>.00</b>	<b>502,350.00</b>

**CITY OF CAMBRIDGE**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	209,585.46			7,168,088.42

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MAYOR AND CITY COUNCIL</b>						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	4,983.36	( 24,916.64)	16.67	29,433.49
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	381.19	( 1,908.81)	16.65	2,251.42
101-41110-151 WORKERS' COMPENSATION PREMIU	140.00	140.00	.00	( 140.00)	.00	77.56
<b>TOTAL PERSONAL SERVICES</b>	<b>32,330.00</b>	<b>32,330.00</b>	<b>5,364.55</b>	<b>( 26,965.45)</b>	<b>16.59</b>	<b>31,762.47</b>
<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
<b>TOTAL SUPPLIES</b>	<b>1,350.00</b>	<b>1,350.00</b>	<b>.00</b>	<b>( 1,350.00)</b>	<b>.00</b>	<b>360.80</b>
<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	112.53	( 2,387.47)	4.50	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
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>4,650.00</b>	<b>4,650.00</b>	<b>112.53</b>	<b>( 4,537.47)</b>	<b>2.42</b>	<b>3,249.86</b>
<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
<b>TOTAL MISCELLANEOUS</b>	<b>23,300.00</b>	<b>23,300.00</b>	<b>.00</b>	<b>( 23,300.00)</b>	<b>.00</b>	<b>37,959.56</b>
<b>TOTAL MAYOR AND CITY COUNCIL</b>	<b>61,630.00</b>	<b>61,630.00</b>	<b>5,477.08</b>	<b>( 56,152.92)</b>	<b>8.89</b>	<b>73,332.69</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
101-41320-101	127,754.00	127,754.00	25,304.03	( 102,449.97)	19.81	158,683.53
101-41320-103	59,939.00	59,939.00	6,643.99	( 53,295.01)	11.08	35,978.82
101-41320-105	.00	.00	5.51	5.51	.00	127.89
101-41320-121	14,383.00	14,383.00	2,396.51	( 11,986.49)	16.66	14,720.03
101-41320-122	14,670.00	14,670.00	2,383.06	( 12,286.94)	16.24	14,558.95
101-41320-131	17,424.00	17,424.00	4,257.22	( 13,166.78)	24.43	28,855.32
101-41320-132	4,072.00	4,072.00	.00	( 4,072.00)	.00	.00
101-41320-133	1,200.00	1,200.00	.00	( 1,200.00)	.00	2,400.00
101-41320-151	1,450.00	1,450.00	.00	( 1,450.00)	.00	765.98
101-41320-153	2,500.00	2,500.00	.00	( 2,500.00)	.00	4,349.52
101-41320-154	250.00	250.00	21.65	( 228.35)	8.66	132.70
<i>TOTAL PERSONAL SERVICES</i>	<u>243,642.00</u>	<u>243,642.00</u>	<u>41,011.97</u>	<u>( 202,630.03)</u>	<u>16.83</u>	<u>280,572.74</u>
<i>SUPPLIES</i>						
101-41320-201	1,500.00	1,500.00	607.95	( 892.05)	40.53	1,933.43
101-41320-202	2,000.00	2,000.00	131.37	( 1,868.63)	6.57	1,203.30
101-41320-203	5,500.00	5,500.00	.00	( 5,500.00)	.00	4,769.72
101-41320-204	250.00	250.00	145.00	( 105.00)	58.00	145.00
101-41320-209	500.00	500.00	1,125.00	625.00	225.00	.00
101-41320-210	500.00	500.00	.00	( 500.00)	.00	1,042.76
101-41320-221	200.00	200.00	.00	( 200.00)	.00	.00
101-41320-240	3,000.00	3,000.00	.00	( 3,000.00)	.00	1,719.39
<i>TOTAL SUPPLIES</i>	<u>13,450.00</u>	<u>13,450.00</u>	<u>2,009.32</u>	<u>( 11,440.68)</u>	<u>14.94</u>	<u>10,813.60</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304	2,000.00	2,000.00	.00	( 2,000.00)	.00	3,246.50
101-41320-313	3,000.00	3,000.00	451.62	( 2,548.38)	15.05	2,709.72
101-41320-322	4,500.00	4,500.00	500.00	( 4,000.00)	11.11	3,122.85
101-41320-331	600.00	600.00	45.21	( 554.79)	7.54	734.54
101-41320-334	300.00	300.00	.00	( 300.00)	.00	179.22
101-41320-340	2,000.00	2,000.00	.00	( 2,000.00)	.00	1,219.90
101-41320-351	1,200.00	1,200.00	4.00	( 1,196.00)	.33	437.63
101-41320-380	1,950.00	1,950.00	.00	( 1,950.00)	.00	1,884.58
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>15,550.00</u>	<u>15,550.00</u>	<u>1,000.83</u>	<u>( 14,549.17)</u>	<u>6.44</u>	<u>13,534.94</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	( 2.46)	( 602.46)	( .41)	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>19,077.70</u>	<u>( 11,822.30)</u>	<u>61.74</u>	<u>27,622.76</u>
<b>TOTAL ADMINISTRATION</b>	<u><u>303,542.00</u></u>	<u><u>303,542.00</u></u>	<u><u>63,099.82</u></u>	<u><u>( 240,442.18)</u></u>	<u><u>20.79</u></u>	<u><u>312,544.04</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>ELECTIONS</b>						
<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	133.50	( 166.50)	44.50	.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	133.50	( 1,666.50)	7.42	.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	5.00	( 245.00)	2.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	400.00	400.00	5.00	( 395.00)	1.25	.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
<b>TOTAL ELECTIONS</b>	<b>10,900.00</b>	<b>10,900.00</b>	<b>138.50</b>	<b>( 10,761.50)</b>	<b>1.27</b>	<b>355.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>FINANCE/MIS</i>						
<i>PERSONAL SERVICES</i>						
101-41500-101	174,782.00	174,782.00	34,762.41	( 140,019.59)	19.89	173,083.99
101-41500-121	13,575.00	13,575.00	2,607.18	( 10,967.82)	19.21	12,824.58
101-41500-122	13,846.00	13,846.00	2,548.52	( 11,297.48)	18.41	12,659.71
101-41500-131	34,846.00	34,846.00	8,514.44	( 26,331.56)	24.43	33,054.24
101-41500-132	6,211.00	6,211.00	.00	( 6,211.00)	.00	.00
101-41500-133	2,400.00	2,400.00	.00	( 2,400.00)	.00	2,400.00
101-41500-151	1,370.00	1,370.00	.00	( 1,370.00)	.00	678.56
101-41500-154	200.00	200.00	43.35	( 156.65)	21.68	146.80
<i>TOTAL PERSONAL SERVICES</i>	<i>247,230.00</i>	<i>247,230.00</i>	<i>48,475.90</i>	<i>( 198,754.10)</i>	<i>19.61</i>	<i>234,847.88</i>
<i>SUPPLIES</i>						
101-41500-201	1,200.00	1,200.00	511.07	( 688.93)	42.59	1,600.56
101-41500-204	3,000.00	3,000.00	1,256.60	( 1,743.40)	41.89	2,614.46
101-41500-209	1,000.00	1,000.00	.00	( 1,000.00)	.00	725.00
101-41500-210	500.00	500.00	.00	( 500.00)	.00	33.70
101-41500-240	2,000.00	2,000.00	.00	( 2,000.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<i>7,700.00</i>	<i>7,700.00</i>	<i>1,767.67</i>	<i>( 5,932.33)</i>	<i>22.96</i>	<i>4,973.72</i>
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301	35,000.00	35,000.00	7,552.00	( 27,448.00)	21.58	31,900.00
101-41500-304	3,500.00	3,500.00	.00	( 3,500.00)	.00	2,388.00
101-41500-308	750.00	750.00	.00	( 750.00)	.00	986.00
101-41500-309	23,000.00	23,000.00	7,097.25	( 15,902.75)	30.86	26,397.30
101-41500-313	3,000.00	3,000.00	451.62	( 2,548.38)	15.05	2,709.72
101-41500-331	500.00	500.00	12.00	( 488.00)	2.40	1,754.26
101-41500-334	300.00	300.00	.00	( 300.00)	.00	200.10
101-41500-351	500.00	500.00	.00	( 500.00)	.00	426.00
101-41500-360	1,600.00	1,600.00	.00	( 1,600.00)	.00	2,093.81
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>68,150.00</i>	<i>68,150.00</i>	<i>15,112.87</i>	<i>( 53,037.13)</i>	<i>22.18</i>	<i>68,855.19</i>
<i>MISCELLANEOUS</i>						
101-41500-409	18,000.00	18,000.00	7,888.00	( 10,112.00)	43.82	15,776.00
101-41500-430	250.00	250.00	.00	( 250.00)	.00	450.51
101-41500-433	1,700.00	1,700.00	243.80	( 1,456.20)	14.34	1,599.80
101-41500-440	2,300.00	2,300.00	170.00	( 2,130.00)	7.39	3,228.00
<i>TOTAL MISCELLANEOUS</i>	<i>22,250.00</i>	<i>22,250.00</i>	<i>8,301.80</i>	<i>( 13,948.20)</i>	<i>37.31</i>	<i>21,054.31</i>
<b>TOTAL FINANCE/MIS</b>	<b>345,330.00</b>	<b>345,330.00</b>	<b>73,658.24</b>	<b>( 271,671.76)</b>	<b>21.33</b>	<b>329,731.10</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 &amp; CHARGES</i>						
101-41610-304 LEGAL FEES	50,000.00	50,000.00	8,731.83	( 41,268.17)	17.46	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 &amp; CHARG</i>	103,000.00	103,000.00	12,115.87	( 90,884.13)	11.76	113,159.79
<b>TOTAL LEGAL</b>	<b>103,000.00</b>	<b>103,000.00</b>	<b>12,115.87</b>	<b>( 90,884.13)</b>	<b>11.76</b>	<b>113,159.79</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>BUILDING DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	187,050.00	187,050.00	34,352.40	( 152,697.60)	18.37	218,527.66
101-41920-121 PERA (EMPLOYER)	14,154.00	14,154.00	2,576.43	( 11,577.57)	18.20	14,000.04
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,438.00	14,438.00	2,495.62	( 11,942.38)	17.29	13,788.86
101-41920-131 MEDICAL/DENTAL/LIFE	52,269.00	52,269.00	12,769.34	( 39,499.66)	24.43	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	65.00	( 185.00)	26.00	229.55
<b>TOTAL PERSONAL SERVICES</b>	<b>274,616.00</b>	<b>274,616.00</b>	<b>52,258.79</b>	<b>( 222,357.21)</b>	<b>19.03</b>	<b>299,404.64</b>
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	443.12	( 306.88)	59.08	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	132.47	( 2,267.53)	5.52	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
<b>TOTAL SUPPLIES</b>	<b>8,450.00</b>	<b>8,450.00</b>	<b>698.33</b>	<b>( 7,751.67)</b>	<b>8.26</b>	<b>2,011.35</b>
<i>OTHER CHARGES &amp; 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	451.62	( 2,548.38)	15.05	2,709.72
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	383.28	( 2,316.72)	14.20	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	266.12	( 333.88)	44.35	391.15
101-41920-360 INSURANCE AND BONDS	2,500.00	2,500.00	.00	( 2,500.00)	.00	2,167.61
<b>TOTAL OTHER CHARGES &amp; SERVIC</b>	<b>9,100.00</b>	<b>9,100.00</b>	<b>1,101.02</b>	<b>( 7,998.98)</b>	<b>12.10</b>	<b>7,882.02</b>
<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	1,375.00	( 1,125.00)	55.00	1,720.00
<b>TOTAL MISCELLANEOUS</b>	<b>7,600.00</b>	<b>7,600.00</b>	<b>4,160.00</b>	<b>( 3,440.00)</b>	<b>54.74</b>	<b>4,895.47</b>
<b>TOTAL BUILDING DEPARTMENT</b>	<b>299,766.00</b>	<b>299,766.00</b>	<b>58,218.14</b>	<b>( 241,547.86)</b>	<b>19.42</b>	<b>314,193.48</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 &amp; SERVICES</i>						
101-41925-303 ENGINEERING FEES	40,000.00	40,000.00	3,342.50	( 36,657.50)	8.36	35,223.73
<i>TOTAL OTHER CHARGES &amp; SERVIC</i>	40,000.00	40,000.00	3,342.50	( 36,657.50)	8.36	35,223.73
<b>TOTAL ENGINEERING</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>3,342.50</b>	<b>( 36,657.50)</b>	<b>8.36</b>	<b>35,223.73</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>PLANNING</b>						
<i>PERSONAL SERVICES</i>						
101-41935-101	FULL-TIME EMPLOYEES - REGULAR	163,218.00	163,218.00	29,534.44 ( 133,683.56)	18.10	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	2,215.08 ( 10,463.92)	17.47	11,980.92
101-41935-122	FICA/MEDICARE (EMPLOYER)	12,933.00	12,933.00	2,156.56 ( 10,776.44)	16.67	11,554.08
101-41935-131	MEDICAL/DENTAL/LIFE	34,846.00	34,846.00	8,514.44 ( 26,331.56)	24.43	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	1,200.00 ( 1,200.00)	50.00	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	43.35 ( 206.65)	17.34	146.75
	<b>TOTAL PERSONAL SERVICES</b>	<b>235,863.00</b>	<b>235,863.00</b>	<b>43,663.87 ( 192,199.13)</b>	<b>18.51</b>	<b>219,535.99</b>
<i>SUPPLIES</i>						
101-41935-201	OFFICE SUPPLIES	800.00	800.00	925.32 125.32	115.67	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
	<b>TOTAL SUPPLIES</b>	<b>13,600.00</b>	<b>13,600.00</b>	<b>1,733.32 ( 11,866.68)</b>	<b>12.75</b>	<b>11,694.23</b>
<i>OTHER CHARGES &amp; 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	451.62 ( 2,548.38)	15.05	2,709.72
101-41935-331	TRAVEL/MEALS/LODGING	600.00	600.00	12.00 ( 588.00)	2.00	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	20.00 ( 730.00)	2.67	810.00
101-41935-360	INSURANCE AND BONDS	11,500.00	11,500.00	.00 ( 11,500.00)	.00	9,207.91
	<b>TOTAL OTHER CHARGES &amp; SERVIC</b>	<b>21,100.00</b>	<b>21,100.00</b>	<b>483.62 ( 20,616.38)</b>	<b>2.29</b>	<b>13,432.15</b>
<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	432.30 432.30	.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	190.00 ( 1,310.00)	12.67	1,035.55
101-41935-489	OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00 ( 1,000.00)	.00	600.00
	<b>TOTAL MISCELLANEOUS</b>	<b>9,500.00</b>	<b>9,500.00</b>	<b>3,894.46 ( 5,605.54)</b>	<b>40.99</b>	<b>6,321.54</b>
	<b>TOTAL PLANNING</b>	<b>280,063.00</b>	<b>280,063.00</b>	<b>49,775.27 ( 230,287.73)</b>	<b>17.77</b>	<b>250,983.91</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>NEW CITY HALL BUILDING</b>						
<i>PERSONAL SERVICES</i>						
101-41950-101	FULL-TIME EMPLOYEES - REGULAR	27,383.00	27,383.00	5,346.00 ( 22,037.00)	19.52	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	400.95 ( 1,762.05)	18.54	2,042.13
101-41950-122	FICA/MEDICARE (EMPLOYER)	2,207.00	2,207.00	394.25 ( 1,812.75)	17.86	2,030.35
101-41950-131	MEDICAL/DENTAL/LIFE	8,660.00	8,660.00	2,126.09 ( 6,533.91)	24.55	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	10.85 ( 89.15)	10.85	36.70
	<b>TOTAL PERSONAL SERVICES</b>	<b>44,159.00</b>	<b>44,159.00</b>	<b>8,278.14 ( 35,880.86)</b>	<b>18.75</b>	<b>40,849.13</b>
<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	588.43 ( 12,411.57)	4.53	5,626.95
101-41950-240	SMALL TOOLS & EQUIPMENT	1,600.00	1,600.00	1,761.73 161.73	110.11	502.07
	<b>TOTAL SUPPLIES</b>	<b>14,800.00</b>	<b>14,800.00</b>	<b>2,350.16 ( 12,449.84)</b>	<b>15.88</b>	<b>6,129.02</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321	TELEPHONE/CELLULAR PHONES	18,000.00	18,000.00	1,169.80 ( 16,830.20)	6.50	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	773.27 ( 11,226.73)	6.44	10,861.42
101-41950-382	WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	376.51 ( 2,623.49)	12.55	3,722.99
101-41950-383	GAS UTILITIES	7,000.00	7,000.00	737.45 ( 6,262.55)	10.54	7,280.40
101-41950-384	REFUSE HAULING	700.00	700.00	.00 ( 700.00)	.00	.00
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>43,700.00</b>	<b>43,700.00</b>	<b>3,057.03 ( 40,642.97)</b>	<b>7.00</b>	<b>42,293.85</b>
<i>MISCELLANEOUS</i>						
101-41950-401	REPAIRS & MAINT LABOR - BLDGS	35,000.00	35,000.00	1,991.00 ( 33,009.00)	5.69	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	1,657.02 ( 12,342.98)	11.84	8,110.25
101-41950-430	MISCELLANEOUS	500.00	500.00	78.30 ( 421.70)	15.66	185.10
	<b>TOTAL MISCELLANEOUS</b>	<b>54,300.00</b>	<b>54,300.00</b>	<b>7,554.32 ( 46,745.68)</b>	<b>13.91</b>	<b>77,361.17</b>
	<b>TOTAL NEW CITY HALL BUILDING</b>	<b>156,959.00</b>	<b>156,959.00</b>	<b>21,239.65 ( 135,719.35)</b>	<b>13.53</b>	<b>166,633.17</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>POLICE DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-42100-101	FULL-TIME EMPLOYEES - REGULAR	1,164,727.00	1,164,727.00	222,279.49 ( 942,447.51)	19.08	1,106,441.07
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	70,000.00	70,000.00	13,694.88 ( 56,305.12)	19.56	57,183.34
101-42100-103	PART-TIME EMPLOYEES - REGULAR	37,956.00	37,956.00	6,056.06 ( 31,899.94)	15.96	31,531.91
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	20,000.00	20,000.00	2,166.36 ( 17,833.64)	10.83	9,112.02
101-42100-110	HOURS WORKED HOLIDAY	30,000.00	30,000.00	11,356.28 ( 18,643.72)	37.85	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	2,133.00 ( 7,503.00)	22.14	7,691.96
101-42100-121	PERA (EMPLOYER)	230,928.00	230,928.00	43,436.29 ( 187,491.71)	18.81	200,638.32
101-42100-122	FICA/MEDICARE (EMPLOYER)	25,658.00	25,658.00	4,699.61 ( 20,958.39)	18.32	22,805.99
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	297,801.00	297,801.00	72,835.44 ( 224,965.56)	24.46	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	607.52 ( 18,592.48)	3.16	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	346.60 ( 1,153.40)	23.11	1,150.45
	<b>TOTAL PERSONAL SERVICES</b>	<b>2,010,860.00</b>	<b>2,010,860.00</b>	<b>379,611.53 ( 1,631,248.47)</b>	<b>18.88</b>	<b>1,795,310.79</b>
<i>SUPPLIES</i>						
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,300.00	3,300.00	953.52 ( 2,346.48)	28.89	1,100.70
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	112.69 ( 1,387.31)	7.51	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	460.09 ( 5,039.91)	8.37	2,546.35
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	40,000.00	40,000.00	3,112.64 ( 36,887.36)	7.78	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	152.30 ( 4,847.70)	3.05	3,049.27
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	4,000.00	4,000.00	1,350.29 ( 2,649.71)	33.76	3,627.84
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	18,500.00	18,500.00	3,765.82 ( 14,734.18)	20.36	12,451.61
101-42100-231	UNIFORM ALLOWANCE	21,000.00	21,000.00	2,995.47 ( 18,004.53)	14.26	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	796.64 ( 17,203.36)	4.43	12,939.36
	<b>TOTAL SUPPLIES</b>	<b>132,100.00</b>	<b>132,100.00</b>	<b>13,699.46 ( 118,400.54)</b>	<b>10.37</b>	<b>93,727.50</b>
<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	2,032.18 ( 10,967.82)	15.63	12,193.08
101-42100-321	TELEPHONE/CELLULAR PHONES	14,500.00	14,500.00	2,003.32 ( 12,496.68)	13.82	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	448.41 ( 2,551.59)	14.95	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	397.68 ( 5,702.32)	6.52	5,585.88
101-42100-383	GAS UTILITIES	3,500.00	3,500.00	363.22 ( 3,136.78)	10.38	3,585.89
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>92,700.00</b>	<b>92,700.00</b>	<b>5,394.68 ( 87,305.32)</b>	<b>5.82</b>	<b>89,294.08</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**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	490.90	( 9,509.10)	4.91	5,224.03
101-42100-409 MAINT CONTRACTS - EQUIPMENT	21,500.00	21,500.00	16,367.42	( 5,132.58)	76.13	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	4,352.00	( 2,348.00)	64.96	10,757.05
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	14,000.00	7,047.00	( 6,953.00)	50.34	11,768.00
101-42100-489 OTHER CONTRACTED SERVICES	1,400.00	1,400.00	.00	( 1,400.00)	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>57,300.00</b>	<b>57,300.00</b>	<b>28,377.92</b>	<b>( 28,922.08)</b>	<b>49.53</b>	<b>54,959.76</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>2,292,960.00</b>	<b>2,292,960.00</b>	<b>427,083.59</b>	<b>( 1,865,876.41)</b>	<b>18.63</b>	<b>2,033,292.13</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>FIRE DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-42200-101 FULL-TIME EMPLOYEES - REGULAR	86,549.00	86,549.00	16,852.00	( 69,697.00)	19.47	83,291.35
101-42200-103 PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	4,128.00	( 42,872.00)	8.78	46,944.00
101-42200-121 PERA (EMPLOYER)	15,536.00	15,536.00	2,982.80	( 12,553.20)	19.20	14,054.93
101-42200-122 FICA/MEDICARE (EMPLOYER)	6,715.00	6,715.00	553.03	( 6,161.97)	8.24	4,759.66
101-42200-131 MEDICAL/DENTAL/LIFE INS	17,423.00	17,423.00	4,254.90	( 13,168.10)	24.42	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	21.65	( 128.35)	14.43	73.35
<b>TOTAL PERSONAL SERVICES</b>	<b>215,463.00</b>	<b>215,463.00</b>	<b>28,792.38</b>	<b>( 186,670.62)</b>	<b>13.36</b>	<b>191,874.73</b>
<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	348.00	( 9,152.00)	3.66	4,667.68
101-42200-212 GASOLINE/FUEL/LUB/ADDITIVES	6,300.00	6,300.00	231.90	( 6,068.10)	3.68	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	3,616.76	( 11,383.24)	24.11	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
<b>TOTAL SUPPLIES</b>	<b>50,850.00</b>	<b>50,850.00</b>	<b>4,481.66</b>	<b>( 46,368.34)</b>	<b>8.81</b>	<b>41,855.97</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304 MISC PROFESSIONAL SERVICES	12,000.00	12,000.00	3,823.00	( 8,177.00)	31.86	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	451.62	( 2,348.38)	16.13	2,709.72
101-42200-321 TELEPHONE/CELLULAR PHONES	1,400.00	1,400.00	268.27	( 1,131.73)	19.16	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	1,090.29	( 14,909.71)	6.81	15,058.01
101-42200-382 WATER/WASTEWATER UTILITIES	500.00	500.00	26.89	( 473.11)	5.38	360.76
101-42200-383 GAS UTILITIES	5,000.00	5,000.00	478.85	( 4,521.15)	9.58	3,466.72
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>58,250.00</b>	<b>58,250.00</b>	<b>6,138.92</b>	<b>( 52,111.08)</b>	<b>10.54</b>	<b>54,647.86</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	174.90	( 6,825.10)	2.50	908.00
101-42200-441 GRANT FUNDED SCHOOLS	.00	.00	945.00	945.00	.00	6,817.04
<i>TOTAL MISCELLANEOUS</i>	<u>11,200.00</u>	<u>11,200.00</u>	<u>2,034.90</u>	<u>( 9,165.10)</u>	<u>18.17</u>	<u>10,120.04</u>
<b>TOTAL FIRE DEPARTMENT</b>	<u><u>335,763.00</u></u>	<u><u>335,763.00</u></u>	<u><u>41,447.86</u></u>	<u><u>( 294,315.14)</u></u>	<u><u>12.34</u></u>	<u><u>298,498.60</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EMERGENCY MANAGEMENT</b>						
<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	477.99	( 1,022.01)	31.87	2,814.80
<i>TOTAL SUPPLIES</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>477.99</u>	<u>( 1,622.01)</u>	<u>22.76</u>	<u>3,366.68</u>
<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>	<u>800.00</u>	<u>800.00</u>	<u>.00</u>	<u>( 800.00)</u>	<u>.00</u>	<u>70.50</u>
<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	245.00	( 1,255.00)	16.33	746.00
<i>TOTAL MISCELLANEOUS</i>	<u>2,000.00</u>	<u>2,000.00</u>	<u>245.00</u>	<u>( 1,755.00)</u>	<u>12.25</u>	<u>946.00</u>
<b>TOTAL EMERGENCY MANAGEMENT</b>	<u><u>4,900.00</u></u>	<u><u>4,900.00</u></u>	<u><u>722.99</u></u>	<u><u>( 4,177.01)</u></u>	<u><u>14.75</u></u>	<u><u>4,383.18</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 &amp; CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,500.00	5,500.00	800.00	( 4,700.00)	14.55	4,800.00
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	5,500.00	5,500.00	800.00	( 4,700.00)	14.55	4,800.00
<b>TOTAL ANIMAL CONTROL</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>800.00</b>	<b>( 4,700.00)</b>	<b>14.55</b>	<b>4,800.00</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>STREETS</b>						
<i>PERSONAL SERVICES</i>						
101-43001-101	FULL-TIME EMPLOYEES - REGULAR	595,719.00	595,719.00	126,297.55 ( 469,421.45)	21.20	612,551.94
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	4,650.00	4,650.00	649.10 ( 4,000.90)	13.96	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	15,321.96 ( 32,378.04)	32.12	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	10,649.29 ( 39,855.71)	21.09	50,693.79
101-43001-122	FICA/MEDICARE (EMPLOYER)	52,772.00	52,772.00	10,555.41 ( 42,216.59)	20.00	51,491.96
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	150,999.00	150,999.00	40,893.76 ( 110,105.24)	27.08	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	88.19 ( 10,311.81)	.85	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	196.53 ( 503.47)	28.08	673.91
	<b>TOTAL PERSONAL SERVICES</b>	<b>1,027,179.00</b>	<b>1,027,179.00</b>	<b>204,651.79 ( 822,527.21)</b>	<b>19.92</b>	<b>982,736.27</b>
<i>SUPPLIES</i>						
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	480.94 ( 1,019.06)	32.06	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	1,351.03 ( 8,648.97)	13.51	10,463.26
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	38,000.00	38,000.00	7,949.36 ( 30,050.64)	20.92	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	52,289.57 ( 12,710.43)	80.45	78,657.57
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	55,000.00	55,000.00	22,749.40 ( 32,250.60)	41.36	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	380.20 ( 4,619.80)	7.60	5,515.51
101-43001-240	SMALL TOOLS AND MINOR EQUIP	11,000.00	11,000.00	1,421.98 ( 9,578.02)	12.93	14,043.97
	<b>TOTAL SUPPLIES</b>	<b>199,650.00</b>	<b>199,650.00</b>	<b>86,945.98 ( 112,704.02)</b>	<b>43.55</b>	<b>247,121.97</b>
<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	451.62 ( 2,548.38)	15.05	2,709.72
101-43001-321	TELEPHONE/CELLULAR PHONES	13,500.00	13,500.00	367.32 ( 13,132.68)	2.72	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	685.03 ( 5,314.97)	11.42	7,124.88
101-43001-382	WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	347.67 ( 2,652.33)	11.59	2,586.45
101-43001-383	GAS UTILITIES	11,000.00	11,000.00	1,987.94 ( 9,012.06)	18.07	12,179.82
101-43001-384	REFUSE HAULING	4,000.00	4,000.00	580.28 ( 3,419.72)	14.51	2,450.67
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>61,300.00</b>	<b>61,300.00</b>	<b>4,431.86 ( 56,868.14)</b>	<b>7.23</b>	<b>51,355.37</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	3,405.00	405.00	113.50	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	3,750.00	3,750.00	.00	750.00
101-43001-417 RENTALS - UNIFORMS	8,000.00	8,000.00	1,307.77	( 6,692.23)	16.35	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	398.70	( 801.30)	33.23	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	230.00	( 9,770.00)	2.30	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	80,000.00	.00	( 80,000.00)	.00	136,570.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	5,757.06	( 6,242.94)	47.98	29,956.88
<b>TOTAL MISCELLANEOUS</b>	<b>92,700.00</b>	<b>172,700.00</b>	<b>18,209.67</b>	<b>( 154,490.33)</b>	<b>10.54</b>	<b>270,519.50</b>
<b>TOTAL STREETS</b>	<b>1,380,829.00</b>	<b>1,460,829.00</b>	<b>314,239.30</b>	<b>( 1,146,589.70)</b>	<b>21.51</b>	<b>1,551,733.11</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>PARKS &amp; RECREATION</b>						
<i>PERSONAL SERVICES</i>						
101-45200-101	126,422.00	126,422.00	12,263.92	( 114,158.08)	9.70	98,709.77
101-45200-102	2,000.00	2,000.00	1.12	( 1,998.88)	.06	399.06
101-45200-104	43,024.00	43,024.00	1,935.05	( 41,088.95)	4.50	21,137.84
101-45200-112	3,000.00	3,000.00	35.00	( 2,965.00)	1.17	945.00
101-45200-121	10,586.00	10,586.00	919.87	( 9,666.13)	8.69	7,346.67
101-45200-122	13,544.00	13,544.00	1,058.27	( 12,485.73)	7.81	9,114.63
101-45200-131	34,873.00	34,873.00	4,467.74	( 30,405.26)	12.81	24,410.52
101-45200-132	2,606.00	2,606.00	.00	( 2,606.00)	.00	.00
101-45200-133	2,400.00	2,400.00	.00	( 2,400.00)	.00	2,400.00
101-45200-151	9,629.00	9,629.00	.00	( 9,629.00)	.00	4,512.12
101-45200-154	200.00	200.00	34.42	( 165.58)	17.21	108.39
<b>TOTAL PERSONAL SERVICES</b>	<b>248,284.00</b>	<b>248,284.00</b>	<b>20,715.39</b>	<b>( 227,568.61)</b>	<b>8.34</b>	<b>169,084.00</b>
<i>SUPPLIES</i>						
101-45200-210	8,000.00	8,000.00	226.98	( 7,773.02)	2.84	6,127.81
101-45200-212	7,000.00	7,000.00	1,558.62	( 5,441.38)	22.27	12,544.89
101-45200-221	11,500.00	11,500.00	1,229.58	( 10,270.42)	10.69	6,155.98
101-45200-223	12,000.00	12,000.00	.00	( 12,000.00)	.00	17,458.49
101-45200-226	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
101-45200-230	2,000.00	2,000.00	.00	( 2,000.00)	.00	661.00
101-45200-240	1,500.00	1,500.00	465.93	( 1,034.07)	31.06	1,806.05
<b>TOTAL SUPPLIES</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>3,481.11</b>	<b>( 39,518.89)</b>	<b>8.10</b>	<b>44,754.22</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304	500.00	500.00	.00	( 500.00)	.00	200.00
101-45200-305	500.00	500.00	.00	( 500.00)	.00	1,796.98
101-45200-306	.00	.00	.00	.00	.00	599.00
101-45200-321	1,000.00	1,000.00	62.91	( 937.09)	6.29	900.00
101-45200-340	200.00	200.00	.00	( 200.00)	.00	.00
101-45200-351	200.00	200.00	.00	( 200.00)	.00	20.00
101-45200-360	24,500.00	24,500.00	.00	( 24,500.00)	.00	22,543.36
101-45200-381	87,000.00	87,000.00	5,762.01	( 81,237.99)	6.62	62,947.04
101-45200-382	4,500.00	4,500.00	457.06	( 4,042.94)	10.16	12,221.75
101-45200-383	6,000.00	6,000.00	.00	( 6,000.00)	.00	1,824.17
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>124,400.00</b>	<b>124,400.00</b>	<b>6,281.98</b>	<b>( 118,118.02)</b>	<b>5.05</b>	<b>103,052.30</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	15.00	( 6,985.00)	.21	5,429.05
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	8,000.00	90.00	( 7,910.00)	1.13	5,309.20
101-45200-417 RENTALS - UNIFORMS	700.00	700.00	137.36	( 562.64)	19.62	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	3,977.60	( 16,022.40)	19.89	16,899.12
<b>TOTAL MISCELLANEOUS</b>	<b>55,200.00</b>	<b>55,200.00</b>	<b>4,359.96</b>	<b>( 50,840.04)</b>	<b>7.90</b>	<b>66,127.49</b>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>470,884.00</b>	<b>470,884.00</b>	<b>34,838.44</b>	<b>( 436,045.56)</b>	<b>7.40</b>	<b>383,018.01</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LIBRARY</b>						
<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
<b>TOTAL SUPPLIES</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>.00</b>	<b>( 6,500.00)</b>	<b>.00</b>	<b>.00</b>
<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	2,208.04	( 25,791.96)	7.89	.00
101-45400-382 WATER/WASTEWATER UTILITIES	3,600.00	3,600.00	.00	( 3,600.00)	.00	.00
101-45400-383 GAS UTILITIES	.00	.00	316.74	316.74	.00	.00
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>33,100.00</b>	<b>33,100.00</b>	<b>2,524.78</b>	<b>( 30,575.22)</b>	<b>7.63</b>	<b>.00</b>
<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
<b>TOTAL MISCELLANEOUS</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.00</b>	<b>( 1,000.00)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL LIBRARY</b>	<b>40,600.00</b>	<b>40,600.00</b>	<b>2,524.78</b>	<b>( 38,075.22)</b>	<b>6.22</b>	<b>.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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>
<b>TOTAL TRANSFERS OUT</b>	<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 2 MONTHS ENDING FEBRUARY 29, 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	7,419,580.00	1,108,722.03			7,085,940.94
NET REVENUES OVER EXPENDITURE	.00	( 80,000.00)	( 899,136.57)			82,147.48



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
CHARGES FOR SERVICES	68,000.00	68,000.00	19,826.59	48,173.41	29.16	102,598.38
OTHER	200.00	200.00	.00	200.00	.00	1,276.32
<b>TOTAL FUND REVENUE</b>	<b>68,200.00</b>	<b>68,200.00</b>	<b>19,826.59</b>	<b>48,373.41</b>	<b>29.07</b>	<b>103,874.70</b>
<b>EXPENDITURES</b>						
AIRPORT OPERATING						
AIRPORT OPERATING	65,950.00	65,950.00	7,572.41	58,377.59	11.48	82,876.34
TRANSFERS OUT	2,250.00	2,250.00	.00	2,250.00	.00	30,000.00
<b>TOTAL AIRPORT OPERATING</b>	<b>68,200.00</b>	<b>68,200.00</b>	<b>7,572.41</b>	<b>60,627.59</b>	<b>11.10</b>	<b>112,876.34</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>68,200.00</b>	<b>68,200.00</b>	<b>7,572.41</b>	<b>60,627.59</b>	<b>11.10</b>	<b>112,876.34</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>12,254.18</b>	<b>( 12,254.18)</b>		<b>( 9,001.64)</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	3,247.21	17,752.79	15.46	25,394.00
211-34925 AIRPLANE FUEL SALES	36,000.00	36,000.00	4,986.22	31,013.78	13.85	66,157.22
<b>TOTAL CHARGES FOR SERVICES</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>19,826.59</b>	<b>48,173.41</b>	<b>29.16</b>	<b>102,598.38</b>
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	1,276.32
<b>TOTAL OTHER</b>	<b>200.00</b>	<b>200.00</b>	<b>.00</b>	<b>200.00</b>	<b>.00</b>	<b>1,276.32</b>
<b>TOTAL FUND REVENUE</b>	<b>68,200.00</b>	<b>68,200.00</b>	<b>19,826.59</b>			<b>103,874.70</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>AIRPORT OPERATING</b>						
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	376.26	( 623.74)	37.63	371.59
211-49000-212 GASOLINE/FUEL/ADDATIVES	500.00	500.00	.00	( 500.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	( 500.00)	.00	.00
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	19.25	( 4,980.75)	.39	3,342.96
211-49000-223 REPAIR & MAINT SUPP - BLDGS	1,000.00	1,000.00	.00	( 1,000.00)	.00	118.70
211-49000-226 SIGNS	200.00	200.00	.00	( 200.00)	.00	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	1,500.00	1,500.00	299.90	( 1,200.10)	19.99	1,503.32
211-49000-251 AIRPLANE FUEL COST OF SALES	34,000.00	34,000.00	5,220.23	( 28,779.77)	15.35	58,251.08
<b>TOTAL SUPPLIES</b>	<b>43,700.00</b>	<b>43,700.00</b>	<b>5,915.64</b>	<b>( 37,784.36)</b>	<b>13.54</b>	<b>63,587.65</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
211-49000-304 LEGAL FEES	150.00	150.00	.00	( 150.00)	.00	.00
211-49000-321 TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	244.58	( 1,255.42)	16.31	1,457.36
211-49000-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	( 200.00)	.00	198.66
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	.00	( 100.00)	.00	.00
211-49000-380 INSURANCE AND BONDS	3,500.00	3,500.00	.00	( 3,500.00)	.00	3,310.62
211-49000-381 ELECTRIC UTILITIES	6,500.00	6,500.00	739.30	( 5,760.70)	11.37	6,689.00
211-49000-383 GAS UTILITIES	1,000.00	1,000.00	.00	( 1,000.00)	.00	1,104.15
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>12,950.00</b>	<b>12,950.00</b>	<b>983.88</b>	<b>( 11,966.12)</b>	<b>7.60</b>	<b>12,759.79</b>
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	.00	( 1,500.00)	.00	727.50
211-49000-403 REPAIR & MAINT LABOR - INFRAST	3,000.00	3,000.00	.00	( 3,000.00)	.00	923.36
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	.00	( 1,000.00)	.00	1,077.78
211-49000-430 MISCELLANEOUS	1,800.00	1,800.00	247.89	( 1,552.11)	13.77	2,448.26
211-49000-433 DUES AND SUBSCRIPTIONS	300.00	300.00	25.00	( 275.00)	8.33	254.00
211-49000-440 SCHOOLS AND MEETINGS	300.00	300.00	.00	( 300.00)	.00	225.00
211-49000-441 STATE PERMITS & FEES	400.00	400.00	400.00	.00	100.00	500.00
211-49000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	( 1,000.00)	.00	373.00
<b>TOTAL MISCELLANEOUS</b>	<b>9,300.00</b>	<b>9,300.00</b>	<b>672.89</b>	<b>( 8,627.11)</b>	<b>7.24</b>	<b>6,528.90</b>
<b>TOTAL AIRPORT OPERATING</b>	<b>65,950.00</b>	<b>65,950.00</b>	<b>7,572.41</b>	<b>( 58,377.59)</b>	<b>11.48</b>	<b>82,876.34</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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
<b>TOTAL TRANSFERS OUT</b>	<b>2,250.00</b>	<b>2,250.00</b>	<b>.00</b>	<b>( 2,250.00)</b>	<b>.00</b>	<b>30,000.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	7,572.41			112,876.34
NET REVENUES OVER EXPENDITURE	.00	.00	12,254.18			( 9,001.64)

**CITY OF CAMBRIDGE**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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
	<u>233,547.00</u>	<u>233,547.00</u>	<u>.00</u>	<u>233,547.00</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	.00	.00	11,478.51	( 11,478.51)
36101/36102 "PRINCIPAL, INT & PENALTIES"	356,347.00	356,347.00	.00	356,347.00
	<u>356,347.00</u>	<u>356,347.00</u>	<u>11,478.51</u>	<u>344,868.49</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	1,000.00	1,000.00	.00	1,000.00
	<u>1,000.00</u>	<u>1,000.00</u>	<u>.00</u>	<u>1,000.00</u>
 TOTAL REVENUE	 <u>590,894.00</u>	 <u>590,894.00</u>	 <u>11,478.51</u>	 <u>579,415.49</u>

**CITY OF CAMBRIDGE**  
**EXPENSES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUNDS 303-397 - DEBT SERVICE**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
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>
	<b>TOTAL EXPENSES</b>	<u>633,744.00</u>	<u>633,744.00</u>	<u>576,103.13</u>	<u>( 57,640.87)</u>	<u>90.90</u>
	<b>NET REVENUES</b>					
	<b>OVER(UNDER) EXPENSES</b>	<u>( 42,850.00)</u>	<u>( 42,850.00)</u>	<u>( 564,624.62)</u>		

**CITY OF CAMBRIDGE**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	3,857.00	( 3,857.00)	.00
		38,853.00	38,853.00	41,317.00	( 2,464.00)	106.34
<u>INTERGOVERNMENTAL</u>						
33419-33429	STATE AID	207,688.00	207,688.00	646,432.00	( 438,744.00)	311.25
33160-33169	FEDERAL AID	135,000.00	135,000.00	.00	135,000.00	.00
		342,688.00	342,688.00	646,432.00	( 303,744.00)	188.64
<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	45,688.13	( 37,688.13)	571.10
32299	UTILITY PERMITS	500.00	500.00	454.62	45.38	90.92
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	46,180.59	4,858,519.41	.94
<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
	<b>TOTAL REVENUE</b>	<b>6,227,144.00</b>	<b>6,227,144.00</b>	<b>733,929.59</b>	<b>5,493,214.41</b>	<b>11.79</b>



**CITY OF CAMBRIDGE**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	PARK UPDATES	30,000.00	30,000.00	.00 ( 30,000.00)	.00
415-45200-580	OTHER PARK EQUIPMENT	120,000.00	120,000.00	.00 ( 120,000.00)	.00
417-42100-550	POLICE CAR EQUIPMENT	150,000.00	150,000.00	6,420.50 ( 143,579.50)	4.28
417-42100-551	POLICE CAR SQUAD CAMERA	5,400.00	5,400.00	10,600.00 5,200.00	196.30
417-42100-590	EMERGENCY OPER CENTER EXPEND	6,000.00	6,000.00	.00 ( 6,000.00)	.00
418-43001-550	PW VEHICLE & EQUIPMENT	116,000.00	116,000.00	.00 ( 116,000.00)	.00
419-41320-580	ADMIN OTHER EQUIPMENT	.00	.00	12,247.00 12,247.00	.00
419-41500-570	FINANCE EQUIPMENT	14,500.00	14,500.00	.00 ( 14,500.00)	.00
419-41920-580	COMM DEV EQUIPMENT	6,000.00	6,000.00	.00 ( 6,000.00)	.00
420-42200-565	FIRE HALL IMPROVEMENTS	35,000.00	35,000.00	.00 ( 35,000.00)	.00
420-42200-550	VEHICLE	48,000.00	48,000.00	43,362.65 ( 4,637.35)	90.34
425-48000-415	LIBRARY CONSTRUCTION	8,000,000.00	8,000,000.00	.00 ( 8,000,000.00)	.00
443-48000-223	CRACK SEALING	60,000.00	60,000.00	.00 ( 60,000.00)	.00
443-48000-224	SEAL COATING	108,700.00	108,700.00	.00 ( 108,700.00)	.00
444-48000-303	AIRPORT PROJECTS-ENGINEERING	.00	.00	20,950.00 20,950.00	.00
444-48000-530	AIRPORT PROJECTS	150,000.00	150,000.00	.00 ( 150,000.00)	.00
480-48000-303	ENGINEERING 2020 STREET PROJECT	.00	.00	116,010.72 116,010.72	.00
480-48000-530	2080 STREET PROJECT	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>209,590.87</u> (13,468,409.13)	<u>1.53</u>
<u>TRANSFERS OUT</u>					
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	.00 ( 100,000.00)	.00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u> ( 100,000.00)	<u>.00</u>
	<b>TOTAL EXPENDITURES</b>	<u><u>13,778,000.00</u></u>	<u><u>13,778,000.00</u></u>	<u><u>209,590.87</u></u> (13,568,409.13)	<u><u>1.52</u></u>
	<b>NET REVENUES</b>				
	<b>OVER(UNDER) EXPENDITURES</b>	<u><u>( 7,550,856.00)</u></u>	<u><u>( 7,550,856.00)</u></u>	<u><u>524,338.72</u></u>	

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
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	267,790.97	1,637,645.03	14.05	1,872,176.81
OTHER FINANCING SOURCES	100,000.00	100,000.00	.00	100,000.00	.00	102,250.00
<b>TOTAL FUND REVENUE</b>	<b>2,020,436.00</b>	<b>2,020,436.00</b>	<b>267,790.97</b>	<b>1,752,645.03</b>	<b>13.25</b>	<b>2,042,695.50</b>
<b>EXPENDITURES</b>						
WATER FUND EXPENDITURES EXPENSE 400	1,894,716.00	1,894,716.00	117,382.98	1,777,333.02	6.20	1,831,428.54
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>1,894,716.00</b>	<b>1,894,716.00</b>	<b>117,382.98</b>	<b>1,777,333.02</b>	<b>6.20</b>	<b>1,831,428.54</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>1,894,716.00</b>	<b>1,894,716.00</b>	<b>117,382.98</b>	<b>1,777,333.02</b>	<b>6.20</b>	<b>1,831,428.54</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>125,720.00</b>	<b>125,720.00</b>	<b>150,407.99</b>	<b>( 24,687.99)</b>		<b>211,266.96</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; 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	252,103.25	1,588,332.75	13.70	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	5,107.98	24,892.02	17.03	36,574.62
601-37165 CERTIFICATION PENALTY	500.00	500.00	75.00	425.00	15.00	1,495.48
601-37170 OTHER REVENUE	25,000.00	25,000.00	5,529.74	19,470.26	22.12	29,975.64
TOTAL OPERATING REVENUE	1,905,436.00	1,905,436.00	267,790.97	1,637,645.03	14.05	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	267,790.97			2,042,695.50

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	45,235.24	( 217,235.76)	17.23	239,197.50
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	1,543.97	( 13,456.03)	10.29	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	194.14	( 1,805.86)	9.71	797.34
601-49400-116 ON-CALL PAY	13,000.00	13,000.00	1,135.98	( 11,864.02)	8.74	7,832.68
601-49400-121 PERA (EMPLOYER)	23,709.00	23,709.00	3,634.75	( 20,074.25)	15.33	18,490.02
601-49400-122 FICA/MEDICARE (EMPLOYER)	25,666.00	25,666.00	3,602.56	( 22,063.44)	14.04	18,286.10
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	63,903.00	63,903.00	13,450.15	( 50,452.85)	21.05	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	261.45	( 4,338.55)	5.68	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	68.45	( 231.55)	22.82	231.90
<i>TOTAL PERSONAL SERVICES</i>	<i>446,431.00</i>	<i>446,431.00</i>	<i>69,480.82</i>	<i>( 376,950.18)</i>	<i>15.56</i>	<i>353,898.18</i>
<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	1,187.86	( 10,812.14)	9.90	8,765.63
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	441.22	( 6,558.78)	6.30	6,224.92
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	43.50	( 456.50)	8.70	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	55,000.00	55,000.00	13,484.14	( 41,515.86)	24.52	42,700.04
601-49400-217 TESTING	1,000.00	1,000.00	270.00	( 730.00)	27.00	1,566.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	4,000.00	4,000.00	418.09	( 3,581.91)	10.45	1,413.30
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	899.10	( 5,100.90)	14.99	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>	<i>116,000.00</i>	<i>116,000.00</i>	<i>17,172.57</i>	<i>( 98,827.43)</i>	<i>14.80</i>	<i>68,346.40</i>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; 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	2,010.00	( 12,990.00)	13.40	9,895.48
601-49400-310 GOPHER STATE ONE CALL	1,100.00	1,100.00	48.62	( 1,051.38)	4.42	972.04
601-49400-313 IT MGMT & BACKUP	2,500.00	2,500.00	451.62	( 2,048.38)	18.08	2,709.72
601-49400-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	395.09	( 7,604.91)	4.94	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	8,466.87	( 86,533.33)	8.91	88,439.14
601-49400-382 WATER/WASTEWATER UTILITIES	1,500.00	1,500.00	187.22	( 1,312.78)	12.48	1,130.15
601-49400-383 GAS UTILITIES	7,000.00	7,000.00	642.46	( 6,357.54)	9.18	6,005.06
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	235.52	( 1,764.48)	11.78	1,279.52
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>162,100.00</b>	<b>162,100.00</b>	<b>12,437.20</b>	<b>( 149,662.80)</b>	<b>7.67</b>	<b>148,366.72</b>
<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	1,203.99	( 25,796.01)	4.46	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	13,545.80	( 61,454.20)	18.06	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	924.90	( 5,075.10)	15.42	6,133.15
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	627.70	( 372.30)	62.77	978.20
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	690.00	( 2,310.00)	23.00	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
<b>TOTAL MISCELLANEOUS</b>	<b>939,500.00</b>	<b>939,500.00</b>	<b>17,817.39</b>	<b>( 921,682.61)</b>	<b>1.90</b>	<b>941,894.34</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 2001 PFA LOAN INTEREST	.00	.00	.00	.00	.00	11,198.58
601-49400-617 BOND DISCOUNT	.00	.00	.00	.00	.00	24,932.84
601-49400-619 INTEREST-WATER TREATMENT 2005	65,388.00	65,388.00	.00	( 65,388.00)	.00	54,429.06
601-49400-620 FISCAL AGENT FEES	1,200.00	1,200.00	475.00	( 725.00)	39.58	1,100.00
601-49400-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	46,817.00
601-49400-632 2012 BOND INTEREST EXPENSE	.00	.00	.00	.00	.00	950.16
601-49400-634 INEREST EXP 2014 IMPROV	13,237.00	13,237.00	.00	( 13,237.00)	.00	11,008.30
601-49400-635 INTEREST EXP 2015 BONDS	15,444.00	15,444.00	.00	( 15,444.00)	.00	11,670.16
601-49400-636 INTEREST EXP 2016 WATER BONDS	15,269.00	15,269.00	.00	( 15,269.00)	.00	12,320.90
601-49400-638 INTEREST EXPESE 2018 BONDS	15,075.00	15,075.00	.00	( 15,075.00)	.00	15,503.06
601-49400-639 INTEREST EXP 2019 BONDS W TOWE	78,424.00	78,424.00	.00	( 78,424.00)	.00	34,545.56
601-49400-640 INTEREST EXPENSE 2020 IMPROV	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>224,475.62</u>
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	25,000.00	25,000.00	.00	( 25,000.00)	.00	25,000.00
601-49400-799 LOSS ON DISPOSAL OF ASSET	.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>
<b>TOTAL EXPENSE 400</b>	<u><u>1,894,716.00</u></u>	<u><u>1,894,716.00</u></u>	<u><u>117,382.98</u></u>	<u><u>( 1,777,333.02)</u></u>	<u><u>6.20</u></u>	<u><u>1,831,428.54</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 601 - WATER UTILITY FUND**

	- ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>1,894,716.00</u>	<u>1,894,716.00</u>	<u>117,382.98</u>			<u>1,831,428.54</u>
NET REVENUES OVER EXPENDITURE	<u>125,720.00</u>	<u>125,720.00</u>	<u>150,407.99</u>			<u>211,266.96</u>

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	.00	.00	78.04	( 78.04)	.00	103,087.77
OPERATING REVENUE	2,242,510.00	2,242,510.00	369,371.32	1,873,138.68	16.47	2,448,900.10
OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	100.00
<b>TOTAL FUND REVENUE</b>	<b>2,242,510.00</b>	<b>2,242,510.00</b>	<b>369,449.36</b>	<b>1,873,060.64</b>	<b>16.47</b>	<b>2,552,087.87</b>
<b>EXPENDITURES</b>						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,212,050.00	3,212,050.00	206,354.42	3,005,695.58	6.42	3,086,121.11
<b>TOTAL WASTEWATER FUND EXPENDITURE</b>	<b>3,212,050.00</b>	<b>3,212,050.00</b>	<b>206,354.42</b>	<b>3,005,695.58</b>	<b>6.42</b>	<b>3,086,121.11</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>3,212,050.00</b>	<b>3,212,050.00</b>	<b>206,354.42</b>	<b>3,005,695.58</b>	<b>6.42</b>	<b>3,086,121.11</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 969,540.00)</b>	<b>( 969,540.00)</b>	<b>163,094.94</b>	<b>( 1,132,634.94)</b>		<b>( 534,033.24)</b>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; 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
<b>TOTAL SA &amp; INTEREST EARNINGS</b>	<b>.00</b>	<b>.00</b>	<b>78.04</b>	<b>( 78.04)</b>	<b>.00</b>	<b>103,087.77</b>
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,162,510.00	2,162,510.00	355,466.40	1,807,043.60	16.44	2,251,456.79
602-37250 SAC CHARGES	50,000.00	50,000.00	7,955.50	42,044.50	15.91	164,175.95
602-37260 PENALTIES	30,000.00	30,000.00	5,949.42	24,050.58	19.83	33,267.36
<b>TOTAL OPERATING REVENUE</b>	<b>2,242,510.00</b>	<b>2,242,510.00</b>	<b>369,371.32</b>	<b>1,873,138.68</b>	<b>16.47</b>	<b>2,448,900.10</b>
<u>OTHER FINANCING SOURCES</u>						
602-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	.00	.00	.00	100.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>100.00</b>
<b>TOTAL FUND REVENUE</b>	<b>2,242,510.00</b>	<b>2,242,510.00</b>	<b>369,449.36</b>			<b>2,552,087.87</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	88,761.71	( 397,492.29)	18.25	472,364.64
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	22,000.00	22,000.00	5,110.98	( 16,889.02)	23.23	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	2,020.50	( 2,479.50)	44.90	3,939.71
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	569.48	( 2,430.52)	18.98	2,676.58
602-49450-116 ON-CALL PAY	22,000.00	22,000.00	4,846.69	( 17,153.31)	22.03	24,015.18
602-49450-121 PERA (EMPLOYER)	41,322.00	41,322.00	7,598.22	( 33,723.78)	18.39	36,120.68
602-49450-122 FICA/MEDICARE (EMPLOYER)	44,889.00	44,889.00	7,432.93	( 37,456.07)	16.56	36,787.87
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	133,594.00	133,594.00	30,559.41	( 103,034.59)	22.87	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	463.02	( 8,736.98)	5.03	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	155.55	( 344.45)	31.11	509.95
<i>TOTAL PERSONAL SERVICES</i>	<i>822,507.00</i>	<i>822,507.00</i>	<i>147,518.49</i>	<i>( 674,988.51)</i>	<i>17.94</i>	<i>741,944.67</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	12,000.00	12,000.00	3,650.31	( 8,349.69)	30.42	12,994.84
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	791.81	( 708.19)	52.79	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	793.86	( 7,706.14)	9.34	6,515.00
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	9,500.00	9,500.00	441.22	( 9,058.78)	4.64	10,309.78
602-49450-213 OPER SUPPLIES - PLANT EQUIP	.00	.00	43.50	43.50	.00	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	100,000.00	100,000.00	12,874.34	( 87,125.66)	12.87	80,918.31
602-49450-217 TESTING	11,000.00	11,000.00	296.00	( 10,704.00)	2.69	7,285.50
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	7,500.00	7,500.00	427.65	( 7,072.35)	5.70	5,204.37
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	1,143.38	( 5,856.62)	16.33	3,129.32
<i>TOTAL SUPPLIES</i>	<i>158,500.00</i>	<i>158,500.00</i>	<i>20,462.07</i>	<i>( 138,037.93)</i>	<i>12.91</i>	<i>129,879.70</i>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; 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	2,010.00	( 12,990.00)	13.40	9,895.54
602-49450-310 GOPHER STATE ONE CALL	1,100.00	1,100.00	48.63	( 1,051.37)	4.42	972.01
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	451.62	( 3,548.38)	11.29	2,709.72
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	810.01	( 4,189.99)	16.20	9,366.42
602-49450-322 POSTAGE	5,000.00	5,000.00	51.25	( 4,948.75)	1.03	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	12,933.00	( 112,067.00)	10.35	120,265.00
602-49450-382 WATER/WASTEWATER UTILITIES	1,800.00	1,800.00	234.90	( 1,565.10)	13.05	1,388.76
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	1,215.68	( 23,784.32)	4.86	22,859.62
602-49450-384 REFUSE HAULING	1,800.00	1,800.00	796.81	( 1,003.19)	44.27	1,264.68
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	1,502.88	( 15,497.12)	8.84	17,013.82
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>246,900.00</b>	<b>246,900.00</b>	<b>20,066.78</b>	<b>( 226,833.22)</b>	<b>8.13</b>	<b>232,883.10</b>
<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	730.00	( 4,270.00)	14.60	1,162.73
602-49450-406 REPAIR & MAINT - PLANT	40,000.00	40,000.00	7,215.58	( 32,784.42)	18.04	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	303.70	( 4,696.30)	6.07	3,848.40
602-49450-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,300.00	( 1,700.00)	43.33	1,188.00
602-49450-441 MPCA FEES	10,000.00	10,000.00	5,064.85	( 4,935.15)	50.65	7,993.00
602-49450-489 OTHER CONTRACTED SERVICES	105,000.00	105,000.00	3,434.00	( 101,566.00)	3.27	99,226.80
602-49450-490 SEWER FUND-OSHA INSPECTION	.00	.00	.00	.00	.00	23,400.00
<b>TOTAL MISCELLANEOUS</b>	<b>1,793,400.00</b>	<b>1,793,400.00</b>	<b>18,307.08</b>	<b>( 1,775,092.92)</b>	<b>1.02</b>	<b>1,737,577.51</b>
<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	453.84
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	4,970.82
602-49450-635 INTEREST EXP 2015 BOND EXP	6,950.00	6,950.00	.00	( 6,950.00)	.00	5,251.39
602-49450-636 INTEREST EXP 2016 SEWER BONDS	9,301.00	9,301.00	.00	( 9,301.00)	.00	7,507.30
602-49450-638 INTEREST EXPESE 2018 BONDS	5,588.00	5,588.00	.00	( 5,588.00)	.00	5,487.77
602-49450-640 INTEREST EXPENSE 2020 IMP BOND	7,043.00	7,043.00	.00	( 7,043.00)	.00	.00
<b>TOTAL DEBT SERVICE</b>	<b>115,743.00</b>	<b>115,743.00</b>	<b>.00</b>	<b>( 115,743.00)</b>	<b>.00</b>	<b>109,947.52</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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
<b>TOTAL EXPENSE 450</b>	<b>3,212,050.00</b>	<b>3,212,050.00</b>	<b>206,354.42</b>	<b>( 3,005,695.58)</b>	<b>6.42</b>	<b>3,086,121.11</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	206,354.42			3,086,121.11
NET REVENUES OVER EXPENDITURE	( 969,540.00)	( 969,540.00)	163,094.94			( 534,033.24)

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	8,847.23
OPERATING REVENUES	370,965.00	370,965.00	65,668.00	305,297.00	17.70	352,989.03
<b>TOTAL FUND REVENUE</b>	<b>370,965.00</b>	<b>370,965.00</b>	<b>65,668.00</b>	<b>305,297.00</b>	<b>17.70</b>	<b>361,836.26</b>
<b>EXPENDITURES</b>						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	497,348.00	497,348.00	640.00	496,708.00	.13	517,937.32
<b>TOTAL STORM SEWER FUND EXPENDITURE</b>	<b>497,348.00</b>	<b>497,348.00</b>	<b>640.00</b>	<b>496,708.00</b>	<b>.13</b>	<b>517,937.32</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>497,348.00</b>	<b>497,348.00</b>	<b>640.00</b>	<b>496,708.00</b>	<b>.13</b>	<b>517,937.32</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 126,383.00)</b>	<b>( 126,383.00)</b>	<b>65,028.00</b>	<b>( 191,411.00)</b>		<b>( 156,101.06)</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; 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	64,617.05	300,847.95	17.68	346,568.13
603-37360 PENALTIES	5,500.00	5,500.00	1,050.95	4,449.05	19.11	6,420.90
TOTAL OPERATING REVENUES	370,965.00	370,965.00	65,668.00	305,297.00	17.70	352,989.03
TOTAL FUND REVENUE	370,965.00	370,965.00	65,668.00			361,836.26

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>EXPENSE 500</i>						
<i>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 &amp; CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	640.00	( 4,360.00)	12.80	639.00
603-49500-352 GEN INFO & PUBLIC NOTICES	100.00	100.00	.00	( 100.00)	.00	18.00
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	5,100.00	5,100.00	640.00	( 4,460.00)	12.55	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	413.37
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	407,418.36
<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	5,580.31
603-49500-635 INTEREST EXP 2015 BONDS	7,833.00	7,833.00	.00	( 7,833.00)	.00	5,919.11
603-49500-636 INTEREST EXP 2016 STORM BONDS	8,844.00	8,844.00	.00	( 8,844.00)	.00	7,139.23
603-49500-638 INTEREST EXPESE 2018 BONDS	20,562.00	20,562.00	.00	( 20,562.00)	.00	20,442.05
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	39,200.50
<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
<b>TOTAL EXPENSE 500</b>	<b>497,348.00</b>	<b>497,348.00</b>	<b>640.00</b>	<b>( 496,708.00)</b>	<b>.13</b>	<b>517,937.32</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	640.00			517,937.32
NET REVENUES OVER EXPENDITURE	( 126,383.00)	( 126,383.00)	65,028.00			( 156,101.06)

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SOURCE 36	.00	.00	.00	.00	.00	282.62
OPERATING REVENUES	225,000.00	225,000.00	39,003.34	185,996.66	17.33	196,416.79
<b>TOTAL FUND REVENUE</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>39,003.34</b>	<b>185,996.66</b>	<b>17.33</b>	<b>196,699.41</b>
<b>EXPENDITURES</b>						
STREET LIGHT UTILITY EXP EXPENSE 550	215,000.00	215,000.00	19,206.57	195,793.43	8.93	182,191.01
<b>TOTAL STREET LIGHT UTILITY EXP</b>	<b>215,000.00</b>	<b>215,000.00</b>	<b>19,206.57</b>	<b>195,793.43</b>	<b>8.93</b>	<b>182,191.01</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>215,000.00</b>	<b>215,000.00</b>	<b>19,206.57</b>	<b>195,793.43</b>	<b>8.93</b>	<b>182,191.01</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>19,796.77</b>	<b>( 9,796.77)</b>		<b>14,508.40</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	693.35	2,306.65	23.11	4,107.83
604-37410 STREET LIGHT UTILITY FEES	222,000.00	222,000.00	38,309.99	183,690.01	17.26	192,308.96
TOTAL OPERATING REVENUES	225,000.00	225,000.00	39,003.34	185,996.66	17.33	196,416.79
TOTAL FUND REVENUE	225,000.00	225,000.00	39,003.34			196,699.41

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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 &amp; CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	14,430.07	( 165,569.93)	8.02	167,181.70
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	180,000.00	180,000.00	14,430.07	( 165,569.93)	8.02	167,181.70
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	35,000.00	35,000.00	4,776.50	( 30,223.50)	13.65	14,695.43
<i>TOTAL MISCELLANEOUS</i>	35,000.00	35,000.00	4,776.50	( 30,223.50)	13.65	14,695.43
<b>TOTAL EXPENSE 550</b>	<b>215,000.00</b>	<b>215,000.00</b>	<b>19,206.57</b>	<b>( 195,793.43)</b>	<b>8.93</b>	<b>182,191.01</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	19,206.57			182,191.01
NET REVENUES OVER EXPENDITURE	10,000.00	10,000.00	19,796.77			14,508.40

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
INTEREST & LOTTERY SALES	84,240.00	84,240.00	13,064.10	71,175.90	15.51	105,133.64
OPERATING REVENUES	5,753,800.00	5,753,800.00	816,524.92	4,937,275.08	14.19	5,902,817.43
<b>TOTAL FUND REVENUE</b>	<b>5,838,040.00</b>	<b>5,838,040.00</b>	<b>829,589.02</b>	<b>5,008,450.98</b>	<b>14.21</b>	<b>6,007,951.07</b>
<b>EXPENDITURES</b>						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,838,040.00	5,838,040.00	779,354.29	5,058,685.71	13.35	6,007,854.70
<b>TOTAL LIQUOR STORE EXPENDITURES</b>	<b>5,838,040.00</b>	<b>5,838,040.00</b>	<b>779,354.29</b>	<b>5,058,685.71</b>	<b>13.35</b>	<b>6,007,854.70</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>5,838,040.00</b>	<b>5,838,040.00</b>	<b>779,354.29</b>	<b>5,058,685.71</b>	<b>13.35</b>	<b>6,007,854.70</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>50,234.73</b>	<b>( 50,234.73)</b>		<b>96.37</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; 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	13,040.10	68,959.90	15.90	91,817.73
<b>TOTAL INTEREST &amp; LOTTERY SALES</b>	<b>84,240.00</b>	<b>84,240.00</b>	<b>13,064.10</b>	<b>71,175.90</b>	<b>15.51</b>	<b>105,133.64</b>
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,950,000.00	1,950,000.00	299,080.90	1,650,919.10	15.34	2,012,492.82
610-37812 SALES - BEER	2,700,000.00	2,700,000.00	345,387.76	2,354,612.24	12.79	2,668,943.37
610-37813 SALES - WINE	800,000.00	800,000.00	129,338.46	670,661.54	16.17	907,202.39
610-37815 SALES - NON-TAXABLE	170,000.00	170,000.00	22,938.46	147,061.54	13.49	175,384.67
610-37816 SALES - TAXABLE	140,000.00	140,000.00	20,480.45	119,519.55	14.63	144,689.01
610-37830 DISCOUNTS, DEPOSITS & RETURNS	( 5,000.00)	( 5,000.00)	( 712.00)	( 4,288.00)	( 14.24)	( 5,646.05)
610-37840 CASH OVER AND SHORT	( 1,200.00)	( 1,200.00)	10.89	( 1,210.89)	.91	( 248.78)
<b>TOTAL OPERATING REVENUES</b>	<b>5,753,800.00</b>	<b>5,753,800.00</b>	<b>816,524.92</b>	<b>4,937,275.08</b>	<b>14.19</b>	<b>5,902,817.43</b>
<b>TOTAL FUND REVENUE</b>	<b>5,838,040.00</b>	<b>5,838,040.00</b>	<b>829,589.02</b>			<b>8,007,951.07</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LIQUOR STORE</b>						
<i>PERSONAL SERVICES</i>						
610-49750-101	FULL-TIME EMPLOYEES - REGULAR	252,450.00	252,450.00	51,308.62 ( 201,141.38)	20.32	275,032.44
610-49750-102	FULL-TIME EMPLOYEES - OVERTIME	7,891.00	7,891.00	127.33 ( 7,763.67)	1.61	1,609.68
610-49750-103	PART-TIME EMPLOYEES - REGULAR	176,000.00	176,000.00	28,949.87 ( 147,050.13)	16.45	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	4,579.60 ( 5,420.40)	45.80	9,786.58
610-49750-121	PERA (EMPLOYER)	34,480.00	34,480.00	6,372.44 ( 28,107.56)	18.48	30,710.45
610-49750-122	FICA/MEDICARE (EMPLOYER)	35,169.00	35,169.00	6,352.65 ( 28,816.35)	18.06	31,233.30
610-49750-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	69,692.00	69,692.00	17,024.24 ( 52,667.76)	24.43	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	86.65 ( 238.35)	26.66	293.50
<b>TOTAL PERSONAL SERVICES</b>		<b>634,715.00</b>	<b>634,715.00</b>	<b>114,801.40 ( 519,913.60)</b>	<b>18.09</b>	<b>582,337.38</b>
<i>SUPPLIES</i>						
610-49750-201	OFFICE SUPPLIES - ACCESSORIES	3,000.00	3,000.00	210.53 ( 2,789.47)	7.02	2,688.01
610-49750-210	MISCELLANEOUS OPER SUPPLIES	22,660.00	22,660.00	2,984.76 ( 19,695.24)	13.08	15,641.66
610-49750-220	MAINTENANCE & REPAIR SUPPLIES	25,215.00	25,215.00	4,401.99 ( 20,813.01)	17.46	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	215,753.75 ( 1,246,746.25)	14.75	1,458,140.70
610-49750-252	PURCHASES - BEER	2,119,500.00	2,119,500.00	264,633.76 ( 1,854,866.24)	12.49	2,060,088.13
610-49750-253	PURCHASES WINE	568,000.00	568,000.00	88,288.49 ( 479,711.51)	15.54	623,989.86
610-49750-259	PURCHASES - MISCELLANEOUS	139,400.00	139,400.00	35,385.58 ( 104,014.42)	25.38	256,881.55
610-49750-260	FREIGHT & DRAY	39,000.00	39,000.00	6,073.59 ( 32,926.41)	15.57	36,135.95
<b>TOTAL SUPPLIES</b>		<b>4,384,275.00</b>	<b>4,384,275.00</b>	<b>618,386.65 ( 3,765,888.35)</b>	<b>14.10</b>	<b>4,486,355.24</b>
<i>OTHER SERVICES &amp; 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	451.62 ( 3,548.38)	11.29	2,709.72
610-49750-321	TELEPHONE/CELLULAR PHONES	11,000.00	11,000.00	614.97 ( 10,385.03)	5.59	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	4,371.47 ( 35,628.53)	10.93	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	1,992.96 ( 24,007.04)	7.67	25,402.89
610-49750-382	WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	180.51 ( 1,019.49)	15.04	1,110.10
610-49750-383	GAS UTILITIES	1,700.00	1,700.00	193.90 ( 1,506.10)	11.41	1,474.30
610-49750-384	REFUSE HAULING	1,500.00	1,500.00	897.48 ( 602.52)	59.83	1,279.85
<b>TOTAL OTHER SERVICES &amp; CHARG</b>		<b>109,600.00</b>	<b>109,600.00</b>	<b>8,702.91 ( 100,897.09)</b>	<b>7.94</b>	<b>99,615.31</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020**

**FUND 610 - LIQUOR STORE FUND**

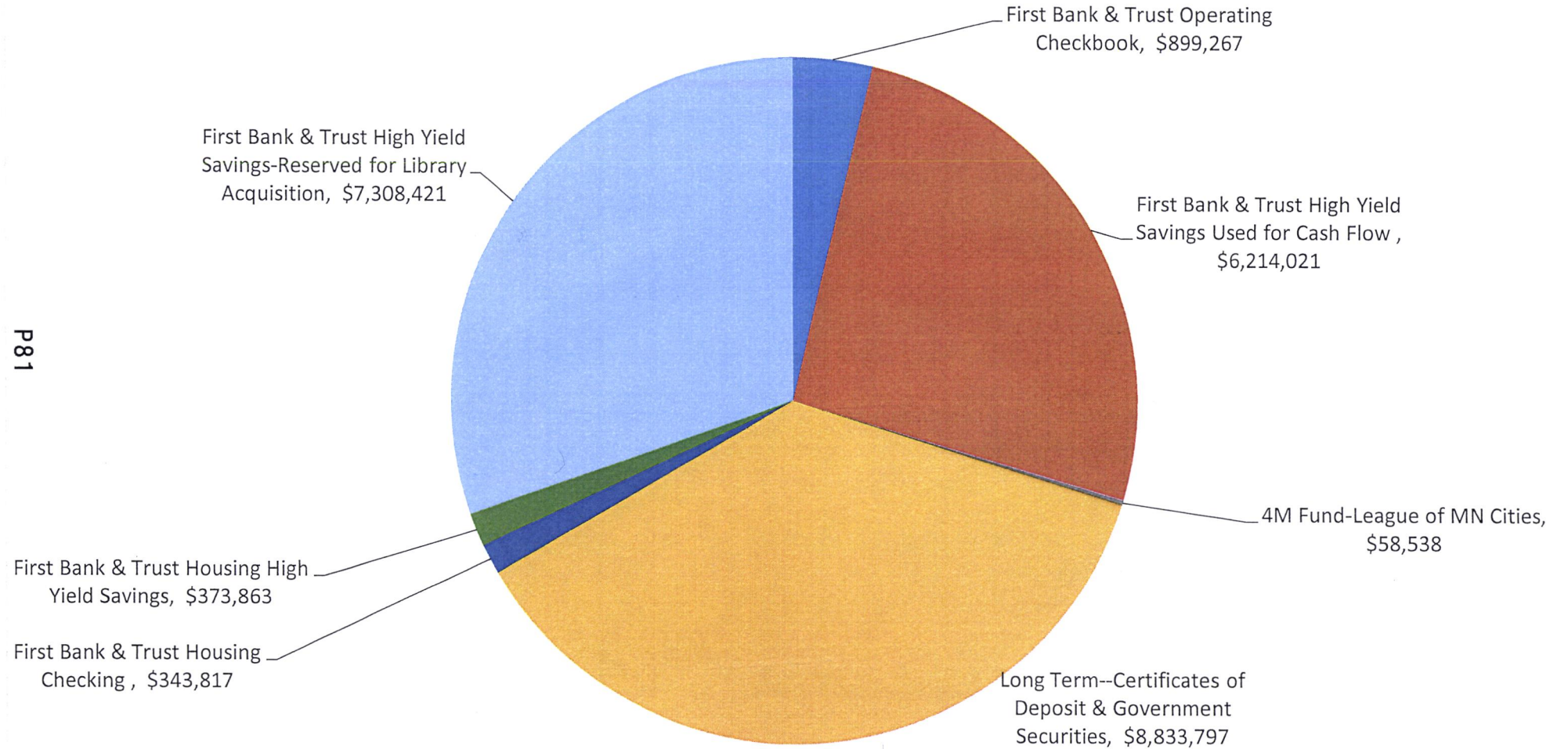
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	7,000.00	7,000.00	1,030.49	( 5,969.51)	14.72	5,021.40
610-49750-420 DEPRECIATION	70,000.00	70,000.00	.00	( 70,000.00)	.00	57,437.83
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	140,000.00	140,000.00	22,739.14	( 117,260.86)	16.24	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	6,387.14	( 43,612.86)	12.77	45,555.50
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	6,145.00	( 23,855.00)	20.48	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>	<i>309,450.00</i>	<i>309,450.00</i>	<i>37,463.33</i>	<i>( 271,986.67)</i>	<i>12.11</i>	<i>290,546.77</i>
<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>	<i>400,000.00</i>	<i>400,000.00</i>	<i>.00</i>	<i>( 400,000.00)</i>	<i>.00</i>	<i>549,000.00</i>
<b>TOTAL LIQUOR STORE</b>	<b>5,838,040.00</b>	<b>5,838,040.00</b>	<b>779,354.29</b>	<b>( 5,058,685.71)</b>	<b>13.35</b>	<b>6,007,854.70</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	779,354.29			6,007,854.70
NET REVENUES OVER EXPENDITURE	.00	.00	50,234.73			96.37

## City of Cambridge Cash & Investment Summary 2-29-2020



City of Cambridge		
General Fund Park Expenses		
on Park Specific Basis		
Name of Park	Costs 1/1/2020-2/29/2020	
City Park		\$1,630.40
Ice Rink		\$26,354.47
Sandquist Park		\$643.37
Central Greens		\$100.00
Brown Park		
Peterson Park		
Pioneer Park		
Water Tower Park		
Preserve Park		
Dog Park		\$883.54
Honeysuckle Park		
Parkwood Park		
Cambridge Library		
Not Location Specific Expense		\$5,226.66
Total		\$34,838.44
Difference		\$0.00
Total Per General Ledger		\$34,838.44
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.		

**PROPOSAL / CONTRACT**

Job No. \_\_\_\_\_

Date: January 14, 2020



**PLOVER, WI 54467**  
2800 Mecca Drive  
Ph.: 715.341.2868  
Fax: 715.341.1054

**WAUNAKEE, WI 53597**  
316 Raemisch Road  
Ph.: 608.849.6466  
Fax: 608.849.6470

**KAUKAUNA, WI 54130**  
860 Eastline Road  
Ph.: 920.759.1008  
Fax: 920.759.1019

**EAU CLAIRE, WI 54703**  
6615 U.S. Hwy 12 W  
Ph.: 715.874.6070  
Fax: 715.874.6717

**FREDERIC, WI 54837**  
3468 115th Street  
Ph.: 715.653.2535  
Fax: 715.653.2553

**SAGINAW, MI 48601**  
2224 Veterans Memorial Pkwy  
Ph.: 989.752.9200  
Fax: 989.752.9205

**DUBUQUE, IA 52002**  
7680 Commerce Park  
Section C  
Ph.: 563.556.6231  
Fax: 563.588.1240

**OAKDALE, MN 55128**  
7500 Hudson Blvd., Ste. 305  
Ph.: 651.340.6212  
Fax: 651.340.6221

*Pavement Maintenance Contractors*

*EEO/AA Employer*

CORPORATE OFFICE: 1.800.332.3360

<b>Contact Name:</b> Lucas Milz	<b>Contract Price</b> \$27,731.75
<b>PURCHASER:</b> CITY OF CAMBRIDGE	<b>TELEPHONE:</b> (763) 552-3238
<b>ADDRESS:</b> 300 3RD ST NE CAMBRIDGE, MN 55008	<b>DESCRIPTION OF PROPERTY:</b> CITY OF CAMBRIDGE 300 3RD ST NE CAMBRIDGE, MN 55008

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

Cambridge-Isanti Trail: GSB-88  
Thoroughly clean the existing surface with a self propelled broom. Apply GSB-88 at a rate of approximately .10 gallons/sy. Immediately apply black slag sand at a rate of approximately .5 lbs/sy.

Price = \$ 27,731.75

\*\*Price includes 3 stop bars and yellow lines at north starting point\*\*  
\*\*Price includes removal and restripe of 20 crosswalk blocks\*\*

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 30 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

- 2. If proposal is accepted please sign, retain one copy and forward a copy to our office.
- 3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of \$27,731.75 and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:  
Fahrner Asphalt Sealers, LLC: Cell: 651-346-9026  
jason.pearson@fahrnerasphalt.com

PURCHASER:  
I have read and understand the terms and conditions on both sides of this contract.

Jason Pearson  
\_\_\_\_\_  
(PRINT OR TYPE NAME)

\_\_\_\_\_  
(PRINT OR TYPE NAME)

By: Jason Pearson  
(CONTRACTOR REPRESENTATIVE)

By: \_\_\_\_\_  
(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: January 14, 2020

Date of acceptance: \_\_\_\_\_

Prepared by: Caroline Moe, Director of Finance

**BACKGROUND**

The City of Cambridge Police Department has received a donation of four new leather duty belts valued at \$240 from Denny O'Brien. 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. R20-024

**RESOLUTION NO. R20-024**

*Resolution Accepting Restricted Donation  
to the City of Cambridge Police Department*

**WHEREAS**, Denny O'Brien has made a donation of four new leather duty belts with the restriction that the items be used by the Cambridge Police 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 6th day of April, 2020.

\_\_\_\_\_  
James Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Linda J. Woulfe, City Administrator

Prepared by: Marcia Westover, Community Development Director

**Review**

Menards located at 2355 2<sup>nd</sup> Avenue SE is requesting a setback variance. They are proposing an additional drive lane on the west side of their existing gated guard shack area. The new drive lane would house a self-serve kiosk pedestal for online orders. The existing gated guard shack will remain in place for those who order at the store. The new drive lane and kiosk will be fully automated for online orders only.

In the attached letter from Menard, Inc., locations all over the country are adding this new entrance lane. With the uptick of self-serving automated purchases, this new drive lane serves the shopping trend that ensures Menards offers the best possible service.

Site constraints are a concern and the only way to add this drive lane requires a variance. The drive lane will abut the property line. A zero-lot line setback variance is being requested. City code requires a 5' setback to any driveways or pavement; this ensures the easements are attainable and the landscaping perimeter is met. A 3' poured concrete wall is proposed to be built on the property line to keep vehicles off of the adjacent property (Walmart). The proposed wall will also guide stormwater to the appropriate locations and not affect Walmart.

The concern with this request is the setback and the drive lane being built in an existing drainage and utility easement. While the proposed poured concrete wall and stormwater drainage is acceptable to the City Engineer, there is concern that Walmart could propose the same or similar variance request. Therefore, a condition has been applied to the variance that if the adjacent property (Walmart) does propose a setback variance, that the two property owners work together to provide appropriate drainage along the easement areas.

The purpose of the Variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that the application complies with the standards set forth in ordinance.

**Planning Commission Action**

The Planning Commission reviewed the standards for a variance as outlined in the Resolution. The Commission discussed the drive lanes in/out to understand the operation of the new on-line kiosk. The Commission reviewed the condition of approval that Walmart and Menard work together on future grading and drainage plans as needed and made a recommendation for approval of the Resolution.

**Council Action**

Motion on the attached Resolution R20-025 approving a variance to allow a zero-lot line setback for a drive lane and 3' poured concrete wall on the west property line for Menard, Inc.

**Attachments**

1. Excerpt from the March 4, 2020 Planning Commission Minutes
2. Resolution



3. General Location Map
4. Applicant Submittal

## ***Excerpt from the March 4, 2020 Planning Commission minutes***

### ***Public Hearing – Variance for Menards Gate Drive Lane***

Westover stated staff received a request by Menard, Inc., 5101 Menard Drive, Eau Claire, WI 54703, for a variance.

Westover stated Menards, located at 2355 2<sup>nd</sup> Avenue SE, Cambridge, MN, is requesting a setback variance. Menards is proposing an additional drive lane on the west side of their existing gated guard shack area that would house a self-serve kiosk pedestal for online orders. Westover explained the existing gated guard shack will remain in place for those who order at the store and the new drive lane and kiosk will be fully automated for online orders only.

Westover stated Menard, Inc. locations all over the country are adding this new entrance lane and with the uptick of self-serving automated purchases, this new drive lane serves the shopping trend that ensures Menards offers the best possible service.

Westover stated site constraints are a concern and the only way to add this drive lane requires a variance. The drive lane will abut the property line. A zero lot line setback variance is being requested. Westover explained City code requires a 5' setback to any driveways or pavement. A 3' poured concrete wall is proposed to be built on the property line to keep vehicles off of the adjacent property (Walmart) and will also guide stormwater to the appropriate locations and not affect Walmart.

Westover stated the concern with this request is the setback and the drive lane being built in an existing drainage and utility easement. While the proposed wall and stormwater drainage is acceptable to the City Engineer, there is concern that Walmart could propose the same or similar variance request. Therefore, Westover explained a condition has been applied to the variance that if the adjacent property (Walmart) does propose a setback variance, that the two property owners work together to provide appropriate drainage along the easement areas.

Westover stated the purpose of the Variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. Westover stated in considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the findings that the application complies with the standards as identified in the Resolution. Westover noted that the standards can be met as identified in the Resolution.

Tyler Edwards, the real estate representative for Menards, stated a few years ago, Menards added an online pick up area to the back of the store. Edwards stated customers can shop online and within an hour, their order is ready to be picked up at the store through this pickup area. However, it caused some delays getting in the gate to pick up their orders which caused some dissatisfaction with the speed of picking up ordered materials at the store. A solution was to add another entrance lane added at the gate, consisting of one bar that lifts up, allowing customers to scan their code, notifying the pickup area of your arrival, the order is loaded into your vehicle and you can leave. This helps with the satisfaction of online shopping as it is hard for Menards to compete due to the large size of their home improvement products.

Edwards explained this addition is just 150 more square feet of pavement west of the existing curb line. This area is already fenced in with a chain link fence. The pavement will be extended

over the existing pavement up to the edge with curb and gutter on the Menards side and the curb continues down to meet the ground elevation, about two or three feet along that entire drive area. This is not increasing the existing traffic to the store; it is just getting everyone in and out faster when using the online program. Walmart does know this is occurring and they have no objections. Menards has checked with the city engineer and have approval from the pipeline company and seem to have checked all the boxes.

Shogren asked if customers drive in the new lane and exit in the existing exit lane.

Edwards stated yes, customers still have to use the exit lane as this is a theft and security measure to allow an employee to check the car to make sure products not in the order were placed in the vehicle.

Boese asked Edwards to estimate how many orders Menards has delivered this way now.

Edwards stated it is hard to estimate but there is never a line; this is really a convenience factor.

Boese clarified with Edwards there will be two lanes going in and one coming out. Edwards confirmed this to be true.

Kluck asked on average, how long does it take for a vehicle to be looked at while they are exiting?

Edwards stated as long as it takes for the security employee to open your vehicle door, scan the receipt and view the items in your vehicle.

Redfield asked if there is any written documentation regarding the agreement between Menards and Walmart in case Walmart needs a variance in the future?

Edwards replied, not exactly as it would be pretty hard to get Walmart to put this in writing. Menards had originally requested to build a roof structure over the on-line kiosk but Walmart denied them at this Cambridge location since it interferes with Walmart's future building additions, if needed, referencing state building code restrictions.

Berg opened the public hearing at 7:14 pm.

Sandra Kristy, 315 Roosevelt St S, Cambridge, MN, shared her concerns about the 3' fence being added and her concerns regarding both Menards and Walmart continuing to expand in the future and how that may affect their property values. Westover clarified the fence and poured concrete wall is on the west side adjacent to Walmart, not on the south side adjacent to the residential townhomes.

Hearing no further comments, Berg closed the public hearing at 7:16 pm.

Berg confirmed that the seven standards have been met. Commissioners discussed the seven standards.

Shogren moved, seconded by Boese, to recommend the City Council approve the resolution as presented to allow a zero-lot line setback for a drive lane for Menard, Inc. Motion carried 6/0.

**Resolution No. R20-025**

**RESOLUTION APPROVING THE APPLICATION FOR A VARIANCE FOR A DRIVE  
LANE ALONG THE WEST PROPERTY LINE  
(2355 2<sup>nd</sup> Ave SE, Menard, Inc.)**

**WHEREAS**, Menard, Inc., owner of the property at 2355 2<sup>nd</sup> Ave SE, Cambridge, Minnesota, has applied for a Variance from the provisions of City Code Section 156.060 Off-Street Parking Requirements and Appendix A Parking Layout, and Section 156.065 Landscaping and Screening, on the following described property; and

Lot 1, Block 1, Menard 2<sup>nd</sup> Addition, Isanti County, Minnesota;

**WHEREAS**, Menard, Inc., has requested to allow a drive lane for an automated self-serve kiosk that is zero (0) feet from the west side property line; and

**WHEREAS**, City Code Section 156.060 Off-Street Parking explains that parking lots shall be designed and constructed as prescribed in Appendix A which requires a five (5) foot setback to drives and Section 156.065 Landscaping and Screening requires a 5' perimeter landscape around parking lots; and

**WHEREAS**, City staff including the Engineer and the Planning staff of the City have completed a review of the application and have made a report pertaining to said request, a copy of which has been presented to the City Council; and

**WHEREAS**, The Planning Commission of the City, on the 4th day of March, 2020, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for Variance approval be granted with the **CONDITION** as listed below; and

1. If the adjacent owner of 2101 2<sup>nd</sup> Ave SE (currently Walmart) requests a similar variance, both property owners (2101 and 2355 2<sup>nd</sup> Ave SE) must work together to provide a proper grading and drainage plan.

**WHEREAS**, The City Council finds the seven (7) required standards to approve a variance request have been satisfied as follows:

- (1) *General standard. No variance shall be granted unless the applicant shall establish that conforming to the strict letter of the provisions of this chapter would create practical difficulties.*

**Staff finds that the applicant has established that conforming to the city code does create practical difficulties. There is no location on the property that will allow for the drive lane if the 5' setback provisions are met. A variance is required in order to allow the drive lane and allow Menards to meet the shopping demands of the overall population.**

- (2) *"Practical difficulties", as used in conjunction with the granting of a variance, means that the property owner proposes to use the property in a reasonable*

*manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the area.*

**Staff finds that the plight of the landowner is due to circumstances unique to the property since the entire area is already developed. Since the site was developed, trends in shopping patterns of the population have changed. This variance is the only way to meet the demands of the population and remain competitive. The existing site development and setback requirements do not allow any additional drive lanes. The plans show the drive lane and the zero lot line setback will not impact the entire westerly property line, but only 115' in length. Overall, it will not alter the essential character of the area.**

- (3) Harmony. Variances shall only be permitted if they are in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan.*

**Staff finds that the proposed drive lane is in harmony of the purposes and intent of the Zoning Ordinance and Comprehensive Plan. The setbacks cannot be met with the proposed drive lane, but Menards has provided a plan that minimizes the drive lane to a length needed only to service the vehicle and merge back into the other drive lanes. In addition, the stormwater will be managed on-site and does not cause additional concerns for the adjacent property.**

- (4) Economic Considerations. Economic considerations alone shall not constitute a practical difficulty; The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.*

**Staff finds that economic consideration is not the main reason for this request. The change in trends of the population will ever require modifications to existing buildings and businesses such as this. While an economic hardship is part of the equation, the overall demand and trends is the driving force for this variance.**

- (5) No other remedy. There are no less intrusive means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot.*

**Staff finds there are no less intrusive means than the requested variance. This is the only location on the site viable for such a project and they have created the least amount of impact to the site as possible.**

- (6) Variance less than requested. A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.*

**Staff finds there is no less or different request that can be made for a drive lane with a fully automated kiosk to enter the lumber yard/supply area.**

*(7) Essential character of the area. In considering whether a proposed variance will have an effect on the essential character of the area, the following factors shall be considered:*

*(a) Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;*

*(b) Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;*

*(c) Would the variance substantially increase congestion in the public streets due to traffic or parking;*

*(d) Would the variance unduly increase the danger of flood or fire;*

*(e) Would the variance unduly tax public utilities and facilities in the area; and*

*(f) Would the variance endanger the public health or safety.*

**Staff finds that granting of the proposed variance would not alter the essential character of the area. The 3' wall will keep vehicles from driving onto the adjacent property and will provide the appropriate drainage. The variance will not cause any decrease to adjacent property value, and does not have any negative effect on public health and safety.**

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of Cambridge, Minnesota, approves the variance request to allow Menard, Inc. to construct a drive lane and a three (3) foot poured concrete wall zero (0) feet from the west side yard as long as the condition listed above can be met.

Adopted by the Cambridge City Council  
this 6th day of April 2020.

---

James Godfrey, Mayor

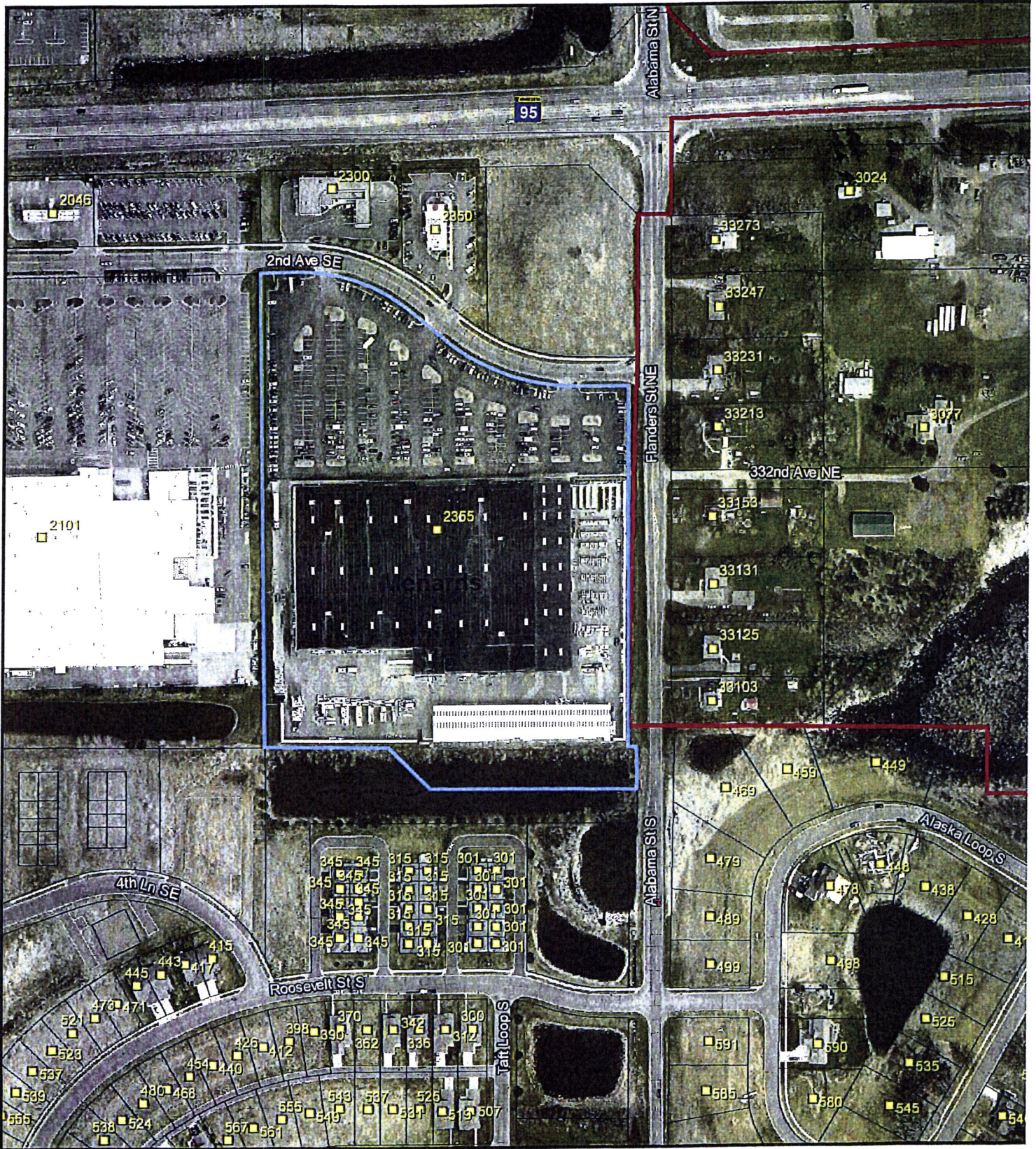
ATTEST:

---

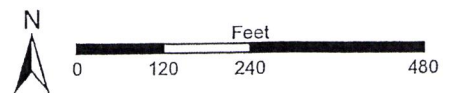
Linda J. Woulfe, City Administrator



# Variance Request Menard, Inc.



A request by Menard, Inc. for a variance to construct a drive lane and self-serve kiosk pedestal up to the west property line where a 5' setback is required.





# MENARD, INC.

February 11, 2020

**RE: Menards Variance Application**

Dear Ms. Westover,

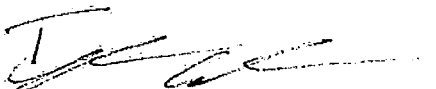
Menard, Inc. is submitting a setback variance application for the Cambridge Menards store. Over the past year Menards has been adding another entrance lane to the yard gate at all store locations across the country. This new entrance lane will be an automated entrance lane for guests with an online order. The guest can scan the barcode from their order at this lane and enter the yard to pick up their order at the designated pickup area without waiting for the gate guard to let them in. This program and expansion will ensure Menards can offer the best possible service to guests and compete with the online shopping trends.

The site plan included with this application shows the additional lane on the west side of the existing gate. An additional 19'6" of drive lane will be added west of the existing curb line and that will lead vehicles into the new lane. That lane would continue into the yard and then taper back to meet the existing fence line. All of the new additions are shown in red on the site plan. The limited setback to the property line means that only the scanning pedestal shown in the attached photos will be added to the property. The existing gate guard shack and gate arms will remain in place.

Unfortunately Menards does not have a lot of extra room at this store location for the expansion so we are using the remaining space between our store and the property line. The variance being requested is for a zero lot line setback. Menards would construct a wall straight down from the new lane so the property owned by Walmart is not disturbed. Menards has discussed the stormwater with the city engineer and come to a resolution that this project would not negatively impact the neighboring property owner. The project is set back over 600' from the frontage road so there would not be any impact to the general public. This project is very unique to the Menards property as there are no other retailers that have a lumber yard or gate like Menards and if there was a way to proceed without requesting a variance Menards would do that but after a lot of consideration this is the only viable option.

Menards appreciates the consideration of the request and the investment in our store location. If there are any questions on the project please let me know. Thank you.

Sincerely,  
**Menard, Inc.**



Tyler Edwards

Real Estate Representative

Menard, Inc. 5101 Menard Drive Eau Claire, WI 54703

O: 715.876.2143 C: 715.579.6699 [tedwards@menard-inc.com](mailto:tedwards@menard-inc.com)









**Online & Special Orders**  
go to  
**Order Pickup**

For all other purchases, follow the product category signs to load up your items

PLEASE RECYCLE PALLETS HERE



to load up  
your items

NO  
SMOKING  
NO  
OPEN FLAMES  
NO  
CIGARETTES  
NO  
CANNON  
SHOTS

NO  
SMOKING  
NO  
OPEN FLAMES  
NO  
CIGARETTES  
NO  
CANNON  
SHOTS

SKIDATA





## 4F

### Finance Department Report

#### Call for Sale of General Obligation Bonds, Series 2020A 4/6/2020

Author: Caroline Moe, Director of Finance

#### Sale of Bonds for 2020 General Obligation Bonds

According to the City's long range plan, we recommend a call for a sale of no more than \$6,000,000 of bonds on May 4, 2020 to finance the 2020 Street Improvements including the utility infrastructure replacement that will be repaid by utility funds as well as to complete the financing for the library acquisition. The size of the bond issue will be adjusted when actual bids are known.

The repayment sources for the bonds include the following:

- Local option sales tax for 2020 street project portion as well as library acquisition;
- Water, sewer, and storm utility revenues as previously considered by our utility rate model;
- Assessments from property owners in the area as detailed in the assessment roll adopted by Council in October 2019; and
- If for any reason, the sources listed above are not available to satisfy the bonds, the City will be required to use its full faith, credit and taxation powers (i.e. property taxes) to generate funds for repayment of the bonds.

Due to the uncertainty in the world at this time to the Covid-19 pandemic, I have had extensive communication with Nick Anhut, our bond consultant at Ehlers. Council should be aware of the following:

1. If for any reason project bids are rejected, the bond issue will be cancelled. If the bond issue is cancelled, we will use cash on hand along with previously issued library bond proceeds to complete the library acquisition.
2. If the project bids are accepted but on the proposed date of the bond issue interest rates are unexpectedly and unreasonably high, the bond sale could be temporarily postponed until a point in time when market conditions are more favorable. The City has adequate cash flow to temporarily finance the project, if needed, due to unexpected bond market conditions. The City would also be able to consider private placement of bonds with a bank if bond market conditions were unstable for a significant amount of time.

At this time, our bond advisor is recommending that we continue with our plans to call for the sale of bonds as we have a great need to complete the 2020 street project as well as the needs to satisfy the financial obligation of the library acquisition.

#### Council Action

Approve Resolution R20-026 to call for the sale of the 2020 General Obligation Bonds to fund the 2020 Street Project and the remainder of the library financing.

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$6,000,000 General Obligation Bonds, Series 2020A**

- A. WHEREAS, the City Council of the City of Cambridge, Minnesota has heretofore determined that it is necessary and expedient to issue the City's General Obligation Bonds, Series 2020A in the estimated amount of \$6,000,000 (the "Bonds"), to finance the construction and associated financing costs of the City's 2020 Street Improvement Project and completion of the Cambridge Public Library and East Central Regional Library Headquarters project in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cambridge, Minnesota, as follows:

- 1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
- 2. Meeting; Proposal Opening. The City Council shall meet at 3:30 p.m. on May 4, 2020, for the purpose of considering proposals for and awarding the sale of the Bonds.
- 3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Adopted this 16th day of March, 2020.

\_\_\_\_\_  
James Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Linda J. Woulfe, City Administrator

April 6, 2020

Pre-Sale Report for

City of Cambridge, Minnesota

\$5,955,000 General Obligation Bonds, Series 2020A



**Prepared by:**

Nick Anhut, CIPMA  
Senior Municipal Advisor

And

Shelly Eldridge, CIPMA  
Senior Municipal Advisor

## Executive Summary of Proposed Debt

Proposed Issue:	\$5,955,000 General Obligation Bonds, Series 2020A (the “Bonds”)
Purposes:	<p>The proposed issue includes tax-exempt, fixed-rate financing for the City’s \$6.8 million 2020 Street Improvement Project and completion of the Cambridge Public Library. The City will utilize Municipal State Aid funds and other City cash to offset eligible project expenditures. Inclusive of estimated issuance costs, the anticipated bonding amount and repayment structures are as follows:</p> <ul style="list-style-type: none"> <li>• \$415,000 2020 Street Project Improvement portion. Debt service will be paid from special assessments collections and backed by a property tax levy from 2021 to 2030.</li> <li>• \$2,770,000 Sales Tax – 2020 Street Project portion. Debt service will be paid from sales tax collections from 2020 to 2029.</li> <li>• \$725,000 Sales Tax – Library portion. Debt service is structured to layer on top of the payments scheduled for the City’s 2019B Bonds paid from sales tax collections from 2020 to 2039.</li> <li>• \$515,000 2020 Street Project Sewer portion. Debt service will be paid from sewer utility revenues collected from 2021 to 2030.</li> <li>• \$1,035,000 2020 Street Project Storm portion. Debt service will be paid from stormwater utility revenues collected from 2021 to 2030.</li> <li>• \$495,000 2020 Street Project Water portion. Debt service will be paid from water utility revenues collected from 2021 to 2030.</li> </ul>
Authority:	<p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged. The Bonds are being issued pursuant to Minnesota Statutes, Chapters:</p> <ul style="list-style-type: none"> <li>• 429 – Improvement portion. Because the City is assessing at least 20% of this portion’s bonded project costs, they can be a general obligation without a referendum and will not count against the City’s debt limit.</li> <li>• 444 – Sewer, Storm and Water portions. Chapter 444 allows cities to issue general obligation debt without limitation as long as debt service is expected to be paid from utility revenues.</li> <li>• MN Laws 1<sup>st</sup> Special Session, Ch. 6, Art. 6, Sec. 15 – City’s sales tax legislation authorizing general obligation bonds not subject to the debt limit in order to fund up to \$8 million for the Library project, \$2.7 million for the 2020 Street Improvement Project, and associated bonding costs.</li> <li>• 475 – General bonding authority.</li> </ul>
Term/Call Feature:	<p>The Bonds are being issued for a term of 19 years, 9 months. Principal on the Bonds will be due on February 1 in the years 2021 through 2040. Interest is payable every six months beginning February 1, 2021.</p> <p>The Bonds will be offered with a call provision allowing prepayment at the discretion of the City on February 1, 2029 or any date thereafter.</p>

Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	<p>The City’s most recent bond issues were rated by Standard &amp; Poor’s. The current ratings on those bonds are “AA.” The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>
Method of Sale/Placement:	<p>We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce the final borrowing amount.</p>
Premium Pricing:	<p>In many recent cases during times of low yields, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, requiring a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium as additional project proceeds to the City.</p> <p>Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing. For this issue of Bonds we have been directed to use the net premium to fund the desired net proceeds for the Street and Library project. The resulting adjustments may reduce the final principal amount necessary and slightly change the calculated true interest cost of the issue, either up or down.</p>
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities as they arise.
Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.



<p>Arbitrage Monitoring:</p>	<p>Because the Bonds will be tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction and debt service funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the Signature, No-Litigation, Arbitrage Certificate and Purchase Price Receipt prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or contract with Ehlers to assist you.</p>
<p>Risk Factors:</p>	<p><b>Special Assessments:</b> The Bonds sizing assumes the City will levy \$402,872 in special assessments starting in 2021. If the City receives a significant amount of pre-paid assessments or does not assess the full amount, it may need to utilize a levy to make up for lower than expected assessment revenues.</p> <p><b>Sales Tax Revenue:</b> A portion of the debt is being paid with sales tax revenue. It should be noted that the amount of revenue is estimated at this time and the actual amount of sales tax revenue that will be available in the future is subject to legislative changes, economic conditions, commercial/retail businesses subject to the tax and actual annual sales subject to the sales tax. If sales tax revenue is inadequate and other funding sources are not available, the City may have to levy property taxes to pay debt service on the bonds.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. Fees charged by these service providers will be paid from proceeds of the Bonds, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Counsel:</b> Dorsey &amp; Whitney LLP  <b>Paying Agent:</b> Bond Trust Services Corporation  <b>Rating Agency:</b> Standard &amp; Poor's Global Ratings (S&amp;P)</p>
<p>Basis for Recommendation:</p>	<p>Based on the City's objectives, our advisory relationship and characteristics of various municipal financing options, we are recommending the issuance of General Obligation Bonds as a suitable option to finance the 2020 Street Improvement and Library projects.</p> <ul style="list-style-type: none"> <li>• The issuance is consistent with the City's practices for financing capital projects and is structured to fit within its long-term financial plan and revenue projections.</li> <li>• General Obligation pledge will result in lower interest rates than most other financing options.</li> <li>• The expectation this form of financing will also meet the City's objectives for term, structure and optional redemption.</li> <li>• The method of sale process identified herein complies with the City's Debt Management Policy as well as best practices endorsed by the Government Finance Officers Association (GFOA).</li> </ul>

<b>Summary:</b>	<p>The decisions to be made by the City Council are as follows:</p> <ul style="list-style-type: none"> <li>• Accept or modify the finance assumptions described in this report</li> <li>• Consider adopting the resolution attached to this report.</li> </ul>
-----------------	--

This presale report summarizes our understanding of the City’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City’s objectives.

### Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	April 6, 2020
Due Diligence Call to review the Preliminary Official Statement:	Week of April 20 <sup>th</sup>
Conference with Rating Agency:	Week of April 20 <sup>th</sup>
Distribute Official Statement:	Estimated for April 22, 2020
City Council Meeting to Award Sale of the Bonds:	May 4, 2020
Estimated Closing Date:	May 28, 2020

### Attachments

- Estimated Sources and Uses of Funds
- Estimated Proposed Debt Service Schedule
- Resolution Authorizing Ehlers to Proceed With Bonds Sale

### Ehlers Contacts

Municipal Advisors:	Nick Anhut	(651) 697-8507
	Shelly Eldridge	(651) 697-8504
Disclosure Coordinator:	Emily Wilkie	(651) 697-8588
Financial Analyst:	Alicia Gage	(651) 697-8551

The Preliminary Official Statement for this financing will be sent to the City Council at their home or email address for review prior to the sale date.

# City of Cambridge, Minnesota

\$5,955,000 General Obligation Bonds, Series 2020A

Issue Summary

Assumes Current Market BQ AA Rates plus 20bps

## Total Issue Sources And Uses

Dated 05/28/2020 | Delivered 05/28/2020

	Sales Tax - Library	Sales Tax - Streets	Improvement	Sewer	Water	Storm	Issue Summary
<b>Sources Of Funds</b>							
Par Amount of Bonds	\$725,000.00	\$2,770,000.00	\$415,000.00	\$515,000.00	\$495,000.00	\$1,035,000.00	\$5,955,000.00
<b>Total Sources</b>	<b>\$725,000.00</b>	<b>\$2,770,000.00</b>	<b>\$415,000.00</b>	<b>\$515,000.00</b>	<b>\$495,000.00</b>	<b>\$1,035,000.00</b>	<b>\$5,955,000.00</b>
<b>Uses Of Funds</b>							
Total Underwriter's Discount (1.200%)	8,700.00	33,240.00	4,980.00	6,180.00	5,940.00	12,420.00	71,460.00
Costs of Issuance	9,009.22	34,421.51	5,157.02	6,399.66	6,151.13	12,861.46	74,000.00
Deposit to Capitalized Interest (CIF) Fund	-	-	5,081.06	-	-	-	5,081.06
Deposit to Project Construction Fund	705,869.00	2,700,000.00	402,872.00	500,333.00	481,432.00	1,009,469.00	5,799,975.00
Rounding Amount	1,421.78	2,338.49	(3,090.08)	2,087.34	1,476.87	249.54	4,483.94
<b>Total Uses</b>	<b>\$725,000.00</b>	<b>\$2,770,000.00</b>	<b>\$415,000.00</b>	<b>\$515,000.00</b>	<b>\$495,000.00</b>	<b>\$1,035,000.00</b>	<b>\$5,955,000.00</b>

P105

# City of Cambridge, Minnesota

\$5,955,000 General Obligation Bonds, Series 2020A

Issue Summary

Assumes Current Market BQ AA Rates plus 20bps

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessments	Sales Tax Rev	Sewer Rev	Water Rev	Storm Rev	Levy/ (Surplus)
02/01/2021	305,000.00	1.450%	73,193.63	378,193.63	(5,081.06)	373,112.57	391,768.20	-	365,464.71	6,614.41	6,378.75	13,310.33	(0.00)
02/01/2022	520,000.00	1.500%	104,012.50	624,012.50	-	624,012.50	655,213.13	47,470.23	366,841.13	62,299.13	56,700.00	119,469.00	2,433.65
02/01/2023	530,000.00	1.550%	96,212.50	626,212.50	-	626,212.50	657,523.13	47,470.24	367,523.63	61,511.63	55,991.25	123,222.75	1,803.64
02/01/2024	535,000.00	1.600%	87,997.50	622,997.50	-	622,997.50	654,147.38	47,470.23	367,972.50	60,697.88	55,258.88	121,595.25	1,152.65
02/01/2025	540,000.00	1.700%	79,437.50	619,437.50	-	619,437.50	650,409.38	47,470.22	362,932.50	59,857.88	59,752.88	119,915.25	480.66
02/01/2026	550,000.00	1.750%	70,257.50	620,257.50	-	620,257.50	651,270.38	47,470.23	368,077.50	58,965.38	58,860.38	118,130.25	(233.35)
02/01/2027	560,000.00	1.850%	60,632.50	620,632.50	-	620,632.50	651,664.13	47,470.24	367,631.25	58,046.63	57,941.63	121,542.75	(968.36)
02/01/2028	565,000.00	1.950%	50,272.50	615,272.50	-	615,272.50	646,036.13	47,470.23	366,762.38	57,075.38	56,970.38	119,503.13	(1,745.35)
02/01/2029	590,000.00	2.000%	39,255.00	629,255.00	-	629,255.00	660,717.75	47,470.22	370,710.38	61,301.63	55,946.63	122,603.25	2,685.66
02/01/2030	600,000.00	2.050%	27,455.00	627,455.00	-	627,455.00	658,827.75	47,470.23	369,030.38	60,146.63	60,146.63	120,293.25	1,740.65
02/01/2031	300,000.00	2.100%	15,155.00	315,155.00	-	315,155.00	330,912.75	47,470.22	46,819.50	58,962.75	58,962.75	117,925.50	772.03
02/01/2032	35,000.00	2.250%	8,855.00	43,855.00	-	43,855.00	46,047.75	-	46,047.75	-	-	-	-
02/01/2033	35,000.00	2.300%	8,067.50	43,067.50	-	43,067.50	45,220.88	-	45,220.88	-	-	-	-
02/01/2034	40,000.00	2.350%	7,262.50	47,262.50	-	47,262.50	49,625.63	-	49,625.63	-	-	-	-
02/01/2035	40,000.00	2.400%	6,322.50	46,322.50	-	46,322.50	48,638.63	-	48,638.63	-	-	-	-
02/01/2036	40,000.00	2.450%	5,362.50	45,362.50	-	45,362.50	47,630.63	-	47,630.63	-	-	-	-
02/01/2037	40,000.00	2.500%	4,382.50	44,382.50	-	44,382.50	46,601.63	-	46,601.63	-	-	-	-
02/01/2038	40,000.00	2.550%	3,382.50	43,382.50	-	43,382.50	45,551.63	-	45,551.63	-	-	-	-
02/01/2039	45,000.00	2.600%	2,362.50	47,362.50	-	47,362.50	49,730.63	-	49,730.63	-	-	-	-
02/01/2040	45,000.00	2.650%	1,192.50	46,192.50	-	46,192.50	48,502.13	-	48,502.13	-	-	-	-
<b>Total</b>	<b>\$5,955,000.00</b>	<b>-</b>	<b>\$751,071.13</b>	<b>\$6,706,071.13</b>	<b>(5,081.06)</b>	<b>\$6,700,990.07</b>	<b>\$7,036,039.57</b>	<b>\$474,702.29</b>	<b>\$4,147,315.34</b>	<b>\$605,479.29</b>	<b>\$582,910.13</b>	<b>\$1,217,510.70</b>	<b>\$8,121.84</b>

### Significant Dates

Dated	5/28/2020
First Coupon Date	2/01/2021

### Yield Statistics

Bond Year Dollars	\$38,019.63
Average Life	6.384 Years
Average Coupon	1.9754827%
Net Interest Cost (NIC)	2.1634383%
True Interest Cost (TIC)	2.1706447%
Bond Yield for Arbitrage Purposes	1.9648242%
All Inclusive Cost (AIC)	2.3876878%

Series 2020A GO Bonds - P | Issue Summary | 3/30/2020 | 8:20 AM



# City of Cambridge, Minnesota

\$402,872 General Obligation Bonds, Series 2020A

Assessments

1.0% over TIC - Equal P&I

## Assessments

Date	Principal	Coupon	Interest	Total P+I
12/31/2021	34,981.20	3.100%	12,489.03	47,470.23
12/31/2022	36,065.62	3.100%	11,404.62	47,470.24
12/31/2023	37,183.65	3.100%	10,286.58	47,470.23
12/31/2024	38,336.34	3.100%	9,133.88	47,470.22
12/31/2025	39,524.77	3.100%	7,945.46	47,470.23
12/31/2026	40,750.04	3.100%	6,720.20	47,470.24
12/31/2027	42,013.29	3.100%	5,456.94	47,470.23
12/31/2028	43,315.70	3.100%	4,154.52	47,470.22
12/31/2029	44,658.49	3.100%	2,811.74	47,470.23
12/31/2030	46,042.90	3.100%	1,427.32	47,470.22
<b>Total</b>	<b>\$402,872.00</b>	<b>-</b>	<b>\$71,830.29</b>	<b>\$474,702.29</b>

## Significant Dates

Filing Date	1/01/2021
First Payment Date	12/31/2021

Prepared by: Bobbi Mix Liquor store manager

**4G Temporary part-time help**

Due to the Covid19 virus I would like to hire the following: Jessica Hefner  
Kellen Weibel  
Kalli Beaulieu

We have two employees who are in high risk categories and should not work at this time. Therefore, in order to have a safe environment in the store for our employees and customers I would like them to clean, sanitize, stock shelves and do whatever else is necessary to keep our store running efficiently. These employees started working in March under the 60-day authorization for temporary employees.

If we need to keep them longer, I will bring it back to City Council. Wage \$12.85 hour.

**4H Full time hire transitioning to Assistant Liquor Store Manager upon Bernie Audette's retiring**

On Sunday, March 30 Todd Schwab and I participated in interviews for the Assistant Liquor Store Manager. Two employees signed the posting – Brent Fangmeier and Amy Williams.

Based upon the interviews and past work experience, I would like to hire Brent Fangmeier as a full time Assistant Liquor Store Manager Trainee effective April 13, 2020. He will be working under myself, Bernie and Skeeter training for Assistant Manager.

We need the extra help at this time due to one employee out on leave for the next 3 months. He will also need to spend a lot of time learning to put in invoices as a back-up to Skeeter. This will make the transition to Assistant manager this fall go smoothly. He will be full-time at his current hourly wage with benefits until Bernie retires and then he will get Assistant Manager pay.

**Recommendation**

Approve hiring recommendations.

---

---

PROCLAMATION BY THE MAYOR OF CAMBRIDGE  
CAMBRIDGE COMMUNITY-WIDE READ  
APRIL 6 – MAY 7, 2020

A PROCLAMATION by the Mayor, of the City of Cambridge, Minnesota, declaring the months of April–May 2020 to be the Cambridge Community–Wide Read.

WHEREAS, reading for enjoyment and enlightenment can enrich the lives of individuals; and

WHEREAS, reading is a cornerstone of education for people of all ages; and

WHEREAS, a community-wide reading event can encourage the love of reading and the growth of understanding; and

WHEREAS, such a program can bring people of diverse backgrounds and viewpoints together, through the shared experience of reading, discussing, and exploring the same book; and

WHEREAS, *Alone at the Top – Climbing Denali in the Dead of Winter* has been selected as the book for the 2020 Cambridge Community–Wide Read, now in its 13<sup>th</sup> year, and encourages area residents to come together through the reading and discussion of this book.

NOW, THEREFORE, be it resolved that I, James A. Godfrey, Mayor of the City of Cambridge, Minnesota, hereby proclaims April 6 –May 7, 2020, to be the

CITY OF CAMBRIDGE COMMUNITY WIDE READ PROGRAM  
“One Book, One Community, Enrichment of All”

For the City of Cambridge and urge all citizens and members of the surrounding communities to become involved by reading *Alone at the Top* and participating in any or all activities related to the program.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Cambridge, Minnesota, to be affixed this the 6<sup>th</sup> day of April, 2020.

---

James A. Godfrey, Mayor

Prepared by: Lucas Milz, Airport Manager

**Background:** The Cambridge Airport is scheduled to rebuild the parallel taxiway at the airport in 2020. Short Elliot Hendrickson Inc. has prepared the included plans. The base work includes removal and repaving current taxiway, a 40' shift of the taxiway to the east to provide the required 240' of separation between the centerlines of the runway and taxiway, and shifting one taxiway to runway access to the north. Also included will be alternate bids for widening the pavement from the proposed 25' to 35' and LED lighting on the edge of the pavement on the taxiway.

Engineer's estimates for the base work is \$475,000, LED alternate bid for \$150,000 and taxiway widening from 25' to 35' alternate for \$90,000.

The base work and the LED alternate are eligible for FAA funding at 90%, MN Dot funding at 5% and a 5% local share. The widening is MN Dot eligible at 70% and 30 % local.

Local share estimated costs are;

Taxiway Base-	\$23,750
LED alternate-	\$7,500
Pavement widening alternate-	\$27,000

We are scheduled to advertise for bids on April 7 and open bids on April 23.

**Attachments:**

Resolution R20-027  
Taxiway layout plans from S.E.H.

**Recommendation:**

Approve plans as presented from S.E.H.



**RESOLUTION NO. R20-027**

*Resolution to Approve Plans for the Cambridge Municipal Airport  
Taxiway Reconstruction Project*

**WHEREAS**, Short Elliot Hendrickson Inc. has prepared plans for the reconstruction of the taxiway at the Cambridge Municipal Airport.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Cambridge, Minnesota, that the construction plans are approved as presented.

Adopted this 6th day of April, 2020.

---

James Godfrey, Mayor

ATTEST:

---

Linda J. Woulfe, City Administrator

Cambridge Municipal Airport

---

# 2020 Taxiway A Relocation

---

Cambridge, MN



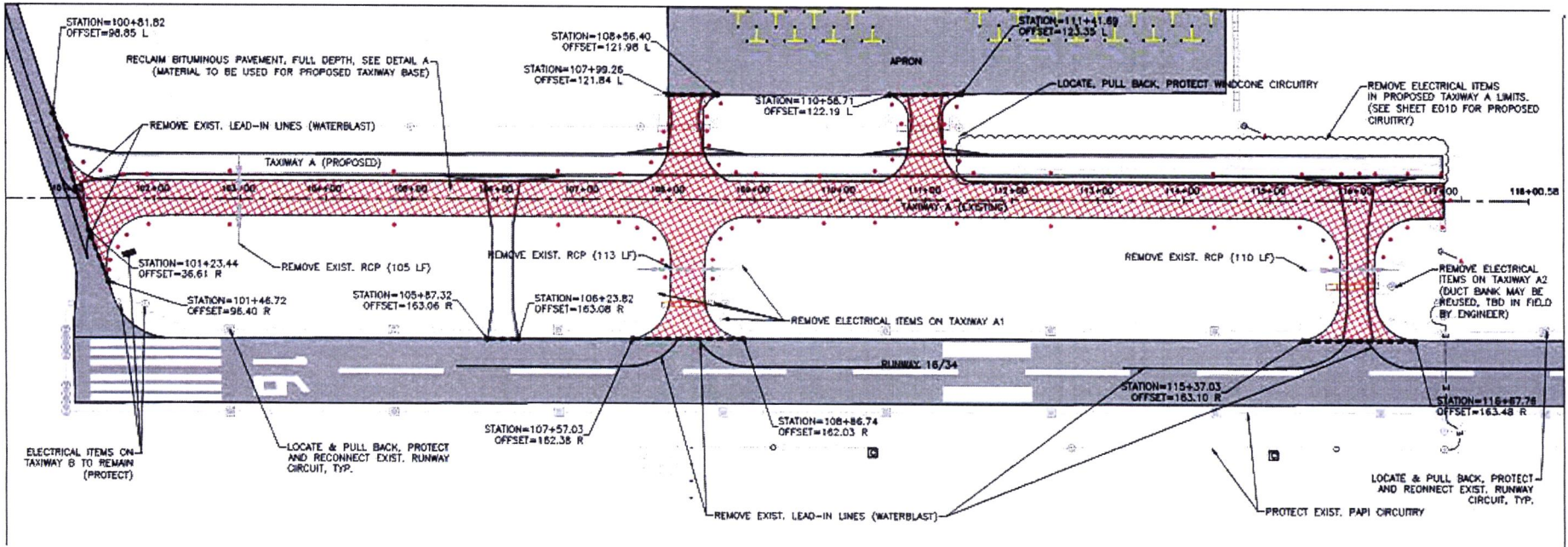
# Design Criteria

- Relocation Taxiway 40' east
  - Required separation from runway to taxiway centerline is 240'
  - Current separation is only 200'
- Design Aircraft – King Air 90
- Taxiway Design Group – TDG 1A
- Taxiway Width
  - 25' in straight sections
  - Pavement widens at turns (fillets)

# Demo Plan

- Reclaim existing pavement, taxiway and connectors.
  - Reclaim material will be used as aggregate base for new taxiway.
- Remove and replace culverts.
- Remove reflective markers.

P114





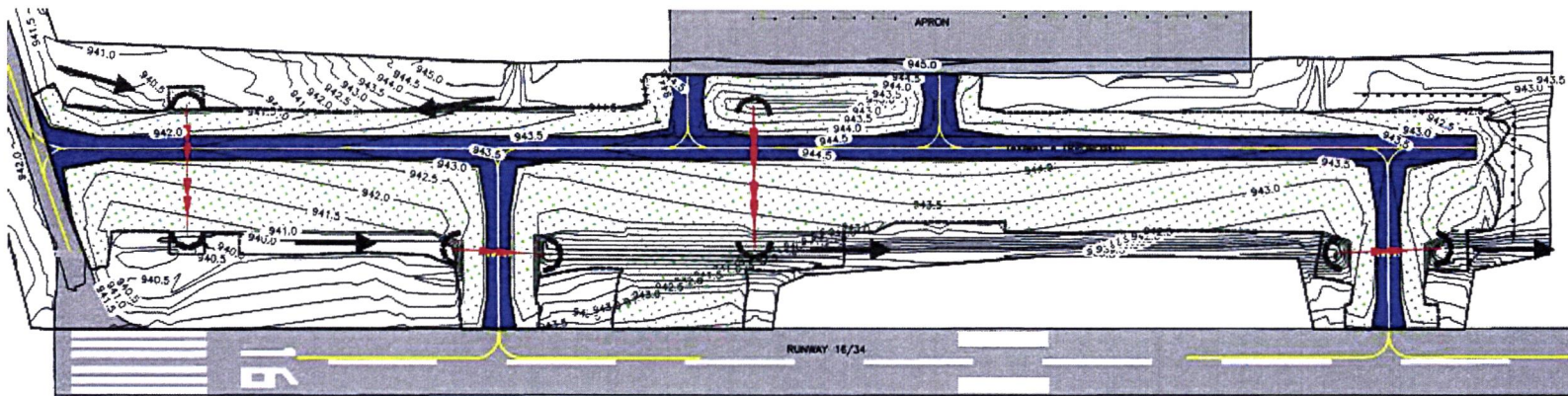
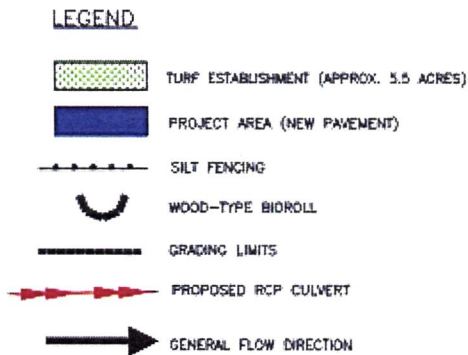
# Pavement Patch

- Replace existing patch at the intersection of Txy A & B.
  - Sawcut and remove the existing pavement.
  - Prepare and compact existing aggregate base.
  - Install new full depth bituminous patch.



# Grading & Erosion Control Plan

- General drainage pattern unchanged, flow direction is west then south.
- Existing culverts will be replaced with new concrete culverts.
- Grading will include necessary areas for new taxiway and maintaining drainage from existing taxiway.



P116

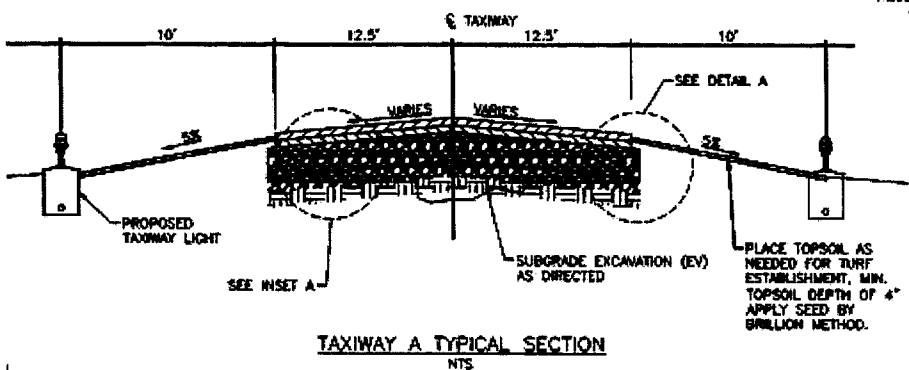
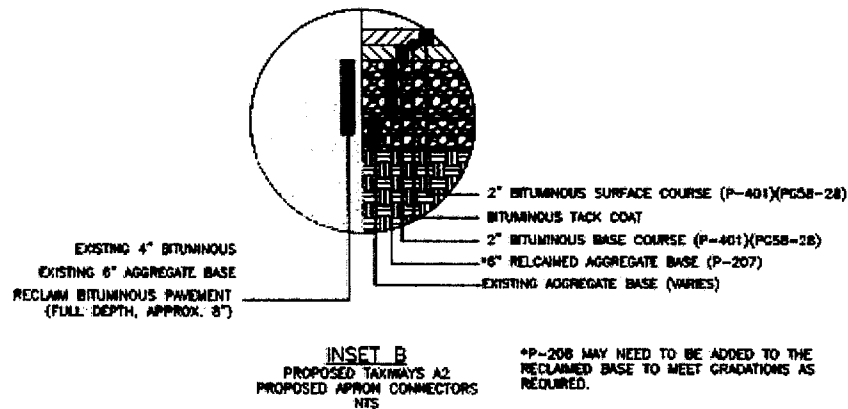
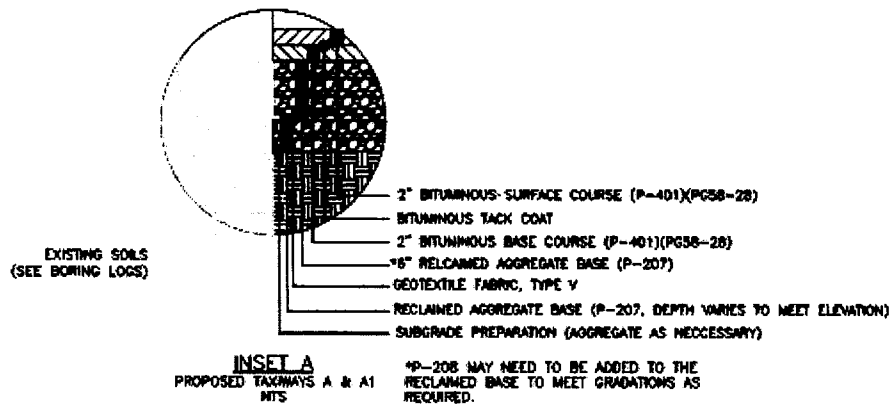




# Typical Section

## Proposed Materials:

- 4" Bituminous Pavement (P-401)
- 6" Reclaimed Aggregate Base (P-207)
- Geotextile Fabric
- Existing subgrade

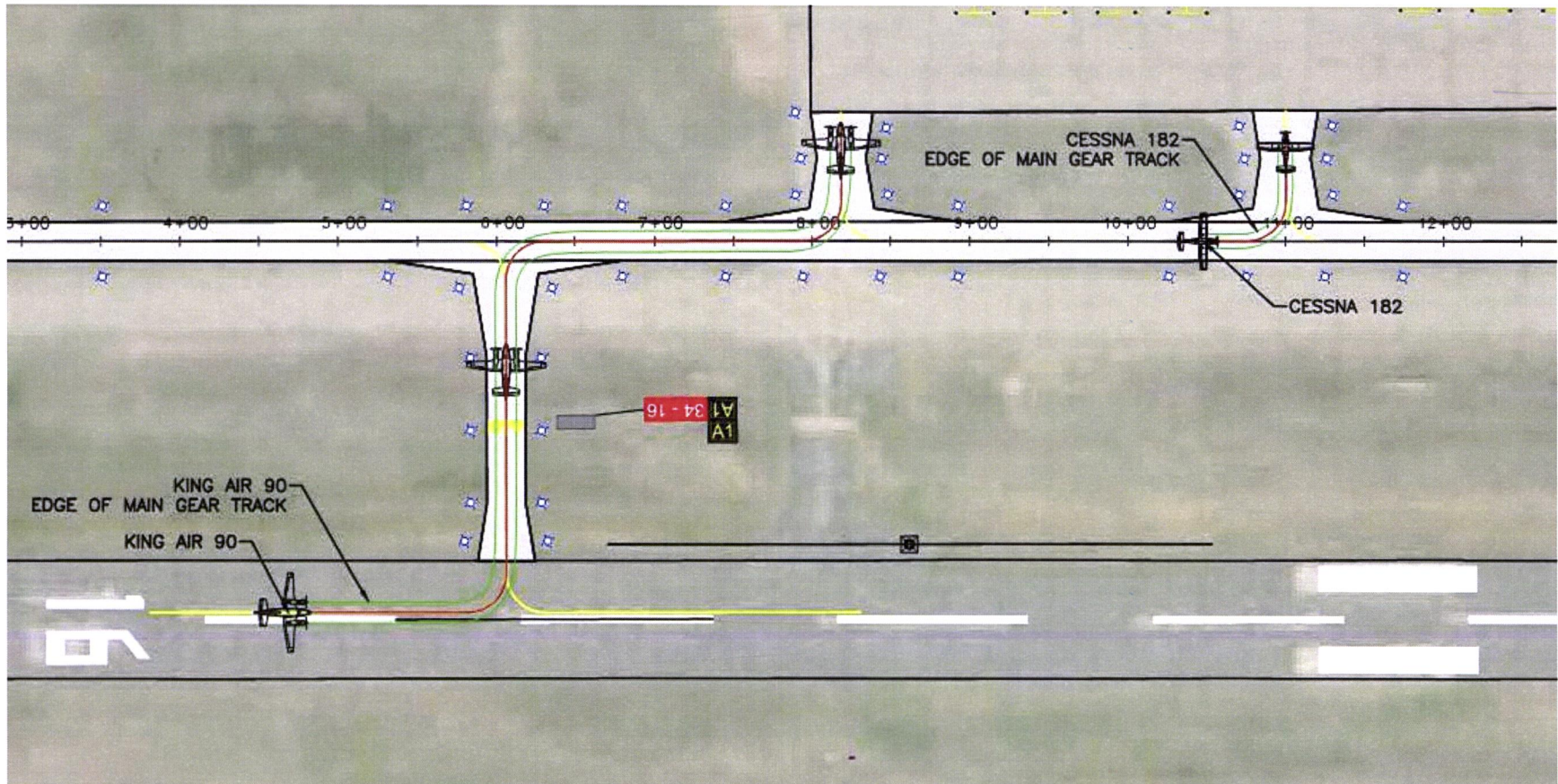


P117



# AviPlan Example

- Taxiing movement of a King Air 90 (design aircraft) and Cessna 182

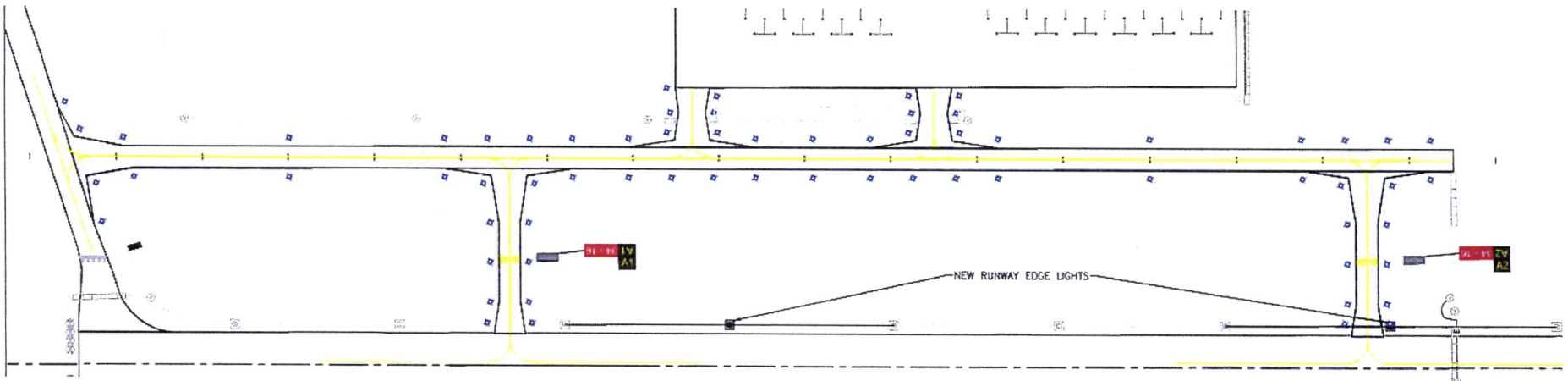




# Pavement Marking & Electrical Plan

- Pavement markings will be installed after paving is complete.
- Runway hold position signs will be replaced with new signs.
- Retroreflective markers will be included in base bid.
- LED taxiway edge lights will be an alternate bid item.


P119




# Phasing Plan

 PHASE 1 TAXIWAY RECONSTRUCTION

 PHASE 1 REMOVALS

 PHASE 2 TAXIWAY RECONSTRUCTION

 PHASE 2 REMOVALS

 PHASE 3 TAXIWAY RECONSTRUCTION

 PHASE 3 REMOVALS

## PHASE 1 NOTES:

1. PHASE 1 WILL BE LIMITED TO 13 CALENDAR DAYS.
2. RUNWAY 16/34 WILL BE OPEN, AND ACCESSIBLE VIA THE EXISTING SOUTH HALF OF TAXIWAY A.
3. THE NORTH HALF OF TAXIWAY A WILL BE CLOSED.

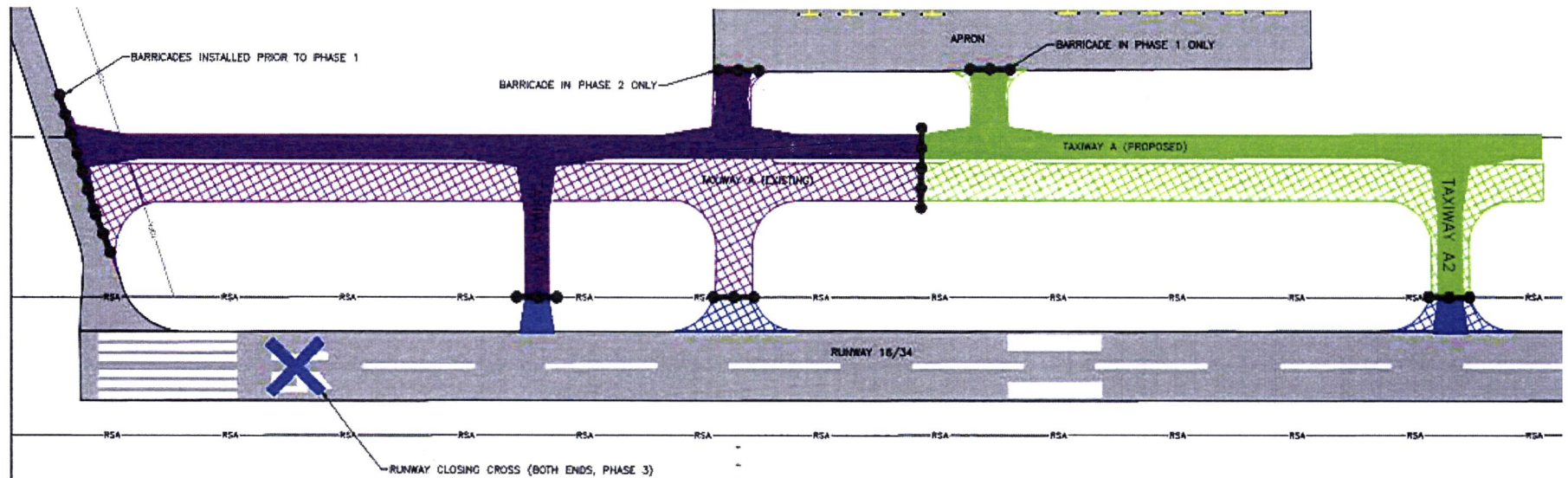
## PHASE 2 NOTES:

1. PHASE 2 WILL BE LIMITED TO 13 CALENDAR DAYS.
2. RUNWAY 16/34 WILL BE OPEN AND ACCESSIBLE VIA THE NORTH HALF OF THE NEW TAXIWAY A.
3. THE SOUTH HALF OF TAXIWAY A WILL BE CLOSED.

## PHASE 3 NOTES:

1. PHASE 3 WILL BE LIMITED TO 6 CALENDAR DAYS.
2. TAXIWAY A, TAXIWAY B, AND RUNWAY 16/34 WILL BE CLOSED.

P120



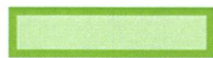
# Project Budget

- CIP Budget
  - \$575,000 – includes construction and engineering
- Construction Estimate
  - \$475,000 – Base Bid
    - 90% FAA, 5% State, 5% Local
  - \$90,000 – Alternate 1 – 35' Taxiway
    - 70% State, 30% Local
  - \$150,000 – Alternate 2 – LED Edge Lighting
    - 90% FAA, 5% State, 5% Local

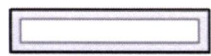


# 35' Taxiway – Alternate 1

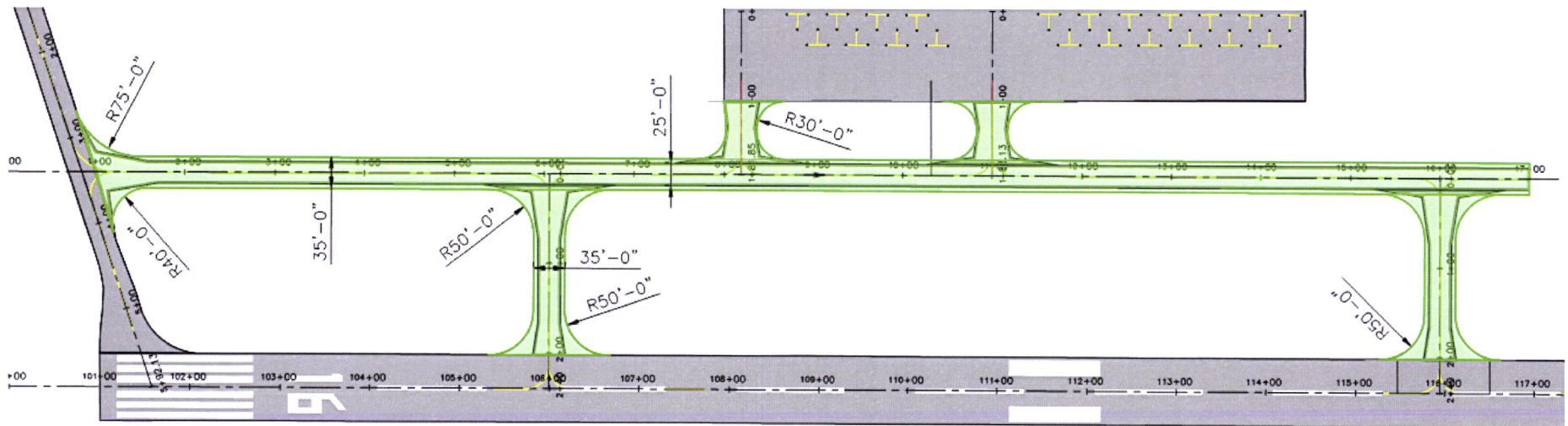
## LEGEND



PROPOSED TAXIWAY (35' ALTERNATIVE)



PROPOSED TAXIWAY (25' ALTERNATIVE, TDG1A)



## 6B Approve First Amendment to the Loan Agreement with Ritz Machine Works USA, LLC

---

April 6, 2020

Author: Stan Gustafson, Economic Development Director

### **Request**

Staff is requesting the City Council to review the following information and approve the First Amendment to the Loan Agreement with Ritz Machine Works USA, LLC.

### **BACKGROUND**

During the March 16, 2020 Council meeting City Administrator Woulfe reviewed the City's plan for COVID 19 and in that plan. The plan included existing business loans and lease payments for tenants.

The loan payments would be deferred for 1-year with no payments, no interest and no penalties. Staff reached out to these companies and ask that they request this option in writing. There are three companies that have requested the deferment of loan payments.

Ritz Machine Works USA, LLC has a loan through our Minnesota Investment Loan Fund primarily design to assist manufacturers.

A new amortizations schedule was created by Finance Director Caroline Moe and staff drafted the loan amendment document that will need to be signed by all the appropriate parties. This provides an option for these companies to stay viable during these trying times.

### **PROPOSED ACTION**

Approve of First Amendment to the Loan Agreement with Ritz Machine Works USA, LLC, authorize the Mayor and City Administrator sign the agreements subject to final review and approval by the City Attorney to ensure the best terms for the City.

### **Attachments:**

- Email requesting modification of loan agreement
- First Amendment to the Loan Agreement
- Amortization schedule

## FIRST AMENDED AND RESTATED LOAN AGREEMENT

THIS FIRST AMENDED AND RESTATED LOAN AGREEMENT (this "Agreement") is made and entered into as of this 6th day of April, 2020, by and between the CITY OF CAMBRIDGE, MINNESOTA, (the "Developer") a public body corporate and politic under the laws of Minnesota ("City") and Ritz Machine Works USA, LLC, a MN Limited Liability Corporation (hereinafter referred to as the "Developer").

### RECITALS

WHEREAS, the City has undertaken a program to promote the development and redevelopment of properties within the City, and in this connection created a Cambridge Industrial Revolving Loan Fund; and

WHEREAS, the City is authorized to undertake certain activities to provide an impetus for development by private enterprise, to promote increased employment, and to encourage the development of blighted or underutilized areas; and

WHEREAS, the provisions of this Agreement amend, restate and terminate the provisions contained in the Cambridge Industrial Revolving Loan Fund, dated February 20, 2018, between the City and Ritz Machine Works USA, LLC, a MN Limited Liability Corporation.

WHEREAS, the principle balance of the Mortgage will remain the same of this Agreement the dates will be amended to coincide with the completion of the project. The Mortgagor shall pay to the Mortgagee the sum of Fifty Thousand 00/100 dollars (\$50,000.00), according to the terms of the promissory note of even date herewith, given by the Mortgagor to the Mortgagee (the "Note"), with first payment to begin April 21, 2021 and the final payment being due and payable on March 22, 2027 with interest at the rate of three (3%) percent per annum, and shall repay to the Mortgagee at the times and with interest as specified, all sums advanced in protecting the lien of this Mortgage, in payment of taxes of the Property, insurance premiums covering buildings thereon, principal or interest on any prior liens, expenses and attorney's fees herein provided for and sums advanced for any other purpose authorized herein, and shall keep and perform all the covenants and agreements herein contained, then this Mortgage shall be null and void, and shall be released at the Mortgagor's expense.

WHEREAS, the Original Loan Agreement, the First Loan Agreement Amendment, are collectively referred to herein as the "Prior Loan Agreement".

IN WITNESS WHEREOF, the City Council has caused this Agreement to be duly executed in its name and behalf and the Mortgagor has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

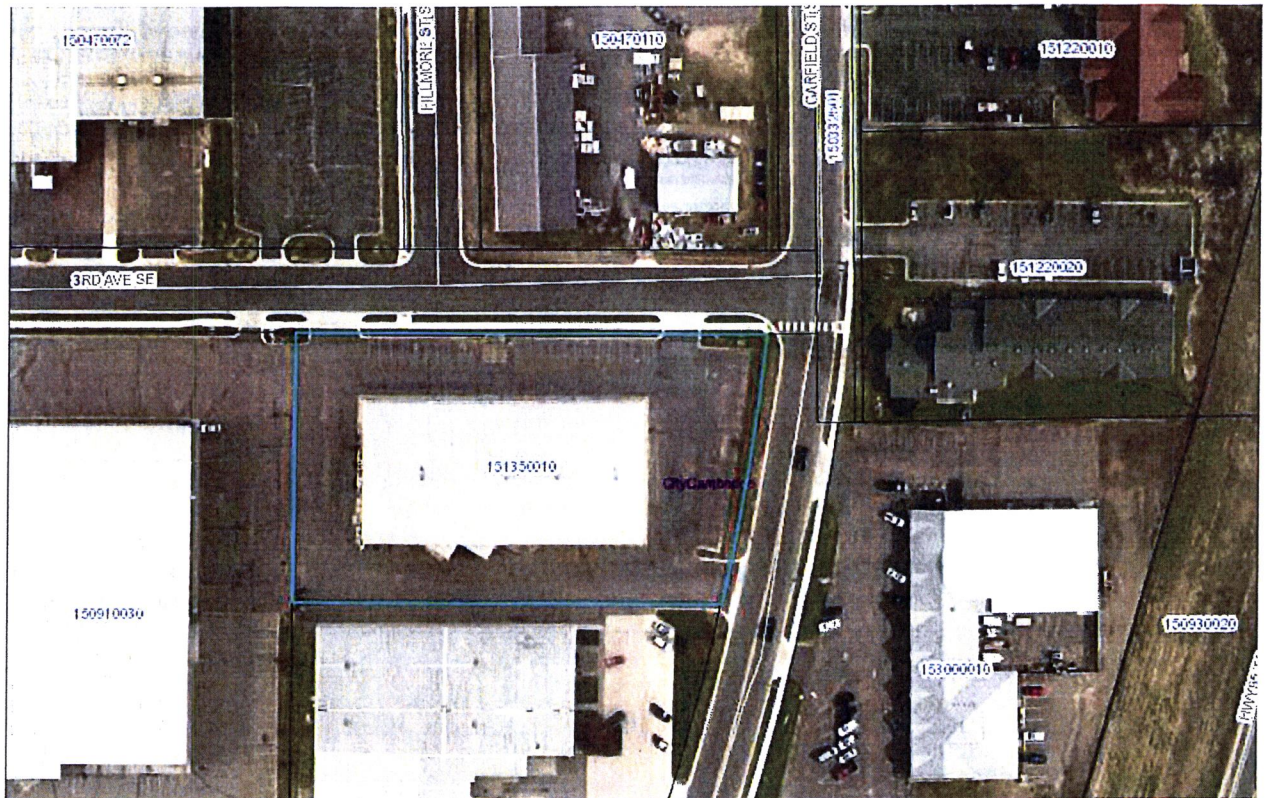




EXHIBIT A  
PROPERTY

LEGAL DESCRIPTION

Lot 1 Block 1 of Garfield Business Center





**Exhibit B**  
**Exhibit Equipment located at 315 Garfield St S, Cambridge, Mn 55008**

Equipment List

Repayable to City of Cambridge

paid

214-11501

Interest Rate 3%

214-36211

(\$706.35) Monthly Payment

	Payment	Principal	Interest	Balance	
				50000.00	
4/22/2019	125.00	0.00	125.00	50000.00	
5/22/2019	125.00	0.00	125.00	50000.00	pd \$250 on 5/21/19
6/22/2019	125.00	0.00	125.00	50000.00	pd 6/17/2019
7/22/2019	125.00	0.00	125.00	50000.00	pd 7/12/19
8/22/2019	125.00	0.00	125.00	50000.00	pd 8/9/2019
9/22/2019	125.00	0.00	125.00	50000.00	pd 9/10/19
10/22/2019	706.35	581.35	125.00	49418.65	pd 10/11/19
11/22/2019	706.35	582.80	123.55	48835.85	pd 11/20/19
12/22/2019	706.35	584.26	122.09	48251.59	pd 12/19
1/22/2020	706.35	585.72	120.63	47665.87	pd 1/20
2/22/2020	706.35	587.19	119.16	47078.68	pd 2/2020
3/22/2020	706.35	588.65	117.70	46490.03	pd 3/2020
4/22/2020	0.00	0.00	0.00	46490.03	deferral
5/22/2020	0.00	0.00	0.00	46490.03	deferral
6/22/2020	0.00	0.00	0.00	46490.03	deferral
7/22/2020	0.00	0.00	0.00	46490.03	deferral
8/22/2020	0.00	0.00	0.00	46490.03	deferral
9/22/2020	0.00	0.00	0.00	46490.03	deferral
10/22/2020	0.00	0.00	0.00	46490.03	deferral
11/22/2020	0.00	0.00	0.00	46490.03	deferral
12/22/2020	0.00	0.00	0.00	46490.03	deferral
1/22/2021	0.00	0.00	0.00	46490.03	deferral
2/22/2021	0.00	0.00	0.00	46490.03	deferral
3/22/2021	0.00	0.00	0.00	46490.03	deferral
4/22/2021	706.35	590.12	116.23	45899.91	
5/22/2021	706.35	591.60	114.75	45308.31	
6/22/2021	706.35	593.08	113.27	44715.23	
7/22/2021	706.35	594.56	111.79	44120.67	
8/22/2021	706.35	596.05	110.30	43524.62	
9/22/2021	706.35	597.54	108.81	42927.08	
10/22/2021	706.35	599.03	107.32	42328.05	
11/22/2021	706.35	600.53	105.82	41727.52	
12/22/2021	706.35	602.03	104.32	41125.49	
1/22/2022	706.35	603.54	102.81	40521.95	
2/22/2022	706.35	605.05	101.30	39916.90	
3/22/2022	706.35	606.56	99.79	39310.34	
4/22/2022	706.35	608.07	98.28	38702.27	
5/22/2022	706.35	609.59	96.76	38092.68	
6/22/2022	706.35	611.12	95.23	37481.56	
7/22/2022	706.35	612.65	93.70	36868.91	
8/22/2022	706.35	614.18	92.17	36254.73	
9/22/2022	706.35	615.71	90.64	35639.02	

10/22/2022	706.35	617.25	89.10	35021.77
11/22/2022	706.35	618.80	87.55	34402.97
12/22/2022	706.35	620.34	86.01	33782.63
1/22/2023	706.35	621.89	84.46	33160.74
2/22/2023	706.35	623.45	82.90	32537.29
3/22/2023	706.35	625.01	81.34	31912.28
4/22/2023	706.35	626.57	79.78	31285.71
5/22/2023	706.35	628.14	78.21	30657.57
6/22/2023	706.35	629.71	76.64	30027.86
7/22/2023	706.35	631.28	75.07	29396.58
8/22/2023	706.35	632.86	73.49	28763.72
9/22/2023	706.35	634.44	71.91	28129.28
10/22/2023	706.35	636.03	70.32	27493.25
11/22/2023	706.35	637.62	68.73	26855.63
12/22/2023	706.35	639.21	67.14	26216.42
1/22/2024	706.35	640.81	65.54	25575.61
2/22/2024	706.35	642.41	63.94	24933.20
3/22/2024	706.35	644.02	62.33	24289.18
4/22/2024	706.35	645.63	60.72	23643.55
5/22/2024	706.35	647.24	59.11	22996.31
6/22/2024	706.35	648.86	57.49	22347.45
7/22/2024	706.35	650.48	55.87	21696.97
8/22/2024	706.35	652.11	54.24	21044.86
9/22/2024	706.35	653.74	52.61	20391.12
10/22/2024	706.35	655.37	50.98	19735.75
11/22/2024	706.35	657.01	49.34	19078.74
12/22/2024	706.35	658.65	47.70	18420.09
1/22/2025	706.35	660.30	46.05	17759.79
2/22/2025	706.35	661.95	44.40	17097.84
3/22/2025	706.35	663.61	42.74	16434.23
4/22/2025	706.35	665.26	41.09	15768.97
5/22/2025	706.35	666.93	39.42	15102.04
6/22/2025	706.35	668.59	37.76	14433.45
7/22/2025	706.35	670.27	36.08	13763.18
8/22/2025	706.35	671.94	34.41	13091.24
9/22/2025	706.35	673.62	32.73	12417.62
10/22/2025	706.35	675.31	31.04	11742.31
11/22/2025	706.35	676.99	29.36	11065.32
12/22/2025	706.35	678.69	27.66	10386.63
1/22/2026	706.35	680.38	25.97	9706.25
2/22/2026	706.35	682.08	24.27	9024.17
3/22/2026	706.35	683.79	22.56	8340.38
4/22/2026	706.35	685.50	20.85	7654.88
5/22/2026	706.35	687.21	19.14	6967.67
6/22/2026	706.35	688.93	17.42	6278.74
7/22/2026	706.35	690.65	15.70	5588.09
8/22/2026	706.35	692.38	13.97	4895.71

	9/22/2026	706.35	694.11	12.24	4201.60
	10/22/2026	706.35	695.85	10.50	3505.75
	11/22/2026	706.35	697.59	8.76	2808.16
	12/22/2026	706.35	699.33	7.02	2108.83
	1/22/2027	706.35	701.08	5.27	1407.75
	2/22/2027	706.35	702.83	3.52	704.92
	3/22/2027	706.68	704.92	1.76	0.00
Total		55845.63	50000.00	5845.63	



## Cambridge Equipment Inventory 27/08/2018

MAKE	MODEL	SERIAL #	VALUE (USD)
Eaton Leonard	Vector	VTS5UPG860704XP0209	14,250.00
Ingersol Rand	SSPEPE25U	J7940U91F	4,200.00
Horn Machine	CNC50TBRE	171109 971B	154,775.00
CSM	CNC100MREL2-RBE	150816	200,979.53
Miller	211 MIG	MH511445N	1,175.00
Clausing	Drill Press	2284 20 531963	2,275.00
Manford	Manual Mill SP-150VSL	3417-00-624-4254	6,000.00
DoAll	Vert. Bandsaw 3618-B	153-731158	6,900.00
Eagle	Roller CPH60	20001043	12,980.00
Power Fist	9" Bandsaw	20175776	
Power Fist	9" Bandsaw	20175777	
Huth	1674V	1148	8,801.00
Garboli	LPC 160	10812	15,890.00
Miller	212 MIG	MJ040175N	1,948.75
Lincoln	225 TIG	U1180604583	1,387.50
Lincoln	225 TIG	U1180203385	1,387.50
Flexarm	Tapping Arm	14794	
Miller	211 MIG	MH511444N	1,175.00
Magakist	Water Boiler HWG40	51280	7,383.65
Magakist	Pressure washer	12621	2,125.57
HP	Pavillion PC	CNV8060FWR	
HP	Printer MFPM426FDW	PHBLL1BHQF	
Frigidaire	FR56R3Ew4	4A60212457	
HP	Pro MFPM477FNW	VNBKK9CJWV	
NEC	L466T 46" LCD MONITOR	85100725YA	
ACER	VERITON	DTVHHAA0014250236E9600	
ZEBRA	ZT230	52J174603862	
DELL	Precision 7510	5023HMZ	
HP	Pavillion PC	CNV81004Y0	
Total			443,633.50



RENTAL EQUIPMENT IN BUILDING		
HYUNDAI	20BTE-P FORKLIFT	HHKHFY03VF9999188
COMBILIFT	CB6000	38351

P132

## 6C Approve Second Amendment to the Cambridge Downtown Loan Agreement with H&J Leasing, LLC.

---

April 6, 2020

Author: Stan Gustafson, Economic Development Director

### **Request**

Staff is requesting the City Council to review the following information and approve the Second Amendment to the Cambridge Downtown Mortgage with H&J Leasing.

### **BACKGROUND**

During the March 16, 2020 Council meeting City Administrator Woulfe reviewed the City's plan for COVID 19. The plan included existing business loans and lease payments for tenants.

The loan payments would be deferred for 1-year with no payments, no interest and no penalties. Staff reached out to these companies and ask that they request this option in writing.

Erick W. Harcey and Grant M. Johnson, H&J Leasing, LLC has a loan through Cambridge Downtown Loan Fund.

A new amortizations schedule was created by Finance Director Caroline Moe and staff drafted the mortgage amendment document that will need to be signed by all the appropriate parties. This provides an option for these companies to stay viable during these trying times.

### **PROPOSED ACTION**

Approve of Second Amendment to the Cambridge Downtown Loan Fund Mortgage with Erick W. Harcey and Grant M. Johnson, H&J Leasing, LLC, authorize the Mayor and City Administrator to sign the agreement subject to final review and approval by the City Attorney to ensure the best terms for the City.

### **Attachments:**

- Letter requesting modification of loan agreement
- Second Amendment to the Mortgage Agreement
- Amortization schedule

Erick Harcey & Grant Johnson  
 Repayable to City of Cambridge  
 Interest Rate

3%

(\$282.53) Monthly Payment

	Payment	Principal	Interest	Balance	
				26712.00	
11/1/2018	282.53	215.75	66.78	26496.25	pd 1/16/19
12/1/2018	282.53	216.29	66.24	26279.96	pd 1/16/19
1/1/2019	282.53	216.83	65.70	26063.13	pd 1/16/19
2/1/2019	282.53	217.37	65.16	25845.76	pd 3/4/19
3/1/2019	282.53	217.92	64.61	25627.84	pd 3/4/19
4/1/2019	282.53	218.46	64.07	25409.38	pd 4/3/19
5/1/2019	282.53	219.01	63.52	25190.37	pd 5/1/19
6/1/2019	282.53	219.55	62.98	24970.82	pd 6/1/19
7/1/2019	282.53	220.10	62.43	24750.72	PD 7/10/19
8/1/2019	282.53	220.65	61.88	24530.07	pd 8/13/19
9/1/2019	282.53	221.20	61.33	24308.87	pd 9/5/19
10/1/2019	282.53	221.76	60.77	24087.11	pd 10/7/19
11/1/2019	282.53	222.31	60.22	23864.80	pd 11/12/19
12/1/2019	282.53	222.87	59.66	23641.93	pd 12/11/19
1/1/2020	282.53	223.43	59.10	23418.50	pd 1/7/20
2/1/2020	282.53	223.98	58.55	23194.52	pd 2/7/2020
3/1/2020	0.00			23194.52	Deferral
4/1/2020	0.00			23194.52	Deferral
5/1/2020	0.00			23194.52	Deferral
6/1/2020	0.00			23194.52	Deferral
7/1/2020	0.00			23194.52	Deferral
8/1/2020	0.00			23194.52	Deferral
9/1/2020	0.00			23194.52	Deferral
10/1/2020	0.00			23194.52	Deferral
11/1/2020	0.00			23194.52	Deferral
12/1/2020	0.00			23194.52	Deferral
1/1/2021	0.00			23194.52	Deferral
2/1/2021	0.00			23194.52	Deferral
3/1/2021	282.53	224.54	57.99	22969.98	
4/1/2021	282.53	225.11	57.42	22744.87	
5/1/2021	282.53	225.67	56.86	22519.20	
6/1/2021	282.53	226.23	56.30	22292.97	
7/1/2021	282.53	226.80	55.73	22066.17	
8/1/2021	282.53	227.36	55.17	21838.81	
9/1/2021	282.53	227.93	54.60	21610.88	
10/1/2021	282.53	228.50	54.03	21382.38	
11/1/2021	282.53	229.07	53.46	21153.31	
12/1/2021	282.53	229.65	52.88	20923.66	
1/1/2022	282.53	230.22	52.31	20693.44	
2/1/2022	282.53	230.80	51.73	20462.64	
3/1/2022	282.53	231.37	51.16	20231.27	



4/1/2022	282.53	231.95	50.58	19999.32
5/1/2022	282.53	232.53	50.00	19766.79
6/1/2022	282.53	233.11	49.42	19533.68
7/1/2022	282.53	233.70	48.83	19299.98
8/1/2022	282.53	234.28	48.25	19065.70
9/1/2022	282.53	234.87	47.66	18830.83
10/1/2022	282.53	235.45	47.08	18595.38
11/1/2022	282.53	236.04	46.49	18359.34
12/1/2022	282.53	236.63	45.90	18122.71
1/1/2023	282.53	237.22	45.31	17885.49
2/1/2023	282.53	237.82	44.71	17647.67
3/1/2023	282.53	238.41	44.12	17409.26
4/1/2023	282.53	239.01	43.52	17170.25
5/1/2023	282.53	239.60	42.93	16930.65
6/1/2023	282.53	240.20	42.33	16690.45
7/1/2023	282.53	240.80	41.73	16449.65
8/1/2023	282.53	241.41	41.12	16208.24
9/1/2023	282.53	242.01	40.52	15966.23
10/1/2023	282.53	242.61	39.92	15723.62
11/1/2023	282.53	243.22	39.31	15480.40
12/1/2023	282.53	243.83	38.70	15236.57
1/1/2024	282.53	244.44	38.09	14992.13
2/1/2024	282.53	245.05	37.48	14747.08
3/1/2024	282.53	245.66	36.87	14501.42
4/1/2024	282.53	246.28	36.25	14255.14
5/1/2024	282.53	246.89	35.64	14008.25
6/1/2024	282.53	247.51	35.02	13760.74
7/1/2024	282.53	248.13	34.40	13512.61
8/1/2024	282.53	248.75	33.78	13263.86
9/1/2024	282.53	249.37	33.16	13014.49
10/1/2024	282.53	249.99	32.54	12764.50
11/1/2024	282.53	250.62	31.91	12513.88
12/1/2024	282.53	251.25	31.28	12262.63
1/1/2025	282.53	251.87	30.66	12010.76
2/1/2025	282.53	252.50	30.03	11758.26
3/1/2025	282.53	253.13	29.40	11505.13
4/1/2025	282.53	253.77	28.76	11251.36
5/1/2025	282.53	254.40	28.13	10996.96
6/1/2025	282.53	255.04	27.49	10741.92
7/1/2025	282.53	255.68	26.85	10486.24
8/1/2025	282.53	256.31	26.22	10229.93
9/1/2025	282.53	256.96	25.57	9972.97
10/1/2025	282.53	257.60	24.93	9715.37
11/1/2025	282.53	258.24	24.29	9457.13
12/1/2025	282.53	258.89	23.64	9198.24
1/1/2026	282.53	259.53	23.00	8938.71
2/1/2026	282.53	260.18	22.35	8678.53

3/1/2026	282.53	260.83	21.70	8417.70
4/1/2026	282.53	261.49	21.04	8156.21
5/1/2026	282.53	262.14	20.39	7894.07
6/1/2026	282.53	262.79	19.74	7631.28
7/1/2026	282.53	263.45	19.08	7367.83
8/1/2026	282.53	264.11	18.42	7103.72
9/1/2026	282.53	264.77	17.76	6838.95
10/1/2026	282.53	265.43	17.10	6573.52
11/1/2026	282.53	266.10	16.43	6307.42
12/1/2026	282.53	266.76	15.77	6040.66
1/1/2027	282.53	267.43	15.10	5773.23
2/1/2027	282.53	268.10	14.43	5505.13
3/1/2027	282.53	268.77	13.76	5236.36
4/1/2027	282.53	269.44	13.09	4966.92
5/1/2027	282.53	270.11	12.42	4696.81
6/1/2027	282.53	270.79	11.74	4426.02
7/1/2027	282.53	271.46	11.07	4154.56
8/1/2027	282.53	272.14	10.39	3882.42
9/1/2027	282.53	272.82	9.71	3609.60
10/1/2027	282.53	273.51	9.02	3336.09
11/1/2027	282.53	274.19	8.34	3061.90
12/1/2027	282.53	274.88	7.65	2787.02
1/1/2028	282.53	275.56	6.97	2511.46
2/1/2028	282.53	276.25	6.28	2235.21
3/1/2028	282.53	276.94	5.59	1958.27
4/1/2028	282.53	277.63	4.90	1680.64
5/1/2028	282.53	278.33	4.20	1402.31
6/1/2028	282.53	279.02	3.51	1123.29
7/1/2028	282.53	279.72	2.81	843.57
8/1/2028	282.53	280.42	2.11	563.15
9/1/2028	282.53	281.12	1.41	282.03
10/1/2028	282.74	282.03	0.71	0.00
Total	30513.45	26712.00	3801.45	

# Leader

# Willards

WillardsMN, LLC  
LeaderMN, LLC

TO: The City of Cambridge  
FROM: Grant Johnson  
DATE: March 18, 2020  
SUBJECT: Loan Extensions

---

We appreciate the proactive steps the city is taking to support small business. This is our formal written request to participate in the Loan extension plan. Please provide the necessary documents so that we can participate in the program.

Best Regard,  
Stay safe and stay well,

Grant Johnson

---

**SECOND MODIFICATION OF MORTGAGE**

1. **DATE AND PARTIES.** The date of this Modification Agreement is April 6, 2020 and names and addresses of the parties hereto are as follows:

**MORTGAGOR:** Erick W. Harcey, President and Grant M. Johnson Secretary/Treasurer of H&J Leasing, LLC

**Address:** 133 Main St. S. Cambridge, MN 55008

**MORTGAGEE:** City of Cambridge

**Address:** 300 3<sup>rd</sup> Ave. NE, Cambridge, MN 55008

2. **BACKGROUND.** Mortgagor and Lender have entered into a prior obligation which is evidenced by that certain \$22,097 promissory note dated June 18, 2018 (the "Note"). The Note is secured by that Real Estate Mortgage dated June 18, 2018 and filed for record on September 20, 2018, as Document Number A478321, Modification of Mortgage dated October 1, 2018 and filed for record on October 11, 2018, as Document Number A478908 in the Office of the County Recorder of Isanti County, Minnesota (the "Mortgage"). The property subject to the Mortgage is legally described as: Attached Exhibit A

Check one:  AS DESCRIBED IN THE ORIGINAL MORTGAGE

3. **MODIFICATION.** For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Mortgagor and Lender agree to modify the original Mortgage. Mortgagor and Lender agree that this Modification continues the effectiveness of the original Security Instrument. The Security Instrument was given to secure the original debts and obligations (whether identified as Secured Debts, Sums Secured, or otherwise) that now have been modified. Together with this Modification, the Security Instrument now secures the following debts and all extensions, renewals, refinancings, modifications and replacements.

- a. MODIFY PAYMENT SCHEDULE FOR ONE-YEAR WITH NO PAYMENTS, ZERO (0) PERCENT INTEREST FOR TWLEVE (12) MONTHS FROM STARING MARCH 1, 2020

4. **MAXIMUM OBLIGATION LIMIT.** Notwithstanding anything to the contrary herein, enforcement of the Mortgage is limited to a predetermined debt amount of \$26,712.00 under chapter 287 of Minnesota Statutes. This limitation does not include interest or any other amount advanced by Lender in protection of the Property or the Mortgage, including but not limited to taxes, assessments, charges, claims, fines, impositions, insurance premiums, amounts due under prior or superior mortgages and other prior or superior liens, encumbrances and interests, legal expenses and attorneys' fees.

5. **MORTGAGE AMENDMENT.** This Modification Agreement (*check one*)  is a mortgage amendment, as defined in Minn. Stats., sec. 287.01, subd. 2, and as such it does not secure a new or an increased amount of debt.  **secures an increased amount of debt for which an additional mortgage registration tax is remitted.**

6. **WARRANTY OF TITLE.** Mortgagor warrants that Mortgagor is or will be lawfully seized of the estate conveyed by the Mortgage and has the right to grant, bargain, convey, sell, and mortgage the property. Mortgagor also warrants that such same property is unencumbered, except for encumbrances of record.
7. **CONTINUATION OF TERMS.** Except as specifically amended in this Modification, all terms of the Mortgage remain in full force and effect.
8. **SIGNATURES:** By signing below, Mortgagor agrees to the terms and covenants contained in this Modification and in any attachments. Mortgagor also acknowledges receipt of a copy of this Modification on the date stated herein above.

**H&J Leasing, LLC (MORTGAGOR)**

By: \_\_\_\_\_  
Erick W. Harcey, President

By: \_\_\_\_\_  
Grant M. Johnson, Secretary/Treasurer

**ACKNOWLEDGMENT (MORTGAGOR):**

STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_ } ss.

This instrument was acknowledged before me on \_\_\_\_\_, by Erick W. Harcey, President and Grant M. Johnson Secretary/Treasurer.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**CITY OF CAMBRIDGE, MINNESOTA (MORTGAGEE):**

By: \_\_\_\_\_  
Mayor, James A. Godfrey

By: \_\_\_\_\_  
City Administrator, Linda J. Woulfe

**ACKNOWLEDGMENT (MORTGAGEE):**

STATE OF MINNESOTA, COUNTY OF ISANTI } ss.

This instrument was acknowledged before me on \_\_\_\_\_, by James A. Godfrey and Linda Woulfe, Mayor and City Administrator of the City of Cambridge Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

This instrument was prepared by:  
The City of Cambridge  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008

**EXHIBIT A**

**Parcel No. 1 (133 Main St. S. Cambridge, MN 55008 / PID 15.069.0140)**

All of Lot Nine (9), the North Twenty (20) feet of Lot Twelve, and the West Forty-four and seven-twelfths feet (W 44 7/12 ft.) of the South Thirty feet (S 30 ft.) of Lot Twelve (12), all in Block One (1) of the Original Townsite of the Village (now City) of Cambridge, according to the recorded plat thereof on file and of record in the Office of the Isanti County Recorder.

**Parcel No. 2 (126 Ashland St., Cambridge, MN 55008 / PID 15.069.0050)**

Lots 7 and 10, excepting therefrom, however: that part of Lot 10 described as follows, to-wit: Commencing at the SE corner of said Lot 10, thence North along the East line of said Lot 10 a distance of 23 feet; thence West parallel with the South line of said Lot 10 a distance of 30 feet; thence South and parallel with the East line of said Lot 10 a distance of 3 feet; thence West and parallel with the South line of said Lot 10 a distance of 20 feet; thence South a distance of 20 feet; thence East 50 to the place of beginning, all in Block One (1) of the Original Townsite of the Village (now City) of Cambridge, according to the recorded plat thereof on file and of record in the Office of the Isanti County Recorder.

## 6D Approve Second Amendment to the Cambridge Downtown Loan Fund Mortgage with Chilson Jewelry, LLC.

---

April 6, 2020

Author: Stan Gustafson, Economic Development Director

### **Request**

Staff is requesting the City Council to review the following information and approve the Second Amendment to the Cambridge Downtown Loan Fun Mortgage with Chilson Jewelry, LLC.

### **BACKGROUND**

During the March 16, 2020 Council meeting City Administrator Woulfe reviewed the City's plan for COVID 19. The plan included existing business loans and lease payments for tenants.

The loan payments would be deferred for 1-year with no payments, no interest and no penalties. Staff reached out to these companies and ask that they request this option in writing.

Brian M. Chilson President and Karen A. Chilson Secretary/Treasurer Chilson Jewelry, has a loan through Cambridge Downtown Revolving Loan Fund.

A new amortizations schedule was created by Finance Director Caroline Moe and staff drafted the mortgage amendment document that will need to be signed by all the appropriate parties. This provides an option for them to temporarily reduce their monthly obligations during these trying times.

### **PROPOSED ACTION**

Approve of Second Amendment to the Cambridge Downtown Revolving Loan Fund Mortgage with between Brian M. Chilson President and Karen A. Chilson Secretary/Treasurer Chilson Jewelry, Inc authorize the Mayor and City Administrator to sign the agreement subject to final review and approval by the City Attorney to ensure the best terms for the City.

### **Attachments:**

- Email requesting modification of loan agreement
- Second Amendment to the Mortgage Agreement
- Amortization schedule

---

## SECOND MODIFICATION OF MORTGAGE

1. **DATE AND PARTIES.** The date of this Modification Agreement is April 6, 2020 and names and addresses of the parties hereto are as follows:

**MORTGAGOR:** Brain M. Chilson President and Karen A. Chilson Secretary/Treasurer of Chilson Jewelry, Inc

**Address:** 219 Main St. S. Cambridge, MN 55008

**MORTGAGEE:** City of Cambridge

**Address:** 300 3<sup>rd</sup> Ave. NE, Cambridge, MN 55008

2. **BACKGROUND.** Mortgagor and Lender have entered into a prior obligation which is evidenced by that certain \$9,840 promissory note dated September 5, 2017 (the "Note"). The Note is secured by that Real Estate Mortgage dated September 5, 2017 and filed for record on October 10, 2017, as Document Number A470137, Modification of Mortgage dated August 6, 2018 and filed for record on August 23, 2018, as Document Number A477661 in the Office of the County Recorder of Isanti County, Minnesota (the "Mortgage"). The property subject to the Mortgage is legally described as: Attached Exhibit A

Check one:  AS DESCRIBED IN THE ORIGINAL MORTGAGE

3. **MODIFICATION.** For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Mortgagor and Lender agree to modify the original Mortgage. Mortgagor and Lender agree that this Modification continues the effectiveness of the original Security Instrument. The Security Instrument was given to secure the original debts and obligations (whether identified as Secured Debts, Sums Secured, or otherwise) that now have been modified. Together with this Modification, the Security Instrument now secures the following debts and all extensions, renewals, refinancings, modifications and replacements.

- a. MODIFY PAYMENT SCHEDULE FOR ONE-YEAR WITH NO PAYMENTS, ZERO (0) PERCENT INTEREST FOR TWLEVE (12) MONTHS FROM STARING MARCH 1, 2020

4. **MAXIMUM OBLIGATION LIMIT.** Notwithstanding anything to the contrary herein, enforcement of the Mortgage is limited to a predetermined debt amount of \$9,840.00 under chapter 287 of Minnesota Statutes. This limitation does not include interest or any other amount advanced by Lender in protection of the Property or the Mortgage, including but not limited to taxes, assessments, charges, claims, fines, impositions, insurance premiums, amounts due under prior or superior mortgages and other prior or superior liens, encumbrances and interests, legal expenses and attorneys' fees.

5. **MORTGAGE AMENDMENT.** This Modification Agreement (*check one*)  is a mortgage amendment, as defined in Minn. Stats., sec. 287.01, subd. 2, and as such it does not secure a new or an increased amount of debt.  secures an increased amount of debt for which an additional mortgage registration tax is remitted.



6. **WARRANTY OF TITLE.** Mortgagor warrants that Mortgagor is or will be lawfully seized of the estate conveyed by the Mortgage and has the right to grant, bargain, convey, sell, and mortgage the property. Mortgagor also warrants that such same property is unencumbered, except for encumbrances of record.
7. **CONTINUATION OF TERMS.** Except as specifically amended in this Modification, all terms of the Mortgage remain in full force and effect.
8. **SIGNATURES:** By signing below, Mortgagor agrees to the terms and covenants contained in this Modification and in any attachments. Mortgagor also acknowledges receipt of a copy of this Modification on the date stated herein above.

**Chilson Jewelry, LLC (MORTGAGOR)**

By: \_\_\_\_\_  
 Brian M. Chilson, President

By: \_\_\_\_\_  
 Karen A. Chilson, Secretary/Treasurer

**ACKNOWLEDGMENT (MORTGAGOR):**

STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_ } ss.

This instrument was acknowledged before me on \_\_\_\_\_, by Brian M. Chilson, President and Karen A. Chilson Secretary/Treasurer.

\_\_\_\_\_  
 Notary Public  
 My commission expires: \_\_\_\_\_

**CITY OF CAMBRIDGE, MINNESOTA (MORTGAGEE):**

By: \_\_\_\_\_  
 Mayor, James A. Godfrey

By: \_\_\_\_\_  
 City Administrator, Linda J. Woulfe

**ACKNOWLEDGMENT (MORTGAGEE):**

STATE OF MINNESOTA, COUNTY OF ISANTI } ss.

This instrument was acknowledged before me on \_\_\_\_\_, by James A. Godfrey and Linda Woulfe, Mayor and City Administrator of the City of Cambridge Minnesota, on behalf of the City.

\_\_\_\_\_  
 Notary Public  
 My commission expires: \_\_\_\_\_

This instrument was prepared by:  
 The City of Cambridge  
 300 3<sup>rd</sup> Avenue NE  
 Cambridge, MN 55008

## Exhibit A

### Legal Description

The South 14 feet of the North Half of Lot Five (5), Block Six (6), Original Townsite of the Village (now City) of Cambridge, EXCEPTING THEREFROM the West 46 feet 9 inches thereof. TOGETHER AND SUBJECT TO all party wall rights obligations as provided in deeds heretofore of record and also TOGETHER WITH that certain appurtenant easement dated January 13, 1963, and recorded in Book "V" of Miscellaneous, page 420. FURTHER SUBJECT TO existing easements, restrictions and reservations of record, if any.

**Stan Gustafson**

---

**From:** [REDACTED]  
**Sent:** Wednesday, March 25, 2020 11:29 AM  
**To:** Stan Gustafson  
**Subject:** Re: loans

Hi Stan,

I am sending this email to request deferred payments on our loan through the city. Our business is open, but suffering greatly from the current situation. We are trying to defer all payments that we can in order to keep our business going through this difficult time and to have enough money personally to care for our family's basic needs.

Thanks for offering this option. Please let us know what we need to do to take advantage of it.

Be well!

Karen Chilson, Chilson Jewelers

---

Chilson's Jewelry  
 Repayable to City of Cambridge  
 Interest Rate 3%

215-11506  
 215-36211

	Payment	Principal	Interest	Balance	
				\$9,840.00	
8/20/2018	286.16	261.56	24.6	\$9,578.44	pd 8/20/18
9/20/2018	286.16	262.21	23.95	\$9,316.23	pd 9/20/18
10/20/2018	286.16	262.87	23.29	\$9,053.36	pd 10/19/18
11/20/2018	286.16	263.53	22.63	\$8,789.83	pd 11/20/18
12/20/2018	286.16	264.19	21.97	\$8,525.64	pd 12/20/2018
1/20/2019	286.16	264.85	21.31	\$8,260.79	pd 1/18/2019
2/20/2019	286.16	265.51	20.65	\$7,995.28	pd 2/20/19
3/20/2019	286.16	266.17	19.99	\$7,729.11	pd 3/20/19
4/20/2019	286.16	266.84	19.32	\$7,462.27	pd 4/19/19
5/20/2019	286.16	267.5	18.66	\$7,194.77	pd 5/20/19
6/20/2019	286.16	268.17	17.99	\$6,926.60	pd 6/20/19
7/20/2019	286.16	268.84	17.32	\$6,657.76	pd 7/19/19
8/20/2019	286.16	269.52	16.64	\$6,388.24	pd 8/20/19
9/20/2019	286.16	270.19	15.97	\$6,118.05	pd 9/20/19
10/20/2019	286.16	270.86	15.3	\$5,847.19	pd 10/18/19
11/20/2019	286.16	271.54	14.62	\$5,575.65	pd 11/20/19
12/20/2019	286.16	272.22	13.94	\$5,303.43	pd 12/20/19
1/20/2020	286.16	272.9	13.26	\$5,030.53	pd 1/21/2020
2/20/2020	286.16	273.58	12.58	\$4,756.95	pd 2/20/2020
3/20/2020	286.16	274.27	11.89	\$4,482.68	pd 3/20/2020
4/20/2020	0	0	0	\$4,482.68	deferral
5/20/2020	0	0	0	\$4,482.68	deferral
6/20/2020	0	0	0	\$4,482.68	deferral
7/20/2020	0	0	0	\$4,482.68	deferral
8/20/2020	0	0	0	\$4,482.68	deferral
9/20/2020	0	0	0	\$4,482.68	deferral
10/20/2020	0	0	0	\$4,482.68	deferral
11/20/2020	0	0	0	\$4,482.68	deferral
12/20/2020	0	0	0	\$4,482.68	deferral
1/20/2021	0	0	0	\$4,482.68	deferral
2/20/2021	0	0	0	\$4,482.68	deferral
3/20/2021	0	0	0	\$4,482.68	deferral
4/20/2021	286.16	274.95	11.21	\$4,207.73	
5/20/2021	286.16	275.64	10.52	\$3,932.09	
6/20/2021	286.16	276.33	9.83	\$3,655.76	
7/20/2021	286.16	277.02	9.14	\$3,378.74	
8/20/2021	286.16	277.71	8.45	\$3,101.03	
9/20/2021	286.16	278.41	7.75	\$2,822.62	
10/20/2021	286.16	279.1	7.06	\$2,543.52	
11/20/2021	286.16	279.8	6.36	\$2,263.72	
12/20/2021	286.16	280.5	5.66	\$1,983.22	

	1/20/2022	286.16	281.2	4.96	\$1,702.02
	2/20/2022	286.16	281.9	4.26	\$1,420.12
	3/20/2022	286.16	282.61	3.55	\$1,137.51
	4/20/2022	286.16	283.32	2.84	\$854.19
	5/20/2022	286.16	284.02	2.14	\$570.17
	6/20/2022	286.16	284.73	1.43	\$285.44
	7/20/2022	286.15	285.44	0.71	\$0.00
Total		10301.75	9840	461.75	

## 6E Approve First Amendment to the Cambridge Downtown Loan Fund Mortgage with Ashland Arts Building, LLC.

---

April 6, 2020

Author: Stan Gustafson, Economic Development Director

### **Request**

Staff is requesting the City Council to review the following information and approve the First Amendment to the Cambridge Downtown Loan Fund Mortgage with Ashland Arts Building, LLC

### **BACKGROUND**

During the March 16, 2020 Council meeting City Administrator Woulfe reviewed the City's plan for COVID 19. The plan included existing business loans and lease payments for tenants.

The loan payments would be deferred for 1-year with no payments, no interest and no penalties. Staff reached out to these companies and ask that they request this option in writing.

Joel Pennington President Ashland Arts building, has a loan through Cambridge Downtown Revolving Loan Fund.

A new amortizations schedule was created by Finance Director Caroline Moe and staff drafted the mortgage amendment document that will need to be signed by all the appropriate parties. This provides an option for them to temporarily reduce their monthly obligations during these trying times.

### **PROPOSED ACTION**

Approve of First Amendment to the Cambridge Downtown Revolving Loan Fund Mortgage with between Joel Pennington Ashland Arts Building, LLC, Inc authorize the Mayor and City Administrator to sign the agreement subject to final review and approval by the City Attorney to ensure the best terms for the City.

### **Attachments:**

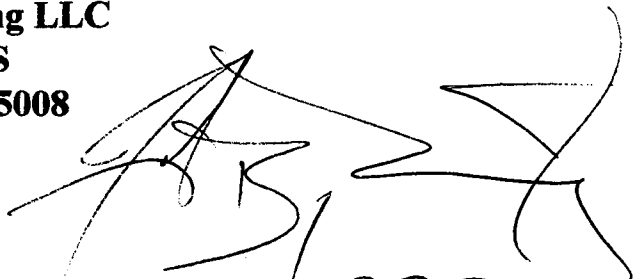
- Letter requesting modification of loan agreement
- First Amendment to the Mortgage Agreement
- Amortization schedule

Stan,

**I would like to accept your offer of a deferred payment on the loan with the city of Cambridge, MN to Ashland Arts Building, LLC. I believe you said no payments due until March of 2021 with no accrued interest. Please let me know if you need anything else from me.**

**Thank you to you and the City of Cambridge for having our backs during this strange time!**

**Joel Pennington  
Ashland Arts Building LLC  
218 Ashland St. S  
Cambridge, MN 55008**



03-26-2020

Joel Pennington Loan  
 Repayable to City of Cambridge  
 Interest Rate  
 Revised principal amount

3%

215-11508 Principal  
 215-36211 Interest

Monthly Payment

	Payment	Principal	Interest	Balance
				1576.00
8/1/2019	104.32	100.38	3.94	1475.62 pd 8/9/19
9/1/2019	104.32	100.63	3.69	1374.99 pd 9/10/19
10/1/2019	104.32	100.88	3.44	1274.11 pd 10/17/19
11/1/2019	104.32	101.13	3.19	1172.98 pd 11/12/19
12/1/2019	104.32	101.39	2.93	1071.59 pd 12/12/19
1/1/2020	104.32	101.64	2.68	969.95 pd 1/15/2020
2/1/2020	104.32	101.90	2.42	868.05 pd 2/14/2020
3/1/2020	0.00	0.00	0.00	868.05 deferral
4/1/2020	0.00	0.00	0.00	868.05 deferral
5/1/2020	0.00	0.00	0.00	868.05 deferral
6/1/2020	0.00	0.00	0.00	868.05 deferral
7/1/2020	0.00	0.00	0.00	868.05 deferral
8/1/2020	0.00	0.00	0.00	868.05 deferral
9/1/2020	0.00	0.00	0.00	868.05 deferral
10/1/2020	0.00	0.00	0.00	868.05 deferral
11/1/2020	0.00	0.00	0.00	868.05 deferral
12/1/2020	0.00	0.00	0.00	868.05 deferral
1/1/2021	0.00	0.00	0.00	868.05 deferral
2/1/2021	0.00	0.00	0.00	868.05 deferral
3/1/2021	104.32	102.15	2.17	765.90
4/1/2021	104.32	102.41	1.91	663.49
5/1/2021	104.32	102.66	1.66	560.83
6/1/2021	104.32	102.92	1.40	457.91
7/1/2021	104.32	103.18	1.14	354.73
8/1/2021	104.32	103.43	0.89	251.30
9/1/2021	104.32	103.69	0.63	147.61
10/1/2021	104.32	103.95	0.37	43.66
11/1/2021	43.77	43.66	0.11	0.00
Total	1608.57	1576.00	32.57	



---

## FIRST MODIFICATION OF MORTGAGE

1. **DATE AND PARTIES.** The date of this Modification Agreement is April 6, 2020 and names and addresses of the parties hereto are as follows:

**MORTGAGOR:** Joel Pennington President Ashland Arts Building, LLC  
**Address:** 218 Ashland St S. Cambridge, MN 55008

**MORTGAGEE:** City of Cambridge  
**Address:** 300 3<sup>rd</sup> Ave. NE, Cambridge, MN 55008

2. **BACKGROUND.** Mortgagor and Lender have entered into a prior obligation which is evidenced by that certain \$3,587.13 promissory note dated May 20, 2019 (the "Note"). The Note is secured by that Real Estate Mortgage dated May 20, 2019 and filed for record on May 24, 2019, as Document Number A470137, in the Office of the County Recorder of Isanti County, Minnesota (the "Mortgage"). The property subject to the Mortgage is legally described as: Attached Exhibit A

Check one:  AS DESCRIBED IN THE ORIGINAL MORTGAGE

3. **MODIFICATION.** For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Mortgagor and Lender agree to modify the original Mortgage. Mortgagor and Lender agree that this Modification continues the effectiveness of the original Security Instrument. The Security Instrument was given to secure the original debts and obligations (whether identified as Secured Debts, Sums Secured, or otherwise) that now have been modified. Together with this Modification, the Security Instrument now secures the following debts and all extensions, renewals, refinancing, modifications and replacements.

- a. MODIFY PAYMENT SCHEDULE FOR ONE-YEAR WITH NO PAYMENTS, ZERO (0) PERCENT INTEREST FOR TWLEVE (12) MONTHS FROM STARING MARCH 1, 2020

4. **MAXIMUM OBLIGATION LIMIT.** Notwithstanding anything to the contrary herein, enforcement of the Mortgage is limited to a predetermined debt amount of \$3,587.13 under chapter 287 of Minnesota Statutes. This limitation does not include interest or any other amount advanced by Lender in protection of the Property or the Mortgage, including but not limited to taxes, assessments, charges, claims, fines, impositions, insurance premiums, amounts due under prior or superior mortgages and other prior or superior liens, encumbrances and interests, legal expenses and attorneys' fees.
5. **MORTGAGE AMENDMENT.** This Modification Agreement (*check one*)  is a mortgage amendment, as defined in Minn. Stats., sec. 287.01, subd. 2, and as such it does not secure a new or an increased amount of debt.  **secures an increased amount of debt for which an additional mortgage registration tax is remitted.**

- 6. **WARRANTY OF TITLE.** Mortgagor warrants that Mortgagor is or will be lawfully seized of the estate conveyed by the Mortgage and has the right to grant, bargain, convey, sell, and mortgage the property. Mortgagor also warrants that such same property is unencumbered, except for encumbrances of record.
- 7. **CONTINUATION OF TERMS.** Except as specifically amended in this Modification, all terms of the Mortgage remain in full force and effect.
- 8. **SIGNATURES:** By signing below, Mortgagor agrees to the terms and covenants contained in this Modification and in any attachments. Mortgagor also acknowledges receipt of a copy of this Modification on the date stated herein above.

**Ashland Arts Building, LLC (MORTGAGOR)**

By: \_\_\_\_\_  
 Joel Pennington, President

**ACKNOWLEDGMENT (MORTGAGOR):**

STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_ } ss.

This instrument was acknowledged before me on \_\_\_\_\_, by Joel Pennington, President.

\_\_\_\_\_  
 Notary Public  
 My commission expires: \_\_\_\_\_

**CITY OF CAMBRIDGE, MINNESOTA (MORTGAGEE):**

By: \_\_\_\_\_  
 Mayor, James A. Godfrey

By: \_\_\_\_\_  
 City Administrator, Linda J. Woulfe

**ACKNOWLEDGMENT (MORTGAGEE):**

STATE OF MINNESOTA, COUNTY OF ISANTI } ss.

This instrument was acknowledged before me on \_\_\_\_\_, by James A. Godfrey and Linda J. Woulfe, Mayor and City Administrator of the City of Cambridge Minnesota, on behalf of the City.

\_\_\_\_\_  
 Notary Public  
 My commission expires: \_\_\_\_\_

This instrument was prepared by:  
 The City of Cambridge  
 300 3<sup>rd</sup> Avenue NE  
 Cambridge, MN 55008

**EXHIBIT "A"**

The North 35 feet of the West Half of Lot Six (6); the South 15 feet of the West Half of Lot Six (6); the West Half of the North Half (W ½ of N ½) of Lot Seven (7); the South 15 feet of the East Half of the North Half (E ½ of N ½) of Lot Seven (7), all in Block Six (6), Original Townsite of the Village (now City) of Cambridge, together with all rights of access or easement appertaining thereto and subject to all easements of record, according to the plat thereof on file and of record in the office of the County Recorder in and for the County of Isanti and State of Minnesota.