

Cambridge City Council Meeting - Monday, January 3, 2022 5:00 pm
City Council Chambers, 300 3rd Avenue NE
Meeting Announcement and Agenda

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

Tentative Time	Agenda Item
	1. Call to Order and Pledge of Allegiance
	2. Organizational Meeting
	A. Appoint Acting Mayor pursuant to Minn. Stat. §412.121 (p. 3)
	B. Select Official Newspaper pursuant to Minn. Stat. §412.831 (p. 5)
	C. Resolution R21-001 Selecting Official Depositories (p. 17)
	D. Review of City Council and Commission's Bylaws and Code of Conduct (p. 19)
	E. 2021 Committee Appointments (p. 3)
	F. Designation of Emergency Management Director, Deputy Emergency Management Director, Data Practices and Record Retention Officer, and Cambridge Municipal Airport Manager (p. 3)
	3. Approval of Agenda
	4. Consent Agenda
	A. Approval of Regular and Summary City Council Meeting Minutes for December 20, 2021 (p. 36)
	B. Draft November 2021 Financial Statements (p. 41)
	C. Resolution R22-002 Accepting Restricted Donation to Cambridge Fire Dept (p. 111)
	D. Approve Paul Kahring for the Public Works Maintenance Position, Starting Wage \$24.96 Per Hour, Effective January 4, 2022 (p. 113)
	E. Approve Purchase of 2 squad cars (p. 117)
	F. Approve Hiring Process for Economic Development Director (p. 118)
	5. Work Session
	6. Unfinished Business
	7. New Business
	A. 2022 Planning Commission Appointments (p. 122)
	B. Resolution R22-003 Workforce Housing Application Request for B's Rentals, LLC (p. 126)

	C. Cambridge Vaccination ETS Policy (p. 130)
	8. Mayor's Report
	9. Council Concerns
	10. City Attorney's Report
	11. City Administrator's Report
	12. Adjourn

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

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

Upcoming Meetings		
Date	Time	Committee Name and Location
Jan. 4	7:00 pm	Planning Commission Meeting
Jan. 5	12:00 pm	Toward Zero Death (TZD) Committee
Jan. 10	5:00 pm	Community Education Advisory Council (IIS – Room 118)
Jan. 11	7:00 pm	City of Cambridge Parks, Trails, and Recreation Commission
Jan. 17		Offices Closed for Martin Luther King Jr. Day
Jan. 18	5:30 pm	EDA Meeting
Jan. 18	6:00 pm	City Council Meeting

2022 Council Committee Appointments

Committee, Commission, Task Force	Meeting Time	2021 Appointments	2022 Appointments
Acting Mayor		Lisa Iverson	Bob Shogren
Allina Community Engagement Council	Meets quarterly usually March, June, October & December 3:00 – 4:30 pm Foundation Room at CMC	Mark Ziebarth	Lisa Iverson
Community Education Advisory Council	Meets monthly on scheduled Monday at 5:00 pm Jan. 14 / Feb 11 / Mar 19 / Apr 8 / May 13 / June 10 Education Services Center Room 118	Kersten Conley	Mark Ziebarth
Airport Advisory Commission (Airport Manager-Lucas Milz)	At least two meetings per year – goal is quarterly.	Jim Godfrey	Kersten Conley
Cambridge Fire Department	Meets the 4 th Monday of each month at 6:00 pm (No meeting in April, July, and December) (Fire Dept. Training Room)	Lisa Iverson	Bob Shogren
Cambridge Parks, Trails, and Recreation Commission	Meets the 2nd Tuesday of each month at 7:00 p.m. (Council Chambers)	Mark Ziebarth	Jim Godfrey
Cambridge Planning Commission	Meets the 1 st Tuesday of each month at 7:00 p.m. (Council Chambers)	Bob Shogren	Kersten Conley
Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE)	Meets January (City of Isanti); April (Isanti County); July (CISD 911); October (Braham City Hall)	Kersten Conley	Bob Shogren
North Highway 65 Corridor Coalition	Meets every other month the last Thursday at 7:00 pm at the Isanti County Government Center	Jim Godfrey	Lisa Iverson
North 65 Chamber of Commerce Board Meetings	Second Tuesday of the month at 11:30 am	Bob Shogren	Mark Ziebarth
Sister City Commission		Lisa Iverson	Jim Godfrey

Committee, Commission, Task Force	Meeting Time	2021 Appointments	2022 Appointments
Toward Zero Death (TZD)	Meets the 1 st Wednesday of Every <u>Odd</u> Month at 12:00 (Council Chambers)	Todd Schuster	Todd Schuster
Central Minnesota Community Land Trust Committee (based off of Heritage Greens Development)	As needed	Staff Evan Vogel	Evan Vogel
Cambridge Action Community Team (ACT on Alzheimer's)	Varies – dates set by Julie Tooker usually a 2:00 pm meeting time	Evan Vogel Marcia Westover	Marcia Westover

Committee Served on but not appointed by Council

Committee	Meeting Time	
Cambridge Isanti Bike Walk Trail Advisory Committee	As scheduled	(Joint Powers Agreement defines the appointment as the Mayor)
Customer Appreciation Event	As scheduled by chair (generally begins in July – September of each year)	Evan Vogel Todd Schwab
Cambridge Day Out	As scheduled by Chamber of Commerce	Staff

Position Appointments

Director of Emergency Management	Will Pennings
Deputy Director of Emergency Management	Todd Schuster
Cambridge Municipal Airport Manager	Lucas Milz
Data Practices & Record Retention Officer	Caroline Moe
Animal Control Officer	Police Chief or designee

Prepared by: Evan C Vogel, City Administrator

Background:

The State of Minnesota requires Cities to select a newspaper for the purposes of legal publications as their official publishing service. This newspaper will be the cities resource for publishing notices for publication of legal information as described in Minnesota Statutes §331A.01.

RFPs were sent to the County News Review and Isanti-Chisago County STAR, and these publications were asked to provide information regarding their index price, price per column inch, and information on print format. The City was provided with the following information:

Isanti-Chisago County STAR

Index Price: .1830

Price per column inch: \$2.10

Font used for legal notices: 7pt

Lines per square inch: 9

Additional notes:

Distributed weekly to 9,754 households, 3871 of which are in the Cambridge zip code

All publications will also be published on STAR website at no additional charge.

County News Review

Index Price: .180

Price per column inch: \$1.99

Font used for legal notices:

Lines per square inch: 9

Additional notes:

There will be an additional \$20 charge for any legal notice that require typing

All notices are also published on County News Review website, and through the Rum River Scotsman at no additional charge

Council Action:

Choose an official legal publishing service for the 2021 calendar year.

December 7, 2021

Evan C Vogel
City Administrator
300 Third Avenue N.E.
Cambridge, MN 55008

Dear Mr. Vogel,

Please accept our 2022 bid for the official newspaper designation for the city of Cambridge to remain the legal newspaper for the city of Cambridge.

The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the city of Cambridge as set forth in MN Statute 331A.02. The *Star* is distributed free weekly to 9,754 households including 3,871 in the Cambridge zip code.

Our bid is \$2.10 per column inch with a 7 point type and 9 lines per inch which equates to the index figure of .1830. This is a slight increase from 2021 but the cost of paper and other materials to produce the *Star* have increased greatly over the last year. We post all legal notices to our website: www.Isanti-chisagocountystar.com., at no additional charge and free to all viewers.

We would prefer legal notices emailed to starlegals@countystar.com. Our deadline is noon on Mondays for Thursday publication.

Thank you for the opportunity to bid to remain the official newspaper for the city of Cambridge. We regularly attend your council meetings and have a long history of serving the residents of the city. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres
Group Publisher
Isanti-Chisago County Star
Northstar Media, Inc.

2021 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE

No RFP will be considered without the following filled in completely:

Publishing of legal information described and defined in MS§ 331A.01, including public notices, proceedings of meetings, city financial statement and city budget will be done at the following price:

INDEX PRICE: .1830

(Index Formula for Determining Newspaper RFP's developed by the Minnesota Newspaper Association must be calculated)

Column Inch Price: \$2.10

Font type and size and spacing for inch pricing: Helvetica 7 point type, 8 point leading

Submitted for: Isanti-Chisago County Star
(Newspaper Name)

By submitting this RFP, I am hereby swearing and attesting that our paper:

- Is printed in English, in a newspaper format, and in a column and sheet form equivalent in printed space to at least 1,000 square inches.
- Is distributed at least twice a month with respect to the publishing of government public notices.
- Contains in at least half of the issues each year, no more than 75 percent of its printed space comprised of advertising material and paid public notice.
- Contains within all of its issues each year, 25 percent (if published more often than weekly) or 50 percent (if published weekly) of its news columns must be devoted to news of local interest to the community it serves.
- Does not have more than 25 percent of its total non-advertising column inches in any issue wholly duplicate any other publication, unless the duplicated material is from a general news service.
- Is circulated in the local political subdivision which it purports to serve, and either have at least 500 copies regularly delivered to paying subscribers that reside within the City of Cambridge's municipal boundary or have at least 500 copies regularly distributed without charge to local residents within the municipal boundaries of the City of Cambridge.

- Our known office of issue is established in either the county in which it lies (in whole or in part), in the city that the newspaper purports to serve, or in an adjoining county.
- Files a copy of each newspaper issue immediately with the state historical society.
- Is made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or is distributed without charge to local residents.
- Has complied with all of the above requirements for at least one year immediately preceding the date of the notice of publication.
- Has published a sworn U.S. Post Office periodicals-class statement of ownership and circulation. This must be done between Sept. 1 and Dec. 31 of each year. As an alternative, the newspaper may publish a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of not less than one year, ending no earlier than the June 30 preceding the publication deadline. **(YOU MUST ATTACH A COPY OF THIS DOCUMENTATION TO THE RFP.)**
- Has submitted a filing to the Secretary of State containing the newspaper's name, address of its known office of issue, telephone number, and a statement that the newspaper has complied with all of the above requirements. The filing must be made after the publication but before Dec. 31 **(YOU MUST ATTACH A COPY OF THIS DOCUMENTATION TO THE RFP.)**
- Will publish all public hearing notices on the paper's official website at no additional cost to the City and on webpage that does not require a subscription to access the public hearing notices or public information.

By:  _____

Date: 12/7/2021

Printed Name: Jeff Andres, Publisher



NORTHSTAR MEDIA, INC.
930 Cleveland St. S.
Cambridge, MN 55008
(763) 689-1181; (763) 689-1185 (Fax)
www.countystar.com

PUBLICATION DESCRIPTION:

Isanti-Chisago County Star is a publication that is distributed locally. It covers local news including community events, entertainment, sports, business, real estate, and classifieds.

VERIFICATION OF DISTRIBUTION, PRINTING AND INTERNAL RECORDS:

Verification of distribution is conducted by appropriate survey methodology(s). An audit of internal records is conducted by a professional circulation auditor in conformity with accepted circulation auditing procedures, prior to Verified's issuance of an initial audit report and annually thereafter. This audit of internal records includes a review of source printing, distribution and subscription records as well as supporting financial documents. Please see the following pages for additional details.

WEEKLY CIRCULATION: TWELVE MONTH AVERAGE

	ISANTI-STAR THURSDAY	CHISAGO-STAR THURSDAY	COMBINED THURSDAY
FREE CIRCULATION			
CARRIER	7,509	2,132	9,641
TARGET	474	301	775
TOTAL FREE	7,983	2,433	10,416
TOTAL QUALIFIED CIRCULATION	7,983	2,433	10,416
AVERAGE PRESS RUN	8,100	2,506	10,606
PRESS RUN AS OF 06/24/2021	8,100	1,640	9,740

QUALIFIED CIRCULATION HISTORY

	ISANTI-STAR	CHISAGO-STAR	COMBINED
3 MONTHS ENDING JUNE, 2021	8,004	1,589	9,593
3 MONTHS ENDING MARCH, 2021	7,978	1,594	9,572
3 MONTHS ENDING DECEMBER, 2020	7,971	1,547	9,518
3 MONTHS ENDING SEPTEMBER, 2020	7,982	5,008	12,990
12 MONTHS ENDING JUNE, 2020	8,029	5,012	13,041
12 MONTHS ENDING JUNE, 2019	8,024	5,007	13,031

City of Isanti

Rt A	95
Rt B	130
Rt 59	320
Rt 3	900
Rt 4	275
Rt 5	150
Drops	15
<hr/>	
	1885

City of Cambridge

Rt A	124
Rt B	91
Rt C	140
Rt D	125
Rt E	180
Rt F	140
Rt G	110
Rt H	100
Rt J	136
Rt L	85
Rt 59	200
Rt 69	150
Rt 1	150
Rt 2 & 4	200
Rt 3	1650
Drops	290
<hr/>	
	3871

County of Isanti

Camb Rts	4884
Isanti Rts	2625
Drops	580
<hr/>	
	8089

County of Chicago

NB Rts	1250
<hr/>	
Drops	415
	1665

City of NB

Nb Rts	1250
Drops	275
<hr/>	
	1525

Cambridge School

Camb Rts	4884
Isanti Rts	2625
<hr/>	
Drops	365
	7874

NB School

NB Rts	1250
<hr/>	
Drops	325
	1575

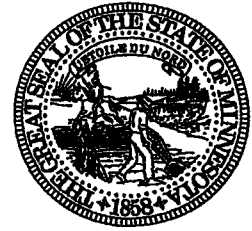
Total 9754



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year
Filing Fee: \$25.00
Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

Isanti-Chisago County Star
930 S Cleveland Str
Cambridge, MN 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

OCT 11 2021

Steve Pimm
Secretary of State

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper: _____

Street Address: _____
(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

3. County of Known Office of Issue: (Required) Isanti

4. Legal Newspaper Phone Number: (Required) 763-689-1181
(Area Code) Phone Number

5. Name and daytime phone number of contact person:
Lily Hughes 763-689-1181
Contact Name Daytime Phone Number

6. Email Address for Official Notices

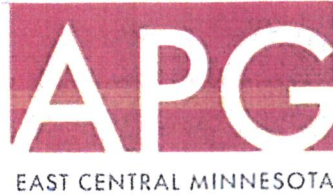
Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: Starlegals@countystar.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Lily Hughes 9/3/21
Signature of Authorized Representative (Required) Date



234 S Main Street, Cambridge, MN 55008 | 763-691-6001 publicnotice@apgecm.com

December 8, 2021

Evan Vogel
City Administrator
City of Cambridge
300 3^d Avenue NE
Cambridge, MN 55008

Dear Mr. Vogel and City Council Members:

Please accept the following bid from the **County News Review** for legal newspaper designation for the City of Cambridge. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1. **Your notices will also be printed in the Rum River Scotsman (9800 circulation) at no additional charge.**

The following rate structure for legals is effective January 1, 2022:
Per column inch rate: **\$1.99**
Lines per inch: **9**
Index: **0.1800**

All published legal notices are posted on the **County News Review** website at no additional charge. A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing.

The **County News Review** is published weekly on Thursday. *The deadline is 10:00 a.m. Monday for publication the same week.* Please email legal notices to publicnotice@apgecm.com. Early deadlines may apply the week of holidays.

Thank you for considering the **County News Review** as the official newspaper for the City of Cambridge for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck

Public Notice Manager

Adams Publishing Group of East Central Minnesota

2021 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE

No RFP will be considered without the following filled in completely:

Publishing of legal information described and defined in MS§ 331A.01, including public notices, proceedings of meetings, city financial statement and city budget will be done at the following price:

INDEX PRICE: 0.1800

(Index Formula for Determining Newspaper RFP's developed by the Minnesota Newspaper Association must be calculated)

Column Inch Price: \$1.99

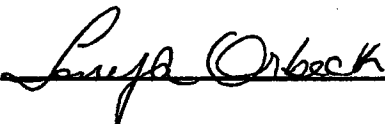
Font type and size and spacing for inch pricing: Body is 7 pt. Helvetica; Header is 8 pt. with 8 pt. leading_____

**Submitted for: County News Review
(Newspaper Name)**

By submitting this RFP, I am hereby swearing and attesting that our paper:

- **Is printed in English, in a newspaper format, and in a column and sheet form equivalent in printed space to at least 1,000 square inches.**
- **Is distributed at least twice a month with respect to the publishing of government public notices.**
- **Contains in at least half of the issues each year, no more than 75 percent of its printed space comprised of advertising material and paid public notice.**
- **Contains within all of its issues each year, 25 percent (if published more often than weekly) or 50 percent (if published weekly) of its news columns must be devoted to news of local interest to the community it serves.**
- **Does not have more than 25 percent of its total non-advertising column inches in any issue wholly duplicate any other publication, unless the duplicated material is from a general news service.**
- **Is circulated in the local political subdivision which it purports to serve, and either have at least 500 copies regularly delivered to paying subscribers that reside within the City of Cambridge's municipal boundary or have at least 500 copies regularly distributed without charge to local residents within the municipal boundaries of the City of Cambridge.**

- Our known office of issue is established in either the county in which it lies (in whole or in part), in the city that the newspaper purports to serve, or in an adjoining county.
- Files a copy of each newspaper issue immediately with the state historical society.
- Is made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or is distributed without charge to local residents.
- Has complied with all of the above requirements for at least one year immediately preceding the date of the notice of publication.
- Has published a sworn U.S. Post Office periodicals-class statement of ownership and circulation. This must be done between Sept. 1 and Dec. 31 of each year. As an alternative, the newspaper may publish a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of not less than one year, ending no earlier than the June 30 preceding the publication deadline. **(YOU MUST ATTACH A COPY OF THIS DOCUMENTATION TO THE RFP.)**
- Has submitted a filing to the Secretary of State containing the newspaper's name, address of its known office of issue, telephone number, and a statement that the newspaper has complied with all of the above requirements. The filing must be made after the publication but before Dec. 31 **(YOU MUST ATTACH A COPY OF THIS DOCUMENTATION TO THE RFP.)**
- Will publish all public hearing notices on the paper's official website at no additional cost to the City and on webpage that does not require a subscription to access the public hearing notices or public information.

By: 

Date: 12/8/2021

Printed Name: Tonya Orbeck, Legal Notice Department Manger

Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02

Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.



STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

OCT 18 2021

CT

Steve Pinn
Secretary of State

1. Current Name and Known Office of Issue Address of Newspaper:

County News Review
234 South Main Street
Cambridge, MN 55008

2. IF CHANGED, list the new name and/or address of known office of issue:

Name of Newspaper: _____

Street Address: _____
(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

3. County of Known Office of Issue: (Required) ISANTI

4. Legal Newspaper Phone Number: (Required) 763-691-6001
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Tanya Orbeck | 763-691-6001
Contact Name | Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: public-notice@apj.ecm.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Tanya Orbeck | 8/27/21
Signature of Authorized Representative (Required) | Date

UNITED STATES POSTAL SERVICE Statement of Ownership, Management, and Circulation
 (All Periodicals Publications Except Requester Publications)

1. Publication Title County News Review	2. Publication Number 47-9360	3. Filing Date 9-16-2021
4. Issue Frequency Weekly - Thursday	5. Number of Issues Published Annually 52	6. Annual Subscription Price \$52.00
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4) 234 S Main St Cambridge, MN 55008 - Island County		Contact Person C Swanson Telephone (include area code) 763-424-7996

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)
 4095 Coon Rapids Blvd
 Coon Rapids, MN 55433

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)
 Publisher (Name and complete mailing address)
 Mark Weber - 4095 Coon Rapids Blvd, Coon Rapids, MN 55433

Editor (Name and complete mailing address)
 Keith Anderson - 234 S Main St, Cambridge, MN 55008

Managing Editor (Name and complete mailing address)
 None

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
APG East Central Minnesota	4095 Coon Rapids Blvd Coon Rapids, MN 55433

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box: None

Full Name	Complete Mailing Address

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
 The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
 Has Not Changed During Preceding 12 Months
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title County News Review	14. Issue Date for Circulation Data Below 9-16-2021
---	--

15. Extent and Nature of Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
--------------------------------------	--	---

a. Total Number of Copies (Net press run)		1660	1609
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Shipped on PS Form 3841 (include paid distribution above normal rate, advertiser's proof copies, and exchange copies)	895	862
	(2) Mailed In-County Paid Subscriptions Shipped on PS Form 3841 (include paid distribution above normal rate, advertiser's proof copies, and exchange copies)	342	328
	(3) Paid Distribution Outside the Mail (including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS)	193	425
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)		
c. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4))		1430	1605
d. Free or Nominal Rate (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies Included on PS Form 3841	4	4
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3841		
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail®)		
	(4) Free or Nominal Rate Distribution Outside the Mail (barter or other means)		
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		4	4
f. Total Distribution (Sum of 15c and 15e)		1434	1609
g. Copies not Distributed (See Instructions to Publishers #4 page 43)		226	0
h. Total (Sum of 15f and g)		1660	1609
i. Percent Paid (15c divided by 15h times 100)		89.72%	99.75%

If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies	9	7
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)	1439	1612
c. Total Print Distribution (Line 15c) + Paid Electronic Copies (Line 16a)	1443	1616
d. Percent Paid (Both Print & Electronic Copies) (16c divided by 16d x 100)	99.72%	99.75%

17. Publication of Statement of Ownership
 If the publication is a general publication, publication of this statement is required. Will be printed in the September 30, 2021 issue of this publication.
 Publication not required.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner
 Cheryl Swanson Date 9-22-2021

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

Official Depositories

As required by Minnesota Statute, the Council must approve authorized depositories for the City of Cambridge on an annual basis. There have been no changes in authorized depositories for 2022 as compared to those approved for 2021.

Compatibility with Strategic Goals:

While this action is required by MN State Statute, it is also supporting the following:

Core strategy #5—Foster engaged, informed, and involved citizens and community, specifically related to the strategic objective of build trust with the community by maintaining clean audits, clear communication and transparency. Authorization of depositories is necessary in order to receive clean audit results.

Recommend Council Action

Approve the attached resolution that designates authorized depositories of the City of Cambridge.

Author: Caroline Moe, Director of Finance

Resolution No. R22-001

*Resolution Designating Financial Institutions as
Official Depositories of City Funds For 2022*

WHEREAS, the City of Cambridge must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City of Cambridge hereby appoints the following financial institutions as depositories of City Funds for 2022:

Banking Institutions:

First Bank & Trust, Cambridge, Minnesota
[Primary Checking Account]

Cambridge State Bank, Cambridge, Minnesota

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Minnco Credit Union, Cambridge, Minnesota

Brokerage Houses / Broker Dealer:

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Community Investment Partners, Roseville, Minnesota

Wells Fargo, Minneapolis, Minnesota

RBC Wealth Management

Adopted this 3rd day of January, 2022.

James Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator



City Council & Commissions Code of Conduct And Council Bylaws

Adopted: Oct. 3, 2011 (Special Meeting after regular Council meeting)

Amended: January 3, 2012; July 16, 2012; January 3, 2017



City of Cambridge City Council and Commissions Code of Conduct

Purpose

The mayor and city council of the City of Cambridge determines that a code of conduct for its members, *as well as the members of the various advisory boards and commissions* of the City of Cambridge, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of Cambridge in their government and to encourage its citizens to serve on its council and boards and commissions.

Standards of Conduct

No elected official or a city advisory board or commission member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the city council or relevant board that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. If a conflict of interest does exist, the person will remove themselves from the table and sit with the audience until the discussion / action on the item has been concluded.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute §471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council or committee.

- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.
- i. Use their official title as Councilmember or Commission member to write a letter to the editor, prepare/submit a story to the press, or create a City of Cambridge XXX Facebook page or social media account without first seeking Council approval.

Except as prohibited by the provisions of Minnesota Statute Section §471.87, there is no violation of item b. of this section for a matter that comes before the council, board, or commission, if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with an elected official under the circumstances described under Minnesota Statute Section §471.88, if proper statutory procedures are followed.

Complaint, Hearing

Any person may file a written complaint with the city administrator alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition.

A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The city council's determination must be made within 30 days of the filing of the allegation with the city administrator. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of a board or commission from office.

Cambridge City Council Bylaws

- I. **AUTHORITY.** City councils are authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 412.191.
- II. **PURPOSE.** The purpose of this policy on city council meetings is to set the groundwork for orderly and respectful communications between and among councilmembers, city staff, and citizens to promote the efficient working of the public's business at city council meetings.
- III. **THE OPEN MEETING LAW.** The Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, generally requires that all meetings of public bodies be open to the public.
 - A. This presumption of openness serves three basic purposes:
 1. To prohibit actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies, or to detect improper influences.
 2. To ensure the public's right to be informed.
 3. To afford the public an opportunity to present its views to the public body.
 - B. The city council views providing and encouraging citizen access to city meetings as one of its most important duties. As a result, all council and council committee meetings, including special and adjourned meetings, with the exception of closed meetings, as provided by Minn. Stat. Chapter 13D, shall be open to the public.
 - C. In calculating the number of days for providing notice under the Minnesota Open Meeting Law, the first day that the notice is given is not counted, but the last day is counted. If the last day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, it happens to be a Saturday, Sunday, or legal holiday).
 - D. In keeping with the intent of the Minnesota Open Meeting Law, city councilmembers shall not use any form of electronic communications technology, such as text messaging or e-mail, to communicate with one another or third parties during a public meeting in a manner that is hidden or shielded from the public view.
 - E. Pursuant to Minn. Stat. § 13D.01, subd. 6, at least one copy of the written materials made available to council at or before the meeting shall also be made available for inspection by the public, excluding any non-public data, attorney-client privileged or materials related to agenda items of closed meetings.
- IV. **QUORUM.** A simple majority (three members) of the council shall constitute a quorum for the valid transaction of any scheduled business to come before the council.
- V. **COUNCIL MEETINGS.**
 - A. **Location.** All meetings, including special, recessed, and continued meetings, shall be held in the city council chambers, unless otherwise designated, pursuant to Minn. Stat. § 13D.04, subd. 2.

- B. **Regular meetings.** A schedule of regular meetings shall be kept on file with the City Administrator. All regular City Council meetings held in City Council Chambers must be recorded.
- C. **Special meetings.** A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the mayor or any two city councilmembers by filing a request for the meeting at least three days before the meeting. Days shall be counted as provided in III-C. Notice to the public of special meetings must be given pursuant to Minn. Stat. § 13D.04, subd. 2. All regular City Council meetings held in City Council Chambers must be recorded.
- D. **Emergency meetings.** An emergency meeting may be called by the mayor or any two city councilmembers. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the public body require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the city will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.
- E. **Closed meetings.** The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the council meeting will state the reason for closing the meeting on the record and cite the state statute that permits closure.
- F. **Recessed or continued meetings.** When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd 4. The time and place shall be noted in the minutes. If the time and place is stated and noted in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.
- G. **Organizational meetings.** The council will conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:
1. Appoint an acting mayor pursuant to Minn. Stat. § 412.121.
 2. Select an official newspaper pursuant to Minn. Stat. § 412.831.
 3. Select an official depository for city funds. This must be done within 30 days of the start of the city's fiscal year pursuant to Minn. Stat. §§ 427.01-.02; 118A.02, subd 1; 427.09.
 4. Review council's bylaws and make any needed changes.
 5. Assign committee duties to members.
 6. Approve official bonds that have been filed with the clerk.

VI. PRESIDING OFFICER. The mayor shall preside at all meetings of the city council.

- A. **Role of the presiding officer.** The presiding officer shall preserve order, enforce the City Council Rules of Order and Procedure as adopted in VII, and determine, without debate, all questions of procedure and order, subject to the final decision of the council on appeal as provided in VI-D.

The presiding officer shall determine the order in which each member may speak and may move matters to a vote once the officer has determined that all members have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order.

- B. **Adjourning meetings.** If considered necessary, because of grave disorder, the presiding officer may adjourn or continue the meeting to another time or suspend the meeting for a specified time.
- C. **Designation of a sergeant-at-arms.** The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at city council meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at meetings.
- D. **Motions and voting.** The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the council.
- E. **Absences of the presiding officer.** In the absence of the mayor, the acting mayor shall preside. In the absence of both the mayor and the acting mayor, the city administrator shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present. The city administrator shall preside until the councilmembers present choose a member to act as presiding officer.
- F. **Appeals of rulings of the presiding officer.** Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.
 - 1. **Procedure for appeals.** An appeal is made by motion. No second is need for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other councilmember may participate in the discussion.
 - 2. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the council as a whole.
 - 3. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.
- G. **Temporary designation of a presiding officer.** The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the council may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

VII. DECORUM OF COUNCILMEMBERS.

- A. **Aspirational statement:** All councilmembers shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

- B. **Aspirational statement:** No councilmember shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.
- C. **Aspirational statement:** City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
- D. To effectuate these aspirational goals, city councilmembers shall conduct themselves at council meetings in a manner consistent with the following:
 - 1. No councilmember shall engage in private conversation or pass private messages while in the chamber in order to not interrupt the proceedings of the council.
 - 2. No councilmember shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
 - 3. No councilmember shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.
 - 4. No councilmember shall speak on any subject other than the subject in debate.
 - 5. No councilmember shall speak without being recognized by the chair; nor shall any councilmember interrupt the speech of another councilmember.
 - 6. No councilmember shall disobey the decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.
 - 7. No councilmember shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

VIII. MOTIONS. The purpose of this policy is to foster debate and discussion in an orderly manner, and not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

- A. **Rights of councilmembers.** All councilmembers are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.
- B. **Obligations of councilmembers.** The rights of individual councilmembers cannot be realized unless all councilmembers also recognize their obligations as members of the political body. Councilmembers are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim.

Councilmembers are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, councilmembers are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

1. *Motions.*

All formal actions of council must be by motion. A councilmember may make only one motion at a time.

2. *Language for making a motion.*

The appropriate language for making a motion shall be substantially similar to “I move to _____.”

3. *Procedure for consideration of a motion.*

All motions must be seconded for consideration and discussion. Once a motion has been made, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the mayor determines that the motion is in order and no objections to the motion have been.

A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law.

4. *Objections to a motion.*

- a. Any member of the council may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.
- b. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to “I object to the motion as being out of order, and call for a ruling by the presiding officer.”
- c. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
- d. The presiding officer shall determine whether the motion is in order.
- e. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining his or her position. Next, the presiding officer shall

let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.

- f. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
- g. The presiding officer's ruling may be appealed as provided in Rule 7.

5. **Debate.** Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:

- a. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.
- b. The maker of the motion shall be permitted to speak first on the issue.
- c. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
- d. Everyone who wishes to speak on the issue must be permitted to speak once, before councilmembers who have already spoken are permitted to speak again.
- e. Councilmembers shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, councilmembers may affirm agreement or disagreement.
- f. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion's maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for the previous question, a motion to limit debate, or a motion for a call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

6. **Definitions of motions that may interrupt debate (secondary motions).** As explained in #5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in #3 to consider the secondary motion.

A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the council, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

- a. **Motion to amend the original motion.** The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being

approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . and . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

- b. **Motion to take a brief recess** is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for ____ minutes."

- c. **Motion to withdraw a motion** is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

- d. **Motion to divide a complex question** may be used for complex items of business. It allows the council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into _____ parts. Part 1 shall be _____. Part 2 shall be _____."

- e. **Motion to table or defer consideration to a later date** is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

- f. **Motion to refer an issue to committee** is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the _____ committee for its consideration and recommendation. The committee should report back to the council in ___ days/weeks."

- g. **Motion for call of the previous question** is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the council have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

- h. **Motion to limit debate** is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit council debate on this issue to no more than ___ minutes total."

- i. **Motion for a call to order** is not subject to debate. It may be used to signal to the presiding officer that the councilmember feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a call to order shall be substantially similar to "I move for a call to order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

7. Appealing procedural decisions of the presiding officer.

- a. Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.
- b. **Procedure for appeals.** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question

involved, and the presiding officer may speak once solely to explain his or her ruling, but no other councilmember may participate in the discussion.

- c. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted upon by the council as a whole.
- d. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

8. Other special motions explained.

- a. **Motion to adjourn** is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary to maintain order.

The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

- b. **Motion to go into closed session** may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without a council vote, if closing the meeting is mandatory under the law or if directed by the city attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law."

- c. **Motion to leave a closed session** may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

- d. **Motion to revive consideration of an issue** may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of _____ previously tabled/deferred/referred to committee."

- e. **Motion to reconsider** may be made only at the **same** meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

- f. **Motion to rescind or repeal** may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any councilmember, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the council's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the council's previous action related to _____ as stated in resolution number _____."

- g. **Motion to prevent reintroduction of an issue for ____ months** is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for _____ months."

- h. **Motion to suspend the rules or to consider a motion informally** should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____."

9. **Resolutions and ordinances.** Simple motions shall be used only for procedural and meeting matters. Substantive issues, such as the approval or disapproval of street improvement projects and contracts; the censure of councilmembers; zoning issues, and the adoption of city policies, rules, and ordinances shall be by resolution. An exception to this general rule may be made in instances where significant documentation of the council's decision exists, rendering an additional resolution repetitive (for example, where a written contract spells out all the terms that would be listed in the resolution). All resolutions shall be written and numbered in a manner consistent with the city's record keeping policies.

The appropriate language for a motion for the adoption of a resolution shall be substantially similar to "I move to adopt the resolution numbered ____."

10. **Robert's Rules not applicable.** These model rules are designed specifically for Minnesota city councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of

Order is not assumed to apply or to supplement these regulations. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city attorney.

IX. VOTING.

- A. The votes of the city council will be taken by voice vote. The presiding officer shall announce the results of all votes of the council.
- B. A clear statement of the matter being voted upon and the names of those voting for and against the matter shall be recorded in the official minutes.
- C. Councilmembers may ask for a roll call of the vote by the Mayor on any motion or resolution.
- D. The city administrator may ask for a verification roll call if the vote of a councilmember is not clear on the voice vote.
- E. A majority vote shall be sufficient for all matters before the council, unless otherwise provided by state law.
- F. Whenever a matter is put forward for a vote, every councilmember shall vote, except as follows:
 - 1. A conflict of interest exists under state law;
 - 2. A Councilmember determines that voting on the matter, given his or her individual circumstances, would give rise to an appearance of impropriety that could negatively affect the public trust; or
 - 3. A Councilmember determines that he or she does not have enough information to vote yes or no on a matter. This exception shall only apply if the Councilmember has identified the lacking information and made an attempt to have the matter continued so the information can be developed or obtained.

Whenever a Councilmember abstains from voting, he or she must state on the record the reason(s) for abstaining and the exception(s) on which the abstention is based.

X. PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS

- A. **Public participation and comment at council meetings.** City council meetings are the forum for the city council to conduct the city's business. While city council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in council discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of council.

- B. **Members of the public shall follow the direction of the presiding officer.** Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room.

If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

- C. **Public comment period.** A limited forum for residents of the City of Cambridge to speak with the council is provided on the agenda for the Council meeting held the third Monday of every month. Public comments during the public comment period are subject to these limitations:
1. Speakers must be recognized by the presiding officer before speaking and are limited to three minutes for comment.
 2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.
 3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular council meeting or at a continued meeting.
 4. Speakers must sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet will be available at the start of the city council meeting.
 5. Speakers must direct their remarks toward the presiding officer.
 6. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.
 7. Speakers are required to follow the direction of the presiding officer.
 8. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means. In emergency situations, or when conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.

9. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public. Generally the matter will be referred to staff for further research and possible report or action at a future council meeting.

D. A summary of these rules for public comment may be provided in the council meeting room.

XI. PUBLIC HEARINGS. Public hearings are sometimes required by law to allow the public to offer input on city council decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

A. **General procedure for public hearings.** The order of business for all public hearings conducted by council shall be:

1. Opening comments by presiding officer announcing the purpose of the public hearing.
2. Presiding officer opens the public hearing portion of the meeting.
3. Staff presentation (including city administrator, attorney, engineering reports if any).
4. Developer/other presentation (if any).
5. Public comments.
6. Reading of written comments.
7. Presiding officer formally closes the public hearing portion of the meeting.

B. Speakers who wish to address the city council at a public hearing must follow the same rules in Section X Public Hearings. However, the presiding officer may allow additional time for speakers, as required, to comply with applicable state law.

C. Speakers may also provide written comments to the city council before or at the meeting. Written comments may be read aloud by the City Administrator or their designee. Anonymous, unsigned communications will not be read.

D. The presiding officer may continue the hearing, if necessary, following the procedures in Section V Council meetings, subsection F.

XII. PROCEDURE FOR RESOLUTION AND ORDINANCE ADOPTION. All resolutions and ordinances shall be in writing. Unless otherwise provided by law, all ordinances shall be adopted by a majority vote of councilmembers present at the council meeting. Unless otherwise provided by law, ordinances do not require multiple readings, and may be adopted as presented at the first available meeting.

XIII. BOARD, COMMISSION, AND COMMITTEE ASSIGNMENTS. All assignments of councilmembers to serve on city boards, commissions, and committees shall be by a majority vote of councilmembers present at the meeting, unless otherwise provided by law.

XIV. SEATING ASSIGNMENTS. Councilmembers shall occupy the chairs assigned to them by the presiding officer.

XV. SUSPENSION OR AMENDMENT OF THESE RULES. Any or all of these rules may be temporarily suspended by a majority vote of the councilmembers present at the meeting, except as otherwise required by Minnesota law. These rules shall not be repealed or amended except by a majority vote of the whole council after notice has been given at a preceding council meeting.

Cambridge City Council Meeting Minutes Monday, December 20, 2021

A regular meeting of the Cambridge City Council was held on Monday, December 20, 2021, 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 Mark Ziebarth.

Member Absent: Council Member Bob Shogren.

Staff Present: City Administrator Vogel, City Attorney Squires, Police Chief Schuster, Police Sergeant Giese, Finance Director Moe, Utilities/Public Works Director Schwab, and Community Development Director Westover.

Call to Order and Pledge of Allegiance

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

Citizens Forum

No one appeared to speak before the council.

Approval of Agenda

Godfrey said Personnel Policy sections 16, 17, and 18 would be added to item 4G on the Consent Agenda, and Item 7D – Meadowlands Development Agreement would also be added. Conley moved, seconded by Ziebarth, to approve the amended agenda.

Consent Agenda

Ziebarth wished to pull item 4A for correction. Iverson moved, seconded by Conley, to approve Consent Agenda items B-G:

- B. Warrants #121577- #121853 and ACH/Wire items totaling \$ 1,807,089.57
- C. Resolution R21-067 Application for Final Payment #15 from Phoenix Fabricators & Erectors LLC for West Water Tower
- D. Resolution R21-068 Designating Election Polling Places
- E. F/T Police Officer Conditional Offer letter for Christiano Rosa
- F. P/T Police Officer Conditional Offer Letter for Kevin Stahl
- G. Personnel Policy Sections 13 and 15

Upon roll call, Godfrey, Ziebarth, Iverson, and Conley all voted aye, no nays. Motion passed unanimously.

Ziebarth identified an error on page 3 of the minutes for the December 6, 2021 meeting. In the second to the last sentence of the page, the last name Boone was misspelled as “Boon” and needs to have an “e” added to the end. Ziebarth moved, seconded by Iverson, to approve the amended minutes. Motion passed unanimously.

Work Session

There were no items under work session.

Unfinished Business

Parks, Trails, and Recreation Commission Appointment

Westover stated Barry Wendorff served as the ex-officio member of the Parks, Trail, and Recreation Commission (PTRC) for many years, but will no longer be able to serve on the commission. She said this opens up an additional spot on the commission to be filled. Westover stated applications were still being held from opening solicitations in October, and there was one application from Lindsay Rassman that met all of the requirements for becoming a commission member. Westover said Rassman is still interested in becoming a commission member, and would fill the member-at-large representative position. Godfrey asked what the term of the position is, and Westover stated the position is three-year term through January 31, 2024. Iverson moved, seconded by Ziebarth, to approve Lindsay Rassman as a Member-at-Large Representative on the City of Cambridge Parks, Trails, and Recreation Commission. Motion passed unanimously.

New Business

Ordinance 740 Fee Schedule FY 2022

Vogel brought the proposed fee schedule for fiscal year 2022 before the council for approval. He noted the only change from the presented documents was to the fees for the Pickleball courts. Vogel noted the documents listed the fee for use of the courts as a per hour fee, but needs to be corrected to state that it is a per season fee. Conley moved, seconded by Ziebarth, to approve Ordinance 740 providing the Fee Schedule for Fiscal Year 2022 as presented with an amendment to the Pickleball court fee. Motion passed unanimously.

Resolution R21-069 Approve Interim Use Permit for Storage Pod Containers, Cambridge True Value

Westover informed the council of a request from Grant Guestschoff of True Value Home Center, Inc., 355 Garfield Street South, for an Interim Use Permit (IUP) to allow storage pod containers on a temporary basis. The property is zone I-1 Low Impact Business-Industrial District, and storage pod containers are allowed in this district with an IUP. Westover stated the request has come about due to the current shipping container/cargo boat issue on the coast of California. She said instead of receiving their inventory over the course of six months, the business received its inventory all at once forcing them to use storage containers. There are 28 storage pod containers; most of them are located on bituminous surface, with only a few located on grass. Westover said staff found the request for the IUP to be reasonable given the unusual time in our history of shipping delays, and noted the applicant would be removing the containers from the grassy area first. She said the request was reviewed by the Planning Commission with the added condition of restricting the site to no more than 30 storage containers. The other conditions of the IUP would be that it is not transferable, it will expire on July 31, 2022, all storage pods must be removed by the July 31, 2022 expiration. Ziebarth moved, seconded by Iverson, to approve Resolution R21-069 approving an IUP for Cambridge True Value Home Center, Inc. for the property located at 355 Garfield Street South to allow storage pod containers in the I-1 zoning district. Motion passed unanimously.

Potentially Dangerous dog designation – Joel Swanson

Sergeant Giese presented information about a dangerous dog incident that occurred on November 17, 2021. Sgt. Giese stated he had been dispatched to meet a complainant in reference to two dogs that had come running at the complainant in an “aggressive manner” while he was on his bicycle. The complainant told Giese he ran into one of the dogs with his bicycle and hurt his knee. He was able to describe the dogs and show the Sgt. Giese where they lived. Sgt. Giese spoke with the dogs’ owner Joe Swanson, who told him he did not know the dogs had been running loose. The dogs were not registered at the time of the incident, and Sgt. Giese informed that Officer Peck had talked with the owner back in December 2020 about the dogs running off property. Sgt. Giese stated the dogs did not bite the complainant, but did send paperwork to Mr. Swanson designating his dogs as “potentially dangerous”.

Mr. Swanson was in attendance, and stated he did not know the dogs had been out running loose. He said the description of dog that the complainant hit is more like his neighbor’s dog. When questioned, Mr. Swanson stated that he keeps his dogs on a leash when they are outside. He did state they had a door that the dogs were able to get open in the past, but that they have remedied that situation. He said the vaccinations for his dogs were up-to-date and he just needed to find the paperwork, and that he would be able to get them licensed with the city.

Godfrey asked City Attorney Squires if there is anything the council should take into consideration in making a decision. Squires stated the definition of a “potentially dangerous dog” per the city code needs to be followed, and this designation includes providing records, having the dogs licensed, and also having the dogs micro-chipped. Squires noted that this designation would provide further distinction in deciding if the dogs are dangerous should another incident happen. Godfrey stated he would not be in favor of upholding the “potentially dangerous” designation as there is some amount of uncertainty about the identity of the dogs in question. He did want to make sure they have the records and licensing done with the city. Squires said they could require the records, licensing, and micro-chipping being done as part of not upholding the designation. Vogel thought the council should set a date for when the requirements should be completed, and revisited if they aren’t. Godfrey moved, seconded by Iverson, to stay the designation of “potentially dangerous” animal, and it can be removed if Mr. Swanson provides records of vaccination and completes licensing with staff for both dogs by January 31, 2022. Motion passed unanimously.

Approve Agreement for Development with Meadowland Builders

Westover stated staff has been working with Meadowland Builders, specifically Rick Lewandowski, for several months on constructing a new townhome development. Before any work can be started, an agreement between the City of Cambridge and Meadowland Builders needs to be approved and signed. Westover said the agreement would ensure that roads would be completed, the lifts are brought up to standards, utilities are completed, all landscaping is completed as each building is constructed, and that there is an association declaration in place before a Certificate of Occupancy is issued. Vogel added the City Attorney was consulted about the agreement to make sure the document had been drafted properly. Ziebarth moved, seconded by Conley, to approve the agreement between Meadowland Builders and the City of Cambridge as presented. Motion passed unanimously.

Mayor's Report

Godfrey wished everyone a Merry Christmas and a Happy New Year. He also reviewed the proposed committee assignments for council members in 2022. Godfrey wanted to thank everyone for the response and incredible growth through the Covid pandemic.

Council Concerns

There were no council concerns.

City Attorney/City Administrator's Report

Squires wished everyone a Merry Christmas and good health, and is looking forward to 2022.

Vogel noted that he would be sending out the 2022 meeting dates in the next week, and council can provide any feedback before the first meeting in January 2022. Vogel stated he has had an exciting first six months as City Administrator, and wished everyone a Merry Christmas and a Happy New.

Adjournment of Council Meeting

Being no further business before the City Council, Ziebarth moved, seconded by Iverson, to adjourn the regular meeting at 6:36 pm. Motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

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

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

Members Present: Mayor James Godfrey; Council Members Lisa Iverson, Kersten Conley, and Mark Ziebarth.

Members Absent: Council Member Bob Shogren.

**Regular City Council Meeting
December 20, 2021**

- Called meeting to order at 6:00 pm.
- Added information to item 4G, added item 7D, and approved amended agenda.
- Approved Consent Agenda items B-G.
- Corrected a misspelled name in consent item 4A and approved.
- Appointed Lindsay Rassman as Member-at-Large Representative on the Parks, Trails, Recreation Commission.
- Corrected fee for Pickleball courts, and approved Ordinance 740 for the 2022 Fee Schedule.
- Approved Resolution R21-069 to allow storage pod containers at 355 Garfield St. S.
- Stayed designation of “potentially Dangerous” dogs until records and licensure is complete.
- Approved development agreement with Meadowland Builders/Rick Lewandowski.
- Requested council feedback on proposed committee assignments and meeting dates for 2022.
- Adjourned at 6:36 pm.

Prepared by: Caroline Moe, Director of Finance

Background

Attached for your review are the **Draft** Monthly Financial Reports for the eleven months ended November 30, 2021. Included in the Monthly Financial Reports are the following components:

Financial Snapshot

Outstanding City Debt

General Fund - Amended 2021 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2021 Compared to Actual

Debt Service Fund Summary: Adopted 2021 Budget Compared to Actual

Capital Fund Summary:

Amended 2021 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2021 Budget Compared to Actual

Wastewater Utility - Adopted 2021 Budget Compared to Actual

Stormwater Utility- Adopted 2021 Budget Compared to Actual

Street Light Utility- Adopted 2021 Budget Compared to Actual

Liquor Store – Adopted 2021 Budget Compared to Actual.

Cash and Investment Summary

Park Expenditure Breakdown Report

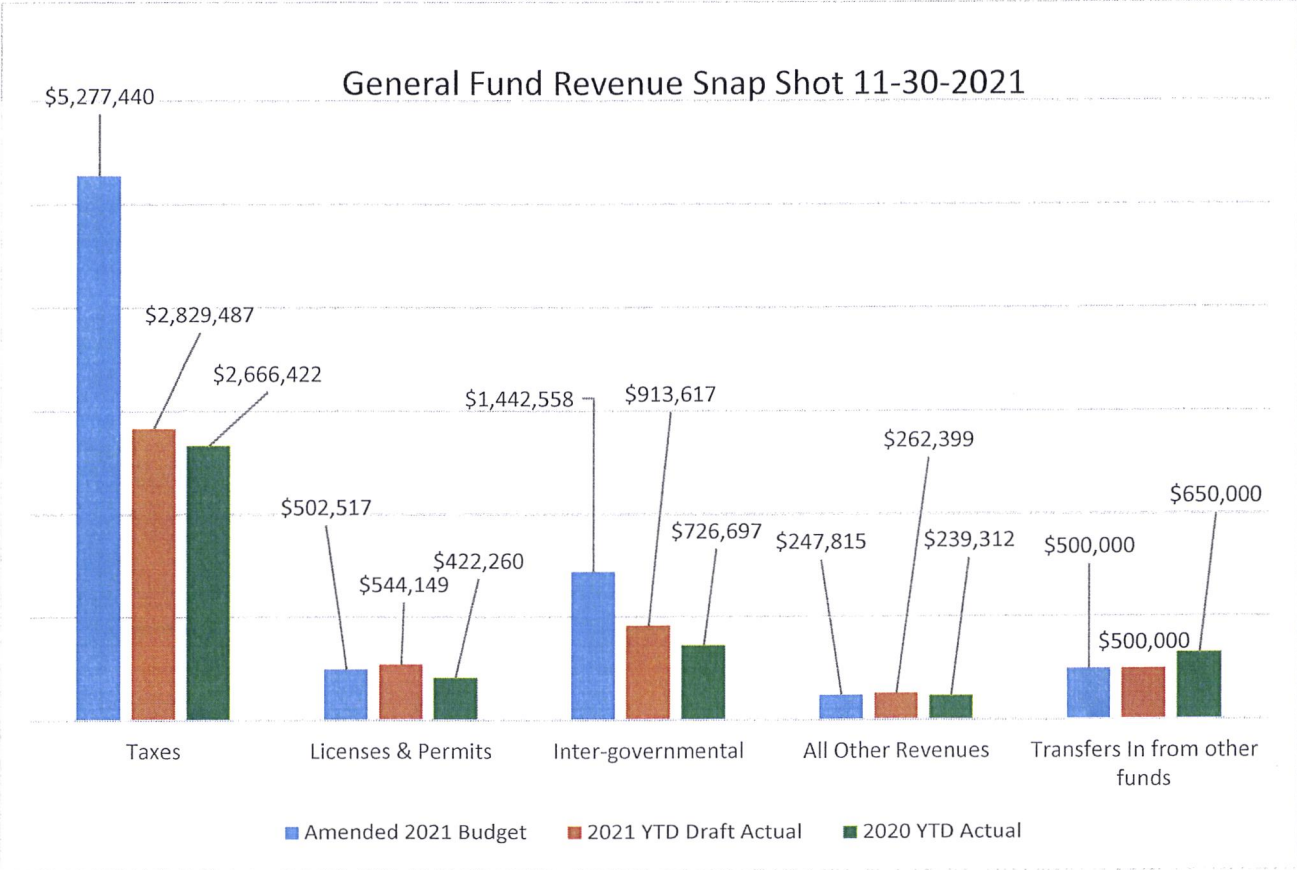
Compatibility with Strategic Goals:

Regular financial reporting to the City Council supports core strategy #5—Foster engaged, informed, and involved citizens and community, specifically related to the strategic objective of build trust with the community by maintaining clean audits, clear communication and transparency. Routine publishing of monthly financial statements provides transparent updates on the City’s financial condition.

Council Action Requested

NONE REQUIRED - For discussion only.

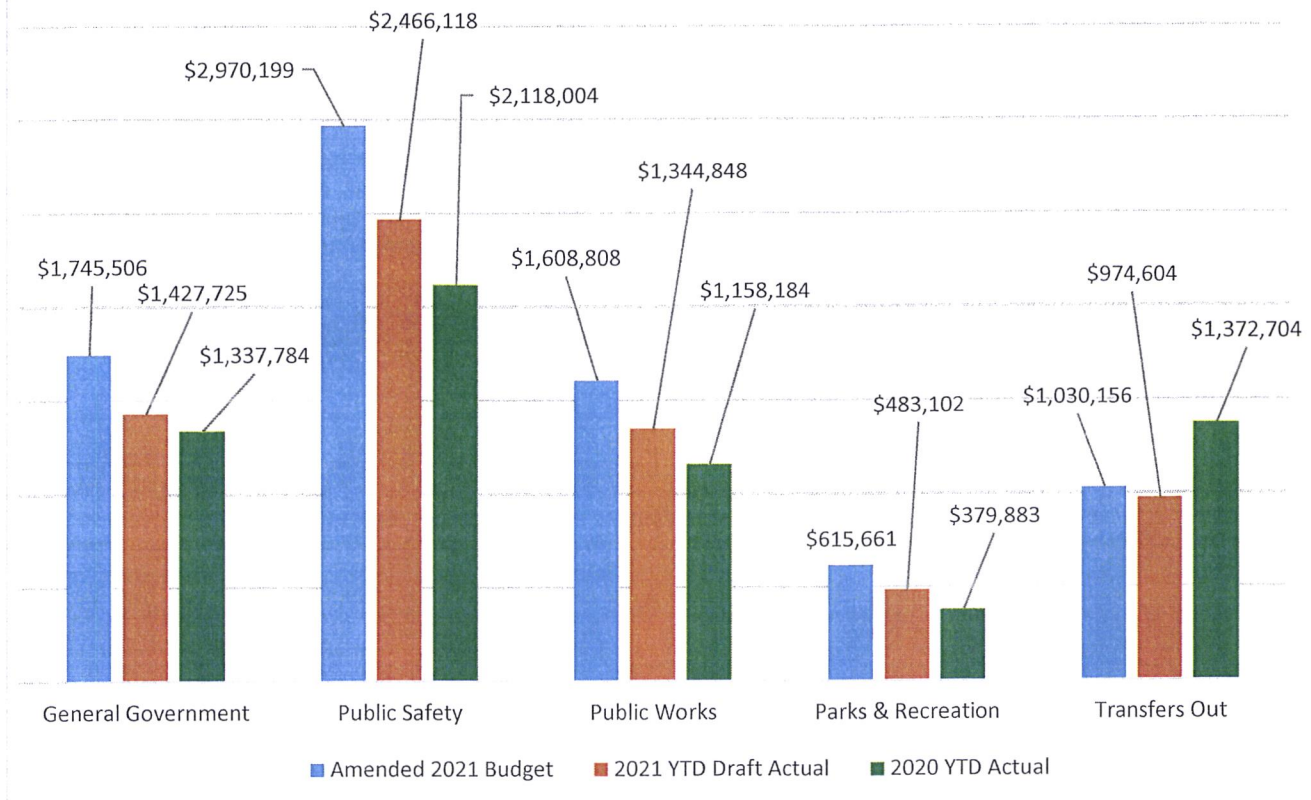
Council Financial Snapshot



Notes—

- Tax revenue is only received in July and December from Isanti County.
- Permit revenue for 2021 appears to be ahead of 2020. Building permit for new apartment building was pulled in June 2021.
- Inter-governmental revenue is primarily received in July, October and December. Inter-governmental is higher in 2021 due to school resource contract. In 2020, due to pandemic, school resource officer contract was temporarily suspended.
- Other revenue—on track as expected.
- Transfer amount as expected per budget and long range plan.

General Fund Expenditure Snap Shot 11-30-2021



Notes—

- Increase in General Government is due to approximately \$90K more in Administration personnel costs due to costs related to the retirement of the previous City Administrator as well as the new Assistant City Administrator position now coded to this department.
- Increase in Public Safety is due to increased grant-funded training in the Fire Dept and replacement of computers in the Police Dept. In addition, insurance premium for police liability and equipment have increased.
- Increase in Public Works is due to approximately \$10K more of snowplow overtime costs as well as \$30K of additional personnel costs related to the retirement of staff member along with having one additional staff member in the department for 2021. In addition, \$36K spent on street light pole replacement in 2021.

Behind the numbers—

15/2

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

Behind the numbers—

57/6

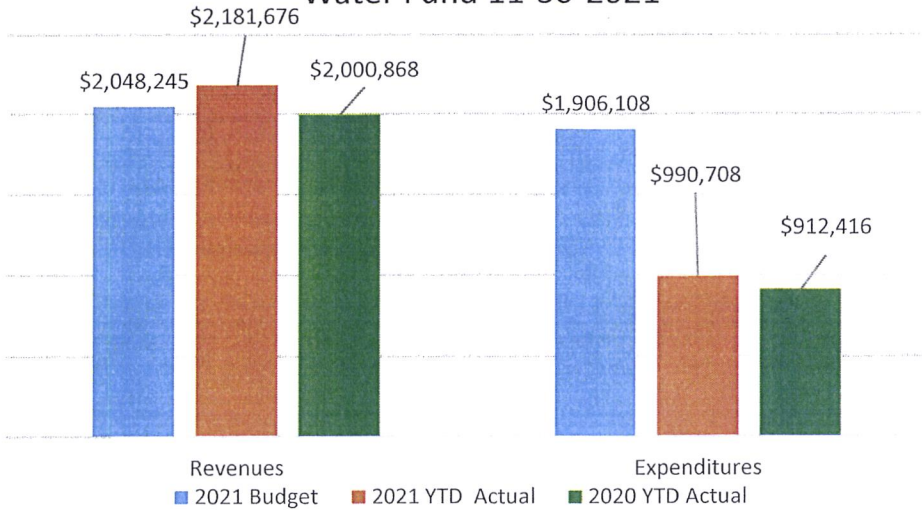
Cambridge maintains fifty-seven miles of streets with six snow plows, two loaders, and two sidewalk machines. The Street Dept plows when two inches or more of snow is received. The Street Dept also sands/salts when conditions are slippery. To report street concerns, call 689-1800.

Behind the numbers—

18

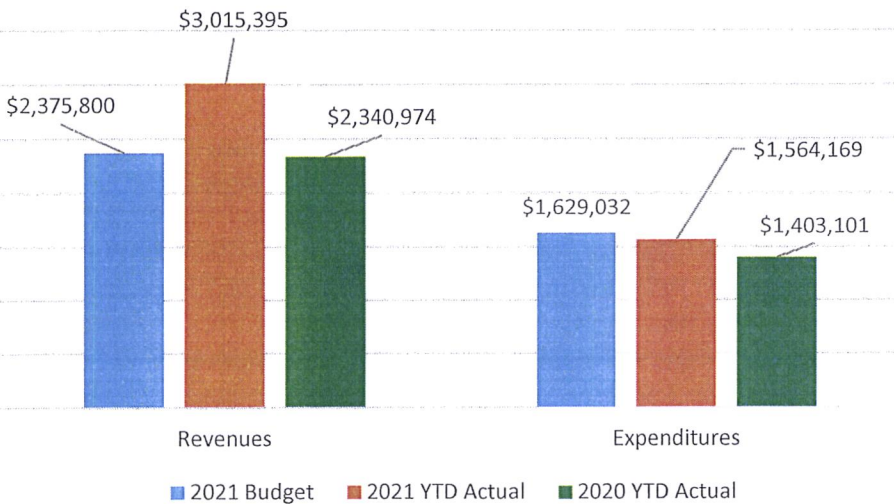
Cambridge has eighteen parks. Park locations and amenities can be found on the City's website at www.ci.cambridge.mn.us

Water Fund 11-30-2021



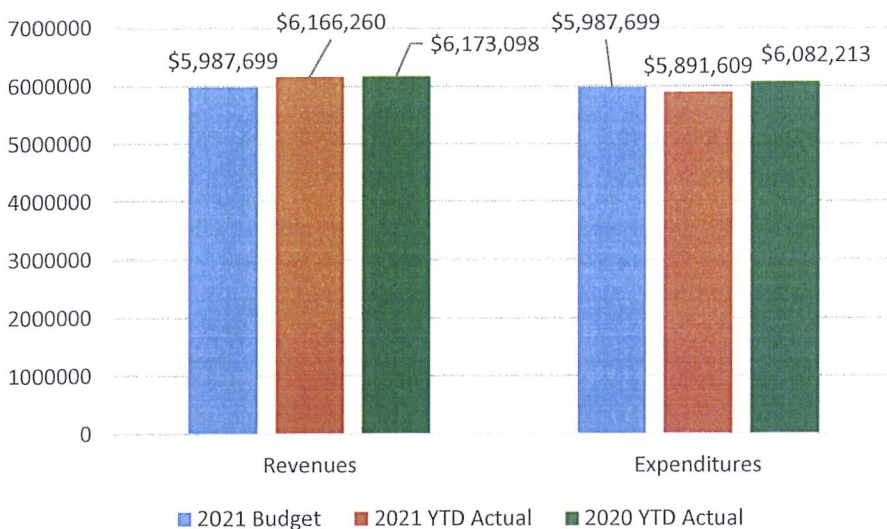
Water Fund Notes—
 Increase in revenue as compared to 2020 is primarily due to additional sales of water on sprinkler accounts due to dry weather conditions. Expenditures for 2021 higher than 2020 due to \$60K of meter purchases done earlier in the year as compared to prior year. Also, \$43K of contractual services done in 2021, not done in 2020 related to GIS and water system resiliency in addition to the demolition of the old water tower.

Wastewater Fund 11-30-2021



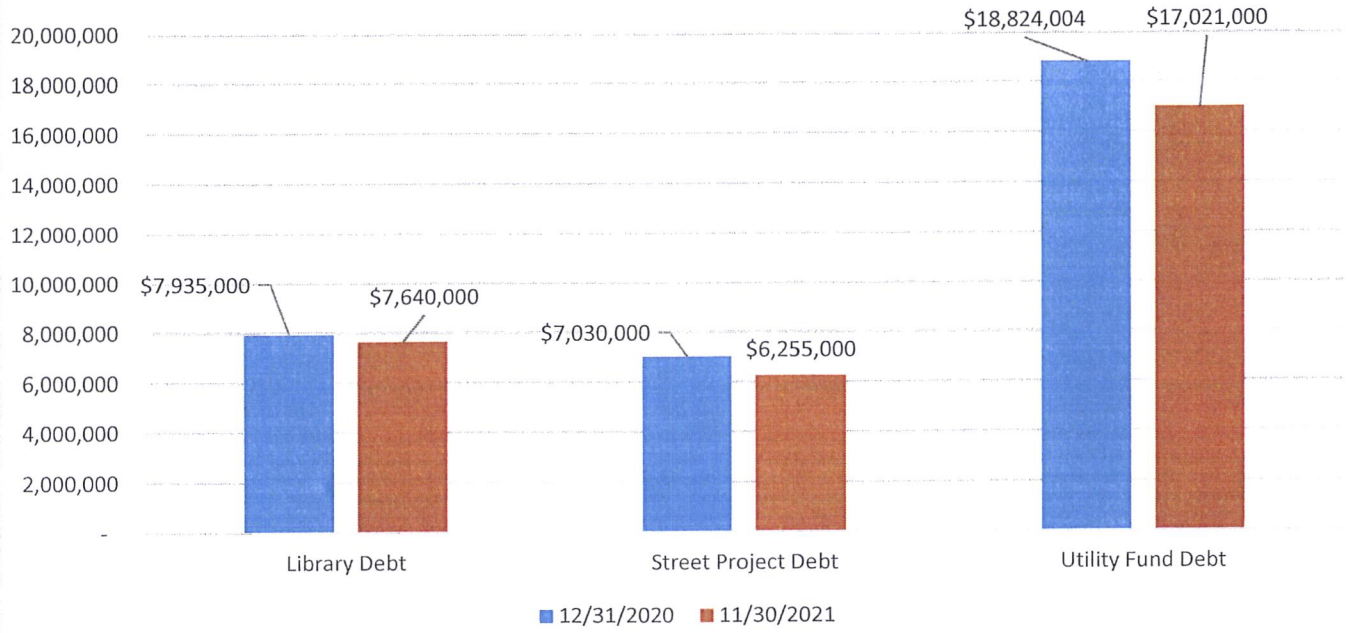
Wastewater Fund Notes—
 Revenue exceeding 2020 due to \$465K more sewer connections charges being collected in 2021 as well as additional volume.
 Expenses up \$25K due to timing of chemical purchases in 2021. Also, GIS contracting services and utility costs are up over 2021.

Northbound Liquor 11-30-2021



Northbound Liquor—
 Sales are consistent with prior year. Expenses in 2021 are lagging behind 2020 due to reduced contract maintenance and reduced personnel costs.

Outstanding City Debt 11-30-2021



CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
TAXES	5,248,323.00	5,277,440.00	2,829,487.40	(2,447,952.60)	53.61	5,232,716.68
LICENSES AND PERMITS	279,087.00	502,517.00	544,148.96	41,631.96	108.28	489,617.02
INTERGOVERNMENTAL REVENUES	1,196,000.00	1,442,558.00	913,617.00	(528,941.00)	63.33	1,238,797.59
CHARGES FOR SERVICES	123,875.00	133,177.00	143,744.33	10,567.33	107.93	133,576.85
FINES AND FORFEITURES	42,500.00	35,710.00	28,532.14	(7,177.86)	79.90	57,024.60
OTHER	86,043.00	78,928.00	89,682.60	10,754.60	113.63	127,043.37
MISC REVENUE	.00	.00	439.50	439.50	.00	.00
OTHER FINANCING SOURCES	500,000.00	500,000.00	500,000.00	.00	100.00	500,000.00
TOTAL FUND REVENUE	7,475,828.00	7,970,330.00	5,049,651.93	(2,920,678.07)	63.36	7,778,776.11
EXPENDITURES						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL	61,445.00	59,945.00	51,681.00	8,264.00	86.21	53,109.71
ADMINISTRATION	447,408.00	458,064.00	403,061.67	55,002.33	87.99	288,866.73
ELECTIONS	750.00	750.00	2,645.00	(1,895.00)	352.67	17,642.73
FINANCE/MIS	359,831.00	339,697.00	310,252.80	29,444.20	91.33	311,400.87
LEGAL	113,000.00	113,000.00	79,615.83	33,384.17	70.46	93,555.98
BUILDING DEPARTMENT	329,860.00	385,612.00	263,128.75	122,483.25	68.24	287,325.21
ENGINEERING	35,000.00	52,000.00	48,442.75	3,557.25	93.16	40,440.00
PLANNING	219,380.00	184,422.00	150,345.33	34,076.67	81.52	254,454.95
NEW CITY HALL BUILDING	156,144.00	152,016.00	118,552.20	33,463.80	77.99	137,505.54
TOTAL GENERAL GOVERNMENT	1,722,818.00	1,745,506.00	1,427,725.33	317,780.67	81.79	1,484,301.72
PUBLIC SAFETY						
POLICE DEPARTMENT	2,463,124.00	2,497,532.00	2,034,519.18	463,012.82	81.46	2,026,198.82
FIRE DEPARTMENT	342,687.00	462,767.00	425,862.20	36,904.80	92.03	320,982.54
EMERGENCY MANAGEMENT	4,400.00	4,900.00	1,737.06	3,162.94	35.45	4,103.33
ANIMAL CONTROL	5,000.00	5,000.00	4,000.00	1,000.00	80.00	4,800.00
TOTAL PUBLIC SAFETY	2,815,211.00	2,970,199.00	2,466,118.44	504,080.56	83.03	2,356,084.69
STREETS						
STREETS	1,535,550.00	1,608,808.00	1,344,847.86	263,960.14	83.59	1,246,861.82
TOTAL STREETS	1,535,550.00	1,608,808.00	1,344,847.86	263,960.14	83.59	1,246,861.82
PARK AND RECREATION						
PARKS & RECREATION	464,545.00	499,838.00	388,212.67	111,625.33	77.67	346,518.75
LIBRARY	83,100.00	115,823.00	94,888.95	20,934.05	81.93	70,787.03
TOTAL PARK AND RECREATION	547,645.00	615,661.00	483,101.62	132,559.38	78.47	417,305.78
UNALLOCATED EXPENDITURES						

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TRANSFERS OUT	854,604.00	1,030,156.00	974,604.00	55,552.00	94.61	2,386,704.00
TOTAL UNALLOCATED EXPENDITURES	854,604.00	1,030,156.00	974,604.00	55,552.00	94.61	2,386,704.00
TOTAL FUND EXPENDITURES	<u>7,475,828.00</u>	<u>7,970,330.00</u>	<u>6,696,397.25</u>	<u>1,273,932.75</u>	<u>84.02</u>	<u>7,891,258.01</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>(1,646,745.32)</u>	<u>1,646,745.32</u>		<u>(112,481.90)</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES						
101-31010 TAXES - CURRENT	5,221,823.00	5,248,170.00	2,800,215.29	2,447,954.71	53.36	5,197,118.43
101-31020 TAXES - DELINQUENT	25,000.00	25,124.00	25,124.90	(.90)	100.00	16,226.35
101-31060 PENALTIES AND INTEREST	1,500.00	1,805.00	1,805.42	(.42)	100.02	700.85
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	2,341.00	2,341.79	(.79)	100.03	18,671.05
TOTAL TAXES	5,248,323.00	5,277,440.00	2,829,487.40	2,447,952.60	53.61	5,232,716.68
LICENSES AND PERMITS						
101-32110 LIQUOR LICENSES	12,000.00	12,000.00	14,725.00	(2,725.00)	122.71	1,200.00
101-32180 CIGARETTES	2,600.00	2,600.00	2,800.00	(200.00)	107.69	3,000.00
101-32184 CABLE FRANCHISE FEES	60,000.00	60,000.00	53,024.65	6,975.35	88.37	63,487.86
101-32185 REFUSE HAULER FRANCHISE FEE	2,550.00	2,550.00	2,550.00	.00	100.00	2,550.00
101-32199 OTHER BUS LIC & PERMITS	500.00	625.00	675.00	(50.00)	108.00	1,400.00
101-32218 CITY SHARE ELEC INSPECTIONS	3,000.00	7,770.00	8,363.17	(593.17)	107.63	6,595.70
101-32219 RETAINAGE OF BLDG SURCHARGE	100.00	727.00	1,245.82	(518.82)	171.36	196.47
101-32220 BUILDING PERMITS	155,000.00	340,000.00	367,294.06	(27,294.06)	108.03	339,884.65
101-32221 EXCAVATING PERMITS	.00	54.00	54.00	.00	100.00	162.00
101-32222 MECHANICAL PERMITS	14,100.00	25,496.00	31,578.65	(6,082.65)	123.86	23,350.00
101-32225 INVESTIGATION (PENALTY FEE)	.00	2,334.00	2,442.00	(108.00)	104.63	1,400.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	237.00	835.00	960.00	(125.00)	114.97	785.00
101-32230 PLUMBING PERMITS	7,000.00	22,369.00	30,481.57	(8,112.57)	136.27	17,387.00
101-32240 SIGN PERMITS	1,000.00	870.00	1,200.00	(330.00)	137.93	1,040.00
101-32298 RENTAL REGISTRATION FEE	14,000.00	7,000.00	7,260.54	(260.54)	103.72	11,476.70
101-32299 PLANNING & ZONING FEES	7,000.00	17,287.00	19,494.50	(2,207.50)	112.77	15,701.64
TOTAL LICENSES AND PERMITS	279,087.00	502,517.00	544,148.96	(41,631.96)	108.28	489,617.02
INTERGOVERNMENTAL REVENUES						
101-33165 FEDERAL GRANTS - OTHER	.00	.00	.00	.00	.00	2,950.00
101-33401 LOCAL GOVERNMENT AID (LGA)	930,000.00	1,020,839.00	510,419.50	510,419.50	50.00	955,567.00
101-33404 STATE AID - OTHER	6,000.00	13,070.00	13,070.00	.00	100.00	9,112.17
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
101-33420 FIRE STATE AID (2% INS PREM.)	.00	88,928.00	88,927.23	.77	100.00	.00
101-33421 POLICE STATE AID	145,000.00	149,249.00	151,120.68	(1,871.68)	101.25	150,366.12
101-33422 SCHOOL DIST COST FOR OFFICER	60,000.00	115,000.00	94,607.37	20,392.63	82.27	65,228.99
101-33610 CTY GRANTS & AIDS FOR HWYS	5,000.00	5,472.00	5,472.22	(.22)	100.00	5,573.31
TOTAL INTERGOVERNMENTAL REVE	1,196,000.00	1,442,558.00	913,617.00	528,941.00	63.33	1,238,797.59

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
CHARGES FOR SERVICES						
101-34102 FILING FEES	.00	.00	.00	.00	.00	105.25
101-34105 SALES - MAPS, COPIES, ETC.	100.00	100.00	100.50	(.50)	100.50	392.00
101-34110 SOLAR LEASE REVENUE	7,500.00	7,650.00	15,453.00	(7,803.00)	202.00	7,500.00
101-34201 POLICE DEPARTMENT REPORTS	500.00	500.00	493.25	6.75	98.65	540.75
101-34202 POLICE ADMINISTRATION FEES	2,500.00	2,500.00	4,770.00	(2,270.00)	190.80	2,839.00
101-34205 PAWN SHOP TRANSACTION REVENUE	2,000.00	2,000.00	2,500.00	(500.00)	125.00	2,582.50
101-34206 FIRE PROT TOWNSHIP CONTRACT	105,500.00	105,580.00	105,580.58	(.58)	100.00	107,426.29
101-34210 FIRE PROTECTION ADMINISTRATION	2,775.00	2,442.00	2,442.00	.00	100.00	3,061.70
101-34925 PARK ACTIVITY FEES	1,000.00	6,995.00	6,995.00	.00	100.00	5,645.00
101-34930 ART FAIR FEES	.00	1,450.00	1,450.00	.00	100.00	980.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	620.00	620.00	.00	100.00	504.36
101-34958 ICE RINK LEASE REVENUE	2,000.00	3,340.00	3,340.00	.00	100.00	2,000.00
TOTAL CHARGES FOR SERVICES	123,875.00	133,177.00	143,744.33	(10,567.33)	107.93	133,576.85
FINES AND FORFEITURES						
101-35101 COURT FINES	40,000.00	34,000.00	29,572.14	4,427.86	86.98	40,299.96
101-35102 PARKING FINES	1,500.00	500.00	440.00	60.00	88.00	460.00
101-35104 ANIMAL CONTROL FINES	1,000.00	1,210.00	1,645.00	(435.00)	135.95	1,885.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	.00	(3,125.00)	3,125.00	.00	14,379.64
TOTAL FINES AND FORFEITURES	42,500.00	35,710.00	28,532.14	7,177.86	79.90	57,024.60
OTHER						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	549.00	549.31	(.31)	100.06	355.30
101-36200 MISCELLANEOUS	.00	.00	4.50	(4.50)	.00	.00
101-36210 INTEREST EARNINGS	20,000.00	.00	.00	.00	.00	58,657.17
101-36220 FACILITY RENTAL	3,600.00	3,600.00	4,058.37	(458.37)	112.73	10,628.37
101-36230 DONATIONS	2,876.00	790.00	790.00	.00	100.00	6,212.00
101-36231 LIBRARY LEASE RENT	59,067.00	71,064.00	65,144.75	5,919.25	91.67	39,455.75
101-36233 OPERATION ROUND UP GRANT	.00	.00	2,500.00	(2,500.00)	.00	.00
101-36234 ARTS GRANT FROM ECRAC	.00	.00	7,250.00	(7,250.00)	.00	6,750.00
101-36235 LIBRARY ROOM RENTAL	.00	425.00	600.00	(175.00)	141.18	80.00
101-36240 PATRONAGE CAPITAL	500.00	.00	.00	.00	.00	4,351.48
101-36241 FIRE DEPT PRIVATE GRANTS	.00	2,500.00	2,500.00	.00	100.00	.00
101-36501 SALE OF PROPERTY	.00	.00	6,285.67	(6,285.67)	.00	553.30
TOTAL OTHER	86,043.00	78,928.00	89,682.60	(10,754.60)	113.63	127,043.37

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>MISC REVENUE</u>							
101-37200	MISCELLANEOUS	.00	.00	439.50	(439.50)	.00	.00
	TOTAL MISC REVENUE	.00	.00	439.50	(439.50)	.00	.00
<u>OTHER FINANCING SOURCES</u>							
101-39203	TRANSFERS FROM OTHER FUNDS	500,000.00	500,000.00	500,000.00	.00	100.00	500,000.00
	TOTAL OTHER FINANCING SOURCES	500,000.00	500,000.00	500,000.00	.00	100.00	500,000.00
	TOTAL FUND REVENUE	<u>7,475,828.00</u>	<u>7,970,330.00</u>	<u>5,049,651.93</u>			<u>7,778,776.11</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAYOR AND CITY COUNCIL						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	27,408.48	(2,491.52)	91.67	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	2,096.50	(193.50)	91.55	2,287.09
101-41110-151 WORKERS' COMPENSATION PREMIU	155.00	155.00	89.98	(65.02)	58.05	98.73
TOTAL PERSONAL SERVICES	32,345.00	32,345.00	29,594.96	(2,750.04)	91.50	32,285.98
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	.00	(100.00)	.00	.00
101-41110-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	180.93	(69.07)	72.37	.00
101-41110-214 EMPLOYEE RECOGNITION	500.00	500.00	80.00	(420.00)	16.00	281.09
TOTAL SUPPLIES	850.00	850.00	260.93	(589.07)	30.70	281.09
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	3,000.00	500.00	(2,500.00)	16.67	.00
101-41110-331 TRAVEL/MEALS/LODGING	2,500.00	1,271.00	1,032.51	(238.49)	81.24	147.53
101-41110-334 MILEAGE REIMBURSEMENT	150.00	.00	.00	.00	.00	.00
101-41110-340 ADVERTISING	400.00	400.00	.00	(400.00)	.00	.00
101-41110-360 INSURANCE AND BONDS	400.00	301.00	300.60	(.40)	99.87	358.36
TOTAL OTHER SERVICES AND CHA	4,450.00	4,972.00	1,833.11	(3,138.89)	38.87	505.89
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	100.00	30.00	30.00	.00	100.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	2,800.00	274.00	274.00	.00	100.00	.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	16,500.00	16,237.50	(262.50)	98.41	15,300.00
101-41110-456 ART FESTIVAL	2,000.00	2,000.00	1,577.00	(423.00)	78.85	1,096.75
101-41110-457 DOWNTOWN BANNERS & SIGNAGE	500.00	500.00	.00	(500.00)	.00	.00
101-41110-458 DOWNTOWN FLOWER BASKET PROJ	1,800.00	1,874.00	1,873.50	(.50)	99.97	3,300.00
TOTAL MISCELLANEOUS	23,800.00	21,778.00	19,992.00	(1,786.00)	91.80	20,036.75
TOTAL MAYOR AND CITY COUNCIL	61,445.00	59,945.00	51,681.00	(8,264.00)	86.21	53,109.71

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
101-41320-101 FULL-TIME EMPLOYEES - REGULAR	203,720.00	256,042.00	229,335.75	(26,706.25)	89.57	142,974.67
101-41320-103 PART-TIME - REGULAR	40,336.00	46,000.00	37,866.73	(8,133.27)	82.32	36,847.86
101-41320-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	60.00	55.55	(4.45)	92.58	5.51
101-41320-121 PERA (EMPLOYER)	18,415.00	19,000.00	16,170.45	(2,829.55)	85.11	13,146.61
101-41320-122 FICA/MEDICARE (EMPLOYER)	18,783.00	19,000.00	16,392.43	(2,607.57)	86.28	13,117.16
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	46,176.00	36,000.00	33,319.82	(2,680.18)	92.56	19,429.88
101-41320-132 ADMIN-LONGEVITY PAY	1,472.00	.00	.00	.00	.00	.00
101-41320-133 ADMIN-INS DEDUCTIBLE CONTRIB	3,600.00	3,600.00	1,200.00	(2,400.00)	33.33	1,200.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,856.00	1,856.00	1,100.98	(755.02)	59.32	796.62
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	2,500.00	1,500.00	.00	(1,500.00)	.00	58.66
101-41320-154 HRA/FLEX FEES	250.00	250.00	134.10	(115.90)	53.64	78.05
101-41320-157 SEVERENCE	50,850.00	.00	.00	.00	.00	.00
101-41320-158 MOVING EXP REIMB	.00	2,000.00	543.63	(1,456.37)	27.18	.00
TOTAL PERSONAL SERVICES	387,958.00	385,308.00	336,119.44	(49,188.56)	87.23	227,655.02
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,526.10	26.10	101.74	1,879.44
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	1,094.15	(905.85)	54.71	1,224.73
101-41320-203 CITY NEWSLETTER COSTS	5,500.00	2,750.00	.00	(2,750.00)	.00	1,758.00
101-41320-204 STATIONARY, FORMS & ENVELOPES	250.00	250.00	159.90	(90.10)	63.96	291.00
101-41320-209 SOFTWARE UPDATES	500.00	500.00	499.50	(.50)	99.90	1,263.63
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	301.36	(198.64)	60.27	336.06
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	200.00	200.00	.00	(200.00)	.00	.00
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,800.00	3,574.54	(225.46)	94.07	3,783.61
TOTAL SUPPLIES	13,450.00	11,500.00	7,155.55	(4,344.45)	62.22	10,536.47
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	2,000.00	3,500.00	5,507.26	2,007.26	157.35	1,788.91
101-41320-313 IT MGMT & BACKUP	3,000.00	6,000.00	5,102.20	(897.80)	85.04	5,330.40
101-41320-321 TELEPHONE/CELLULAR PHONES	.00	540.00	315.00	(225.00)	58.33	.00
101-41320-322 POSTAGE	3,500.00	3,500.00	2,531.87	(968.13)	72.34	3,510.83
101-41320-331 TRAVEL/MEALS/LODGING	600.00	600.00	663.46	63.46	110.58	164.80
101-41320-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	.00
101-41320-340 ADVERTISING	2,000.00	1,500.00	697.80	(802.20)	46.52	747.80
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	1,200.00	1,200.00	340.43	(859.57)	28.37	315.20
101-41320-360 INSURANCE AND BONDS	2,250.00	2,321.00	2,320.91	(.09)	100.00	2,135.86
TOTAL OTHER SERVICES AND CHA	14,850.00	19,461.00	17,478.93	(1,982.07)	89.82	13,993.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	.00	600.00	600.00	.00	100.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	16,000.00	26,000.00	26,966.80	966.80	103.72	22,482.68
101-41320-430 MISCELLANEOUS	50.00	50.00	44.95 (5.05)	89.90	432.27
101-41320-433 DUES AND SUBSCRIPTIONS	600.00	501.00	52.00 (449.00)	10.38	196.49
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	13,951.00	13,951.00	.00	100.00	13,345.00
101-41320-440 SCHOOLS AND MEETINGS	500.00	693.00	693.00	.00	100.00	225.00
<i>TOTAL MISCELLANEOUS</i>	<u>31,150.00</u>	<u>41,795.00</u>	<u>42,307.75</u>	<u>512.75</u>	<u>101.23</u>	<u>36,681.44</u>
TOTAL ADMINISTRATION	<u>447,408.00</u>	<u>458,064.00</u>	<u>403,061.67 (</u>	<u>55,002.33)</u>	<u>87.99</u>	<u>288,866.73</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>							
<i>PERSONAL SERVICES</i>							
101-41410-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	8,035.63
	<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	8,035.63
<i>SUPPLIES</i>							
101-41410-201	OFFICE SUPPLIES - ACCESSORIES	.00	.00	.00	.00	.00	265.22
	<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	265.22
<i>OTHER SERVICES AND CHARGES</i>							
101-41410-331	TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	150.94
101-41410-351	LEGAL NOTICES/ORD PUBLISHING	.00	.00	.00	.00	.00	72.00
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	.00	.00	.00	222.94
<i>MISCELLANEOUS</i>							
101-41410-408	MAINT CONTRACTS - MACH/EQUIP	750.00	750.00	2,645.00	1,895.00	352.67	9,118.94
	<i>TOTAL MISCELLANEOUS</i>	750.00	750.00	2,645.00	1,895.00	352.67	9,118.94
	TOTAL ELECTIONS	750.00	750.00	2,645.00	1,895.00	352.67	17,642.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FINANCE/MIS						
<i>PERSONAL SERVICES</i>						
101-41500-101 FULL-TIME EMPLOYEES - REGULAR	180,503.00	187,406.00	172,958.47	(14,447.53)	92.29	174,995.37
101-41500-121 PERA (EMPLOYER)	14,056.00	14,056.00	12,971.88	(1,084.12)	92.29	13,063.80
101-41500-122 FICA/MEDICARE (EMPLOYER)	14,337.00	14,337.00	12,781.63	(1,555.37)	89.15	12,763.41
101-41500-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	34,565.00	34,565.00	33,472.52	(1,092.48)	96.84	33,345.84
101-41500-132 FINANCE LONGEVITY PAY	6,903.00	.00	.00	.00	.00	.00
101-41500-133 FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,560.23	(839.77)	65.01	1,665.77
101-41500-151 WORKERS' COMPENSATION PREMIU	1,417.00	1,417.00	736.78	(680.22)	52.00	781.12
101-41500-154 HRA/FLEX FEES	200.00	200.00	127.40	(72.60)	63.70	137.35
TOTAL PERSONAL SERVICES	254,381.00	254,381.00	234,608.91	(19,772.09)	92.23	236,752.66
<i>SUPPLIES</i>						
101-41500-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	999.77	(500.23)	66.65	1,498.69
101-41500-204 STATIONARY, FORMS & ENVELOPES	2,700.00	2,700.00	2,645.98	(54.02)	98.00	3,223.35
101-41500-209 SOFTWARE UPDATES	1,000.00	1,000.00	750.00	(250.00)	75.00	3,162.20
101-41500-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	57.98	(442.02)	11.60	223.00
101-41500-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	500.00	.00	(500.00)	.00	.00
TOTAL SUPPLIES	6,700.00	6,200.00	4,453.73	(1,746.27)	71.83	8,107.24
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301 AUDITING AND ACCOUNTING	36,000.00	35,537.00	35,537.00	.00	100.00	32,502.00
101-41500-304 MISC PROFESSIONAL SERVICES	3,500.00	4,500.00	4,288.00	(212.00)	95.29	3,543.00
101-41500-308 ISANTI CO ASSESSMENT MGMT FEE	600.00	763.00	763.00	.00	100.00	423.00
101-41500-309 EDP PROFESSIONAL SERVICES	30,000.00	7,000.00	4,770.00	(2,230.00)	68.14	4,431.25
101-41500-313 IT MGMT & BACKUP	3,000.00	6,000.00	5,102.20	(897.80)	85.04	5,330.40
101-41500-321 TELEPHONE/CELLULAR PHONES	.00	540.00	450.00	(90.00)	83.33	.00
101-41500-331 TRAVEL/MEALS/LODGING	500.00	.00	.00	.00	.00	19.00
101-41500-334 MILEAGE REIMBURSEMENT	300.00	300.00	16.80	(283.20)	5.60	.00
101-41500-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	373.62	(126.38)	74.72	373.00
101-41500-360 INSURANCE AND BONDS	2,100.00	1,763.00	1,762.53	(.47)	99.97	1,608.13
TOTAL OTHER SERVICES AND CHA	76,500.00	56,903.00	53,063.15	(3,839.85)	93.25	48,229.78
<i>MISCELLANEOUS</i>						
101-41500-409 MAINT CONTRACTS - OFFICE EQUIP	18,000.00	18,000.00	15,776.00	(2,224.00)	87.64	15,776.00
101-41500-430 MISCELLANEOUS	250.00	250.00	65.11	(184.89)	26.04	4.73
101-41500-433 DUES AND SUBSCRIPTIONS	1,700.00	1,663.00	1,587.90	(75.10)	95.48	1,624.80
101-41500-440 SCHOOLS AND MEETINGS	2,300.00	2,300.00	698.00	(1,602.00)	30.35	905.66
TOTAL MISCELLANEOUS	22,250.00	22,213.00	18,127.01	(4,085.99)	81.61	18,311.19
TOTAL FINANCE/MIS	359,831.00	339,697.00	310,252.80	(29,444.20)	91.33	311,400.87

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES & CHARGES</i>						
101-41610-304	LEGAL FEES	60,000.00	60,000.00	38,651.39 (21,348.61)	64.42	42,142.72
101-41610-305	PROSECUTION SERVICES	42,000.00	42,000.00	37,224.44 (4,775.56)	88.63	40,608.48
101-41610-307	TOWNSHIP ANNEXATION PAYMENTS	11,000.00	11,000.00	3,740.00 (7,260.00)	34.00	10,804.78
	<i>TOTAL OTHER SERVICES & CHARG</i>	113,000.00	113,000.00	79,615.83 (33,384.17)	70.46	93,555.98
	TOTAL LEGAL	113,000.00	113,000.00	79,615.83 (33,384.17)	70.46	93,555.98

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
BUILDING DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	210,595.00	186,816.00	163,028.98	(23,787.02)	87.27	182,956.34
101-41920-102 FULL-TIME EMPLOYEES - OVERTIME	.00	2,000.00	2,671.42	671.42	133.57	.00
101-41920-103 SEASONAL/TEMP SALARY	.00	.00	.00	.00	.00	1,877.04
101-41920-121 PERA (EMPLOYER)	16,000.00	16,000.00	11,944.93	(4,055.07)	74.66	13,501.82
101-41920-122 FICA/MEDICARE (EMPLOYER)	16,320.00	16,320.00	12,144.44	(4,175.56)	74.41	13,138.73
101-41920-131 MEDICAL/DENTAL/LIFE	51,847.00	51,847.00	46,192.38	(5,654.62)	89.09	50,004.84
101-41920-132 BLDG DEPT LONGEVITY PAY	2,738.00	.00	.00	.00	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	2,181.64	(1,418.36)	60.60	2,017.42
101-41920-151 WORKERS' COMPENSATION PREMIU	1,460.00	1,460.00	375.58	(1,084.42)	25.72	723.48
101-41920-154 HRA/FLEX FEES	250.00	250.00	224.00	(26.00)	89.60	208.00
TOTAL PERSONAL SERVICES	302,810.00	278,293.00	238,763.37	(39,529.63)	85.80	264,425.67
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	1,500.00	1,376.57	(123.43)	91.77	810.40
101-41920-209 SOFTWARE UPDATES	500.00	500.00	.00	(500.00)	.00	.00
101-41920-210 MISCELLANEOUS OPER SUPPLIES	800.00	800.00	.00	(800.00)	.00	203.25
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,400.00	2,400.00	1,005.21	(1,394.79)	41.88	910.83
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	83.65	(716.35)	10.46	263.76
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	5,000.00	5,000.00	.00	(5,000.00)	.00	2,118.22
TOTAL SUPPLIES	10,250.00	11,000.00	2,465.43	(8,534.57)	22.41	4,306.46
<i>OTHER CHARGES & SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	300.00	300.00	134.00	(166.00)	44.67	2,653.00
101-41920-305 CONTRACTED BUILDING INSPECTIO	.00	76,517.00	8,051.69	(68,465.31)	10.52	.00
101-41920-313 IT MGMT & BACKUP	3,000.00	6,000.00	5,102.20	(897.80)	85.04	5,330.40
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	1,504.77	(1,195.23)	55.73	2,263.14
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	12.50	(287.50)	4.17	.00
101-41920-334 MILEAGE REIMBURSEMENT	500.00	500.00	439.04	(60.96)	87.81	266.12
101-41920-360 INSURANCE AND BONDS	2,400.00	2,332.00	2,331.02	(.98)	99.96	2,217.61
TOTAL OTHER CHARGES & SERVIC	9,200.00	88,649.00	17,575.22	(71,073.78)	19.83	12,730.27
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	200.00	200.00	.00	(200.00)	.00	78.00
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,800.00	2,870.00	2,870.00	.00	100.00	2,685.00
101-41920-430 MISCELLANEOUS	200.00	200.00	96.58	(103.42)	48.29	.00
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	500.00	500.00	9.15	(490.85)	1.83	1,349.81
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	480.00	(920.00)	34.29	395.00
101-41920-440 SCHOOLS & MEETINGS	2,500.00	2,500.00	869.00	(1,631.00)	34.76	1,355.00
TOTAL MISCELLANEOUS	7,600.00	7,670.00	4,324.73	(3,345.27)	56.39	5,862.81
TOTAL BUILDING DEPARTMENT	329,860.00	385,612.00	263,128.75	(122,483.25)	68.24	287,325.21

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>							
<i>OTHER CHARGES & SERVICES</i>							
101-41925-303	ENGINEERING FEES	35,000.00	52,000.00	48,442.75	(3,557.25)	93.16	40,440.00
	<i>TOTAL OTHER CHARGES & SERVIC</i>	35,000.00	52,000.00	48,442.75	(3,557.25)	93.16	40,440.00
	TOTAL ENGINEERING	35,000.00	52,000.00	48,442.75	(3,557.25)	93.16	40,440.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101 FULL-TIME EMPLOYEES - REGULAR	99,320.00	102,920.00	95,223.31	(7,696.69)	92.52	166,960.72
101-41935-112 PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	1,995.00	(505.00)	79.80	2,240.00
101-41935-121 PERA (EMPLOYER)	7,719.00	7,719.00	7,141.74	(577.26)	92.52	12,447.18
101-41935-122 FICA/MEDICARE (EMPLOYER)	7,874.00	7,874.00	7,180.22	(693.78)	91.19	12,216.57
101-41935-131 MEDICAL/DENTAL/LIFE	17,282.00	17,282.00	16,736.26	(545.74)	96.84	33,345.84
101-41935-132 PLANNING LONGEVITY PAY	3,600.00	.00	.00	.00	.00	.00
101-41935-133 PLANNING INS DEDUCTIBLE CONTRI	1,200.00	1,200.00	265.57	(934.43)	22.13	1,539.89
101-41935-151 WORKERS' COMPENSATION PREMIU	805.00	805.00	588.69	(216.31)	73.13	678.89
101-41935-153 CITY WIDE RE-EMPLOY COMPENSATI	38,480.00	.00	.00	.00	.00	.00
101-41935-154 HRA/FLEX FEES	150.00	150.00	63.70	(86.30)	42.47	137.35
TOTAL PERSONAL SERVICES	178,930.00	140,450.00	129,194.49	(11,255.51)	91.99	229,566.44
<i>SUPPLIES</i>						
101-41935-201 OFFICE SUPPLIES	1,500.00	1,500.00	617.31	(882.69)	41.15	1,676.03
101-41935-209 SOFTWARE UPDATES	2,500.00	2,500.00	808.00	(1,692.00)	32.32	1,237.56
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	60.69	(239.31)	20.23	93.99
101-41935-221 REPAIRS & MAINT SUPP-VEH/EQUIP	300.00	300.00	7.68	(292.32)	2.56	460.21
101-41935-240 SMALL TOOLS & MINOR EQUIPMENT	7,000.00	7,000.00	.00	(7,000.00)	.00	.00
TOTAL SUPPLIES	11,800.00	11,800.00	1,493.68	(10,306.32)	12.66	3,467.79
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301 PLANNING SPECIAL PROJECTS	2,500.00	2,500.00	1,167.22	(1,332.78)	46.69	2,110.00
101-41935-304 MISC PROFESSIONAL FEES	2,000.00	2,000.00	800.00	(1,200.00)	40.00	.00
101-41935-313 IT MGMT & BACKUP	3,000.00	6,000.00	5,102.20	(897.80)	85.04	5,330.40
101-41935-331 TRAVEL/MEALS/LODGING	600.00	600.00	108.10	(491.90)	18.02	12.00
101-41935-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00	(250.00)	.00	.00
101-41935-351 LEGAL NOTICE/ORD PUBLISH	800.00	800.00	261.02	(538.98)	32.63	158.00
101-41935-360 INSURANCE AND BONDS	10,000.00	10,522.00	10,521.62	(.38)	100.00	9,393.16
TOTAL OTHER CHARGES & SERVIC	19,150.00	22,672.00	17,960.16	(4,711.84)	79.22	17,003.56
<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	(3,188.00)	(3,988.00)	(398.50)	(4,914.64)
101-41935-431 PROPERTY SECURING EXP	.00	.00	704.00	704.00	.00	4,855.80
101-41935-433 DUES AND SUBSCRIPTIONS	900.00	900.00	891.00	(9.00)	99.00	866.00
101-41935-440 SCHOOL AND MEETINGS	1,500.00	1,500.00	300.00	(1,200.00)	20.00	620.00
101-41935-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
TOTAL MISCELLANEOUS	9,500.00	9,500.00	1,697.00	(7,803.00)	17.86	4,417.16
TOTAL PLANNING	219,380.00	184,422.00	150,345.33	(34,076.67)	81.52	254,454.95

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
NEW CITY HALL BUILDING						
<i>PERSONAL SERVICES</i>						
101-41950-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	28,190.00	26,018.42	(2,171.58)	92.30	28,004.23
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121 PERA (EMPLOYER)	2,189.00	2,189.00	1,951.38	(237.62)	89.14	2,088.36
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,233.00	2,233.00	1,926.19	(306.81)	86.26	2,059.37
101-41950-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	8,346.96	(295.04)	96.59	8,321.28
101-41950-132 LONGEVITY PAY	536.00	.00	.00	.00	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
101-41950-151 WORKERS' COMPENSATION PREMIU	2,090.00	2,090.00	1,493.27	(596.73)	71.45	1,266.72
101-41950-154 HRA/FLEX FEES	100.00	100.00	31.85	(68.15)	31.85	34.35
TOTAL PERSONAL SERVICES	45,044.00	45,044.00	39,768.07	(5,275.93)	88.29	41,774.31
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	46.49	(153.51)	23.25	27.48
101-41950-215 MAINTENANCE SUPPLIES	9,000.00	9,000.00	5,439.80	(3,560.20)	60.44	8,938.05
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	359.16	(1,140.84)	23.94	2,421.35
TOTAL SUPPLIES	10,700.00	10,700.00	5,845.45	(4,854.55)	54.63	11,386.88
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	19,000.00	19,000.00	15,648.39	(3,351.61)	82.36	16,243.40
101-41950-360 INSURANCE AND BONDS	2,100.00	1,972.00	1,971.26	(.74)	99.96	1,918.30
101-41950-381 ELECTRIC UTILITIES	12,000.00	12,000.00	10,658.96	(1,341.04)	88.82	11,544.14
101-41950-382 WATER/WASTEWATER UTILITIES	4,000.00	4,000.00	4,147.76	147.76	103.69	3,514.27
101-41950-383 GAS UTILITIES	7,000.00	7,000.00	5,112.59	(1,887.41)	73.04	6,161.43
TOTAL OTHER SERVICES AND CHA	44,100.00	43,972.00	37,538.96	(6,433.04)	85.37	39,381.54
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	37,000.00	35,000.00	24,005.90	(10,994.10)	68.59	31,910.34
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	4,800.00	4,800.00	4,301.00	(499.00)	89.60	4,301.00
101-41950-413 RENTALS - OFFICE EQUIPMENT	14,000.00	12,000.00	6,800.72	(5,199.28)	56.67	8,412.32
101-41950-430 MISCELLANEOUS	500.00	500.00	292.10	(207.90)	58.42	339.15
TOTAL MISCELLANEOUS	56,300.00	52,300.00	35,399.72	(16,900.28)	67.69	44,962.81
TOTAL NEW CITY HALL BUILDING	156,144.00	152,016.00	118,552.20	(33,463.80)	77.99	137,505.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101	FULL-TIME EMPLOYEES - REGULAR	1,286,204.00	1,330,776.00	1,110,109.11 (220,666.89)	83.42	1,047,379.18
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	73,000.00	93,853.00	73,414.36 (20,438.64)	78.22	89,726.91
101-42100-103	PART-TIME EMPLOYEES - REGULAR	.00	.00	.00 .00	.00	32,847.55
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	20,000.00	20,000.00	9,835.12 (10,164.88)	49.18	8,522.41
101-42100-110	HOURS WORKED HOLIDAY	30,000.00	30,000.00	18,438.43 (11,561.57)	61.46	26,809.50
101-42100-117	SHIFT DIFFERENTIAL	9,636.00	9,636.00	7,476.75 (2,159.25)	77.59	9,681.89
101-42100-121	PERA (EMPLOYER)	247,659.00	247,659.00	202,304.83 (45,354.17)	81.69	202,560.96
101-42100-122	FICA/MEDICARE (EMPLOYER)	28,127.00	28,127.00	23,525.55 (4,601.45)	83.64	22,731.67
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	310,853.00	290,000.00	274,546.66 (15,453.34)	94.67	249,656.46
101-42100-132	POLICE LONGEVITY PAY	44,572.00	.00	.00 .00	.00	.00
101-42100-133	POLICE INS DEDUCTIBLE CONTRIB	20,400.00	20,400.00	9,012.61 (11,387.39)	44.18	11,389.47
101-42100-151	WORKERS' COMPENSATION PREMIU	80,623.00	80,623.00	38,865.69 (41,757.31)	48.21	40,386.31
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	1,005.10 (494.90)	67.01	1,089.20
	TOTAL PERSONAL SERVICES	2,152,574.00	2,152,574.00	1,768,534.21 (384,039.79)	82.16	1,742,761.51
<i>SUPPLIES</i>						
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,300.00	3,300.00	557.34 (2,742.66)	16.89	1,819.19
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	532.76 (967.24)	35.52	1,050.45
101-42100-209	SOFTWARE UPDATES	7,800.00	7,800.00	1,980.00 (5,820.00)	25.38	49.99
101-42100-210	MISCELLANEOUS OPER SUPPLIES	5,500.00	5,500.00	2,328.82 (3,171.18)	42.34	2,759.09
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	40,000.00	40,000.00	29,041.12 (10,958.88)	72.60	28,417.23
101-42100-213	AMMUNITION	5,500.00	5,500.00	.00 (5,500.00)	.00	2,048.00
101-42100-214	CRIME SCENE SUPPLIES	5,000.00	5,000.00	3,515.47 (1,484.53)	70.31	2,119.32
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	4,000.00	4,000.00	1,745.66 (2,254.34)	43.64	4,042.08
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	18,500.00	18,500.00	10,212.46 (8,287.54)	55.20	8,964.13
101-42100-231	UNIFORM ALLOWANCE	21,000.00	21,000.00	13,298.38 (7,701.62)	63.33	10,899.53
101-42100-232	UNIFORMS-RESERVES	1,800.00	1,800.00	.00 (1,800.00)	.00	.00
101-42100-240	SMALL TOOLS AND MINOR EQUIP	18,000.00	18,000.00	17,402.66 (597.34)	96.68	8,263.40
	TOTAL SUPPLIES	131,900.00	131,900.00	80,614.67 (51,285.33)	61.12	70,432.41
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304	MISC PROFESSIONAL SERVICES	7,500.00	30,000.00	27,516.31 (2,483.69)	91.72	54,273.60
101-42100-313	IT MGMT & BACKUP	20,000.00	25,000.00	22,954.80 (2,045.20)	91.82	23,985.60
101-42100-321	TELEPHONE/CELLULAR PHONES	14,500.00	14,500.00	11,082.36 (3,417.64)	76.43	12,118.79
101-42100-322	POSTAGE	600.00	600.00	570.41 (29.59)	95.07	350.75
101-42100-331	TRAVEL/MEALS/LODGING	3,000.00	3,000.00	1,308.60 (1,691.40)	43.62	457.50
101-42100-334	MILEAGE REIMBURSEMENT	500.00	500.00	.00 (500.00)	.00	256.48
101-42100-340	ADVERTISING	100.00	100.00	13.73 (86.27)	13.73	.00
101-42100-360	INSURANCE AND BONDS	58,000.00	61,908.00	61,907.51 (.49)	100.00	55,184.83
101-42100-381	ELECTRIC UTILITIES	6,000.00	6,000.00	5,481.74 (518.26)	91.36	5,936.98
101-42100-383	GAS UTILITIES	4,000.00	4,000.00	2,518.12 (1,481.88)	62.95	3,034.73
	TOTAL OTHER SERVICES AND CHA	114,200.00	145,608.00	133,353.58 (12,254.42)	91.58	155,599.26

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	3,574.32	(6,425.68)	35.74	4,452.17
101-42100-409 MAINT CONTRACTS - EQUIPMENT	25,000.00	28,000.00	25,605.95	(2,394.05)	91.45	28,370.53
101-42100-410 POLICE RESERVE ACTIVITY	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-42100-411 POLICE-AUTO PAWN SERVICE	2,400.00	2,400.00	2,370.00	(30.00)	98.75	2,421.60
101-42100-432 CREDIT CARD FEES-POLICE DEPT	50.00	50.00	.00	(50.00)	.00	37.55
101-42100-433 DUES AND SUBSCRIPTIONS	12,000.00	12,000.00	12,844.45	844.45	107.04	11,535.95
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	14,000.00	7,622.00	(6,378.00)	54.44	9,918.00
101-42100-489 OTHER CONTRACTED SERVICES	.00	.00	.00	.00	.00	669.84
TOTAL MISCELLANEOUS	64,450.00	67,450.00	52,016.72	(15,433.28)	77.12	57,405.64
TOTAL POLICE DEPARTMENT	2,463,124.00	2,497,532.00	2,034,519.18	(463,012.82)	81.46	2,026,198.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
FIRE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42200-101	FULL-TIME EMPLOYEES - REGULAR	90,459.00	91,866.00	84,880.83 (7,085.17)	92.30	84,707.89
101-42200-103	PART-TIME EMPLOYEES - REGULAR	50,000.00	50,000.00	47,740.00 (2,260.00)	95.48	45,818.00
101-42200-121	PERA (EMPLOYER)	16,278.00	16,278.00	15,023.88 (1,254.12)	92.30	14,974.10
101-42200-122	FICA/MEDICARE (EMPLOYER)	5,159.00	5,159.00	4,838.64 (320.36)	93.79	4,657.96
101-42200-131	MEDICAL/DENTAL/LIFE INS	17,282.00	17,282.00	16,723.50 (558.50)	96.77	16,659.00
101-42200-132	FIRE LONGEVITY PAY	1,507.00	.00	.00	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	697.50 (502.50)	58.13	611.69
101-42200-151	WORKERS' COMPENSATION PREMIU	39,652.00	39,652.00	29,404.37 (10,247.63)	74.16	27,645.23
101-42200-154	HRA/FLEX FEES	150.00	150.00	63.70 (86.30)	42.47	68.65
	TOTAL PERSONAL SERVICES	221,687.00	221,687.00	199,372.42 (22,314.58)	89.93	195,142.52
<i>SUPPLIES</i>						
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	250.00	250.00	62.60 (187.40)	25.04	46.95
101-42200-204	STATIONARY, FORMS AND ENVELOPE	100.00	100.00	.00 (100.00)	.00	.00
101-42200-210	MISCELLANEOUS OPER SUPPLIES	9,500.00	9,500.00	5,933.86 (3,566.14)	62.46	6,008.41
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	6,300.00	6,300.00	6,340.08 40.08	100.64	4,312.33
101-42200-215	SHOP MAINTENANCE SUPPLIES	200.00	200.00	12.88 (187.12)	6.44	.00
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	15,000.00	15,000.00	25,445.46 10,445.46	169.64	20,436.23
101-42200-223	REPAIR & MAINT SUPP - BLDGS	1,500.00	2,000.00	1,905.94 (94.06)	95.30	2,629.93
101-42200-231	UNIFORM ALLOWANCE	10,000.00	10,000.00	5,354.76 (4,645.24)	53.55	15,127.33
101-42200-240	FIRE DEPT SMALL TOOLS	7,000.00	6,500.00	4,681.86 (1,818.14)	72.03	2,748.23
101-42200-241	SMALL TOOLS GRANT FUNDED	.00	.00	.00	.00	1,899.82
	TOTAL SUPPLIES	49,850.00	49,850.00	49,737.44 (112.56)	99.77	53,209.23
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304	MISC PROFESSIONAL SERVICES	15,000.00	15,000.00	13,147.04 (1,852.96)	87.65	16,835.72
101-42200-306	FIRE RELIEF PENSION PASS THRU	.00	88,928.00	88,927.23 (.77)	100.00	.00
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	10,000.00	100.00	10,000.00
101-42200-313	IT MGMT & BACKUP	3,000.00	6,000.00	5,102.20 (897.80)	85.04	5,330.40
101-42200-321	TELEPHONE/CELLULAR PHONES	1,400.00	1,400.00	825.22 (574.78)	58.94	1,371.42
101-42200-331	TRAVEL/MEALS/LODGING	1,500.00	1,500.00	63.00 (1,437.00)	4.20	187.81
101-42200-334	MILEAGE REIMBURSEMENT	300.00	300.00	.00 (300.00)	.00	.00
101-42200-340	ADVERTISING	250.00	250.00	1,268.00 1,018.00	507.20	764.80
101-42200-360	INSURANCE AND BONDS	7,000.00	7,009.00	7,008.78 (.22)	100.00	6,338.48
101-42200-381	ELECTRIC UTILITIES	17,000.00	17,000.00	14,763.87 (2,236.13)	86.85	16,045.61
101-42200-382	WATER/WASTEWATER UTILITIES	500.00	500.00	421.04 (78.96)	84.21	427.77
101-42200-383	GAS UTILITIES	5,000.00	5,000.00	2,758.36 (2,241.64)	55.17	2,646.58
	TOTAL OTHER SERVICES AND CHA	60,950.00	152,887.00	144,284.74 (8,602.26)	94.37	59,948.59

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	1,340.00	(160.00)	89.33	.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	14,000.00	14,051.85	51.85	100.37	7,200.55
101-42200-433 DUES AND SUBSCRIPTIONS	1,700.00	1,700.00	1,735.00	35.00	102.06	1,650.00
101-42200-440 SCHOOLS AND MEETINGS	6,000.00	6,000.00	198.00	(5,802.00)	3.30	689.90
101-42200-441 GRANT FUNDED SCHOOLS	.00	15,143.00	15,142.75	(.25)	100.00	3,141.75
<i>TOTAL MISCELLANEOUS</i>	10,200.00	38,343.00	32,467.60	(5,875.40)	84.68	12,682.20
TOTAL FIRE DEPARTMENT	342,687.00	462,767.00	425,862.20	(36,904.80)	92.03	320,982.54

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EMERGENCY MANAGEMENT						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	100.00	100.00	.00	(100.00)	.00	.00
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	88.86	(411.14)	17.77	349.00
101-42300-240 SMALL TOOLS AND MINOR EQUIP	1,500.00	1,500.00	.00	(1,500.00)	.00	530.75
<i>TOTAL SUPPLIES</i>	2,100.00	2,100.00	88.86	(2,011.14)	4.23	879.75
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-331 TRAVEL/MEALS/LODGING	300.00	300.00	.00	(300.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	300.00	300.00	.00	(300.00)	.00	.00
<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	280.00	(220.00)	56.00	151.96
101-42300-489 OTHER CONTRACTED SERVICES	1,500.00	1,500.00	760.00	(740.00)	50.67	2,468.00
<i>TOTAL MISCELLANEOUS</i>	2,000.00	2,000.00	1,040.00	(960.00)	52.00	2,819.96
<i>FUNCTION 9</i>						
101-42300-999 COVID 19 EMERGENCY MANAGEMEN	.00	500.00	608.20	108.20	121.64	403.62
<i>TOTAL FUNCTION 9</i>	.00	500.00	608.20	108.20	121.64	403.62
TOTAL EMERGENCY MANAGEMENT	4,400.00	4,900.00	1,737.06	(3,162.94)	35.45	4,103.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>							
<i>OTHER SERVICES & CHARGES</i>							
101-42700-310	ANIMAL CONTROL SERVICES	5,000.00	5,000.00	4,000.00	(1,000.00)	80.00	4,800.00
	<i>TOTAL OTHER SERVICES & CHARG</i>	5,000.00	5,000.00	4,000.00	(1,000.00)	80.00	4,800.00
	TOTAL ANIMAL CONTROL	5,000.00	5,000.00	4,000.00	(1,000.00)	80.00	4,800.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREETS						
<i>PERSONAL SERVICES</i>						
101-43001-101 FULL-TIME EMPLOYEES - REGULAR	653,233.00	706,973.00	629,071.72	(77,901.28)	88.98	583,268.61
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	5,000.00	5,000.00	1,862.31	(3,137.69)	37.25	1,252.39
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	41,536.00	41,536.00	24,398.43	(17,137.57)	58.74	15,461.06
101-43001-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
101-43001-111 OVERTIME-SNOWPLOWING	46,000.00	46,000.00	27,608.08	(18,391.92)	60.02	24,927.40
101-43001-112 OVERTIME MOSQUITO SPRAYING	2,000.00	1,700.00	113.18	(1,586.82)	6.66	293.50
101-43001-115 CALL-IN PAY	.00	500.00	272.76	(227.24)	54.55	332.51
101-43001-121 PERA (EMPLOYER)	55,038.00	55,038.00	47,369.79	(7,668.21)	86.07	45,747.30
101-43001-122 FICA/MEDICARE (EMPLOYER)	59,316.00	59,316.00	49,595.61	(9,720.39)	83.61	46,310.67
101-43001-123 CENTRAL PENSION FUND CONTRIB	16,640.00	16,640.00	15,352.15	(1,287.85)	92.26	8,483.17
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	143,479.00	143,479.00	141,381.02	(2,097.98)	98.54	132,062.72
101-43001-132 STREETS LONGEVITY PAY	25,600.00	.00	.00	.00	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	11,600.00	11,600.00	2,012.58	(9,587.42)	17.35	6,386.86
101-43001-151 WORKERS' COMPENSATION PREMIU	70,768.00	70,768.00	35,340.67	(35,427.33)	49.94	31,492.25
101-43001-154 HRA/FLEX FEES	700.00	700.00	619.08	(80.92)	88.44	602.81
101-43001-157 SEVERENCE	28,140.00	.00	.00	.00	.00	.00
TOTAL PERSONAL SERVICES	1,161,050.00	1,161,250.00	974,997.38	(186,252.62)	83.96	896,621.25
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	220.06	(1,279.94)	14.67	2,002.90
101-43001-202 DUPLICATING AND COPYING SUPPLI	200.00	200.00	54.76	(145.24)	27.38	20.00
101-43001-204 STATIONERY, FORMS & ENVELOPES	200.00	200.00	.00	(200.00)	.00	477.31
101-43001-209 SOFTWARE UPDATES	700.00	700.00	323.50	(376.50)	46.21	323.50
101-43001-210 MISCELLANEOUS OPER SUPPLIES	10,000.00	12,500.00	14,413.61	1,913.61	115.31	12,505.89
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	35,000.00	40,000.00	31,411.94	(8,588.06)	78.53	24,795.45
101-43001-215 SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	942.99	(57.01)	94.30	1,617.17
101-43001-219 SNOW REMOVAL MATERIALS	70,000.00	70,000.00	50,700.32	(19,299.68)	72.43	63,048.44
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	60,000.00	60,000.00	70,611.66	10,611.66	117.69	91,517.58
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	12,000.00	12,000.00	11,927.58	(72.42)	99.40	14,211.53
101-43001-226 SIGNS	6,000.00	7,000.00	11,788.83	4,788.83	168.41	5,638.02
101-43001-240 SMALL TOOLS AND MINOR EQUIP	10,000.00	12,000.00	14,054.90	2,054.90	117.12	11,405.12
TOTAL SUPPLIES	206,600.00	217,100.00	206,450.15	(10,649.85)	95.09	227,562.91

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	3,500.00	3,500.00	2,336.39	(1,163.61)	66.75	2,830.54
101-43001-313 IT MGMT & BACKUP	3,000.00	6,000.00	5,102.20	(897.80)	85.04	5,330.40
101-43001-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	4,042.60	(3,957.40)	50.53	4,638.36
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	12.00
101-43001-334 MILEAGE REIMBURSEMENT	400.00	400.00	56.00	(344.00)	14.00	.00
101-43001-340 ADVERTISING	400.00	400.00	592.35	192.35	148.09	296.60
101-43001-360 INSURANCE AND BONDS	18,000.00	17,458.00	17,457.46	(.54)	100.00	16,485.38
101-43001-381 ELECTRIC UTILITIES	7,500.00	7,500.00	6,087.60	(1,412.40)	81.17	7,046.63
101-43001-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	2,469.92	(530.08)	82.33	2,706.68
101-43001-383 GAS UTILITIES	13,000.00	13,000.00	9,006.11	(3,993.89)	69.28	10,934.49
101-43001-384 REFUSE HAULING	3,500.00	3,500.00	1,881.06	(1,618.94)	53.74	2,375.88
TOTAL OTHER SERVICES AND CHA	60,800.00	63,258.00	49,031.69	(14,226.31)	77.51	52,656.96
<i>MISCELLANEOUS</i>						
101-43001-401 REPAIR & MAINT LABOR-BLDGS	1,000.00	1,000.00	531.40	(468.60)	53.14	805.85
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	5,000.00	8,000.00	6,356.02	(1,643.98)	79.45	12,319.94
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	23,000.00	28,000.00	25,608.46	(2,391.54)	91.46	17,737.75
101-43001-407 BRIDGE REPAIR	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-43001-408 SIDEWALK REPAIRS	.00	.00	.00	.00	.00	4,400.00
101-43001-413 BNSF PARKING LEASE	3,100.00	3,200.00	3,189.02	(10.98)	99.66	3,096.14
101-43001-414 EQUIPMENT RENTAL	6,000.00	6,000.00	3,578.00	(2,422.00)	59.63	4,250.00
101-43001-417 RENTALS - UNIFORMS	8,000.00	8,000.00	8,407.71	407.71	105.10	8,207.63
101-43001-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	40.00
101-43001-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	852.10	(147.90)	85.21	777.20
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	609.00	(891.00)	40.60	690.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	2,000.00	2,000.00	595.57	(1,404.43)	29.78	261.47
101-43001-444 INSECT CONTROL	7,000.00	7,000.00	3,248.92	(3,751.08)	46.41	110.01
101-43001-445 DISEASED TREE PROGRAM	15,000.00	15,000.00	6,124.88	(8,875.12)	40.83	5,112.85
101-43001-446 WEED CONTROL	4,000.00	6,000.00	6,164.52	164.52	102.74	3,052.89
101-43001-447 DOWNTOWN DECORATIONS	10,000.00	10,000.00	1,794.91	(8,205.09)	17.95	1,081.10
101-43001-449 SOD REPLACEMENT PROJECT	4,000.00	4,000.00	.00	(4,000.00)	.00	.00
101-43001-452 STREET LT REPLMT & SIGNAL PAIN	.00	50,000.00	36,335.04	(13,664.96)	72.67	.00
101-43001-489 OTHER CONTRACTED SERVICES	14,000.00	14,000.00	10,973.09	(3,026.91)	78.38	8,077.87
TOTAL MISCELLANEOUS	107,100.00	167,200.00	114,368.64	(52,831.36)	68.40	70,020.70
TOTAL STREETS	1,535,550.00	1,608,808.00	1,344,847.86	(263,960.14)	83.59	1,246,861.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PARKS & RECREATION						
<i>PERSONAL SERVICES</i>						
101-45200-101 FULL-TIME EMPLOYEES - REGULAR	131,166.00	134,357.00	104,299.81	(30,057.19)	77.63	105,593.08
101-45200-102 FULL-TIME EMPLOYEES - OVERTIME	2,000.00	5,000.00	3,652.73	(1,347.27)	73.05	1,169.62
101-45200-104 TEMP/SEAS EMPLOYEES - REGULAR	43,459.00	43,459.00	21,771.00	(21,688.00)	50.10	28,504.10
101-45200-112 PARKS & REC COMM STIPENDS	3,000.00	3,000.00	630.00	(2,370.00)	21.00	455.00
101-45200-121 PERA (EMPLOYER)	10,227.00	10,227.00	8,096.44	(2,130.56)	79.17	8,034.74
101-45200-122 FICA/MEDICARE (EMPLOYER)	13,986.00	13,986.00	9,743.98	(4,242.02)	69.67	9,994.43
101-45200-123 CENTRAL PENSION FUND CONTRIB	4,160.00	4,160.00	3,303.01	(856.99)	79.40	2,328.29
101-45200-131 MEDICAL/DENTAL/LIFE	28,696.00	28,696.00	23,120.77	(5,575.23)	80.57	22,879.32
101-45200-132 PARKS LONGEVITY PAY	3,191.00	.00	.00	.00	.00	.00
101-45200-133 PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,559.49	(840.51)	64.98	1,227.64
101-45200-151 WORKERS' COMPENSATION PREMIU	10,460.00	10,460.00	5,056.24	(5,403.76)	48.34	5,520.82
101-45200-154 HRA/FLEX FEES	200.00	200.00	109.46	(90.54)	54.73	115.04
TOTAL PERSONAL SERVICES	252,945.00	255,945.00	181,342.93	(74,602.07)	70.85	185,822.08
<i>SUPPLIES</i>						
101-45200-210 MISCELLANEOUS OPER SUPPLIES	10,000.00	10,000.00	8,233.84	(1,766.16)	82.34	4,797.89
101-45200-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	16,000.00	13,178.83	(2,821.17)	82.37	9,508.86
101-45200-221 REPAIR & MAINT SUPP - VEH/EQ	12,000.00	12,000.00	7,052.51	(4,947.49)	58.77	7,096.55
101-45200-223 REPAIR & MAINT SUPP - BLDG/INF	15,000.00	23,000.00	25,417.95	2,417.95	110.51	11,294.35
101-45200-226 SIGNS	1,000.00	1,000.00	.00	(1,000.00)	.00	423.25
101-45200-230 MASTER GARDENERS SUPPLIES	2,000.00	2,000.00	.00	(2,000.00)	.00	329.64
101-45200-240 SMALL TOOLS & MINOR EQUIP	2,000.00	8,000.00	7,713.26	(286.74)	96.42	2,391.59
TOTAL SUPPLIES	49,000.00	72,000.00	61,596.39	(10,403.61)	85.55	35,842.13
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304 PROFESSIONAL SERV-PARK STUDY	500.00	600.00	665.58	65.58	110.93	1,263.60
101-45200-305 PARK CONTRACTED SERVICES	500.00	500.00	.00	(500.00)	.00	.00
101-45200-321 TELEPHONE/CELLULAR PHONES	1,000.00	1,000.00	838.06	(161.94)	83.81	817.84
101-45200-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	.00
101-45200-351 LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	20.50	(179.50)	10.25	.00
101-45200-360 INSURANCE AND BONDS	28,000.00	26,693.00	26,692.81	(.19)	100.00	24,769.11
101-45200-381 ELECTRIC UTILITIES	70,000.00	70,000.00	58,652.74	(11,347.26)	83.79	51,235.50
101-45200-382 WATER/WASTEWATER UTILITIES	7,000.00	15,000.00	13,684.60	(1,315.40)	91.23	10,237.18
101-45200-383 GAS UTILITIES	2,000.00	2,000.00	(16.28)	(2,016.28)	(.81)	605.06
101-45200-384 REFUSE HAULING	.00	.00	175.60	175.60	.00	.00
101-45200-386 EV CHARGING STATION POWER	.00	2,500.00	1,691.21	(808.79)	67.65	.00
TOTAL OTHER SERVICES AND CHA	109,400.00	118,693.00	102,404.82	(16,288.18)	86.28	88,928.29

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	5,000.00	5,000.00	6,930.15	1,930.15	138.60	4,761.25
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	8,000.00	8,293.22	293.22	103.67	5,757.24
101-45200-417 RENTALS - UNIFORMS	700.00	700.00	824.16	124.16	117.74	892.84
101-45200-440 SCHOOLS AND MEETINGS	.00	.00	.00	.00	.00	140.00
101-45200-445 WEED CONTROL AND FERTILIZER	15,000.00	15,000.00	5,553.00	(9,447.00)	37.02	3,929.53
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	4,500.00	3,675.00	(825.00)	81.67	3,262.00
101-45200-496 PARKS ARTS & PROGRAMMING	20,000.00	20,000.00	17,593.00	(2,407.00)	87.97	17,183.39
<i>TOTAL MISCELLANEOUS</i>	53,200.00	53,200.00	42,868.53	(10,331.47)	80.58	35,926.25
TOTAL PARKS & RECREATION	464,545.00	499,838.00	388,212.67	(111,625.33)	77.67	346,518.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIBRARY						
<i>SUPPLIES</i>						
101-45400-210 MISCELLANEOUS OPER SUPPLIES	500.00	2,000.00	2,503.46	503.46	125.17	3.77
101-45400-223 REPAIR & MAINT SUPP - BLDG/INF	5,000.00	5,000.00	2,022.91	(2,977.09)	40.46	204.75
101-45400-240 SMALL TOOLS & MINOR EQUIP	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL SUPPLIES</i>	<u>6,500.00</u>	<u>8,000.00</u>	<u>4,526.37</u>	<u>(3,473.63)</u>	<u>56.58</u>	<u>208.52</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-45400-360 INSURANCE AND BONDS	6,500.00	4,423.00	4,422.65	(.35)	99.99	3,081.00
101-45400-381 ELECTRIC UTILITIES	28,000.00	28,000.00	26,895.89	(1,104.11)	96.06	26,969.96
101-45400-382 WATER/WASTEWATER UTILITIES	3,600.00	3,600.00	2,476.58	(1,123.42)	68.79	5,314.35
101-45400-383 GAS UTILITIES	2,500.00	6,500.00	4,369.90	(2,130.10)	67.23	2,769.17
101-45400-384 REFUSE HAULING	.00	1,800.00	1,068.81	(731.19)	59.38	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>40,600.00</u>	<u>44,323.00</u>	<u>39,233.83</u>	<u>(5,089.17)</u>	<u>88.52</u>	<u>38,134.48</u>
<i>MISCELLANEOUS</i>						
101-45400-401 REPAIR & MAINT LABOR - BLDGS	500.00	8,000.00	5,761.49	(2,238.51)	72.02	1,624.28
101-45400-404 REPAIR & MAINT LABOR-CAMB LIBR	35,000.00	50,000.00	35,163.97	(14,836.03)	70.33	19,265.34
101-45400-409 MAINT CONTRACTS - BLDG & EQUIP	.00	5,000.00	2,829.16	(2,170.84)	56.58	4,804.41
101-45400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
101-45400-499 LIBRARY SCULPTURE PROJ-GRANT	.00	.00	7,374.13	7,374.13	.00	6,750.00
<i>TOTAL MISCELLANEOUS</i>	<u>36,000.00</u>	<u>63,500.00</u>	<u>51,128.75</u>	<u>(12,371.25)</u>	<u>80.52</u>	<u>32,444.03</u>
TOTAL LIBRARY	<u><u>83,100.00</u></u>	<u><u>115,823.00</u></u>	<u><u>94,888.95</u></u>	<u><u>(20,934.05)</u></u>	<u><u>81.93</u></u>	<u><u>70,787.03</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	854,604.00	1,030,156.00	974,604.00	(55,552.00)	94.61	2,386,704.00
<i>TOTAL TRANSFERS</i>	<u>854,604.00</u>	<u>1,030,156.00</u>	<u>974,604.00</u>	<u>(55,552.00)</u>	<u>94.61</u>	<u>2,386,704.00</u>
TOTAL TRANSFERS OUT	<u><u>854,604.00</u></u>	<u><u>1,030,156.00</u></u>	<u><u>974,604.00</u></u>	<u><u>(55,552.00)</u></u>	<u><u>94.61</u></u>	<u><u>2,386,704.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	7,475,828.00	7,970,330.00	6,696,397.25			7,891,258.01
NET REVENUES OVER EXPENDITURE	.00	.00	(1,646,745.32)			(112,481.90)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	68,000.00	68,000.00	96,629.32	(28,629.32)	142.10	88,617.37
OTHER	200.00	200.00	.00	200.00	.00	490.22
OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	9,000.00
TOTAL FUND REVENUE	68,200.00	68,200.00	96,629.32	(28,429.32)	141.69	98,107.59
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	67,000.00	67,000.00	99,093.98	(32,093.98)	147.90	93,112.22
TRANSFERS OUT	1,200.00	1,200.00	.00	1,200.00	.00	.00
TOTAL AIRPORT OPERATING	68,200.00	68,200.00	99,093.98	(30,893.98)	145.30	93,112.22
TOTAL FUND EXPENDITURES	68,200.00	68,200.00	99,093.98	(30,893.98)	145.30	93,112.22
NET REVENUE OVER EXPENDITURES	.00	.00	(2,464.66)	2,464.66		4,995.37

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	13,437.30	(2,437.30)	122.16	11,593.16
211-34921	MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	23,729.42	(2,729.42)	113.00	25,394.00
211-34925	AIRPLANE FUEL SALES	36,000.00	36,000.00	59,462.60	(23,462.60)	165.17	51,630.21
	TOTAL CHARGES FOR SERVICES	68,000.00	68,000.00	96,629.32	(28,629.32)	142.10	88,617.37
<u>OTHER</u>							
211-36210	INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	490.22
	TOTAL OTHER	200.00	200.00	.00	200.00	.00	490.22
<u>OTHER FINANCING SOURCES</u>							
211-39203	TRANSFERS IN - OPERATING	.00	.00	.00	.00	.00	9,000.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	9,000.00
	TOTAL FUND REVENUE	68,200.00	68,200.00	96,629.32			98,107.59

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>PERSONAL SERVICES</i>						
211-49000-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	17,050.06	17,050.06	.00	6,455.32
211-49000-104 TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	1,152.90	1,152.90	.00	.00
211-49000-111 OVERTIME SNOWPLOWING	.00	.00	422.54	422.54	.00	663.51
211-49000-121 PERA (EMPLOYER)	.00	.00	1,310.40	1,310.40	.00	423.32
211-49000-122 FICA/MEDICARE (EMPLOYER)	.00	.00	1,389.80	1,389.80	.00	416.75
211-49000-123 CENTRAL PENSION FUND CONTRIB	.00	.00	84.26	84.26	.00	21.54
211-49000-131 MEDICAL/DENTAL/LIFE	.00	.00	2,588.30	2,588.30	.00	687.15
TOTAL PERSONAL SERVICES	.00	.00	23,998.26	23,998.26	.00	8,667.59
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	1,379.52	379.52	137.95	713.16
211-49000-212 GASOLINE/FUEL/ADDATIVES	100.00	100.00	.00	(100.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	(500.00)	.00	37.11
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	1,197.99	(3,802.01)	23.96	1,477.59
211-49000-223 REPAIR & MAINT SUPP - BLDGS	1,000.00	1,000.00	.00	(1,000.00)	.00	161.99
211-49000-226 SIGNS	500.00	500.00	194.41	(305.59)	38.88	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,000.00	2,000.00	353.62	(1,646.38)	17.68	1,177.63
211-49000-251 AIRPLANE FUEL COST OF SALES	34,000.00	34,000.00	51,463.45	17,463.45	151.36	47,370.13
TOTAL SUPPLIES	44,100.00	44,100.00	54,588.99	10,488.99	123.78	50,937.61
<i>OTHER SERVICES & CHARGES</i>						
211-49000-321 TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	2,605.13	1,105.13	173.68	1,469.64
211-49000-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	(200.00)	.00	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	190.78	90.78	190.78	.00
211-49000-360 INSURANCE AND BONDS	3,500.00	3,500.00	3,656.77	156.77	104.48	3,647.76
211-49000-381 ELECTRIC UTILITIES	6,800.00	6,800.00	9,176.69	2,376.69	134.95	7,125.81
211-49000-383 GAS UTILITIES	1,200.00	1,200.00	287.41	(912.59)	23.95	324.75
TOTAL OTHER SERVICES & CHARG	13,300.00	13,300.00	15,916.78	2,616.78	119.68	12,567.96
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	100.00	(1,400.00)	6.67	.00
211-49000-403 REPAIR & MAINT LABOR - INFRAST	3,000.00	3,000.00	1,085.00	(1,915.00)	36.17	1,300.50
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	210.00	(790.00)	21.00	450.00
211-49000-408 MAINT CONTRACTS - MACH/EQUIP	.00	.00	393.75	393.75	.00	.00
211-49000-409 MAINT CONTRACTS - COVID FUNDED	.00	.00	.00	.00	.00	15,000.00
211-49000-430 MISCELLANEOUS	2,000.00	2,000.00	1,462.70	(537.30)	73.14	2,057.81
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	225.00	225.00	.00	.00
211-49000-433 DUES AND SUBSCRIPTIONS	300.00	300.00	25.00	(275.00)	8.33	483.00
211-49000-440 SCHOOLS AND MEETINGS	300.00	300.00	.00	(300.00)	.00	.00
211-49000-441 STATE PERMITS & FEES	500.00	500.00	400.00	(100.00)	80.00	440.00
211-49000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	688.50	(311.50)	68.85	1,207.75
TOTAL MISCELLANEOUS	9,600.00	9,600.00	4,589.95	(5,010.05)	47.81	20,939.06

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL AIRPORT OPERATING	67,000.00	67,000.00	99,093.98	32,093.98	147.90	93,112.22

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
<i>TOTAL TRANSFERS</i>	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
TOTAL TRANSFERS OUT	1,200.00	1,200.00	.00	(1,200.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	99,093.98			93,112.22
NET REVENUES OVER EXPENDITURE	.00	.00	(2,464.66)			4,995.37

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	124,734.33	108,812.67
31020	DELINQUENT	.00	.00	1,877.47	(1,877.47)
31050	TAX INCREMENT	.00	.00	136,606.98	(136,606.98)
		<u>233,547.00</u>	<u>233,547.00</u>	<u>263,218.78</u>	<u>(29,671.78)</u>
<u>SPECIAL ASSESSMENTS</u>					
36100	PREPAID	.00	.00	24,910.12	(24,910.12)
36101/36102	"PRINCIPAL, INT & PENALTIES"	375,425.00	375,425.00	184,722.59	190,702.41
		<u>375,425.00</u>	<u>375,425.00</u>	<u>209,632.71</u>	<u>165,792.29</u>
<u>OTHER FINANCING SOURCES</u>					
36210	INTEREST EARNINGS	1,000.00	1,000.00	.00	1,000.00
31050	BOND PROCEEDS	.00	.00	136,606.98	(136,606.98)
		<u>1,000.00</u>	<u>1,000.00</u>	<u>136,606.98</u>	<u>(135,606.98)</u>
<u>TRANSFERS</u>					
39200-39204	GENERAL FUND TRANSFER IN	828,632.00	828,632.00	800,000.00	28,632.00
		<u>828,632.00</u>	<u>828,632.00</u>	<u>800,000.00</u>	<u>28,632.00</u>
TOTAL REVENUE		<u><u>1,438,604.00</u></u>	<u><u>1,438,604.00</u></u>	<u><u>1,409,458.47</u></u>	<u><u>29,145.53</u></u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,070,000.00	1,070,000.00	1,070,000.00	.00	
47000611	INTEREST	397,608.00	397,608.00	397,607.21	(.79)	100.00
47000620	OTHER FEES	4,000.00	4,000.00	6,688.70	2,688.70	167.22
		<u>1,471,608.00</u>	<u>1,471,608.00</u>	<u>1,474,295.91</u>	<u>2,687.91</u>	<u>100.18</u>
	TOTAL EXPENSES	<u>1,471,608.00</u>	<u>1,471,608.00</u>	<u>1,474,295.91</u>	<u>2,687.91</u>	<u>100.18</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(33,004.00)</u>	<u>(33,004.00)</u>	<u>(64,837.44)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS & TAXES</u>					
36101/36102 "PRINCIPAL, INT & PENALTIES"	15,572.00	18,507.00	23,721.86	(5,214.86)	128.18
31050 "TAX INCREMENT"	.00	.00	78,955.99	(78,955.99)	.00
	<u>15,572.00</u>	<u>18,507.00</u>	<u>102,677.85</u>	<u>(84,170.85)</u>	<u>554.81</u>
<u>CHARGES FOR SERVICE</u>					
362XX CONTRACTED SERVICES	38,584.00	38,584.00	37,460.00	1,124.00	97.09
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	3,600.00	116,740.00	363,677.16	(246,937.16)	311.53
	<u>42,184.00</u>	<u>155,324.00</u>	<u>401,137.16</u>	<u>(245,813.16)</u>	<u>258.26</u>
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	7,500.00	7,500.00	632,293.88	(624,793.88)	8,430.59
33160-33169 FEDERAL AID	135,000.00	135,000.00	30,000.00	105,000.00	22.22
	<u>142,500.00</u>	<u>142,500.00</u>	<u>662,293.88</u>	<u>(519,793.88)</u>	<u>464.77</u>
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	3,000.00	3,000.00	267.18	2,732.82	8.91
36501 PROPERTY SALES	.00	.00	574,178.00	(574,178.00)	.00
36230 DONATIONS	10,000.00	10,000.00	2,198.36	7,801.64	21.98
32299 UTILITY PERMITS	500.00	2,000.00	2,567.25	(567.25)	128.36
	<u>13,500.00</u>	<u>15,000.00</u>	<u>579,210.79</u>	<u>(584,210.79)</u>	<u>3,861.41</u>
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	941,662.00	897,944.00	2,024,745.24	(1,126,801.24)	225.49
	<u>941,662.00</u>	<u>897,944.00</u>	<u>2,024,745.24</u>	<u>(1,126,801.24)</u>	<u>225.49</u>
TOTAL REVENUE	<u><u>1,155,418.00</u></u>	<u><u>1,229,275.00</u></u>	<u><u>3,770,064.92</u></u>	<u><u>(2,540,789.92)</u></u>	<u><u>306.69</u></u>

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
401-48000-720 TRANSFERS OUT TO OTHER FUNDS	100,000.00	100,000.00	100,000.00	.00	100.00
414-48000-303 ENGINEER & ARCHITECT FEE	.00	.00	27,500.00	27,500.00	.00
414-48000-532 SANDQUIST BB & SOFTBALL 2021	.00	.00	402,203.68	402,203.68	.00
415-45200-540 PARKS VEH & EQUIP	18,000.00	18,000.00	.00	(18,000.00)	.00
415-45200-560 PARK IMPROVEMENTS	10,000.00	10,000.00	11,708.46	1,708.46	117.08
415-45200-591 CITY PARK IMPROVEMENTS	.00	.00	6,769.00	6,769.00	.00
415-49300-720 TRANSFERS OUT	.00	.00	208,000.00	208,000.00	.00
417-42100-550 VEHICLES	100,000.00	50,000.00	60,615.62	10,615.62	121.23
417-42100-551 SQUAD CAMERA	10,800.00	10,800.00	5,599.98	(5,200.02)	51.85
417-42100-580 OTHER EQUIPMENT	30,000.00	63,000.00	61,598.89	(1,401.11)	97.78
417-42100-590 EMERGENCY OPERATIONS	3,000.00	3,000.00	2,997.00	(3.00)	99.90
418-43001-550 PW VEHICLES & EQUIPMENT	2,000.00	114,000.00	111,610.00	(2,390.00)	97.90
418-43001-551 EMERGENCY SIGNAL REPLACEMENT	.00	30,000.00	24,333.92	(5,666.08)	81.11
419-41320-581 CITY HALL BUILDING PROJECT	620,000.00	620,000.00	493,396.94	(126,603.06)	79.58
419-41320-585 LIBRARY CAPITAL TRANSFER	10,000.00	10,000.00	.00	(10,000.00)	.00
419-41500-570 FINANCE OFFICE EQUIPMENT	12,500.00	12,500.00	16,565.67	4,065.67	132.53
419-41910-580 ENTRANCE SIGN	5,000.00	5,000.00	.00	(5,000.00)	.00
422-49300-720 TRANSFER OUT	.00	.00	228,801.24	228,801.24	.00
427-48000-303 ENGINEERING EXP	.00	.00	3,247.00	3,247.00	.00
443-48000-223 STREET CRACK SEALING	60,000.00	60,000.00	45,000.00	(15,000.00)	75.00
443-48000-224 STREET SEAL COATING	130,000.00	130,000.00	88,568.08	(41,431.92)	68.13
443-48000-226 DOWNTOWN PAVER/TREE REPAIR	.00	.00	61,619.05	61,619.05	.00
444-48000-303 ENGINEERING FEES	.00	.00	31,305.00	31,305.00	.00
444-48000-530 IMPR OTHER THAN BUILDINGS	150,000.00	150,000.00	6,293.46	(143,706.54)	4.20
444-48000-534 AIRPORT CREDIT CARD SYSTEM	.00	.00	17,431.27	17,431.27	.00
480-48000-303 ENGINEERING EXP	.00	.00	15,047.00	15,047.00	.00
480-48000-304 MISC PROF SERV	.00	.00	1,395.80	1,395.80	.00
480-48000-530 IMPROVEMENTS	.00	.00	944.54	944.54	.00
492-48000-303 ENGINEERING EXP	.00	.00	54,215.56	54,215.56	.00
492-48000-351 LEGAL NOTICE/PUBLISHING	.00	.00	67.66	67.66	.00
TOTAL FUND EXPENDITURES	1,261,300.00	1,386,300.00	2,086,834.82	700,534.82	150.53
TOTAL EXPENDITURES	1,261,300.00	1,386,300.00	2,086,834.82	700,534.82	150.53
NET REVENUES					
OVER(UNDER) EXPENDITURES	(105,882.00)	(157,025.00)	1,683,230.10		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	18,000.00	18,000.00	2,484.00	15,516.00	13.80	52,252.58
OPERATING REVENUE	1,930,245.00	1,930,245.00	2,079,191.86	(148,946.86)	107.72	1,999,284.51
OTHER FINANCING SOURCES	100,000.00	100,000.00	100,000.00	.00	100.00	100,000.00
TOTAL FUND REVENUE	2,048,245.00	2,048,245.00	2,181,675.86	(133,430.86)	106.51	2,151,537.09
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,906,108.00	1,906,108.00	990,707.71	915,400.29	51.98	1,726,028.96
TOTAL WATER FUND EXPENDITURES	1,906,108.00	1,906,108.00	990,707.71	915,400.29	51.98	1,726,028.96
TOTAL FUND EXPENDITURES	1,906,108.00	1,906,108.00	990,707.71	915,400.29	51.98	1,726,028.96
NET REVENUE OVER EXPENDITURES	142,137.00	142,137.00	1,190,968.15	(1,048,831.15)		425,508.13

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	3,000.00	3,000.00	2,484.00	516.00	82.80	6,685.23
601-36210 INTEREST EARNINGS	15,000.00	15,000.00	.00	15,000.00	.00	45,567.35
TOTAL SA & INTEREST EARNINGS	18,000.00	18,000.00	2,484.00	15,516.00	13.80	52,252.58
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,877,245.00	1,877,245.00	1,952,144.54	(74,899.54)	103.99	1,906,168.16
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	64,072.00	(54,072.00)	640.72	35,128.00
601-37160 PENALTIES ETC.	18,000.00	18,000.00	32,961.44	(14,961.44)	183.12	25,708.16
601-37165 CERTIFICATION PENALTY	.00	.00	1,500.00	(1,500.00)	.00	1,275.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	28,513.88	(3,513.88)	114.06	31,005.19
TOTAL OPERATING REVENUE	1,930,245.00	1,930,245.00	2,079,191.86	(148,946.86)	107.72	1,999,284.51
<u>OTHER FINANCING SOURCES</u>						
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	.00	100.00	100,000.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	100,000.00	.00	100.00	100,000.00
TOTAL FUND REVENUE	2,048,245.00	2,048,245.00	2,181,675.86			2,151,537.09

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	268,978.00	268,978.00	222,038.32	(46,939.68)	82.55	243,141.01
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	4,585.40	(10,414.60)	30.57	6,417.62
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	7,788.00	7,788.00	4,361.28	(3,426.72)	56.00	6,161.57
601-49400-110 HOURS WORKED HOLIDAY	3,000.00	3,000.00	351.96	(2,648.04)	11.73	1,788.50
601-49400-115 CALL-IN PAY	2,500.00	2,500.00	1,578.91	(921.09)	63.16	925.15
601-49400-116 ON-CALL PAY	14,000.00	14,000.00	6,031.40	(7,968.60)	43.08	7,191.13
601-49400-121 PERA (EMPLOYER)	24,371.00	24,371.00	17,600.25	(6,770.75)	72.22	18,776.13
601-49400-122 FICA/MEDICARE (EMPLOYER)	26,356.00	26,356.00	17,880.91	(8,475.09)	67.84	19,739.08
601-49400-123 CENTRAL PENSION FUND CONTRIB	.00	.00	1,919.99	1,919.99	.00	1,320.00
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	58,965.00	58,965.00	50,567.59	(8,397.41)	85.76	49,946.40
601-49400-132 LONGEVITY PAY	13,679.00	13,679.00	.00	(13,679.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	1,807.97	(2,792.03)	39.30	2,456.90
601-49400-151 WORKERS' COMPENSATION PREMIU	11,255.00	11,255.00	3,456.82	(7,798.18)	30.71	3,767.07
601-49400-154 HRA/FLEX FEES	300.00	300.00	201.27	(98.73)	67.09	212.25
TOTAL PERSONAL SERVICES	450,792.00	450,792.00	332,382.07	(118,409.93)	73.73	361,842.81
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	2,000.00	2,000.00	1,895.93	(104.07)	94.80	1,422.91
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	672.23	(327.77)	67.22	610.78
601-49400-204 STATIONARY, FORMS AND ENVELOPE	1,000.00	1,000.00	1,170.64	170.64	117.06	1,107.29
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	10,568.50	(1,431.50)	88.07	9,223.03
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	7,000.00	7,415.64	415.64	105.94	5,528.98
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	174.00	(326.00)	34.80	177.21
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	55,000.00	55,000.00	42,502.75	(12,497.25)	77.28	51,316.51
601-49400-217 TESTING	2,000.00	2,000.00	1,653.00	(347.00)	82.65	1,793.50
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	3,000.00	3,000.00	2,223.39	(776.61)	74.11	1,019.79
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	2,582.28	(3,417.72)	43.04	5,421.16
601-49400-270 METERS AND REPAIRS	20,000.00	20,000.00	22,218.80	2,218.80	111.09	7,649.63
TOTAL SUPPLIES	109,500.00	109,500.00	93,077.16	(16,422.84)	85.00	85,270.79

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	32,616.42	27,616.42	652.33	12,893.48
601-49400-306 GIS PROJECT CONTRACT EXP	18,000.00	18,000.00	26,010.00	8,010.00	144.50	16,806.05
601-49400-310 GOPHER STATE ONE CALL	1,100.00	1,100.00	974.72 (125.28)	88.61	1,061.80
601-49400-313 IT MGMT & BACKUP	3,800.00	3,800.00	5,102.20	1,302.20	134.27	5,330.40
601-49400-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	4,955.14 (3,044.86)	61.94	5,689.40
601-49400-322 POSTAGE	5,000.00	5,000.00	4,265.60 (734.40)	85.31	6,277.45
601-49400-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	52.45 (1,947.55)	2.62	.00
601-49400-334 MILEAGE REIMBURSEMENT	400.00	400.00	.00 (400.00)	.00	110.35
601-49400-340 ADVERTISING	1,200.00	1,200.00	911.85 (288.15)	75.99	1,618.50
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	169.13 (330.87)	33.83	183.00
601-49400-360 INSURANCE AND BONDS	16,500.00	16,500.00	18,625.69	2,125.69	112.88	15,763.43
601-49400-381 ELECTRIC UTILITIES	90,000.00	90,000.00	80,279.41 (9,720.59)	89.20	100,227.42
601-49400-382 WATER/WASTEWATER UTILITIES	1,500.00	1,500.00	1,048.35 (451.65)	69.89	1,132.88
601-49400-383 GAS UTILITIES	7,000.00	7,000.00	4,549.53 (2,450.47)	64.99	4,561.34
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	.00 (2,000.00)	.00	235.52
TOTAL OTHER SERVICES & CHARG	162,000.00	162,000.00	179,560.49	17,560.49	110.84	171,891.02
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	1,500.00	2,281.50	781.50	152.10	3,906.42
601-49400-406 REPAIR & MAINT - PLANT	25,000.00	25,000.00	5,749.67 (19,250.33)	23.00	11,961.79
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	10,563.15	563.15	105.63	17,104.09
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	1,884.77 (8,115.23)	18.85	4,654.68
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	429.00 (71.00)	85.80	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	124,682.78	49,682.78	166.24	73,715.59
601-49400-420 DEPRECIATION	810,000.00	810,000.00	.00 (810,000.00)	.00	785,263.31
601-49400-430 MISCELLANEOUS	500.00	500.00	.00 (500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	7,500.00	7,500.00	6,456.75 (1,043.25)	86.09	10,722.64
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	1,631.35	631.35	163.14	1,097.20
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	250.00 (2,750.00)	8.33	1,692.00
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	4,000.00	4,000.00	3,321.39 (678.61)	83.03	.00
601-49400-489 OTHER CONTRACTED SERVICES	5,000.00	5,000.00	8,609.00	3,609.00	172.18	3,457.29
TOTAL MISCELLANEOUS	968,000.00	968,000.00	165,859.36	(802,140.64)	17.13	914,004.01
<i>DEBT SERVICE</i>						
601-49400-617 BOND DISCOUNT	.00	.00	.00	.00	.00	2,683.25
601-49400-619 INTEREST-WATER TREATMENT 2005	51,925.00	51,925.00	51,925.00	.00	100.00	41,416.56
601-49400-620 FISCAL AGENT FEES	1,600.00	1,600.00	5,616.25	4,016.25	351.02	1,575.00
601-49400-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	5,177.36
601-49400-634 INEREST EXP 2014 IMPROV	10,560.00	10,560.00	10,559.62 (.38)	100.00	8,337.31
601-49400-635 INTEREST EXP 2015 BONDS	12,768.00	12,768.00	12,767.11 (.89)	99.99	9,141.00
601-49400-636 INTEREST EXP 2016 WATER BONDS	12,944.00	12,944.00	12,943.43 (.57)	100.00	10,125.58
601-49400-638 INTEREST EXPESE 2018 BONDS	14,075.00	14,075.00	14,075.00	.00	100.00	14,110.64
601-49400-639 INTEREST EXP 2019 BONDS W TOWE	74,284.00	74,284.00	74,283.33 (.67)	100.00	69,693.16
601-49400-640 INTEREST EXPENSE 2020 IMPROV	12,660.00	12,660.00	12,658.89 (1.11)	99.99	5,760.47
TOTAL DEBT SERVICE	190,816.00	190,816.00	194,828.63	4,012.63	102.10	168,020.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	25,000.00	25,000.00	25,000.00	.00	100.00	25,000.00
<i>TOTAL TRANSFERS</i>	25,000.00	25,000.00	25,000.00	.00	100.00	25,000.00
TOTAL EXPENSE 400	1,906,108.00	1,906,108.00	990,707.71	(915,400.29)	51.98	1,726,028.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>1,906,108.00</u>	<u>1,906,108.00</u>	<u>990,707.71</u>			<u>1,726,028.96</u>
NET REVENUES OVER EXPENDITURE	<u>142,137.00</u>	<u>142,137.00</u>	<u>1,190,968.15</u>			<u>425,508.13</u>

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	50,800.00	50,800.00	349.44	50,450.56	.69	68,170.54
OPERATING REVENUE	2,325,000.00	2,325,000.00	3,015,045.24	(690,045.24)	129.68	2,589,688.27
OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	10,180.33
TOTAL FUND REVENUE	2,375,800.00	2,375,800.00	3,015,394.68	(639,594.68)	126.92	2,668,039.14
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	3,229,032.00	3,229,032.00	1,564,169.04	1,664,862.96	48.44	3,087,810.13
TOTAL WASTEWATER FUND EXPENDITURES	3,229,032.00	3,229,032.00	1,564,169.04	1,664,862.96	48.44	3,087,810.13
TOTAL FUND EXPENDITURES	3,229,032.00	3,229,032.00	1,564,169.04	1,664,862.96	48.44	3,087,810.13
NET REVENUE OVER EXPENDITURES	(853,232.00)	(853,232.00)	1,451,225.64	(2,304,457.64)		(419,770.99)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	800.00	800.00	193.36	606.64	24.17	1,022.78
602-36210 INTEREST EARNINGS	50,000.00	50,000.00	156.08	49,843.92	.31	67,147.76
TOTAL SA & INTEREST EARNINGS	50,800.00	50,800.00	349.44	50,450.56	.69	68,170.54
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,250,000.00	2,250,000.00	2,285,624.65	(35,624.65)	101.58	2,299,877.38
602-37250 SAC CHARGES	50,000.00	50,000.00	699,981.90	(649,981.90)	1,399.96	266,460.95
602-37260 PENALTIES	25,000.00	25,000.00	29,438.69	(4,438.69)	117.75	23,349.94
TOTAL OPERATING REVENUE	2,325,000.00	2,325,000.00	3,015,045.24	(690,045.24)	129.68	2,589,688.27
<u>OTHER FINANCING SOURCES</u>						
602-39700 CAPITAL CONTRIBUTIONS	.00	.00	.00	.00	.00	10,180.33
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00	10,180.33
TOTAL FUND REVENUE	2,375,800.00	2,375,800.00	3,015,394.68			2,668,039.14

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	506,308.00	506,308.00	508,241.52	1,933.52	100.38	480,317.63
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	27,000.00	27,000.00	22,385.80	(4,614.20)	82.91	26,669.22
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	8,307.00	8,307.00	7,882.68	(424.32)	94.89	7,857.77
602-49450-110 HOURS WORKED HOLIDAY	4,500.00	4,500.00	3,803.32	(696.68)	84.52	4,130.85
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	4,407.34	1,407.34	146.91	2,385.97
602-49450-116 ON-CALL PAY	25,000.00	25,000.00	25,765.80	765.80	103.06	26,110.61
602-49450-121 PERA (EMPLOYER)	43,543.00	43,543.00	42,345.33	(1,197.67)	97.25	39,751.33
602-49450-122 FICA/MEDICARE (EMPLOYER)	46,547.00	46,547.00	42,404.09	(4,142.91)	91.10	39,958.14
602-49450-123 CENTRAL PENSION FUND CONTRIB	.00	.00	11,487.73	11,487.73	.00	7,160.00
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	116,303.00	116,303.00	122,997.84	6,694.84	105.76	109,920.25
602-49450-132 LONGEVITY PAY	14,761.00	14,761.00	.00	(14,761.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	9,200.00	9,200.00	2,898.55	(6,301.45)	31.51	5,000.57
602-49450-151 WORKERS' COMPENSATION PREMIU	24,965.00	24,965.00	15,866.33	(9,098.67)	63.55	16,061.69
602-49450-154 HRA/FLEX FEES	550.00	550.00	521.19	(28.81)	94.76	502.45
TOTAL PERSONAL SERVICES	829,984.00	829,984.00	811,007.52	(18,976.48)	97.71	765,826.48
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	10,000.00	10,000.00	12,610.49	2,610.49	126.10	10,834.43
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	912.15	(587.85)	60.81	1,138.79
602-49450-204 STATIONARY, FORMS AND ENVELOPE	2,000.00	2,000.00	1,170.63	(829.37)	58.53	1,107.29
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,500.00	7,500.00	12,077.50	4,577.50	161.03	6,852.62
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	11,000.85	3,000.85	137.51	7,787.27
602-49450-213 OPER SUPPLIES - PLANT EQUIP	.00	.00	174.00	174.00	.00	177.21
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	100,000.00	100,000.00	101,021.76	1,021.76	101.02	89,142.53
602-49450-217 TESTING	9,000.00	9,000.00	7,835.00	(1,165.00)	87.06	8,754.00
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	6,000.00	6,000.00	7,418.12	1,418.12	123.64	7,443.98
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	7,921.34	921.34	113.16	11,202.59
TOTAL SUPPLIES	151,000.00	151,000.00	162,141.84	11,141.84	107.38	144,440.71

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	2,804.69	(2,195.31)	56.09	2,280.01
602-49450-306 GIS PROJECT CONTRACT EXP	18,000.00	18,000.00	26,010.00	8,010.00	144.50	16,806.05
602-49450-310 GOPHER STATE ONE CALL	1,100.00	1,100.00	974.73	(125.27)	88.61	1,061.80
602-49450-313 IT MGMT & BACKUP	6,500.00	6,500.00	5,102.20	(1,397.80)	78.50	5,330.40
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	8,163.47	3,163.47	163.27	8,239.33
602-49450-322 POSTAGE	5,000.00	5,000.00	4,328.02	(671.98)	86.56	6,323.25
602-49450-331 TRAVEL/MEALS/LODGING	2,500.00	2,500.00	566.34	(1,933.66)	22.65	313.84
602-49450-334 MILEAGE REIMBURSEMENT	300.00	300.00	.00	(300.00)	.00	110.35
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	44,732.38	6,732.38	117.72	39,471.90
602-49450-381 ELECTRIC UTILITIES	125,000.00	125,000.00	104,609.00	(20,391.00)	83.69	133,644.00
602-49450-382 WATER/WASTEWATER UTILITIES	1,800.00	1,800.00	1,330.59	(469.41)	73.92	1,415.08
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	20,279.49	(4,720.51)	81.12	21,335.55
602-49450-384 REFUSE HAULING	1,800.00	1,800.00	3,685.35	1,885.35	204.74	3,435.51
602-49450-385 POWER - LIFT STATIONS	18,000.00	18,000.00	12,767.13	(5,232.87)	70.93	15,026.00
TOTAL OTHER SERVICES & CHARG	253,400.00	253,400.00	235,353.39	(18,046.61)	92.88	254,793.07
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	12,000.00	12,000.00	1,667.60	(10,332.40)	13.90	4,917.25
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	5,127.00	127.00	102.54	11,250.71
602-49450-406 REPAIR & MAINT - PLANT	40,000.00	40,000.00	38,309.89	(1,690.11)	95.77	29,713.96
602-49450-407 REPAIR & MAINT - LIFT STATIONS	10,000.00	10,000.00	159.99	(9,840.01)	1.60	392.51
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	2,261.96	2,261.96	.00	2,637.76
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	1,286.95	(113.05)	91.93	1,286.95
602-49450-420 DEPRECIATION	1,600,000.00	1,600,000.00	.00	(1,600,000.00)	.00	1,574,901.38
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
602-49450-433 DUES AND SUBSCRIPTIONS	5,000.00	5,000.00	3,883.55	(1,116.45)	77.67	3,310.40
602-49450-440 MEETINGS AND SCHOOLS	4,000.00	4,000.00	1,080.96	(2,919.04)	27.02	2,045.00
602-49450-441 MPCA FEES	20,000.00	20,000.00	8,274.98	(11,725.02)	41.37	10,964.85
602-49450-489 OTHER CONTRACTED SERVICES	110,000.00	110,000.00	106,153.00	(3,847.00)	96.50	92,540.11
TOTAL MISCELLANEOUS	1,808,400.00	1,808,400.00	168,205.88	(1,640,194.12)	9.30	1,733,960.88
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	73,729.00	73,729.00	73,728.75	(.25)	100.00	79,670.44
602-49450-617 BOND DISCOUNT	.00	.00	.00	.00	.00	2,742.22
602-49450-620 FISCAL AGENT FEES	1,200.00	1,200.00	2,414.84	1,214.84	201.24	1,100.00
602-49450-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	5,291.15
602-49450-634 INTEREST EXP 2014 IMPROV	4,779.00	4,779.00	4,778.36	(.64)	99.99	3,762.18
602-49450-635 INTEREST EXP 2015 BOND EXP	5,745.00	5,745.00	5,744.98	(.02)	100.00	4,113.33
602-49450-636 INTEREST EXP 2016 SEWER BONDS	7,885.00	7,885.00	7,884.41	(.59)	99.99	6,170.04
602-49450-638 INTEREST EXP 2018 BONDS	5,000.00	5,000.00	5,000.00	.00	100.00	5,069.10
602-49450-640 INTEREST EXPENSE 2020 IMP BOND	12,910.00	12,910.00	12,909.07	(.93)	99.99	5,870.53
TOTAL DEBT SERVICE	111,248.00	111,248.00	112,460.41	1,212.41	101.09	113,788.99

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	75,000.00	.00	100.00	75,000.00
<i>TOTAL TRANSFERS</i>	75,000.00	75,000.00	75,000.00	.00	100.00	75,000.00
TOTAL EXPENSE 450	3,229,032.00	3,229,032.00	1,564,169.04	(1,664,862.96)	48.44	3,087,810.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	3,229,032.00	3,229,032.00	1,564,169.04			3,087,810.13
NET REVENUES OVER EXPENDITURE	(853,232.00)	(853,232.00)	1,451,225.64			(419,770.99)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	4,000.00	4,000.00	.00	4,000.00	.00	12,933.73
OPERATING REVENUES	376,774.00	376,774.00	355,882.02	20,891.98	94.46	371,123.29
TOTAL FUND REVENUE	380,774.00	380,774.00	355,882.02	24,891.98	93.46	384,057.02
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	547,475.00	547,475.00	87,053.44	460,421.56	15.90	493,138.69
TOTAL STORM SEWER FUND EXPENDITURE	547,475.00	547,475.00	87,053.44	460,421.56	15.90	493,138.69
TOTAL FUND EXPENDITURES	547,475.00	547,475.00	87,053.44	460,421.56	15.90	493,138.69
NET REVENUE OVER EXPENDITURES	(166,701.00)	(166,701.00)	268,828.58	(435,529.58)		(109,081.67)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	4,000.00	4,000.00	.00	4,000.00	.00	12,933.73
TOTAL SA & INTEREST EARNINGS	4,000.00	4,000.00	.00	4,000.00	.00	12,933.73
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	372,774.00	372,774.00	350,019.81	22,754.19	93.90	366,560.65
603-37360 PENALTIES	4,000.00	4,000.00	5,862.21	(1,862.21)	146.56	4,562.64
TOTAL OPERATING REVENUES	376,774.00	376,774.00	355,882.02	20,891.98	94.46	371,123.29
TOTAL FUND REVENUE	<u>380,774.00</u>	<u>380,774.00</u>	<u>355,882.02</u>			<u>384,057.02</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	640.00	(4,360.00)	12.80	640.00
603-49500-352 GEN INFO & PUBLIC NOTICES	100.00	100.00	9.23	(90.77)	9.23	17.00
TOTAL OTHER SERVICES & CHARG	5,100.00	5,100.00	649.23	(4,450.77)	12.73	657.00
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	30,000.00	30,000.00	19,841.89	(10,158.11)	66.14	14,922.49
603-49500-420 DEPRECIATION	445,000.00	445,000.00	.00	(445,000.00)	.00	414,476.01
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	2,222.07	1,222.07	222.21	1,761.29
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	.00	(3,000.00)	.00	595.00
TOTAL MISCELLANEOUS	479,000.00	479,000.00	22,063.96	(456,936.04)	4.61	431,754.79
<i>DEBT SERVICE</i>						
603-49500-617 BOND DISCOUNT	.00	.00	.00	.00	.00	5,395.98
603-49500-620 FISCAL AGENT FEES	.00	.00	969.07	969.07	.00	.00
603-49500-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	10,411.61
603-49500-634 INTEREST EXP 2014 STORM IMPROV	5,370.00	5,370.00	5,368.29	(1.71)	99.97	4,222.46
603-49500-635 INTEREST EXP 2015 BONDS	6,476.00	6,476.00	6,475.39	(.61)	99.99	4,636.34
603-49500-636 INTEREST EXP 2016 STORM BONDS	7,498.00	7,498.00	7,497.15	(.85)	99.99	5,867.65
603-49500-638 INTEREST EXPESE 2018 BONDS	18,613.00	18,613.00	18,612.50	(.50)	100.00	18,631.58
603-49500-640 INTEREST EXPENSE 2020 IMP BOND	25,418.00	25,418.00	25,417.85	(.15)	100.00	11,561.28
TOTAL DEBT SERVICE	63,375.00	63,375.00	64,340.25	965.25	101.52	60,726.90
TOTAL EXPENSE 500	547,475.00	547,475.00	87,053.44	(460,421.56)	15.90	493,138.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	547,475.00	547,475.00	87,053.44			493,138.69
NET REVENUES OVER EXPENDITURE	(166,701.00)	(166,701.00)	268,828.58			(109,081.67)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SOURCE 36	.00	.00	.00	.00	.00	736.29
OPERATING REVENUES	225,482.00	225,482.00	218,741.69	6,740.31	97.01	227,434.67
TOTAL FUND REVENUE	225,482.00	225,482.00	218,741.69	6,740.31	97.01	228,170.96
EXPENDITURES						
STREET LIGHT UTILITY EXP EXPENSE 550	215,482.00	215,482.00	164,794.13	50,687.87	76.48	187,299.75
TOTAL STREET LIGHT UTILITY EXP	215,482.00	215,482.00	164,794.13	50,687.87	76.48	187,299.75
TOTAL FUND EXPENDITURES	215,482.00	215,482.00	164,794.13	50,687.87	76.48	187,299.75
NET REVENUE OVER EXPENDITURES	10,000.00	10,000.00	53,947.56	(43,947.56)		40,871.21

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

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	736.29
TOTAL SOURCE 36	.00	.00	.00	.00	.00	736.29
<u>OPERATING REVENUES</u>						
604-37360 PENALTIES	3,000.00	3,000.00	3,936.80	(936.80)	131.23	3,120.41
604-37410 STREET LIGHT UTILITY FEES	222,482.00	222,482.00	214,804.89	7,677.11	96.55	224,314.26
TOTAL OPERATING REVENUES	225,482.00	225,482.00	218,741.69	6,740.31	97.01	227,434.67
TOTAL FUND REVENUE	225,482.00	225,482.00	218,741.69			228,170.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES & CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	145,820.19	(34,179.81)	81.01	167,126.66
<i>TOTAL OTHER SERVICES & CHARG</i>	180,000.00	180,000.00	145,820.19	(34,179.81)	81.01	167,126.66
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	35,482.00	35,482.00	18,973.94	(16,508.06)	53.47	20,173.09
<i>TOTAL MISCELLANEOUS</i>	35,482.00	35,482.00	18,973.94	(16,508.06)	53.47	20,173.09
TOTAL EXPENSE 550	215,482.00	215,482.00	164,794.13	(50,687.87)	76.48	187,299.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 604 - STREET LIGHT UTILITY

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	215,482.00	215,482.00	164,794.13			187,299.75
NET REVENUES OVER EXPENDITURE	10,000.00	10,000.00	53,947.56			40,871.21

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	84,899.00	84,899.00	100,239.64	(15,340.64)	118.07	110,565.04
OPERATING REVENUES	5,902,800.00	5,902,800.00	6,066,020.63	(163,220.63)	102.77	6,810,622.37
TOTAL FUND REVENUE	5,987,699.00	5,987,699.00	6,166,260.27	(178,561.27)	102.98	6,921,187.41
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,987,699.00	5,987,699.00	5,891,609.30	96,089.70	98.40	6,917,686.60
TOTAL LIQUOR STORE EXPENDITURES	5,987,699.00	5,987,699.00	5,891,609.30	96,089.70	98.40	6,917,686.60
TOTAL FUND EXPENDITURES	5,987,699.00	5,987,699.00	5,891,609.30	96,089.70	98.40	6,917,686.60
NET REVENUE OVER EXPENDITURES	.00	.00	274,650.97	(274,650.97)		3,500.81

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	334.50	(94.50)	139.38	1,068.03
610-36210 INTEREST EARNINGS	2,659.00	2,659.00	.00	2,659.00	.00	10,413.58
610-36220 LOTTERY SALES	82,000.00	82,000.00	99,905.14	(17,905.14)	121.84	99,083.43
TOTAL INTEREST & LOTTERY SALES	84,899.00	84,899.00	100,239.64	(15,340.64)	118.07	110,565.04
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	2,015,000.00	2,015,000.00	2,133,231.47	(118,231.47)	105.87	2,365,567.87
610-37812 SALES - BEER	2,670,000.00	2,670,000.00	2,774,650.83	(104,650.83)	103.92	3,066,077.78
610-37813 SALES - WINE	910,000.00	910,000.00	820,169.16	89,830.84	90.13	1,014,097.97
610-37815 SALES - NON-TAXABLE	170,000.00	170,000.00	188,739.66	(18,739.66)	111.02	193,985.81
610-37816 SALES - TAXABLE	145,000.00	145,000.00	153,874.33	(8,874.33)	106.12	176,279.99
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(6,000.00)	(6,000.00)	(4,314.10)	(1,685.90)	(71.90)	(4,546.50)
610-37840 CASH OVER AND SHORT	(1,200.00)	(1,200.00)	(330.72)	(869.28)	(27.56)	(840.55)
TOTAL OPERATING REVENUES	5,902,800.00	5,902,800.00	6,066,020.63	(163,220.63)	102.77	6,810,622.37
TOTAL FUND REVENUE	5,987,699.00	5,987,699.00	6,166,260.27			6,921,187.41

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LIQUOR STORE						
<i>PERSONAL SERVICES</i>						
610-49750-101	FULL-TIME EMPLOYEES - REGULAR	249,663.00	249,663.00	231,831.93 (17,831.07)	92.86	298,740.17
610-49750-102	FULL-TIME EMPLOYEES - OVERTIME	8,138.00	8,138.00	6,733.34 (1,404.66)	82.74	3,282.30
610-49750-103	PART-TIME EMPLOYEES - REGULAR	176,000.00	176,000.00	140,066.40 (35,933.60)	79.58	135,081.34
610-49750-106	PART-TIME EMPLOYEES - OVERTIME	1,200.00	1,200.00	126.72 (1,073.28)	10.56	478.80
610-49750-110	HOURS WORKED HOLIDAY	10,000.00	10,000.00	8,262.09 (1,737.91)	82.62	9,110.87
610-49750-121	PERA (EMPLOYER)	34,322.00	34,322.00	27,497.46 (6,824.54)	80.12	31,748.13
610-49750-122	FICA/MEDICARE (EMPLOYER)	35,009.00	35,009.00	29,216.03 (5,792.97)	83.45	31,938.56
610-49750-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	69,130.00	69,130.00	65,590.77 (3,539.23)	94.88	74,972.48
610-49750-132	LONGEVITY PAY	12,632.00	12,632.00	.00 (12,632.00)	.00	.00
610-49750-133	INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	2,700.00 (2,100.00)	56.25	3,600.00
610-49750-151	WORKERS' COMPENSATION PREMIU	27,530.00	27,530.00	9,712.75 (17,817.25)	35.28	11,590.17
610-49750-153	UNEMPLOYMENT COMPENSATION	250.00	250.00	.00 (250.00)	.00	104.30
610-49750-154	HRA/FLEX FEES	325.00	325.00	250.10 (74.90)	76.95	307.55
	TOTAL PERSONAL SERVICES	628,999.00	628,999.00	521,987.59 (107,011.41)	82.99	600,954.67
<i>SUPPLIES</i>						
610-49750-201	OFFICE SUPPLIES - ACCESSORIES	3,000.00	3,000.00	1,862.52 (1,137.48)	62.08	1,600.10
610-49750-210	MISCELLANEOUS OPER SUPPLIES	18,000.00	18,000.00	14,176.31 (3,823.69)	78.76	17,163.00
610-49750-220	MAINTENANCE & REPAIR SUPPLIES	30,000.00	30,000.00	53,346.61 23,346.61	177.82	25,270.07
610-49750-240	SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,000.00	.00 (3,000.00)	.00	6,615.83
610-49750-251	PURCHASES - LIQUOR	1,470,000.00	1,470,000.00	1,546,108.84 76,108.84	105.18	1,720,962.03
610-49750-252	PURCHASES - BEER	2,080,000.00	2,080,000.00	2,129,585.07 49,585.07	102.38	2,373,589.59
610-49750-253	PURCHASES WINE	650,000.00	650,000.00	569,873.77 (80,126.23)	87.67	701,243.12
610-49750-259	PURCHASES - MISCELLANEOUS	260,000.00	260,000.00	280,989.48 20,989.48	108.07	297,046.29
610-49750-260	FREIGHT & DRAY	38,000.00	38,000.00	35,764.84 (2,235.16)	94.12	41,081.03
	TOTAL SUPPLIES	4,552,000.00	4,552,000.00	4,631,707.44 79,707.44	101.75	5,184,571.06
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304	MISC PROFESSIONAL SERVICES	2,500.00	2,500.00	3,263.93 763.93	130.56	1,245.00
610-49750-313	IT MGMT & BACKUP	3,800.00	3,800.00	5,102.20 1,302.20	134.27	5,330.40
610-49750-321	TELEPHONE/CELLULAR PHONES	9,500.00	9,500.00	6,457.07 (3,042.93)	67.97	7,639.72
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	.00
610-49750-340	ADVERTISING	41,000.00	41,000.00	31,524.11 (9,475.89)	76.89	38,971.14
610-49750-341	WINE TASTING EVENT COSTS	3,200.00	3,200.00	.00 (3,200.00)	.00	.00
610-49750-360	INSURANCE AND BONDS	15,000.00	15,000.00	11,553.04 (3,446.96)	77.02	14,276.22
610-49750-381	ELECTRIC UTILITIES	26,500.00	26,500.00	21,811.07 (4,688.93)	82.31	22,369.85
610-49750-382	WATER/WASTEWATER UTILITIES	1,250.00	1,250.00	977.02 (272.98)	78.16	1,093.74
610-49750-383	GAS UTILITIES	1,800.00	1,800.00	1,769.78 (30.22)	98.32	1,468.82
610-49750-384	REFUSE HAULING	6,000.00	6,000.00	4,824.85 (1,175.15)	80.41	5,188.91
	TOTAL OTHER SERVICES & CHARG	111,250.00	111,250.00	87,283.07 (23,966.93)	78.46	97,583.80

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 610 - LIQUOR STORE FUND

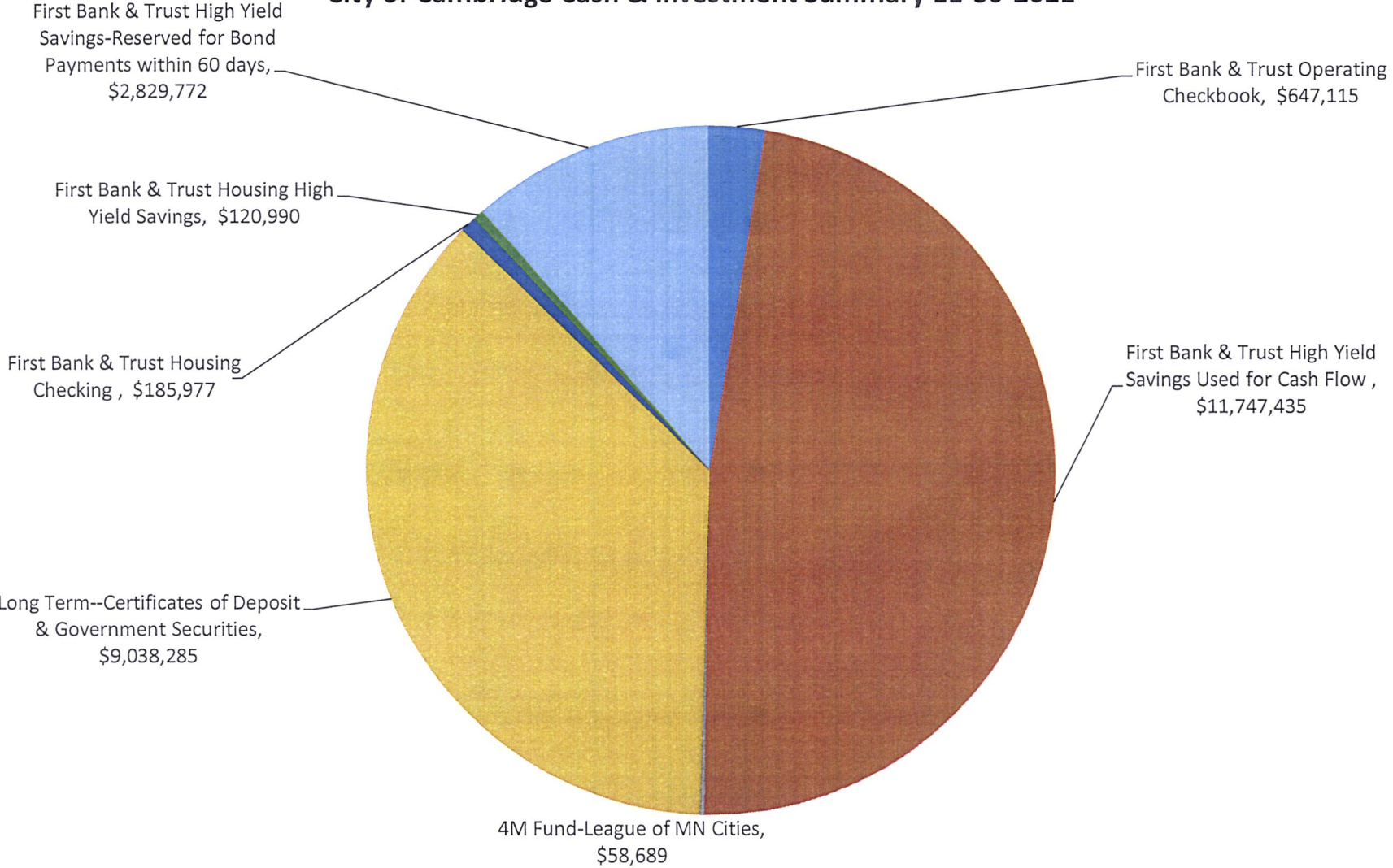
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	6,000.00	6,000.00	6,655.76	655.76	110.93	5,298.33
610-49750-420 DEPRECIATION	62,000.00	62,000.00	.00	(62,000.00)	.00	61,297.65
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	135,000.00	135,000.00	141,422.00	6,422.00	104.76	150,745.87
610-49750-433 DUES AND SUBSCRIPTIONS	4,200.00	4,200.00	4,122.00	(78.00)	98.14	4,122.00
610-49750-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	695.00	(2,305.00)	23.17	440.00
610-49750-453 TAXES AND LICENSES	250.00	250.00	220.00	(30.00)	88.00	220.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	53,453.81	3,453.81	106.91	46,107.13
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	40,479.00	10,479.00	134.93	45,200.05
610-49750-489 CONTRACT MAINTENANCE	5,000.00	5,000.00	3,583.63	(1,416.37)	71.67	6,146.04
<i>TOTAL MISCELLANEOUS</i>	<i>295,450.00</i>	<i>295,450.00</i>	<i>250,631.20</i>	<i>(44,818.80)</i>	<i>84.83</i>	<i>319,577.07</i>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	400,000.00	.00	100.00	715,000.00
<i>TOTAL TRANSFERS</i>	<i>400,000.00</i>	<i>400,000.00</i>	<i>400,000.00</i>	<i>.00</i>	<i>100.00</i>	<i>715,000.00</i>
TOTAL LIQUOR STORE	5,987,699.00	5,987,699.00	5,891,609.30	(96,089.70)	98.40	6,917,686.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,987,699.00	5,987,699.00	5,891,609.30			6,917,686.60
NET REVENUES OVER EXPENDITURE	.00	.00	274,650.97			3,500.81

City of Cambridge Cash & Investment Summary 11-30-2021



City of Cambridge		
General Fund Park Expenses		
on Park Specific Basis		
Name of Park		Costs 1/1/2021-11/30/2021
City Park		\$48,933.28
Ice Rink		\$82,256.48
Sandquist Park		\$125,436.60
Central Greens		\$23,669.70
Brown Park		\$5,380.26
Peterson Park		\$11,123.19
Pioneer Park		\$11,794.29
Water Tower Park		\$4,404.26
Preserve Park		\$189.44
Dog Park		\$10,308.66
Honeysuckle Park		\$6,146.40
Parkwood Park		\$12,144.17
Veteran's Park		\$1,662.16
Not Location Specific Expense		\$44,763.78
Total		\$388,212.67
Difference		\$0.00
Total Per General Ledger		\$388,212.67
Notes:		
Generally, salaries are allocated to each park based on a time estimate received from our Public Works Director. During the year, as the seasons change, the allocations change to reflect current park activity.		
Not location specific expenses includes things that would be too difficult to allocate to a specific park like park liability insurance, gas for park vehicles, small tools, vehicle repairs, and park commission expense.		

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department have received donations of \$10,000 from Isanti County Sportsmen’s Club and \$4,200 from East Central Energy both for the purpose of purchasing fire safety equipment.

As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

Compatibility with Strategic Goals:

While this is action is required by MN State Statute, it is also supporting the following:

Core strategy #5—Foster engaged, informed, and involved citizens and community, specifically related to the strategic objective of build trust with the community by maintaining clean audits, clear communication, and transparency. Approval of restricted donation is necessary to receive clean audit results.

COUNCIL ACTION

Officially accept the donations by approving the attached resolution.

Attachments

Resolution No. R21-002

RESOLUTION NO. R22-002

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

WHEREAS, Isanti County Sportsmen's Club has made a donation in the amount of \$10,000 with the restriction that the funds be used to purchase fire safety equipment for the Cambridge Fire Department;

WHEREAS, East Central Energy has made a donation in the amount of \$4,200 with the restriction that the funds be used to purchase fire safety equipment for the Cambridge Fire Department;

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

Adopted this 3rd day of January, 2022.

James Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

4D Approve Paul Kahring for the Public Works Maintenance Worker Position, Starting Wage \$24.96 per Hour, Effective January 4, 2022 **January 3, 2022**

Prepared by: Todd Schwab, Public Works/Utilities Director

Background:

On November 1, 2021 City Council authorized staff to begin the hiring process to fill the open Public Works Maintenance Worker position.

On 12/13/21 and 12/14/21 staff conducted 8 interviews for the position. One of the candidates interviewed for the position was Paul Kahring. Mr. Kahring was very qualified for the position and it is for that reason I have made him a conditional offer for the Public Works Maintenance Worker position.

Fiscal Note:

The position will start at \$24.96 per hour, the union contract wage schedule 2022, Step 1 rate for the position. The employee would move to step 2 upon the successful completion of the evaluation period. The position salary was included in the 2022 Operation Budget.

Compatibility with Strategic Goals:

The hiring of Mr. Kahring helps achieve Core Strategy #2 *Deliver exceptional public service (Maintain proper staffing levels in all departments)*

Recommendation:

Authorize staff to hire Paul Kahring for full time employment as a Public Works Maintenance Worker, with a start date of January 4, 2022, pending pre-employment requirements.

Included:

Conditional Offer Letter

December 15, 2021

Mr. Paul Kahring
45418 Brunswick Road
Harris, MN 55032

Dear Mr. Kahring,

On behalf of the City of Cambridge, I would like to extend to you a conditional offer for the position of Maintenance Worker. This offer is contingent upon City Council approval as well as successfully passing a criminal background check and a pre-employment physical which includes a drug test.

Salary

Proposed starting salary is \$24.96 per hour (Step 1). A 12 month learning and evaluation period will be required. At the successful completion of the learning and evaluation period the salary would be advance to Step 2 in the wage schedule. After 6 months of employment, you will receive an evaluation from the department head. If the department head is satisfied that you are satisfactorily performing all job functions, the department head may recommend that the learning and evaluation period be ended and you would advance to Step 2 in the wage schedule.

Requested Start Date

January 4, 2022

Pay Periods

Your position is subject to fourteen (14) day pay period and our regularly scheduled pay period is Saturday through the following Friday.

Schedule

40 hours per week, plus subject to scheduled overtime and call-ins.

Hours

Standard hours are from 7:30 am – 4:00 pm. Some overtime may be required from time to time. There may be times when you are called into work early or to stay later to meet workload demands.

Learning and Evaluation Period

All newly appointed employees serve a 12-month evaluation period. The employee will be evaluated at the end of 6-months. At any time during the learning and evaluation period, an employee may be discharged at the sole discretion of the City. Your learning and evaluation period begins January 4, 2022.

Health, Dental, and Vision Insurance

Insurance Benefits are defined by the International Union of Operating Engineers Local 49 contract. Currently, the City offers health, dental, and vision insurance through the current union contract. The monthly premium currently is \$1,325.00 and the employee pays ten percent of the monthly premium (\$132.50). Health insurance premiums generally increase each April and employee share changes accordingly.

Vacation/Sick Leave

The union contract provides for vacation and sick leave benefits. The current vacation schedule in the union contract is:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)
6 through 9 years	4.62 hours each 2 weeks of work (3 weeks annually)
10+ years	6.16 hours each 2 weeks of work (4 weeks annually)

Maximum vacation leave accumulation is 240 hours. Full-time employees earn sick leave at a rate of 3.69 hours for each pay period or 1 day per calendar month of service.

Fair Labor Standards Act - Overtime

The Maintenance Position is classified as full time, non-exempt (overtime eligible) and subject to the Minnesota/Federal Minimum Wage Law. Overtime compensation will be provided at a rate of 1.5 times your hourly wage for hours worked in excess of 40 in any work week. You also have the option of accumulating compensatory time instead of overtime pay. Compensatory time is subject to accrual limitations of a 60 hour maximum.

Pension

Employees are enrolled in the Public Employees Retirement Association (PERA) coordinated plan. Employer contributes 7.5% of your gross salary; Employee contributes 6.50% of your gross salary. From time to time, the Minnesota Legislature adjusts the contribution amounts to ensure the plan is funded appropriately.

Pursuant to the Union contract, the City currently contributes \$1.00 per hour not to exceed 2080 hours per year per union employee covered by this bargaining agreement. This amount is subject to change during union negotiations.

Payroll Deductions

In accordance with city policy and applicable law, the following deductions will be made from your payroll checks:

- Employee's share of insurance premiums for health, life, flex accounts, and group accident plans.
- Statutorily required PERA contributions, if your position is eligible.
- Federal and state withholding for taxes, social security, etc.
- Applicable union dues.
- Elected contributions to credit unions or other banks.
- Elected Minnesota Benefit Association.
- Elected savings plans for periods longer than 60 days.
- Allowances, if any, claims pursuant to permitted meals and lodging.

Documentation to Establish Identity

In accordance with the Immigration and Reform and Control Act of 1986, you must provide appropriate documentation to establish identity and eligibility for employment on your first day of work. I've included a copy of the Department of Homeland Security's list of acceptable documents for your review. Please complete the highlighted section of the I-9 form and bring this completed document with you on your first day of employment.

Language Other Than English

You have the right to receive this notice in any language other than English. If you need this letter translated in other languages, please contact Evan Vogel at (763)552-3216.

This offer is not a contract for employment for a definite or indefinite period of time. Employment terms are governed by the City's personnel policies (a copy is enclosed) and the applicable union contract (copy enclosed). We sincerely hope that you will accept this offer. To accept the offer, please sign below and return it to me by December 17, 2021.

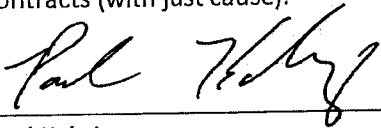
Sincerely,



Todd Schwab
Public Works/Utilities Director
City of Cambridge

By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits.

I accept this offer of employment. I understand that employment with the City of Cambridge is not for a specific term and can be terminated by the City pursuant to its personnel policies (without cause) or union contracts (with just cause).



Paul Kahring

12-16-2021

Date

By: Todd Schuster, Chief of Police

Background:

As part of the 2022 approved budget and capital outlay equipment replacement plan, the Cambridge Police Department would like to place an order with Tenvoorde Ford of St. Cloud for the purchase of two 2022 Ford Police Interceptor Utility vehicles. State of Minnesota Contract authorized vendor Tenvoorde Ford (State Contract #158505) supplied me with the order sheet and with our equipment specs added, the cost of both vehicles would be \$69,451.76.

One new squad car will be a fully marked squad car with all necessary emergency warning and communications equipment. It will also be equipped with a new Watch Guard camera. It will be a standard gasoline engine vehicle. The other vehicle will replace our current unmarked vehicle that is currently being driven by Det. Harvey. I would like this vehicle to be the gasoline engine / Hybrid version that Ford offers. With the automotive world heading towards hybrid / electric vehicles, I would like to compare the performance and fuel consumption differences to that of a standard squad car. This vehicle will contain the necessary emergency lighting and communication equipment for its intended use. Upfitting the emergency equipment will be done by Guardian Fleet Safety.

Compatibility with Core Strategies and Strategic Objectives:

Staying with the long-term capital outlay equipment replacement plan ensures that equipment primary equipment is replaced at regular intervals to allow the employees to safely perform their duties. This is in line with the city's Core Strategy #2.

Fiscal Note: Capital Budgeted Item

Council Action:

Request authorization for Chief Schuster to facilitate the order of 2 - 2022 Ford Police Interceptor Utility vehicles from Tenvoorde Ford, under the State of Minnesota contract, for a price not to exceed \$69,451.76.



Economic Development Director

Job Position:	Economic Development Director	FLSA Status:	Exempt
Supervisor:	City Administrator	Union:	Non-Union
Work Schedule:	Monday-Friday, occasional evenings and weekends	Benefits:	FT benefits
		Pay Grade:	14

Purpose

Performs difficult professional work administering the City's economic development functions, interacting with governmental and local groups working for the development of the community, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator.

Communication

Internally- frequent interaction with all city staff, City Council, and Economic Development Authority.

Externally- frequent contact with public, developers, State and Federal agencies, consultants, consulting engineers, businesses, and residents.

Supervisory Responsibility: Custodian

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

Essential Functions

- Administers and promotes economic development activities in a manner that will assure effective programs and development in accordance with applicable comprehensive plans, ordinances, and economic development strategies; manages business expansion, retention and recruitment.

- Prepares staff reports for the Cambridge Economic Development Authority; attends meetings and makes presentations.
- Develops and implements strategies to promote the community of Cambridge to interested developers at the direction of the Economic Development Authority.
- Directs and supports public information regarding economic development in the community and related issues.
- Directs consultants retained by the City for Economic Development projects and makes recommendations to the City Administrator regarding City ordinances and policies affecting economic development.
- Meets with citizens, boards and commissions, local businesses, developers, prospective businesses and staff on matters related to economic development such as transportation planning, land use planning, etc.
- Prepares financing packages for business development utilizing tax increment financing, Department of Employment and Economic Development programs and other public and private financing programs and techniques; conducts loan packaging, deal structuring, administering and creating/capitalizing revolving loan funds for businesses for EDA and/or City Council approval.
- Performs specialized research on possible programs, projects, grants and legislation and reports to City officials regarding their feasibility and potential benefits.
- Assumes responsibility for special projects as assigned by the City Administrator or City Council by performing necessary research, developing/implementing plans to achieve desired results, and communicating progress and results on projects in timely manner.
- Negotiates and manages leases for City Center Mall. Strive to retain and/or secure new tenants. Provide budgetary information to Director of Finance for mall capital improvement projects.
- Performs a wide range of tasks as assigned by the City Administrator. These duties and responsibilities may include planning related projects as needed.

Knowledge, Skills and Abilities

- Skill to research and analyze complex and technical information and issues; and prepare and present reports that are understandable and helpful to City decision-makers.
- Skill in using information technology to enhance work productivity and support individual and group decision-making.
- Ability to understand and apply urban planning principles and practices.
- Ability to establish and maintain effective working relationships with council, planning commission, developers and contractors, relevant state and county agencies, residents and community groups, and other employees.
- Ability to supervise staff and motivate employees to provide excellent customer service.
- Ability to remain up-to-date on professional knowledge and skills.
- Considerable knowledge of planning, development ordinances, tax increment financing, economic development tools, and codes.
- Knowledge of public/private sector financing and tax laws, rules, and regulations.
- Ability to read and understand building plans, site plans, plat maps, maps and surveys.
- Skill to research and conduct studies related to land economics, property uses, and trends.
- Considerable knowledge of public and private funding sources for grants and loans and ability to apply for and obtain grants and loans.

- Skills in communicating diplomatically and effectively both orally and in writing.
- Ability to exercise resourcefulness in solving economic development problems.
- Ability to establish and maintain effective and credible working relationships with City departments, agencies, boards, local business persons, bankers, and the general public.
- Ability to assemble, organize, interpret, and present oral or written form statistical, financial and factual information derived from a variety of original and secondary sources.
- Ability to work independently, possessing excellent planning and organizational skills.
- Ability to investigate and quickly assess economic development opportunities and make sound judgments and recommendations.
- Ability to start and follow through with projects in a quality fashion without constant supervision.
- Ability to manage several projects at one time.

Minimum Qualifications

Bachelor's degree in planning, public administration, business administration, or related field and considerable experience in planning either public or private sector, with responsibility for economic development issues. Seven to ten years of community development, planning, or economic development work experience can be considered in lieu of the Bachelor's degree requirement.

Preferred Qualifications

Master's degree in planning, public administration, business administration and economic development certification and training. (i.e.: National Development Council or CED).

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities.

Working Conditions

This work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimers

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

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

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

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

Employee's signature

Date

Prepared by: Marcia Westover, Community Development Director

Background

The terms of Planning Commissioner’s Robert Boese and Amanda Latsch will expire on January 31, 2022. Robert Boese has served one full three-year term. Amanda Latsch filled a vacant seat in 2021 after the resignation of Arianna Weiler (Ms. Weiler’s term was to end January 31, 2022).

Staff placed ads in the local newspapers and on our social media sites in December soliciting applications for the open positions. Three applications have been received. Mr. Boese and Ms. Latsch are both eligible and have re-applied for their seat on the Commission. In addition, Jeff Andres, a current Parks, Trails, and Recreation Commissioner applied.

The three (3) applications qualified for consideration are attached to this report and the applicant names are listed below.

- Robert Boese (incumbent)
- Amanda Latsch (incumbent)
- Jeff Andres (current Parks Commissioner)

Since Mr. Andres already holds a seat on the Parks Commission, staff is recommending re-appointments of Robert Boese and Amanda Latsch to the Planning Commission.

Council Action

A motion to appoint two applicants to a full three-year term (expiring January 31, 2025) on the Planning Commission.

Attachments

1. Planning Commission applications

Application for Appointment to Cambridge Planning Commission
Application Deadline is 4:30pm on Monday, December 13, 2021.

Name Jeff Andres Date 11/23/21

Address _____

Residence in Cambridge Area (years) just short of 30 yrs Home Telephone _____

E-mail Address _____ Work Telephone _____

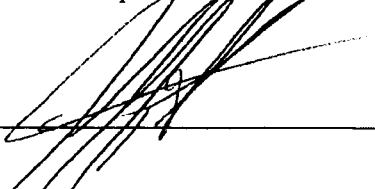
Education (Please indicate highest grade completed or highest degree and major course of study) _____
UW-Oshkosh graduate in Radio-TV-Film with management emphasis, also
journalism & public relations; Andree Techs - HR Certificates

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) multiple board, coaching, leadership, and
volunteer roles with chambers of commerce, Cambridge baseball, Cambridge football,
Cambridge basketball, youth organizations, Boy Scouts, Kids Day at the Fair, ECM
Publishers philanthropy, ARCC Candlelight Ski and nursing school related events

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) 30 plus years of business management
with multi-location companies; good with budgets, HR, employee relations,
and high level management; current Cambridge Park and Rec board
member

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

Signature 

Planning Commission Application Form

* Full Name

Amanda R. Latsch

* Full Address

Cambridge MN 55008

* Phone

Mobile Phone

Email

* **How long have you lived in Cambridge?**

2 years 5 months

* **Education (Please indicate the highest grade completed, degree, and major course of study.)**

Associates Degree in Health Care Administration, Associates in Church Leadership and Biblical Studies

* **Community Involvement. (E.g. do you volunteer somewhere? Rotary member? Scout leader, etc.?)**

I volunteer at my church in Elk River bi-weekly. I am also President of my townhome's association board.

* **Why are you interested in being a Planning Commission Member?**

I want to be more involved in my community and make a positive difference where I can.

Describe what qualifications or experience do you feel would make you a good fit for the Planning Commission? What would you like the City to consider about your application?

I have been a leader at my church for over 10 years. I am well spoken and excel in communication. I believe I would be a good asset to the Planning Commission because I love my city and want what is best for those that live here.

Application for Appointment to Cambridge Planning Commission
Application Deadline is 4:30pm on Monday, December 13, 2021.

Name Robert Boese Date 26 November 2021

Address _____

Residence in Cambridge Area (years) 35 Home Telephone _____

E-mail Address _____ Work Telephone _____

Education (Please indicate highest grade completed or highest degree and major course of study) _____
Masters Degree in Library Science

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) _____

Common Ground United Methodist Church - Treasurer, etc.

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary). Extensive planning and locations for new library buildings in Minnesota (12+)

Data Privacy Information

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

Signature Robert Boese

Prepared by: Marcia Westover, Community Development Director

Background

Brandy Herbst of B's Rental, LLC., has asked for the City's support in obtaining a Workforce Housing grant through the Minnesota Finance Agency. Ms. Herbst intends to seek the grant for an 8-unit (townhome) building in the Bridgewater Townhome Association area. The grant would provide financial assistance to the applicant to accommodate workforce housing for this building.

The workforce housing to be provided is market rate rental property. Ms. Herbst will complete the application and materials to fulfill the grant application requirements; the City will not provide assistance other than the Resolution in support. In addition, the City will have no financial obligation.

Compatibility with Strategic Goals

City encouragement for this Workforce Housing grant supports core strategy #7-Provide diverse amenities for a high quality of life specifically related to the objective of providing inclusive housing options.

Fiscal Note

The grant is being sought by a private party. The City has no financial obligation.

Council Action

Motion to approve the Resolution as presented supporting B's Rental, LLC., in seeking a Workforce Housing Grant through the Minnesota Housing Finance Agency.

Attachments

1. Resolution
2. Workforce Housing Narrative

Resolution R22-003

RESOLUTION SUPPORTING B'S RENTALS, LLC, BRANDY HERBST, FOR AN APPLICATION TO THE WORKFORCE HOUSING DEVELOPMENT PROGRAM THROUGH THE MINNESOTA HOUSING FINANCE AGENCY

WHEREAS, B's Rentals, LLC., Brandy Herbst, has requested the support of the City of Cambridge to submit an application for a project pursuant to the Workforce Housing Development Program in order to obtain funding from the Minnesota Housing Finance Agency; and

WHEREAS, the Workforce Housing Development Program requires community and local government support, and

WHEREAS, B's Rentals LLC., Brandy Herbst, intends to work with the current developer/owner of the properties, Meadowland Builders Inc., Rick Lewandowski, to establish the program for the properties listed below, and

Lots 41-48, Lot 11, Bridgewater, Isanti County, Minnesota

WHEREAS, the City of Cambridge supports B's Rentals, LLC., Brandy Herbst, in pursuing a Grant Contract/Funding Agreement pursuant to the Workforce Housing Development Program from the Minnesota Housing Finance Agency; and

WHEREAS, through this Resolution, the City of Cambridge does not commit to making any financial contributions in connection with the identified properties or Workforce Housing Development Program; and

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the City of Cambridge supports the application of B's Rentals, LLC and/or Brandy Herbst for funding from the Workforce Housing Development Program.

Adopted by the Cambridge City Council this 3rd day of January 2022.

Jim Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

**2021 Request for Proposals (RFP) Application Deadline:
12:00 p.m. (noon) CT on Tuesday, January 11, 2022**

Background

The Workforce Housing Development Program is a competitive funding program that targets small- to medium-sized cities, communities, or areas in Greater Minnesota with rental workforce housing needs. Funding is available to build market rate residential rental properties in communities with proven job growth and demand for workforce rental housing. Communities are required to secure matching funds of one dollar for every two dollars in funding offered through the program.

Available Funding

The program anticipates making approximately \$4 million available for the 2021 RFP. Future funding rounds are subject to legislative funding. Funds are available in the form of a grant or deferred loan and will be used for eligible project costs to increase the workforce housing stock in Greater Minnesota.

Minnesota Housing anticipates funding multiple proposals under this round. The grant or deferred loan term will be three years; however, the term may be extended at the discretion of Minnesota Housing.

NOTE: This RFP will include the entire allocation of funds for the 2021/2022 biennium, which is \$4 million (\$2 million will be available for disbursement immediately, and the remaining \$2 million will be available on or after July 1, 2022). Immediate funding availability will be based on the highest score and readiness to proceed of the selected projects, as determined at the sole discretion of Minnesota Housing.

Eligible Applicants

Eligible applicants must satisfy the following statutory requirements:

- Must be an Eligible Project Area (generally small- and medium-sized cities, communities, or areas in Greater Minnesota – refer to Minnesota Housing’s [website](#) for more information)
- Must be working with a developer
- Must have a viable proposal for the development of a market rate, residential rental property, which can include mixed income

NOTE: Minnesota Housing will not review applications submitted by developers.

Program Expectations and Eligible Use of Funds

Funds are available for qualified expenditures of project-specific costs resulting in the direct development of market rate residential rental properties to serve employees of a business or businesses located in the Eligible Project Area. If the applicant is awarded funds as a deferred loan, the terms must be equal to or more favorable than the terms the applicant received from Minnesota Housing. Any fees or interest charged cannot unduly enrich any parties involved.

Selection Criteria

This is a competitive application process. Applications will be reviewed and scored by Minnesota Housing staff and a community reviewer with knowledge of market rate housing to determine selection and funding recommendations. Selection and funding recommendations will be presented to the Minnesota Housing board for approval.

NOTE: Per legislation, priority will be given to applicants located in an Eligible Project Area that has a population below 30,000.

The following threshold requirements must be satisfied:

- Eligible Project Area: Typically small-to medium-sized cities in Greater Minnesota
- Rental Vacancy Rate: At or below 5% for at least the prior two-year period
- Eligible Uses: Funds will be used on qualified program expenditures
- Match: Secured matching funds of one dollar for every two dollars requested in funding
- Community Need: One or more letters of support from a local business/businesses that employ a minimum of 20 full-time employees in aggregate
- Maximum Award Amount: Funding request does not exceed 25% of the project's total development costs

The following competitive selection criteria are scored by Minnesota Housing and a community reviewer:

- Readiness to proceed (20 points possible)
- Market characteristics (15 points available)
- Leverage (25 points available)
- Community size (15 points available)
- Located in Opportunity Zone (3 points available)
- Geographic Preference (10 points available)

After Minnesota Housing staff and community reviewers have finalized project scores and assessed feasibility, scores will be incorporated into final funding recommendations that will be presented to the selection committee.

Projects are recommended for approval by Minnesota Housing's board members based on eligibility, final score, and available funding.

Ineligible Applications

Applications that fail to meet one or more of the following conditions will be considered ineligible for further processing:

- Submission of a complete Application and Narrative

Prepared by: Evan C Vogel, City Administrator

Background:

On December 17, 2021 the Sixth Circuit Cour of Appeals dissolved the stay that had been put in place by the fifth circuit court halting enforcement of the OSHA vaccination policy. As a result new timelines were set, and the policy will be enforced. The standard is set to take effect January 10, and the testing requirements will begin February 9. Employers have the options, within certain limitations, as to how they will implement these policies. Additional explanation will be given verbally.

Council Action:

Approve Vaccination ETS Policy

City of Cambridge Personnel Policy Section 44
COVID-19 Vaccination Emergency Temporary Standard
Adopted: January 3, 2022

Sec. 44. VACCINATION, TESTING, AND FACE COVERING POLICY

I. PURPOSE

The City of Cambridge adopts this policy on mandatory vaccination to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration’s (“OSHA”) Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) (“ETS”).

II. DEFINITIONS

For purposes of this policy, the following definition applies:

A. “Fully vaccinated” means:

- i. A person’s status 2 weeks after completing primary vaccination with a COVID–19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - a. Approved or authorized for emergency use by the U.S. Food and Drug Administration (“FDA”);
 - b. Listed for emergency use by the World Health Organization (“WHO”); or
 - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID–19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID–19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii. A person’s status 2 weeks after receiving the second dose of any combination of two doses of a COVID–19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID–19 vaccines as part of one primary series). The second dose of the series must not be

received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

B. “COVID-19 test” means a test for SARS-CoV-2 that is:

- i. Cleared, approved, or authorized, including in an Emergency Use Authorization (“EUA”), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);
- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the city or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the city.

C. “Face covering” means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the noncloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

III. SCOPE

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the city or its employees could be subject to sanctions for noncompliance with the ETS. This city will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the city.
- B. **Application to All Employees.** This policy applies to all employees of the city, except for employees who do not report to a workplace where other individuals (such as coworkers or visitors) are present; employees while working from home; and employees who work exclusively outdoors. The following job categories fall within an exception to this policy:
- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered city employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other city policy or procedure, this policy will be followed.

IV. VACCINATION

- A. **Employee Choice.** The city is not imposing a vaccine mandate for its employees in order to comply with the requirements of the ETS. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated by February 9, 2022 will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin on January 10, 2021 or when the face covering requirement in the ETS is legally enforceable against the city, whichever occurs later. Weekly testing requirements set forth in this policy will begin on February 9, 2022 or when the testing requirements set forth in the ETS become legally enforceable against the city, whichever occurs later.
- B. **Deadlines.** To be considered fully vaccinated by February 9, 2022, an employee must receive the final dose of a primary COVID-19 vaccination by no later than January 26, 2022.
- C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota's

COVID-19 Response webpage at: <https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.

D. **Time to Receive Vaccination.** The city will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee's regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.

- i. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the city expects that employees will schedule vaccination appointments in a way that minimizes the need to be absent from work.
- ii. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
- iii. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
- iv. The city will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.

E. **Time for Recovery.** The city will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.

- i. The city will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the city's established procedures for requesting a medical leave.
- ii. Employees who have available accrued sick leave or paid time off ("PTO") will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.

- iii. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
 - a. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
 - b. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The city will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

V. REPORTING VACCINATION STATUS

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the city by the deadline set forth by city administration. This deadline will be based on the date the ETS will be legally enforceable against the city. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.
- B. **Reporting.** The city administrator will be responsible for developing a system through which employees will report their vaccination status.
- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
 - i. Acceptable “proof of vaccination status” includes:
 - a. The record of immunization from a health care provider or pharmacy;
 - b. A copy of a COVID-19 Vaccination Record Card;
 - c. A copy of medical records documenting the vaccination;

- d. A copy of immunization records from a public health, state, or tribal immunization information system; or
 - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
- ii. Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the city will still accept the state immunization record as acceptable proof of vaccination
 - iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.
 - iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
 - v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:
 - a. Attesting to the employee's vaccination status (fully vaccinated or partially vaccinated);
 - b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
 - c. Including the following language in the attestation: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false

information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act (“OSH Act”). Employees who violate those laws may be subject to criminal penalties.
- F. **Recordkeeping.** The city will maintain a roster of each employee’s vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

VI. FACE COVERINGS

- A. **Mandatory.** Beginning January 10, 2022 or when the ETS is legally enforceable against the city, whichever occurs later, all employees must wear a face covering over their nose and mouth while indoors or in a vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).
- B. **Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:
 - i. When the employee is alone in a room with floor to ceiling walls and a closed door;
 - ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
 - iii. When the employee is wearing a “respirator” or “facemask”, as defined by the ETS;

- iv. Where the city has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)
- C. **Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The city will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

The City will make efforts to have disposable face coverings available for its employees, though it remains the sole responsibility of the employee to ensure that they have face coverings.

VII. COVID-19 TESTING

- A. **Test Requirement.** Beginning February 9, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the city, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

- i. Must be tested for COVID-19 at least once every seven days; and
- ii. Must provide documentation of the most recent COVID-19 test result to the city no later than the seventh day following the date on which the employee last provided a test result.

The city administrator is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

- B. **Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
- ii. Must provide documentation of that COVID-19 test result to the city in the manner to be determined by the superintendent upon return to the workplace.

- C. **Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

- D. **Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.
- E. **Record of Testing.** The city will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.
- F. **Cost of Testing.** The city will pay for the costs of COVID-19 testing when the test is obtained from a test location and provider approved by the city.

The city will not pay for or reimburse employees for any costs associated with COVID-19 testing performed at a test location or by a provider not approved by the city..

[NOTE: *Cities are not legally required to pay for testing. See Op.Atty.Gen. 125a-33 (August 27, 1963).*]

- G. **Availability of Testing.** The city administrator will provide information to employees about test locations and scheduling arranged by the city.

Employees may schedule their own testing appointments at an alternative location. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

- A. **Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee's vaccination status:
 - i. The city requires all employees to promptly notify their department head who will notify the City Administrator, or the City Administrator when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
 - ii. The city will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:

- a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
- b. Meets the return to work criteria in CDC’s “Isolation Guidance” (available [online](https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf) at https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf); or
- c. Receives a recommendation to return to work from a licensed healthcare provider.

B. Return to Work after Positive Test. Under CDC’s “Isolation Guidance,” asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- i. At least 10 days have passed since symptoms first appeared, and
- ii. At least 24 hours have passed with no fever without fever-reducing medication, and
- iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC’s Isolation Guidance changes following the adoption of this policy, the city will follow the current version of the guidance for purposes of this policy.

- C. Status of Leave After Positive Test.** The city will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.
- D. Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the city’s overall COVID-19 mitigation strategy.

IX. NEW HIRES

- A.** All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.

- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

X. EXEMPTIONS

- A. **Accommodations.** An Employee may be entitled to a reasonable accommodation from the City if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to Evan C Vogel, City Administrator at evogel@ci.cambridge.mn.us.
- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by the City Administrator.

XI. QUESTIONS

Questions regarding this policy should be directed to:

Evan C Vogel
City Administrator
300 3rd Avenue NE
Cambridge, MN 55008
(763) 552 - 3216
evogel@ci.cambridge.mn.us

XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES

- A. **Dissemination of Policy.** The city administrator will distribute a copy of this policy to all employees via the city's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the city to provide the following information to employees:

The full text of OSHA's ETS is available online at:
<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulations, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the city from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the City from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.