
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Tuesday, January 2, 2018
Meeting Announcement and Agenda
3:00 pm

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

1. Call to Order & Pledge of Allegiance

2. Organizational Meeting

- A. Appoint Acting Mayor pursuant to Minn. Stat. § 412.121
- B. Select official newspaper pursuant to Minn. Stat. § 412.831 (p. 5)
- C. Resolution R18-001 - Selecting Official Depositories (p. 21)
- D. City Council's Bylaws and Code of Conduct (p. 23)
- E. 2018 Appointments
 - 1. Committee Appointments (p. 39)
 - 2. Designation of Emergency Management Director

3. Approval of Agenda (p. 43)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for December 4, 2017 and Special City Council Meeting Minutes for November 29, 2017 and December 5, 2017 (p. 47)
- B. Warrants #107568 - #107893 and ACH/Wire items totaling \$1,542,196.66 (p. 57)
- C. Draft November 2017 Financial Statements (p. 104)
- D. Resolution R18-002 Accepting donation from Isanti County Sportsman's Club for Fire Department (p. 170)
- E. Ordinance No. 656 - Kelly Property Annexation (p. 172)
- F. 2018 Non-Union Wage Scale (p. 180)
- G. Purchase of Toolcat for Street and Park Use (p. 181)

- H. Ordinance No. 659 Amending Title III Administration, Chapter 30 City Council, Section 30.01 Meetings (p. 186)
- I. Agreement with Cambridge-Isanti Community Education for use of the Ice Rinks (p. 187)
- J. Appoint Todd Schwab and Dave Matchinsky, Fire Department Captains (p. 189)

5. Work Session

- A. Request from Pickleball Group for more courts (p. 192)

6. Unfinished Business

- A. Ordinance No. 657 Amending Title V Public Works, Chapter 64 Street Lighting (p. 196)

7. New Business

- A. Force-main relocation agreement with Schlagel, Inc. (p. 203)
- B. 2018 Planning Commission Appointments (p. 211)
- C. Ordinance No. 658 - 2018 Fee Schedule (p. 219)
- D. Authorize Staff to Apply for East Central Regional Arts Council Grants (p. 239)
- E. Resolution R18-003 Municipal Primary / Candidate Filing Fee for 2018 Election (p. 240)
- F. Resolution R18-004 Amending 2018 General Fund Budget (p. 243)
- G. Temporary Employee for Public Works (p. 257)
- H. Squad Car Purchase (p. 259)
- I. Agreement with LSF Designs for Window Displays at 103 Main Street South (p. 260)
- J. Midwest Environmental Consulting, LLC Proposal for Asbestos Testing 103 Main Street South (p. 269)

8. Mayor's Report

9. Council Concerns

- A. Skating on City owned-storm sewer ponds

10. City Attorney's Report

11. City Administrator's Report

- A. Request to Schedule Council Retreat – Goal Setting Session
Suggested dates: January 20, 3:30 pm or January 27, 3:30 pm

12. Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Jan 3	12:00 pm	Toward Zero Death Committee (TZD)
Jan 3	7:00 pm	Planning Commission
Jan 8	12:00 Noon	ICICLE Meeting at CI District School Offices
Jan 9	7:00 pm	Cambridge Parks, Trails and Recreation Commission Meeting
Jan 16	5:30 pm	EDA Meeting (Tuesday – Due to MLK Holiday)
Jan 16	6:00 pm	City Council Meeting (Tuesday – Due to MLK Holiday)
Jan 17	2:30 pm	ACT on Alzheimer’s (Grace Point Crossing Chapel, River Hills)
Jan 22	4:00 pm	Library Task Force
Jan 22	5:00 pm	Community Education Advisory Council (Education Services Center)
Jan 22	6:00 pm	Fire Dept. Meeting (Training Room/EOC)
Jan 23	7:00 pm	Isanti County Parks & Rec Commission (Isanti County Gov’t Center)
Jan 25	7:00 pm	North Hwy 65 Corridor Coalition (Isanti County Govt. Center)
Jan 26	7:30 am	Anoka Ramsey Community College Advisory Task Force (Room F223)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Jan 1	All Day	New Year’s Day – City Hall Offices Closed
Jan 15	All Day	Martin Luther King Jr. Day - City Hall Offices Closed
Mar 3	5:00 pm	Fire Dept. Gun Raffle

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Prepared by: Lynda Woulfe, City Administrator

BACKGROUND

Minnesota Statutes require that City Councils annually designate a legal newspaper of general circulation in the city as its "official" newspaper. Various legal information including meeting and hearing notices, ordinances, election notices, and financial reports are to be published within the official newspaper.

Request for Proposals were sent to the *Isanti County News* and the *Chisago-Isanti County STAR* for the publishing of legal information as described and defined in Minnesota Statutes §331A.01 including:

- 1. Legal Notices
- 2. Proceedings of Council Meetings
- 3. City Financial Statement
- 4. City Budget

The index price results from RFP's were as follows:

<i>Isanti-Chisago County STAR</i>	.2179 Index Price	2.50 per column inch 9 lines per inch Helvetica 7pt font
<i>Isanti County News</i>	.200965 Index Price	2.25 per column inch 9 lines per inch Helvetica 7 pt font/8 point leading

Minnesota Statutes require that if the official newspaper has a website it must also publish public notices on its website free of charge. Both newspapers will comply with this requirement and there will be no subscription fee needed to access legal notices on the either paper's website.

This year, the *Isanti County News* has submitted the lowest index price and per column inch price.

COUNCIL ACTION

Designate an official newspaper for 2017.

Braham - Cambridge - Isanti

Isanti County News

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

December 13, 2017

Lynda Woulfe
City Administrator
City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008

Dear Mrs. Woulfe and City Council Members:

Please accept the following bid from the *Isanti County News* 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.

The following rate structure for legals is effective January 1, 2018:

Per column inch rate: **\$2.25**

Index: **.200965**

Lines per inch: **9**

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Isanti County News* website at no additional charge.

The *Isanti County News* is published weekly on Wednesday. The deadline is 10:00 a.m. on Monday for publication in the same week. Please email legal notices to publicnotice@ecm-inc.com

Thank you for considering the *Isanti County News* 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

2018 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: 200965

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

Column Inch Price: \$ 2.25

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

Submitted for: ISANTI COUNTY NEWS
(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: Tonya Orbeck

Date: 12/7/17

Printed Name: Tonya Orbeck

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

1. Publication Title: **Isanti County News**

2. Publication Number: **00000000**

3. Filing Date: **9-29-17**

4. Issue Frequency: **Weekly - Wednesday**

5. Number of Issues Published Annually: **52**

6. Annual Subscription Price: **\$50**

7. Complete Mailing Address of Known Office of Publication (Street, city, county, state, and ZIP+4®):
234 South Main Street, Isanti County, Cambridge, MN 55008

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer):
APG Media of East Central Minnesota, 4095 Coon Rapids Blvd., Coon Rapids, MN 55433

9. Full Name and Complete Mailing Address of Publisher, Editor, and Managing Editor (Do not leave blank):
 Publisher (Name and complete mailing address):
Jeff Andra, 234 South Main Street, Cambridge, MN 55008
 Editor (Name and complete mailing address):
Rachel Kytanen, 234 South Main Street, 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.)

11. Full Name and Complete Mailing Address of the Publisher (Do not leave blank):
APG Media of East Central Minnesota, 4095 Coon Rapids Blvd., Coon Rapids, MN 55433

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

13. 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)

PS Form 3526, July 2014 (Page 1 of 4) (Instructions Page 4) PSN 7530-01-000-0001 PREVIOUS EDITION: See our privacy policy on www.usps.com

13. Publication Title: **Isanti County News**

14. Issue Date for Circulation Data Below: **09/20/17**

13. 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)		13026	12911
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions (limited on PS Form 3541) (includes paid distribution allows unmailed rate, advertiser's proof copies, and exchange copies)	102	96
	(2) Mailed In-County Paid Subscriptions (limited on PS Form 3541) (includes paid distribution allows unmailed rate, advertiser's proof copies, and exchange copies)	10	15
	(3) Paid Distribution Outside the Mail including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS	0	0
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Circulation (Sum of 13b (1), (2), (3), and (4))		112	111
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies Included on PS Form 3541	0	0
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	0	0
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail®)	0	0
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	12,704	12,565
e. Total Free or Nominal Rate Distribution (Sum of 13d (1), (2), (3) and (4))		12,704	12,565
f. Total Distribution (Sum of 13c and 13e)		12,816	12,676
g. Copies not Distributed (See Instructions to Publishers at page 42)		210	235
h. Total (Sum of 13f and g)		13,026	12,911
i. Percent Paid (13c divided by 13h times 100)		.87%	.87%
14. Electronic Copy Circulation			
a. Paid Electronic Copies		0	0
b. Total Paid Print Copies (Line 13c) + Paid Electronic Copies (Line 14a)		112	111
c. Total Print Distribution (Line 13e) + Paid Electronic Copies (Line 14a)		12,816	12,676
d. Percent Paid (Both Paid & Electronic Copies)		.87%	.87%

I certify that 85% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership
 If the publication is a general publication, publication of this statement is required. Will be printed in the **October 12, 2017** issue of this publication. Publication not required.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner: _____ Date: **Sept. 29, 2017**

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).



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 County News
234 S Main Str
Cambridge, MN 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

OCT 09 2017

Steve Pinner
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) 763-689-1981
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Jeff Andres 763-691-6022
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: publknotke@cam-inc.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.

Signature of Authorized Representative. (Required)

Date

[Handwritten Signature] 9/11/17

ISANTI-CHISAGO COUNTY STAR

930 South Cleveland, Cambridge, MN 55008
763-689-1181 • Fax 763-689-1185 • www.isanti-chisagocountystar.com

December 11, 2017

Lynda Woulfe
City Administrator
300 Third Avenue N.E.
Cambridge, MN 55008

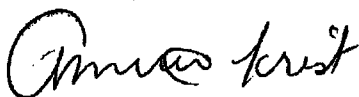
Dear Lynda Woulfe,

Please accept our bid for newspaper publishing services from the *Isanti-Chisago County Star* for 2018, to include the following items as requested: Public Notices, Proceedings of Council Meetings, City of Financial Statement and City Budget.

We meet all requirements to publish for a periodical classification publication. Further, we meet and exceed all circulation requirements established. We distribute 14,450 free papers each week including 3702 in the City of Cambridge.

Our bid is \$2.50 per column inch which equates to an index figure of .2179 per the attached calculation. We post all legal notices to our website: Isanti-chisagocountystar.com, at no additional charge and free to all viewers. If you have any questions, please feel free to contact me.

Sincerely,



Annette Krist
Isanti-Chisago County Star
Northstar Media, Inc.
General Manager

2018 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: .2179

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

Column Inch Price: 2.50

Font type and size and spacing for inch pricing: Helvetica, 7pt., 9 lines per col in.

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: Annette Krist

Date: 12-11-2017

Printed Name: Annette Krist

INDEX FOR DETERMINING LOWEST NEWSPAPER QUOTES

Insert your numbers into these four (4) steps and carry out the mathematical calculations:

1. **Line length in picas X 12 (points per pica) = line length in points**
2. **Lines per inch in legals X line length in points = points per inch**
3. **Points per inch ÷ length of lower case alphabet in points = number of lca's per inch**
4. **Cost per inch for your legals ÷ number of lca's per inch = cost per lca (INDEX NUMBER)**

EXAMPLE 1: Newspaper X

1. 12.5 line length in picas
2. 11 lines per inch in your legals
3. 106 length in lower case alphabet (lca) in points
4. \$3.43 cost per inch for legals

1. $12.5 \times 12 = 150$ (line length in points)
2. $11 \times 150 = 1650$ (points per inch)
3. $1650 \div 106 = 15.57$ (number of lower case alphabets per inch)
4. $\$3.43 \div 15.57 = .22$ **INDEX NUMBER** (cost of one lower case alphabet)

EXAMPLE 2: Newspaper Y

1. 12 line length in picas
2. 13 lines per inch in your legals
3. 96 length in lower case alphabet (lca) in points
4. \$4.20 cost per inch for legals

1. $12 \times 12 = 144$ (line length in points)
2. $13 \times 144 = 1872$ (points per inch)
3. $1872 \div 96 = 19.5$ (number of lower case alphabets per inch)
4. $\$4.20 \div 19.5 = .215$ **INDEX NUMBER** (cost of one lower case alphabet)

CONCLUSION: Since the INDEX NUMBER for Newspaper Y is lower, this is the lower bid.

Fill in the following blanks:

<u>9.56</u>	line length in picas	$\times 12 = 114.72$
<u>9</u>	lines per inch in your legals	$\times 114.72 = 1032.48$
<u>90</u>	length of your lower case alphabet in points (lca)	$1032.48 / 90 = 11.47$
<u>\$ 2.50</u>	cost per inch for your legals for 2017	$2.50 / 11.47 = .2179$



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

DEC 06 2017

Steve Pimm
Secretary of State

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

Isanti-Chisago County Star
930 S Cleveland Str
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) 689-1181
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Dan Harmon (763) 689-1181 x 105
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: dharmon@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.

Dan Harmon 11-27-2017
Signature of Authorized Representative (Required) Date



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	7,748	6,216	13,964
TARGET	515	147	662
TOTAL FREE	8,263	6,363	14,626
TOTAL QUALIFIED CIRCULATION	8,263	6,363	14,626
AVERAGE PRESS RUN	8,348	6,401	14,749
PRESS RUN AS OF 06/29/2017	8,349	6,401	14,750
QUALIFIED CIRCULATION HISTORY			
3 MONTHS ENDING JUNE, 2017	8,255	6,369	14,624
3 MONTHS ENDING MARCH, 2017	8,269	6,368	14,637
3 MONTHS ENDING DECEMBER, 2016	8,254	6,353	14,607
3 MONTHS ENDING SEPTEMBER, 2016	8,276	6,365	14,641
12 MONTHS ENDING JUNE, 2016	8,276	6,772	15,048
12 MONTHS ENDING JUNE, 2015	8,200	6,871	15,071

ANNUAL AUDIT REPORT

Isanti-Star

CIRCULATION DATA FOR ISSUE DATE: 06/29/2017 TOTAL QUALIFIED CIRCULATION: 8,246

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	ISANTI COUNTY	8,338
	TOTAL GROSS DISTRIBUTION	8,338
	LESS TARGET (BULK) RETURNS	(92)
	TOTAL QUALIFIED CIRCULATION	8,246

ESRI Business Information Systems				USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE	
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**			
55008	CAMBRIDGE	15,391 / 5,783			6,239 c	5,223	92.6%	
	POPULATION/HOUSEHOLDS	2.80	98.3%	100.0%				
	AVERAGE HOUSEHOLD SIZE	\$58,352	96.5%	141.1%				
	MEDIAN HOUSEHOLD INCOME					Carrier		
	RACE***	97%-W	0%-B	1%-A	2%-O	Target (Bulk)	4,848	
	HISPANIC ORIGIN***	HO: 1%					375	
55040	ISANTI	12,718 / 4,424			4,899 c	2,900	34.8%	
	POPULATION/HOUSEHOLDS	2.80	107.4%	111.5%				
	AVERAGE HOUSEHOLD SIZE	\$82,053	102.7%	150.0%				
	MEDIAN HOUSEHOLD INCOME					Carrier	2,900	
	RACE***	97%-W	0%-B	0%-A	2%-O			
	HISPANIC ORIGIN***	HO: 1%						
ZIP CODES ACCOUNTING FOR LESS THAN 5% OF TOTAL DISTRIBUTION:								
55008	BRAHAM	3,254 / 1,284			1,465 c	215	2.6%	
TOTAL GROSS DISTRIBUTION							8,338	
LESS TARGET (BULK) RETURNS							(92)	
TOTAL QUALIFIED CIRCULATION							8,246	

Chicago-Star

CIRCULATION DATA FOR ISSUE DATE: 06/29/2017 TOTAL QUALIFIED CIRCULATION: 6,352

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	CHIBAGO COUNTY	6,401
	TOTAL GROSS DISTRIBUTION	6,401
	LESS TARGET (BULK) RETURNS	(49)
	TOTAL QUALIFIED CIRCULATION	6,352

ESRI Business Information Systems				USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**		
55056	NORTH BRANCH	14,423 / 5,101			5,029 o	4,124	84.4%
	POPULATION/HOUSEHOLDS	2.80	100.0%	107.7%			
	AVERAGE HOUSEHOLD SIZE	\$55,956	100.4%	154.6%			
	MEDIAN HOUSEHOLD INCOME					Carrier	3,636
	RACE***	97%-W	0%-B	1%-A	2%-O	Target (Bulk)	185
	HISPANIC ORIGIN***	HO: 2%					
55069	RUSH CITY	5,398 / 1,850			1,852 o	1,337	20.9%
	POPULATION/HOUSEHOLDS	2.80	82.8%	100.0%			
	AVERAGE HOUSEHOLD SIZE	\$51,088	80.2%	128.5%			
	MEDIAN HOUSEHOLD INCOME					Carrier	1,337
	RACE***	93%-W	3%-B	1%-A	3%-O		
	HISPANIC ORIGIN***	HO: 2%					

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).

Source for demographic data: ESRI Business Information Solutions, (2006) (1-800-795-7488), SEPTEMBER 2017 USPS Zip updates

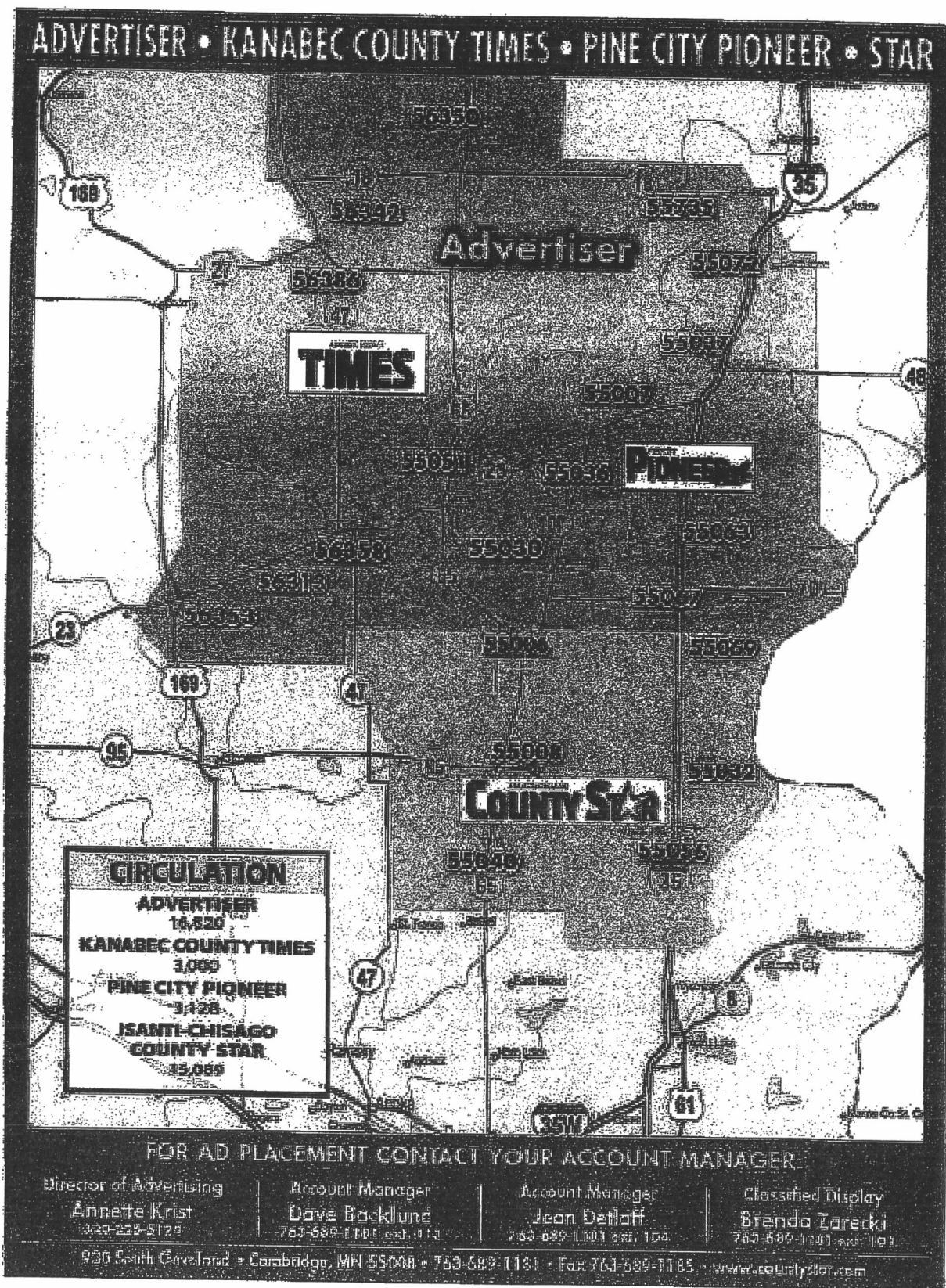
ANNUAL AUDIT REPORT

Chisago-Star (continued)

ESRI Business Information Systems				USPS					
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**	FREE	+ PAID = TOTAL	PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE
55032	HARRIS								
	POPULATION/HOUSEHOLDS	3,754 / 1,301			1,285 a	940	940	14.7%	72%/74%
	AVERAGE HOUSEHOLD SIZE	2.80	103.6%	111.5%					
	MEDIAN HOUSEHOLD INCOME	\$82,375	97.9%	150.8%					
	RACE***	88%-W	0%-B	0%-A			Carrier 940		
	HISPANIC ORIGIN***	HO: 1%		1%-O					
TOTAL GROSS DISTRIBUTION							6,401		
LESS TARGET (BULK) RETURNS							Carrier Target (Bulk) 185		
TOTAL QUALIFIED CIRCULATION							(49)		
							6,352		

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).
 Source for demographic data: ESRI Business Information Solutions, (2006) (1-800-795-7483).
 SEPTEMBER 2017 USPS Zip update

CIRCULATION AREA MAP



Audit of Records and Affidavit

Verified has conducted an audit of printing, distribution, and financial records, as well other data to substantiate circulation data submitted to Verified. This audit followed guidelines prepared in conformity with generally accepted circulation auditing procedures involving records covering all distribution methods utilized for qualified circulation during the period(s) covered by the reports. The results of this audit warrant the issuance of this audit report as a true and accurate statement of the qualified circulation of the client publication.

VERIFIED AUDIT CIRCULATION swears that to the best of its knowledge all statements contained in this report are true.
August 17, 2017

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 2018 other than the name change to reflect the merger of Peoples Bank of Commerce into First Bank & Trust.

Recommend Council Action

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

Author: Caroline Moe, Director of Finance

Resolution No. R18-001

*Resolution Designating Financial Institutions as
Official Depositories of City Funds For 2018*

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 2018:

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

Morgan Stanley Smith Barney, Minneapolis, Minnesota

Community Investment Partners, Roseville, Minnesota

Wells Fargo, Minneapolis, Minnesota

Adopted this 2nd day of January, 2018.

Marlys Palmer, Mayor

ATTEST:

Lynda J. Woulfe, 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.

2018 Council Committee Appointments

Committee, Commission, Task Force	Meeting Time	Assigned in 2017	Assigned in 2018
Acting Mayor		Joe Morin	
Allina Community Engagement Council	Meets the 2 nd Tuesday at 4:00 pm (every other month) (CMC Board Room) Jan / Mar / May / July / September /November	Jim Godfrey	
Bike Isanti County	Generally 2 nd Tuesday of each month 10:00 am at Isanti County Government Center	Marlys Palmer	
Community Education Advisory Council	Meets the 2nd Monday of each month at 5:00 p.m. (Education Services Center)	Jim Godfrey	
Cambridge Municipal Airport Advisory Board (5-9 Members; 1 Council Rep) (Airport Manager-Lucas Milz)	Meets as needed	Jim Godfrey	
Cambridge Fire Department	Meets the 4 th Monday of each month at 6:00 pm (No meeting in December) (Fire Dept. Training Room)	Lisa Iverson	
Cambridge Public Library Task Force	3 rd Monday of each month 4:00 pm	Kersten Conley	
Cambridge Parks, Trails, and Recreation Commission	Meets the 2nd Tuesday of each month at 7:00 p.m. (Council Chambers)	Joe Morin	
Cambridge Planning Commission	Meets the 1 st Tuesday of each month at 7:00 p.m. (Council Chambers)	Kersten Conley	

Committee, Commission, Task Force	Meeting Time	Assigned in 2017	Assigned in 2018
Cambridge-Isanti District 911 Communications Task Force	As scheduled by the School District	Lisa Iverson	
Highway 95 Design Advisory Task Force	Meets as needed (Council Chambers)	Lisa Iverson Marlys Palmer	Done with Task Force
Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE)	Meets March 13, 2017 (CI District Offices); June 19, 2017 (Isanti County Govt Ctr); September 11, 2017 (City of Braham); and January 8, 2018 at 12:00 Noon	Kersten Conley	
Isanti County Heartland Express Transportation Advisory Committee	Meets as needed	Joe Morin	
North Highway 65 Corridor Coalition	Meets monthly the last Thursday at 7:00 pm at the Isanti County Government Center	Kersten Conley Marcia Westover	
North 65 Chamber of Commerce Board Meetings	Second Wednesday of the month at 11:30 am	Joe Morin	
Toward Zero Death (TZD)	Meets the 1 st Wednesday of Every <u>Odd</u> Month at 12:00 (Council Chambers)	Marlys Palmer	
Central Minnesota Community Land Trust Committee (based off of Heritage Greens Development)	As needed	Joe Morin	
Sister City Commission		Joe Morin	

Committee Served on but not appointed by Council

Committee	Meeting Time	
Cambridge Action Community Team (ACT on Alzheimer's)	Varies – Set as needed by Julie Tooker	Kersten Conley Marcia Westover
Isanti County EDA (appointed by Isanti County Commissioner)	Meets Quarterly on the 4 th Tuesday at 9:00 am - January, April, July, October (Isanti County Government Center)	Marlys Palmer
East Central Regional Development Commission (voted on by Mayors of Isanti County)	Meets the 4 th Monday of Every <u>Odd</u> month	Marlys Palmer
Cambridge Isanti Bike Walk Trail Advisory Committee	As scheduled	Marlys Palmer (Joint Powers Agreement defines the appointment as the Mayor)
Customer Appreciation Event	As scheduled by chair (generally begins in July – September of each year)	Lynda Woulfe Todd Schwab
Cambridge Day Out	As scheduled by Chamber of Commerce	
Downtown Executive Committee	As needed	Lisa Iverson

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Position Appointments – 2017

Director of Emergency Management	Will Pennings
Deputy Director of Emergency Management	Todd Schwab
Cambridge Municipal Airport Manager	Lucas Milz
Data Practices & Record Retention Officer	Caroline Moe

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Cambridge City Council - City Hall Council Chambers
Regular Meeting, Tuesday, January 2, 2018
Meeting Announcement and Agenda
3:00 pm

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

1. Call to Order & Pledge of Allegiance

2. Organizational Meeting

- A. Appoint Acting Mayor pursuant to Minn. Stat. § 412.121
- B. Select official newspaper pursuant to Minn. Stat. § 412.831 (p. 5)
- C. Resolution R18-001 - Selecting Official Depositories (p. 21)
- D. City Council's Bylaws and Code of Conduct (p. 23)
- E. 2018 Appointments
 - 1. Committee Appointments (p. 39)
 - 2. Designation of Emergency Management Director

3. Approval of Agenda (p. 43)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for December 4, 2017 and Special City Council Meeting Minutes for November 29, 2017 and December 5, 2017 (p. 47)
- B. Warrants #107568 - #107893 and ACH/Wire items totaling \$1,542,196.66 (p. 57)
- C. Draft November 2017 Financial Statements (p. 104)
- D. Resolution R18-002 Accepting donation from Isanti County Sportsman's Club for Fire Department (p. 170)
- E. Ordinance No. 656 - Kelly Property Annexation (p. 172)
- F. 2018 Non-Union Wage Scale (p. 180)
- G. Purchase of Toolcat for Street and Park Use (p. 181)

- H. Ordinance No. 659 Amending Title III Administration, Chapter 30 City Council, Section 30.01 Meetings (p. 186)
- I. Agreement with Cambridge-Isanti Community Education for use of the Ice Rinks (p. 187)
- J. Appoint Todd Schwab and Dave Matchinsky, Fire Department Captains (p. 189)

5. Work Session

- A. Request from Pickleball Group for more courts (p. 192)

6. Unfinished Business

- A. Ordinance No. 657 Amending Title V Public Works, Chapter 64 Street Lighting (p. 196)

7. New Business

- A. Force-main relocation agreement with Schlagel, Inc. (p. 203)
- B. 2018 Planning Commission Appointments (p. 211)
- C. Ordinance No. 658 - 2018 Fee Schedule (p. 219)
- D. Authorize Staff to Apply for East Central Regional Arts Council Grants (p. 239)
- E. Resolution R18-003 Municipal Primary / Candidate Filing Fee for 2018 Election (p. 240)
- F. Resolution R18-004 Amending 2018 General Fund Budget (p. 243)
- G. Temporary Employee for Public Works (p. 257)
- H. Squad Car Purchase (p. 259)
- I. Agreement with LSF Designs for Window Displays at 103 Main Street South (p. 260)
- J. Midwest Environmental Consulting, LLC Proposal for Asbestos Testing 103 Main Street South (p. 269)

8. Mayor's Report

9. Council Concerns

- A. Skating on City owned-storm sewer ponds

10. City Attorney's Report

11. City Administrator's Report

- A. Request to Schedule Council Retreat – Goal Setting Session
Suggested dates: January 20, 3:30 pm or January 27, 3:30 pm

12. Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Jan 3	12:00 pm	Toward Zero Death Committee (TZD)
Jan 3	7:00 pm	Planning Commission
Jan 8	12:00 Noon	ICICLE Meeting at CI District School Offices
Jan 9	7:00 pm	Cambridge Parks, Trails and Recreation Commission Meeting
Jan 16	5:30 pm	EDA Meeting (Tuesday – Due to MLK Holiday)
Jan 16	6:00 pm	City Council Meeting (Tuesday – Due to MLK Holiday)
Jan 17	2:30 pm	ACT on Alzheimer’s (Grace Point Crossing Chapel, River Hills)
Jan 22	4:00 pm	Library Task Force
Jan 22	5:00 pm	Community Education Advisory Council (Education Services Center)
Jan 22	6:00 pm	Fire Dept. Meeting (Training Room/EOC)
Jan 23	7:00 pm	Isanti County Parks & Rec Commission (Isanti County Gov’t Center)
Jan 25	7:00 pm	North Hwy 65 Corridor Coalition (Isanti County Govt. Center)
Jan 26	7:30 am	Anoka Ramsey Community College Advisory Task Force (Room F223)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Jan 1	All Day	New Year’s Day – City Hall Offices Closed
Jan 15	All Day	Martin Luther King Jr. Day - City Hall Offices Closed
Mar 3	5:00 pm	Fire Dept. Gun Raffle

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Cambridge City Council Meeting Minutes
Wednesday, November 29, 2017

A special meeting of the Cambridge City Council was held on Wednesday, November 29, 2017 starting at 4:00 pm, at Cambridge City Hall Council Chambers, 300 3rd Ave NE, Cambridge, Minnesota.

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Joe Morin, Jim Godfrey, and Lisa Iverson. All present, no absences.

Staff Present: City Administrator Woulfe.

Call to Order

Palmer called the meeting to order at 4:00 pm.

Interview of Police Chief Candidates

Councilmembers interviewed Shawn Machin and Todd Schuster for the position of Chief of Police asking the following questions:

1. Tell us how your professional/educational background has prepared you for this position?
2. What makes you passionate about your law enforcement career?
3. In your opinion, what are the three most important functions of a police chief? Why?
4. You interviewed for the Chief of Police position five years ago. How have you changed since that time?
5. What steps would you take to ensure that a growing, progressive community policing program exists within the department?
6. If two officers break the same policy, one being a highly productive officer and the other being a marginal officer, should the discipline for both be the same? Explain.
7. There is some discussion among citizens that the three sergeants simply colluded against Chief Dwyer to get his job. How are you going to address these concerns?
8. What leadership qualities do you believe a police chief should have? Follow-up: Which of these qualities are you weakest in and what are you doing to improve in that area?
9. Please describe three specific accomplishments in your local government law enforcement career that you consider to be the most significant.
10. Can you provide a specific example when a subordinate disagreed with an adopted policy or decision made and how you addressed it?
11. Identify the program areas you would focus upon within your first six months in office and describe how you would intend to undertake the tasks of a new chief.
12. What crime reduction programs would you implement to combat crimes such as burglaries, thefts, and vandalism?
13. Do you think there is room to improve clearance rates for these crimes?

Based upon the candidates' responses to the interview questions, the Council felt comfortable with selecting a Chief of Police with the internal candidates and decided not to pursue an external process.

After considerable discussion about the qualities of each candidate, Morin moved seconded by Conley, to authorize the City Administrator to extend a conditional offer to Todd Schuster for the position of Chief of Police with the understanding the City Administrator will find a mentor for Schuster and he will serve a one-year probationary period and during that time either he or the City can return him to his former Sergeant's position. The motion carried unanimously.

Adjournment

Being no further business before the special meeting Godfrey moved, seconded by Morin, to adjourn at 7:20 pm. Motion carried unanimously.

ATTEST:

Marlys A. Palmer, Mayor

Lynda J. Woulfe, City Administrator

SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE CAMBRIDGE CITY COUNCIL

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

Regular City Council Meeting December 4, 2017

Members Present: Mayor Marlys Palmer, Council Members Joe Morin, Kersten Conley, Lisa Iverson, and Jim Godfrey.

- Meeting called to order at 3:00 pm.
- Agenda and Consent Agenda were approved.
- Todd Schuster was sworn in as Chief of Police.
- A public hearing was held for a property annexation.
- Resolution R17-090 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes for 921 Taft Street due in 2018 and subsequent years.
- Authorized the City Administrator to sign the quote for \$23,125.00 to be paid in 2018 and authorized any extra funds from the \$30,000 to be used for the IT consultant's time.
- Directed staff to amend the ordinance to have the first meeting of the month at 3:30 pm and to adopt the meeting schedule with the time change effective February 5, 2018.
- Approved the Service Provider Agreement with Robert Roby as the Administrative Hearing Officer for the term of March 1, 2018 through March 1, 2020 and the MOU that will allow the City of Braham to utilize the City of Cambridge's Administrative Hearing Officer.
- Approved the letter of support for Northern Lights Express request to Governor Dayton's office for \$6 million in funds in the 2018 bonding proposal and authorize Mayor Palmer to sign the letter of support.
- Authorize staff to go out for quotes for demolishing the Ace Tack building and the expenditure of funds for an asbestos inspection and abatement quotes and solicit quotes for renovation for comparison purposes.
- The meeting adjourned at 6:17 pm.

**Cambridge City Council Meeting Minutes
Monday, December 4, 2017**

A regular meeting of the Cambridge City Council was held on Monday, December 4, 2017, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members, Kersten Conley, Lisa Iverson, Joe Morin, and Jim Godfrey. All present, no absences.

Staff Present: City Administrator Woulfe, Director of Finance Moe, Economic Development Director Gustafson, Public Works/Utilities Director Schwab, and Police Chief Schuster.

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 3:00 pm and led the public in the Pledge of Allegiance.

Approval of the Agenda

Woulfe added "Swearing in Ceremony for Chief of Police" under New Business. Iverson moved, seconded by Conley, to approve the agenda as amended. Godfrey added "Discussion of Council Meeting Times", Conley added "Dog Park" and Palmer added "Fence Concern" under Council Concerns. Iverson amended her motion to include the additional items. Conley approved the amendment to the motion. Motion carried unanimously.

Consent Agenda

Morin moved, seconded by Godfrey, to approve consent agenda items A-E:

- A. Special City Council Meeting Minutes for November 13, 2017; Special, Summary, and Regular City Council Meeting Minutes for November 20, 2017
- B. Draft October 2017 Financial Statements
- C. Resolution R17-089 Certify Delinquent Amounts to Tax Roll
- D. Accept Resignation of Part-Time Officer Scott Berg effective November 27, 2017
- E. Accept Resignation of Water Wastewater Operator Eric Haakonson

Upon roll call Morin, Conley, Palmer, Iverson and Godfrey voted aye. Motion carried unanimously.

Swearing in Ceremony for Chief of Police Todd Schuster

Palmer swore in newly appointed Police Chief Todd Schuster.

There was no Work Session or Unfinished Business items.

New Business

Public Hearing – Kelly Annexation

Woulfe stated Corinne Kelly and Gayland Hokanson have requested by petition to have two parcels they own annexed into the City. Woulfe explained Ms. Kelly and Mr. Hokanson also own over 100

acres of land adjacent to these small parcels, often referred to by staff as the "Kelly" property. The 100 acre Kelly property is within the City limits and the owners plan to develop when the time is right. Woulfe added these two smaller parcels were overlooked and not included in the initial annexation.

Woulfe explained annexation can occur by Ordinance in this case when the City receives a petition from the owners, the land abuts the municipality, and the land is 120 acres or less. The township and adjacent property owners have been notified.

Woulfe reported at their meeting on November 7, 2017, the Commission on a 7/0 vote recommended to approve the annexation. Woulfe noted the ordinance was not properly published according to MN State Statute, therefore the Ordinance will be on the January 2, 2018 City Council meeting for adoption.

Palmer opened the public hearing at 3:34 pm.

John Erlandson Chair of the Cambridge Township Board stated the position of Cambridge Township is that anybody that wants to annex into the City has their blessing and noted the Township would oppose the annexation if the property owners did not support the annexation.

Lisa Johnson of 648 Highway 95 NE, Cambridge, Minnesota 55008 asked how the annexation will affect their property. Woulfe explained it does not create an island so the City would not pursue annexation for their property. Woulfe added the Kelly's intent is to develop the property.

With no additional comment, Palmer closed the public hearing at 3:39 pm.

Resolution R17-090 Adopting Special Assessment - Schwenzfeier

Moe stated in August 2017, the property owners at 921 Taft Street had a sewer service pipe break and the homeowners declined to fix the pipe stating it was the City's responsibility. Moe stated the City submitted the claim to the insurance company and the League of Minnesota Cities Insurance Trust denied the claim indicating the break in the pipe was a private service pursuant to City ordinances. Moe explained the City ordinance defines all sewer services as private services from the sewer main to the connection made in the home.

Moe reported the City worked with Dirtworks Inc. to repair the pipe and the cost of the repair was \$3,812.50. The City sent the property owners a letter on September 26, 2017 advising them of the cost and indicated the City must be paid by November 30, 2017 for these repairs. The letter also indicated that if the City was not paid by that time, they would assess the cost to tax roll for repayment over five years with simple interest of three percent at the December 4 City Council meeting. Moe reported the amount has not been paid and thus staff has prepared a resolution for certification to the tax roll.

Iverson confirmed staff has heard from the property owner's attorney. Woulfe stated their attorney and the claims adjuster are in discussions, however, because this is the last opportunity to certify this year, Council needs to act on the resolution.

Morin moved, seconded by Conley, to approve Resolution R17-090 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2018 and subsequent years. Motion carried unanimously.

Authorize Software Purchase Update from OPG-3

Woulfe explained the Community Development Department has been working on finding a way to streamline their permit process and workflow. They have researched what software programs other cities use and have contacted several software companies and compared costs. OPG-3 (our current Laserfiche software provider) has created new software that will interface and connect with our current PermitWorks and Laserfiche software.

Woulfe stated the software upgrade will link the current PermitWorks program to Laserfiche. The software provides "forms" that allows anyone to obtain a permit on-line and pay without having to come in to City Hall. The permit workflow is directly linked internally reducing any need for a paper permit. The permits can be sent electronically to each staff person assigned and submitted directly to Laserfiche.

Woulfe explained the Public Works Department is also ready to incorporate this program into their stormwater management workflow. They have been working on creating forms for their SWPPP process and needs. This new program will be an efficient way for Public Works to start this process.

Woulfe added eventually all departments will be able to use the "forms" that this software can provide. It can be used for all of Community Development's forms (building permits, sign permits, transient merchant permits, and mobile food carts). Any other department will also be able to create "forms" or permits on-line such as liquor licenses, animal licenses, burning permits, and Park permit reservations.

Woulfe stated Community Development has been planning on a software upgrade and has \$30,000 in the budget for 2018. This is a beneficial upgrade in order for the City to keep up with the current trends of on-line permitting. The upgrade will enhance employee workflow and efficiency. Woulfe reviewed the cost of the upgrade and requested Council allow the extra money from this budget line item to be used toward the City's IT consultant's time with troubleshooting the new software.

Godfrey confirmed this request fulfills the software upgrade that was planned. Godfrey moved, seconded by Iverson, to authorize the City Administrator to sign the quote for \$23,125.00 to be paid in 2018 and authorized any extra funds from the \$30,000 to be used for the IT consultant's time. Motion carried unanimously.

2018 City Council Meeting Schedule

Godfrey asked if Council would be supportive of moving the start time for the first meeting of the month to 3:30 pm. Council consensus was to draft an ordinance and have it available at the January 2, 2018 meeting. Godfrey moved, seconded by Iverson to direct staff to amend the ordinance to have

the first meeting of the month at 3:30 pm and to adopt the meeting schedule with the time change effective February 5, 2018. Motion carried unanimously.

Administrative Hearing Officer Contract/Memorandum of Understanding with the City of Braham

Woulfe explained the City's current contract with Robert Roby as administrative hearing officer will expire on March 1, 2018. Since staff has been very pleased with Mr. Roby's service as the administrative hearing officer, they found no reason to go out for proposals. Mr. Roby has been a fair and impartial hearing officer. Mr. Roby is honoring the same fee of \$75.00 per hearing which has been the same fee for the last three years and staff feels is reasonable.

Woulfe reported staff was approached by the City of Braham to include them in our contract with Mr. Roby. Mr. Roby is agreeable to this addition with the same terms as the City of Cambridge. Woulfe noted the City of Cambridge also has the same memorandum of understanding with the City of Isanti.

Woulfe stated Mr. Roby has extensive experience as an attorney and mediator which meets the qualification criteria. Mr. Roby has reviewed the contract and is in agreement with its content.

Godfrey moved, seconded by Iverson, to approve the Service Provider Agreement with Robert Roby as the Administrative Hearing Officer for the term of March 1, 2018 through March 1, 2020 and the Memorandum of Understanding that allows the City of Braham to utilize the City of Cambridge's Administrative Hearing Officer. Motion carried unanimously.

Approve Letter of Support for Northern Lights Express (NLX)

Gustafson reported Northern Lights Express (NLX) is seeking \$6 million in the next bonding bill which will make NLX eligible to receive \$24 million in federal funds to complete the project design engineering. NLX is eligible to receive 80% Federal Railroad Administration funding, compared to 50% or less for Federal Transit Administration's funding of other transit modes.

Gustafson explained NLX is near the end of the Federal Railroad Administration vetting process. The project is waiting for final confirmation of its environmental work; a Finding of No Significant Impact (FONSI) is expected in December 2017.

Gustafson stated the next stage is final design and construction. Bonding dollars requested would complete the final design along the 152 miles of existing BNSF Railway track with stations in Minneapolis, Coon Rapids, Cambridge, Hinckley, Superior Wisc., and Duluth, with a possible layover facility in Sandstone.

Gustafson stated the letter would be sent to Governor Mark Dayton, Tina Smith, MN Lt. Governor, Rick Nolan, US Representative, Amy Klobuchar, US Senator, Al Franken, US Senator and Tenzin Dolkar, MN State Rail Director.

Iverson moved, seconded by Morin, to approve the letter of support for Northern Lights Express request to Governor Dayton's office for \$6 million in funds in the 2018 bonding proposal and authorize Mayor Palmer to sign the letter of support. Motion carried unanimously.

Use of Ace Tack Building

Woulfe reported the furnace in the building is red-tagged and the cost to repair the furnace is \$4,490 and Schwab noted the other furnace is not in good shape.

Woulfe explained there is a large desire from the Downtown Task Force not to leave the building vacant. Woulfe stated there is a possibility to get quotes to demolish the building and utilize the space as green space or for food trucks in the downtown corridor.

Conley confirmed the teen center does not desire to locate into that building because of the cost to fix the building.

Morin stated he desired to get quotes on demolishing the building because of the on-going issues and now with the possible parking lot costs. Godfrey stated if the building is removed it may not alleviate the parking lot request.

Iverson and Council thanked Larry Fredlund for his attention to this issue. Godfrey would like to see a comparison of cost. Schwab explained staff needs an authorization for asbestos survey.

Morin moved, seconded by Iverson, to authorize staff to go out for quotes for demolishing the building and the expenditure of funds for an asbestos inspection and abatement quotes and to report back the results to Council at a future work session. Palmer asked to amend the motion to include staff to solicit quotes for renovating the building so Council can have a comparison. Morin amended his motion to allow staff to solicit quotes for renovation of the building. Iverson agreed to the amendment. Motion carried unanimously.

Mayor's Report

Palmer provided an update on meetings attended and upcoming meetings and events. Woulfe noted she will post the cancelation of the December 18, 2017 City Council meeting.

Council Concerns

Council Meeting Times

This item was added to the agenda, but discussed during the 2018 City Council Meeting Schedule agenda item.

Dog Park

Conley stated she has heard concerns from multiple residents regarding the uneven ground and parking area by where the dog park was relocated. Woulfe explained people should not be parking on the grass area. They should be parking on the street or gravel. Discussion ensued regarding where it is

possible to park to access the dog park and the community garden and Woulfe stated she would have staff look into the issue.

Fence Concern

Palmer explained she along with other Council members has received a concern from a resident regarding the location of their fence. Palmer stated the concerned resident thinks the neighbor placed their fence approximately three feet onto their property. Council members discussed their respective communication with the concerned resident.

After talking to different Council and staff members it appeared the concerned resident got differing answers to her questions. Discussion from Council ensued and Palmer clarified that property line disputes are a private matter between residents and the City does not get involved. Palmer recommended to the resident they get a survey completed and speak with their title company.

City Attorney's Report

No additional information to report.

City Administrator's Report

Woulfe noted there is a staff Christmas Party on Wednesday, December 20th at 2:30 pm and if Council would like to come they can bring an appetizer or dessert to share. Woulfe reminded the media and Council there is no Council meeting on December 18th and there may be a quorum of Councilmembers present at the Christmas Party. Council expressed their gratitude to the media for their fair reporting.

Adjournment of Council Meeting

Being no further business before the City Council, Godfrey moved, seconded by Conley, to adjourn the regular meeting at 5:02 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda Woulfe, City Administrator

Cambridge City Council Meeting Minutes
Tuesday, December 5, 2017

A special meeting of the Cambridge City Council was held on Tuesday, December 5, 2017 starting at 7:00 pm, at Richard G. Hardy Performing Arts Center, 430 8th Ave. NW, Cambridge, Minnesota.

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Joe Morin, Jim Godfrey, and Lisa Iverson. All present, no absences.

Staff Present: City Administrator Woulfe and Finance Director Moe.

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 7:06 pm.

Approval of Agenda

Woulfe noted that item 3B 2018 Non-union wage scale could not be acted upon because it was not included in the special meeting notice. Godfrey moved, seconded by Conley, to approve the agenda with the deletion of 3B 2018 Non-union wage scale. The motion carried unanimously.

New Business

2018 Budget and Tax Levy Adoption

Moe reviewed the levy recommendation and draft of the 2018 budget. Morin moved, seconded by Godfrey, to approve Resolution R17-091 Setting the 2018 Final Levy, Resolution R17-092 General Fund Budget, Resolution R17-093 Airport Operating Special Revenue Fund Budget, Resolution R17-094 Debt Service Fund Budgets, Resolution R17-095 Capital Fund Budgets, and Resolution R17-096 Enterprise Fund Budgets. Upon call of the roll, Godfrey, Iverson, Palmer, Conley, and Morin voted aye; no nays. The motion carried unanimously.

Adjournment

Being no further business before the special meeting Godfrey moved, seconded by Conley, to adjourn at 7:10 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

CAMBRIDGE CITY COUNCIL MEETING
 January 2, 2018
 BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For <u>Approval</u>
Prepaid Checks	11/15/2017	107568 - 107618	111,450.49
Prepaid Checks	11/21/2017	107619 - 107632	33,193.38
Prepaid Checks	11/29/2017	107634 - 107707	347,235.37
Prepaid Checks	12/6/2017	107708 - 107777	242,224.96
Prepaid Checks	12/13/2017	107778 - 107846	276,954.41
Prepaid Checks	12/20/2017	107847 - 107893	88,811.78
Total Checks			1,099,870.39
 PAID THROUGH ACH or WIRE November 2017:			
Payroll			207,480.26
Federal Payroll Tax Withholding			65,760.60
State Payroll Tax Withholding			12,916.11
PERA Withholdings			52,433.57
Deferred Comp Premiums			2,980.00
Self Insurance & Flex & Select Account Admin Fee			2,654.13
ECE			40,302.95
Sales & Use Tax Payments to State of MN			40,409.00
Centerpoint			2,578.66
Wright Express (City wide fuel cards)			6,438.58
Connexus			1,172.18
Midcontinent			5,592.39
Reliance Life Insurance ACH			1,100.56
AFLAC			507.28
Total Paid through ACH or Wire			442,326.27
 TOTAL SUBMITTED FOR APPROVAL			 \$1,542,196.66

Vendor	Vendor Name	Description	Net Invoice Amount
501	Becker Arena Products, Inc.	Repair & Maint Supplies Vehicles/Equipment - I	1,217.12
Total 501:			1,217.12
521	Bellboy Corporation	Liquor Store Merchandise	3,798.03
521	Bellboy Corporation	Liquor Store Merchandise	60.00
Total 521:			3,858.03
551	Chas A. Bernick Inc.	Liquor Store Merchandise	251.20
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,781.90
Total 551:			3,033.10
989	Carpenter, Marjorie	Refund for Overpayment of Final Water Bill 1-15	80.71
Total 989:			80.71
1336	Crystal Springs Ice	Liquor Store Merchandise	155.80
Total 1336:			155.80
1387	D.F. Johnson Trust	Downtown Grant Program - Leader	1,000.00
Total 1387:			1,000.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	18,615.69
Total 1396:			18,615.69
1473	DeMars Signs	Downtown Grant Program - Minuteman Press	1,011.50
Total 1473:			1,011.50
1556	Display Sales Company	Downtown Decorations	1,213.00
1556	Display Sales Company	Downtown Decorations	2,418.00
Total 1556:			3,631.00
1891	Fastenal Company	Repair & Maint Supp Vehicles/Equipment - Stre	1.08
Total 1891:			1.08
1921	Ferguson Waterworks	Meters & Repairs	719.68
Total 1921:			719.68
2046	G & K Services, Inc.	Rug Rentals - City Hall	16.56
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	98.53
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	107.77
2046	G & K Services, Inc.	Rug & Towel Rentals - Public Works	17.43
Total 2046:			255.30
2271	Hach Company	Water Lab Supplies	31.78
2271	Hach Company	Wastewater Lab Supplies	63.79
Total 2271:			95.57
2486	IBEW Local 110	Union Dues - November	350.00
Total 2486:			350.00
2739	Jeff Busby Enterprises, LLC.	Apron & Sidewalks - Ice Rink	6,300.00
Total 2739:			6,300.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	705.00
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			708.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	6,823.66
2796	Johnson Brothers Liquor Co	Freight Charge	74.40
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,266.95
2796	Johnson Brothers Liquor Co	Freight Charge	106.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	73.80
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,017.39
2796	Johnson Brothers Liquor Co	Freight Charge	74.40
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	240.92
2796	Johnson Brothers Liquor Co	Freight Charge	4.70
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	96.00
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
Total 2796:			13,783.82
2879	KDH Safety Consulting, LLC	Safety Training - Admin Dept	100.00
2879	KDH Safety Consulting, LLC	Safety Training - Police Dept	100.00
2879	KDH Safety Consulting, LLC	Safety Training - Fire Dept	100.00
2879	KDH Safety Consulting, LLC	Safety Training - Street Dept	130.00
2879	KDH Safety Consulting, LLC	Safety Training - Water Dept	135.00
2879	KDH Safety Consulting, LLC	Safety Training - Wastewater Dept	135.00
2879	KDH Safety Consulting, LLC	Safety Training - Liquor Store	100.00
Total 2879:			800.00
2931	Kimball Midwest	Repair & Maint Supplies - Vehic/Equip	198.00

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 2931:		198.00
3086	Landworks Construction, Inc.	Doser Work - Ice Rink	1,250.00
	Total 3086:		1,250.00
3176	LELS	Union Dues - November	539.00
	Total 3176:		539.00
3521	Menards	Misc Operating Supplies - Wastewater	15.75
3521	Menards	Misc Operating Supplies - Wastewater	21.98
	Total 3521:		37.73
3542	Metro Payroll Inc.	eKlock Enterprise - September	327.25
	Total 3542:		327.25
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
3666	Minnesota Child Support Payment	Child Support Withholdings	36.02
	Total 3666:		168.46
3755	Minuteman Press	Downtown Grant Program - Minuteman Press	803.57
	Total 3755:		803.57
4001	MVTL Laboratories Inc.	Testing	87.00
4001	MVTL Laboratories Inc.	Testing	95.00
	Total 4001:		182.00
4177	Northern Hollow Winery LLC	Liquor Store Merchandise	731.64
	Total 4177:		731.64
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
	Total 4286:		138.94
4457	Perry, Mac	Refund for Overpayment of Final Water Bill 1-59	50.93
	Total 4457:		50.93
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,867.00
4476	Phillips Wine & Spirits	Freight Charge	26.61
4476	Phillips Wine & Spirits	Liquor Store Merchandise	967.75
4476	Phillips Wine & Spirits	Freight Charge	37.20

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4476:			2,898.56
4506	Pitney Bowes	Postage Machine Supplies	169.56
Total 4506:			169.56
4626	Purchase Power	Postage Meter Refill	1,005.00
Total 4626:			1,005.00
4769	Register Tapes Unlimited, L.P.	Advertising - Liquor Store	2,212.00
Total 4769:			2,212.00
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	179.95-
5181	Southern Glazer's of MN	Liquor Store Merchandise	7,598.87
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	73.38
5181	Southern Glazer's of MN	Liquor Store Merchandise	62.92
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	2.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	634.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	19.83
Total 5181:			8,211.85
5249	Staples Advantage	Office Supplies	56.58
Total 5249:			56.58
5251	Star	Public Notice - TIF District 6-19	62.17
Total 5251:			62.17
5421	TDS Metrocom	Phone Service - Airport	54.93
Total 5421:			54.93
5581	Total Control Systems, Inc.	WWTP VFD and Pump Problems Flooding	25,815.52
Total 5581:			25,815.52
5726	Unlimited Supplies, Inc.	Repair & Maint Supplies Vehicles/Equipment	41.25
Total 5726:			41.25
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	359.64
Total 5816:			359.64
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	244.50

Vendor	Vendor Name	Description	Net Invoice Amount
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	1,882.77
5886	Watson Co., Inc.	Misc Operating Supplies - LS	175.35
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,301.12
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	3,304.41
5891	Breakthru Beverage Minnesota	Freight Charge	27.27
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	3,068.65
5891	Breakthru Beverage Minnesota	Freight Charge	41.97
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
Total 5891:			6,572.80
5979	Wild Mountain Winery, Inc.	Liquor Store Merchandise	284.76
Total 5979:			284.76
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	60.00
Total 5995:			60.00
6001	Wine Merchants	Liquor Store Merchandise	591.00
6001	Wine Merchants	Freight Charge	9.30
6001	Wine Merchants	Liquor Store Merchandise	436.00
6001	Wine Merchants	Freight Charge	6.98
6001	Wine Merchants	Liquor Store Merchandise	2,056.00
6001	Wine Merchants	Freight Charge	48.05
6001	Wine Merchants	Credit Liquor Merchandise	1,800.00-
6001	Wine Merchants	Credit Freight Charge	46.50-
Total 6001:			1,300.83
Grand Totals:			111,450.49

Dated: 11/16/17City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/15/2017	107568	501	Becker Arena Products, Inc.	101-20100	1,217.12
11/17	11/15/2017	107569	521	Bellboy Corporation	610-20100	3,858.03
11/17	11/15/2017	107570	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	6,572.80
11/17	11/15/2017	107571	989	Marjorie Carpenter	601-20100	80.71
11/17	11/15/2017	107572	551	Bernick's	610-20100	3,033.10
11/17	11/15/2017	107573	1336	Crystal Springs Ice	610-20100	155.80
11/17	11/15/2017	107574	1387	D.F. Johnson Trust	215-20100	1,000.00
11/17	11/15/2017	107575	1396	Dahlheimer Beverage, LLC	610-20100	18,615.69
11/17	11/15/2017	107576	1473	DeMars Signs	215-20100	1,011.50
11/17	11/15/2017	107577	1556	Display Sales Company	101-20100	3,631.00
11/17	11/15/2017	107578	1891	Fastenal Company	101-20100	1.08
11/17	11/15/2017	107579	1921	Ferguson Waterworks #2516	601-20100	719.68
11/17	11/15/2017	107580	2046	G & K Services, Inc.	101-20100	255.30
11/17	11/15/2017	107581	2271	Hach Company	602-20100	95.57
11/17	11/15/2017	107582	2486	IBEW Local 110	101-20100	350.00
11/17	11/15/2017	107584	2739	Jeff Busby Enterprises, LLC.	426-20100	6,300.00
11/17	11/15/2017	107585	2776	JJ Taylor Dist. of Minn.	610-20100	708.00
11/17	11/15/2017	107586	2796	Johnson Bros - St Paul	610-20100	13,783.82
11/17	11/15/2017	107587	2879	KDH Safety Consulting, LLC	101-20100	800.00
11/17	11/15/2017	107588	2931	Kimball Midwest	101-20100	198.00
11/17	11/15/2017	107589	3086	Landworks Construction, Inc.	426-20100	1,250.00
11/17	11/15/2017	107590	3176	LELS	101-20100	539.00
11/17	11/15/2017	107592	3521	Menards	602-20100	37.73
11/17	11/15/2017	107593	3542	Metro Payroll Inc.	101-20100	327.25
11/17	11/15/2017	107594	3666	Minnesota Child Support Payment Cente	101-20100	168.46
11/17	11/15/2017	107595	3755	Minuteman Press	215-20100	803.57
11/17	11/15/2017	107596	4001	Minnesota Valley Testing Labs	602-20100	182.00
11/17	11/15/2017	107598	4177	Northern Hollow Winery LLC	610-20100	731.64
11/17	11/15/2017	107599	4286	Ole's Window Cleaning	610-20100	138.94
11/17	11/15/2017	107600	4457	Mac Perry	601-20100	50.93
11/17	11/15/2017	107601	4476	Phillips St Paul	610-20100	2,898.56
11/17	11/15/2017	107602	4506	Pitney Bowes	101-20100	169.56
11/17	11/15/2017	107603	4626	Purchase Power	101-20100	1,005.00
11/17	11/15/2017	107605	4769	Register Tapes Unlimited, L.P.	610-20100	2,212.00
11/17	11/15/2017	107607	5181	Southern Glazer's of MN	610-20100	8,211.85
11/17	11/15/2017	107608	5249	Staples Advantage	101-20100	56.58
11/17	11/15/2017	107609	5251	Star	309-20100	62.17
11/17	11/15/2017	107610	5421	TDS	211-20100	54.93
11/17	11/15/2017	107611	5581	Total Control Systems, Inc.	704-20100	25,815.52
11/17	11/15/2017	107612	5726	Unlimited Supplies, Inc.	101-20100	41.25
11/17	11/15/2017	107613	5816	Viking Coca-Cola Bottling Co	610-20100	359.64
11/17	11/15/2017	107615	5886	Watson Co., Inc.	610-20100	2,301.12
11/17	11/15/2017	107616	5979	Wild Mountain Winery, Inc.	610-20100	284.76
11/17	11/15/2017	107617	5995	WiMacTel Inc.	211-20100	60.00
11/17	11/15/2017	107618	6001	Wine Merchants	610-20100	1,300.83
Grand Totals:						111,450.49

Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Heartsafe Package	632.50
	Total 165:		632.50
323	ASCAP	Music License Fee	354.88
	Total 323:		354.88
969	Cardmember Service	Software - Police Dept	106.86
969	Cardmember Service	Software - Police Dept	106.86
969	Cardmember Service	Crime Scene Supplies - Police Dept	126.24
969	Cardmember Service	Uniform Allowance - J. Harvey	202.00
969	Cardmember Service	Lodging - Police Dept	165.00
969	Cardmember Service	TLOxp Charges - Police	25.00
	Total 969:		731.96
2051	Galls, LLC	Uniform Allowance - J. Peck	67.14
	Total 2051:		67.14
2941	Kirvida Fire, Inc.	Repair & Maint Supplies - Engine #1	364.51
	Total 2941:		364.51
3019	Krona, Kenneth W.	Music for Wine Tasting	250.00
	Total 3019:		250.00
3222	Lillemo, Rachel	Refund for Duplicate Payment on Water Bill	166.52
	Total 3222:		166.52
3376	Marco Technologies LLC	Printer Repair - Comm Development	139.00
	Total 3376:		139.00
4841	Roach Golf Cars	Rental of Golf Car for Wine Tasting Event	106.88
	Total 4841:		106.88
4919	Rupp, Anderson, Squires, &	September Legal Expense	2,452.41
	Total 4919:		2,452.41
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	4,173.26
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	432.00
5116	Short, Elliot, Hendrickson Inc	CAMBR Wellhead Protection	2,764.24
5116	Short, Elliot, Hendrickson Inc	CAMBR 2018 Streets Feas	14,227.98
5116	Short, Elliot, Hendrickson Inc	CAMBR Water Tower Siting Study	1,800.40
5116	Short, Elliot, Hendrickson Inc	CAMBR TH 95 PreDesign	1,379.75

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5116:			24,777.63
5751	US Internet	Monthly Internet Fees - December	36.90
5751	US Internet	Monthly Internet Fees - December	36.85
5751	US Internet	Monthly Internet Fees - December	36.85
5751	US Internet	Monthly Internet Fees - December	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - PD	1,985.46
5801	Verizon Wireless	wireless phone service - Fire Dept	140.04
Total 5801:			2,125.50
5965	White Bear IT Solutions LLC	SonicWALL Upgrade - Mechanic Shop	877.00
Total 5965:			877.00
Grand Totals:			33,193.38

Dated: 11/21/17

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/21/2017	107619	165	Allina Health System	101-20100	632.50
11/17	11/21/2017	107620	323	ASCAP	101-20100	354.88
11/17	11/21/2017	107621	969	Cardmember Service	101-20100	731.96
11/17	11/21/2017	107622	2051	Galls, LLC	101-20100	67.14
11/17	11/21/2017	107623	2941	Kirvida Fire, Inc.	101-20100	364.51
11/17	11/21/2017	107624	3019	Kenneth W. Krona	610-20100	250.00
11/17	11/21/2017	107625	3222	Rachel Lillemo	601-20100	166.52
11/17	11/21/2017	107626	3376	Marco Technologies LLC	101-20100	139.00
11/17	11/21/2017	107627	4841	Roach Golf Cars	610-20100	106.88
11/17	11/21/2017	107628	4919	Rupp, Anderson, Squires, &	101-20100	2,452.41
11/17	11/21/2017	107629	5116	Short, Elliot, Hendrickson Inc	221-20100	24,777.63
11/17	11/21/2017	107630	5751	US Internet	602-20100	147.45
11/17	11/21/2017	107631	5801	Verizon Wireless	101-20100	2,125.50
11/17	11/21/2017	107632	5965	White Bear IT Solutions LLC	101-20100	877.00
Grand Totals:						<u>33,193.38</u>

Vendor	Vendor Name	Description	Net Invoice Amount
36	Able Hose & Rubber LLC	Small Tools - Water Dept	138.72
Total 36:			138.72
95	Advanced Power Services, Inc.	Repair & Maintenance Supplies Equipment - W	1,710.00
Total 95:			1,710.00
319	Artisan Beer Company	Liquor Store Merchandise	342.25
319	Artisan Beer Company	Liquor Store Merchandise	233.25
Total 319:			575.50
403	B & B Commercial Coating, LLC	Repairs & Maintenance - Hydrants 2017	5,194.00
Total 403:			5,194.00
521	Bellboy Corporation	Liquor Store Merchandise	1,751.40
521	Bellboy Corporation	Liquor Store Merchandise	2,210.85
521	Bellboy Corporation	Liquor Store Merchandise	96.00
521	Bellboy Corporation	Misc Operating Supplies - LS	77.00
521	Bellboy Corporation	Liquor Store Merchandise	99.96
521	Bellboy Corporation	Misc Operating Supplies - LS	29.97
Total 521:			4,265.18
551	Chas A. Bernick Inc.	Liquor Store Merchandise	264.65
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,978.05
551	Chas A. Bernick Inc.	Liquor Store Merchandise	312.05
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,422.45
Total 551:			5,977.20
555	Business Essentials	Maintenance Supplies - City Hall	76.90
555	Business Essentials	Office Supplies - Comm Dev	136.87
Total 555:			213.77
797	C & L Distributing	Liquor Store Merchandise	298.00
Total 797:			298.00
831	Cambridge Automotive Services	Repair & Maint Supplies - PD Vehicle	44.95
Total 831:			44.95
969	Cardmember Service	Office Supplies - Water	8.87
969	Cardmember Service	Office Supplies - Water	75.99
969	Cardmember Service	Office Supplies - Water	101.23
969	Cardmember Service	Office Supplies - Water	34.04
969	Cardmember Service	Misc Operating Supplies - Water	245.12

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Misc Operating Supplies - Water	122.56
969	Cardmember Service	Meals - Commitee Meeting	12.45
969	Cardmember Service	Lab Supplies - Wastewater	173.85
969	Cardmember Service	APWA Fall Workshop - H.Halverson, L.Milz, D.	450.00
969	Cardmember Service	Hootsuite	5.99
969	Cardmember Service	Seminar - M. Fabini	220.00
969	Cardmember Service	Office Supplies - Community Development	39.93
969	Cardmember Service	Meals - Council Meeting	35.54
969	Cardmember Service	Meals - Council Meeting	1.34
969	Cardmember Service	Repair & Maint - Plant	2,939.43
969	Cardmember Service	Office Supplies - Community Development	47.97
Total 969:			4,514.31
972	Carlos Creek Winery	Liquor Store Merchandise	612.00
Total 972:			612.00
1290	Conway, Lavell Daniel	Public Works Video	49.58
1290	Conway, Lavell Daniel	Water Video	49.58
1290	Conway, Lavell Daniel	Wastewater Video	49.59
Total 1290:			148.75
1336	Crystal Springs Ice	Liquor Store Merchandise	71.04
1336	Crystal Springs Ice	Liquor Store Merchandise	176.44
Total 1336:			247.48
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	1,543.50-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	23,988.90
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	17,370.80
Total 1396:			39,816.20
1556	Display Sales Company	Downtown Decorations	1,213.00
Total 1556:			1,213.00
1686	Ecolab Pest Elimination Div.	Air Quality Program and Fly Program - LS	98.45
Total 1686:			98.45
1716	Ehlers & Associates, Inc.	First Half Flat Fee Fiscal Impacts TIF District 6-	4,500.00
Total 1716:			4,500.00
1891	Fastenal Company	Misc Operating Supplies - Parks	269.23
1891	Fastenal Company	Misc Operating Supplies - Shop	29.80

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1891:			299.03
1974	Flaherty's Happy Tyme Company	Liquor Store Merchandise	370.50
Total 1974:			370.50
2046	G & K Services, Inc.	Rug Rentals - LS	72.68
2046	G & K Services, Inc.	Rug Rentals - Police Dept	17.04
2046	G & K Services, Inc.	Rug Rentals - LS	72.68
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	116.05
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	107.77
2046	G & K Services, Inc.	Rug Rentals - Public Works	14.43
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	98.53
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	107.77
2046	G & K Services, Inc.	Rug & Towel Rentals - Public Works	17.43
Total 2046:			654.40
2166	Grainger	Small Tools & Equipment - Water Dept	147.40
Total 2166:			147.40
2171	Granite Electronics, Inc.	Repair & Maint Supplies - Fire	45.00
Total 2171:			45.00
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	73.89
Total 2346:			73.89
2411	Hillyard Inc.	Maintenance Supplies - City Hall	78.72
Total 2411:			78.72
2539	Indian Island Winery	Liquor Store Merchandise	223.68
Total 2539:			223.68
2771	Jimmy's Johnnys, Inc.	Toilet Rentals - Parks	279.99
Total 2771:			279.99
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	765.40
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2776:			768.40
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	17,497.40
2796	Johnson Brothers Liquor Co	Freight Charge	209.80
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,437.75
2796	Johnson Brothers Liquor Co	Freight Charge	103.84
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,504.00
2796	Johnson Brothers Liquor Co	Freight Charge	102.29
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,277.55
2796	Johnson Brothers Liquor Co	Freight Charge	79.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	220.25
2796	Johnson Brothers Liquor Co	Freight Charge	3.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	112.00
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	153.93
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,009.33
2796	Johnson Brothers Liquor Co	Freight Charge	97.64
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	7,931.98
2796	Johnson Brothers Liquor Co	Freight Charge	175.57
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,864.40
2796	Johnson Brothers Liquor Co	Freight Charge	55.81
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	51.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	104.00
2796	Johnson Brothers Liquor Co	Freight Charge	1.55
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	41.35
2796	Johnson Brothers Liquor Co	Freight Charge	1.55
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,575.09
2796	Johnson Brothers Liquor Co	Freight Charge	96.12
Total 2796:			44,711.19
2881	KEEPRS, Inc.	Uniform Allowance - K. Gross	69.98
Total 2881:			69.98
3222	Lillemo, Rebecca	Refund for Duplicate Payment on Water Bill	166.52
Total 3222:			166.52
3228	Lindberg Law Office, P.A.	Property Acquisition - 635 1st Ave E	157,830.00
Total 3228:			157,830.00
3267	Lompian Wines, LLC	Credit Delivery Fee	25.00
3267	Lompian Wines, LLC	Liquor Store Merchandise	522.00
3267	Lompian Wines, LLC	Delivery Fee	15.00
Total 3267:			512.00
3371	Marco Inc	Copier Rental - Sharp MX2300N Copier	260.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3371:			260.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	78.60-
3461	McDonald Distributing Company	Credit Liquor Merchandise	27.20-
3461	McDonald Distributing Company	Liquor Store Merchandise	1,928.00
3461	McDonald Distributing Company	Liquor Store Merchandise	11,053.50
3461	McDonald Distributing Company	Credit Liquor Merchandise	393.70-
3461	McDonald Distributing Company	Liquor Store Merchandise	9,467.90
3461	McDonald Distributing Company	Liquor Store Merchandise	254.70
3461	McDonald Distributing Company	Liquor Store Merchandise	800.00
Total 3461:			23,004.60
3521	Menards	Ice Rink Improvements	1,066.65
3521	Menards	Downtown Decorations	167.70
3521	Menards	Misc Operating Supplies - Parks	27.23
3521	Menards	Small Tools - Parks	49.88
3521	Menards	Misc Operating Supplies - Parks	40.63
3521	Menards	Misc Operating Supplies - Streets	17.94
3521	Menards	Misc Operating Supplies - Parks	84.82
3521	Menards	Misc Operating Supplies - Ice Rink	73.08
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	104.64
3521	Menards	Repair & Maint Supplies - Parks	60.97
3521	Menards	Repair & Maint Supplies - Parks	38.22
3521	Menards	Downtown Decorations	31.96
3521	Menards	Misc Operating Supplies - Streets	56.18
3521	Menards	Small Tools - Streets	20.82
3521	Menards	Downtown Decorations	28.41
3521	Menards	Repair & Maint - Infrastructure	109.30
3521	Menards	Misc Operating Supplies - Wastewater	25.95
3521	Menards	Misc Operating Supplies - Streets	64.55
3521	Menards	Repair & Maint Supplies - Bldg	59.99
3521	Menards	Misc Operating Supplies - Water	27.96
3521	Menards	Repair & Maint Supplies - Bldg	28.09
3521	Menards	Misc Operating Supplies - Parks	29.76
Total 3521:			2,214.73
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
Total 3666:			132.44
3816	MN Department of Agriculture	2018 Tree Care Registry Renewal	25.00
Total 3816:			25.00
3953	Minnesota Police and Peace Offic	2018 Membership - T.Schuster, S.Machin, C. S	150.00
Total 3953:			150.00

Vendor	Vendor Name	Description	Net Invoice Amount
4001	MVTL Laboratories Inc.	Testing	87.00
	Total 4001:		87.00
4006	MWOA	MWOA Dues	60.00
	Total 4006:		60.00
4071	NCPERS Minnesota	Group Vol Life Ins - PERA	352.00
	Total 4071:		352.00
4091	New France Wine	Liquor Store Merchandise	208.00
4091	New France Wine	Freight Charge	3.00
4091	New France Wine	Liquor Store Merchandise	920.00
4091	New France Wine	Freight Charge	13.50
4091	New France Wine	Liquor Store Merchandise	752.00
4091	New France Wine	Freight Charge	10.50
	Total 4091:		1,907.00
4177	Northern Hollow Winery LLC	Liquor Store Merchandise	328.44
	Total 4177:		328.44
4321	O'Reilly Automotive Inc.	Misc Operating Supplies - Street Dept	31.97
	Total 4321:		31.97
4328	Oney, Jerry	Refund for Over Payment of Final Water Bill 1-2	180.27
	Total 4328:		180.27
4426	Paustis Wine Company	Liquor Store Merchandise	211.00
4426	Paustis Wine Company	Freight Charge	2.25
	Total 4426:		213.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,526.25
4476	Phillips Wine & Spirits	Freight Charge	26.87
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,112.61
4476	Phillips Wine & Spirits	Freight Charge	27.90
4476	Phillips Wine & Spirits	Liquor Store Merchandise	7,487.65
4476	Phillips Wine & Spirits	Freight Charge	145.72
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,117.25
4476	Phillips Wine & Spirits	Freight Charge	34.11
4476	Phillips Wine & Spirits	Liquor Store Merchandise	636.00
4476	Phillips Wine & Spirits	Freight Charge	10.08
	Total 4476:		12,124.44

Vendor	Vendor Name	Description	Net Invoice Amount
4722	Razorback Contractors Supply Inc	Misc Operating Supplies - Water	148.70
Total 4722:			148.70
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	265.00
Total 4749:			265.00
4836	RJM Distributing, Inc.	Liquor Store Merchandise	109.90
Total 4836:			109.90
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,715.16
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	21.70
5181	Southern Glazer's of MN	Liquor Store Merchandise	915.94
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	25.66
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,258.77
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	25.55
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,473.94
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	37.10
5181	Southern Glazer's of MN	Liquor Store Merchandise	.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	.00
Total 5181:			6,473.82
5251	Star	Public Notice Council Meeting Minutes	12.22
Total 5251:			12.22
5301	Steve's Tire Inc	Repairs and Maint Supplies - Parks	251.90
Total 5301:			251.90
5446	The American Bottling Company	Liquor Store Merchandise	315.92
Total 5446:			315.92
5491	The Wine Company	Liquor Store Merchandise	344.00
5491	The Wine Company	Freight charge	20.00
Total 5491:			364.00
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	450.00
Total 5516:			450.00
5541	Titan Machinery	Repair & Maint Supp - Vehicles	96.52
Total 5541:			96.52
5563	Tomczik, Todd D	Expense Reimbursement - Badge Order	867.99

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5563:			867.99
5581	Total Control Systems, Inc.	Other Contracted Services - Wastewater	511.90
Total 5581:			511.90
5661	True Brands	Liquor Store Merchandise	198.80
5661	True Brands	Freight Charge	23.86
5661	True Brands	Liquor Store Merchandise	9.90
5661	True Brands	Freight Charge	1.49
5661	True Brands	Liquor Store Merchandise	87.48
5661	True Brands	Freight Charge	12.34
Total 5661:			333.87
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.75
5801	Verizon Wireless	wireless phone service - Bldg Dept	153.19
5801	Verizon Wireless	wireless phone service - Wastewater	98.80
Total 5801:			277.74
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	198.12
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	237.84
Total 5816:			435.96
5831	Vinocopia	Liquor Store Merchandise	1,697.04
5831	Vinocopia	Freight Charge	27.00
5831	Vinocopia	Liquor Store Merchandise	104.00
5831	Vinocopia	Freight Charge	2.50
5831	Vinocopia	Liquor Store Merchandise	104.00
5831	Vinocopia	Freight Charge	2.50
Total 5831:			1,937.04
5861	Walmart Community Card	Break Room Supplies	21.94
5861	Walmart Community Card	Office Supplies - Streets	35.97
5861	Walmart Community Card	Downtown Decorations	124.73
5861	Walmart Community Card	Office Supplies - LS	119.60
5861	Walmart Community Card	Office Supplies - LS	112.28
Total 5861:			414.52
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50-
5886	Watson Co., Inc.	Credit Liquor Merchandise	24.51-
5886	Watson Co., Inc.	Credit - Operating Supplies	54.30-
5886	Watson Co., Inc.	Liquor Store Merchandise	9.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,803.86
5886	Watson Co., Inc.	Misc Operating Supplies - LS	241.63
5886	Watson Co., Inc.	Freight Charge	6.00

Vendor	Vendor Name	Description	Net Invoice Amount
5886	Watson Co., Inc.	Misc Operating Supplies - LS	100.55
5886	Watson Co., Inc.	Liquor Store Merchandise	1,687.93
5886	Watson Co., Inc.	Misc Operating Supplies - LS	587.13
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			5,349.79
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	6,663.90
5891	Breakthru Beverage Minnesota	Freight Charge	69.38
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	96.00
5891	Breakthru Beverage Minnesota	Freight Charge	2.30
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	68.74
5891	Breakthru Beverage Minnesota	Freight Charge	.38
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,034.33
5891	Breakthru Beverage Minnesota	Freight Charge	18.41
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,196.80
5891	Breakthru Beverage Minnesota	Freight Charge	25.87
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	58.00
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
Total 5891:			10,365.76
6066	Zarnoth Brush Works, Inc	Repair & Maint Supplies - Streets	638.00
Total 6066:			638.00
6086	Ziegler Inc.	Repair & Maint Supplies - Street Dept	745.47
Total 6086:			745.47
Grand Totals:			347,235.37

Dated: 11/29/17

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/29/2017	107634	36	Able Hose & Rubber LLC	601-20100	138.72
11/17	11/29/2017	107635	95	Advanced Power Services, Inc.	601-20100	1,710.00
11/17	11/29/2017	107636	319	Artisan	610-20100	575.50
11/17	11/29/2017	107637	403	B & B Commercial Coating, LLC	601-20100	5,194.00
11/17	11/29/2017	107638	521	Bellboy Corporation	610-20100	4,265.18
11/17	11/29/2017	107639	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	10,365.76
11/17	11/29/2017	107640	555	Business Essentials	101-20100	213.77
11/17	11/29/2017	107641	797	C & L Distributing	610-20100	298.00
11/17	11/29/2017	107642	831	Cambridge Automotive Services	101-20100	44.95
11/17	11/29/2017	107643	5516	Capitol Beverage Sales L.P.	610-20100	450.00
11/17	11/29/2017	107644	969	Cardmember Service	101-20100	4,514.31
11/17	11/29/2017	107645	972	Carlos Creek Winery	610-20100	612.00
11/17	11/29/2017	107646	551	Bernick's	610-20100	5,977.20
11/17	11/29/2017	107647	1290	Lavell Conway	602-20100	148.75
11/17	11/29/2017	107648	1336	Crystal Springs Ice	610-20100	247.48
11/17	11/29/2017	107649	1396	Dahlheimer Beverage, LLC	610-20100	39,816.20
11/17	11/29/2017	107650	1556	Display Sales Company	101-20100	1,213.00
11/17	11/29/2017	107651	1686	Ecolab Pest Elimination Div.	610-20100	98.45
11/17	11/29/2017	107652	1716	Ehlers & Associates, Inc.	309-20100	4,500.00
11/17	11/29/2017	107653	1891	Fastenal Company	101-20100	299.03
11/17	11/29/2017	107654	1974	Fiaherty's Happy Tyme Company	610-20100	370.50
11/17	11/29/2017	107655	2046	G & K Services, Inc.	101-20100	654.40
11/17	11/29/2017	107656	2166	Grainger	601-20100	147.40
11/17	11/29/2017	107657	2171	Granite Electronics, Inc.	101-20100	45.00
11/17	11/29/2017	107658	2346	Hayford Ford	101-20100	73.89
11/17	11/29/2017	107660	2411	Hillyard / Minneapolis	101-20100	78.72
11/17	11/29/2017	107661	2539	Indian Island Winery	610-20100	223.68
11/17	11/29/2017	107663	2771	Jimmy's Johnnys, Inc.	101-20100	279.99
11/17	11/29/2017	107664	2776	JJ Taylor Dist. of Minn.	610-20100	768.40
11/17	11/29/2017	107665	2796	Johnson Bros - St Paul	610-20100	44,711.19
11/17	11/29/2017	107666	2881	KEEPRS, Inc.	101-20100	69.98
11/17	11/29/2017	107668	3222	Rebecca Lillemo	601-20100	166.52
11/17	11/29/2017	107669	3228	Lindberg Law Office, P.A.	221-20100	157,830.00
11/17	11/29/2017	107670	3267	Lompian Wines, LLC	610-20100	512.00
11/17	11/29/2017	107671	3371	Marco Technologies LLC	101-20100	260.00
11/17	11/29/2017	107672	3461	McDonald Distributing Company	610-20100	23,004.60
11/17	11/29/2017	107673	3521	Menards	101-20100	2,214.73
11/17	11/29/2017	107675	3666	Minnesota Child Support Payment Cente	101-20100	132.44
11/17	11/29/2017	107676	3953	MPPOA	101-20100	150.00
11/17	11/29/2017	107677	3816	MN Department of Agriculture	101-20100	25.00
11/17	11/29/2017	107678	4001	Minnesota Valley Testing Labs	602-20100	87.00
11/17	11/29/2017	107679	4006	MWOA	602-20100	60.00
11/17	11/29/2017	107680	4071	NCPERS Minnesota	101-20100	352.00
11/17	11/29/2017	107681	4091	New France Wine	610-20100	1,907.00
11/17	11/29/2017	107682	4177	Northern Hollow Winery LLC	610-20100	328.44
11/17	11/29/2017	107683	4328	Jerry Oney	601-20100	180.27
11/17	11/29/2017	107684	4321	O'Reilly Auto Parts	101-20100	31.97
11/17	11/29/2017	107685	4426	Paustis Wine Company	610-20100	213.25
11/17	11/29/2017	107686	4476	Phillips St Paul	610-20100	12,124.44
11/17	11/29/2017	107687	4722	Razorback Contractors Supply Inc.	601-20100	148.70
11/17	11/29/2017	107688	4749	Red Bull Distribution Company, Inc.	610-20100	265.00
11/17	11/29/2017	107689	4836	RJM Distributing, Inc.	610-20100	109.90
11/17	11/29/2017	107690	5181	Southern Glazer's of MN	610-20100	6,473.82
11/17	11/29/2017	107691	5251	Star	101-20100	12.22
11/17	11/29/2017	107692	5301	Steve's Tire Inc	101-20100	251.90
11/17	11/29/2017	107693	5446	The American Bottling Company	610-20100	315.92
11/17	11/29/2017	107694	5491	The Wine Company	610-20100	364.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/29/2017	107695	5541	Titan Machinery	101-20100	96.52
11/17	11/29/2017	107697	5563	Todd D Tomczik	101-20100	867.99
11/17	11/29/2017	107698	5581	Total Control Systems, Inc.	602-20100	511.90
11/17	11/29/2017	107699	5661	True Brands	610-20100	333.87
11/17	11/29/2017	107701	5801	Verizon Wireless	602-20100	277.74
11/17	11/29/2017	107702	5816	Viking Coca-Cola Bottling Co	610-20100	435.96
11/17	11/29/2017	107703	5831	Vinocopia	610-20100	1,937.04
11/17	11/29/2017	107704	5861	Walmart Business/SYNCB	610-20100	414.52
11/17	11/29/2017	107705	5886	Watson Co., Inc.	610-20100	5,349.79
11/17	11/29/2017	107706	6066	Zarnoth Brush Works, Inc	101-20100	638.00
11/17	11/29/2017	107707	6086	Ziegler Inc.	101-20100	745.47
Grand Totals:						<u>347,235.37</u>

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Office Supplies - Finance	13.38
175	Amazon Capital Services, Inc.	Toner Cartridge - Community Development	219.52
Total 175:			232.90
341	Aspen Mills	Uniform Allowance - Reserves	348.00
Total 341:			348.00
350	Association of MN Emergency Ma	AMEM Annual Dues - Regular Memberships	130.00
Total 350:			130.00
381	Auto Value Cambridge	Repair & Maint Supplies - Fire Dept	22.99
Total 381:			22.99
521	Bellboy Corporation	Liquor Store Merchandise	2,006.25
521	Bellboy Corporation	Liquor Store Merchandise	640.00
521	Bellboy Corporation	Liquor Store Merchandise	91.50
Total 521:			2,737.75
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	75.70
551	Chas A. Bernick Inc.	Liquor Store Merchandise	100.65
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,284.30
Total 551:			3,309.25
555	Business Essentials	Office Supplies - Bldg	163.66
Total 555:			163.66
776	Business Telephone Products	Phone System Annual Maintenance Agreement	4,249.08
Total 776:			4,249.08
941	Cambridge Township	2016 Reclaiming & Paving of 329th Ave (Airport	13,491.72
Total 941:			13,491.72
969	Cardmember Service	Late Fee & Interest	48.03
Total 969:			48.03
1156	City of Mpls Receivables	APS Transaction Fee - October	184.50
Total 1156:			184.50
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - November	260.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1236:			260.00
1316	Crawford's Equipment, Inc.	Repair & Maintenance - Water System	275.00
Total 1316:			275.00
1336	Crystal Springs Ice	Liquor Store Merchandise	108.64
Total 1336:			108.64
1382	Custom Remodelers, Inc.	Refund Permit Fee - 1250 Carriage Hills Dr	1.00
1382	Custom Remodelers, Inc.	Refund Permit Fee - 1250 Carriage Hills Dr	54.00
1382	Custom Remodelers, Inc.	Refund Permit Fee - 1250 Carriage Hills Dr	5.00
Total 1382:			60.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	9,464.25
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	28,167.70
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	213.00
Total 1396:			37,844.95
1481	Department of Human Services	Cleaning & Lawn Mowing - Northbound Liquor	347.00
Total 1481:			347.00
1531	Dex Media	Directory Listing - Liquor Store	353.67
Total 1531:			353.67
1765	Enforcement Lighting	Repair & Maint Labor - Maroon Ford SUV	800.00
1765	Enforcement Lighting	Equipment - Maroon Ford SUV	200.00
Total 1765:			1,000.00
1891	Fastenal Company	Misc Operating Supplies - Parks	8.61
Total 1891:			8.61
1906	Federated Co-ops, Inc.	Propane - Ice Rinks	368.00
Total 1906:			368.00
2046	G & K Services, Inc.	Rug & Towel Rentals - LS	273.54
2046	G & K Services, Inc.	Rug Rentals - LS	72.68
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	116.05
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	113.50
2046	G & K Services, Inc.	Rug Rentals - Public Works	14.43

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2046:			599.48
2146	Gopher State One-Call Inc.	FTP Tickets	70.20
2146	Gopher State One-Call Inc.	FTP Tickets	70.20
Total 2146:			140.40
2233	Grimebusters Deep Surface Clea	Carpet Cleaning - City Hall	1,461.51
Total 2233:			1,461.51
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	14.00
Total 2346:			14.00
2381	Herman's Bakery	Cake - Police Dept	30.99
Total 2381:			30.99
2416	John Hirsch's Cambridge Motors	Repair & Maint Supplies - FD Vehicle	65.44
Total 2416:			65.44
2539	Indian Island Winery	Liquor Store Merchandise	137.76
Total 2539:			137.76
2771	Jimmy's Johnnys, Inc.	Toilet Rental - Hockey Rink	32.14
Total 2771:			32.14
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	9,241.35
2796	Johnson Brothers Liquor Co	Freight Charge	137.18
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,288.50
2796	Johnson Brothers Liquor Co	Freight Charge	144.15
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,615.85
2796	Johnson Brothers Liquor Co	Freight Charge	182.90
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	958.87
2796	Johnson Brothers Liquor Co	Freight Charge	17.83
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	65.35
2796	Johnson Brothers Liquor Co	Freight Charge	3.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	109.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	247.71
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	19.25-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	88.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.75-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	13.15-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	771.40-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	5.81-

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	49.65-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	38.60-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	24.60-
Total 2796:			20,987.88
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	13.00
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	13.00
Total 3056:			26.00
3096	Larson Brothers Implement	JD Grader Rental - Streets	6,000.00
Total 3096:			6,000.00
3146	League of MN Cities Ins Trust	Work Comp Ded.	156.91
Total 3146:			156.91
3343	MAHCO	2018 Membership - MN Assoc of Housing Code	100.00
Total 3343:			100.00
3441	MBPTA	Membership Dues 2018 - Levitski & Nisley	100.00
Total 3441:			100.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	21.00-
3461	McDonald Distributing Company	Credit Liquor Merchandise	16.40-
3461	McDonald Distributing Company	Credit Liquor Merchandise	141.90-
3461	McDonald Distributing Company	Liquor Store Merchandise	8,639.87
3461	McDonald Distributing Company	Liquor Store Merchandise	97.70
3461	McDonald Distributing Company	Liquor Store Merchandise	8,686.30
Total 3461:			17,244.57
3481	Minnesota Council of Airports	2018 Airport Membership Dues	150.00
Total 3481:			150.00
3521	Menards	Downtown Decorations	31.96
3521	Menards	Misc Operating Supplies - Wastewater	13.98
3521	Menards	Repair & Maint Supplies - Parks	16.98
3521	Menards	Misc Operating Supplies - Streets	5.96
3521	Menards	Maintenance Supplies - City Hall	471.24
3521	Menards	Repair & Maint Supplies - Parks	39.98
3521	Menards	Small Tools - Streets	26.38
3521	Menards	Repair & Maint Supplies - Fire	3.99
3521	Menards	Repair & Maint - Water System	97.92

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Misc Operating Supplies - Shop	44.84
3521	Menards	Repair & Maint - Water System	25.97
3521	Menards	Repair & Maint - Water System	89.95-
3521	Menards	Repair & Maint - Water System	32.99
Total 3521:			722.24
3542	Metro Payroll Inc.	eKlock Enterprise - October	301.75
Total 3542:			301.75
4066	North Central Laboratories	Lab Supplies	1,335.24
Total 4066:			1,335.24
4171	Northern Business Products, Inc.	Office Supplies - Finance	33.99
4171	Northern Business Products, Inc.	Office Supplies - Bldg Dept	19.38
4171	Northern Business Products, Inc.	Toner - PD	103.99
4171	Northern Business Products, Inc.	Office Supplies - PD	44.71
4171	Northern Business Products, Inc.	Office Supplies	10.90
4171	Northern Business Products, Inc.	Office Supplies - Bldg Dept	38.29
Total 4171:			251.26
4177	Northern Hollow Winery LLC	Liquor Store Merchandise	474.36
Total 4177:			474.36
4336	Oslund Heating & Air	Repair & Maint Labor - Mechanic Shop	200.00
Total 4336:			200.00
4426	Paustis Wine Company	Liquor Store Merchandise	1,422.75
4426	Paustis Wine Company	Freight Charge	16.25
4426	Paustis Wine Company	Liquor Store Merchandise	2,341.16
4426	Paustis Wine Company	Freight Charge	30.00
Total 4426:			3,810.16
4467	Peterson's North Branch Mill	Repair & Maintenance - Water System	8.79
Total 4467:			8.79
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,925.20
4476	Phillips Wine & Spirits	Freight Charge	38.75
4476	Phillips Wine & Spirits	Liquor Store Merchandise	6,195.50
4476	Phillips Wine & Spirits	Freight Charge	147.25
Total 4476:			9,306.70
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	104.50

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4749:			104.50
4836	RJM Distributing, Inc.	Liquor Store Merchandise	109.90
4836	RJM Distributing, Inc.	Liquor Store Merchandise	24.00
Total 4836:			133.90
5181	Southern Glazer's of MN	Liquor Store Merchandise	14,352.74
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	137.56
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,188.20
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	51.80
Total 5181:			16,730.30
5191	SPEW Health Plan	Health Insurance Premium - January	71,491.00
5191	SPEW Health Plan	Health Insurance Premium - December	1,459.00
5191	SPEW Health Plan	Health Insurance Premium - January	1,598.00
Total 5191:			71,630.00
5251	Star	Public Notice Planning Commission Meeting	7.56
5251	Star	Public Notice - Ordinance 654	9.14
5251	Star	Public Notice - Ordinance 655	9.16
5251	Star	Public Notice Council Meeting Minutes	14.15
5251	Star	Public Notice Planning Commission Meeting	15.21
5251	Star	Public Notice - Airport Advisory Board Meeting	3.67
Total 5251:			58.89
5271	North Folk Winery	Liquor Store Merchandise	708.00
Total 5271:			708.00
5446	The American Bottling Company	Liquor Store Merchandise	255.12
Total 5446:			255.12
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	289.00
Total 5516:			289.00
5624	TransUnion Risk & Alternative	TLOxp Transactional	25.00
Total 5624:			25.00
5666	TruGreen Commercial	Lawn Service - Liquor Store	51.62
Total 5666:			51.62
5686	U.S. Postal Service	Postage - Permit #25	2,000.00

Vendor	Vendor Name	Description	Net Invoice Amount
5686	U.S. Postal Service	Postage - Permit #25	2,000.00
Total 5686:			4,000.00
5726	Unlimited Supplies, Inc.	Repair & Maint Supplies - Streets	41.25
Total 5726:			41.25
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	341.89
Total 5816:			341.89
5831	Vinocopia	Liquor Store Merchandise	448.00
5831	Vinocopia	Freight Charge	12.50
Total 5831:			460.50
5878	Waste Management	Dumpster Service & Recycle - Streets	219.19
5878	Waste Management	Dumpster Service & Recycle - Water	116.32
5878	Waste Management	Dumpster Service & Recycle - Wastewater	116.36
5878	Waste Management	Dumpster Service & Recycle - Liquor Store	116.34
5878	Waste Management	Dumpster Service & Recycle - Liquor Store	89.24
Total 5878:			478.97
5881	WatchGuard Video	Warranty & Software Maintenance	3,750.00
Total 5881:			3,750.00
5886	Watson Co., Inc.	Liquor Store Merchandise	3,134.62
5886	Watson Co., Inc.	Misc Operating Supplies - LS	192.82
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			3,333.44
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	4,839.47
5891	Breakthru Beverage Minnesota	Freight Charge	38.25
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	55.40
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	44.00
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	56.00
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	872.65
5891	Breakthru Beverage Minnesota	Freight Charge	16.10
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	91.00
Total 5891:			5,832.02
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Backup Service	1,175.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81

Vendor	Vendor Name	Description	Net Invoice Amount
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	1,016.09
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
Total 5965:			4,223.38
6001	Wine Merchants	Liquor Store Merchandise	565.00
6001	Wine Merchants	Freight Charge	10.85
Total 6001:			575.85
Grand Totals:			242,224.96

Dated: 12/7/17

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/06/2017	107708	175	Amazon Capital Services, Inc.	101-20100	232.90
12/17	12/06/2017	107709	341	Aspen Mills	101-20100	348.00
12/17	12/06/2017	107710	350	Association of MN Emergency Managers	101-20100	130.00
12/17	12/06/2017	107711	381	Auto Value Cambridge	101-20100	22.99
12/17	12/06/2017	107712	521	Bellboy Corporation	610-20100	2,737.75
12/17	12/06/2017	107713	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	5,832.02
12/17	12/06/2017	107714	555	Business Essentials	101-20100	163.66
12/17	12/06/2017	107715	776	Business Telephone Products	101-20100	4,249.08
12/17	12/06/2017	107716	941	Cambridge Township	101-20100	13,491.72
12/17	12/06/2017	107717	5516	Capitol Beverage Sales L.P.	610-20100	289.00
12/17	12/06/2017	107718	969	Cardmember Service	101-20100	48.03
12/17	12/06/2017	107719	551	Bernick's	610-20100	3,309.25
12/17	12/06/2017	107720	1156	Minneapolis Finance Department	101-20100	184.50
12/17	12/06/2017	107721	1236	Comm of MMB, Treas Div	213-20100	260.00
12/17	12/06/2017	107722	1316	Crawford's Equipment, Inc.	601-20100	275.00
12/17	12/06/2017	107723	1336	Crystal Springs Ice	610-20100	108.64
12/17	12/06/2017	107724	1382	Custom Remodelers, Inc.	101-20100	60.00
12/17	12/06/2017	107725	1396	Dahlheimer Beverage, LLC	610-20100	37,844.95
12/17	12/06/2017	107726	1481	Department of Human Services	610-20100	347.00
12/17	12/06/2017	107727	1531	Dex Media	610-20100	353.67
12/17	12/06/2017	107728	1765	Enforcement Lighting	417-20100	1,000.00
12/17	12/06/2017	107729	1891	Fastenal Company	101-20100	8.61
12/17	12/06/2017	107730	1906	Federated Co-ops, Inc.	101-20100	368.00
12/17	12/06/2017	107731	2046	G & K Services, Inc.	101-20100	599.48
12/17	12/06/2017	107732	2146	Gopher State One Call	602-20100	140.40
12/17	12/06/2017	107733	2233	Grimebusters Deep Surface Cleaning LL	101-20100	1,461.51
12/17	12/06/2017	107734	2346	Hayford Ford	101-20100	14.00
12/17	12/06/2017	107735	2381	Herman's Bakery	101-20100	30.99
12/17	12/06/2017	107736	2539	Indian Island Winery	610-20100	137.76
12/17	12/06/2017	107738	2771	Jimmy's Johnnys, Inc.	101-20100	32.14
12/17	12/06/2017	107739	2416	John Hirsch's Cambridge Motors	101-20100	65.44
12/17	12/06/2017	107740	2796	Johnson Bros - St Paul	610-20100	20,987.88
12/17	12/06/2017	107741	3056	Lake Superior Laundry Inc.	101-20100	26.00
12/17	12/06/2017	107742	3096	Larson Brothers Implement	101-20100	6,000.00
12/17	12/06/2017	107743	3146	League of MN Cities Ins Trust	101-20100	156.91
12/17	12/06/2017	107744	3343	MAHCO	101-20100	100.00
12/17	12/06/2017	107745	3441	MBPTA	101-20100	100.00
12/17	12/06/2017	107746	3461	McDonald Distributing Company	610-20100	17,244.57
12/17	12/06/2017	107748	3521	Menards	601-20100	722.24
12/17	12/06/2017	107749	3542	Metro Payroll Inc.	101-20100	301.75
12/17	12/06/2017	107750	3481	Minnesota Council of Airports	211-20100	150.00
12/17	12/06/2017	107752	4066	NCL of Wisconsin, Inc.	602-20100	1,335.24
12/17	12/06/2017	107753	5271	North Folk Winery	610-20100	708.00
12/17	12/06/2017	107754	4171	Northern Business Products, Inc.	101-20100	251.26
12/17	12/06/2017	107755	4177	Northern Hollow Winery LLC	610-20100	474.36
12/17	12/06/2017	107756	4336	Oslund Heating & Air	101-20100	200.00
12/17	12/06/2017	107757	4426	Paustis Wine Company	610-20100	3,810.16
12/17	12/06/2017	107758	4467	Peterson's North Branch Mill	601-20100	8.79
12/17	12/06/2017	107759	4476	Phillips St Paul	610-20100	9,306.70
12/17	12/06/2017	107761	4749	Red Bull Distribution Company, Inc.	610-20100	104.50
12/17	12/06/2017	107762	4836	RJM Distributing, Inc.	610-20100	133.90
12/17	12/06/2017	107763	5181	Southern Glazer's of MN	610-20100	16,730.30
12/17	12/06/2017	107764	5191	SPEW Health Plan	101-20100	71,630.00
12/17	12/06/2017	107765	5251	Star	101-20100	58.89
12/17	12/06/2017	107766	5446	The American Bottling Company	610-20100	255.12
12/17	12/06/2017	107767	5624	TransUnion Risk & Alternative	101-20100	25.00
12/17	12/06/2017	107768	5666	TruGreen Processing Center	610-20100	51.62

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/06/2017	107769	5686	U.S. Postal Service	602-20100	4,000.00
12/17	12/06/2017	107770	5726	Unlimited Supplies, Inc.	101-20100	41.25
12/17	12/06/2017	107771	5816	Viking Coca-Cola Bottling Co	610-20100	341.89
12/17	12/06/2017	107772	5831	Vinocopia	610-20100	460.50
12/17	12/06/2017	107773	5878	Waste Management of WI-MN	610-20100	478.97
12/17	12/06/2017	107774	5881	WatchGuard Video	101-20100	3,750.00
12/17	12/06/2017	107775	5886	Watson Co., Inc.	610-20100	3,333.44
12/17	12/06/2017	107776	5965	White Bear IT Solutions LLC	101-20100	4,223.38
12/17	12/06/2017	107777	6001	Wine Merchants	610-20100	575.85
Grand Totals:						<u>242,224.96</u>

Vendor	Vendor Name	Description	Net Invoice Amount
341	Aspen Mills	Uniform Allowance - Fire Dept	63.80
341	Aspen Mills	Uniform Allowance - A. Rackow	189.00
341	Aspen Mills	Uniform Allowance - K. Gross	170.85
Total 341:			423.65
521	Bellboy Corporation	Liquor Store Merchandise	1,619.95
521	Bellboy Corporation	Liquor Store Merchandise	96.00
521	Bellboy Corporation	Liquor Store Merchandise	69.96
521	Bellboy Corporation	Misc Operating Supplies - LS	72.80
Total 521:			1,858.71
529	Benolkin, Joel	Refund for Over Payment of Final Water Bill 1-7	2.11
Total 529:			2.11
551	Chas A. Bernick Inc.	Liquor Store Merchandise	250.35
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,837.65
Total 551:			3,088.00
1143	City Center Market	Loan for Store Front Remodeling	30,000.00
Total 1143:			30,000.00
1181	Clarke Mosquito Control Products	Chemicals	1,227.50
Total 1181:			1,227.50
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	10,843.55
Total 1396:			10,843.55
1681	ECM Publishers, Inc.	Advertising - Liquor Store	2,479.87
Total 1681:			2,479.87
1921	Ferguson Waterworks	Automatic Meter Read Project	5,618.70
Total 1921:			5,618.70
1941	Fire Equipment Specialties, Inc	Uniform Allowance - Fire Dept	300.87
Total 1941:			300.87
2046	G & K Services, Inc.	Rug Rentals - LS	72.68
2046	G & K Services, Inc.	Rug Rentals - City Hall	16.56
2046	G & K Services, Inc.	Rug Rentals - Police Dept	17.04

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2046:			106.28
2051	Galls, LLC	Uniform Allowance - Police	149.70
2051	Galls, LLC	Small Tools & Equipment - Police Dept	1,442.60
2051	Galls, LLC	Uniform Allowance - Police	283.51
2051	Galls, LLC	Credit Small Tools & Equipment - Police Dept	31.99-
2051	Galls, LLC	Credit Uniform Allowance - Police	269.90-
2051	Galls, LLC	Credit Small Tools & Equipment - Police Dept	644.81-
Total 2051:			929.11
2059	Synchrony Bank	Office Supplies	23.75
2059	Synchrony Bank	Repair & Maint Supplies - Ice Rink	57.99
2059	Synchrony Bank	Repair & Maint Supplies - Ice Rink Bldg	6.29
Total 2059:			88.03
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2314	Harwick, Harry & Lois	Refund for Over Payment of Final Water Bill 10	25.11
Total 2314:			25.11
2341	Hawkins, Inc.	Chemicals - Water	1,953.06
Total 2341:			1,953.06
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	25.48
Total 2346:			25.48
2481	IAPE	2018 IAPE Membership	50.00
Total 2481:			50.00
2486	IBEW Local 110	Union Dues - December	350.00
Total 2486:			350.00
2559	The Preserve of Cambridge, LLC	TIF 6.15 Developer Agreement - 2nd Half 2017	31,090.51
Total 2559:			31,090.51
2626	Isanti County Attorney's Office	Prosecution Services - November	3,291.83
Total 2626:			3,291.83
2631	Isanti County Auditor-Treasurer	Return Excess TIF 6-14 Decertified	54,808.90

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2631:			54,808.90
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	26.10
Total 2636:			26.10
2739	Jeff Busby Enterprises, LLC.	Ice Rink Garage	1,550.00
Total 2739:			1,550.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	960.25
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			963.25
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	15,194.87
2796	Johnson Brothers Liquor Co	Freight Charge	242.35
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,191.40
2796	Johnson Brothers Liquor Co	Freight Charge	37.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,843.87
2796	Johnson Brothers Liquor Co	Freight Charge	91.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	140.00
2796	Johnson Brothers Liquor Co	Freight Charge	6.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,204.91
2796	Johnson Brothers Liquor Co	Freight Charge	77.49
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	108.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	51.70-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	70.50-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	99.30-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	48.56-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	91.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	318.12-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	6.20-
Total 2796:			23,228.60
2866	Kawalek Trucking	Freight Charges Liquor Store	289.60
Total 2866:			289.60
3022	Kuehn Roof Systems Inc.	Repairs & Maint Labor - City Hall Roof	895.00
Total 3022:			895.00
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	13.00

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 3056:		13.00
3086	Landworks Construction, Inc.	Snow Removal - Liquor Store	199.50
	Total 3086:		199.50
3131	Leaf's Towing and Recovery	Towing/Hook Up - Moved Cars to Public Works	550.00
	Total 3131:		550.00
3146	League of MN Cities Ins Trust	2nd Qtrly Payment - P/C Package	38,137.00
3146	League of MN Cities Ins Trust	Claim GL00000005915 Kritzeck	2,431.95
	Total 3146:		40,568.95
3176	LELS	Union Dues - December	539.00
	Total 3176:		539.00
3376	Marco Technologies LLC	Shipping Charges to Return Copier - Sharp MX	300.00
	Total 3376:		300.00
3461	McDonald Distributing Company	Liquor Store Merchandise	48.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	250.80-
3461	McDonald Distributing Company	Credit Liquor Merchandise	32.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	10,628.85
3461	McDonald Distributing Company	Credit Liquor Merchandise	42.43-
	Total 3461:		10,351.62
3521	Menards	Small Tools - Fire	21.94
3521	Menards	Misc Operating Supplies - Parks	39.28
3521	Menards	Misc Operating Supplies - Shop	15.56
3521	Menards	Repair & Maint - Infrastructure	33.93
3521	Menards	Small Tools - Streets	49.98
3521	Menards	Repair & Maint - Infrastructure	59.97
3521	Menards	Small Tools - Streets	29.97
3521	Menards	Misc Operating Supplies - Ice Rink	111.17
	Total 3521:		361.80
3543	Metro Sales, Inc.	Ricoh MP 2554SP & C2004 Copier Lease, Bas	240.85
	Total 3543:		240.85
3661	Minnesota Chiefs of Police Associ	2018 Voting Membership	253.00
	Total 3661:		253.00

Vendor	Vendor Name	Description	Net Invoice Amount
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
3666	Minnesota Child Support Payment	Child Support Withholdings	55.23
Total 3666:			187.67
3925	MnSCU MRTC	Basic Life Support Provider Course Cards - Poli	148.34
Total 3925:			148.34
4001	MVTL Laboratories Inc.	Testing	890.00
Total 4001:			890.00
4091	New France Wine	Liquor Store Merchandise	344.00
4091	New France Wine	Freight Charge	4.50
4091	New France Wine	Liquor Store Merchandise	424.00
4091	New France Wine	Freight Charge	7.50
Total 4091:			780.00
4467	Peterson's North Branch Mill	Misc Operating Supplies - Ice Rink	139.98
4467	Peterson's North Branch Mill	Misc Operating Supplies - Parks	139.97
Total 4467:			279.95
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,285.00
4476	Phillips Wine & Spirits	Freight Charge	23.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,493.65
4476	Phillips Wine & Spirits	Freight Charge	60.44
Total 4476:			2,862.34
4506	Pitney Bowes	Rental Charges DM400C Digital Mailing System	592.74
Total 4506:			592.74
4661	Quill Corporation	Office Supplies - Finance	144.99
Total 4661:			144.99
4919	Rupp, Anderson, Squires, &	October Legal Expense	9,773.00
4919	Rupp, Anderson, Squires, &	October Legal Expense	603.32
4919	Rupp, Anderson, Squires, &	October Legal Expense	1,886.00
Total 4919:			12,262.32
4956	Sandstone Distributing Company	Liquor Store Merchandise	304.50
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			310.25

Vendor	Vendor Name	Description	Net Invoice Amount
5133	Simonson, Lisa	Refund for Over Payment of Final Water Bill #1-	14.05
	Total 5133:		14.05
5152	Smiley Bros LLC	TIF 6.11 Developer Agreement 90% of TIF Flow	1,832.45
	Total 5152:		1,832.45
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,458.73
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	38.15
5181	Southern Glazer's of MN	Liquor Store Merchandise	24.05
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	634.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	18.20
	Total 5181:		4,174.53
5251	Star	Advertising Liquor Store	780.00
	Total 5251:		780.00
5421	TDS Metrocom	Phone Service - Airport	55.67
	Total 5421:		55.67
5553	TKO Wines Inc	Liquor Store Merchandise	919.30
	Total 5553:		919.30
5661	True Brands	Liquor Store Merchandise	784.76
5661	True Brands	Freight Charge	94.17
5661	True Brands	Liquor Store Merchandise	78.69
5661	True Brands	Freight Charge	15.74
5661	True Brands	Liquor Store Merchandise	129.94
5661	True Brands	Freight Charge	19.49
	Total 5661:		1,122.79
5691	U.S. Water Services, Inc	Chemicals	5,267.00
	Total 5691:		5,267.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	340.14
	Total 5816:		340.14
5859	Wagner, Dale	Refund for Over Payment of Final Water Bill 1-7	1.77
	Total 5859:		1.77
5883	Water Tower Clean & Coat, Inc.	Repair & Maint - Plant	7,500.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5883:			7,500.00
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
5886	Watson Co., Inc.	Credit - Operating Supplies	27.00-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,235.10
5886	Watson Co., Inc.	Misc Operating Supplies - LS	131.88
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,359.87
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,813.75
5891	Breakthru Beverage Minnesota	Freight Charge	31.05
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	300.00
5891	Breakthru Beverage Minnesota	Freight Charge	8.05
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	156.00-
5891	Breakthru Beverage Minnesota	Credit - Freight Charge	1.15-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	139.90-
5891	Breakthru Beverage Minnesota	Credit - Freight Charge	1.15-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	207.85-
5891	Breakthru Beverage Minnesota	Credit - Freight Charge	1.15-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	10.84-
Total 5891:			2,634.81
5965	White Bear IT Solutions LLC	Hardware - Police Dept	89.90
5965	White Bear IT Solutions LLC	Hardware & Software - Emergency Managemen	1,142.89
Total 5965:			1,232.79
6001	Wine Merchants	Liquor Store Merchandise	206.00
6001	Wine Merchants	Freight Charge	3.10
Total 6001:			209.10
6018	Wintergreen's Restaurant	Vendor Table Charge Wine Tasting Event	760.00
Total 6018:			760.00
Grand Totals:			276,954.41

Dated: 12/13/17City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/13/2017	107778	341	Aspen Mills	101-20100	423.65
12/17	12/13/2017	107779	521	Bellboy Corporation	610-20100	1,858.71
12/17	12/13/2017	107780	529	Joel Benolkin	601-20100	2.11
12/17	12/13/2017	107781	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	2,634.81
12/17	12/13/2017	107783	551	Bernick's	610-20100	3,088.00
12/17	12/13/2017	107784	1143	City Center Market	215-20100	30,000.00
12/17	12/13/2017	107785	1181	Clarke Mosquito Control	602-20100	1,227.50
12/17	12/13/2017	107786	1396	Dahlheimer Beverage, LLC	610-20100	10,843.55
12/17	12/13/2017	107787	1681	ECM Publishers, Inc.	610-20100	2,479.87
12/17	12/13/2017	107789	1921	Ferguson Waterworks #2516	601-20100	5,618.70
12/17	12/13/2017	107790	1941	Fire Equipment Specialties, Inc	101-20100	300.87
12/17	12/13/2017	107791	2046	G & K Services, Inc.	101-20100	106.28
12/17	12/13/2017	107792	2051	Galls, LLC	101-20100	929.11
12/17	12/13/2017	107793	2188	Gratitude Farms	101-20100	400.00
12/17	12/13/2017	107794	2314	Harry & Lois Harwick	601-20100	25.11
12/17	12/13/2017	107795	2341	Hawkins, Inc.	601-20100	1,953.06
12/17	12/13/2017	107796	2346	Hayford Ford	101-20100	25.48
12/17	12/13/2017	107797	2481	IAPE	101-20100	50.00
12/17	12/13/2017	107798	2486	IBEW Local 110	101-20100	350.00
12/17	12/13/2017	107799	2626	Isanti County Attorney's Office	101-20100	3,291.83
12/17	12/13/2017	107800	2631	Isanti County Auditor-Treasurer	304-20100	54,808.90
12/17	12/13/2017	107801	2739	Jeff Busby Enterprises, LLC.	415-20100	1,550.00
12/17	12/13/2017	107802	2776	JJ Taylor Dist. of Minn.	610-20100	963.25
12/17	12/13/2017	107803	2796	Johnson Bros - St Paul	610-20100	23,228.60
12/17	12/13/2017	107804	2866	Kawalek Trucking	610-20100	289.60
12/17	12/13/2017	107805	3022	Kuehn Roof Systems Inc.	101-20100	895.00
12/17	12/13/2017	107806	3056	Lake Superior Laundry Inc.	101-20100	13.00
12/17	12/13/2017	107807	3086	Landworks Construction, Inc.	610-20100	199.50
12/17	12/13/2017	107808	3131	Leaf's Towing and Recovery	101-20100	550.00
12/17	12/13/2017	107809	3146	League of MN Cities Ins Trust	101-20100	38,137.00
12/17	12/13/2017	107810	3146	League of MN Cities Ins Trust	704-20100	2,431.95
12/17	12/13/2017	107811	3176	LELS	101-20100	539.00
12/17	12/13/2017	107812	3376	Marco Technologies LLC	101-20100	300.00
12/17	12/13/2017	107813	3461	McDonald Distributing Company	610-20100	10,351.62
12/17	12/13/2017	107814	3521	Menards	101-20100	361.80
12/17	12/13/2017	107815	3543	Metro Sales, Inc.	101-20100	240.85
12/17	12/13/2017	107816	3661	Minnesota Chiefs of Police Association	101-20100	253.00
12/17	12/13/2017	107817	3666	Minnesota Child Support Payment Cente	101-20100	187.67
12/17	12/13/2017	107818	2636	Minnesota Equipment	101-20100	26.10
12/17	12/13/2017	107819	3925	MRTC Online	101-20100	148.34
12/17	12/13/2017	107820	4001	Minnesota Valley Testing Labs	602-20100	890.00
12/17	12/13/2017	107821	4091	New France Wine	610-20100	780.00
12/17	12/13/2017	107822	4467	Peterson's North Branch Mill	101-20100	279.95
12/17	12/13/2017	107823	4476	Phillips St Paul	610-20100	2,862.34
12/17	12/13/2017	107824	4506	Pitney Bowes Global Financial Services	101-20100	592.74
12/17	12/13/2017	107825	4661	Quill Corporation	101-20100	144.99
12/17	12/13/2017	107826	4919	Rupp, Anderson, Squires, &	101-20100	12,262.32
12/17	12/13/2017	107827	4956	Sandstone Distributing Company	610-20100	310.25
12/17	12/13/2017	107828	5133	Lisa Simonson	601-20100	14.05
12/17	12/13/2017	107829	5152	Smiley Bros LLC	311-20100	1,832.45
12/17	12/13/2017	107830	5181	Southern Glazer's of MN	610-20100	4,174.53
12/17	12/13/2017	107831	5251	Star	610-20100	780.00
12/17	12/13/2017	107832	2059	Synchrony Bank	101-20100	88.03
12/17	12/13/2017	107833	5421	TDS	211-20100	55.67
12/17	12/13/2017	107835	2559	The Preserve of Cambridge, LLC	305-20100	31,090.51
12/17	12/13/2017	107836	5553	TKO Wines Inc	610-20100	919.30
12/17	12/13/2017	107837	5661	True Brands	610-20100	1,122.79

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/13/2017	107838	5691	U.S. Water Services	602-20100	5,267.00
12/17	12/13/2017	107839	5816	Viking Coca-Cola Bottling Co	610-20100	340.14
12/17	12/13/2017	107840	5859	Dale Wagner	601-20100	1.77
12/17	12/13/2017	107842	5883	Water Tower Clean & Coat, Inc.	601-20100	7,500.00
12/17	12/13/2017	107843	5886	Watson Co., Inc.	610-20100	2,359.87
12/17	12/13/2017	107844	5965	White Bear IT Solutions LLC	101-20100	1,232.79
12/17	12/13/2017	107845	6001	Wine Merchants	610-20100	209.10
12/17	12/13/2017	107846	6018	Wintergreen's Restaurant	610-20100	760.00
Grand Totals:						<u>276,954.41</u>

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Regular & Handicap Unit - Snowflake Parade	125.00
	Total 44:		125.00
165	Allina Health	Health History, Physical, Questionnaire - Ice Rin	225.00
	Total 165:		225.00
297	Aquarius Home Services	Maintenance & Repair Supplies - Liquor Store	662.00
297	Aquarius Home Services	Maintenance & Repair Supplies - Liquor Store	675.00
297	Aquarius Home Services	Maintenance & Repair Supplies - Liquor Store	1,425.00
	Total 297:		2,762.00
371	ATOM	2018 Annual Membership Dues	175.00
	Total 371:		175.00
521	Bellboy Corporation	Liquor Store Merchandise	2,428.30
521	Bellboy Corporation	Liquor Store Merchandise	60.00
	Total 521:		2,488.30
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	9.60
551	Chas A. Bernick Inc.	Liquor Store Merchandise	235.70
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,960.95
	Total 551:		2,187.05
586	Bjorklund Companies LLC	Recycle/Asphalt Concrete Mix	243.32
586	Bjorklund Companies LLC	Class 5 Gravel - Water System	408.21
	Total 586:		651.53
596	Bloomquist Electric Inc	Repair & Replace Receptacles	350.00
	Total 596:		350.00
616	BNSF Railway Company	Lease - Maintaining Thereon Two Asphalt Cove	2,918.41
	Total 616:		2,918.41
725	Brown Studnek, Katalin	Refund for Over Payment of Final Water Bill 1-2	102.32
	Total 725:		102.32
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - PD	119.20
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Fire Dept	31.48
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Streets	415.38
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Ice Rink	98.01
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Parks	89.18

Vendor	Vendor Name	Description	Net Invoice Amount
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Water	58.00
906	Cambridge Napa Auto Parts	Small Tools - Wastewater	32.70
Total 906:			843.95
969	Cardmember Service	Misc Operating Supplies - Ice Rink	40.55
969	Cardmember Service	Training - M. Small	760.00
969	Cardmember Service	Hootsuite	5.99
969	Cardmember Service	Meals - Council Meeting	35.80
969	Cardmember Service	Meals - Commitee Meeting Fire Dept	57.82
969	Cardmember Service	Downtown Decorations	342.62
969	Cardmember Service	Copy Paper	115.96
969	Cardmember Service	Copy Paper	94.52
969	Cardmember Service	Small Tools & Equipment - Police Dept	990.00
Total 969:			2,443.26
978	Carlson & Stewart Refrigeration In	Ice Rink - Repair and Maintenance Labor	1,166.00
Total 978:			1,166.00
1251	Bismarck Map Company	GIS Services	2,282.00
1251	Bismarck Map Company	GIS Services	2,282.00
Total 1251:			4,564.00
1336	Crystal Springs Ice	Liquor Store Merchandise	126.52
Total 1336:			126.52
1382	Custom Remodelers, Inc.	Refund Permit Fee - 1587 Plum Creek Dr	1.00
1382	Custom Remodelers, Inc.	Refund Permit Fee - 1587 Plum Creek Dr	54.00
Total 1382:			55.00
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	9.63-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	20,036.45
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	184.40-
Total 1396:			19,842.42
1531	DexYP	Directory Listing - Liquor Store	210.64
Total 1531:			210.64
1716	Ehlers & Associates, Inc.	Second Half Flat Fee Fiscal Impacts TIF District	4,500.00
Total 1716:			4,500.00
1765	Enforcement Lighting	Repair & Maint Labor - Squad 17-32	235.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1765:			235.00
1891	Fastenal Company	Misc Operating Supplies - Parks	167.81
1891	Fastenal Company	Repair & Maint Supp - Ice Rink	37.56
Total 1891:			205.37
1922	Ferrellgas	Propane - Ice Rink	158.18
Total 1922:			158.18
1949	First Advantage	Drug Test - Ice Rinks	108.34
Total 1949:			108.34
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	94.34
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	107.77
2046	G & K Services, Inc.	Rug Rentals - Public Works	17.43
2046	G & K Services, Inc.	Rug Rentals - LS	72.68
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	108.65
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	186.75
2046	G & K Services, Inc.	Rug Rentals - Public Works	14.43
Total 2046:			632.07
2182	Grape Beginnings, Inc.	Liquor Store Merchandise	196.00
2182	Grape Beginnings, Inc.	Freight	4.50
Total 2182:			200.50
2193	Greater Minnesota Parks & Trails	2018 Membership	150.00
Total 2193:			150.00
2256	H & L Mesabi	Repair & Maint Supplies Vehicles/Equipment -	333.14
Total 2256:			333.14
2341	Hawkins, Inc.	Chemicals - Wastewater	3,486.00
Total 2341:			3,486.00
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	50.48
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	25.48

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2346:			75.96
2716	J.P. Cooke Company	Bank Stamp	54.50
Total 2716:			54.50
2771	Jimmy's Johnnys, Inc.	Toilet Rental - Hockey Rink	100.00
Total 2771:			100.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,786.12
2796	Johnson Brothers Liquor Co	Freight Charge	73.31
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,136.15
2796	Johnson Brothers Liquor Co	Freight Charge	122.46
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	87.96
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	427.76
2796	Johnson Brothers Liquor Co	Freight Charge	6.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	80.00
2796	Johnson Brothers Liquor Co	Freight Charge	3.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	946.10
2796	Johnson Brothers Liquor Co	Freight Charge	15.77
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,258.65
2796	Johnson Brothers Liquor Co	Freight Charge	41.85
Total 2796:			11,985.43
2881	KEEPRS, Inc.	Uniform Allowance - K. Gross	323.92
Total 2881:			323.92
3131	Leaf's Towing and Recovery	Towing Service - ICR 17013696	125.00
3131	Leaf's Towing and Recovery	Towing Service - Case 17003698	125.00
3131	Leaf's Towing and Recovery	Towing Service - Case 17014297	125.00
Total 3131:			375.00
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	11.88
3521	Menards	LP Tank Exchange	103.46
3521	Menards	Misc Operating Supplies - Ice Rink	21.79
3521	Menards	Misc Operating Supplies - Airport	4.18
3521	Menards	Misc Operating Supplies - Water	10.51
3521	Menards	Repair & Maint Supplies Bldg - Airport	11.95
3521	Menards	Misc Operating Supplies - Police	233.95
3521	Menards	Misc Operating Supplies - Parks	5.87
3521	Menards	Small Tools - Parks	62.47
3521	Menards	Misc Operating Supplies - Wastewater	29.65
3521	Menards	Repair & Maint Supplies Bldg - Airport	333.95
3521	Menards	Repair & Maint Supplies Bldg - Airport	129.93
3521	Menards	Repair & Maint Supplies Bldg - Airport	6.99
3521	Menards	Misc Operating Supplies - Fire	41.97

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Small Tools - Fire	89.99
Total 3521:			1,098.54
4426	Paustis Wine Company	Liquor Store Merchandise	1,869.00
4426	Paustis Wine Company	Freight Charge	21.25
Total 4426:			1,890.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,130.55
4476	Phillips Wine & Spirits	Freight Charge	48.06
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,676.20
4476	Phillips Wine & Spirits	Freight Charge	91.46
Total 4476:			5,946.27
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	216.00
Total 4749:			216.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,103.04
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	68.60
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	5.83
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,534.78
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	25.55
Total 5181:			5,737.80
5251	Star	Public Notice Council Meeting Minutes	13.05
Total 5251:			13.05
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	343.75
Total 5516:			343.75
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	328.36
Total 5816:			328.36
5831	Vinocopia	Liquor Store Merchandise	171.25
5831	Vinocopia	Freight Charge	2.50
Total 5831:			173.75
5886	Watson Co., Inc.	Liquor Store Merchandise	1,701.51
5886	Watson Co., Inc.	Misc Operating Supplies - LS	182.69
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	153.50
5886	Watson Co., Inc.	Freight Charge	6.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5886:			2,049.70
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	5,925.02
5891	Breakthru Beverage Minnesota	Freight Charge	59.52
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	632.65
5891	Breakthru Beverage Minnesota	Freight Charge	10.35
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	94.16
5891	Breakthru Beverage Minnesota	Freight Charge	2.30
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
Total 5891:			6,854.50
Grand Totals:			88,811.78

Dated: 12-20-17

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/20/2017	107847	44	Absolute Portable Restrooms	101-20100	125.00
12/17	12/20/2017	107848	165	Allina Health	101-20100	225.00
12/17	12/20/2017	107849	297	Aquarius Home Services	610-20100	2,762.00
12/17	12/20/2017	107850	371	Association of Training Officers of MN	101-20100	175.00
12/17	12/20/2017	107851	521	Bellboy Corporation	610-20100	2,488.30
12/17	12/20/2017	107853	1251	Bismarck Map Company	602-20100	4,564.00
12/17	12/20/2017	107854	586	Bjorklund Companies LLC	601-20100	651.53
12/17	12/20/2017	107855	596	Bloomquist Electric Inc	704-20100	350.00
12/17	12/20/2017	107856	616	BNSF Railway Company	101-20100	2,918.41
12/17	12/20/2017	107857	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	6,854.50
12/17	12/20/2017	107858	725	Katalin Brown Studnek	601-20100	102.32
12/17	12/20/2017	107859	906	Cambridge Napa Auto Parts	101-20100	843.95
12/17	12/20/2017	107860	5516	Capitol Beverage Sales L.P.	610-20100	343.75
12/17	12/20/2017	107861	969	Cardmember Service	101-20100	2,443.26
12/17	12/20/2017	107862	978	Carlson & Stewart Refrigeration Inc	101-20100	1,166.00
12/17	12/20/2017	107863	551	Bernick's	610-20100	2,187.05
12/17	12/20/2017	107864	1336	Crystal Springs Ice	610-20100	126.52
12/17	12/20/2017	107865	1382	Custom Remodelers, Inc.	101-20100	55.00
12/17	12/20/2017	107866	1396	Dahlheimer Beverage, LLC	610-20100	19,842.42
12/17	12/20/2017	107867	1531	DexYP	610-20100	210.64
12/17	12/20/2017	107868	1716	Ehlers & Associates, Inc.	309-20100	4,500.00
12/17	12/20/2017	107869	1765	Enforcement Lighting	101-20100	235.00
12/17	12/20/2017	107870	1891	Fastenal Company	101-20100	205.37
12/17	12/20/2017	107871	1922	Ferrellgas	101-20100	158.18
12/17	12/20/2017	107872	1949	First Advantage	101-20100	108.34
12/17	12/20/2017	107873	2046	G & K Services, Inc.	101-20100	632.07
12/17	12/20/2017	107874	2182	Grape Beginnings, Inc.	610-20100	200.50
12/17	12/20/2017	107875	2193	GMPT	101-20100	150.00
12/17	12/20/2017	107876	2256	H & L Mesabi	101-20100	333.14
12/17	12/20/2017	107877	2341	Hawkins, Inc.	602-20100	3,486.00
12/17	12/20/2017	107878	2346	Hayford Ford	101-20100	75.96
12/17	12/20/2017	107879	2716	J.P. Cooke Company	101-20100	54.50
12/17	12/20/2017	107880	2771	Jimmy's Johnnys, Inc.	101-20100	100.00
12/17	12/20/2017	107881	2796	Johnson Bros - St Paul	610-20100	11,985.43
12/17	12/20/2017	107882	2881	KEEPRS, Inc.	101-20100	323.92
12/17	12/20/2017	107883	3131	Leaf's Towing and Recovery	101-20100	375.00
12/17	12/20/2017	107885	3521	Menards	101-20100	1,098.54
12/17	12/20/2017	107886	4426	Paustis Wine Company	610-20100	1,890.25
12/17	12/20/2017	107887	4476	Phillips St Paul	610-20100	5,946.27
12/17	12/20/2017	107888	4749	Red Bull Distribution Company, Inc.	610-20100	216.00
12/17	12/20/2017	107889	5181	Southern Glazer's of MN	610-20100	5,737.80
12/17	12/20/2017	107890	5251	Star	101-20100	13.05
12/17	12/20/2017	107891	5816	Viking Coca-Cola Bottling Co	610-20100	328.36
12/17	12/20/2017	107892	5831	Vinocopia	610-20100	173.75
12/17	12/20/2017	107893	5886	Watson Co., Inc.	610-20100	2,049.70
Grand Totals:						88,811.78

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, 2017. Included in the Monthly Financial Reports are the following components:

Budget Snapshot

General Fund - Amended 2017 Budget Compared to Actual

Special Revenue Funds:

Airport Operating Fund – Adopted 2017 Compared to Actual

Debt Service Fund Summary: Adopted 2017 Budget Compared to Actual

Capital Fund Summary:

Adopted 2017 Budget Compared to Actual

Enterprise Funds:

Water Utility - Adopted 2017 Budget Compared to Actual

Wastewater Utility - Adopted 2017 Budget Compared to Actual

Stormwater Utility- Adopted 2017 Budget Compared to Actual

Liquor Store – Adopted 2017 Budget Compared to Actual.

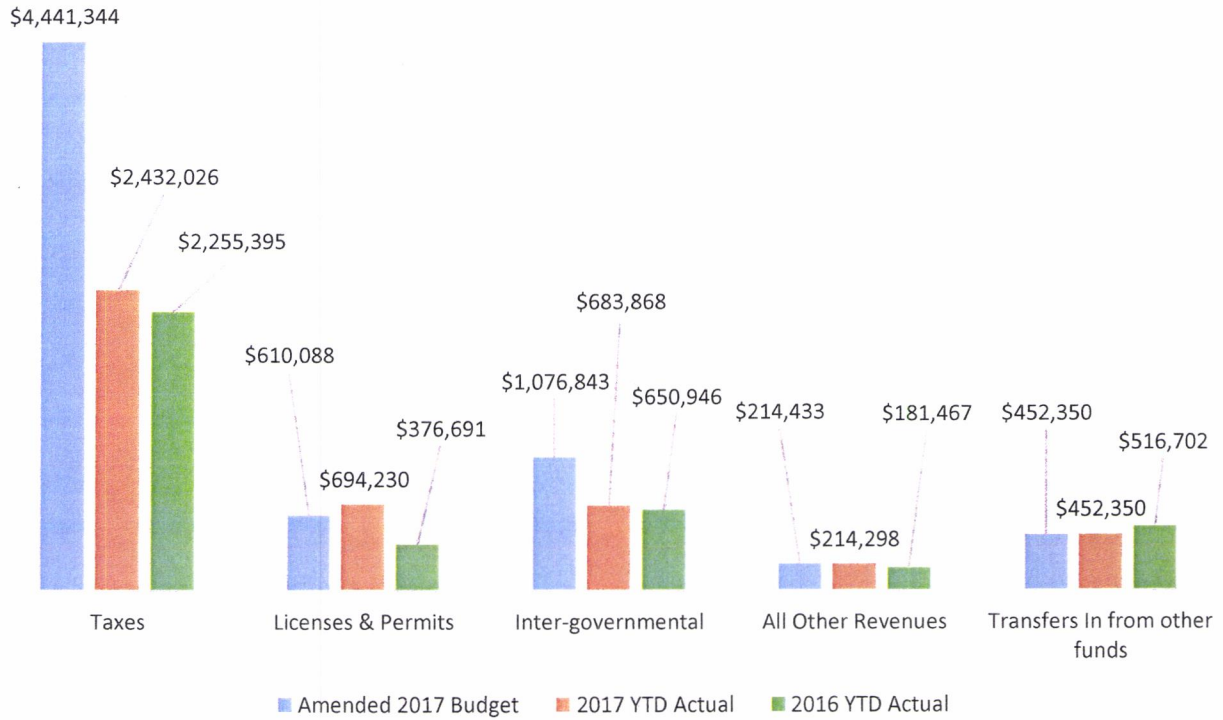
Cash and Investment Summary

Council Action Requested

NONE REQUIRED - For discussion only.

Council Financial Snap Shot

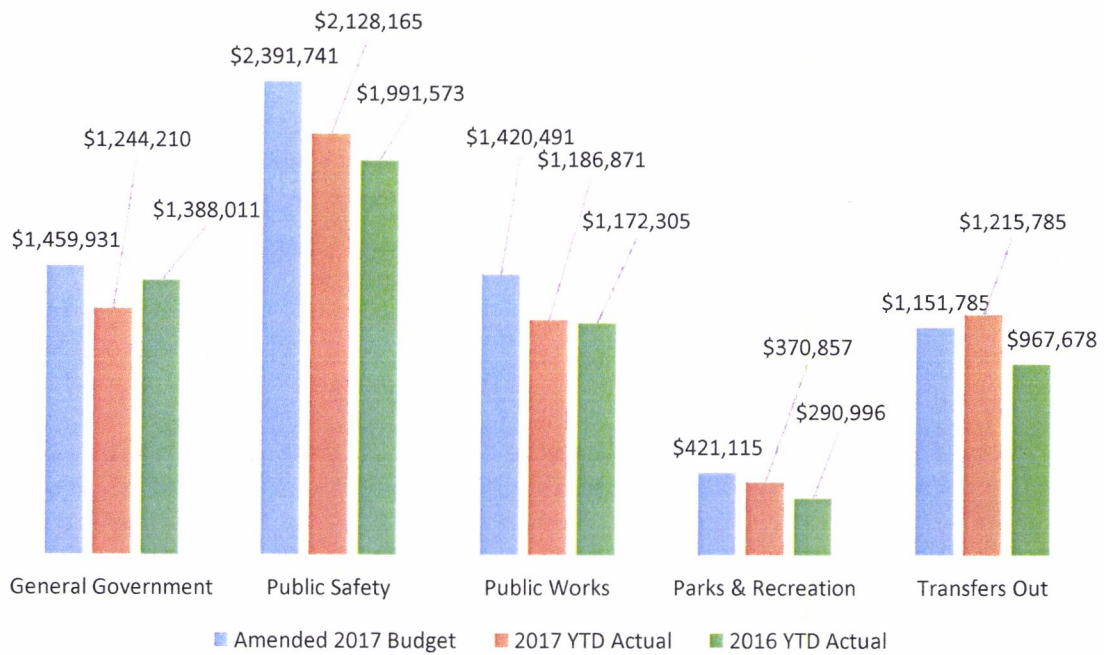
General Fund Revenue Snap Shot 11-30-17



Notes—

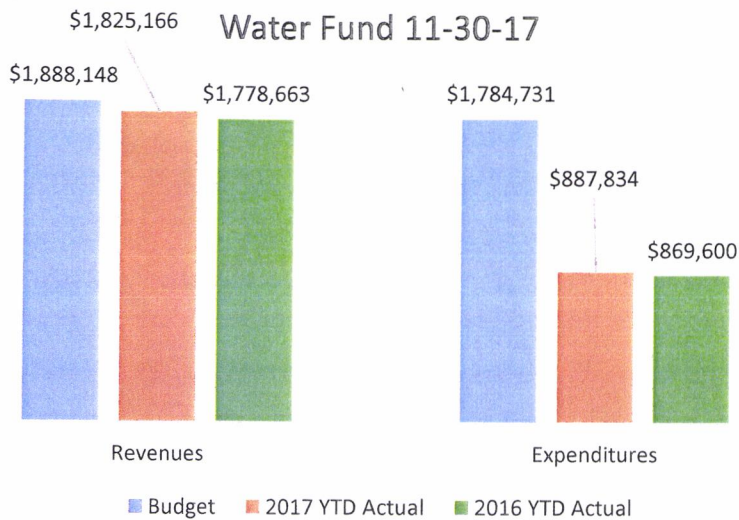
- No concerns on revenues at this time—building permit revenues significantly up from prior year.
- Tax payments are only received in July & December.
- Bulk of Inter-governmental revenue is received in July and December.

General Fund Expenditure Snap Shot 11-30-17



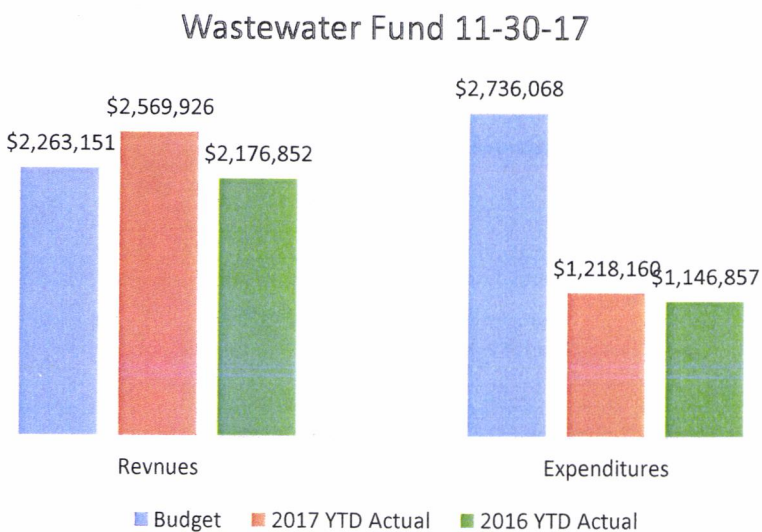
Notes—

- As expected, park expenditures trending slightly higher in 2017 due to higher operating costs for new ice sheet facility, primarily in utility costs.
- Public Safety and Public Works personnel costs are trending higher in 2017 versus 2016 due to changes in the union contracts.



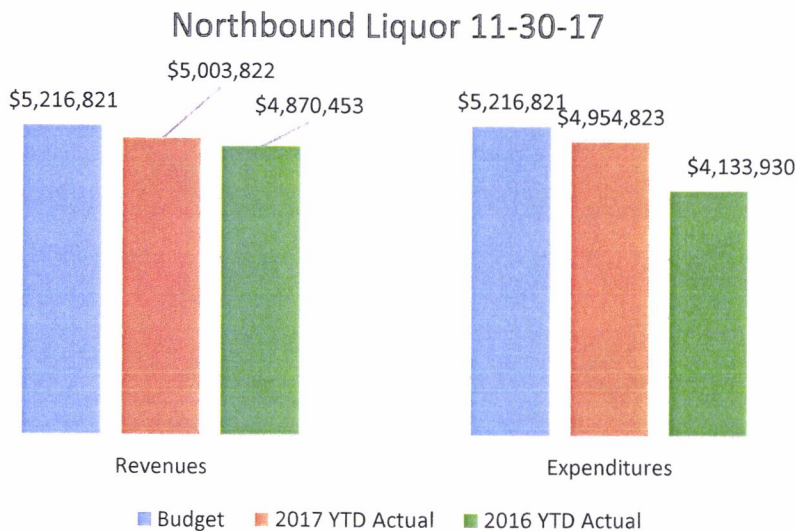
Notes—

No concerns with revenues or expenditures at this time. Water personnel costs are trending higher in 2017 versus 2016 due to changes in the union contracts.



Notes—

Wastewater YTD revenues are higher than expected due to sewer access charges received from new development. Wastewater personnel costs are trending higher in 2017 versus 2016 due to changes in the union contracts. Lab and plant repair expense line items trending higher than previous year.



Notes—

Northbound Sales are not uniform throughout the year—higher in summer months and in December. No concerns with revenues or expenditures at this time. Since 2016 was a record breaking year for revenue and profits, it is a positive sign that we are trending similarly.

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

<u>REVENUE</u>	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TAXES	4,325,555.00	4,441,344.00	2,432,025.87	(2,009,318.13)	54.76	4,265,730.15
LICENSES AND PERMITS	257,871.00	610,088.00	694,229.92	84,141.92	113.79	395,991.86
INTERGOVERNMENTAL REVENUES	1,062,688.00	1,076,843.00	683,867.74	(392,975.26)	63.51	1,046,731.17
CHARGES FOR SERVICES	116,391.00	125,882.00	129,488.50	3,606.50	102.86	118,629.10
FINES AND FORFEITURES	40,740.00	36,495.00	44,968.23	8,473.23	123.22	30,994.65
OTHER	47,496.00	52,056.00	39,840.87	(12,215.13)	76.53	123,742.72
MISC REVENUE	.00	.00	.00	.00	.00	6,273.00
OTHER FINANCING SOURCES	452,350.00	452,350.00	452,350.00	.00	100.00	516,702.00
TOTAL FUND REVENUE	6,303,091.00	6,795,058.00	4,476,771.13	(2,318,286.87)	65.88	6,504,794.65
<u>EXPENDITURES</u>						
GENERAL GOVERNMENT						
MAYOR AND CITY COUNCIL ADMINISTRATION	55,012.00	54,494.00	49,004.98	5,489.02	89.93	42,324.46
ELECTIONS	1,200.00	1,200.00	775.00	425.00	64.58	7,612.27
FINANCE/MIS	303,047.00	302,980.00	281,082.31	21,897.69	92.77	293,749.02
LEGAL	95,000.00	95,000.00	54,255.03	40,744.97	57.11	86,016.18
BUILDING DEPARTMENT	287,347.00	290,460.00	261,618.98	28,841.02	90.07	314,174.56
ENGINEERING	30,000.00	30,000.00	25,289.56	4,710.44	84.30	25,574.93
PLANNING	239,425.00	264,614.00	229,872.78	34,741.22	86.87	398,745.31
NEW CITY HALL BUILDING	136,039.00	141,430.00	108,688.53	32,741.47	76.85	148,610.39
TOTAL GENERAL GOVERNMENT	1,391,657.00	1,459,931.00	1,244,210.07	215,720.93	85.22	1,544,166.07
PUBLIC SAFETY						
POLICE DEPARTMENT	2,053,466.00	2,071,906.00	1,860,387.78	211,518.22	89.79	1,863,980.60
FIRE DEPARTMENT	294,079.00	307,635.00	258,567.18	49,067.82	84.05	286,632.79
EMERGENCY MANAGEMENT	6,700.00	6,700.00	4,730.94	1,969.06	70.61	15,145.60
ANIMAL CONTROL	5,500.00	5,500.00	4,479.13	1,020.87	81.44	4,985.00
TOTAL PUBLIC SAFETY	2,359,745.00	2,391,741.00	2,128,165.03	263,575.97	88.98	2,170,743.99
STREETS						
STREETS	1,165,089.00	1,208,391.00	1,012,738.64	195,652.36	83.81	1,122,326.56
STREET LIGHTING	186,500.00	193,100.00	161,515.22	31,584.78	83.64	182,488.30
MAINTENANCE BUILDING	21,000.00	19,000.00	12,617.43	6,382.57	66.41	14,241.56
TOTAL STREETS	1,372,589.00	1,420,491.00	1,186,871.29	233,619.71	83.55	1,319,056.42
PARK AND RECREATION						
ICE RINK	50,000.00	69,503.00	48,349.76	21,153.24	69.56	9,046.52
PARKS & RECREATION	332,315.00	351,612.00	322,507.37	29,104.63	91.72	303,551.63

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PARK AND RECREATION	382,315.00	421,115.00	370,857.13	50,257.87	88.07	312,598.15
UNALLOCATED EXPENDITURES						
TRANSFERS OUT	796,785.00	1,151,785.00	1,215,785.00	(64,000.00)	105.56	1,020,678.00
TOTAL UNALLOCATED EXPENDITURES	796,785.00	1,151,785.00	1,215,785.00	(64,000.00)	105.56	1,020,678.00
TOTAL FUND EXPENDITURES	6,303,091.00	6,845,063.00	6,145,888.52	699,174.48	89.79	6,367,242.63
NET REVENUE OVER EXPENDITURES	.00	(50,005.00)	(1,669,117.39)	1,619,112.39		137,552.02

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,298,228.00	4,298,228.00	2,288,907.20	2,009,320.80	53.25	4,174,433.09
101-31020 TAXES - DELINQUENT	25,000.00	37,784.00	37,784.87	(87)	100.00	33,879.93
101-31050 EXCESS TAX INCREMENTS	.00	2,533.00	2,533.96	(96)	100.04	6,950.81
101-31051 DECERT TIF DISTRICT PROCEE	.00	1,840.00	1,840.66	(66)	100.04	4,717.95
101-31060 PENALTIES AND INTEREST	2,327.00	6,219.00	6,219.09	(.09)	100.00	8,301.91
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	94,740.00	94,740.09	(.09)	100.00	37,446.46
TOTAL TAXES	4,325,555.00	4,441,344.00	2,432,025.87	2,009,318.13	54.76	4,265,730.15
<u>LICENSES AND PERMITS</u>						
101-32110 LIQUOR LICENSES	14,000.00	13,500.00	13,500.00	.00	100.00	14,675.00
101-32111 BEER AND SET-UPS	.00	.00	1,600.00	(1,600.00)	.00	1,200.00
101-32180 CIGARETTES	3,000.00	3,200.00	2,600.00	600.00	81.25	3,400.00
101-32184 CABLE FRANCHISE FEES	60,000.00	60,000.00	55,692.54	4,307.46	92.82	62,943.81
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	1,250.00	.00	100.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	1,900.00	2,000.00	5,000.00	(3,000.00)	250.00	.00
101-32218 CITY SHARE ELEC INSPECTIONS	2,000.00	6,932.00	8,066.55	(1,134.55)	116.37	4,851.00
101-32219 RETAINAGE OF BLDG SURCHARGE	131.00	370.00	516.12	(146.12)	139.49	437.50
101-32220 BUILDING PERMITS	140,000.00	463,223.00	498,499.53	(35,276.53)	107.62	254,183.73
101-32222 MECHANICAL PERMITS	20,000.00	20,282.00	51,365.28	(31,083.28)	253.26	27,906.77
101-32225 INVESTIGATION (PENALTY FEE)	100.00	1,180.00	1,284.00	(104.00)	108.81	704.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	500.00	700.00	925.00	(225.00)	132.14	705.00
101-32230 PLUMBING PERMITS	9,490.00	25,997.00	28,189.40	(2,192.40)	108.43	16,092.30
101-32240 SIGN PERMITS	1,500.00	2,140.00	2,870.00	(730.00)	134.11	1,662.75
101-32298 RENTAL REGISTRATION FEE	.00	.00	11,875.00	(11,875.00)	.00	.00
101-32299 PLANNING & ZONING FEES	4,000.00	9,314.00	10,996.50	(1,682.50)	118.06	5,980.00
TOTAL LICENSES AND PERMITS	257,871.00	610,088.00	694,229.92	(84,141.92)	113.79	395,991.86
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	.00	3,588.00	6,382.41	(2,794.41)	177.88	7,560.07
101-33401 LOCAL GOVERNMENT AID (LGA)	744,292.00	744,292.00	372,146.00	372,146.00	50.00	739,066.00
101-33404 STATE AID - OTHER	7,791.00	11,447.00	11,447.43	(43)	100.00	4,574.00
101-33405 PERA AID	5,822.00	5,822.00	2,911.00	2,911.00	50.00	5,822.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	25,000.00
101-33421 POLICE STATE AID	120,000.00	126,911.00	126,911.56	(56)	100.00	128,409.36
101-33422 SCHOOL DIST COST FOR OFFICER	130,756.00	63,276.00	54,887.28	8,388.72	86.74	69,957.44
101-33424 SCHOOL DIST ASST SRO#2	.00	67,480.00	50,610.00	16,870.00	75.00	62,315.00
101-33610 CTY GRANTS & AIDS FOR HWYS	4,027.00	4,027.00	4,972.06	(945.06)	123.47	4,027.30
101-33620 OTHER COUNTY GRANTS AND AIDS	.00	.00	3,600.00	(3,600.00)	.00	.00
TOTAL INTERGOVERNMENTAL REVE	1,062,688.00	1,076,843.00	683,867.74	392,975.26	63.51	1,046,731.17

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	.00	.00	.00	.00	.00	16.00
101-34105 SALES - MAPS, COPIES, ETC.	437.00	357.00	364.00	(7.00)	101.96	739.85
101-34201 POLICE DEPARTMENT REPORTS	2,000.00	2,895.00	3,215.00	(320.00)	111.05	3,147.50
101-34202 POLICE ADMINISTRATION FEES	1,500.00	2,350.00	4,130.00	(1,780.00)	175.74	2,170.00
101-34205 PAWN SHOP TRANSACTION REVENUE	5,300.00	5,130.00	6,267.50	(1,137.50)	122.17	9,200.00
101-34206 FIRE PROT TOWNSHIP CONTRACT	105,354.00	109,503.00	109,503.39	(.39)	100.00	101,666.75
101-34210 FIRE PROTECTION ADMINISTRATION	1,800.00	2,345.00	2,345.00	.00	100.00	1,689.00
101-34925 PARK ACTIVITY FEES	.00	2,743.00	2,743.00	.00	100.00	.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	559.00	720.61	(161.61)	128.91	.00
101-34956 ANNEXATION FEE	.00	.00	200.00	(200.00)	.00	.00
TOTAL CHARGES FOR SERVICES	116,391.00	125,882.00	129,488.50	(3,606.50)	102.86	118,629.10
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	38,000.00	34,000.00	39,748.23	(5,748.23)	116.91	18,960.43
101-35102 PARKING FINES	990.00	1,080.00	1,200.00	(120.00)	111.11	3,160.00
101-35104 ANIMAL CONTROL FINES	1,750.00	1,215.00	1,420.00	(205.00)	116.87	1,375.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	200.00	2,600.00	(2,400.00)	1,300.00	7,499.22
TOTAL FINES AND FORFEITURES	40,740.00	36,495.00	44,968.23	(8,473.23)	123.22	30,994.65
<u>OTHER</u>						
101-36101 SPECIAL ASSESSMENT PRINC PYMT	.00	.00	.00	.00	.00	56,660.31
101-36102 SPECIAL ASSESSMENT INTEREST	.00	133.00	133.32	(.32)	100.24	319.45
101-36200 MISCELLANEOUS	3,996.00	481.00	482.53	(1.53)	100.32	2,477.04
101-36210 INTEREST EARNINGS	20,000.00	16,000.00	.00	16,000.00	.00	23,178.30
101-36220 FACILITY RENTAL	15,000.00	12,000.00	12,249.75	(249.75)	102.08	23,565.00
101-36230 DONATIONS	100.00	3,050.00	3,200.00	(150.00)	104.92	2,450.00
101-36234 ARTS GRANT FOR CONCERT SERIES	7,900.00	17,000.00	17,000.00	.00	100.00	7,929.00
101-36240 PATRONAGE CAPITAL	500.00	500.00	3,883.27	(3,383.27)	776.65	5,633.62
101-36241 FIRE DEPT PRIVATE GRANTS	.00	.00	.00	.00	.00	780.00
101-36242 ALLINA WELLNESS GRANT	.00	2,892.00	2,892.00	.00	100.00	750.00
TOTAL OTHER	47,496.00	52,056.00	39,840.87	12,215.13	76.53	123,742.72
<u>MISC REVENUE</u>						
101-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	6,273.00
TOTAL MISC REVENUE	.00	.00	.00	.00	.00	6,273.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	452,350.00	452,350.00	452,350.00	.00	100.00	516,702.00
TOTAL OTHER FINANCING SOURCES	452,350.00	452,350.00	452,350.00	.00	100.00	516,702.00
 TOTAL FUND REVENUE	 6,303,091.00	 6,795,058.00	 4,476,771.13			 6,504,794.65

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	29,900.00	29,900.00	27,408.48	(2,491.52)	91.67	21,400.20
101-41110-122	2,290.00	2,290.00	2,096.46	(193.54)	91.55	1,636.82
101-41110-151	120.00	120.00	101.61	(18.39)	84.68	75.35
<i>TOTAL PERSONAL SERVICES</i>	<u>32,310.00</u>	<u>32,310.00</u>	<u>29,606.55</u>	<u>(2,703.45)</u>	<u>91.63</u>	<u>23,112.37</u>
<i>SUPPLIES</i>						
101-41110-200	100.00	100.00	39.50	(60.50)	39.50	20.30
101-41110-210	252.00	2,102.00	1,076.00	(1,026.00)	51.19	22.00
101-41110-213	1,500.00	.00	.00	.00	.00	.00
101-41110-214	1,500.00	500.00	312.75	(187.25)	62.55	249.64
<i>TOTAL SUPPLIES</i>	<u>3,352.00</u>	<u>2,702.00</u>	<u>1,428.25</u>	<u>(1,273.75)</u>	<u>52.86</u>	<u>291.94</u>
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304	1,500.00	875.00	.00	(875.00)	.00	405.00
101-41110-331	1,500.00	2,125.00	2,171.48	46.48	102.19	1,322.76
101-41110-334	150.00	150.00	.00	(150.00)	.00	95.04
101-41110-340	50.00	50.00	.00	(50.00)	.00	1,340.50
101-41110-360	1,000.00	207.00	206.47	(.53)	99.74	497.66
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>4,200.00</u>	<u>3,407.00</u>	<u>2,377.95</u>	<u>(1,029.05)</u>	<u>69.80</u>	<u>3,660.96</u>
<i>MISCELLANEOUS</i>						
101-41110-430	100.00	100.00	.00	(100.00)	.00	.00
101-41110-433	50.00	50.00	30.00	(20.00)	60.00	30.00
101-41110-440	1,500.00	2,150.00	2,150.00	.00	100.00	1,275.00
101-41110-441	1,500.00	1,500.00	1,137.23	(362.77)	75.82	1,679.19
101-41110-455	12,000.00	12,275.00	12,275.00	.00	100.00	12,275.00
<i>TOTAL MISCELLANEOUS</i>	<u>15,150.00</u>	<u>16,075.00</u>	<u>15,592.23</u>	<u>(482.77)</u>	<u>97.00</u>	<u>15,259.19</u>
TOTAL MAYOR AND CITY COUNCIL	<u><u>55,012.00</u></u>	<u><u>54,494.00</u></u>	<u><u>49,004.98</u></u>	<u><u>(5,489.02)</u></u>	<u><u>89.93</u></u>	<u><u>42,324.46</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	112,486.00	112,486.00	106,352.87	(6,133.13)	94.55	112,592.62
101-41320-102 FULL-TIME EMPLOYEES - OVERTIME	300.00	300.00	.00	(300.00)	.00	83.43
101-41320-103 PART-TIME - REGULAR	35,631.00	40,051.00	26,160.67	(13,890.33)	65.32	32,834.44
101-41320-121 PERA (EMPLOYER)	11,336.00	11,668.00	9,938.53	(1,729.47)	85.18	10,738.68
101-41320-122 FICA/MEDICARE (EMPLOYER)	11,562.00	11,898.00	9,865.61	(2,032.39)	82.92	10,729.76
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	15,368.00	15,368.00	15,382.11	14.11	100.09	14,280.72
101-41320-132 ADMIN-LONGEVITY PAY	2,730.00	2,730.00	.00	(2,730.00)	.00	.00
101-41320-133 ADMIN--INS DEDUCTIBLE CONTRIB	1,200.00	1,200.00	1,200.00	.00	100.00	1,200.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,222.00	1,257.00	766.91	(490.09)	61.01	901.83
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	1,000.00	4,000.00	2,192.28	(1,807.72)	54.81	183.49
101-41320-154 HRA/FLEX FEES	200.00	200.00	206.05	6.05	103.03	220.15
TOTAL PERSONAL SERVICES	193,035.00	201,158.00	172,065.03	(29,092.97)	85.54	183,765.12
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,320.18	(179.82)	88.01	1,356.22
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	845.67	(1,154.33)	42.28	2,063.83
101-41320-203 CITY NEWSLETTER COSTS	4,500.00	1,700.00	.00	(1,700.00)	.00	2,487.44
101-41320-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	.00
101-41320-209 SOFTWARE UPDATES	1,000.00	1,800.00	1,417.99	(382.01)	78.78	2,291.90
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	145.70	(354.30)	29.14	420.00
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	500.00	500.00	.00	(500.00)	.00	.00
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	950.92	(49.08)	95.09	647.99
TOTAL SUPPLIES	11,500.00	9,500.00	4,680.46	(4,819.54)	49.27	9,267.38
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	2,000.00	31,150.00	23,336.76	(7,813.24)	74.92	488.75
101-41320-313 IT MGMT & BACKUP	.00	3,000.00	2,258.10	(741.90)	75.27	.00
101-41320-322 POSTAGE	5,500.00	3,000.00	3,489.21	489.21	116.31	3,385.44
101-41320-331 TRAVEL/MEALS/LODGING	750.00	551.00	550.91	(.09)	99.98	537.23
101-41320-334 MILEAGE REIMBURSEMENT	300.00	300.00	134.82	(165.18)	44.94	205.96
101-41320-340 ADVERTISING	1,000.00	.00	.00	.00	.00	1,340.50
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	800.00	1,000.00	882.79	(117.21)	88.28	1,698.50
101-41320-360 INSURANCE AND BONDS	1,900.00	1,593.00	1,592.09	(.91)	99.94	1,627.77
TOTAL OTHER SERVICES AND CHA	12,250.00	40,594.00	32,244.68	(8,349.32)	79.43	9,284.15

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	202.00	202.00	.00	(202.00)	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,500.00	12,200.00	10,630.43	(1,569.57)	87.13	10,447.00
101-41320-430 MISCELLANEOUS	100.00	100.00	.00	(100.00)	.00	.00
101-41320-433 DUES AND SUBSCRIPTIONS	500.00	529.00	528.60	(.40)	99.92	584.30
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	14,000.00	12,648.00	(1,352.00)	90.34	13,096.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	970.00	825.70	(144.30)	85.12	915.00
101-41320-489 OTHER CONTRACTED SERVICES	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>27,802.00</u>	<u>28,501.00</u>	<u>24,632.73</u>	<u>(3,868.27)</u>	<u>86.43</u>	<u>25,042.30</u>
TOTAL ADMINISTRATION	<u><u>244,587.00</u></u>	<u><u>279,753.00</u></u>	<u><u>233,622.90</u></u>	<u><u>(46,130.10)</u></u>	<u><u>83.51</u></u>	<u><u>227,358.95</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ELECTIONS</u>							
<i>PERSONAL SERVICES</i>							
101-41410-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	6,535.02
	<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	.00	6,535.02
<i>SUPPLIES</i>							
101-41410-201	OFFICE SUPPLIES - ACCESSORIES	.00	.00	.00	.00	.00	174.99
	<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	174.99
<i>OTHER SERVICES AND CHARGES</i>							
101-41410-331	TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00	93.18
101-41410-351	LEGAL NOTICES/ORD PUBLISHING	.00	.00	.00	.00	.00	81.20
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	.00	.00	.00	174.38
<i>MISCELLANEOUS</i>							
101-41410-408	MAINT CONTRACTS - MACH/EQUIP	1,200.00	1,200.00	775.00	(425.00)	64.58	727.88
	<i>TOTAL MISCELLANEOUS</i>	1,200.00	1,200.00	775.00	(425.00)	64.58	727.88
	TOTAL ELECTIONS	1,200.00	1,200.00	775.00	(425.00)	64.58	7,612.27

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>FINANCE/MIS</i>						
<i>PERSONAL SERVICES</i>						
101-41500-101	FULL-TIME EMPLOYEES - REGULAR	153,380.00	153,380.00	145,586.43 (7,793.57)	94.92	154,038.91
101-41500-102	FULL-TIME EMPLOYEES - OVERTIME	100.00	100.00	.00 (100.00)	.00	.00
101-41500-121	PERA (EMPLOYER)	11,839.00	11,839.00	10,918.98 (920.02)	92.23	11,476.32
101-41500-122	FICA/MEDICARE (EMPLOYER)	12,075.00	12,075.00	10,816.42 (1,258.58)	89.58	11,402.05
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	30,735.00	30,735.00	30,756.22 21.22	100.07	28,554.48
101-41500-132	FINANCE LONGEVITY PAY	4,363.00	4,363.00	.00 (4,363.00)	.00	.00
101-41500-133	FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	2,400.00 .00	100.00	2,442.68
101-41500-151	WORKERS' COMPENSATION PREMIU	1,276.00	1,276.00	826.93 (449.07)	64.81	636.79
101-41500-154	HRA/FLEX FEES	200.00	200.00	137.40 (62.60)	68.70	146.80
	<i>TOTAL PERSONAL SERVICES</i>	<i>216,368.00</i>	<i>216,368.00</i>	<i>201,442.38 (14,925.62)</i>	<i>93.10</i>	<i>208,698.03</i>
<i>SUPPLIES</i>						
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	1,400.00	1,329.00	748.91 (580.09)	56.35	1,380.45
101-41500-204	STATIONARY, FORMS & ENVELOPES	3,500.00	1,800.00	2,230.06 430.06	123.89	1,640.78
101-41500-209	SOFTWARE UPDATES	1,000.00	700.00	675.00 (25.00)	96.43	1,275.00
101-41500-210	MISCELLANEOUS OPER SUPPLIES	500.00	400.00	126.65 (273.35)	31.66	478.77
101-41500-240	SMALL TOOLS AND MINOR EQUIPME	2,000.00	200.00	.00 (200.00)	.00	2,457.00
	<i>TOTAL SUPPLIES</i>	<i>8,400.00</i>	<i>4,429.00</i>	<i>3,780.62 (648.38)</i>	<i>85.36</i>	<i>7,232.00</i>
<i>OTHER SERVICES AND CHARGES</i>						
101-41500-301	AUDITING AND ACCOUNTING	30,000.00	30,000.00	30,000.00 .00	100.00	28,965.87
101-41500-304	MISC PROFESSIONAL SERVICES	1,000.00	2,838.00	2,838.00 .00	100.00	.00
101-41500-308	ISANTI CO ASSESSMENT MGMT FEE	750.00	471.00	471.00 .00	100.00	565.00
101-41500-309	EDP PROFESSIONAL SERVICES	25,000.00	24,362.00	19,028.25 (5,333.75)	78.11	29,108.13
101-41500-313	IT MGMT & BACKUP	.00	3,000.00	2,258.10 (741.90)	75.27	.00
101-41500-331	TRAVEL/MEALS/LODGING	500.00	250.00	93.92 (156.08)	37.57	98.00
101-41500-334	MILEAGE REIMBURSEMENT	440.00	440.00	300.12 (139.88)	68.21	283.50
101-41500-351	LEGAL NOTICES/ORD PUBLISHING	400.00	400.00	369.56 (30.44)	92.39	530.10
101-41500-360	INSURANCE AND BONDS	1,600.00	1,433.00	1,432.96 (.04)	100.00	1,412.64
	<i>TOTAL OTHER SERVICES AND CHA</i>	<i>59,690.00</i>	<i>63,194.00</i>	<i>56,791.91 (6,402.09)</i>	<i>89.87</i>	<i>60,963.24</i>
<i>MISCELLANEOUS</i>						
101-41500-409	MAINT CONTRACTS - OFFICE EQUIP	14,500.00	15,500.00	15,458.00 (42.00)	99.73	13,808.00
101-41500-430	MISCELLANEOUS	365.00	205.00	.00 (205.00)	.00	245.45
101-41500-433	DUES AND SUBSCRIPTIONS	2,000.00	1,560.00	1,527.40 (32.60)	97.91	1,554.30
101-41500-440	SCHOOLS AND MEETINGS	1,724.00	1,724.00	2,082.00 358.00	120.77	1,248.00
	<i>TOTAL MISCELLANEOUS</i>	<i>18,589.00</i>	<i>18,989.00</i>	<i>19,067.40 78.40</i>	<i>100.41</i>	<i>16,855.75</i>
	<i>TOTAL FINANCE/MIS</i>	<i>303,047.00</i>	<i>302,980.00</i>	<i>281,082.31 (21,897.69)</i>	<i>92.77</i>	<i>293,749.02</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	55,000.00	55,000.00	21,336.73	(33,663.27)	38.79	46,514.22
101-41610-305 PROSECUTION SERVICES	40,000.00	40,000.00	32,918.30	(7,081.70)	82.30	39,501.96
<i>TOTAL OTHER SERVICES & CHARG</i>	<u>95,000.00</u>	<u>95,000.00</u>	<u>54,255.03</u>	<u>(40,744.97)</u>	<u>57.11</u>	<u>86,016.18</u>
TOTAL LEGAL	<u><u>95,000.00</u></u>	<u><u>95,000.00</u></u>	<u><u>54,255.03</u></u>	<u><u>(40,744.97)</u></u>	<u><u>57.11</u></u>	<u><u>86,016.18</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	182,573.00	182,573.00	172,111.53 (10,461.47)	94.27	219,697.14
101-41920-102	FULL-TIME EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	27.99
101-41920-121	PERA (EMPLOYER)	13,954.00	13,954.00	12,913.98 (1,040.02)	92.55	14,573.99
101-41920-122	FICA/MEDICARE (EMPLOYER)	14,233.00	14,233.00	12,537.08 (1,695.92)	88.08	16,218.09
101-41920-131	MEDICAL/DENTAL/LIFE	46,102.00	46,102.00	46,122.37	20.37	100.04	44,054.82
101-41920-132	BLDG DEPT LONGEVITY PAY	3,485.00	3,485.00	.00 (3,485.00)	.00	.00
101-41920-133	BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	1,765.19 (1,834.81)	49.03	4,135.26
101-41920-151	WORKERS' COMPENSATION PREMIU	1,550.00	1,550.00	789.70 (760.30)	50.95	1,449.77
101-41920-154	HRA/FLEX FEES	250.00	250.00	206.05 (43.95)	82.42	220.15
	TOTAL PERSONAL SERVICES	265,747.00	265,747.00	246,445.90 (19,301.10)	92.74	300,377.21
<i>SUPPLIES</i>							
101-41920-201	OFFICE SUPPLIES	750.00	750.00	414.33 (335.67)	55.24	562.17
101-41920-209	SOFTWARE UPDATES	500.00	500.00	.00 (500.00)	.00	.00
101-41920-210	MISCELLANEOUS OPER SUPPLIES	1,200.00	1,200.00	127.00 (1,073.00)	10.58	587.72
101-41920-212	GASOLINE/FUEL/LUBRICANTS/ADDIT	2,600.00	2,600.00	1,096.50 (1,503.50)	42.17	1,103.82
101-41920-221	REPAIRS & MAINT SUPP VEH/EQUIP	800.00	800.00	(27.33) (827.33) ((3.42)	468.05
101-41920-240	SMALL TOOLS & MINOR EQUIPMENT	300.00	3,300.00	3,205.64 (94.36)	97.14	.00
	TOTAL SUPPLIES	6,150.00	9,150.00	4,816.14 (4,333.86)	52.64	2,721.76
<i>OTHER CHARGES & SERVICES</i>							
101-41920-304	MISC. PROFESSIONAL FEES	.00	149.00	148.75 (.25)	99.83	130.00
101-41920-309	EDP PROFESSIONAL SERVICES	1,500.00	500.00	101.25 (398.75)	20.25	2,120.62
101-41920-313	IT MGMT & BACKUP	.00	3,000.00	2,338.10 (661.90)	77.94	.00
101-41920-321	TELEPHONE/CELLULAR PHONES	2,700.00	1,700.00	1,570.28 (129.72)	92.37	1,673.63
101-41920-331	TRAVEL/MEALS/LODGING	300.00	300.00	.00 (300.00)	.00	300.39
101-41920-334	MILEAGE REIMBURSEMENT	700.00	700.00	471.44 (228.56)	67.35	415.80
101-41920-340	ADVERTISING	.00	.00	.00	.00	.00	83.85
101-41920-360	INSURANCE AND BONDS	2,500.00	2,064.00	2,063.35 (.65)	99.97	2,072.37
	TOTAL OTHER CHARGES & SERVIC	7,700.00	8,413.00	6,693.17 (1,719.83)	79.56	6,796.66
<i>MISCELLANEOUS</i>							
101-41920-404	REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00 (250.00)	.00	46.00
101-41920-409	MAINT CONTRACTS-OFFICE EQUIP	2,500.00	2,500.00	2,090.00 (410.00)	83.60	2,270.00
101-41920-430	MISCELLANEOUS	200.00	200.00	7.28 (192.72)	3.64	65.08
101-41920-432	CREDIT CARD FEES-BLDG PERMITS	600.00	.00	.00	.00	.00	104.85
101-41920-433	DUES AND SUBSCRIPTIONS	1,400.00	1,400.00	496.49 (903.51)	35.46	532.00
101-41920-440	SCHOOLS & MEETINGS	2,800.00	2,800.00	1,070.00 (1,730.00)	38.21	1,261.00
	TOTAL MISCELLANEOUS	7,750.00	7,150.00	3,663.77 (3,486.23)	51.24	4,278.93
	TOTAL BUILDING DEPARTMENT	287,347.00	290,460.00	261,618.98 (28,841.02)	90.07	314,174.56

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	30,000.00	30,000.00	25,289.56	(4,710.44)	84.30	25,574.93
<i>TOTAL OTHER CHARGES & SERVIC</i>	30,000.00	30,000.00	25,289.56	(4,710.44)	84.30	25,574.93
TOTAL ENGINEERING	30,000.00	30,000.00	25,289.56	(4,710.44)	84.30	25,574.93

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PLANNING						
<i>PERSONAL SERVICES</i>						
101-41935-101	140,961.00	140,961.00	133,769.69	(7,191.31)	94.90	229,491.10
101-41935-112	2,500.00	2,000.00	1,400.00	(600.00)	70.00	1,935.00
101-41935-121	10,870.00	10,870.00	10,032.72	(837.28)	92.30	17,010.42
101-41935-122	11,280.00	11,280.00	9,728.70	(1,551.30)	86.25	16,793.85
101-41935-131	30,735.00	30,735.00	30,764.22	29.22	100.10	42,828.24
101-41935-132	3,980.00	3,980.00	.00	(3,980.00)	.00	.00
101-41935-133	2,400.00	2,400.00	708.46	(1,691.54)	29.52	3,134.68
101-41935-151	1,199.00	1,199.00	642.13	(556.87)	53.56	1,108.44
101-41935-154	200.00	200.00	137.40	(62.60)	68.70	220.15
<i>TOTAL PERSONAL SERVICES</i>	<i>204,125.00</i>	<i>203,625.00</i>	<i>187,183.32</i>	<i>(16,441.68)</i>	<i>91.93</i>	<i>312,521.88</i>
<i>SUPPLIES</i>						
101-41935-201	700.00	700.00	739.69	39.69	105.67	1,276.77
101-41935-209	1,200.00	1,200.00	1,382.50	182.50	115.21	1,476.76
101-41935-210	200.00	200.00	127.00	(73.00)	63.50	420.00
101-41935-212	350.00	350.00	109.75	(240.25)	31.36	196.00
101-41935-221	200.00	537.00	675.57	138.57	125.80	16.00
101-41935-240	250.00	250.00	18.12	(231.88)	7.25	495.00
<i>TOTAL SUPPLIES</i>	<i>2,900.00</i>	<i>3,237.00</i>	<i>3,052.63</i>	<i>(184.37)</i>	<i>94.30</i>	<i>3,880.53</i>
<i>OTHER CHARGES & SERVICES</i>						
101-41935-301	2,500.00	2,160.00	.00	(2,160.00)	.00	.00
101-41935-304	2,500.00	2,500.00	.00	(2,500.00)	.00	280.00
101-41935-309	1,000.00	102.00	101.25	(.75)	99.26	846.25
101-41935-313	.00	3,000.00	2,258.10	(741.90)	75.27	.00
101-41935-321	1,500.00	.00	.00	.00	.00	897.49
101-41935-331	500.00	350.00	141.36	(208.64)	40.39	337.65
101-41935-334	250.00	75.00	47.62	(27.38)	63.49	12.20
101-41935-351	750.00	750.00	260.50	(489.50)	34.73	551.14
101-41935-360	11,000.00	10,133.00	10,132.66	(.34)	100.00	10,229.64
<i>TOTAL OTHER CHARGES & SERVIC</i>	<i>20,000.00</i>	<i>19,070.00</i>	<i>12,941.49</i>	<i>(6,128.51)</i>	<i>67.86</i>	<i>13,154.37</i>

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

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41935-404 REPAIRS & MAINT LABOR VEH/EQUI	300.00	.00	.00	.00	.00	.00
101-41935-409 MAINT CONTRACTS-OFFICE EQUIP	3,000.00	3,000.00	2,990.00	(10.00)	99.67	2,990.00
101-41935-430 MISCELLANEOUS	1,000.00	500.00	(5,301.50)	(5,801.50)	(1,060.30)	(4,347.11)
101-41935-431 PROPERTY SECURING EXP	.00	3,655.00	3,995.00	340.00	109.30	593.50
101-41935-432 ABATEMENT COSTS	.00	855.00	1,025.00	170.00	119.88	4,011.96
101-41935-433 DUES AND SUBSCRIPTIONS	600.00	872.00	871.60	(.40)	99.95	1,094.87
101-41935-440 SCHOOL AND MEETINGS	1,500.00	800.00	405.00	(395.00)	50.63	582.00
101-41935-488 COMP PLAN UPDATE	.00	23,000.00	22,160.24	(839.76)	96.35	64,263.31
101-41935-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	550.00	(450.00)	55.00	.00
101-41935-490 FLYOVER PICTURES	5,000.00	5,000.00	.00	(5,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>12,400.00</u>	<u>38,682.00</u>	<u>26,695.34</u>	<u>(11,986.66)</u>	<u>69.01</u>	<u>69,188.53</u>
TOTAL PLANNING	<u><u>239,425.00</u></u>	<u><u>264,614.00</u></u>	<u><u>229,872.78</u></u>	<u><u>(34,741.22)</u></u>	<u><u>86.87</u></u>	<u><u>398,745.31</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	24,920.00	24,920.00	23,215.24	(1,704.76)	93.16	25,044.81
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
101-41950-121 PERA (EMPLOYER)	1,961.00	1,961.00	1,741.14	(219.86)	88.79	1,799.76
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,001.00	2,001.00	1,714.22	(286.78)	85.67	1,843.73
101-41950-131 MEDICAL/DENTAL/LIFE	7,684.00	7,684.00	7,677.08	(6.92)	99.91	7,128.90
101-41950-132 LONGEVITY PAY	234.00	234.00	.00	(234.00)	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
101-41950-151 WORKERS' COMPENSATION PREMIU	1,568.00	1,568.00	1,052.67	(515.33)	67.13	1,336.50
101-41950-154 HRA/FLEX FEES	50.00	50.00	34.40	(15.60)	68.80	36.75
TOTAL PERSONAL SERVICES	40,018.00	40,018.00	35,434.75	(4,583.25)	88.55	37,190.45
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	74.97	(125.03)	37.49	29.49
101-41950-215 MAINTENANCE SUPPLIES	13,000.00	13,000.00	4,160.94	(8,839.06)	32.01	6,455.06
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	.00	(1,500.00)	.00	.00
TOTAL SUPPLIES	14,700.00	14,700.00	4,235.91	(10,464.09)	28.82	6,484.55
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	15,500.00	15,500.00	14,316.90	(1,183.10)	92.37	16,924.85
101-41950-360 INSURANCE AND BONDS	3,000.00	1,691.00	1,690.95	(.05)	100.00	1,917.45
101-41950-381 ELECTRIC UTILITIES	12,000.00	12,000.00	8,187.48	(3,812.52)	68.23	10,567.31
101-41950-382 WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	1,345.42	(54.58)	96.10	1,348.26
101-41950-383 GAS UTILITIES	10,000.00	10,000.00	4,580.99	(5,419.01)	45.81	5,711.93
101-41950-384 REFUSE HAULING	8,000.00	.00	.00	.00	.00	7,496.29
TOTAL OTHER SERVICES AND CHA	49,900.00	40,591.00	30,121.74	(10,469.26)	74.21	43,966.09
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	14,000.00	27,700.00	26,021.63	(1,678.37)	93.94	41,247.84
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	2,921.00	4,921.00	4,501.68	(419.32)	91.48	2,595.42
101-41950-413 RENTALS - OFFICE EQUIPMENT	14,000.00	13,000.00	8,085.12	(4,914.88)	62.19	16,548.59
101-41950-430 MISCELLANEOUS	500.00	500.00	287.70	(212.30)	57.54	577.45
TOTAL MISCELLANEOUS	31,421.00	46,121.00	38,896.13	(7,224.87)	84.33	60,969.30
TOTAL NEW CITY HALL BUILDING	136,039.00	141,430.00	108,688.53	(32,741.47)	76.85	148,610.39

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
POLICE DEPARTMENT						
<i>PERSONAL SERVICES</i>						
101-42100-101	1,067,445.00	1,042,125.00	975,288.43	(66,836.57)	93.59	1,009,147.57
101-42100-102	69,000.00	64,000.00	59,795.35	(4,204.65)	93.43	61,372.33
101-42100-103	23,658.00	23,659.00	25,495.65	1,836.65	107.76	25,983.55
101-42100-104	10,000.00	25,000.00	20,416.49	(4,583.51)	81.67	19,192.80
101-42100-110	.00	15,000.00	18,073.99	3,073.99	120.49	14,847.81
101-42100-116	39,150.00	39,150.00	32,090.64	(7,059.36)	81.97	.00
101-42100-117	.00	7,500.00	6,999.51	(500.49)	93.33	7,545.15
101-42100-121	193,529.00	204,912.00	175,401.14	(29,510.86)	85.60	171,860.81
101-42100-122	22,575.00	24,866.00	20,500.12	(4,365.88)	82.44	20,898.83
101-42100-131	253,513.00	253,513.00	257,462.03	3,949.03	101.56	229,483.56
101-42100-132	29,744.00	29,744.00	.00	(29,744.00)	.00	.00
101-42100-133	19,200.00	19,200.00	13,181.94	(6,018.06)	68.66	14,108.13
101-42100-151	52,100.00	52,745.00	41,568.66	(11,176.34)	78.81	37,411.26
101-42100-154	1,500.00	1,500.00	1,062.95	(437.05)	70.86	1,155.20
<i>TOTAL PERSONAL SERVICES</i>	1,781,414.00	1,802,914.00	1,647,336.90	(155,577.10)	91.37	1,613,007.00
<i>SUPPLIES</i>						
101-42100-201	3,300.00	3,300.00	2,074.16	(1,225.84)	62.85	2,313.75
101-42100-202	1,000.00	1,000.00	427.30	(572.70)	42.73	1,500.15
101-42100-209	5,250.00	5,250.00	1,194.16	(4,055.84)	22.75	8,232.12
101-42100-210	7,000.00	7,000.00	4,446.06	(2,553.94)	63.52	6,171.32
101-42100-212	45,000.00	38,000.00	27,070.07	(10,929.93)	71.24	31,677.38
101-42100-213	5,000.00	5,400.00	5,119.92	(280.08)	94.81	3,904.06
101-42100-214	1,000.00	1,200.00	1,270.12	70.12	105.84	1,733.66
101-42100-217	3,500.00	5,500.00	2,461.36	(3,038.64)	44.75	1,173.17
101-42100-221	16,500.00	16,500.00	12,921.00	(3,579.00)	78.31	17,855.97
101-42100-231	26,400.00	28,700.00	18,837.29	(9,862.71)	65.64	25,963.46
101-42100-232	2,000.00	2,000.00	2,045.40	45.40	102.27	2,750.66
101-42100-240	8,500.00	10,100.00	6,042.35	(4,057.65)	59.83	16,320.84
<i>TOTAL SUPPLIES</i>	124,450.00	123,950.00	83,909.19	(40,040.81)	67.70	119,596.54

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	15,000.00	3,508.00	3,289.25	(218.75)	93.76	11,065.30
101-42100-305 APPLICANT TESTING	2,200.00	5,000.00	2,793.00	(2,207.00)	55.86	4,422.55
101-42100-313 IT MGMT & BACKUP	.00	12,192.00	10,240.90	(1,951.10)	84.00	.00
101-42100-321 TELEPHONE/CELLULAR PHONES	13,332.00	13,332.00	13,049.34	(282.66)	97.88	12,446.40
101-42100-322 POSTAGE	300.00	300.00	280.30	(19.70)	93.43	282.06
101-42100-331 TRAVEL/MEALS/LODGING	4,800.00	3,100.00	1,712.24	(1,387.76)	55.23	1,590.48
101-42100-334 MILEAGE REIMBURSEMENT	200.00	.00	.00	.00	.00	211.14
101-42100-360 INSURANCE AND BONDS	35,500.00	34,657.00	34,656.56	(.44)	100.00	34,190.19
101-42100-381 ELECTRIC UTILITIES	6,100.00	6,100.00	4,210.68	(1,889.32)	69.03	5,434.60
101-42100-383 GAS UTILITIES	4,000.00	4,000.00	2,256.29	(1,743.71)	56.41	2,813.36
101-42100-391 POLICE-OLD MNDOT ELECTRIC	2,000.00	2,014.00	2,013.26	(.74)	99.96	4,419.17
101-42100-392 POLICE-OLD MNDOT WATER/SEWER	1,500.00	1,500.00	1,173.57	(326.43)	78.24	1,950.10
TOTAL OTHER SERVICES AND CHA	84,932.00	85,703.00	75,675.39	(10,027.61)	88.30	78,825.35
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	9,000.00	9,000.00	4,615.05	(4,384.95)	51.28	6,150.70
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	17,541.35	(3,958.65)	81.59	19,642.15
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	688.57	(811.43)	45.90	836.01
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	2,072.70	(627.30)	76.77	2,600.10
101-42100-413 RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00	419.19
101-42100-429 MNDOT FACILITY OPERATING COSTS	10,000.00	3,942.00	3,857.11	(84.89)	97.85	5,999.74
101-42100-433 DUES AND SUBSCRIPTIONS	6,270.00	6,860.00	7,438.48	578.48	108.43	4,791.02
101-42100-440 SCHOOLS AND MEETINGS	11,000.00	12,500.00	12,166.64	(333.36)	97.33	10,751.68
101-42100-489 OTHER CONTRACTED SERVICES	700.00	1,337.00	5,086.40	3,749.40	380.43	1,361.12
TOTAL MISCELLANEOUS	62,670.00	59,339.00	53,466.30	(5,872.70)	90.10	52,551.71
TOTAL POLICE DEPARTMENT	2,053,468.00	2,071,906.00	1,860,387.78	(211,518.22)	89.79	1,863,980.60

CITY OF CAMBRIDGE
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	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	73,528.00	73,528.00	68,325.68 (5,202.32)	92.92	70,339.13
101-42200-103	PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	38,078.00 (8,922.00)	81.02	43,938.00
101-42200-121	PERA (EMPLOYER)	11,991.00	11,991.00	11,068.83 (922.17)	92.31	11,442.76
101-42200-122	FICA/MEDICARE (EMPLOYER)	9,259.00	9,259.00	3,873.29 (5,385.71)	41.83	4,306.07
101-42200-131	MEDICAL/DENTAL/LIFE INS	15,367.00	15,367.00	15,362.11 15.11	100.10	14,280.72
101-42200-132	FIRE LONGEVITY PAY	491.00	491.00	.00 (491.00)	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00 (1,200.00)	.00	.00
101-42200-151	WORKERS' COMPENSATION PREMIU	31,393.00	31,393.00	24,872.88 (6,520.12)	79.23	25,097.99
101-42200-154	HRA/FLEX FEES	100.00	100.00	68.65 (31.35)	68.65	73.40
	TOTAL PERSONAL SERVICES	190,329.00	190,329.00	161,669.44 (28,659.56)	84.94	169,478.07
<i>SUPPLIES</i>						
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	800.00	800.00	533.45 (266.55)	66.68	123.25
101-42200-204	STATIONARY, FORMS AND ENVELOP	100.00	100.00	.00 (100.00)	.00	.00
101-42200-210	MISCELLANEOUS OPER SUPPLIES	7,500.00	9,500.00	9,556.05 56.05	100.59	4,566.05
101-42200-211	GRANT FUNDED SUPPLIES	.00	5,887.00	5,887.00 .00	100.00	.00
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,500.00	6,000.00	5,221.27 (778.73)	87.02	5,390.17
101-42200-215	SHOP MAINTENANCE SUPPLIES	200.00	200.00	8.99 (191.01)	4.50	.00
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	6,500.00	7,269.00	8,521.86 1,252.86	117.24	38,576.71
101-42200-223	REPAIR & MAINT SUPP - BLDGS	1,000.00	1,000.00	393.83 (606.17)	39.38	169.21
101-42200-231	UNIFORM ALLOWANCE	13,000.00	13,000.00	10,332.53 (2,667.47)	79.48	8,949.93
101-42200-240	FIRE DEPT SMALL TOOLS	4,000.00	4,000.00	1,071.69 (2,928.31)	26.79	797.80
101-42200-241	SMALL TOOLS GRANT FUNDED	.00	.00	.00 .00	.00	2,883.91
	TOTAL SUPPLIES	40,600.00	47,756.00	41,526.67 (6,229.33)	86.96	61,457.03
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-301	AUDITING AND ACCOUNTING	1,000.00	.00	.00 .00	.00	350.00
101-42200-304	MISC PROFESSIONAL SERVICES	7,500.00	8,637.00	8,736.60 99.60	101.15	9,735.25
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	10,000.00 .00	100.00	10,000.00
101-42200-313	IT MGMT & BACKUP	.00	3,000.00	2,258.10 (741.90)	75.27	.00
101-42200-321	TELEPHONE/CELLULAR PHONES	750.00	1,400.00	1,230.21 (169.79)	87.87	890.10
101-42200-331	TRAVEL/MEALS/LODGING	750.00	750.00	623.93 (126.07)	83.19	752.22
101-42200-334	MILEAGE REIMBURSEMENT	500.00	85.00	.00 (85.00)	.00	.00
101-42200-340	ADVERTISING	200.00	215.00	758.77 543.77	352.92	99.00
101-42200-360	INSURANCE AND BONDS	9,000.00	7,223.00	7,223.00 .00	100.00	7,065.12
101-42200-381	ELECTRIC UTILITIES	15,500.00	15,340.00	11,627.57 (3,712.43)	75.80	14,931.52
101-42200-382	WATER/WASTEWATER UTILITIES	650.00	650.00	395.95 (254.05)	60.92	543.15
101-42200-383	GAS UTILITIES	5,000.00	5,000.00	2,326.52 (2,673.48)	46.53	5,512.75
	TOTAL OTHER SERVICES AND CHA	50,850.00	52,300.00	45,180.65 (7,119.35)	86.39	49,879.11

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	600.00	330.00	(270.00)	55.00	308.20
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	2,400.00	2,638.13	238.13	109.92	1,306.00
101-42200-433 DUES AND SUBSCRIPTIONS	1,300.00	3,117.00	3,117.00	.00	100.00	1,165.00
101-42200-440 SCHOOLS AND MEETINGS	8,000.00	8,000.00	973.22	(7,026.78)	12.17	1,820.38
101-42200-441 GRANT FUNDED SCHOOLS	.00	3,133.00	3,132.07	(.93)	99.97	1,219.00
<i>TOTAL MISCELLANEOUS</i>	<u>12,300.00</u>	<u>17,250.00</u>	<u>10,190.42</u>	<u>(7,059.58)</u>	<u>59.07</u>	<u>5,818.58</u>
TOTAL FIRE DEPARTMENT	<u><u>294,079.00</u></u>	<u><u>307,635.00</u></u>	<u><u>258,567.18</u></u>	<u><u>(49,067.82)</u></u>	<u><u>84.05</u></u>	<u><u>286,632.79</u></u>

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EMERGENCY MANAGEMENT						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	500.00	140.00	.00	(140.00)	.00	.00
101-42300-202 DUPLICATING & COPYING SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
101-42300-209 SOFTWARE UPDATES	.00	.00	.00	.00	.00	916.00
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	333.00	(167.00)	66.60	532.97
101-42300-240 SMALL TOOLS AND MINOR EQUIP	3,000.00	3,000.00	2,207.18	(792.82)	73.57	9,524.50
TOTAL SUPPLIES	4,500.00	4,140.00	2,540.18	(1,599.82)	61.36	10,973.47
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304 MISC PROF SERVICES	.00	540.00	540.00	.00	100.00	2,596.25
101-42300-321 TELEPHONE	200.00	.00	.00	.00	.00	70.02
101-42300-331 TRAVEL/MEALS/LODGING	500.00	406.00	255.25	(150.75)	62.87	155.86
TOTAL OTHER SERVICES AND CHA	700.00	946.00	795.25	(150.75)	84.06	2,822.13
<i>MISCELLANEOUS</i>						
101-42300-440 SCHOOLS AND MEETINGS	1,500.00	260.00	42.00	(218.00)	16.15	750.00
101-42300-441 GRANT FUNDED SCHOOLS	.00	.00	.00	.00	.00	600.00
101-42300-489 OTHER CONTRACTED SERVICES	.00	1,354.00	1,353.51	(.49)	99.96	.00
TOTAL MISCELLANEOUS	1,500.00	1,614.00	1,395.51	(218.49)	86.46	1,350.00
TOTAL EMERGENCY MANAGEMENT	6,700.00	6,700.00	4,730.94	(1,969.06)	70.61	15,145.60

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FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>							
<i>OTHER SERVICES & CHARGES</i>							
101-42700-310	ANIMAL CONTROL SERVICES	5,500.00	5,500.00	4,479.13	(1,020.87)	81.44	4,985.00
<i>TOTAL OTHER SERVICES & CHARG</i>		5,500.00	5,500.00	4,479.13	(1,020.87)	81.44	4,985.00
TOTAL ANIMAL CONTROL		5,500.00	5,500.00	4,479.13	(1,020.87)	81.44	4,985.00

CITY OF CAMBRIDGE
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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
STREETS						
<i>PERSONAL SERVICES</i>						
101-43001-101	FULL-TIME EMPLOYEES - REGULAR	511,361.00	532,448.00	493,855.85 (38,592.15)	92.75	532,210.74
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	32,080.00	7,405.00	3,295.56 (4,109.44)	44.50	3,185.30
101-43001-104	TEMP/SEAS EMPLOYEES REGULAR	12,430.00	26,697.00	14,266.42 (12,430.58)	53.44	10,363.35
101-43001-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	7.41
101-43001-110	HOURS WORKED HOLIDAY	.00	2,175.00	2,173.93 (1.07)	99.95	.00
101-43001-111	OVERTIME-SNOWPLOWING	.00	24,000.00	13,721.63 (10,278.37)	57.17	23,552.55
101-43001-112	OVERTIME MOSQUITO SPRAYING	.00	675.00	674.56 (.44)	99.93	3,025.66
101-43001-121	PERA (EMPLOYER)	43,397.00	43,800.00	38,260.95 (5,539.05)	87.35	41,787.22
101-43001-122	FICA/MEDICARE (EMPLOYER)	45,216.00	45,626.00	39,185.04 (6,440.96)	85.88	42,402.94
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	133,186.00	133,186.00	126,521.78 (6,664.22)	95.00	123,667.53
101-43001-132	STREETS LONGEVITY PAY	19,215.00	19,403.00	.00 (19,403.00)	.00	.00
101-43001-133	STREETS INS DEDUCTIBLE CONTRIB	10,400.00	10,400.00	5,362.67 (5,037.33)	51.56	6,988.24
101-43001-151	WORKERS' COMPENSATION PREMIU	53,429.00	53,959.00	37,466.56 (16,492.44)	69.44	40,392.61
101-43001-154	HRA/FLEX FEES	725.00	725.00	594.75 (130.25)	82.03	635.45
	TOTAL PERSONAL SERVICES	861,439.00	900,499.00	775,379.70 (125,119.30)	86.11	828,219.00
<i>SUPPLIES</i>						
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,000.00	1,500.00	1,275.96 (224.04)	85.06	1,644.91
101-43001-202	DUPLICATING AND COPYING SUPPLI	100.00	100.00	29.99 (70.01)	29.99	59.98
101-43001-204	STATIONERY, FORMS & ENVELOPES	100.00	100.00	.00 (100.00)	.00	173.75
101-43001-209	SOFTWARE UPDATES	750.00	750.00	544.00 (206.00)	72.53	.00
101-43001-210	MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	8,465.85 (3,534.15)	70.55	9,665.65
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	45,000.00	30,000.00	17,832.10 (12,167.90)	59.44	26,527.56
101-43001-215	SHOP MAINTENANCE SUPPLIES	500.00	2,500.00	870.51 (1,629.49)	34.82	1,626.51
101-43001-219	SNOW REMOVAL MATERIALS	70,000.00	70,000.00	55,055.57 (14,944.43)	78.65	48,407.43
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	42,000.00	42,000.00	50,530.13 8,530.13	120.31	52,769.77
101-43001-224	REPAIR & MAINT-INFRASTRUCTURE	14,000.00	14,000.00	9,856.40 (4,143.60)	70.40	15,954.45
101-43001-226	SIGNS	6,000.00	6,000.00	4,484.20 (1,515.80)	74.74	3,271.82
101-43001-240	SMALL TOOLS AND MINOR EQUIP	4,000.00	4,835.00	5,255.84 420.84	108.70	6,573.31
	TOTAL SUPPLIES	195,450.00	183,785.00	154,200.55 (29,584.45)	83.90	166,675.14
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304	MISC PROFESSIONAL FEES	5,000.00	2,200.00	2,250.98 50.98	102.32	4,434.92
101-43001-313	IT MGMT & BACKUP	.00	3,000.00	2,298.10 (701.90)	76.60	.00
101-43001-321	TELEPHONE/CELLULAR PHONES	6,000.00	10,000.00	10,319.51 319.51	103.20	12,342.81
101-43001-331	TRAVEL/MEALS/LODGING	500.00	500.00	53.50 (446.50)	10.70	.00
101-43001-340	ADVERTISING	400.00	400.00	.00 (400.00)	.00	.00
101-43001-360	INSURANCE AND BONDS	20,500.00	15,602.00	15,601.54 (.46)	100.00	16,084.53
101-43001-381	ELECTRIC UTILITIES	400.00	400.00	302.50 (97.50)	75.63	361.52
101-43001-382	WATER/WASTEWATER UTILITIES	600.00	600.00	521.66 (78.34)	86.94	1,183.83
101-43001-384	REFUSE HAULING	.00	4,000.00	2,652.13 (1,347.87)	66.30	.00
	TOTAL OTHER SERVICES AND CHA	33,400.00	36,702.00	33,999.92 (2,702.08)	92.64	34,407.61

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	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	4,000.00	4,000.00	100.00	(3,900.00)	2.50	2,119.90
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	(500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	18,000.00	14,964.51	(3,035.49)	83.14	9,800.53
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	.00	(3,000.00)	.00	2,151.48
101-43001-417 RENTALS - UNIFORMS	9,000.00	9,000.00	6,023.83	(2,976.17)	66.93	6,237.23
101-43001-430 MISCELLANEOUS	2,500.00	1,500.00	.00	(1,500.00)	.00	30.00
101-43001-433 DUES AND SUBSCRIPTIONS	800.00	800.00	607.85	(192.15)	75.98	1,175.94
101-43001-440 SCHOOLS AND MEETINGS	1,000.00	1,000.00	1,195.00	195.00	119.50	510.00
101-43001-444 INSECT CONTROL	7,000.00	7,000.00	5,523.00	(1,477.00)	78.90	6,824.40
101-43001-445 DISEASED TREE PROGRAM	7,500.00	7,500.00	5,292.00	(2,208.00)	70.56	24,852.15
101-43001-446 WEED CONTROL	2,500.00	2,613.00	2,612.34	(.66)	99.97	3,325.90
101-43001-447 DOWNTOWN DECORATIONS	7,000.00	7,000.00	6,458.43	(541.57)	92.26	7,697.30
101-43001-451 TOWNSHIP PAVEMENT ASSESSMENT	.00	13,492.00	.00	(13,492.00)	.00	13,491.72
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	6,381.51	(5,618.49)	53.18	14,808.26
TOTAL MISCELLANEOUS	74,800.00	87,405.00	49,158.47	(38,246.53)	56.24	93,024.81
TOTAL STREETS	1,165,089.00	1,208,391.00	1,012,738.64	(195,652.36)	83.81	1,122,326.56

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>STREET LIGHTING</u>						
<i>SUPPLIES</i>						
101-43160-238 REPAIR & MAINT SUPP - INFRAS	20,000.00	10,000.00	12,483.11	2,483.11	124.83	9,025.02
<i>TOTAL SUPPLIES</i>	20,000.00	10,000.00	12,483.11	2,483.11	124.83	9,025.02
<i>OTHER SERVICES & CHARGES</i>						
101-43160-381 ELECTRIC UTILITIES	165,000.00	175,000.00	140,932.11	(34,067.89)	80.53	172,833.28
<i>TOTAL OTHER SERVICES & CHARG</i>	165,000.00	175,000.00	140,932.11	(34,067.89)	80.53	172,833.28
<i>MISCELLANEOUS</i>						
101-43160-402 SIGNAL LIGHT REPAIRS	1,500.00	8,100.00	8,100.00	.00	100.00	630.00
<i>TOTAL MISCELLANEOUS</i>	1,500.00	8,100.00	8,100.00	.00	100.00	630.00
TOTAL STREET LIGHTING	186,500.00	193,100.00	161,515.22	(31,584.78)	83.64	182,488.30

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FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MAINTENANCE BUILDING						
<i>SUPPLIES</i>						
101-43170-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	143.59	(356.41)	28.72	.00
<i>TOTAL SUPPLIES</i>	500.00	500.00	143.59	(356.41)	28.72	.00
<i>OTHER SERVICES AND CHARGES</i>						
101-43170-381 ELECTRIC UTILITIES	3,000.00	3,000.00	1,914.41	(1,085.59)	63.81	2,352.51
101-43170-382 WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	1,375.03	(624.97)	68.75	1,584.97
101-43170-383 GAS UTILITIES	13,000.00	12,000.00	7,684.40	(4,315.60)	64.04	9,463.08
<i>TOTAL OTHER SERVICES AND CHA</i>	18,000.00	17,000.00	10,973.84	(6,026.16)	64.55	13,400.56
<i>MISCELLANEOUS</i>						
101-43170-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	1,500.00	.00	100.00	841.00
101-43170-430 MISCELLANEOUS	1,000.00	.00	.00	.00	.00	.00
<i>TOTAL MISCELLANEOUS</i>	2,500.00	1,500.00	1,500.00	.00	100.00	841.00
TOTAL MAINTENANCE BUILDING	21,000.00	19,000.00	12,617.43	(6,382.57)	66.41	14,241.56

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FUND 101 - GENERAL FUND

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
ICE RINK							
<i>PERSONAL SERVICES</i>							
101-45127-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	4,560.00	470.61	(4,089.39)	10.32	.00
101-45127-121	PERA (EMPLOYER)	.00	342.00	.00	(342.00)	.00	.00
101-45127-122	FICA/MEDICARE (EMPLOYER)	.00	349.00	36.01	(312.99)	10.32	.00
101-45127-151	WORKERS' COMPENSATION PREMIU	.00	217.00	.00	(217.00)	.00	.00
TOTAL PERSONAL SERVICES		.00	5,468.00	506.62	(4,961.38)	9.27	.00
<i>SUPPLIES</i>							
101-45127-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	1,459.62	959.62	291.92	263.11
101-45127-215	SHOP MAINTENANCE SUPPLIES	102.00	102.00	.00	(102.00)	.00	.00
101-45127-221	REPAIR & MAINT SUPP - VEH/EQ	1,800.00	5,000.00	5,002.66	2.66	100.05	69.45
101-45127-223	REPAIR & MAINT SUPP - BLDGS	450.00	450.00	436.41	(13.59)	96.98	85.00
TOTAL SUPPLIES		2,852.00	6,052.00	6,898.69	846.69	113.99	417.56
<i>OTHER SERVICES AND CHARGES</i>							
101-45127-321	TELEPHONE/CELLULAR PHONES	.00	1,500.00	1,007.81	(492.19)	67.19	.00
101-45127-360	INSURANCE AND BONDS	2,500.00	.00	.00	.00	.00	.00
101-45127-381	ELECTRIC UTILITIES	14,000.00	50,000.00	34,722.06	(15,277.94)	69.44	4,289.82
101-45127-382	WATER/WASTEWATER UTILITIES	1,000.00	1,000.00	582.29	(417.71)	58.23	.00
101-45127-383	GAS UTILITIES	6,000.00	4,000.00	3,588.15	(411.85)	89.70	3,915.81
TOTAL OTHER SERVICES AND CHA		23,500.00	56,500.00	39,900.31	(16,599.69)	70.62	8,205.63
<i>MISCELLANEOUS</i>							
101-45127-401	REPAIR & MAINT LABOR - BLDGS	.00	1,000.00	702.00	(298.00)	70.20	.00
101-45127-415	RENTALS - OTHER EQUIPMENT	500.00	483.00	342.14	(140.86)	70.84	423.33
101-45127-487	ICE RINK LIGHTING LEASE	23,148.00	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS		23,648.00	1,483.00	1,044.14	(438.86)	70.41	423.33
TOTAL ICE RINK		50,000.00	69,503.00	48,349.76	(21,153.24)	69.56	9,046.52

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	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
PARKS & RECREATION						
<i>PERSONAL SERVICES</i>						
101-45200-101	FULL-TIME EMPLOYEES - REGULAR	111,011.00	111,863.00	104,625.63 (7,237.37)	93.53	110,121.50
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	172.53 (827.47)	17.25	765.12
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	12,428.00	6,926.00	6,925.67 (.33)	100.00	9,825.00
101-45200-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00 .00	.00	3.75
101-45200-112	PARKS & REC COMM STIPENDS	3,000.00	2,000.00	1,000.00 (1,000.00)	50.00	1,000.00
101-45200-121	PERA (EMPLOYER)	8,510.00	8,575.00	7,859.86 (715.14)	91.66	8,171.37
101-45200-122	FICA/MEDICARE (EMPLOYER)	9,860.00	9,928.00	8,325.62 (1,602.38)	83.86	8,958.21
101-45200-131	MEDICAL/DENTAL/LIFE	30,761.00	30,761.00	30,760.74 (.26)	100.00	28,561.44
101-45200-132	PARKS LONGEVITY PAY	1,459.00	1,473.00	.00 (1,473.00)	.00	.00
101-45200-133	PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	2,429.19 29.19	101.22	1,936.58
101-45200-151	WORKERS' COMPENSATION PREMIU	5,736.00	5,775.00	4,839.18 (935.82)	83.80	4,629.24
101-45200-154	HRA/FLEX FEES	200.00	200.00	137.40 (62.60)	68.70	146.80
	TOTAL PERSONAL SERVICES	186,365.00	180,901.00	167,075.82 (13,825.18)	92.36	174,119.01
<i>SUPPLIES</i>						
101-45200-210	MISCELLANEOUS OPER SUPPLIES	3,500.00	5,000.00	5,277.33 277.33	105.55	4,040.13
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	5,000.00	7,000.00	5,597.35 (1,402.65)	79.96	7,883.58
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	6,000.00	7,000.00	7,530.49 530.49	107.58	5,243.18
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	5,000.00	9,000.00	8,752.02 (247.98)	97.24	8,021.10
101-45200-226	SIGNS	1,000.00	800.00	.00 (800.00)	.00	.00
101-45200-227	CITY PARK LIGHT POLE PROJECT	.00	8,500.00	8,333.77 (166.23)	98.04	.00
101-45200-230	MASTER GARDENERS SUPPLIES	200.00	666.00	665.09 (.91)	99.86	250.00
101-45200-240	SMALL TOOLS & MINOR EQUIP	300.00	1,000.00	825.67 (174.33)	82.57	635.88
	TOTAL SUPPLIES	21,000.00	38,966.00	36,981.72 (1,984.28)	94.91	26,073.87
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304	PROFESSIONAL SERV-PARK STUDY	.00	447.00	447.00 .00	100.00	555.00
101-45200-305	PARK CONTRACTED SERVICES	500.00	5,066.00	5,266.00 200.00	103.95	361.00
101-45200-321	TELEPHONE/CELLULAR PHONES	500.00	300.00	.00 (300.00)	.00	.00
101-45200-340	ADVERTISING	350.00	350.00	.00 (350.00)	.00	.00
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	.00 (200.00)	.00	.00
101-45200-360	INSURANCE AND BONDS	20,000.00	18,052.00	18,051.16 (.84)	100.00	16,129.27
101-45200-381	ELECTRIC UTILITIES	24,000.00	24,000.00	24,066.98 66.98	100.28	23,139.99
101-45200-382	WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	3,034.96 1,034.96	151.75	1,034.58
	TOTAL OTHER SERVICES AND CHA	47,550.00	50,415.00	50,866.10 451.10	100.89	41,219.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	1,275.00	2,400.00	2,265.23	(134.77)	94.38	5,405.00
101-45200-415 RENTALS - OTHER EQUIPMENT	6,000.00	6,000.00	5,966.79	(33.21)	99.45	7,424.00
101-45200-417 RENTALS - UNIFORMS	.00	892.00	604.16	(287.84)	67.73	410.36
101-45200-430 MISCELLANEOUS	500.00	387.00	77.69	(309.31)	20.07	.00
101-45200-440 SCHOOLS AND MEETINGS	100.00	100.00	.00	(100.00)	.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	16,000.00	16,000.00	9,470.40	(6,529.60)	59.19	9,575.90
101-45200-485 PROPERTY TAXES	3,300.00	1,639.00	1,639.00	.00	100.00	3,106.00
101-45200-486 SUMMER RECREATION	1,800.00	1,900.00	.00	(1,900.00)	.00	1,933.47
101-45200-488 LIBRARY EXPENSES	26,000.00	24,000.00	19,489.11	(4,510.89)	81.20	22,361.46
101-45200-489 SENIOR ACTIVITY CENTER EXP	.00	225.00	225.00	.00	100.00	281.25
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	500.00	840.00	840.00	.00	100.00	750.00
101-45200-494 CAMB/ISANTI FALL COMM EVENT	2,425.00	.00	.00	.00	.00	18.59
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	3,075.00	3,075.00	.00	100.00	1,667.50
101-45200-496 PARKS ARTS & PROGRAMMING	15,000.00	20,820.00	20,879.35	59.35	100.29	9,185.38
101-45200-497 ISANTI CO MASTER TRAIL CONTRIB	.00	1,000.00	1,000.00	.00	100.00	.00
101-45200-498 PICKLEBALL GRANT EXPENDITURES	.00	2,052.00	2,052.00	.00	100.00	.00
<i>TOTAL MISCELLANEOUS</i>	<u>77,400.00</u>	<u>81,330.00</u>	<u>67,583.73</u>	<u>(13,746.27)</u>	<u>83.10</u>	<u>62,138.91</u>
TOTAL PARKS & RECREATION	<u><u>332,315.00</u></u>	<u><u>351,612.00</u></u>	<u><u>322,507.37</u></u>	<u><u>(29,104.63)</u></u>	<u><u>91.72</u></u>	<u><u>303,551.63</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	796,785.00	1,151,785.00	1,215,785.00	64,000.00	105.56	1,020,678.00
<i>TOTAL TRANSFERS</i>	<u>796,785.00</u>	<u>1,151,785.00</u>	<u>1,215,785.00</u>	<u>64,000.00</u>	<u>105.56</u>	<u>1,020,678.00</u>
TOTAL TRANSFERS OUT	<u><u>796,785.00</u></u>	<u><u>1,151,785.00</u></u>	<u><u>1,215,785.00</u></u>	<u><u>64,000.00</u></u>	<u><u>105.56</u></u>	<u><u>1,020,678.00</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 101 - GENERAL FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,303,091.00	6,845,063.00	6,145,888.52			6,367,242.63
NET REVENUES OVER EXPENDITURE	.00	(50,005.00)	(1,669,117.39)			137,552.02

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
CHARGES FOR SERVICES	65,000.00	65,000.00	71,780.86	(6,780.86)	110.43	71,852.05
OTHER	200.00	200.00	.00	200.00	.00	346.90
TOTAL FUND REVENUE	65,200.00	65,200.00	71,780.86	(6,580.86)	110.09	72,198.95
EXPENDITURES						
AIRPORT OPERATING						
AIRPORT OPERATING	62,200.00	62,200.00	55,795.43	6,404.57	89.70	73,049.42
TRANSFERS OUT	3,000.00	3,000.00	.00	3,000.00	.00	.00
TOTAL AIRPORT OPERATING	65,200.00	65,200.00	55,795.43	9,404.57	85.58	73,049.42
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	55,795.43	9,404.57	85.58	73,049.42
NET REVENUE OVER EXPENDITURES	.00	.00	15,985.43	(15,985.43)		(850.47)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	9,000.00	9,000.00	9,306.64	(306.64)	103.41	9,306.64
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	18,932.52	2,067.48	90.15	24,733.00
211-34925 AIRPLANE FUEL SALES	35,000.00	35,000.00	43,541.70	(8,541.70)	124.40	37,812.41
TOTAL CHARGES FOR SERVICES	65,000.00	65,000.00	71,780.86	(6,780.86)	110.43	71,852.05
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	346.90
TOTAL OTHER	200.00	200.00	.00	200.00	.00	346.90
TOTAL FUND REVENUE	65,200.00	65,200.00	71,780.86			72,198.95

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
AIRPORT OPERATING						
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	399.59 (600.41)	39.96	1,735.69
211-49000-212 GASOLINE/FUEL/ADDATIVES	1,000.00	1,000.00	.00 (1,000.00)	.00	.00
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	4,000.00	4,000.00	2,386.56 (1,613.44)	59.66	13,608.15
211-49000-223 REPAIR & MAINT SUPP - BLDGS	250.00	250.00	295.00	45.00	118.00	705.02
211-49000-226 SIGNS	150.00	150.00	.00 (150.00)	.00	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,500.00	2,500.00	315.02 (2,184.98)	12.60	1,882.93
211-49000-251 AIRPLANE FUEL COST OF SALES	31,000.00	31,000.00	38,170.21	7,170.21	123.13	34,858.85
TOTAL SUPPLIES	39,900.00	39,900.00	41,566.38	1,666.38	104.18	52,790.64
<i>OTHER SERVICES & CHARGES</i>						
211-49000-304 LEGAL FEES	250.00	250.00	765.00	515.00	306.00	.00
211-49000-321 TELEPHONE/CELLULAR PHONES	1,750.00	1,750.00	1,323.12 (426.88)	75.61	1,311.35
211-49000-331 TRAVEL/MEALS/LODGING	500.00	500.00	208.47 (291.53)	41.69	.00
211-49000-334 MILEAGE REIMBURSEMENT	.00	.00	128.40	128.40	.00	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	21.37 (78.63)	21.37	11.13
211-49000-360 INSURANCE AND BONDS	3,800.00	3,800.00	3,070.35 (729.65)	80.80	3,263.59
211-49000-381 ELECTRIC UTILITIES	6,200.00	6,200.00	5,284.04 (915.96)	85.23	5,792.97
TOTAL OTHER SERVICES & CHARG	12,600.00	12,600.00	10,800.75	(1,799.25)	85.72	10,379.04
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	950.00	950.00	.00 (950.00)	.00	5,169.37
211-49000-403 REPAIR & MAINT LABOR - INFRAST	5,000.00	5,000.00	.00 (5,000.00)	.00	1,383.02
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	1,032.88	32.88	103.29	1,210.00
211-49000-430 MISCELLANEOUS	2,000.00	2,000.00	1,636.42 (363.58)	81.82	1,493.35
211-49000-433 DUES AND SUBSCRIPTIONS	150.00	150.00	134.00 (16.00)	89.33	224.00
211-49000-440 SCHOOLS AND MEETINGS	200.00	200.00	225.00	25.00	112.50	.00
211-49000-441 MPCA PERMITS	.00	.00	400.00	400.00	.00	400.00
211-49000-489 OTHER CONTRACTED SERVICES	400.00	400.00	.00 (400.00)	.00	.00
TOTAL MISCELLANEOUS	9,700.00	9,700.00	3,428.30	(6,271.70)	35.34	9,879.74
TOTAL AIRPORT OPERATING	62,200.00	62,200.00	55,795.43	(6,404.57)	89.70	73,049.42

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
	<i>TOTAL TRANSFERS</i>	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
	TOTAL TRANSFERS OUT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 211 - AIRPORT OPERATING FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	55,795.43			73,049.42
NET REVENUES OVER EXPENDITURE	.00	.00	15,985.43			(850.47)

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUNDS 303-397 - DEBT SERVICE

	ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>				
31010 CURRENT	661,995.00	661,995.00	355,865.66	306,129.34
31020 DELINQUENT	.00	.00	5,282.17	(5,282.17)
31050 TAX INCREMENT	.00	.00	96,656.87	(96,656.87)
	<u>661,995.00</u>	<u>661,995.00</u>	<u>457,804.70</u>	<u>204,190.30</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	.00	.00	182,610.20	(182,610.20)
36101/36102 "PRINCIPAL, INT & PENALTIES"	406,137.00	406,137.00	229,801.27	176,335.73
	<u>406,137.00</u>	<u>406,137.00</u>	<u>412,411.47</u>	<u>(6,274.47)</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	500.00	500.00	.00	500.00
31050 BOND PROCEEDS	.00	.00	96,656.87	(96,656.87)
	<u>500.00</u>	<u>500.00</u>	<u>96,656.87</u>	<u>(96,156.87)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	116,000.00	116,000.00	241,073.13	(125,073.13)
	<u>116,000.00</u>	<u>116,000.00</u>	<u>241,073.13</u>	<u>(125,073.13)</u>
TOTAL REVENUE	<u>1,184,632.00</u>	<u>1,184,632.00</u>	<u>1,207,946.17</u>	<u>(23,314.17)</u>

CITY OF CAMBRIDGE
EXPENSES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUNDS 303-397 - DEBT SERVICE

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,272,893.00	1,272,893.00	1,592,893.66	320,000.66	
47000611	INTEREST	181,793.00	181,793.00	186,710.54	4,917.54	102.71
47000620	OTHER FEES	900.00	900.00	4,121.17	3,221.17	457.91
49300720	TRANSFERS OUT	116,000.00	116,000.00	.00	(116,000.00)	.00
		<u>1,571,586.00</u>	<u>1,571,586.00</u>	<u>1,783,725.37</u>	<u>212,139.37</u>	<u>113.50</u>
	TOTAL EXPENSES	<u>1,571,586.00</u>	<u>1,571,586.00</u>	<u>1,783,725.37</u>	<u>212,139.37</u>	<u>113.50</u>
	NET REVENUES					
	OVER(UNDER) EXPENSES	<u>(386,954.00)</u>	<u>(386,954.00)</u>	<u>(575,779.20)</u>		

CITY OF CAMBRIDGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36100 PREPAID	.00	.00	8,409.73	(8,409.73)	.00
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	24,605.28	(12,744.28)	207.45
	<u>11,861.00</u>	<u>11,861.00</u>	<u>33,015.01</u>	<u>(21,154.01)</u>	<u>278.35</u>
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	36,212.00	36,212.00	37,721.00	(1,509.00)	104.17
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	255,603.66	(255,603.66)	.00
34301 SEALCOATING FEES	1,000.00	1,000.00	.00	1,000.00	.00
	<u>37,212.00</u>	<u>37,212.00</u>	<u>293,324.66</u>	<u>(256,112.66)</u>	<u>788.25</u>
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	.00	.00	436,268.69	(436,268.69)	.00
33160-33169 FEDERAL AID	45,000.00	45,000.00	117,174.79	(72,174.79)	260.39
	<u>45,000.00</u>	<u>45,000.00</u>	<u>553,443.48</u>	<u>(508,443.48)</u>	<u>1,229.87</u>
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,600.00	1,600.00	.00	1,600.00	.00
36501 SALE OF PROPERTY	3,500.00	3,500.00	298,135.00	(294,635.00)	8,518.14
36230 DONATIONS	500.00	500.00	17,100.00	(16,600.00)	3,420.00
32299 UTILITY PERMITS	.00	.00	2,511.37	(2,511.37)	.00
	<u>5,600.00</u>	<u>5,600.00</u>	<u>317,746.37</u>	<u>(312,146.37)</u>	<u>5,674.04</u>
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	681,785.00	803,785.00	787,125.00	16,660.00	97.93
	<u>681,785.00</u>	<u>803,785.00</u>	<u>787,125.00</u>	<u>16,660.00</u>	<u>97.93</u>
TOTAL REVENUE	<u><u>781,458.00</u></u>	<u><u>903,458.00</u></u>	<u><u>1,984,654.52</u></u>	<u><u>(1,081,196.52)</u></u>	<u><u>219.67</u></u>

CITY OF CAMBRIDGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUNDS 400-499 - CAPITAL PROJECTS

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>					
<u>CAPITAL OUTLAY</u>					
415-45200-540	.00	.00	11,900.00	11,900.00	.00
415-45200-560	30,000.00	30,000.00	13,816.37	(16,183.63)	46.05
415-45200-580	10,000.00	10,000.00	.00	(10,000.00)	.00
415-41520-596	.00	125,000.00	126,782.07	1,782.07	101.43
417-42100-550	49,723.00	49,723.00	35,767.34	(13,955.66)	71.93
417-42100-551	5,300.00	5,300.00	5,300.00	.00	100.00
417-42100-590	6,000.00	6,000.00	.00	(6,000.00)	.00
417-42100-570	11,000.00	11,000.00	.00	(11,000.00)	.00
418-43001-550	2,600.00	2,600.00	9,298.00	6,698.00	357.62
419-41320-580	2,500.00	2,500.00	.00	(2,500.00)	.00
419-41500-570	38,500.00	38,500.00	6,295.00	(32,205.00)	16.35
419-41920-580	37,000.00	34,000.00	.00	(34,000.00)	.00
420-42200-540	3,500.00	3,500.00	1,291.74	(2,208.26)	36.91
423-48000-530	15,000.00	15,000.00	3,590.00	(11,410.00)	23.93
426-48000-530	.00	80,977.00	80,976.10	(.90)	100.00
443-48000-223	170,000.00	170,000.00	111,236.17	(58,763.83)	65.43
444-48000-303	.00	.00	103,404.00	103,404.00	.00
444-48000-530	50,000.00	50,000.00	.00	(50,000.00)	.00
428-48000-303	.00	.00	43,899.41	43,899.41	.00
	<u>431,123.00</u>	<u>634,100.00</u>	<u>553,556.20</u>	<u>(80,543.80)</u>	<u>87.30</u>
<u>TRANSFERS OUT</u>					
401-48000-720	100,000.00	100,000.00	100,000.00	.00	100.00
	<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>531,123.00</u>	<u>734,100.00</u>	<u>653,556.20</u>	<u>(80,543.80)</u>	<u>89.03</u>
<u>NET REVENUES</u>					
OVER(UNDER) EXPENDITURES	<u>250,335.00</u>	<u>169,358.00</u>	<u>1,331,098.32</u>		

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	20,000.00	20,000.00	246.38	19,753.62	1.23	23,747.71
OPERATING REVENUE	1,768,148.00	1,768,148.00	1,724,919.60	43,228.40	97.56	1,799,985.15
OTHER FINANCING SOURCES	100,000.00	100,000.00	100,000.00	.00	100.00	103,025.00
TOTAL FUND REVENUE	1,888,148.00	1,888,148.00	1,825,165.98	62,982.02	96.66	1,926,757.86
EXPENDITURES						
WATER FUND EXPENDITURES						
EXPENSE 400	1,784,731.00	1,784,731.00	887,833.78	896,897.22	49.75	1,640,990.45
TOTAL WATER FUND EXPENDITURES	1,784,731.00	1,784,731.00	887,833.78	896,897.22	49.75	1,640,990.45
TOTAL FUND EXPENDITURES	1,784,731.00	1,784,731.00	887,833.78	896,897.22	49.75	1,640,990.45
NET REVENUE OVER EXPENDITURES	103,417.00	103,417.00	937,332.20	(833,915.20)		285,767.41

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	.00	.00	246.38	(246.38)	.00	985.20
601-36210 INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	22,762.51
TOTAL SA & INTEREST EARNINGS	20,000.00	20,000.00	246.38	19,753.62	1.23	23,747.71
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,703,148.00	1,703,148.00	1,625,466.49	77,681.51	95.44	1,710,520.99
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	37,226.80	(27,226.80)	372.27	25,861.73
601-37160 PENALTIES ETC.	30,000.00	30,000.00	31,993.91	(1,993.91)	106.65	35,120.67
601-37165 CERTIFICATION PENALTY	.00	.00	675.00	(675.00)	.00	1,350.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	29,557.40	(4,557.40)	118.23	27,131.76
TOTAL OPERATING REVENUE	1,768,148.00	1,768,148.00	1,724,919.60	43,228.40	97.56	1,799,985.15
<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
601-39700 CAPITAL CONTRIBUTIONS	.00	.00	.00	.00	.00	3,025.00
TOTAL OTHER FINANCING SOURCES	100,000.00	100,000.00	100,000.00	.00	100.00	103,025.00
TOTAL FUND REVENUE	1,888,148.00	1,888,148.00	1,825,165.98			1,926,757.86

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	258,382.00	258,382.00	227,785.18	(30,596.82)	88.16	224,663.76
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	10,000.00	10,000.00	10,192.56	192.56	101.93	9,786.22
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	5,574.00	5,574.00	2,791.63	(2,782.37)	50.08	3,730.76
601-49400-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	241.28	(1,758.72)	12.06	1,893.44
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	1,022.60	(977.40)	51.13	1,715.89
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	10,340.39	340.39	103.40	11,597.15
601-49400-121 PERA (EMPLOYER)	21,500.00	21,500.00	18,718.72	(2,781.28)	87.06	18,670.43
601-49400-122 FICA/MEDICARE (EMPLOYER)	22,355.00	22,355.00	18,845.60	(3,509.40)	84.30	18,768.40
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	58,910.00	58,910.00	56,249.66	(2,660.34)	95.48	48,048.52
601-49400-132 LONGEVITY PAY	13,273.00	13,273.00	.00	(13,273.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	2,368.11	(2,231.89)	51.48	2,436.83
601-49400-151 WORKERS' COMPENSATION PREMIU	13,721.00	13,721.00	4,718.41	(9,002.59)	34.39	5,030.45
601-49400-154 HRA/FLEX FEES	300.00	300.00	251.40	(48.60)	83.80	243.60
TOTAL PERSONAL SERVICES	422,615.00	422,615.00	353,525.54	(69,089.46)	83.65	346,585.45
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	4,000.00	4,000.00	884.66	(3,115.34)	22.12	3,038.88
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	486.70	(513.30)	48.67	955.11
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	1,054.81	54.81	105.48	1,038.09
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	9,951.72	(2,048.28)	82.93	10,529.60
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	3,542.68	(4,457.32)	44.28	4,213.84
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	174.00	(326.00)	34.80	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	42,000.00	42,000.00	49,624.06	7,624.06	118.15	41,474.96
601-49400-217 TESTING	500.00	500.00	.00	(500.00)	.00	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	2,795.91	(2,204.09)	55.92	4,933.64
601-49400-227 UTILITY SYSTEM MAINTENANCE SUP	500.00	500.00	.00	(500.00)	.00	.00
601-49400-240 SMALL TOOLS AND MINOR EQUIP	5,000.00	5,000.00	2,681.52	(2,318.48)	53.63	6,496.77
601-49400-270 METERS AND REPAIRS	30,000.00	30,000.00	32,718.47	2,718.47	109.06	50,955.68
TOTAL SUPPLIES	109,500.00	109,500.00	103,914.53	(5,585.47)	94.90	123,810.57

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	10,611.08	5,611.08	212.22	1,805.37
601-49400-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	3,333.83	(4,666.17)	41.67	5,379.32
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	1,062.49	62.49	106.25	1,151.59
601-49400-313 IT MGMT & BACKUP	.00	.00	2,338.10	2,338.10	.00	.00
601-49400-321 TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	5,474.40	(3,525.60)	60.83	6,523.49
601-49400-322 POSTAGE	4,000.00	4,000.00	2,236.55	(1,763.45)	55.91	5,328.40
601-49400-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	1,280.76	280.76	128.08	595.72
601-49400-334 MILEAGE REIMBURSEMENT	200.00	200.00	161.00	(39.00)	80.50	188.14
601-49400-340 ADVERTISING	500.00	500.00	1,380.90	880.90	276.18	564.30
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	.00	(500.00)	.00	173.85
601-49400-360 INSURANCE AND BONDS	19,000.00	19,000.00	14,941.78	(4,058.22)	78.64	15,800.43
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	73,556.91	(21,443.09)	77.43	86,480.93
601-49400-382 WATER/WASTEWATER UTILITIES	1,200.00	1,200.00	1,109.96	(90.04)	92.50	1,183.44
601-49400-383 GAS UTILITIES	4,000.00	4,000.00	4,108.60	108.60	102.72	3,655.36
601-49400-384 REFUSE HAULING	.00	.00	1,157.68	1,157.68	.00	.00
TOTAL OTHER SERVICES & CHARG	148,400.00	148,400.00	122,754.04	(25,645.96)	82.72	128,830.34
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	.00	(3,000.00)	.00	2,625.00
601-49400-406 REPAIR & MAINT - PLANT	28,000.00	28,000.00	6,503.68	(21,496.32)	23.23	14,245.84
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	5,263.36	(4,736.64)	52.63	7,884.33
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	5,590.10	(4,409.90)	55.90	5,758.82
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	428.99	(71.01)	85.80	416.50
601-49400-410 WELL PROTECTION PLAN	10,000.00	10,000.00	9,728.38	(271.62)	97.28	26,767.41
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	42,152.49	(32,847.51)	56.20	.00
601-49400-420 DEPRECIATION	720,000.00	720,000.00	.00	(720,000.00)	.00	742,508.65
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	(500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	12,500.00	12,500.00	4,767.45	(7,732.55)	38.14	19,349.95
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	715.35	(284.65)	71.54	1,036.20
601-49400-440 MEETINGS AND SCHOOLS	2,000.00	2,000.00	1,162.50	(837.50)	58.13	1,242.09
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	7,500.00	7,500.00	2,850.43	(4,649.57)	38.01	2,936.94
601-49400-489 OTHER CONTRACTED SERVICES	7,500.00	7,500.00	12,322.64	4,822.64	164.30	1,092.00
TOTAL MISCELLANEOUS	887,500.00	887,500.00	91,485.37	(796,014.63)	10.31	825,863.73

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
601-49400-615 2001 PFA LOAN INTEREST	26,234.00	26,234.00	26,233.43	(.57)	100.00	31,288.12
601-49400-617 BOND DISCOUNT	.00	.00	.00	.00	.00	7,688.40
601-49400-619 INTEREST-WATER TREATMENT 2005	103,075.00	103,075.00	103,075.00	.00	100.00	113,359.89
601-49400-620 FISCAL AGENT FEES	450.00	450.00	1,101.91	651.91	244.87	695.03
601-49400-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	16,753.18
601-49400-627 INTEREST-2007 STREET BONDS	1,940.00	1,940.00	1,939.09	(.91)	99.95	3,624.13
601-49400-631 2011 BOND INT EXP	3,596.00	3,596.00	2,385.88	(1,210.12)	66.35	5,395.31
601-49400-632 2012 BOND INTEREST EXPENSE	4,364.00	4,364.00	4,364.00	.00	100.00	(31,868.10)
601-49400-634 INEREST EXP 2014 IMPROV	20,938.00	20,938.00	20,937.50	(.50)	100.00	23,243.02
601-49400-635 INTEREST EXP 2015 BONDS	23,375.00	23,375.00	23,374.38	(.62)	100.00	20,162.26
601-49400-636 INTEREST EXP 2016 WATER BONDS	20,244.00	20,244.00	20,243.11	(.89)	100.00	12,559.12
<i>TOTAL DEBT SERVICE</i>	<u>204,216.00</u>	<u>204,216.00</u>	<u>203,654.30</u>	<u>(561.70)</u>	<u>99.72</u>	<u>202,900.36</u>
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	12,500.00	12,500.00	12,500.00	.00	100.00	13,000.00
<i>TOTAL TRANSFERS</i>	<u>12,500.00</u>	<u>12,500.00</u>	<u>12,500.00</u>	<u>.00</u>	<u>100.00</u>	<u>13,000.00</u>
TOTAL EXPENSE 400	<u><u>1,784,731.00</u></u>	<u><u>1,784,731.00</u></u>	<u><u>887,833.78</u></u>	<u><u>(896,897.22)</u></u>	<u><u>49.75</u></u>	<u><u>1,640,990.45</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 601 - WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,784,731.00	1,784,731.00	887,833.78			1,640,990.45
NET REVENUES OVER EXPENDITURE	103,417.00	103,417.00	937,332.20			285,767.41

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	30,000.00	30,000.00	459.91	29,540.09	1.53	34,812.34
OPERATING REVENUE	2,233,151.00	2,233,151.00	2,569,466.04	(336,315.04)	115.06	2,389,630.96
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	2,569,925.95	(306,774.95)	113.56	2,424,443.30
EXPENDITURES						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	2,736,066.00	2,736,066.00	1,218,159.83	1,517,906.17	44.52	2,424,027.75
TOTAL WASTEWATER FUND EXPENDITURE	2,736,066.00	2,736,066.00	1,218,159.83	1,517,906.17	44.52	2,424,027.75
TOTAL FUND EXPENDITURES	2,736,066.00	2,736,066.00	1,218,159.83	1,517,906.17	44.52	2,424,027.75
NET REVENUE OVER EXPENDITURES	(472,915.00)	(472,915.00)	1,351,766.12	(1,824,681.12)		415.55

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	246.39	(246.39)	.00	985.23
602-36210 INTEREST EARNINGS	30,000.00	30,000.00	213.52	29,786.48	.71	33,827.11
TOTAL SA & INTEREST EARNINGS	30,000.00	30,000.00	459.91	29,540.09	1.53	34,812.34
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,198,151.00	2,198,151.00	1,994,689.27	203,461.73	90.74	2,216,630.14
602-37250 SAC CHARGES	.00	.00	543,951.63	(543,951.63)	.00	136,380.00
602-37260 PENALTIES	35,000.00	35,000.00	30,825.14	4,174.86	88.07	36,620.82
TOTAL OPERATING REVENUE	2,233,151.00	2,233,151.00	2,569,466.04	(336,315.04)	115.06	2,389,630.96
TOTAL FUND REVENUE	2,263,151.00	2,263,151.00	2,569,925.95			2,424,443.30

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
602-49450-101 FULL-TIME EMPLOYEES - REGULAR	434,476.00	434,476.00	368,634.67	(65,841.33)	84.85	389,190.37
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	14,000.00	14,000.00	16,992.61	2,992.61	121.38	19,040.19
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	11,652.00	11,652.00	4,345.05	(7,306.95)	37.29	3,669.96
602-49450-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	4,283.59	2,283.59	214.18	1,969.63
602-49450-115 CALL-IN PAY	5,000.00	5,000.00	2,214.01	(2,785.99)	44.28	2,894.78
602-49450-116 ON-CALL PAY	21,578.00	21,578.00	19,048.74	(2,529.26)	88.28	19,061.50
602-49450-121 PERA (EMPLOYER)	35,970.00	35,970.00	30,837.80	(5,132.20)	85.73	30,869.50
602-49450-122 FICA/MEDICARE (EMPLOYER)	37,579.00	37,579.00	30,939.44	(6,639.56)	82.33	32,229.80
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	105,012.00	105,012.00	99,113.10	(5,898.90)	94.38	85,745.43
602-49450-132 LONGEVITY PAY	14,744.00	14,744.00	.00	(14,744.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	8,200.00	8,200.00	6,591.95	(1,608.05)	80.39	7,405.34
602-49450-151 WORKERS' COMPENSATION PREMIU	25,223.00	25,223.00	17,174.55	(8,048.45)	68.09	20,742.27
602-49450-154 HRA/FLEX FEES	500.00	500.00	444.70	(55.30)	88.94	446.40
<i>TOTAL PERSONAL SERVICES</i>	<i>715,934.00</i>	<i>715,934.00</i>	<i>600,620.21</i>	<i>(115,313.79)</i>	<i>83.89</i>	<i>613,265.17</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	22,585.18	4,585.18	125.47	21,328.73
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	500.00	500.00	766.59	266.59	153.32	2,036.61
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	1,054.82	(445.18)	70.32	1,038.09
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	8,485.52	1,485.52	121.22	7,234.07
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	6,184.56	(1,815.44)	77.31	5,253.03
602-49450-213 OPER SUPPLIES - PLANT EQUIP	1,000.00	1,000.00	174.00	(826.00)	17.40	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	120,500.00	120,500.00	45,164.54	(75,335.46)	37.48	60,734.82
602-49450-217 TESTING	11,000.00	11,000.00	6,564.00	(4,436.00)	59.67	7,413.50
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	6,810.30	1,810.30	136.21	10,816.84
602-49450-240 SMALL TOOLS & MINOR EQUIP	5,000.00	5,000.00	8,996.42	3,996.42	179.93	6,902.72
<i>TOTAL SUPPLIES</i>	<i>177,500.00</i>	<i>177,500.00</i>	<i>106,785.93</i>	<i>(70,714.07)</i>	<i>60.16</i>	<i>122,932.41</i>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	7,000.00	7,000.00	1,635.94	(5,364.06)	23.37	3,921.63
602-49450-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	3,333.84	(4,666.16)	41.67	5,379.33
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	1,062.51	62.51	106.25	1,136.24
602-49450-313 IT MGMT & BACKUP	.00	.00	2,338.10	2,338.10	.00	.00
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	2,091.83	(2,908.17)	41.84	2,685.19
602-49450-322 POSTAGE	4,500.00	4,500.00	2,245.70	(2,254.30)	49.90	5,246.83
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	2,369.78	1,369.78	236.98	220.64
602-49450-334 MILEAGE REIMBURSEMENT	200.00	200.00	287.58	87.58	143.79	.00
602-49450-340 ADVERTISING	200.00	200.00	.00	(200.00)	.00	401.70
602-49450-360 INSURANCE AND BONDS	34,000.00	34,000.00	32,441.79	(1,558.21)	95.42	29,144.67
602-49450-381 ELECTRIC UTILITIES	120,000.00	120,000.00	100,689.00	(19,311.00)	83.91	99,967.08
602-49450-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	1,263.89	(1,736.11)	42.13	1,369.19
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	16,557.99	(8,442.01)	66.23	20,501.97
602-49450-384 REFUSE HAULING	.00	.00	1,157.88	1,157.88	.00	.00
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	13,191.24	(3,808.76)	77.60	16,101.90
TOTAL OTHER SERVICES & CHARG	225,900.00	225,900.00	180,667.07	(45,232.93)	79.98	186,076.37
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	3,000.00	3,000.00	494.38	(2,505.62)	16.48	2,301.81
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	3,926.00	(1,074.00)	78.52	3,395.00
602-49450-406 REPAIR & MAINT - PLANT	30,000.00	30,000.00	46,158.99	16,158.99	153.86	29,951.21
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	1,562.25	(5,437.75)	22.32	6,536.30
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	2,250.45	2,250.45	.00	1,690.25
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,000.00	1,000.00	1,286.96	286.96	128.70	1,249.48
602-49450-420 DEPRECIATION	1,295,000.00	1,295,000.00	.00	(1,295,000.00)	.00	1,180,924.47
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	1,965.10	965.10	196.51	.00
602-49450-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	4,810.73	3,810.73	481.07	690.20
602-49450-440 MEETINGS AND SCHOOLS	2,500.00	2,500.00	2,402.50	(97.50)	96.10	1,362.49
602-49450-441 MPCA FEES	10,000.00	10,000.00	8,352.97	(1,647.03)	83.53	7,392.68
602-49450-489 OTHER CONTRACTED SERVICES	86,000.00	86,000.00	81,690.41	(4,309.59)	94.99	80,590.74
TOTAL MISCELLANEOUS	1,441,500.00	1,441,500.00	154,900.74	(1,286,599.26)	10.75	1,316,084.63
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	97,162.00	97,162.00	97,161.88	(.12)	100.00	102,085.13
602-49450-617 BOND DISCOUNT	.00	.00	.00	.00	.00	4,032.58
602-49450-620 FISCAL AGENT FEES	700.00	700.00	1,501.92	801.92	214.56	695.03
602-49450-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	8,924.72
602-49450-623 INTEREST XYLITE BOND 2005	.00	.00	.00	.00	.00	463.08
602-49450-627 INTEREST-2007 STREET BONDS	1,762.00	1,762.00	1,761.04	(.96)	99.95	3,291.35
602-49450-631 2011 BOND INT EXP	2,450.00	2,450.00	1,605.42	(844.58)	65.53	3,003.44
602-49450-632 2012 BOND INTEREST EXP	4,233.00	4,233.00	4,232.06	(.94)	99.98	4,917.10
602-49450-634 INTEREST EXP 2014 IMPROV	9,475.00	9,475.00	9,474.52	(.48)	99.99	2,133.80
602-49450-635 INTEREST EXP 2015 BOND EXP	9,619.00	9,619.00	9,618.10	(.90)	99.99	9,972.64
602-49450-636 INTEREST EXP 2016 SEWER BONDS	12,331.00	12,331.00	12,330.94	(.06)	100.00	7,650.30
TOTAL DEBT SERVICE	137,732.00	137,732.00	137,685.88	(46.12)	99.97	147,169.17

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	37,500.00	37,500.00	37,500.00	.00	100.00	38,500.00
<i>TOTAL TRANSFERS</i>	37,500.00	37,500.00	37,500.00	.00	100.00	38,500.00
TOTAL EXPENSE 450	2,736,066.00	2,736,066.00	1,218,159.83	(1,517,906.17)	44.52	2,424,027.75

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,736,066.00	2,736,066.00	1,218,159.83			2,424,027.75
NET REVENUES OVER EXPENDITURE	(472,915.00)	(472,915.00)	1,351,766.12			415.55

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	2,149.24
OPERATING REVENUES	336,035.00	336,035.00	311,825.53	24,209.47	92.80	333,778.28
TOTAL FUND REVENUE	336,035.00	336,035.00	311,825.53	24,209.47	92.80	335,927.52
EXPENDITURES						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	452,548.00	452,548.00	57,941.29	394,606.71	12.80	438,846.47
TOTAL STORM SEWER FUND EXPENDITURE	452,548.00	452,548.00	57,941.29	394,606.71	12.80	438,846.47
TOTAL FUND EXPENDITURES	452,548.00	452,548.00	57,941.29	394,606.71	12.80	438,846.47
NET REVENUE OVER EXPENDITURES	(116,513.00)	(116,513.00)	253,884.24	(370,397.24)		(102,918.95)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA & INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	2,149.24
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	2,149.24
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	330,035.00	330,035.00	306,357.02	23,677.98	92.83	326,661.81
603-37360 PENALTIES	6,000.00	6,000.00	5,468.51	531.49	91.14	7,116.47
TOTAL OPERATING REVENUES	336,035.00	336,035.00	311,825.53	24,209.47	92.80	333,778.28
TOTAL FUND REVENUE	<u>336,035.00</u>	<u>336,035.00</u>	<u>311,825.53</u>			<u>335,927.52</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EXPENSE 500						
<i>SUPPLIES</i>						
603-49500-204 STATIONARY, FORMS & ENVELOPES	500.00	500.00	.00	(500.00)	.00	.00
TOTAL SUPPLIES	500.00	500.00	.00	(500.00)	.00	.00
<i>OTHER SERVICES & CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	4,000.00	4,000.00	8,423.00	4,423.00	210.58	8,220.50
603-49500-352 GEN INFO & PUBLIC NOTICES	250.00	250.00	6.26	(243.74)	2.50	25.64
TOTAL OTHER SERVICES & CHARG	4,250.00	4,250.00	8,429.26	4,179.26	198.34	8,246.14
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	28,000.00	28,000.00	6,102.11	(21,897.89)	21.79	1,919.46
603-49500-420 DEPRECIATION	380,000.00	380,000.00	.00	(380,000.00)	.00	383,870.27
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	5,280.88	4,280.88	528.09	1,150.96
603-49500-440 SCHOOLS AND MEETINGS	500.00	500.00	.00	(500.00)	.00	.00
TOTAL MISCELLANEOUS	409,500.00	409,500.00	11,382.99	(398,117.01)	2.78	386,940.69
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	2,767.00	2,767.00	2,766.18	(.82)	99.97	3,766.88
603-49500-617 BOND DISCOUNT	.00	.00	.00	.00	.00	4,157.55
603-49500-621 BOND ISSUE COSTS	.00	.00	.00	.00	.00	9,121.58
603-49500-623 INTEREST-XYLITE BOND 2005	.00	.00	.00	.00	.00	693.70
603-49500-627 INTEREST-2007 STREET BONDS	1,418.00	1,418.00	1,417.11	(.89)	99.94	2,648.58
603-49500-629 2009 STORM BOND INT EXP	.00	.00	.00	.00	.00	656.42
603-49500-631 2011 BOND INT EXP	513.00	513.00	347.10	(165.90)	67.66	1,005.75
603-49500-634 INTEREST EXP 2014 STORM IMPROV	10,645.00	10,645.00	10,644.22	(.78)	99.99	3,482.27
603-49500-635 INTEREST EXP 2015 BONDS	10,841.00	10,841.00	10,840.94	(.06)	100.00	11,240.55
603-49500-836 INTEREST EXP 2016 STORM BONDS	12,114.00	12,114.00	12,113.49	(.51)	100.00	6,886.36
TOTAL DEBT SERVICE	38,298.00	38,298.00	38,129.04	(168.96)	99.56	43,659.64
TOTAL EXPENSE 500	452,548.00	452,548.00	57,941.29	(394,606.71)	12.80	438,846.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 603 - STORM WATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	452,548.00	452,548.00	57,941.29			438,846.47
NET REVENUES OVER EXPENDITURE	(116,513.00)	(116,513.00)	253,884.24			(102,918.95)

CITY OF CAMBRIDGE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
REVENUE						
INTEREST & LOTTERY SALES	80,040.00	80,040.00	82,858.03	(2,818.03)	103.52	93,275.62
OPERATING REVENUES	5,136,781.00	5,136,781.00	4,920,964.05	215,816.95	95.80	5,394,035.19
TOTAL FUND REVENUE	5,216,821.00	5,216,821.00	5,003,822.08	212,998.92	95.92	5,487,310.81
EXPENDITURES						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,216,821.00	5,216,821.00	4,954,822.59	261,998.41	94.98	5,527,518.41
TOTAL LIQUOR STORE EXPENDITURES	5,216,821.00	5,216,821.00	4,954,822.59	261,998.41	94.98	5,527,518.41
TOTAL FUND EXPENDITURES	5,216,821.00	5,216,821.00	4,954,822.59	261,998.41	94.98	5,527,518.41
NET REVENUE OVER EXPENDITURES	.00	.00	48,999.49	(48,999.49)		(40,207.60)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	400.00	400.00	967.96	(567.96)	241.99	388.50
610-36210 INTEREST EARNINGS	50.00	50.00	42.39	7.61	84.78	3,858.68
610-36220 LOTTERY SALES	79,590.00	79,590.00	81,847.68	(2,257.68)	102.84	89,028.44
TOTAL INTEREST & LOTTERY SALES	80,040.00	80,040.00	82,858.03	(2,818.03)	103.52	93,275.62
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,698,099.00	1,698,099.00	1,618,361.64	79,737.36	95.30	1,785,808.89
610-37812 SALES - BEER	2,311,768.00	2,311,768.00	2,282,390.57	29,377.43	98.73	2,429,307.61
610-37813 SALES - WINE	849,049.00	849,049.00	765,523.29	83,525.71	90.16	894,072.88
610-37815 SALES - NON-TAXABLE	136,604.00	136,604.00	141,754.40	(5,150.40)	103.77	151,279.30
610-37816 SALES - TAXABLE	145,010.00	145,010.00	118,483.48	26,526.52	81.71	136,207.79
610-37820 MACHINE COMMISSIONS	100.00	100.00	.00	100.00	.00	.00
610-37830 DISCOUNTS, DEPOSITS & RETURNS	(2,913.00)	(2,913.00)	(4,816.90)	1,903.90	(165.36)	(1,959.30)
610-37840 CASH OVER AND SHORT	(936.00)	(936.00)	(732.43)	(203.57)	(78.25)	(681.98)
TOTAL OPERATING REVENUES	5,136,781.00	5,136,781.00	4,920,964.05	215,816.95	95.80	5,394,035.19
TOTAL FUND REVENUE	5,216,821.00	5,216,821.00	5,003,822.08			5,487,310.81

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

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	243,922.00	243,922.00	235,631.93	(8,290.07)	96.60	249,873.78
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	3,343.50	343.50	111.45	4,817.25
610-49750-103 PART-TIME EMPLOYEES - REGULAR	127,395.00	127,395.00	127,702.26	307.26	100.24	125,410.86
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	.00	.00	1,202.48	1,202.48	.00	9.17
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	9,929.19	(70.81)	99.29	9,435.47
610-49750-121 PERA (EMPLOYER)	29,792.00	29,792.00	25,725.62	(4,066.38)	86.35	29,248.26
610-49750-122 FICA/MEDICARE (EMPLOYER)	30,388.00	30,388.00	26,854.15	(3,533.85)	88.37	28,772.31
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	61,057.00	61,057.00	60,293.50	(763.50)	98.75	57,122.88
610-49750-132 LONGEVITY PAY	13,126.00	13,126.00	.00	(13,126.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	3,176.68	(1,623.32)	66.18	3,782.36
610-49750-151 WORKERS' COMPENSATION PREMIU	13,534.00	13,534.00	12,273.06	(1,260.94)	90.68	11,003.48
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	(250.00)	.00	2.76
610-49750-154 HRA/FLEX FEES	300.00	300.00	270.00	(30.00)	90.00	293.50
TOTAL PERSONAL SERVICES	537,564.00	537,564.00	506,402.37	(31,161.63)	94.20	519,772.08
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	1,560.45	(1,939.55)	44.58	2,136.70
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,000.00	22,000.00	12,188.10	(9,811.90)	55.40	17,444.70
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	22,000.00	22,000.00	24,747.97	2,747.97	112.49	22,457.34
610-49750-240 SMALL TOOLS AND MINOR EQUIPME	847.00	847.00	.00	(847.00)	.00	3,577.84
610-49750-251 PURCHASES - LIQUOR	1,242,554.00	1,242,554.00	1,189,078.95	(53,475.05)	95.70	1,329,833.11
610-49750-252 PURCHASES - BEER	1,779,582.00	1,779,582.00	1,755,869.12	(23,712.88)	98.67	1,854,900.52
610-49750-253 PURCHASES WINE	600,585.00	600,585.00	534,328.42	(66,256.58)	88.97	626,985.54
610-49750-259 PURCHASES - MISCELLANEOUS	219,630.00	219,630.00	206,692.30	(12,937.70)	94.11	228,474.17
610-49750-260 FREIGHT & DRAY	34,100.00	34,100.00	32,998.52	(1,101.48)	96.77	34,858.46
610-49750-262 BREAKAGE & SHRINKAGE	1,200.00	1,200.00	.00	(1,200.00)	.00	.00
610-49750-263 INVENTORY PRICE ADJ	1,138.00	1,138.00	.00	(1,138.00)	.00	.00
TOTAL SUPPLIES	3,927,136.00	3,927,136.00	3,757,463.83	(169,672.17)	95.68	4,120,668.38
<i>OTHER SERVICES & CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	2,750.00	2,750.00	1,766.42	(983.58)	64.23	4,835.45
610-49750-313 IT MGMT & BACKUP	.00	.00	2,258.10	2,258.10	.00	.00
610-49750-321 TELEPHONE/CELLULAR PHONES	6,000.00	6,000.00	8,166.77	2,166.77	136.11	9,552.40
610-49750-331 TRAVEL/MEALS/LODGING	500.00	500.00	151.70	(348.30)	30.34	.00
610-49750-334 MILEAGE REIMBURSEMENT	300.00	300.00	187.26	(112.74)	62.42	114.48
610-49750-340 ADVERTISING	40,020.00	40,020.00	39,986.76	(33.24)	99.92	38,056.63
610-49750-341 WINE TASTING EVENT COSTS	3,300.00	3,300.00	2,933.76	(366.24)	88.90	4,141.84
610-49750-360 INSURANCE AND BONDS	15,000.00	15,000.00	13,246.47	(1,753.53)	88.31	13,120.00
610-49750-381 ELECTRIC UTILITIES	26,000.00	26,000.00	21,025.06	(4,974.94)	80.87	24,289.28
610-49750-382 WATER/WASTEWATER UTILITIES	750.00	750.00	657.97	(92.03)	87.73	735.59
610-49750-383 GAS UTILITIES	2,000.00	2,000.00	1,006.64	(993.36)	50.33	1,110.21
610-49750-384 REFUSE HAULING	.00	.00	1,268.66	1,268.66	.00	.00
TOTAL OTHER SERVICES & CHARG	96,620.00	96,620.00	92,655.57	(3,964.43)	95.90	95,955.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 610 - LIQUOR STORE FUND

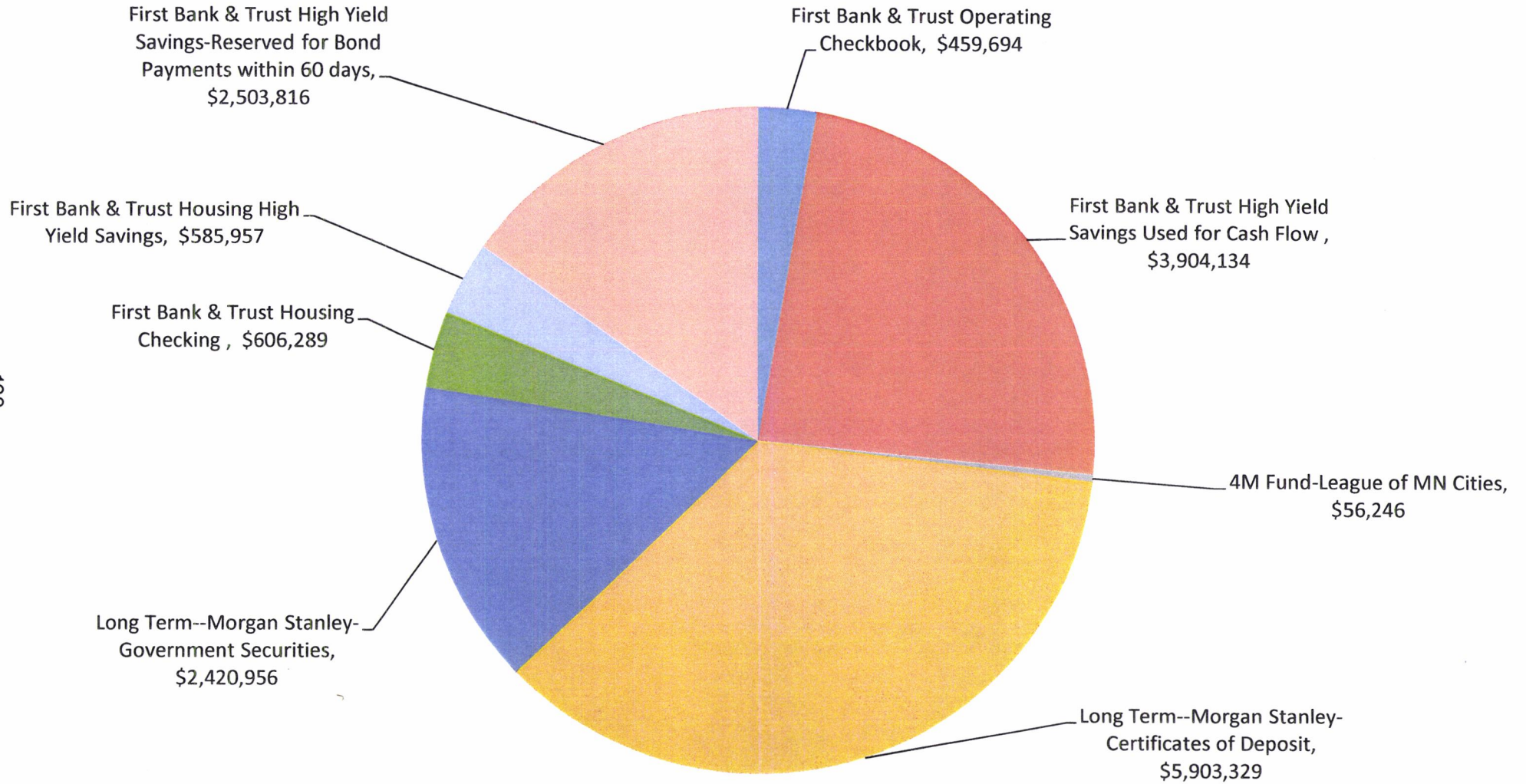
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	6,224.00	6,224.00	6,167.31	(56.69)	99.09	6,364.44
610-49750-420 DEPRECIATION	51,000.00	51,000.00	.00	(51,000.00)	.00	56,409.92
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	112,900.00	112,900.00	107,942.86	(4,957.14)	95.61	113,098.06
610-49750-433 DUES AND SUBSCRIPTIONS	3,557.00	3,557.00	4,162.00	605.00	117.01	3,114.00
610-49750-440 MEETINGS AND SCHOOLS	990.00	990.00	680.00	(310.00)	68.69	30.00
610-49750-453 TAXES AND LICENSES	500.00	500.00	200.00	(300.00)	40.00	.00
610-49750-461 LOTTERY SWEEP	40,775.00	40,775.00	42,142.89	1,367.89	103.35	50,960.97
610-49750-475 LOTTERY PAID OUT	35,815.00	35,815.00	34,991.08	(823.92)	97.70	33,321.00
610-49750-489 CONTRACT MAINTENANCE	3,740.00	3,740.00	2,014.68	(1,725.32)	53.87	2,823.68
TOTAL MISCELLANEOUS	255,501.00	255,501.00	198,300.82	(57,200.18)	77.61	266,122.07
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	400,000.00	.00	100.00	400,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	125,000.00
TOTAL TRANSFERS	400,000.00	400,000.00	400,000.00	.00	100.00	525,000.00
TOTAL LIQUOR STORE	5,216,821.00	5,216,821.00	4,954,822.59	(261,998.41)	94.98	5,527,518.41

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,216,821.00	5,216,821.00	4,954,822.59			5,527,518.41
NET REVENUES OVER EXPENDITURE	.00	.00	48,999.49			(40,207.60)

City of Cambridge Cash & Investment Summary 11-30-17



**4D Accept Restricted Donations for Fire Department
from Isanti County Sportsman's Club**

January 2, 2018

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department has received a donation of \$10,000 from the Isanti County Sportsman's Club for the purchase of new self-contained breathing apparatus.

As required by MN State Statute, restricted donations must be officially accepted by the City Council.

COUNCIL ACTION

Officially accept the donations by approving the following resolution.

Attachments

Resolution No. R18-002

RESOLUTION NO. R18-002

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

WHEREAS, Isanti County Sportsman's Club has made a donation in the amount of \$10,000 with the restriction that the funds be used for self-contained breathing apparatus for the Cambridge Fire;

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

Adopted this 2nd day of January, 2018.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Marcia Westover, Community Development Director

Background

Corinne Kelly and Gayland Hokanson have requested by petition to have two parcels they own annexed into the City. Attached is the signed petition from the owners. A map of the two parcels requested to be annexed is also attached.

Ms. Kelly and Mr. Hokanson also own over 100 acres of land adjacent to these small parcels, often referred to by staff as the "Kelly" property. The 100 acre Kelly property is within the City limits and the owners plan to develop when the time is right. These two smaller parcels were purchased more recently and were not included in the original annexation.

Annexation can occur by Ordinance in this case when the City receives a petition from the owners, the land abuts the municipality, and the land is 120 acres or less. The township and adjacent property owners have been notified. The Planning Commission reviewed and recommended approval on November 7, 2017. A public hearing occurred at the City Council meeting on December 4, 2017. Official adoption of the ordinance is occurring on January 2, 2018 due to ordinance posting requirements.

City Council Action

Motion on the attached draft ordinance to approve the annexation request.

Attachments

1. Owner Petition
2. Annexation Map
3. Ordinance
4. Dec. 4 Council minutes
5. Nov. 7 Planning Commission minutes

9/29/2017

City of Cambridge
Cambridge township

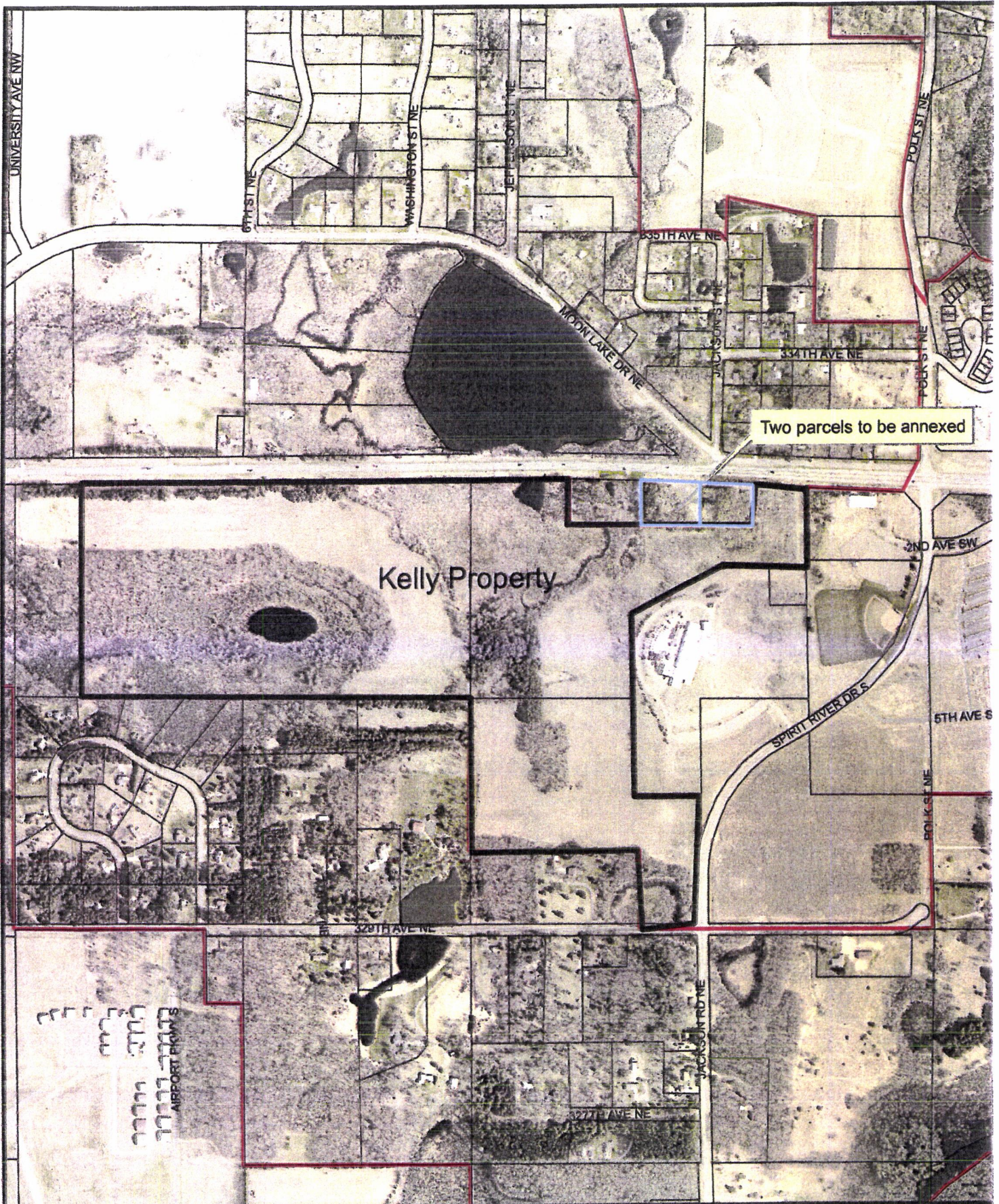
To whom it may concern:

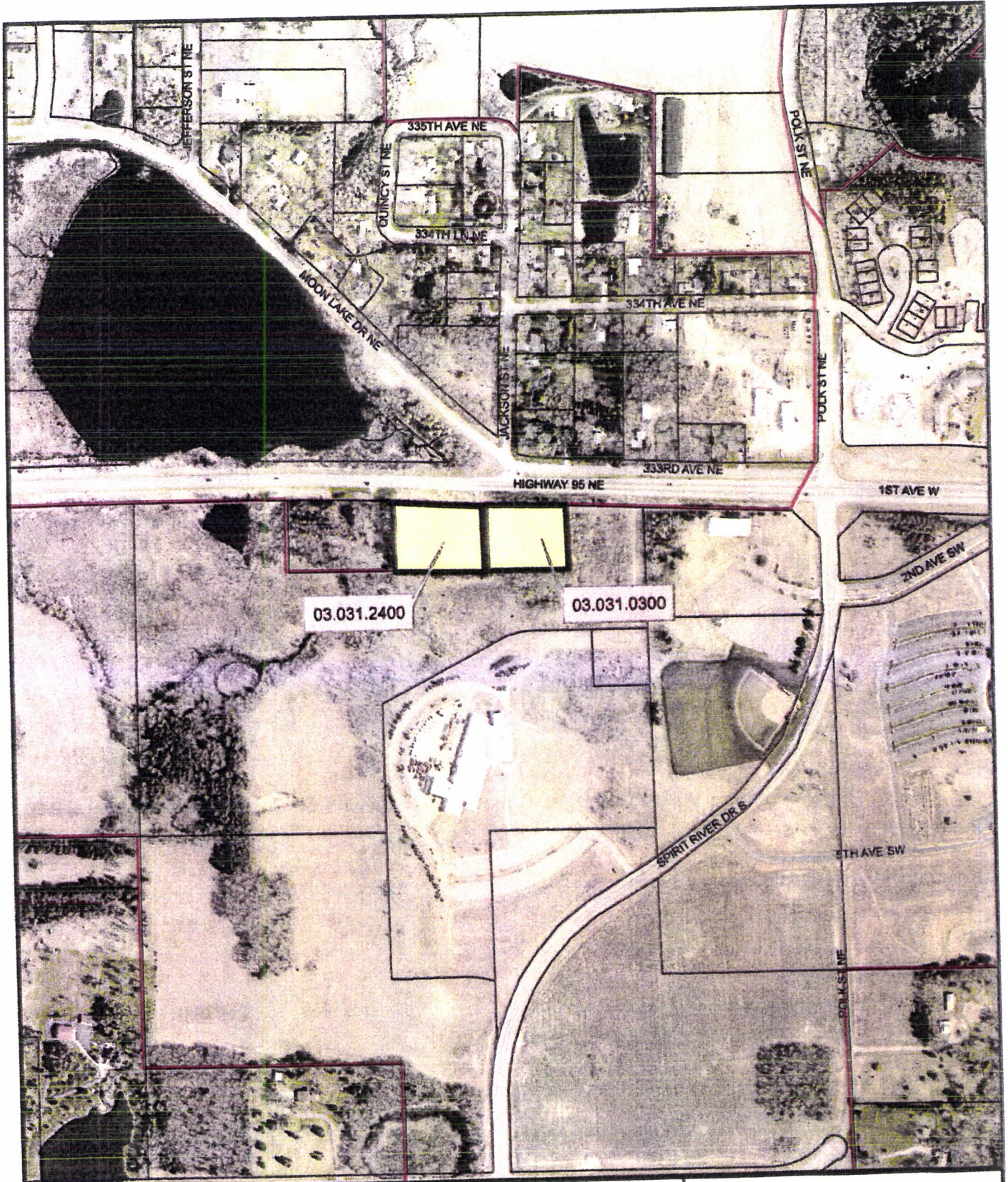
Per conversations with Lynda Woulfe and
Marsha Westover, this letter is a request
to have two of our parcels of land annexed
to the city of Cambridge.

We are also including a check for
\$200.- to start the process. Please let
us know if there are any other actions
we need to take.

Yours Truly
Corinne Kelly
Gayland Redell Johnson

P.S. Pat Kelly (Corinne's husband) has been
very involved in this process and can
be contacted at (651) 464-1953.

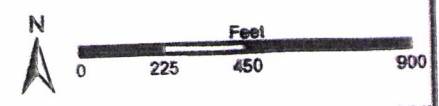




CAMBRIDGE
 Minnesota's Opportunity CommunitySM

300 Third Ave NE, Cambridge, MN 56001 - 763-619-3211
www.cambridge.mn.us

**2017 Kelly Property
 Annexation**



This map is for informational purposes only and does not constitute an offer of insurance or any other financial product. It is not intended to be used for any other purpose. The City of Cambridge does not warrant, represent, or assume any liability for the accuracy or completeness of the information shown on this map. The City of Cambridge is not responsible for any errors or omissions on this map. The City of Cambridge is not responsible for any damages, including consequential damages, arising from the use of this map. The City of Cambridge is not responsible for any claims, including consequential claims, arising from the use of this map. The City of Cambridge is not responsible for any claims, including consequential claims, arising from the use of this map.

ORDINANCE NO. 656

*An Ordinance of the City of Cambridge, Minnesota
Annexing Land Located in Cambridge Township, Isanti County, Minnesota Pursuant to
Minnesota Statutes § 414.033 Subdivision 2 (3), Permitting Annexation by Ordinance*

WHEREAS, said property is unincorporated, abuts the corporate boundaries of the City of Cambridge, is less than 120 acres; and

WHEREAS, the City of Cambridge received a petition for annexation from all the property owners of the land; and

WHEREAS, the Planning Commission reviewed the ordinance at its November 7, 2017 meeting; and

WHEREAS, the City of Cambridge gave proper prior notice to Cambridge Township and contiguous property owners and held a public hearing pursuant to Minnesota Statutes § 414.033 subd. 2b on December 4, 2017.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMBRIDGE HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described is less than 120 acres, is not presently served by public wastewater facilities and the municipality received a petition from the property owners of the land.
2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.
3. The corporate limits of the City of Cambridge, Minnesota, are hereby extended to include the property described below (and in Exhibit A):

PARCEL 1 - PID 03.031.2400 – 726 Highway 95 NE

PT N/2 OF NE/4 DESC AS:COMM AT N LINE OF SEC; SAID POB 1447.5' W OF NE CNR OF SAID SEC; THEN S 343'; W 190'; N 343' & TO N LINE OF SAID SEC; THEN E 190' TO POB, in Section 31, Township 36, Range 23, Isanti County, Minnesota.

PARCEL 2 - PID 030310300 – 740 Highway 95 NE

PT OF N/2 OF NE/4 DESC AS:COMM ON N LINE OF SEC 31, SAID POB 1127.5' W OF NE CNR OF SAID SEC; THEN S 343'; W 320'; N 343' & TO N LINE OF SAID SEC; THEN E 320' TO POB, in Section 31, Township 36, Range 23, Isanti County, Minnesota.

4. That the area legally described herein is currently vacant and will not increase the population of Cambridge at this time.

5. That pursuant to Minnesota Statutes § 414.036 there are no special assessments assigned by the Town to the annexed property and the City of Cambridge shall pay to Cambridge Township a reimbursement of \$125 (50% of taxes for 03.031.2400 & 03.031.0300) on July 1 in the years of 2019, 2020, as is required by Minnesota Statutes § 414.036.
6. That the cost of electric utility service will not change upon annexation as indicated by the electric company pursuant to Minn. Stat. § 414.033, Subd. 13.
7. That the City Administrator of the City of Cambridge is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Isanti County Auditor, and the Cambridge Township Clerk.
8. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of Cambridge, Minnesota, this 2nd day of January, 2018.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Published on: January 10, 2018

Excerpt from the Dec. 4, 2017 Council Minutes

Public Hearing – Kelly Annexation

Woulfe Corinne Kelly and Gayland Hokanson have requested by petition to have two parcels they own annexed into the City. Attached is the signed petition from the owners. A map of the two parcels requested to be annexed is also attached.

Ms. Kelly and Mr. Hokanson also own over 100 acres of land adjacent to these small parcels, often referred to by staff as the "Kelly" property. The 100 acre Kelly property is within the City limits and the owners plan to develop when the time is right. These two smaller parcels were purchased more recently and were not included in the original annexation.

Annexation can occur by Ordinance in this case when the City receives a petition from the owners, the land abuts the municipality, and the land is 120 acres or less. The township and adjacent property owners have been notified.

At their meeting on November 7, 2017, the Commission on a 7/0 vote recommended to approve the annexation.

Council can discuss and hold the public hearing. No motion can be made on the attached Ordinance at this time. The ordinance was not properly published according to MN State Statute, therefore the Ordinance will be on the January 2, 2018 City Council meeting for adoption.

Palmer opened the public hearing at 3:34 pm.

John Erlandson Chair of the Cambridge Township Board position that anybody that wants to annex into the City has their blessing. They would object if the people do not want to come into the City.

Lisa Johnson proper immediately to the west – 648 Highway 95 NE – how will this affect them? Woulfe explained it does not create an island so the City would not pursue annexation. Woulfe stated the Kelly's intent is to develop the property.

With no additional comment, Palmer closed the public hearing at 3:39 pm.

Excerpt from the Nov. 7, 2017 Planning Commission minutes

Annexation of Kelly Property

Westover stated Corinne Kelly and Gayland Hokanson have requested by petition to have two parcels they own annexed into the City. Westover explained Kelly and Hokanson also own over 100 acres of land adjacent to these small parcels, often referred to by staff as the "Kelly" property. The 100 acre Kelly property is within the City limits and the owners plan to develop when the time is right. These two smaller parcels were purchased more recently and were not included in the original annexation.

Westover explained annexation can occur by Ordinance in this case when the City receives a petition from the owners, the land abuts the municipality, and the land is 120 acres or less. The township and adjacent property owners have been notified and a public hearing on the annexation request will be heard at the City Council meeting on December 4, 2017.

Struss confirmed staff has not heard back from Cambridge Township.

Nelson moved, seconded by Grell to recommend to the Cambridge City Council to approve the draft ordinance to annex two parcels from Cambridge Township, property identification numbers: 03.031.2400 and 03.031.0300. Motion carried unanimously.

Patrick Kelly asked for clarification regarding the accesses to these two properties. Kelly explained the college owns property to the east which land locks his property from access to Spirit River Dr. S. Kelly confirmed the college has no interest in selling the property so an extension of 2nd Ave SW is not in the immediate future. Kelly asked if they develop these two lots could they put in accesses off of Highway 95. Staff and the Commission confirmed this is a Minnesota Department of Transportation decision but encouraged Kelly to have a site plan for them to review.

Wage Scale Cost of Living Update

The current wage scale in place for non-union City staff is proposed to be updated for a cost of living adjustment. The 2018 budget was prepared with the assumption that the scale for non-union staff would be adjusted upward by 2.0% according to the long range plan.

Recommended Council Action

Approve that effective for the first pay date in January 2018, the 2018 salary scale for non-union part-time and non-union full-time employees shall be adjusted upward for a 2.0% cost of living increase.

Prepared by:

Caroline Moe
Director of Finance

Prepared by: Lucas Milz, Assistant Director of Public Works

Background:

As part of the Capital Plan for 2018 Public Works has scheduled the purchase of a Bobcat Toolcat and multiple attachments for use in both the Street and Park Departments. We have \$65,000 in the 2018 budget for this equipment.

The purchase will include: the Toolcat, a 62" general purpose bucket, a 94" snow pusher box blade, and a 72" snow blower with a truck loading chute. This machine also is compatible with all of the current attachments we have and a long list that are available for rent locally.

Recommendation

Approve the purchase of a Bobcat Toolcat and attachments for an amount not to exceed \$65,000.

Attachments

Toolcat quote with attachments all at State Bid prices.

4K



Bobcat

Product Quotation

Quotation Number: HMM-06446

Date: 2017-12-06 13:23:59

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF CAMBRIDGE 272374 300 THIRD AVENUE NE #612-689-3211 CAMBRIDGE, MN 55008	Brian Crawford's Equipment, Inc., Cambridge, MN 4898 HWY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855.608.0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
Bobcat 5600	M1221	1	\$40,578.40	\$40,578.40
Adjustable Vinyl Seats				
All-Wheel Steer				
Automatically Activated Glow Plugs				
Auxiliary Hydraulics				
<ul style="list-style-type: none"> Variable Flow with dual direction detent 				
Beverage Holders				
Bob-Tach				
Boom Float				
Cargo Box Support				
Cruise Control				
Deluxe Operator Canopy includes:				
<ul style="list-style-type: none"> Front Window, Rear Window, Front Wipers, and Electrical Power Port 				
Lower Engine Guard				
Limited Slip Transaxle				
Engine and Hydraulic Monitor with Shutdown				
Front Work Lights				
Full-time Four-Wheel Drive				
Horsepower Management				
<ul style="list-style-type: none"> Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I 				
Dome Light				
Deluxe Road Package	M1221-P01-C01	1	\$1,768.80	\$1,768.80
Backup Alarm				
Turn Signals				
Flashers				
Tail Lights				
Brake Lights				
Rear View Mirror				
Cab Enclosure with Heater & Air Conditioning	M1221-R02-C03	1	\$3,705.60	\$3,705.60
High-Flow Package	M1221-R03-C02	1	\$1,157.60	\$1,157.60
Keyless Ignition	M1221-R06-C02	1	\$244.00	\$244.00
Heavy Duty Battery	M1221-R07-C02	1	\$64.80	\$64.80
Attachment Control	M1221-R08-C02	1	\$152.00	\$152.00
Power Bob-Tach	M1221-R12-C02	1	\$799.20	\$799.20
Radio Option	M1221-R15-C02	1	\$355.20	\$355.20
Traction Control	M1221-R16-C02	1	\$396.00	\$396.00
Interior Trim	M1221-A01-C05	1	\$156.00	\$156.00
Rear Window Guard	7150926	1	\$851.40	\$851.40
Hydraulic Dump Box				
Instrumentation:				
<ul style="list-style-type: none"> Hour meter, Job Hours, Speedometer. Tachometer, Fuel Gauge, Engine Temperature Gauge, and Warning Lights 				
Joystick, Manually Controlled with Lift Arm Float				
Lift Arm Support				
Parking Brake, automatic				
Power Steering with Tilt Steering Wheel				
Radiator Screen				
Rear Receiver Hitch				
Seat Belts, Shoulder Harness				
Spark Arrestor Muffler				
Suspension, 4-wheel independent				
Tires: 27 x 10.5-15 (8 ply), Lug Tread				
Toolcat Interlock Control System (TICS)				
Two-Speed Transmission				
Warranty: 1 Year, Unlimited Hours				
Side Mirrors				
Horn				
Lower Engine Guard				
Rear Work Lights				
Headlights				

Strobe Light	6815259	1	\$162.64	\$162.64
62" General Purpose Bucket	7114585	1	\$516.80	\$516.80
--- Bolt-On Cutting Edge, 62"	6732406	1	\$129.38	\$129.38

Total of Items Quoted	\$51,037.82
Dealer Assembly Charges	\$190.00
Quote Total - US dollars	\$51,227.82

Notes:

**Prices per the Minnesota Contract# E-110(5) Contract Period: 9/1/16 - 8/31/18*
**Must be a Coop Member to purchase off contract*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 60 to 90 days from ARO.*
**State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with placed order.*
**TID# 38-0425350*
ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales,
PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____





Bobcat

Product Quotation

Quotation Number: HMM-06492

Date: 2017-12-18 13:27:06

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH:
CITY OF CAMBRIDGE 272374 300 THIRD AVENUE NE #612-689-3211 CAMBRIDGE, MN 55008	Crawford's Equipment, Inc., Cambridge, MN 4898 HWY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	Contract Holder/Manufacturer Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855.608.0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
Snow Pusher, 8 ft (94 in).	7113767	1	\$2,166.50	\$2,166.50

Total of Items Quoted	\$2,166.50
Dealer Assembly Charges	\$0.00
Quote Total - US dollars	\$2,166.50

Notes:

**Prices per the Minnesota Contract# 133384, T-631(5). 11/3/17 through 10/31/18*
**Must be a Coop Member to purchase off contract*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 60 to 90 days from ARO.*
**State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with placed order.*
**TID# 38-0425350*
****ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.***

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____





Bobcat

Product Quotation

Quotation Number: HMM-06491

Date: 2017-12-18 13:25:50

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF CAMBRIDGE 272374 300 THIRD AVENUE NE #612-689-3211 CAMBRIDGE, MN 55008	Crawford's Equipment, Inc., Cambridge, MN 4898 HWY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8749 Fax: 855.608.0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
SB240 Snowblower - 72" Width	M7005	1	\$4,284.00	\$4,284.00
— 9.6 Hyd Motor Package (25 - 31 gpm)	M7005-R01-C04	1	\$833.00	\$833.00
— SB240 Truck Loading Chute	6958978	1	\$1,074.50	\$1,074.50

Total of Items Quoted	\$6,191.50
Dealer Assembly Charges	\$0.00
Quote Total - US dollars	\$6,191.50

Notes:

***Prices per the Minnesota Contract# 133384, T-631(5). 11/3/17 through 10/31/18**

***Must be a Coop Member to purchase off contract**

***Terms Net 30 Days. Credit cards accepted.**

***FOB Destination within the 48 Contiguous States.**

***Delivery: 60 to 90 days from ARO.**

***State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with placed order.**

***TID# 38-0425350**

***ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.**

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____



Ordinance 659
AMENDING TITLE III ADMINISTRATION, CHAPTER 30 CITY COUNCIL

The City Council of Cambridge does hereby ordain that the Cambridge City Code of Ordinances Title III Administration, Chapter 30 City Council is hereby amended as follows:

§ 30.01 MEETINGS.

(A) Regular meetings of the Council shall be held on the first Monday of each month at ~~3:00~~ 3:30 pm and on the third Monday at 6:00 pm. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place or on another date as reasonably set by the Council. All meetings, including special and adjourned meetings, shall be held at Cambridge City Hall in Council Chambers ~~in the Municipal Building~~, unless otherwise specifically posted.

This ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the Cambridge City Council this 2nd day of January, 2018.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: January 10, 2018

Prepared by: Marcia Westover, Community Development Director

Background

The refrigerated ice rinks opened in the fall/winter of 2016. At that time no fee structure was in place and the first winter season was used by all groups at no charge. Since then, a \$40/hour charge has been established for use of the rinks starting in the fall/winter season of 2017. The City has established Agreements with the Cambridge Isanti Hockey Association and the Cambridge-Isanti School District (Boys and Girls Hockey teams). However, the Community Education broomball league was not considered. Now that staff is assuring all reserved ice time is paid for, we met with representatives from Community Education to discuss the cost.

In our discussion, it was determined that the broomball classes could not happen if the City charges for the ice time. We came up with the attached Agreement that identifies ice time in exchange for the use of the Performing Arts Center for the City's 2018 summer concert series. This Agreement is only valid for one season as Community Education will be considering other options for next year's broomball league. If we enter into another Agreement next season, then an actual cost analysis will need to be done.

City Council Action

Approve the attached Agreement between the City and Cambridge-Isanti Community Education.

Attachments

1. Agreement

**Ice Sheet and Performing Arts Center Use Agreement between
the City of Cambridge
And
Cambridge-Isanti Community Education**

The City of Cambridge (City) and Cambridge Isanti Community Education (Community Ed) desire to enter into a use agreement for the City's refrigerated ice rink for the purposes of broomball classes. Each refrigerated rink will be 204' x 87'. On-site are two warming house and two portable bathrooms.

Community Ed would like to reserve ice time for broomball classes on Monday's from 3:30pm to 5:00pm between December 4, 2017 and February 19, 2018. The City will reserve the use of one refrigerated rink and one warming house for the sole purpose of Community Ed broomball classes during their scheduled time.

In exchange for the use of the ice rink, Community Ed will provide the City the use of the Performing Arts Center during their 2018 scheduled summer concert series. The summer concert series will run once a week for approximately one month. The use of the Performing Arts Center is only needed for the concerts in case of inclement weather. The summer concert series will be held in City Park if weather permits.

The parties mutually agree to defend, indemnify and hold harmless the other party, their elected officials, officers, and employees against any and all liability, loss, costs, damages, and expenses may be sustained, incurred or required to pay arising out of either parties activity pursuant to this Agreement. Community Ed further agrees that it will maintain liability insurance in accordance with Minnesota State Statues 466.04 as may be amended from time to time at all times during the term of this Contract.

Term of Agreement: December 4, 2017 – October 1, 2018

Accepted by the City of Cambridge

**Accepted by Cambridge-Isanti Community
Education**

Marlys A. Palmer, Mayor

Board Chair

Lynda J. Woulfe, City Administrator

Board Clerk

Prepared by: Will Pennings, Deputy Fire Chief-Emergency Management Director
 Lynda Woulfe, City Administrator

Background

Todd Schwab and Dave Matchinsky’s terms as captains on the Cambridge Fire Department were up December 31, 2017. The following posting was put up for the positions:

NOTICE FOR Cambridge Fire Captain Position Recruitment

Notice is hereby provided that all eligible parties interested in interviewing with the Officer Selection Committee and Fire Chief Sean Okerlund for the position of Captain shall sign below. Candidates are also required to provide a letter outlining your reasons for applying for a Captain’s position to Corey Haley, Committee Chair prior to November 17, 2017.

Two captain positions are open for appointment. Position requirements are:

	Required Minimum Training	Recommended Training	Outside Training
Captain	<input type="checkbox"/> Incident Command <input type="checkbox"/> Tactics <input type="checkbox"/> Fire Cause Determination <input type="checkbox"/> Incident Command <input type="checkbox"/> Leadership <input type="checkbox"/> Safety <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> State Board Certified Instructor 1 <input type="checkbox"/> State Board Certified Officer 1	<input type="checkbox"/> Instructor <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Administration <input type="checkbox"/> Arson	12 hours every year

7.2 Officer Position Description- 7.2.1 Captain

Purpose

To address Department Unity, Safety, and to accomplish overall goals and objectives, Captains are the Department team leads, and the link from Chief Officer to Firefighters. Captains will be instrumental as mentors to both probationary, and active Firefighters. Captains will oversee a squad of 5 to 7 firefighters, and coordinate all related issues, ideas, and concerns to Chief Officers. Captains will lead all Firefighters on all scene, training, and general fire Department activities. To return and share skills acquired through training. These responsibilities are in addition to Firefighter.

Responsibilities

A. Fire Scene

1. Direct a crew in firefighting, first aid, or other emergency service. The Captain is a line officer and will lead a designated crew with assigned tasks.
2. Assure that all equipment and crews are operated in a safe and efficient manner.
3. Assume Incident Command in the absence of a Senior Officer. This may be reassigned to other officers if appropriate.

B. Overall

1. Work with the fellow Equipment Captains to determine and assign work tasks and coordinate work details.
2. Direct maintenance and cleaning of station and equipment.
3. Assist with the recruiting, hiring, and evaluation of personnel as directed.
4. Attend required meetings which are over and above those required of a Firefighter.
5. Report all personnel problems to the Chief or Assistant Chiefs.
6. Assist Squad members with developing and achieving individual goals.
7. Present a positive and constructive attitude in performance of duties.
8. Strive to improve morale within the station and improve working relations, team building and communication with other stations and agencies.
9. Work with the Fire Department to establish the annual Fire Department objectives.
10. Instruct new member(s) on equipment operations, department policies, and operational guidelines.
11. High level of communication with fellow Captains and Chief Officers.
12. Obtain outside training as directed by Chief Officers return, and share skills acquired in this training.

C. Special Duties

1. Attend mutual aid meetings.

Position Relationships

Report to the Fire Department on all matters related to this position.

Accept specific responsibilities assigned by the Fire DOC.

Work closely with all Officers and Firefighters.

Assume the duties of the Chief(s) in their absence.

Operate and maintain duties within Squad.

Lead Squad on all department activities.

Position Requirements

Eligible members may apply for any open Captain position, provided they meet all of the requirements in the sections listed below:

Section 2.2.4 Membership Eligibility

Section 5.3 Position Training Requirements.

Length of Term

Two year term, running from January 1, 2018 through December 31, 2019.

Reimbursement

\$1,200 per calendar year (reimbursement will be pro-rated for a partial year of service)

\$10 per hour when on scene (flat rate of \$6 per call to respond to the Fire Station if you don't go out to the fire scene)

\$20 per drill and per Fire Department meeting

Only two people signed the posting - Todd Schwab and Dave Matchinsky. The Fire Department is recommending the Council appointment them to the Captain positions.

Recommendation

Appoint Todd Schwab and Dave Matchinsky as Cambridge Fire Department Captains.

Prepared by: Marcia Westover, Community Development Director

Background

The City has received the attached request from the Pickleball group. They would like to present a powerpoint presentation to Council demonstrating their 2017 participation data.

In addition to the presentation, the Pickleball group is requesting to expand the pickleball complex with the 2018 street project. The request is to turn the existing tennis courts at Central Green Park into four (4) pickleball courts, or to build two (2) new pickleball courts east of the existing courts. The pickleball group will contribute \$5,000 toward this project.

The Pickleball group did present their powerpoint presentation to the Parks, Trails, and Recreation Commission and asked that additional courts be considered in the future. However, this specific request (attached) was not considered by the Commission.

City Council Action

Discuss and direct staff on the next steps of this request.

Attachments

1. Request from Pickleball group
2. Nov. 14, 2017 Parks Commission minutes

Marcia Westover

From: Lynda Woulfe
Sent: Monday, December 18, 2017 11:03 AM
To: CouncilMembers; Marcia Westover
Subject: FW: pickleball presentation Jan 2, 2018

For your information.

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

From: mike mueller
Sent: Friday, December 15, 2017 10:05 AM
To: Lynda Woulfe <LWoulfe@ci.cambridge.mn.us>
Cc: Dick Welch Palmquist <dick.welch@ci.cambridge.mn.us>
Subject: pickleball presentation Jan 2, 2018

Hi Lynda, Here is a summary of our request to appear at the council meeting. If you have any questions please let me know. Thanks, Mike

Cambridge Pickleball players request:

At the Jan 2, 2018 council meeting we request time to present our 2017 participation data for pickleball play in the Cambridge area. It will demonstrate that there is a significant interest and growth in the number of players participating. We also are requesting the Council to make additions to the 2018 street project RFP to expand the pickleball complex at Central Green.

Background

In 2015, the anticipated use of the multipurpose court at Pioneer Park was unknown. It became quickly obvious that there is a great interest in pickleball in the area. Usage and attendance has increased and there are several new ventures underway to promote pickleball. In 2017, there will be over 5000 participants in the pickleball activities in Cambridge (Armed Forces Center, Central Green and Allina Neighborhood grant) and through District 911 Community Ed in Isanti. Currently, the Central Green pickleball courts are demonstrably overused, however, the tennis courts are dramatically underused.

Request

We are asking, like in 2016, to have two options included in the "2018 Street Project bid -RFP" as alternative bid / change orders. The requests could be acted on (approved or not approved) later,

once the bids come in to the city. The requests are to include repurposing one of the two tennis courts into 4 pickleball courts or, to add 2 new PB courts on a new slab

Option #1 Build 4 new pickleball courts replacing the existing west side tennis court

Option #2 Build 2 new pickleball courts directly east of the existing 4 PB courts

Players Support

The Cambridge Pickleball players offer to contribute \$5000 towards the cost.

***Excerpt from the Nov. 14, 2017
Parks, Trails, and Recreation Commission meeting***

Pickleball Update

Gary Palmquist and Mike Mueller recapped the last year of pickleball. Their update included a timeline of the new outdoor courts opening along with statistics of how many players they have had over the last year. It was estimated they will have over 5,000 players by the end of 2017. The group also noted they have taken up a collection at the courts which allowed them to purchase a windscreen for the outdoor courts, a bulletin board, and benches.

The Commission thanked the pickleball group for their fundraising efforts and asked if there is anything in particular they are looking to add to the outdoor courts. It was noted at this time the only immediate need would be a drinking fountain since in the hot summer months it would be nice to refill their water bottles.

Discussion ensued about the possibility of temporarily marking other courts in the City so they may also be used for pickleball. It was noted the group would not be opposed to contributing to the park usage fees.

Prepared by: Caroline Moe, Director of Finance

Background:

On August 7, 2017, the Cambridge City Council directed staff to bring information to them on the creation street light utility as a way to increase revenue other than property taxes. Then again on August 21, 2017, the Council discussed the street light utility and asked staff to proceed with researching the topic. On October 16, 2017, the City Council again discussed the fundamentals of a street lighting utility and had the first round of fee estimates. There was consensus to continue moving forward with the implementation of a street light utility. And finally, on November 20, 2017, the Council reviewed the Street Light Utility ordinance and requested staff put in on an agenda for adoption and implementation in 2018.

Implementation of the street lighting utility takes approximately \$200,000 of cost off the general fund that was supported by property taxes and seeks to fund it via a utility fee. The Council believes that the new routine will result in a more equitable method of matching the benefit of the street lighting to the property owner paying the cost.

Recommendation

Approve ordinance 657 as presented.



Tuesday, December 12, 2017

Dr. Raymond Queener, Superintendent
Cambridge-Isanti Schools
625A Main Street North
Cambridge, MN 55008

Ms. Marlys Palmer, Mayor
City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

Dear Mayor Palmer,

I know you are passionate about supporting Cambridge-Isanti Schools, for this reason, I am contacting you in regard to the new proposed ordinance for light fees within the City of Cambridge. I appreciate and understand the City's desire to reduce spending, and the innovative and creative option considered by the City, however, it presents a significant concern for us as a school district.

City Director of Finance, Caroline Moe, has indicated that based on the proposed rate, the additional cost to the school district will be approximately \$9,900 per year.

While other entities likely have options to raise the revenue for the additional lighting fees, this is not the case with the school district. This proposed ordinance would result in a negative impact to our budget requiring a shift in resources currently spent on teachers, textbooks, transportation and other educational materials.

My job as Superintendent is to always act in the best interest of the students of this district, therefore, I respectfully request an exemption from the proposed lighting fee for Cambridge-Isanti Schools' properties.

I would be happy to discuss this further at a mutually convenient time.

Respectfully,

Dr. Raymond Queener, Superintendent
Cambridge-Isanti Schools

CC: Lynda Woulfe
Cambridge City Council

Cabinet

Dr. Ray Queener
Superintendent

Shelley Schwab
Director of Teaching and Learning

Julia Lines
Director of Administrative Services
& Human Resources

Julie Williams
Director of Student Support Services

Kris Crocker
Director of Finance & Operations

Dave Maurer
Director of Community Education

Shawna Carpenter
Communications Coordinator

School Board

Timothy J. Hitchings, Chair
Gary Hawkins, Vice Chair
Lynn Wedlund, Clerk
Heidi Sprandel, Treasurer
Jenni Caulk, Director
Carri Levitski, Director
Nate Reibel, Director

An Equal Opportunity Employer

ORDINANCE NO. 657

An Ordinance Amending Title V Public Works of the City of Cambridge Code Of Ordinances

The City Council of Cambridge does hereby ordain that the Cambridge City Code of Ordinances is amended by adding Chapter 54 to Title V, which shall read as follows:

TITLE V: PUBLIC WORKS, CHAPTER 54: STREET LIGHTING

STREET LIGHTING

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ADMINISTRATION AND ENFORCEMENT

§54.01 Establishment

Pursuant to Minnesota Statutes §429.101, the City does hereby make provision for the establishment of a municipal street lighting system (hereinafter called the Street Lighting System) to be operated as a public utility.

§54.02 Liability

The City shall not be liable for injury or damage to person or property caused by any deficiency or failure in supply of electricity for the street lighting system whether occasioned by shutting off the

system for the purpose of making repairs or connections, weather-related incidents, or from any other cause whatsoever.

§54.03 Application

No statement contained in this Chapter shall be construed to interfere with any additional requirements that may be imposed by any other entity. In addition, no statement in this chapter shall be construed as preventing any special agreement or arrangement between the City and an individual user.

§54.04 Definitions

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BENEFITING PROPERTY. Any property located within 150 feet of a City street light excluding vacant land parcels.

STREET LIGHTING SYSTEM. All systems, works, instrumentalities, equipment, materials, supplies, lights, poles, wires, cables, conduits and all other parts and appurtenances of the foregoing which are useful or used in connection with the operation and maintenance of street lights.

USER. The owner and occupant of any benefiting property.

§54.05 Supervision by Public Works-Utilities Director

The Public Works-Utilities Director, or designee shall have control and general supervision of the Street Lighting System including service connections in the City. The Public Works-Utilities Director shall be responsible for administering the provisions of this chapter to the end such that a proper and efficient Street Lighting System is maintained.

§54.06 Authority

(A) Access. The Public Works-Utilities Director, or other duly authorized employees of the City bearing proper credentials and identification, shall be permitted to enter all properties for the purposes of, but not limited to, inspection, observations, measurement, sampling, repair and maintenance of any portion of the City's Street Lighting System in accordance with the provisions of this chapter.

(1) Tampering. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the Street Lighting System.

(B) Safety. While performing necessary work on the Street Lighting System the Public Works-Utilities Director, or duly authorized employees of the City, shall observe all safety rules applicable to the premises.

§54.07 Penalty

Any person violating any of the provisions of this chapter shall become liable to the City for any expense, loss or damage occasioned by the City by reason of that violation. In addition, any person found to be violating any provisions of this chapter shall be served by the City with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, permanently cease all violations. Any person who shall continue any violation beyond the specified time limit shall be punished as provided in §10.99. Each day in which any violation occurs shall be deemed as a separate offense.

STREET LIGHTING CHARGE SYSTEM AND STREET LIGHT UTILITY FUND

§54.08 Establishment

(A) The City hereby establishes a Street Lighting Charge System to recover costs associated with the operation, maintenance and replacement of the Street Lighting System. The Street Lighting Charge System will be administered in accordance with the provisions of §54.09.

(B) The City hereby establishes a Street Light Utility Fund as an income fund to receive all revenues generated by the Street Lighting Charge System, and all other income dedicated to the operation, maintenance and replacement of the Street Lighting System. The Street Light Utility Fund will be administered in accordance with the provisions of §54.09.

§54.09 Administration

(A) In accordance with federal and state requirements, the City Administrator-Administrator shall maintain records necessary to document compliance with the Street Lighting Charge System. The City Administrator-Administrator shall be responsible for maintaining a proper system of accounts suitable for determining the operation, maintenance and replacement costs of the Street Lighting System.

(B) All revenue collected from users of the Street Lighting System will be used to off-set all expenditures incurred for annual operation, maintenance and replacement to the Street Lighting System.

(C) All revenue generated by the Street Lighting Charge System, and all other income pertinent to the Street Lighting System, shall be deposited in a separate fund known as the Street Light Utility Fund.

(D) The City Council shall annually determine whether or not sufficient revenue is being generated for the effective operation, maintenance, replacement and management of the Street Lighting System. The Council shall also determine whether the user charges are distributed proportionately to each user in accordance with § 54.10. The City shall thereafter, but not later than the end of the year, reassess and as necessary revise the Street Lighting Charge System then in use to insure the proportionality of the user charges and to insure the sufficiency of funds to maintain the City and performance to which the facilities were constructed.

§54.10 Rates and Charges

(A) Street lighting charges to users of the Street Lighting System shall be determined and fixed according to the provisions of this chapter and established in the Ordinance Establishing Fees and Charges. The Ordinance Establishing Fees and Charges may be amended from time to time to include subsequent changes in street lighting rates and charges.

(B) Any additional costs caused by intentional, willful, or malicious damage to the Street Lighting System, shall be borne by the offender, at no expense to the City.

(C) Each user shall pay its proportionate share of operation, maintenance, and replacement costs of the Street Lighting System.

(D) SFR Unit Basic Charge. The Council shall set a monthly basic service charge to be applied to all single family resident accounts (the SFR Unit Basic Charge). Each account that is not a single family resident account shall pay a basic service charge that is a multiple of the SFR Unit Basic Service Charge. The multiple will be based on the linear feet adjacent to a property boundary benefitting from a street light within 150 feet divided by 80 feet which represents the minimum lot width of a single family residence. The multiple will be rounded to the nearest whole number with (.5's rounded to the next whole number and a minimum unit assignment of 1).

(E) Adjustment of Unreasonable Units for Non-Single Family Residence. The City Administrator or the Administrator's designee may increase or decrease the units applied if it was determined the units are based on inaccurate linear feet data. Decisions on units made by the City Administrator may be appealed to the City Council by written notice of appeal to the City Administrator. Notice of the appeal must be delivered to the Administrator within twenty-one days of mailing of written notice of the Administrator's determination of units to the account.

Rates due and payable by each user located beyond the territorial boundaries of the City shall be determined by special contract.

§54.11 Billing

(A) Bills for street lighting charges shall be rendered on a monthly basis, in conjunction with water and sewer billings, to all benefiting properties. Bills are due and payable on or before the 15th day of the month following the month in which the bill is sent.

(B) All payments received after the close of business on the 15th day of the month will be assessed a penalty as defined by ordinance. Any prepayment or overpayment of charges may be retained by the City and applied on subsequent monthly charges.

(C) All bills and notices shall be mailed or delivered to the address of the property owner. If a non-owner occupant desires to receive bills and notices at the address where service is provided, the property owner shall provide proper notice to the City of the approved request. Any change or error in address shall be promptly reported to the City Administrator.

§54.12 Non Payment

Any street lighting charges unpaid shall be certified by the City Administrator-Treasurer when deemed appropriate by the City and assessed against the property on which the charges have incurred, and forwarded to the County Auditor for collection with property taxes.

§54.13 Exemptions

Any public right of way, City owned property and vacant land parcels shall be exempt from street light utility charges.

This ordinance shall be in full force and effect from and after its passage and publication according to law. Adopted by the Cambridge City Council this 2nd day of January, 2018.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: January 10, 2018

Summary Ordinance for Publication

The City Council of the City of Cambridge adopted Ordinance 652 amending Title V Public Works creating Chapter 54 Street Lighting and institutes a street light utility fee pursuant to Minnesota Statutes §429.101. The ordinance makes provision for the establishment of a municipal street lighting system to be operated as a public utility and sets forth a SFR Unit Basic Charge for street lighting. The ordinance provides for monthly billing and assessment of unpaid balances to property taxes. The complete ordinance is available for public inspection at the office of the City Administrator, 300 3rd Ave NE, Cambridge, Minnesota.

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: January 10, 2018

Prepared by: Marcia Westover, Community Development Director

Background

Schlagel, Inc. is planning to build an addition onto their existing building. The City's existing forcemain traverses the property making it difficult to expand their building. Schlagel met with City representatives to discuss the possibilities of moving the forcemain. Attached is the proposed Agreement between the City and Schlagel, Inc. laying out the terms. Schlagel will complete all of the work associated with the forcemain relocation and the City will pay for the materials to upgrade the forcemain.

The existing forcemain is approximately 50 years old, is a brittle cast iron pipe, and at six inches in diameter is not large enough to serve the planned growth area it serves. The proposed forcemain is a 12 inch diameter ductile iron pipe that will serve the growth area and meets today's material durability standards.

The city has a perpetual easement for the forcemain but no recorded easement over it. Schlagel purchased the parcel from Burlington Northern without the knowledge of the forcemain. In order to remedy costly litigation and to encourage our industrial property owner to expand, it was advised by our City Attorney to enter into this Agreement.

The total cost of the forcemain materials (City's expense) is approximately \$38,500. SEH, Inc. will complete the construction plans at a cost not to exceed \$1,000. The cost for this project will come out of the City's sewer fund.

City Council Action

Approve the attached Agreement between the City and Schlagel to relocate the forcemain.

Attachments

1. Agreement

AGREEMENT

This Agreement (the "Agreement") is made and entered into as of the date ascribed below between the City of Cambridge, of 300 Third Avenue NE, Cambridge, MN 55008, (the "City") and Schlager, Inc., of 491 North Emerson Street, Cambridge, MN 55008, ("Schlager").

RECITALS

WHEREAS, Schlager owns, in addition to other parcels, real property within the city limits of the City consisting of parcel identification numbers 15.028.0800 and 15.041.2382 and legally described as follows:

See attached Exhibit "A"

(collectively, the "Real Property"); and

WHEREAS, a force main pipeline traverses part of the Real Property underground along a route and path depicted in approximation and for illustrative purposes only as a yellow dotted line on the attached Exhibit "B" (the "Existing Main"); and

WHEREAS, the City has agreed to authorize and permit Schlager to relocate the Existing Main so that such piping will traverse the Real Property parallel to the western and southern boundary at a continuous point that is twenty (20) feet from such boundaries to ultimately connect with an existing force main at the northwestern-most corner of real property owned by Miksic Realty, LLC and designated parcel identification number 15.041.2380 (the "Cortec Property"), which proposed relocated force main is depicted in approximation as a solid red line on the attached Exhibit "B" (the "Proposed Main"); and

WHEREAS, the parties desire to enter into this Agreement to memorialize the terms of their understanding and contract.

Now, therefore, in consideration of the mutual promises, covenants, and representations contained herein, and for other good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, the parties agree as follows:

AGREEMENT

1. **Recitals.** The foregoing Recitals are hereby incorporated by reference into this Agreement.
2. **Construction of the Proposed Main.** Schlager may cause and contract for the construction, installation, and build of the Proposed Main underneath the Real Property along a course parallel to the western and southern boundaries of the Real Property at a continuous distance of twenty (20) feet so that said Proposed Main ultimately connects with the existing force main at a point near the northwestern-most point of the Cortec

Property. Schlagel shall be entitled to rely on the engineering, plans, and specifications for the Proposed Main developed or produced by the City's independent engineer, SEH, Inc. The City shall approve the work plan. Schlagel agrees to permit agents, employees, and other representatives of the City to inspect the Real Property after any such plans or specifications have been submitted to the City. Schlagel and the City agree that the Proposed Main shall consist of twelve (12) inch ductile iron piping ("DIP") with twelve (12) inch 45-degree bends of class 52 and twelve (12) inch DIP sleeves of class 52. The parties also agree that the Proposed Main shall be constructed in a way, manner, and means that is consistent with applicable federal, state, and local law.

3. Payment for the Proposed Main Construction Cost/Materials Provided by City. The City shall furnish to Schlagel the Proposed Main piping and components described in Paragraph 2 above. Schlagel shall pay all costs associated with constructing and installing the Proposed Main, Schlagel agrees to defend, indemnify and hold the City harmless for all other costs related to the construction of the Proposed Main.

4. Easement in Favor of the City. Following completion of the Proposed Main, Schlagel shall grant a perpetual 20' wide easement, centered on the new Main, in favor of the City, including the City's right to reasonably use and service the Proposed Main. The easement shall preclude the construction of improvements, buildings, and structures within the easement area. Such easement shall be recorded with the Office of the Isanti County Recorder.

5. Contractors; Vendors. Subject only to the approval of the City as provided in this Section 5, Schlagel may solicit, select, and contract with any contractor, vendor, supplier, builder, firm, individual, or company it deems appropriate for the construction and installation of the Proposed Main. The City's ability to review and approve of any plans and specifications as provided in Section 2 shall include the ability to approve any entities for such construction or installation. However, the City may not unreasonably deny or reject any contractor, vendor, supplier, builder, firm, individual, or company selected by Schlagel, and any such denial or rejection must be based either on a patent conflict of interest or the City's conclusion that such entity cannot adequately complete its role in the construction or installation of the Proposed Main as provided in this Agreement.

6. Permits. The City agrees to issue to Schlagel any permits or authorizations necessary for the construction and installation of the Proposed Main as provided in this Agreement, provided they comply with pertinent codes and regulations. Schlagel shall pay any fees required for such permits.

7. Abandonment of the Existing Main. The City agrees and covenants that, after the construction of the Proposed Main, that portion of the Existing Main which no longer services or supports the flow of water shall be vacated, capped, and abandoned pursuant to applicable federal, state, and local law. Neither Schlagel nor the City shall be required to remove, unearth, excavate, or otherwise alter said portion of the Existing Main except to the extent necessary for completion and operation of the Proposed Main. The City agrees

and covenants that the continued existence of said portion of the Existing Main, once vacated and abandoned, will not under zoning ordinances applicable as of the date hereof restrict, hinder, or prevent Schlager's use of the Real Estate, including its ability to make improvements thereon.

8. Representations and Warranties of Schlager. Schlager hereby represents, warrants, and acknowledges as follows:

8.1 Authority. Schlager is a validly constituted corporate authority with full right, power, and authority to enter into this Agreement and to its obligations hereunder.

8.2 Time for Completion of Proposed Main. Schlager warrants that it will use reasonable efforts to complete the construction of the Proposed Main in a timely manner.

8.3 Retention of Competent Contractors. Schlager agrees and covenants to attempt in good faith to retain contractors competent to perform the work contemplated by this Agreement.

8.4 Indemnification. Schlager shall defend, indemnify and hold the City harmless from any claim, action, or demand arising from any act or omission related to the construction or installation of the Proposed Main, other than with regard to payment of and for the Materials as provided in this Agreement.

9. Representations and Warranties of the City. The City, including through the knowledge of its agents, representatives, and employees, hereby represents, warrants, and acknowledges as follows:

9.1 Environmental Issues. To the best of its knowledge, City is aware of no environmental issues, hazards, problems, or contaminations with regard to the Real Property, including but not limited to any such matter which would hinder, prohibit, or substantially alter the construction or installation of the Proposed Main as provided by this Agreement.

9.2 Condemnation. The City has not in any formal context discussed, contemplated, or broached the issue of condemnation as it relates to the Real Property.

9.3 Time for Completion of Proposed Main. The City agrees and warrants that neither it nor this Agreement imposes on Schlager any deadline for completion of the Proposed Main.

9.4 Duty to Cooperate. The City agrees and covenants to cooperate with Schlager and its contractors during the term of this Agreement, which shall include but not be limited to performing its responsibilities, obligations, and services in a timely manner to facilitate the timely and efficient construction of the Proposed Main and to avoid delaying or interfering with such construction. In addition, but without limiting the foregoing, the City agrees and covenants to provide timely reviews and approvals of all

plan and specification submissions consistent with the turnaround times set forth in this Agreement.

9.5 Notice of Defects. The City agrees and covenants to give Schlager and any contractors performing services with respect to the Proposed Main timely notice of any work, construction, or improvement that the City notices or believes to be defective or not in compliance with this Agreement or applicable ordinances or law. Such notice shall be deemed timely if given in writing and as soon as reasonably practicable after any such defect becomes known to the City, its agents, employees, and representatives.

9.6 Furnishing of Services and Information. The City agrees and covenants to provide, at its own cost and expense, for Schlager's information and use the following, to the extent in the City's possession or accessible to it, all of which Schlager and any contractors it retains are entitled to rely upon in constructing and installing the Proposed Main: (1) surveys describing the Real Property, boundaries, topography, and reference points for use during construction, including existing service and utility lines; (2) geotechnical studies describing subsurface conditions, and such other surveys describing other latent or concealed physical conditions of the Real Property; (3) temporary and permanent easements, zoning and other requirements and encumbrances affecting land use, or necessary to permit the proper design and construction of the Proposed Main and enable Schlager to contract to perform the construction thereof; (4) any environmental studies and any reports and impact statements describing environmental conditions.

9.7 City Administrator. The City Administrator shall be responsible for providing City-supplied information and approvals in a timely manner to permit Schlager to fulfill its obligations under this Agreement. The City Administrator shall also provide Schlager with prompt notice if it observes any failure on the part of Schlager or its contractors to fulfill any contractual, design, or construction obligations, including any errors, omissions, or defects in the construction or installation of the Proposed main. The City Administrator shall communicate regularly with Schlager and, except for the execution and approval of this Agreement, shall be vested with the authority to act on behalf of the City. If necessary, the City Council has or shall authorize and designate the City Administrator to fulfill the provisions of this Agreement, including this Section 11.7.

10. Meetings. The parties agree to meet within seven (7) days upon request of the other party to discuss the construction of the Proposed Main or any other aspect or condition of that project or this Agreement. For purposes of this Section 10, Schlager will be deemed to comply if at least one officer, principal, or executive attends said meeting. For purposes of this Section 12, the City will be deemed to comply if at least one of the City administrator, the City planner, or the City engineer attends said meeting.

11. Relationship of the Parties. Neither by entering into this Agreement, nor by doing any act hereunder, may Schlager, or any contractor or subcontractor of Schlager, be deemed an agent, employee, or partner of the City. Schlager and any contractors or subcontractors retained by Schlager shall not represent themselves to be agents, employees, or partners of the City. Schlager shall notify all contractors of the provision of this Section 11.

12. Notices. Any notice, report, information, or instructions required to be given under this Agreement shall be given either by personal delivery or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, addressed as follows:

TO THE CITY:

City of Cambridge
300 Third Avenue NE
Cambridge, MN 55008

WITH A COPY TO:

Jay T. Squires
Rupp, Anderson, Squires, and Waldspurger, P.A.
333 South Seventh Street, Suite 2800
Minneapolis, MN 55402

TO SCHLAGEL:

Schlagel, Inc.
Attn: Chris Schlagel
491 North Emerson Street
Cambridge, MN 55008

WITH A COPY TO:

Jacob G. Peterson
McKinnis & Doom, P.A.
200 3rd Avenue NE, Suite 300
Cambridge, MN 55008

14. Costs; Attorney's Fees. Should either party bring an action or proceeding of any kind to enforce the terms of this Agreement, the prevailing party shall be entitled to its costs, expenses, and reasonable attorney's fees incurred in said action.

15. Entire Agreement. Each party acknowledges that there are no covenants, promises, undertakings, or understandings outside of this Agreement, except as specifically set forth in this Agreement.

16. Modification. This Agreement shall not be modified or extended except by written instrument signed by all the parties hereto.

17. Headings. The section headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

18. Choice of Law and Venue. This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota without regard to conflicts of law principles. Any dispute concerning this Agreement or any further proceedings of any type between the parties arising out of or related to this Agreement shall be venued exclusively in the Isanti County District Court.

19. Time Is of the Essence. Unless otherwise expressly provided herein, time is of the essence of each and every term, covenant, and condition of this Agreement.

20. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

21. Interpretation. If there exists any dispute over or regarding this Agreement, the Court or other party examining, interpreting, or construing this Agreement shall not afford or apply any presumptions against or related to the party who drafted this Agreement. The parties agree and acknowledge that this Agreement has been mutually agreed upon and drafted after negotiation and consultation between them.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year ascribed below.

CITY OF CAMBRIDGE

Dated: _____

Mayor

ATTEST

City Clerk

SCHLAGEL, INC.

Dated: 11/21/2017

Chris Schlegel
By

CEO
Its

Prepared by: Marcia Westover, Community Development Director

Request

The City Council is requested to make two appointments to the Planning Commission.

Background

The term of Planning Commissioner Robert Nelson will expire on January 31, 2018. Mr. Nelson has served one full term and has decided not to re-apply for another term. Planning Commissioner Bob Erickson has resigned effective January 31, 2018.

Staff placed ads in the local newspapers and on our social media sites in November and December soliciting applications for the open positions. Five applications have been received. The applications received are attached to this report.

Council Action

A motion to appoint two (2) of the applicants both to a three year general term (expiring January 31, 2021) on the Planning Commission.

Attachments

1. Planning Commission applications

Application for Appointment to Cambridge Planning Commission

Name Anne Nelson Date 12.8.2017
Address [REDACTED]
Residence in Cambridge Area (years) 18 years Home Telephone [REDACTED]
E-mail Address [REDACTED] Employer RSP Architects
Occupation project Manager Work Telephone 612.677.7295

Education (Please indicate highest grade completed or highest degree and major course of study) _____

BS Interior Design

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.) _____

appointed and elected member of District 911 School Board for 9+ years. Did not run for re-election in 2012?

have been involved over the years with long range planning for the school district. participated in the Design team workshop that came to Cambridge a couple of years ago.

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). _____

I have an interest in the success and future of the City of Cambridge. I have called this place home for 18 years, raised 2 children, and have no immediate plans to leave. I have participated in several planning events, the last one being when the Design team came to Cambridge for a weekend of workshops a couple of years ago. Outcome of that workshop was that the library needed to stay in downtown to keep downtown vital.

Application Deadline Friday, December 8, 2017.

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 _____



Application for Appointment to Cambridge Planning Commission

Name Arianna Weiler Date 10/24/2017
Address [REDACTED]
Residence in Cambridge Area (years) just moved Home Telephone [REDACTED]
E-mail Address [REDACTED] Employer NIA
Occupation Home maker Work Telephone NIA

Education (Please indicate highest grade completed or highest degree and major course of study).
Bachelors Degree - studied political science & international relations

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.)
I served on the water and sewer board with the city of Evans (colorado) city council for almost two years.

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).
My family and I just moved to the City of Cambridge! I was very active in my former community and would love the opportunity to serve Cambridge and its people. Thank you for your time!

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Signature Arianna Weiler

Application for Appointment to Cambridge Planning Commission

Name Marisa Harder-Chapman Date 11/29/2018

Address [REDACTED]

Residence in Cambridge Area (years) 11 Home Telephone [REDACTED]

E-mail Address [REDACTED] Employer Women's Environmental Institute

Occupation North Circle Food Hub Coordinator Work Telephone _____

Education (Please indicate highest grade completed or highest degree and major course of study) Master of Arts, Holistic Health - St. Catherine University, St. Paul, MN

Bachelor of Arts, Liberal Arts - The Evergreen State College, Olympia, WA

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.) See Attachment A.

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). As you can see based on the attachment, I have experience with small-group discussion, consensus-based decision making, and conflict resolution. Furthermore, my educational background has been focused on rigorous research and writing. (Continued on Attachment A.)

Application Deadline Friday, December 8, 2017.

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Signature 

Marisa Harder-Chapman – Attachment A

Civic and other activities

City of Cambridge Parks, Trails, and Recreation Commission (2017-)

Collaborate and cooperate with community stake-holders to make sure our parks and trails meet the needs of all community members. Make recommendations to city council to meet needs of residents. Help find solutions for gaps in funding the Cambridge parks system. Help determine long term plans and goals for parks system.

North Words Framing Project (2017-)

Collaborate with others to explore the use of common values in finding common ground on political issues and learn to communicate more effectively across the political spectrum.

Isanti County Master Gardeners (2010-2016)

Research and prepare to present numerous topics to the public including presentations on: organic gardening, wild edibles, infusing oils with herbs, and vermiculture. Organized speakers for the annual Burst into Spring event (2014).

Advisory Council Member, Willow Pond Farm – Center for the Arts and Sciences, North Branch, MN (2009-2010)

Planned events, scheduled classes, explored issues through small-group discussion and engaged in consensus driven decision-making.

Ophelia Project Committee Member, Willow Pond Farm – Center for the Arts and Sciences, North Branch, MN (2009-2010)

Research and discussed relational aggression. Assisted in design of curriculum to teach children about relational aggression and other social issues such as body image, communication skills, critical thinking and conflict resolution.

Comments (continued)

All of my civic and educational experiences have allowed me to deeply develop my skills as a critical thinker who views the world as a complex system that is made up of shades that are rarely black and white. I pride myself on being able to see issues from multiple sides and communicate where perspectives overlap. I think I would be a valuable addition to the commission.

Application for Appointment to Cambridge Planning Commission

Name Mike Liddy Date 12-4-17
Address [REDACTED]
Residence in Cambridge Area (years) 15 Home Telephone [REDACTED]
E-mail Address [REDACTED] Employer BeThe Match
Occupation IT Manager Work Telephone 763-406-5880

Education (Please indicate highest grade completed or highest degree and major course of study).
Studied Computer Science, Received AAS Degree and several
technical certificates and certifications.

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).
Member of IOUG and TCOUG, user groups
for Oracle Technologies. Volunteer often for fundraisers for my employer,
as well as some work for Second Hand Hounds. Member of IT Leadership
group and Genesis Works, run by York Solutions.

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).
I feel my background as an
IT Manager will help, as my skills in planning and road mapping will
come in handy. I also would look forward to learning additional planning
skills that I can use to improve my own job success.

Application Deadline Friday, December 8, 2017.

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Signature 

Application for Appointment to Cambridge Planning Commission

Name Monte C. Dybvig Date 12-7-2017

Address [REDACTED]

Residence in Cambridge Area (years) 27 yrs. Home Telephone NA

E-mail Address [REDACTED] Employer Self

Occupation Owner - Doctor Monte's Auto Work Telephone 763-689-9394

Education (Please indicate highest grade completed or highest degree and major course of study)
Two year vocational/technical program - Willmar Vo-Tech
Automotive Mechanic - Graduated with High Honors.

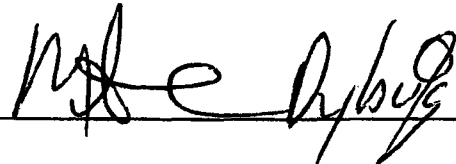
Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) Attached

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.) Attached

Application Deadline Friday, December 8, 2017.

Data Privacy Information

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Signature 

Civic and Other Activities

Cambridge business owner – 25 years
Customer Appreciation Event Lead – last 5 years /current
Downtown Task Force – since inception
 Discover Downtown
 Downtown Promotions Committee
 Downtown Ordinance Committee
 Minnesota Design Team (instrumental)
Participation in Comprehensive Plan Update
North 65 Chamber Board Member – 9 years
Sign Task Force – 2008
NAPA AutoCare Business Development Group President
East Central Minnesota Chorale – Board member 6 years, current President
First Presbyterian Church – Trustee; Sound Engineer; Choir Director

Comments

We live and have our business in the downtown district. I am not only concerned about the downtown area but the city as a whole because this city has become our home. Through the years I have developed relationships with members of the community, with business owners, and with City staff in different areas. I have been here long enough to see the city grow and change in many aspects.

There has been a great investment of time and dollars by the City and many concerned individuals into developing a vision for the future of Cambridge. Much progress has been made toward this goal, yet there seems to be a lack of concern for the proper development of the city in the future. I am interested in moving this city forward based on its short-term needs and long-term vision. As a member of the different organizations previously stated, I believe the experience I have gained would be of great benefit in accomplishing the challenge given by this opportunity. I have invested in the city of Cambridge, and Cambridge has been good to me. Thank you for considering my application. I look forward to your response.

Monte C. Dybvig
Application for Appointment to Cambridge Planning Commission
12/7/2017

Author: Lynda Woulfe & Carri Levitski

Background

Each year, the City of Cambridge adopts a fee schedule to a wide variety of items. City Code requires the annual adoption of a fee ordinance since numerous sections refer to fees or fines as set by ordinance. Here is a breakdown on the proposed changes by section.

Changes

Title III Administration Fees

- Added “per page” for the true cost of making copies of maps, building plans, and plats.

Title V – Public Works Fees

- Deleted costs for filling pools as the Fire Department will no longer offer this service in 2018.
- Changed meter costs to reflect actual cost to the City of Cambridge from vendor
- Changed Costs of transmitter and other miscellaneous meter costs to reflect actual cost to the City of Cambridge from vendor
- Changed the Sewer rate fee per Council direction
- Added Street Light Utility Fee per Council direction
- Increased the Airport Hangar Lease as directed by Airport Board

Title VII – Traffic Fees

- Added “plus subject to tow” to all parking offenses that could potentially cause a traffic hazard.

Title IX – General Regulation Fees

- Added specific fees for mowing abatement for repeat offenders that uses important staff resources
- Added Park User Fees as discussed by Parks Commission and City Council
- Updated the Valuation table for Building, Mechanical, and Plumbing permits. This has not been looked at since 2012. Staff surveyed other communities and while metro area Cities are much higher, we felt mirroring the City of Isanti’s valuation table would be a small inflationary increase of about 3% for permits based on value. We did not choose to increase flat fee permits at this time.
- Added fees for small cell tower permits for installation and collocation.
- Clarified fees for right of way permits.
- Added electrical fees for Solar PV System Inspections. This is the same table as the State of Minnesota and is recommended by our contracted electrical inspector.

Title XI – Business Regulation Fees

- Added the words “for transient merchants” since transient merchants are limited to 2 weeks per year maximum.

Title XV – Land Use Fees

- Added a recording plat fee for us to record plats at Isanti County
- Corrected the word “or” to “of”. Simple spelling error in previous ordinance.

If you have any questions on the fee schedule, please contact City Administrator Lynda Woulfe prior to the Council meeting to go over questions ahead of time to make productive use of meeting time at Council.

City Council Action:

Motion to adopt Ordinance No. 658 2018 Fee Schedule as presented and direct the City Administrator to publish a Summary Ordinance for Publication.

Attachments

1. Draft Ordinance

ORDINANCE NO. 658

Licenses, Fees, and Permits for 2018

An Ordinance providing for licenses, fees, and permits. The City Council of Cambridge, Minnesota, ordains:

Title III – Administration Fees

Code Section	Type of License/Fee	Term	Fee
32.49	Parks, Trails, and Recreation Commission Per Diems		\$35.00 per meeting (including ex-officio members)
37.03	Administration Fees – Worthless Checks	Per Check	\$50.00 (\$10.00 to Complainant & \$40.00 to City)
38.04	Administrative Citation – Debris and/or Garbage	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Abandoned and/or junk vehicle	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Unlawful Storage	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Junk	Per day after citation is issued for non-compliance	\$200.00
38.04	Animals: Cleaning up Litter	Per day after citation is issued for non-compliance	\$50.00
38.04	Administrative Citation – Housing: Minimum standards for basic equipment and facilities	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Housing: Safe and sanitary maintenance of parts or dwellings	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Exterior Structure	Per day after citation is issued for non-compliance	\$300.00
38.04	Administrative Citation – Residential outdoor parking and storage	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Sign Regulation	Per day after citation is issued for non-compliance	\$100.00

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38.04	Administrative Citation – Accessory Building and Structure Requirements	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Fences	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Garbage Containers	Per day after citation is issued for non-compliance	\$50.00
38.04	Administrative Citation – Except as otherwise stated herein, all other violations of the City Code or Zoning Ordinance	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Peddler or Transient Merchant (no license)	Per Offense	\$80.00
38.04	Administrative Citation – Temporary/Seasonal Outdoor Sales Use or Transient Vendors (no license)	Per Offense	\$80.00
38.04	Administrative Citation – Fireworks Sales (no license)	Per Offense	\$80.00
222	Copies	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
	Photos and/or Media Copying	Per page	\$15.00
	Photocopy of requests and/or Police Reports*	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
	Maps, Building Plans, and Plats	Per page	\$10.00 – Color \$5.00 – Black & White \$10.00
		<u>Per page</u>	
	Providing & copying information – actual cost of searching for and retrieving government data, including the cost of employee time, and for the making, certifying, compiling, copying, and electronically transmitting data in accordance with State Statute.	Per hour or part thereafter	\$22.00 per hour
Transcription of audio recordings/statements	Minimum 1 hour; then 15 min. intervals	\$22.00 per hour	

	*Except if you are the victim or the legal guardian of the victim for the crime committed		
POLICE	Copying of squad car or body camera video, as permitted by Minnesota Statute	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Copying of other video/audio (store surveillance/evidence/other)	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Labor Rate – Overtime (Special Events/Other) includes squad car**	Minimum 2 hours per LELS Contract	\$56.00 per hour
POLICE	Labor Rate – Overtime (Court/Civil Subpoena Summons/Civil Depositions) Rates will be charged to the party of the attorney's office which requested the subpoena City reserves the right to request payment for minimum hours prior to any court appearance If appearance is needed within 5 hours of the officers regularly scheduled shift AND court is canceled, the requesting parties will be charged for a minimum of 3 hours of OT regardless of whether they had to appear or not. This is per LELS contract	Minimum of 3 hours overtime or actual time worked per LELS Contract	\$56.00 per hour
POLICE	Reserve Officer & Squad Car (Special Events)	Per Hour	\$70.00

Title V – Public Works Fees

50.01	Garbage & Refuse Collection	Per Year	\$1,250.00
51.02	Water: Trunk Area Charge Water Access Charge Water Treatment Facility Charge	Per Acre Per REU Per REU	\$2,314.00 \$201.00 \$901.00

	Supplemental connection charges will be collected at the time of connection from parcels identified and in the amounts specified in Ordinance No. 452		
51.02	Water Rate: SFR Unit Basic Service Charge Cost Per 1,000 gallons: 0 – 6,000 gallons 6,001 – 20,000 gallons Over 20,001 gallons FF Charge Annual System Per Unit Volume – 73,000 gallons Pool Filling from a Hydrant Pool Filling by Tender Load	Per Month Per Month Per Month Per Month Per Month Per Fill Per Load	\$13.31 \$4.24 \$4.82 \$5.39 \$0.53 \$100.00 \$75.00
51.15	5/8" x 3/4" T-10 Meter 3/4" Short Meter 1" Meter 1 1/2" Meter	Per Meter Per Meter Per Meter Per Meter	\$221.43 253.00 \$267.14 308.00 \$345.59 388.00 \$600.00 689.00
51.15	2" Tru Flow Compound Meter 3" Tru Flow Compound Meter 4" Tru Flow Compound Meter 6" Tru Flow Compound Meter	Per Meter Per Meter Per Meter Per Meter	\$1830.88 2,055.00 \$2602.94 2,937.00 \$3305.88 3,733.00 \$5382.35 6,105.00
51.15	2" HP Turbo Meter 3" HP Turbo Meter 4" HP Turbo Meter 6" HP Turbo Meter	Per Meter Per Meter Per Meter Per Meter	\$842.65 950.00 \$1404.41 1,585.00 \$1580.88 1,789.00 \$2830.88 3,214.00
51.15	Meter Connections: 3/4" Meter Spuds 1" Meter Spuds 1 1/2" Brass Flange Kit 2" Brass Flange Kit 3" Brass Flange Kit 4" Brass Flange Kit 5/8" & 3/4" Short Meter Horn, Swivels 3/4" Meter Horn, Swivels 1" Meter Horn, Swivels	Each Each Pair Pair Pair Pair Each Each Each	\$9.73 10.00 \$15.00 \$94.94 95.00 \$130.31 130.00 \$242.37 242.00 \$447.05 447.00 \$59.26 67.00 \$68.53 80.00 \$106.53 107.00

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51.15	Radio Transmitter: Neptune R900	Each for use with Neptune	\$109.38
51.15	Typical Non-Sprinkler Residential Setup:	\$320.00	Priced Per Setup depending upon meter size above
51.15	Typical Sprinkler/House Meter New Construction Setup:	\$640.00	Priced Per Setup depending upon meter size above
51.15	Irrigation Meter on an already established house – no charge for the radio	\$253.00	Priced Per Setup depending upon meter size above
51.15	Meter no connections – frozen meters, etc.	\$253.00	See meter pricing above
51.15	Meter Test Charge	Per Meter	\$50.00
51.18	Water/Sewer Penalty Fees		5% with \$5.00 minimum penalty
51.16	Water/Sewer Bill Certify to tax levy fee	1 st time	\$75.00
	Certify to tax levy fee – 2 nd and subsequent certifications	2 nd and subsequent certifications	\$150.00
52.141	Sewer: Sewer Trunk Area Charge Sewer Access Charge	Per Acre Per REU	\$2,240.00 \$2,273.00
	Supplemental connection charges will be collected at the time of connection from parcels identified and in the amounts specified in Ordinance No. 452		
52.141	Sewer Rates: SFR Unit Basic Service Charge	Per Month, per REU	\$22,7419.00
	Cost per 1,000 gallons: 0 – 6,000 gallons	Per Month	\$3.67
	6,001 – 20,000 gallons	Per Month	\$4.03
	Over 20,001 gallons	Per Month	\$4.60
52.141	Septage Dumping Fee	Per gallon	\$ 0.06
51.16	Water Reconnection Fee	Each	\$60.00
52.003	Storm Sewer Rates	Month per storm unit	\$4.58
54.10	Street Light Utility Fee	Per month per single family residential unit	\$4.27
Public Works	Labor Rate – Regular Time	Per hour, minimum charge of ½ hour	\$42.00

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Public Works	Labor Rate – Over Time	Per hour, minimum charge of 2 hours	\$63.00
	Wheel Loader	Per hour	\$90.00
	Wheel Loader w/Snow Go Blower	Per hour	\$130.00
	Dump Truck	Per hour	\$85.00
	Street Sweeper	Per hour	\$85.00
	Bucket Truck (two people required per OSHA)	Per hour	\$90.00
	Flail Mower	Per hour	\$65.00
	Progressive Mower	Per Hour	\$65.00
	One-ton truck	Per hour	\$65.00
	Weed Whip	Per hour	\$45.00
	Vac Con Sewer Cleaning Truck (two people required per OSHA)	Per hour	\$95.00
	Airport Hangar Lease	Per square foot of lease area	\$0.1090.13
	Airport Tie Down Fee	Per Month	\$17.00
	Assessable current services: snow, ice, dirt, and rubbish removal on sidewalk	Each occurrence	\$100.00

Title VII –Traffic Fees

70.01	Recreational Motor Vehicles	Per offense	\$100
70.02	Motor Vehicles and Motorcycles Prohibited on School Property	Per offense	\$100
70.05	Trucks Prohibited on Certain Streets	Per offense	\$100
70.06	Stop Intersections	Per offense	\$80
70.07	Through Streets and One-Way Streets	Per offense	\$80
70.08	Turning Restrictions	Per offense	\$80
70.09	U-turns Restricted	Per offense	\$80
70.10	Excessive Noise	Per offense	\$80
70.11	Exhibition Driving Prohibited	Per offense	\$80
70.12	Cruising Prohibited	Per offense	\$80
70.40	Public Conduct During Parades	Per offense	\$100
71.65	Impounded vehicle storage fees (non-forfeitures)	Per vehicle	\$200
71.99	Parking Fees:		
	Overtime Parking	Per citation	\$20.00
	Improper Parking	Per citation	\$20.00

	Parking in Alley Parking in Prohibited Area Parking Against Traffic Winter Parking Restrictions Handicapped Parking	Per citation Per citation Per citation Per citation Per citation	\$20.00 plus subject to tow \$20.00 plus subject to tow \$20.00 plus subject to tow \$20.00 plus subject to tow \$100.00 plus subject to tow
71.08	Fire Lanes & Emergency Vehicle Access Roads	Per citation	\$50.00 plus subject to tow
73.03	Application of Traffic Ordinances	Per offense	\$80
73.04	Restrictions	Per offense	\$80
73.05	Stopping & Yielding	Per offense	\$80
73.06	Persons Under 18	Per offense	\$80
73.07	Equipment	Per offense	\$60
73.08	Unattended Snowmobiles	Per offense	\$60
7310	Operation on Private Property	Per offense	\$100

Title IX – General Regulation Fees

90.28 E (1)	Fire Department Coverage for Events held by Organizations Outside Cambridge's Fire Service Area	Per Hour	\$100.00
94.57	<u>Excavation Permit (ROW)</u>		<u>\$35 minimum permit fee plus \$7.50 per 100 Feet disturbed</u>
94.64	<u>Small Wireless Facility Permit</u>	<u>Per Pole</u>	<u>\$1,500.00</u>
95.02	Dog and Cat with Metallic Tag Duplicate tag/lost tag	Life	\$20.00 \$5.00
95.06	Dog Kennel License (Required for Five (5) or More Dogs)	Per Year	\$50.00
95.12	Dangerous Dog Certificate of Registration Fee (MSS 347.51)	Per Year	\$150.00
91.03	Alarms – false alarms	Per false alarm after second false alarm at the same address	\$50.00
92.22	Administrative Costs for Abatements	Per Abatement Case/Property	\$10.00
92.22	<u>Mowing Abatement</u>	<u>1st time/same season</u> <u>2nd time/same season</u> <u>3rd + time/same season</u>	<u>\$70.00</u> <u>\$100.00</u> <u>\$150.00</u>
95.05	Animal Impound Fees: Boarding Fee per day/animal	Per Day	\$25.00

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	<p>Pickup & Delivery Fee*</p> <p>*The pickup and delivery fee for animals that are picked up more than once from the same owner will be doubled</p> <p>Medicine</p> <p>Euthanasia/Disposal</p>	<p>During regular hours Each Way Outside animal control contract hours</p> <p>Per Day</p>	<p>\$60.00 \$90.00</p> <p>Actual costs charged to the City</p> <p>Actual costs charged by Veterinary Clinic</p>
95.02	Domestic Animals at Large Administrative Citation	<p>\$50.00 - 1st Offense \$100.00 - 2nd Offense</p>	
94.58	Right-of-Way Permit Fees	<p>Application Fee Per 100 feet of right-of-way</p>	<p>\$35.00 \$7.50</p>
98.03	<p><u>Park User Fees</u></p> <p><u>Park Shelters/Park Space Reserved</u></p> <p><u>Softball Association</u></p> <p><u>Baseball Association</u></p> <p><u>Football Association</u></p> <p><u>Ice Rinks</u></p> <p><u>Softball Fields</u></p> <p><u>Baseball Fields</u></p> <p><u>Football Fields</u></p> <p><u>Large organized groups using the softball, baseball, or football fields for several consecutive weeks can be charged the same as an association</u></p>	<p><u>\$25 Resident</u> <u>\$50 Non-Resident</u></p> <p><u>\$75 per team Summer League</u> <u>\$50 per team Fall League</u></p> <p><u>\$250 per year</u></p> <p><u>\$200 per year</u></p> <p><u>\$40 per hour</u></p> <p><u>\$40 per hour</u></p> <p><u>\$40 per hour</u></p> <p><u>\$40 per hour</u></p>	

99.03	Rental Housing Registration Fee	\$25 per living unit
99.04	Rental Housing Inspection Fee. If violations are found during the inspection, the fee shall be charged to the property owner. If violations are not found during the inspection, the fee may be charged to the person requesting the inspection. If legal action is necessary, legal costs shall be added to the inspection fee.	\$50 to include initial inspection and reinspection once violations are corrected.

Title IX—Section 96.21 – Building Permit Fees

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

Total Valuation	Fee
\$1.00 to \$500.00	\$54.00
\$501.00 to \$2,000	\$25 for the first \$500 plus \$3.50 for each additional \$100.00, or fraction thereof, to an including \$2,000.00
\$2,001 to \$25,000	\$75.00 <u>78.00</u> for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000	\$400.00 <u>425</u> for the first \$25,000 plus \$12.00 <u>11</u> for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	\$650.00 <u>700</u> for the first \$50,000.00 plus \$10.00 <u>8</u> for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000	\$1,000.00 <u>1,100</u> for the first \$100,000.00 plus \$7.00 <u>6</u> for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000	\$3,250.00 <u>3,500</u> for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$5,650.00 <u>6,000</u> for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

Subd. 2. Plan Review Valuation Determination: valuation shall be determined by the Building Valuation Data established by the State of Minnesota Department of Labor and Industry printed annually and/or as determined by the Economic Development Director and the

Building Official. For circumstances not listed by the State of Minnesota Department of Labor and Industry or in this ordinance, it is the discretion of the Economic Development Director and the Building Official to establish the value of a specific job.

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

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

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

Title IX—Section 96.21 – Mechanical Permit Fees

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ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS & TOWNHOMES)		
New	Includes HVAC system, mechanical ventilation system, and clothes dryer	\$75.00 / unit
Replacement	HVAC (air exchanger, furnace, air conditioner, ventilation system separately or complete system	\$54.00
Additional Permit Fees	Fireplace	\$54.00
	Garage Heater	\$54.00
	Miscellaneous Mechanical Appliance	\$54.00
ALL BUILDINGS EXCEPT ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS) & TOWNHOMES		
Mechanical Permit Fee	All Permits	2% of value Refer to Subd. 1 Table – 65% Plan Review May Apply

Title IX—Section 98.04 – Plumbing Permit Fees

ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS & TOWNHOMES)	
New Construction	\$154.00
Lawn Sprinkler System – including backflow protection	\$54.00
Association / Multi-Family Irrigation System	2% of value
Miscellaneous Plumbing Fixtures	\$54.00
Replacement/Remodeling:	
Bathroom Remodel	\$54.00
Water Heater	\$54.00

Gas Piping	\$54.00
Lawn Sprinkler System – including backflow prevention	\$54.00
ALL BUILDINGS EXCEPT ONE AND TWO FAMILY DWELLINGS (THREE STORIES OR LESS) & TOWNHOMES	
Plumbing Permit Fee	Refer to Subd. 1 Table – 65% Plan Review May Apply 2% of value
Fire Suppression System	Refer to Subd. 1 Table – 65% Plan Review May Apply 2% of value
Initial Storm Drain	Refer to Subd. 1 Table – 65% Plan Review May Apply 2% of value
Septic System Permit (new or replacement)	\$600.00 or Contract fees actually charged plus \$50 Administration Fee, whichever is greater
Septic System Repair	\$300.00 or Contract fees actually charged plus \$50 Administration Fee, whichever is greater
Commercial Plumbing Plan Review	1% of value
RPZ REBUILD	\$54.00

Title IX—Section 97.02 – Electrical Inspection Fees

All Services Residential Service Change \$100.00, this includes 1 inspection. Or the below rates.	Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:
0 to 300 amp	\$50.00
400 amp	\$58.00
500 amp	\$72.00
600 amp	\$86.00
800 amp	\$114.00
1000 amp	\$142.00
1100 amp	\$156.00
1200 amp	\$170.00
Add \$15.00 for each additional 100 amps	Add \$5.00 for each additional 100 amps
Minimum permit fee	\$50.00
Minimum fee for rough-in inspection and final	\$100.00
Maximum fee for single family dwelling not over 200 amps	\$150.00
Maximum of 2 rough-in inspections and one final inspection	

Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is This does not cover service and house wiring. A separate permit must be issued for house wiring.	\$100.00.
Swimming Pools:	\$100.00 this includes 2 inspections
Traffic Signals:	\$10.00 per each standard
Street Lighting:	\$5.00 per each standard
Transformers/Generators:	\$10.00 per unit + \$0.50 per KVA
Retro Fit Lighting:	\$0.75 cents per fixture
Sign Transformer:	\$10.00
Remote Control/Signal Circuits:	\$1.00 per device
Re-inspection Fees:	\$54.00
Breaker Re-hook Fee	\$3.00 each breaker

Solar PV System Inspection Fee Chart

0 – 5,000 watts	\$60
5,000 – 10,000 watts	\$100
10,001 – 20,000 watts	\$150
20,001 – 30,000 watts	\$200
30,001 – 40,000 watts	\$250
40,001 and larger	\$250, and \$25 for each additional 100 watts

The watt rating is the total estimated alternating current (ac) energy output of the solar system. The total dc energy output is not used

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

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

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

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

Title IX—Section 96.21 – Other Permit Fees

Residential Demolition	\$104.00
Commercial Demolition	\$204.00
Structure Moving	\$54.00
Underground Storage Tanks	2% of value
Inspections outside of normal business hours	\$54.00 /hour

	Minimum charge two (2) hours
Re-inspection Fees	\$54.00/trip
Inspections for which no fee is specifically indicated	\$54.00/trip
Additional plan review required by changes, additions, or revisions to approved plans	\$54.00/hour
Special Investigation Fee	\$75.00
Residential Roofing	\$109.00
Residential Siding	\$109.00
Residential Window/Door New Installation	\$109.00
Residential Window/Door Replacement	
1 – 5 windows/doors	\$54.00
5+ windows/doors	\$109.00
Residential Roofing, Siding & Window Replacement Permits obtained at the same time by the same contractor/owner in any combination thereof	\$154.00
One and Two Family Dwellings (three stories or less) & Townhomes above ground or below ground swimming pool permit	\$109.00
All Buildings Except One and Two Family Dwellings (three stories or less) & Townhomes above ground or below ground swimming pool permit	Based on value of work plus state surcharge
Any state license or bond verification Fee	\$5.00 each verification
Sewer Connection Permit	\$54.00
Water Connection Permit	\$54.00
Manufacture Home Permit (foundation and connections)	\$154.00 or as determined by the Building Official or their designee
Permit Transfer/Reissuance	Based on value of work
Requested Fire Inspections	30 minutes = \$54.00 60 minutes = \$104.00
Fire Alarm	
New/Replacement Alarm	\$154.00
Additional Alarm	\$54.00

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Title XI – Business Regulation Fees

Code Section	Type of License/Fee	Term	Fee
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111.001	Carnivals, Circuses, Tent Show Fees	Per Day	\$25.00
111.012	Administrative Citation for Prohibited Paraphernalia	Per offense	\$100.00
111.040	Administrative Citation for Fireworks	Per offense	\$80.00
111.040	Fireworks Sales & Display Fees Fireworks Display	Per Display	\$34.00
	Fireworks Sales Fee Indoor Sales	Per Year	\$50.00
	Outdoor Sales	Per Year	\$350.00
112.03	Peddler or Transient Merchant License	Per Day	\$25.00
		Per Week (2 weeks max for transient merchants per City Code)	\$50.00
112.07	Solicitor Administrative Citation	Per Offense	\$80.00
114.002	Administrative Citation for Possession, Consumption, and Sale of Alcoholic Beverages on Public Owned or Operated Property Prohibited	\$80.00 – First offense \$100 – Second offense	
114.004	Alcoholic Compliance Checks Administrative Citation	<p>First offense – Written reprimand and fine of \$150 - \$750</p> <p>Second offense not within one year – Suspension of 1 day and fine of \$150 - \$750</p> <p>Second offense within one year – Suspension up to three days and fine of \$500 - \$1500</p> <p>Third or Fourth offense not within two years – Suspension up to seven days and fine of \$1000 - \$2000</p> <p>Third offense within two years – Maximum license suspension of up to ten days and fine of \$1000 - \$2000</p> <p>Fourth offense within two years – Suspension greater than 10 days with an administrative penalty of \$2000 with a maximum penalty of license revocation and \$2000 administrative penalty</p>	
114.102	Liquor Setups	Per Year	\$200.00
114.018	Non-Intoxicating Malt Liquor License Regular On-Sale	Per Year	\$400.00

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	Temporary On-Sale Off-Sale	Per Day Per Year	\$25.00 \$400.00
114.043	Wine On-Sale License	Per Year	\$400.00
114.043	Liquor On-Sale License	Per Year	\$2,500.00
114.043	Special Club License	Per Year	\$650.00
114.043	License Sunday	Per Year	\$200.00
114.044	Liquor On-Sale Application Investigation Fee	Each	\$500.00
114.044	Outside State Liquor On-Sale Application Investigation Fee	Each	Initial investigation fee + actual cost not to exceed \$10,000.00
115.04	Cigarette / Tobacco License	Per Year	\$200.00
115.11	Administrative Citation for Tobacco including: illegal sales, illegal possession, illegal use, illegal procurement, and use of false identification	\$25.00 – 1 st Offense \$50.00 – 2 nd Offense	
115.12	Administrative Citation for Tobacco Violations	<p>First offense – Written reprimand and fine of \$150 - \$750</p> <p>Second offense not within one year – suspension of one day and fine of \$150 - \$750</p> <p>Second offense within one year – suspension up to three days and fine of \$500 - \$1500</p> <p>Third or fourth offense not within two years – suspension up to seven days and a fine of \$1000 - \$2000</p> <p>Third offense within two years – suspension up to ten days and fine of \$1000 - \$2000</p> <p>Fourth offense within two years – suspension greater than 10 days and fine of \$2000 with a maximum penalty of license revocation and \$2000 administrative penalty</p>	
117.03	Pawnbroker License Class A License Class B License Billable Transaction License Fee Investigation Fee	Per Year Per Year On-Going	\$3,000.00 \$3,000.00 \$2.50 \$1,000.00 deposit credited towards \$500.00 initial

			investigation fee plus actual cost not to exceed \$10,000.00
118	Adult Businesses	Per Year Investigation fee (non-refundable)	\$5,000 \$2,000

Title XIII: General Offenses Administrative Citations

130.02	Defrauding Innkeeper and Others Prohibited	Per offense	\$100
130.05	Hunting Prohibited	Per offense	\$100.00
130.07	Curfew	First offense - \$25 Subsequent offense - \$50 Parental Allowance - \$50	
130.20	Disorderly Conduct	Per offense	\$100
130.21	Disturbing Meetings	Per offense	\$100
130.28	Obstructing Police Officers	Per offense	\$100
130.30	Discharge of Firearms	Per offense	\$100
130.31	Dangerous Sidewalks and Openings	Per offense	\$50
130.32	Spitting Upon Sidewalk	Per offense	\$25
130.33	Animals on Sidewalk	Per offense	\$25
130.34	Park Rules within all Public Parks in the City of Cambridge	Per offense	\$80
130.35	Loitering	Per offense	\$50
130.351	Loitering – Circumstances Causing Harm	Per offense	\$50
130.352	Loitering – Intent to Commit Crime	Per offense	\$50
130.36	Public Nudity Prohibited	Per offense	\$100
130.37	Social Host	Per offense	\$200
130.38	Synthetic Cannabinoid Prohibited	Per offense	\$100

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Title XV – Land Use Fees

Code Section	Type	Non-Refundable Base Fees	Escrow Deposit
156.111	Conditional Use Permit	\$250.00	
156.118	Interim Use Permit	\$250.00	
156.112	Variance	\$250.00	
156.116	Rezoning	\$250.00	
156.116	Ordinance Amendment	\$250.00	

156.049	Planned Unit Development	\$250.00	\$500.00 + \$100.00/lot for each lot in excess of 5
156.119	Site Plan Review (Multi-Family, Industrial or Commercial)	\$750.00	
156.060	Parking Lot Review	\$100.00	\$250.00
155.018	Preliminary Plat	\$500.00	
155.018	Final Plat Mapping Fee Recorded Plat Fee (pdf)	\$100.00 + \$10.00/lot \$20.00/lot \$15.00	
155.018	Lot Split Mapping Fee	\$100.00 + \$10.00/lot \$20.00/lot	
155.018	Street, Alley, or Easement Vacation	\$250.00	
156.063	Signs	\$ 50.00 – 50 square feet or less \$100 – over 50 square feet Separate electrical permit if sign is lit	
156.063	Signs - Temporary	\$30.00	
156.063	Signs, Temporary Non-Profit	No Fee	
	Annexation	\$100.00 + filing fee (\$5.00/acre – minimum of \$100.00, maximum of \$600.00)	
155.091	Park Dedication	\$1,600.00 per residential unit or \$2,940.00 per commercial/industrial acre or 10% of the development land area or a combination thereof	
156.060	Parking in Lieu Fee	\$3,500.00 per space	
156.087	Temporary/Seasonal Outdoor and Transient Vending Sales	Per Day Per Month Seasonal (6 months or less)	\$25.00 \$75.00 \$200.00
156.117	Appeals	\$250.00	
155.018	Administrative Lot Combination	\$250.00	
156.074	Grading Permit	\$54.00	
156.060	Driveway Permits	\$54.00	
156.066	Solar Energy Systems	\$154.00	

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

Effective Date: This ordinance shall be in full force and effect from and after its passage and publication according to law. Adopted by the Cambridge City Council this 2nd day of January, 2018.

Marlys A. Palmer, Mayor

Lynda J. Woulfe, City Administrator

Summary Ordinance for Publication

The City Council of the City of Cambridge adopted Ordinance XXX adopting all City fees for 2018. The complete ordinance is available for public inspection at the office of the City Administrator, 300 3rd Ave NE, Cambridge, Minnesota.

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: January 10, 2018

**Item #7D
ECRAC Arts Grant**

01-02-2018

Author: Carri Levitski

Background

The past two years staff has applied for and been offered a grant through East Central Regional Arts Council (ECRAC) to offer Arts in the Parks. In the past we have had concerts, purchased movie equipment, and held painting classes. Staff is in the planning stages for 2018 and would like to apply for the two grants again.

The grant deadline is February 1, 2018 and staff has until January 15, 2018 to receive assistance from ECRAC staff on the grant application.

City Council Action:

Motion to authorize staff to apply for a grant of up to \$15,000 for the East Central Regional Arts Council - Arts and Cultural Heritage Fund and to also apply for a grant of up to \$5,000 for the East Central Regional Arts Council Small/Art Project Grant.

Please note, by approving this motion, you are only approving staff to apply for the grant, not the allocation of city funds.

Attachments

None

Prepared by: Lynda J. Woulfe, City Administrator

Background – Municipal Primary

The City Council had previously considered a municipal primary but decided against it because the body felt it was just an unusually high number of people that filed for office that election year. This week, a fourth person has come to me expressing their interest in running for Mayor and if each of them follow through, the City would already be at four candidates for Mayor and it isn't even close to election filing season. Therefore, I thought I would bring this issue back to Council for reconsideration in light of this information.

Looking back at the past few elections, a primary would have been triggered in the 2012 City Council races (six people ran for two seats), 2014 Mayoral (six candidates for one seat) race, 2014 City Council races (seven people ran for two seats), and in the 2016 City Council (five people ran for two seats) and Special Election for City Council (three people ran for one seat). Based upon this information, it seems reasonable to have a municipal primary for Mayor and City Council.

Minnesota Statutes §205.065 PRIMARIES states:

“Subdivision 1. Establishing primary. A municipal primary for the purpose of nominating elective officers may be held in any city on the second Tuesday in August of any year in which a municipal general election is to be held for the purpose of electing officers. The date of a municipal primary held in an odd-numbered year may be postponed for inclement weather as provided in section 205.105.

Subd. 2. Resolution or ordinance.

The governing body of a city may, by ordinance or resolution adopted by April 15 in the year when a municipal general election is held, elect to choose nominees for municipal offices by a primary as provided in this section. The resolution or ordinance, when adopted, is effective for all ensuing municipal elections until it is revoked. The municipal clerk shall notify the secretary of state and the county auditor within 30 days after the adoption of the resolution or ordinance.”

The only other change that needs to be made if a primary is held is a Canvassing Board meeting held on the second or third day after the primary to certify the names for the general election ballot. For the office of Mayor the names of the two candidates receiving the highest number of votes in the primary would be placed on the general election ballot. For Council races there are generally two seats open each election so the names of the four candidates receiving the highest number of votes in the primary would be placed on the general election ballot.

Things to consider about a primary:

A primary will slightly increase your election costs. If there is a municipal race on the primary ballot, the City must share in the ballot printing costs. Generally, this is around \$125.00.

Filing for office will have an earlier deadline. For cities with primaries, candidates must file in late May and early June (at least 84 days prior to the primary election). In 2016, the filing date for Cambridge offices occurred in August.

Once the city adopts a primary, it stays in effect for all ensuing elections until revoked by the council. The city must hold the primary on the second Tuesday in August of the year in which the city general election is held.

Background – Candidate Filing Fees

Joe Morin and I were having a conversation on fees and what other cities charge. He brought to my attention that some cities are charging a \$15 candidate filing fee. I was surprised because statutes had previously set the filing fee at \$2.00. However, in 2015 the statutes were amended and now Minnesota Statutes 205.13, subd. 3 states the City can adopt a filing fee of \$15 by ordinance. The statute says:

(a) Except as otherwise provided in this section, the filing fee for a municipal office is as follows:

- (1) in first class cities, \$20;
- (2) in second and third class cities, \$5; and
- (3) in fourth class cities and towns, \$2.

(b) A home rule charter or statutory city may adopt, by ordinance, a filing fee of a different amount not to exceed the following:

- (1) in first class cities, \$80;
- (2) in second and third class cities, \$40; and
- (3) in fourth class cities, \$15.

(c) A home rule charter city that sets filing fees by authority provided in city charter is not subject to the fee limits in this section.

Does the City Council desire to increase the filing fee to \$15. If so, staff will need direction to prepare the proper ordinance for the change in the filing fee.

Recommendation

Adopt Resolution R18-003 Establishing a Municipal Primary and provide direction on the candidate filing fee.

Resolution R18-003

Establishing a Municipal Primary

Whereas, Minnesota Statutes §205.065, subd. 1 states a municipal primary for the purpose of nominating elective officers may be held in any city on the second Tuesday in August of any year in which a municipal general election is to be held for the purpose of electing officers;

Whereas, Minnesota Statutes §205.065, subd. 2 states the governing body of a city may, by ordinance or resolution adopted by April 15 in the year when a municipal general election is held, elect to choose nominees for municipal offices by a primary as provided in this section.

Whereas, the Cambridge City Council desires to establish a municipal primary for its local elective officers in conjunction with the 2018 general election.

NOWHEREFORE BE IT RESOLVED that a municipal primary will be instituted for the City of Cambridge mayoral and city council elections, it is effective for all ensuing municipal elections until it is revoked by Council action, and the City Administrator is directed to notify the Secretary of State and the Isanti County Auditor within 30 days after the adoption of the resolution or ordinance.

Adopted this 2nd day of January, 2018 by the Cambridge City Council.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

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

Dept Impacted	Amount of increase (decrease)	Rationale
Public Safety	\$0	At the time the budget process was started, it was unclear if there would be costs related to the old MNDOT facility or if there would be a "replacement facility" that would have costs associated with this. Therefore, lines were initially in the budget for a maintenance facility. Since Public Works is accommodating the needs of the Police Department at this time, staff is recommending that we repurposed the \$13,500 for those items to Part-Time Police Wages and related benefits. This will allow the Police Department to continue using part-time officers to fill in shifts as needed. No additional \$--line item changes only.
Public Works	\$0	The Public Works department has identified that they need to amend the budget for \$14,000 of bridge repair related to work that needs to be done on the bridge on South Main Street. The phone expense line has also been set too low based on 2017 activity. We have identified other line items that could be reduced to cover these two items and are recommending reductions in those line items. No additional \$--line item changes only.
Total	\$0	

Council Action

Approve Resolution No. R18-004 2018 General Fund Budget Revision

Resolution No. R18-004

RESOLUTION APPROVING AMENDMENTS TO THE 2018 GENERAL FUND BUDGET

WHEREAS, the Cambridge City Council passed upon Resolution R17-092 adopting the 2018 General Fund Budget; and

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

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

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2018 budget is sought from \$6,525,906 to \$6,525,906 a total net increase of \$0—(note—line item changes only):

Operating Expenditures:	2018 Adopted Budget	2018 Proposed Amended Budget 1/2/18	Increase (decrease)
General Government	1,449,084	1,449,084	0
Public Safety	2,606,819	2,606,819	0
Public Works	1,267,561	1,267,561	0
Parks and Recreation	430,556	430,556	0
Transfers to Other Funds	<u>771,886</u>	<u>771,886</u>	<u>0</u>
Total Operating Expenditures	<u>\$6,525,906</u>	<u>\$6,525,906</u>	<u>0</u>

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

Adopted this 2nd Day of January, 2018

Marlys A. Palmer, Mayor

Attest:

Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
 Adopted 2018 Budget

	Adopted Budget <u>2018</u>	Proposed Amended Budget <u>2018</u> 1/2/2018	Amended Budget <u>2017</u> 10/31/2017	YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
REVENUES AND TRANSFERS IN					
REVENUES					
Taxes	4,456,101	4,456,101	4,441,344	2,432,025.87	4,265,730.15
Licenses and Permits -					
Business	82,450	82,450	79,950	79,642.54	83,468.81
Non-Business	204,350	204,350	530,138	602,712.38	312,523.05
Intergovernmental Revenues	1,130,274	1,130,274	1,076,843	683,867.74	1,046,731.17
Charges for Services					
General Government	410	410	357	364.00	755.85
Public Safety	122,200	122,200	122,223	125,460.89	117,873.25
Other	6,400	6,400	3,302	3,463.61	-
Fines and Forfeitures	40,770	40,770	36,495	44,968.23	30,994.65
Other	30,600	30,600	52,056	39,841	67,082
<i>Total Revenues</i>	<u>6,073,555</u>	<u>6,073,555</u>	<u>6,342,708</u>	<u>4,012,346.13</u>	<u>5,925,159.34</u>
TRANSFERS IN	452,350	452,350	452,350	452,350	516,702
TOTAL REVENUES AND TRANS.	<u>6,525,905</u>	<u>6,525,905</u>	<u>6,795,058</u>	<u>4,464,696.13</u>	<u>6,441,861.34</u>
EXPENDITURES AND TRANSFERS OUT					
EXPENDITURES					
General Government					
Mayor and Council	56,025	56,025	54,494	49,005	42,324
Administration	253,523	253,523	279,753	233,623	227,359
Elections	8,450	8,450	1,200	775	7,612
Finance	311,256	311,256	302,980	281,082	293,749
Legal	97,805	97,805	95,000	54,255	86,016
Community Development	581,966	581,966	585,074	516,781	738,495
New City Hall Buildings	140,059	140,059	141,430	108,689	148,610
Total General Government	<u>1,449,084</u>	<u>1,449,084</u>	<u>1,459,931</u>	<u>1,244,210.07</u>	<u>1,544,166.07</u>
Public Safety					
Police Department	2,282,728	2,282,728	2,071,906	1,860,388	1,863,981
Fire Department	310,891	310,891	307,635	258,567	286,633
Emergency Management	7,700	7,700	6,700	4,731	15,146
Animal Control	5,500	5,500	5,500	4,479	4,985
Total Public Safety	<u>2,606,819</u>	<u>2,606,819</u>	<u>2,391,741</u>	<u>2,128,165.03</u>	<u>2,170,743.99</u>
Public Works					
Street Maintenance	1,247,561	1,250,061	1,208,391	1,012,739	1,122,319
Street Lighting	0	0	193,100	161,515	182,488
Maintenance Building	20,000	17,500	19,000	12,617	14,242
Total Public Works	<u>1,267,561</u>	<u>1,267,561</u>	<u>1,420,491</u>	<u>1,186,871.29</u>	<u>1,319,049.01</u>
Parks and Recreation					
Ice Rink	79,760	79,760	69,503	48,350	9,047
Parks and Recreation	350,796	350,796	351,612	322,507	303,548
Total Parks and Recreation	<u>430,556</u>	<u>430,556</u>	<u>421,115</u>	<u>370,857</u>	<u>312,594</u>
<i>Total Expenditures</i>	<u>5,754,020</u>	<u>5,754,020</u>	<u>5,693,278</u>	<u>4,930,103.52</u>	<u>5,346,553.47</u>
TRANSFERS OUT	771,886	771,886	1,151,785	1,215,785	1,020,678
TOTAL EXPENDITURES & TRANSF.	<u>6,525,906</u>	<u>6,525,906</u>	<u>6,845,063</u>	<u>6,145,888.52</u>	<u>6,367,231.47</u>
NET INCREASE (DECREASE) IN FU	(0)	(0)	(50,005)	(1,681,192.39)	74,629.87

CITY OF CAMBRIDGE
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	Adopted Budget <u>2018</u>	Proposed Amended Budget <u>2018</u> 1/2/2018	Amended Budget <u>2017</u> 10/31/2017	YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016	
REVENUES						
TAXES						
01-31010	Taxes - Current	4,428,061	4,428,061	4,298,228	2,288,907.20	4,174,433.09
01-31020	Taxes - Delinquent	25,000	25,000	37,784	37,784.87	33,879.93
01-31030	Taxes-Market Value Credit Refund			0	-	-
01-31050	Taxes - Excess Tax Increments			2,533	2,533.96	6,950.81
01-31051	Decert TIF District Proceeds			1,840	1,840.66	4,717.95
01-31061	Taxes & Assessments on Sale of Foreclosed Property			94,740	94,740.09	37,446.46
01-31062	Taxes Abated by Isanti Co			0	-	-
01-31063	Taxes & Assessments on Sale of Foreclosed Property Future			0	-	-
01-31060	Penalties and Interest	3,040	3,040	6,219	6,219.09	8,301.91
	TOTAL TAXES	4,456,101	4,456,101	4,441,344	2,432,025.87	4,265,730.15
LICENSES AND PERMITS						
<i>Business</i>						
01-32110	Liquor	14,000	14,000	13,500	13,500.00	14,675.00
01-32111	Beer & Setups			0	1,600.00	1,200.00
01-32180	Cigarettes	3,200	3,200	3,200	2,600.00	3,400.00
01-32184	Cable Franchise Fees	62,000	62,000	60,000	55,692.54	62,943.81
01-32185	Trash Franchise Fees	1,250	1,250	1,250	1,250.00	1,250.00
01-32199	Other Business Licenses and Permits	2,000	2,000	2,000	5,000.00	-
	Total Business	82,450	82,450	79,950	79,642.54	83,468.81
<i>Non-Business</i>						
01-32218	City Share of Electrical Inspections	2,000	2,000	6,932	8,066.55	4,851.00
01-32219	Local Share of Building Surcharge	250	250	370	516.12	437.50
01-32220	Building Permits	155,800	155,800	463,223	498,499.53	254,183.73
01-32221	Excavating Permits			0	-	-
01-32222	Mechanical and Gas Permits	25,000	25,000	20,282	51,365.28	27,906.77
01-32223	Fire Protection Permits			0	-	-
01-32225	Investigation (Penalty Fee)	300	300	1,180	1,284.00	704.00
01-32226	Contractor Verification Fee	500	500	700	925.00	705.00
01-32230	Plumbing Permits	13,000	13,000	25,997	28,189.40	16,092.30
01-32240	Sign Permits	1,500	1,500	2,140	2,870.00	1,662.75
01-32299	Other Non-Business Licenses and Permits	6,000	6,000	9,314	10,996.50	5,980.00
	Total Non-Business	204,350	204,350	530,138	602,712.38	312,523.05
	TOTAL LICENSES AND PERMITS	286,800	286,800	610,088	682,354.92	395,991.86
INTERGOVERNMENTAL REVENUES						
01-33165	Federal Grants-Other	0	0	3,588	6,382.41	7,560.07
01-33401	Local Government Aid (LGA)	802,352	802,352	744,292	372,146.00	739,066.00
01-33404	State Aid - Other	3,100	3,100	11,447	11,447.43	4,574.00
01-33405	PERA Aid	5,822	5,822	5,822	2,911.00	5,822.00
01-33418	MSA - Maintenance	50,000	50,000	50,000	50,000.00	25,000.00
01-33420	Fire Relief			0	-	-
01-33421	Police State Aid	125,000	125,000	126,911	126,911.56	128,409.36
01-33422	School District-School Officer Assistance--SRC	75,000	75,000	63,276	54,887.28	69,957.44
01-33424	School District-School Officer Assistance--SRC	65,000	65,000	67,480	50,610.00	62,315.00
01-33610	County Grants & Aids for Highways	4,000	4,000	4,027	4,972.06	4,027.30
01-33620	Other County Aid			0	3,600.00	-
	TOTAL INTERGOVERNMENTAL REVENUE	1,130,274	1,130,274	1,076,843	683,867.74	1,046,731.17
01-33610	County Grants & Aids for Highways					
CHARGES FOR SERVICES						
<i>General Governments</i>						
01-34102	Filing Fees	10	10	0	-	16.00
01-34105	Sale of Maps, Copies	400	400	357	364.00	739.85
01-34106	Street Light O&M			0	-	-
	Total General Government	410.00	410.00	357.00	364.00	755.85
<i>Public Safety</i>						
01-34201	Police Department Reports	2,400	2,400	2,895	3,215.00	3,147.50
01-34202	Police Department Administration Fees	1,500	1,500	2,350	4,130.00	2,170.00
01-34205	Police Department Pawn Shop Revenue	6,000	6,000	5,130	6,267.50	9,200.00
01-34204	PD-Pay Reimb Fee			0	-	-
01-34206	Fire Protection - Township Contracts	110,000	110,000	109,503	109,503.39	101,666.75
01-34208	Fire Protection - Fire Runs			0	-	-
01-34210	Fire Protection - Admin	2,300	2,300	2,345	2,345.00	1,689.00
	Total Public Safety	122,200	122,200	122,223	125,460.89	117,873.25
<i>Other</i>						
01-34951	Sale of Service and Supplies	0	0	559	720.61	-
01-34953	Escrow Administration Fee	0	0	0	-	-
01-34954	Plan review/administrative charge	0	0	0	-	-
01-34955	Base Map updating fee	0	0	0	-	-
01-34925	Park Activity Fees	0	0	2,743	2,743.00	-
01-34958	Ice Rink Lease Revenue	6,400	6,400	0	-	-
	Total Other	6,400.00	6,400.00	3,302.00	3,463.61	-

CITY OF CAMBRIDGE
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	Adopted Budget 2018	Amended Budget 2018 1/2/2018	Amended Budget 2017 10/31/2017	YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
TOTAL CHARGES FOR SERVICES	129,010	129,010	125,882	129,288.50	118,629.10
FINES AND FORFEITURES					
01-35101 Court Fines	38,000	38,000	34,000	39,748.23	18,960.43
01-35102 Parking Fines	1,570	1,570	1,080	1,200.00	3,160.00
01-35104 Animal Control Fines	1,200	1,200	1,215	1,420.00	1,375.00
01-35105 Admin Citation	0	0	200	2,600.00	7,499.22
TOTAL FINES AND FORFEITURES	40,770	40,770	36,495	44,968.23	30,994.65
OTHER					
01-36101 Special Assessment Principal Payment					
01-36200 Miscellaneous			481	482.53	2,477.04
01-36210 Interest on Investments	20,000	20,000	16,000	-	23,178.30
01-36220 Facility Rentals	9,600	9,600	12,000	12,249.75	23,565.00
01-36230 Donations	500	500	3,050	3,200.00	2,450.00
01-36102 Operation Round Up Grant			133	133.32	319.45
01-36234 Arts Grant for Concert Series	0	0	17,000	17,000.00	7,929.00
01-36240 Patronage Capital	500	500	500	3,883.27	5,633.62
01-36241 Fire Dept Private Grants	0	0	0	-	780.00
01-36242 Wellness Grant	0	0	2,892	2,892.00	750.00
01-36250 Telephone Commissions	0	0	0	-	-
01-36501 Sale of Property	0	0	0	-	-
01-36999 Fire on the Run In & Out	0	0	0	-	-
Total non-mall other revenue	30,600	30,600	52,056	39840.87	67082.41
TOTAL OTHER	30,600	30,600	52,056	39840.87	67082.41
TOTAL REVENUES	6,073,555	6,073,555	6,342,708	4012346.13	5925159.34
TRANSFERS IN					
01-39203 Liquor Fund	400,000	400,000	400,000	452,350.00	516,702.00
01-39203 Other Funds	52,350	52,350	52,350		
TOTAL TRANSFERS IN	452,350	452,350	452,350	452,350	516,702
TOTAL REVENUES AND TRANSFERS IN	6,525,905	6,525,905	6,795,058	4464696.13	6441861.34

CITY OF CAMBRIDGE
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	Adopted Budget <u>2018</u>	Proposed Amended Budget <u>2018</u> 1/2/2018	Amended Budget <u>2017</u> 10/31/2017	YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
EXPENDITURES					
GENERAL GOVERNMENT					
<i>Council - #41110</i>					
Personal Services					
-41110-101 Salaries	29,900	29,900	29,900	27,408.48	21,400.20
-41110-122 FICA/Medicare Employer Share/Employee Ben	2,290	2,290	2,290	2,096.46	1,636.82
-41110-151 Worker's Comp - Ins Premiums	135	135	120	101.61	75.35
Total Personal Services	32,325	32,325	32,310	29,606.55	23,112.37
Supplies					
-41110-200 Office Supplies - Accessories	100	100	100	39.50	20.30
-41110-210 Miscellaneous Operating Supplies	250	250	2,102	1,076.00	22.00
-41110-213 Citizens Academy	0	0	0	-	-
-41110-214 Employee Recognition	1,000	1,000	500	312.75	249.64
Total Supplies	1,350	1,350	2,702	1,428.25	291.94
Other Services and Charges					
-41110-304 Miscellaneous Professional Services	1,500	1,500	875	-	405.00
-41110-331 Travel/Meals/Lodging	1,500	1,500	2,125	2,171.48	1,322.76
-41110-334 Mileage Reimbursements	150	150	150	-	95.04
-41110-340 Advertising	1,000	1,000	50	-	1,340.50
-41110-360 Insurance and Bonds	1,000	1,000	207	206.47	497.66
-41110-430 Miscellaneous	100	100	100	-	-
-41110-433 Dues and Subscriptions	100	100	50	30.00	30.00
-41110-440 Schools and Meetings	1,500	1,500	2,150	2,150.00	1,275.00
-41110-441 Sister City Activities	1,500	1,500	1,500	1,137.23	1,679.19
-41110-455 Fireworks Display Expenses	14,000	14,000	12,275	12,275.00	12,275.00
-41110-499 Tomlison Special Assmt Agreement			0	-	-
Total Other Services and Charges	22,350	22,350	19,482	17,970.18	18,920.15
Total Council	56,025	56,025	54,494	49,004.98	42,324.46
<i>Administration - #41320</i>					
Personal Services					
-41320-101 Salaries	114,756	114,756	112,486	106,352.87	112,592.62
-41320-102 Overtime	300	300	300	-	83.43
-41320-103 Part-time Regular	39,275	39,275	40,051	26,160.67	32,834.44
-41320-105 Temp/Seasonal			0	-	-
-41320-121 PERA Employer Share	11,779	11,779	11,668	9,938.53	10,738.68
-41320-122 FICA/Medicare Employer Share/Employee Ben	12,018	12,018	11,898	9,865.61	10,729.76
-41320-131 Medical/Dental/Life Employer Share	16,648	16,648	15,368	15,382.11	14,280.72
-41320-132 Longevity	3,072	3,072	2,730	-	-
-41320-133 Deductible Contribution	1,200	1,200	1,200	1,200.00	1,200.00
-41320-151 Workers' Compensation Insurance	1,195	1,195	1,257	766.91	901.83
-41320-153 City Wide Re-employment Compensation	3,000	3,000	4,000	2,192.28	183.49
-41320-154 HRA/Flex Fees	230	230	200	206.05	220.15
Total Personal Services	203,473	203,473	201,158	172,065.03	183,765.12
Supplies					
-41320-201 Office Supplies - Accessories	1,500	1,500	1,500	1,320.18	1,356.22
-41320-202 Duplicating Supplies and Copy Paper	2,000	2,000	2,000	845.67	2,063.83
-41320-203 Newsletter Costs	2,000	2,000	1,700	-	2,487.44
-41320-204 Stationery, Forms and Envelopes	250	250	500	-	-
-41320-209 Software Updates			1,800	1,417.99	2,291.90
-41320-210 Miscellaneous Operating Supplies	500	500	500	145.70	420.00
-41320-221 Repairs and Maintenance - Equipment	200	200	500	-	-
-41320-240 Small Tools & Minor Equipment	1,000	1,000	1,000	950.92	647.99
Total Supplies	7,450	7,450	9,500	4,680.46	9,267.38
Other Services and Charges					
-41320-304 Miscellaneous Professional Services	2,000	2,000	31,150	23,336.76	488.75
-41320-313 Marco IT Mgmt & Backup	3,000	3,000	3,000	2,258.10	-
-41320-321 Telephone/Cellular Phones	0	0	0	-	-
-41320-322 Postage	4,500	4,500	3,000	3,489.21	3,385.44
-41320-331 Travel/Meals/Lodging	600	600	551	550.91	537.23
-41320-334 Mileage Reimbursement	300	300	300	134.82	205.96
-41320-340 Advertising	1,500	1,500	0	-	1,340.50
-41320-351 Legal Notices/Ordinance Publication	1,000	1,000	1,000	882.79	1,698.50
-41320-360 Insurance and Bonds	1,900	1,900	1,593	1,592.09	1,627.77
-41320-404 Repairs and Maintenance	200	200	202	-	-
-41320-409 Maintenance Contracts - Office Equipment	11,500	11,500	12,200	10,630.43	10,447.00
-41320-430 Miscellaneous	100	100	100	-	-
-41320-433 Dues and Subscriptions	500	500	529	528.60	584.30
-41320-437 City Wide-Dues & Subscriptions	14,000	14,000	14,000	12,648.00	13,096.00
-41320-440 Schools and Meetings	1,000	1,000	970	825.70	915.00
-41320-441 Web Site Enhancement			0	-	-
-41320-489 Contracted Services	500	500	500	-	-
Total Other Services and Charges	42,600	42,600	69,095	56,877.41	34,326.45
Total Administration	253,523	253,523	279,753	233,622.90	227,358.95

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	Adopted Budget 2018	Amended Budget 2018 1/2/2018	Amended Budget 2017 10/31/2017	YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
<i>Elections - #41410</i>					
Personal Services					
-41410-104 Salaries - Temporary Election Judges	7,000	7,000	0	-	6,535.02
-41410-122 FICA/Medicare Employer Share/Employee Ben	0	0	0	-	-
-41410-151 Workers' Compensation Insurance			0	-	-
Total Personal Services	7,000	7,000	0	-	6,535.02
Supplies					
-41410-200 Miscellaneous Office Supplies	0	0	0	-	-
-41410-201 Office Supplies - Accessories	250	250	0	-	174.99
Total Supplies	250	250	0	-	174.99
Other Services and Charges					
-41410-331 Travel/Meals/Lodging	100	100	0	-	93.18
-41410-351 Legal Notices/Ordinance Publication	100	100	0	-	81.20
-41410-404 Repairs & Maintenance - Voting Equipment			0	-	-
-41410-408 Maintenance Contracts - Mach/Equipment	1,000	1,000	1,200	775.00	727.88
-41410-412 Rentals - Buildings			0	-	-
-41410-430 Miscellaneous			0	-	-
Total Other Services and Charges	1,200	1,200	1,200	775.00	902.26
Total Elections	8,450	8,450	1,200	775.00	7,612.27
<i>Finance - #41500</i>					
Personal Services					
-41500-101 Salaries	157,788	157,788	153,380	145,586.43	154,038.91
-41500-102 Overtime	100	100	100	-	-
-41500-103 Part-time Regular			0	-	-
-41500-121 PERA Employer Share	12,206	12,206	11,839	10,918.98	11,476.32
-41500-122 FICA/Medicare Employer Share/Employee Ben	12,450	12,450	12,075	10,816.42	11,402.05
-41500-131 Medical/Dental/Life Employer Share	33,297	33,297	30,735	30,756.22	28,554.48
-41500-132 Longevity	4,860	4,860	4,363	-	-
-41500-133 Deductible Contribution			2,400	2,400.00	2,442.68
-41500-151 Workers' Compensation Insurance			1,276	826.93	636.79
-41500-154 HRA/Flex Fees			200	137.40	146.80
Total Personal Services	220,701	220,701	216,368	201,442.38	208,698.03
Supplies					
-41500-201 Office Supplies - Accessories	1,400	1,400	1,329	748.91	1,380.45
-41500-204 Stationary, Forms and Envelopes	3,500	3,500	1,800	2,230.06	1,640.78
-41500-209 Software Updates	1,000	1,000	700	675.00	1,275.00
-41500-210 Miscellaneous Operating Supplies	500	500	400	126.65	478.77
-41500-240 Small Tools	2,000	2,000	200	-	2,457.00
Total Supplies	8,400	8,400	4,429	3,780.62	7,232.00
Other Services and Charges					
-41500-301 Auditing and Accounting	32,000	32,000	30,000	30,000.00	28,965.87
-41500-304 Miscellaneous Professional Services	2,000	2,000	2,838	2,838.00	-
-41500-308 Isanti County Special Assessment Mgmt Fee	750	750	471	471.00	565.00
-41500-309 EDP Professional Services	25,000	25,000	24,362	19,028.25	29,108.13
-41500-313 IT Management	0	0	3,000	2,258.10	-
-41500-321 Telephone/Cellular Phones			0	-	-
-41500-331 Travel/Meals/Lodging	500	500	250	93.92	98.00
-41500-334 Mileage Reimbursement	440	440	440	300.12	283.50
-41500-340 Advertising			0	-	-
-41500-351 Legal Notices/Ordinance Publishing	500	500	400	369.56	530.10
-41500-360 Insurance and Bonds	1,600	1,600	1,433	1,432.96	1,412.64
-41500-409 Maintenance Contracts - Office Equipment	15,000	15,000	15,500	15,458.00	13,808.00
-41500-420 Wellness			0	-	-
-41500-430 Miscellaneous	365	365	205	-	245.45
-41500-432 Property Finders Fee			0	-	-
-41500-433 Dues and Subscriptions	2,000	2,000	1,560	1,527.40	1,554.30
-41500-440 Schools and Meetings	2,000	2,000	1,724	2,082.00	1,248.00
Total Other Services and Charges	82,155	82,155	82,183	75,859.31	77,818.99
Total Finance	311,256	311,256	302,980	281,082.31	293,749.02
<i>Legal - #41610</i>					
Other Services and Charges					
-41610-304 Legal Fees	47,000	47,000	55,000	21,336.73	46,514.22
-41610-307 Township Annexation Payments	10,805	10,805	0	-	-
-41610-305 Prosecution Services	40,000	40,000	40,000	32,918.30	39,501.96
Total Other Services and Charges	97,805	97,805	95,000	54,255.03	86,016.18
Total Legal	97,805	97,805	95,000	54,255.03	86,016.18
<i>Community Development</i>					
<i>Building Department - #41920</i>					
Personal Services					
-41920-101 Salaries	190,486	190,486	182,573	172,111.53	219,697.14
-41920-102 Overtime	100	100	0	-	27.99
-41920-121 PERA Employer Share	14,591	14,591	13,954	12,913.98	14,573.99

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	Adopted Budget 2018	Amended Budget 2018	Amended Budget 2017	YTD Actual 2017	YTD Actual 2016
		1/2/2018	10/31/2017	11/30/2017	12/31/2016
-41920-122 FICA/Medicare Employer Share/Employee Ben	14,883	14,883	14,233	12,537.08	16,218.09
-41920-131 Medical/Dental/Life Employer Share	49,945	49,945	46,102	46,122.37	44,054.82
-41920-132 Longevity	4,057	4,057	3,485	-	-
-41920-133 Deductible Contribution	3,600	3,600	3,600	1,765.19	4,135.26
-41920-151 Workers' Compensation Insurance	1,198	1,198	1,550	789.70	1,449.77
-41920-154 HRA/Flex Fees	250	250	250	206.05	220.15
Total Personal Services	279,110	279,110	265,747	246,445.90	300,377.21
Supplies					
-41920-201 Office Supplies - Accessories	750	750	750	414.33	562.17
-41920-204 Stationery, Forms and Envelopes	-	-	0	-	-
-41920-209 Software Updates	500	500	500	-	-
-41920-210 Miscellaneous Operating Supplies	1,200	1,200	1,200	127.00	587.72
-41920-212 Gasoline/Fuel/Lubricants/Additivs	2,600	2,600	2,600	1,096.50	1,103.82
-41920-221 Repair and Maintenance Supplies - Vehicles	800	800	800	(27.33)	468.05
-41920-240 Small Tools and Minor Equipment	300	300	3,300	3,205.64	-
Total Supplies	6,150	6,150	9,150	4,816.14	2,721.76
Other Services and Charges					
-41920-304 Miscellaneous Professional Services	-	-	149	148.75	130.00
-41920-309 EDP Professional Services	0	0	500	101.25	2,120.62
-41920-313 Marco IT Mgmt & Backup	3,000	3,000	3,000	2,338.10	-
-41920-321 Telephone/Cellular Phones	2,700	2,700	1,700	1,570.28	1,673.63
-41920-331 Travel/Meals/Lodging	300	300	300	-	300.39
-41920-334 Mileage Reimbursement	700	700	700	471.44	415.80
-41920-340 Advertising	-	-	0	-	83.85
-41920-351 Legal Notices/Ordinance Publishing	-	-	0	-	-
-41920-360 Insurance	2,500	2,500	2,064	2,063.35	2,072.37
-41920-404 Repairs and Maintenance	250	250	250	-	46.00
-41920-409 Maintenance Contracts - Office Equipment	2,500	2,500	2,500	2,090.00	2,270.00
-41920-430 Miscellaneous	200	200	200	7.28	65.08
-41920-432 Credit Card Fees	600	600	0	-	104.85
-41920-433 Dues and Subscriptions	1,400	1,400	1,400	496.49	532.00
-41920-440 Schools and Meetings	2,800	2,800	2,800	1,070.00	1,261.00
Total Other Services and Charges	16,950	16,950	15,563	10,356.94	11,075.59
Total Building Department	302,210	302,210	290,460	261,618.98	314,174.56
Engineering					
-41925-303 Engineering Contracted Expense	25,000	25,000	30,000	25,289.56	25,574.93
Planning - #41935					
Personal Services					
-41935-101 Salaries	147,597	147,597	140,961	133,769.69	229,491.10
-41935-102 Overtime	-	-	0	-	-
-41935-112 Planning Commission Salaries	2,500	2,500	2,000	1,400.00	1,935.00
-41935-121 PERA Employer Share	11,410	11,410	10,870	10,032.72	17,010.42
-41935-122 FICA/Medicare Employer Share/Employee Ben	11,639	11,639	11,280	9,728.70	16,793.85
-41935-131 Medical/Dental/Life Employer Share	33,297	33,297	30,735	30,764.22	42,828.24
-41935-132 Longevity	4,539	4,539	3,980	-	-
-41935-133 Deductible Contribution	2,400	2,400	2,400	708.46	3,134.68
-41935-151 Workers' Compensation Insurance	1,044	1,044	1,199	642.13	1,108.44
-41935-154 HRA/Flex Fees	230	230	200	137.40	220.15
Total Personal Services	214,656	214,656	203,625	187,183.32	312,521.88
Supplies					
-41935-201 Office Supplies - Accessories	700	700	700	739.69	1,276.77
-41935-204 Stationery, Forms and Envelopes	-	-	0	-	-
-41935-209 Software Updates	2,000	2,000	1,200	1,382.50	1,476.76
-41935-210 Miscellaneous Operating Supplies	200	200	200	127.00	420.00
-41935-212 Gasoline/Fuel/Lubricants/Additivs	350	350	350	109.75	196.00
-41935-221 Repair and Maintenance Supplies - Vehicles	200	200	537	675.57	16.00
-41935-240 Small Tools and Minor Equipment	8,250	8,250	250	18.12	495.00
Total Supplies	11,700	11,700	3,237	3,052.63	3,880.53
Other Services and Charges					
-41935-301 Special Projects	2,500	2,500	2,160	-	-
-41935-303 Comp Plan Update	-	-	0	-	-
-41935-304 Miscellaneous Professional Services	2,500	2,500	2,500	-	280.00
-41935-306 Transportation Study Consulting	-	-	0	-	-
-41935-307 Rail Study	-	-	0	-	-
-41935-308 Lakes & Pines Mgmt--Smal 1 Cities Grant	-	-	0	-	-
-41935-309 EDP Professional Services	-	-	102	101.25	846.25
-41935-313 Marco IT Mgmt & Backup	3,000	3,000	3,000	2,258.10	-
-41935-321 Telephone/Cellular Phones	-	-	0	-	897.49
-41935-322 Code Enforcement Mailing	-	-	0	-	-
-41935-331 Travel/Meals/Lodging	500	500	350	141.36	337.65
-41935-334 Mileage Reimbursement	250	250	75	47.62	12.20
-41935-340 Advertising	-	-	0	-	-
-41935-351 Legal Notices/Ordinance Publishing	750	750	750	260.50	551.14
-41935-360 Insurance	11,500	11,500	10,133	10,132.66	10,229.64

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Adopted 2018 Budget

	Adopted Budget <u>2018</u>	Proposed		YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
		Amended Budget 1/2/2018	Amended Budget 2017 10/31/2017		
-41935-404 Repairs and Maintenance	300	300	0	-	-
-41935-409 Maintenance Contracts - Office Equipment	3,000	3,000	3,000	2,990.00	2,990.00
-41935-430 Miscellaneous	1,000	1,000	500	(5,301.50)	(4,347.11)
-41935-431 Property Securing Exp			3,655	3,995.00	593.50
-41935-432 Abatement Costs			855	1,025.00	4,011.96
-41935-433 Dues and Subscriptions	600	600	872	871.60	1,094.87
-41935-440 Schools and Meetings	1,500	1,500	800	405.00	582.00
-41935-488 Other Contracted Services--Comp Plan Update			23,000	22,160.24	64,263.31
-41935-489 Other Contracted Services--GIS Maint	1,000	1,000	1,000	550.00	-
-41935-490 Flyover Pictures--share from Isanti Co	0	0	5,000	-	-
Total Other Services and Charges	28,400	28,400	57,752	39,636.83	82,342.90
<i>Total Planning</i>	254,756	254,756	264,614	229,872.78	398,745.31
Total Community Development	581,966	581,966	585,074	516,781.32	738,494.80
<i>City Hall Buildings - #41950</i>					
Personal Services					
-41950-101 Salaries	26,063	26,063	24,920	23,215.24	25,044.81
-41950-102 Overtime	1,000	1,000	1,000	-	-
-41950-121 PERA Employer Share	2,053	2,053	1,961	1,741.14	1,799.76
-41950-122 FICA/Medicare Employer Share/Employee Ben	2,094	2,094	2,001	1,714.22	1,843.73
-41950-131 Medical/Dental/Life Employer Share	8,325	8,325	7,684	7,677.08	7,128.90
-41950-132 Longevity	310	310	234	-	-
-41950-133 Deductible Contribution	600	600	600	-	-
-41950-151 Workers' Compensation Insurance	1,503	1,503	1,568	1,052.67	1,336.50
-41950-154 HRA/Flex Fees	40	40	50	34.40	36.75
Total Personal Services	41,988	41,988	40,018	35,434.75	37,190.45
Miscellaneous Operating Supplies					
-41950-210 Miscellaneous Operating Supplies	200	200	200	74.97	29.49
-41950-212 Gasoline/Fuel					
-41950-215 Maintenance Supplies	13,000	13,000	13,000	4,160.94	6,455.06
-41950-240 Small Tools & Equipment	1,500	1,500	1,500	-	-
Total Supplies	14,700	14,700	14,700	4,235.91	6,484.55
Other Services and Charges					
-41950-321 Telephone/Cellular Phones	17,500	17,500	15,500	14,316.90	16,924.85
-41950-360 Insurance	3,000	3,000	1,691	1,690.95	1,917.45
-41950-381 Electric Utilities	12,000	12,000	12,000	8,187.48	10,567.31
-41950-382 Water/Wastewater	1,450	1,450	1,400	1,345.42	1,348.26
-41950-383 Gas Utilities	10,000	10,000	10,000	4,580.99	5,711.93
-41950-384 Refuse and Recycling	0	0	0	-	7,496.29
-41950-401 Repairs and Maintenance -Buildings/Structures	22,000	22,000	27,700	26,021.63	41,247.84
-41950-405 Janitor Services			0	-	-
-41950-409 Maintenance Contracts - Office Equip	2,921	2,921	4,921	4,501.68	2,595.42
-41950-411 Cement Replacement			0	-	-
-41950-413 Rentals - Office Equipment [copier-new]	14,000	14,000	13,000	8,085.12	16,548.59
-41950-430 Miscellaneous	500	500	500	287.70	577.45
Total Other Services and Charges	83,371	83,371	86,712	69,017.87	104,935.39
<i>Total City Hall Buildings</i>	140,059	140,059	141,430	108,688.53	148,610.39
TOTAL GENERAL GOVERNMENT	1,449,084	1,449,084	1,459,931	1,244,210.07	1,544,166.07
PUBLIC SAFETY					
<i>Police Department - #42100</i>					
Personal Services					
-42100-101 Salaries	1,180,106	1,180,106	1,042,125	975,288.43	1,009,147.57
-42100-102 Overtime	60,000	60,000	64,000	59,795.35	61,372.33
-42100-103 Salaries - Part-Time Regular	25,011	25,011	23,659	25,495.65	25,983.55
-42100-104 Temp/Seas Employees-Regular	0	11,693	25,000	20,416.49	19,192.80
-42100-110 Hours Worked Holiday	16,000	16,000	15,000	18,073.99	14,847.81
-42100-111 Overtime Court			0	-	-
-42100-112 Overtime Shift Coverage			0	-	-
-42100-113 Overtime Call Hold Over			0	-	-
-42100-114 Overtime Training & Meetings			0	-	-
-42100-115 Call-in Pay			0	-	-
-42100-116 On Call Pay	38,412	38,412	39,150	32,090.64	-
-42100-117 Shift Differential	8,672	8,672	7,500	6,999.51	7,545.15
-42100-118 Severance			0	-	-
-42100-121 PERA Employer Share	201,427	203,064	204,912	175,401.14	171,860.81
-42100-122 FICA/Medicare Employer Share/Employee Ben	23,391	23,561	24,866	20,500.12	20,898.83
-42100-131 Medical/Dental/Life Employer Share	301,625	301,625	253,513	257,462.03	229,483.56
-42100-132 Longevity	32,438	32,438	29,744	-	-
-42100-133 Deductible Contribution	19,200	19,200	19,200	13,181.94	14,108.13
-42100-151 Workers' Compensation Insurance	62,771	62,771	52,745	41,568.66	37,411.26
-42100-154 HRA/Flex Fees	1,500	1,500	1,500	1,062.95	1,155.20
Total Personal Services	1,970,553	1,984,053	1,802,914	1,647,336.90	1,613,007.00
Supplies					
-42100-201 Office Supplies - Accessories	3,300	3,300	3,300	2,074.16	2,313.75
-42100-202 Duplicating Supplies and Copy Paper	1,500	1,500	1,000	427.30	1,500.15
-42100-209 Software Updates	7,800	7,800	5,250	1,194.16	8,232.12

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Adopted 2018 Budget

		Proposed				
		Adopted	Amended	Amended		
		Budget	Budget	Budget	YTD	YTD
		2018	2018	2017	Actual 2017	Actual 2016
			1/2/2018	10/31/2017	11/30/2017	12/31/2016
-42100-210	Miscellaneous Operating Supplies	7,000	7,000	7,000	4,446.06	6,171.32
-42100-212	Gasoline/Fuel/Lubricants/Additives	45,000	45,000	38,000	27,070.07	31,677.38
-42100-213	Ammunition	5,500	5,500	5,400	5,119.92	3,904.06
-42100-214	Crime Scene Supplies	5,375	5,375	1,200	1,270.12	1,733.66
-42100-217	Promotional Events	4,500	4,500	5,500	2,461.36	1,173.17
-42100-221	Repairs and Maintenance Supplies - Squads	18,500	18,500	16,500	12,921.00	17,855.97
-42100-231	Uniform Allowance	29,600	29,600	28,700	18,837.29	25,963.46
-42100-232	Uniform--Reserves	3,000	3,000	2,000	2,045.40	2,750.66
-42100-240	Small Tools/Minor Equipment	16,000	16,000	10,100	6,042.35	16,320.84
Total Supplies		147,075	147,075	123,950	83,909.19	119,596.54
Other Services and Charges						
-42100-304	Miscellaneous Professional Services	15,000	15,000	3,508	3,289.25	11,065.30
-42100-305	Applicant Testing	1,700	1,700	5,000	2,793.00	4,422.55
-42100-313	Marco IT Mgmt & Backup	13,000	13,000	12,192	10,240.90	-
-42100-321	Telephone/Cellular Phones	14,500	14,500	13,332	13,049.34	12,446.40
-42100-322	Postage	300	300	300	280.30	282.06
-42100-331	Travel/Meals/Lodging	5,000	5,000	3,100	1,712.24	1,590.48
-42100-334	Mileage Reimbursement	200	200	0	-	211.14
-42100-340	Advertising			0	-	-
-42100-360	Insurance	36,000	36,000	34,657	34,656.56	34,190.19
-42100-381	Electric Utilities	6,100	6,100	6,100	4,210.68	5,434.60
-42100-383	Gas Utilities	4,000	4,000	4,000	2,256.29	2,813.36
-42100-391	Old MNDOT Electric	2,000	0	2,014	2,013.26	4,419.17
-42100-392	Old MNDOT Water/Sewer	1,500	0	1,500	1,173.57	1,950.10
-42100-404	Maintenance and Repair - Vehicles/ Equipment	10,000	10,000	9,000	4,615.05	6,150.70
-42100-409	Maintenance Contracts-Office Equipment	21,500	21,500	21,500	17,541.35	19,642.15
-42100-410	Police Reserve Program Activities	1,500	1,500	1,500	688.57	836.01
-42100-411	Auto Pawn	2,700	2,700	2,700	2,072.70	2,600.10
-42100-413	Office Equipment Rentals			0	-	419.19
-42100-429	Old MNDOT Maint Costs	10,000	0	3,942	3,857.11	5,999.74
-42100-430	Miscellaneous			0	-	-
-42100-433	Dues and Subscriptions	6,700	6,700	6,860	7,438.48	4,791.02
-42100-440	Schools and Meetings	12,000	12,000	12,500	12,166.64	10,751.68
-42100-441	Training--Grant funded			0	-	-
-42100-455	Jail and Medical Expenses			0	-	-
-42100-489	Other Contracted Services	1,400	1,400	1,337	5,086.40	1,361.12
Total Other Services and Charges		165,100	151,600	145,042	129,141.69	131,377.06
Total Police Department		2,282,728	2,282,728	2,071,906	1,860,387.78	1,863,980.60
Fire Department - 42200						
Personal Services						
-42200-101	Salaries	76,877	76,877	73,528	68,325.68	70,339.13
-42200-103	Salaries	47,000	47,000	47,000	38,078.00	43,938.00
-42200-121	PERA Employer Share	12,569	12,569	11,991	11,068.83	11,442.76
-42200-122	FICA/Medicare Employer Share/Employee Ben	9,530	9,530	9,259	3,873.29	4,306.07
-42200-131	Medical/Dental/Life Employer Share	16,649	16,649	15,367	15,382.11	14,280.72
-42200-132	Fire Longevity Pay	705	705	491	-	-
-42200-133	Deductible Contribution	1,200	1,200	1,200	-	-
-42200-151	Worker's Comp - Ins Premiums	36,061	36,061	31,393	24,872.88	25,097.99
-42200-154	Flex Fees	100	100	100	68.65	73.40
Total Personal Services		\$200,691	\$200,691	190,329.00	161,669.44	169,478.07
Supplies						
-42200-201	Office Supplies - Accessories			800	533.45	123.25
-42200-204	Stationary, Forms and Envelopes	100	100	100	-	-
-42200-210	Miscellaneous Operating Supplies	7,500	7,500	9,500	9,556.05	4,566.05
-42200-211	Grant Funded Supplies			5,887	5,887.00	-
-42200-212	Gasolines/Fuel/Lubricants/Additives	7,500	7,500	6,000	5,221.27	5,390.17
-42200-213	Operation Round Up Computer Exp			0	-	-
-42200-215	Shop Maintenance Supplies	200	200	200	8.99	-
-42200-221	Repairs and Maintenance Supplies - Trucks	7,000	7,000	7,269	8,521.86	38,576.71
-42200-223	Repairs and Maintenance Supplies - Buildings	100	100	1,000	393.83	169.21
-42200-231	Uniform Allowance	13,000	13,000	13,000	10,332.53	8,949.93
-42200-240	Small Tools	7,000	7,000	4,000	1,071.69	797.80
-42200-241	Small Tools-Grant Funded	0	0	0	-	2,883.91
Total Supplies		42,400	42,400	47,756	41,526.67	61,457.03
Other Services and Charges						
-42200-301	Auditing and Accounting			0	-	350.00
-42200-304	Miscellaneous Professional Services	7,500	7,500	8,637	8,736.60	9,735.25
-42200-306	Fire Relief--Pension Pass Through			0	-	-
-42200-307	Fire Relief--Pension City Share	10,000	10,000	10,000	10,000.00	10,000.00
-42200-313	Marco IT Mgmt & Backup	3,000	3,000	3,000	2,258.10	-
-42200-321	Telephone/Cellular Phones	900	900	1,400	1,230.21	890.10
-42200-331	Travel/Meals/Lodging	750	750	750	623.93	752.22
-42200-334	Mileage Reimbursement	500	500	85	-	-
-42200-340	Advertising	200	200	215	758.77	99.00
-42200-360	Insurance	9,000	9,000	7,223	7,223.00	7,065.12
-42200-381	Electric Utilities	16,000	16,000	15,340	11,627.57	14,931.52
-42200-382	Water/Wastewater Utilities	650	650	650	395.95	543.15

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Adopted 2018 Budget

		Proposed				
		Adopted	Amended	Amended	YTD	YTD
		Budget	Budget	Budget	Actual 2017	Actual 2016
		2018	2018	2017	11/30/2017	12/31/2016
			1/2/2018	10/31/2017		
-42200-383	Gas Utilities	7,000	7,000	5,000	2,326.52	5,512.75
-42200-401	Repairs and Maintenance - Buildings	1,500	1,500	600	330.00	308.20
-42200-404	Repairs and Maintenance - Equipment/Radios/F	1,500	1,500	2,400	2,638.13	1,306.00
-42200-405	Janitorial			0	-	-
-42200-430	Miscellaneous	0	0	0	-	-
-42200-433	Dues and Subscriptions	1,300	1,300	3,117	3,117.00	1,165.00
-42200-440	Schools and Meetings	8,000	8,000	8,000	973.22	1,820.38
-42200-441	Schools and Meetings Grant Funded	0	0	3,133	3,132.07	1,219.00
-42200-999	Arlington Fire Costs	0	0	0	-	-
	Total Other Services and Charges	67,800	67,800	69,550	55,371.07	55,697.69
	<i>Total Fire Department</i>	310,891	310,891	307,635	258,567.18	286,632.79
Emergency Management - #42300						
Supplies						
-42300-201	Office Supplies - Accessories	500	500	140	-	-
-42300-202	Duplicating Supplies and Copy Paper	500	500	500	-	-
-42300-209	Software Updates	500	500	0	-	916.00
-42300-210	Miscellaneous Operating Supplies	500	500	500	333.00	532.97
-42300-240	Small Tools & Minor Equip	3,000	3,000	3,000	2,207.18	9,524.50
	Total Supplies	5,000	5,000	4,140	2,540.18	10,973.47
Other Services and Charges						
-42300-304	Misc Prof Serv	500	500	540	540.00	2,596.25
-42300-321	Telephone/Cellular Phones	200	200	0	-	70.02
-42300-331	Travel/Meals/Lodging	500	500	406	255.25	155.86
-42300-440	Schools and Meetings	1,500	1,500	260	42.00	750.00
-42300-441	Grant Funded Schools and Meetings	0	0	0	-	600.00
-42300-489	Other Contracted Services	0	0	1,354	1,353.51	-
	Total Other Services and Charges	2,700	2,700	2,560	2,191	4172.13
	<i>Total Emergency Management</i>	7,700	7,700	6,700	4,730.94	15,145.60
Animal Control - #42700						
Supplies						
-42700-310	Miscellaneous Operating Supplies	5,500	5,500	5,500	4,479.13	4,985.00
-42700-340	Advertising			0	-	-
	Total Supplies	5,500.00	5,500.00	5,500.00	4,479.13	4,985.00
	<i>Total Animal Control</i>	5,500	5,500	5,500	4,479.13	4,985.00
	TOTAL PUBLIC SAFETY	2,606,819	2,606,819	2,391,741	2,128,165.03	2,170,743.99
PUBLIC WORKS						
Street Maintenance - #43000						
Personal Services						
-43001-101	Salaries	551,997	551,997	532,448	493,855.85	532,210.74
-43001-102	Overtime	3,000	3,000	7,405	3,295.56	3,185.30
-43001-104	Temporary/Seasonal	12,684	12,684	26,697	14,266.42	10,363.35
-43001-110	Hours Worked Holiday	0	0	2,175	2,173.93	-
-43001-111	Overtime Snowplowing	24,000	24,000	24,000	13,721.63	23,552.55
-43001-112	Overtime Mosquito Spraying	3,000	3,000	675	674.56	3,025.66
-43001-121	PERA Employer Share	45,247	45,247	43,800	38,260.95	41,787.22
-43001-122	FICA/Medicare Employer Share/Employee Ben	47,122	47,122	45,626	39,185.04	42,402.94
-43001-131	Medical/Dental/Life Employer Share	160,934	160,934	133,186	126,521.78	123,667.53
-43001-132	Longevity	21,290	21,290	19,403	-	-
-43001-133	Deductible Contribution	11,600	11,600	10,400	5,362.67	6,988.24
-43001-151	Workers' Compensation Insurance	58,737	58,737	53,959	37,466.56	40,392.61
-43001-154	HRA/Flex Fees	700	700	725	594.75	635.45
	Total Personal Services	940,311	940,311	900,499	775,379.70	828,211.59
Supplies						
-43001-201	Office Supplies - Accessories	1,000	1,000	1,500	1,275.96	1,644.91
-43001-202	Duplicating and Copying Supplies	100	100	100	29.99	59.98
-43001-204	Stationary, Forms and Envelopes	100	100	100	-	173.75
-43001-209	Software Updates	750	750	750	544.00	-
-43001-210	Miscellaneous Operating Supplies	12,000	12,000	12,000	8,465.85	9,665.65
-43001-212	Gasoline/Fuel/Lubricants/Additives	30,000	27,000	30,000	17,832.10	26,527.56
-43001-215	Shop Maintenance Supplies	1,000	1,000	2,500	870.51	1,626.51
-43001-219	Snow Removal - Material	60,000	60,000	70,000	55,055.57	48,407.43
-43001-221	Repairs and Maintenance Supplies - Equipment	45,000	45,000	42,000	50,530.13	52,769.77
-43001-224	Repairs and Maintenance - Infrastructure	15,000	15,000	14,000	9,856.40	15,954.45
-43001-226	Signs	6,000	6,000	6,000	4,484.20	3,271.82
-43001-240	Small Tools and Minor Equipment	5,000	5,000	4,835	5,255.84	6,573.31
	Total Supplies	175,950	172,950	183,785	154,200.55	166,675.14
Other Services and Charges						
-43001-304	Miscellaneous Professional Services	5,000	4,000	2,200	2,250.98	4,434.92
-43001-313	Marco IT Mgmt & Backup	8,000	4,000	3,000	2,298.10	-
-43001-321	Telephone/Cellular Phones	6,000	12,000	10,000	10,319.51	12,342.81
-43001-331	Travel/Meals/Lodging	500	500	500	53.50	-
-43001-334	Mileage Reimbursement			0	-	-
-43001-340	Advertising	400	400	400	-	-

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Adopted 2018 Budget

		Proposed				
		Adopted	Amended	Amended	YTD	YTD
		Budget	Budget	Budget	Actual 2017	Actual 2016
		2018	2018	2017	11/30/2017	12/31/2016
			1/2/2018	10/31/2017		
-43001-351	Legal Notices/Publications			0	-	-
-43001-360	Insurance	20,000	16,000	15,602	15,601.54	16,084.53
-43001-381	Electric Utilities	400	400	400	302.50	361.52
-43001-382	Water/Wastewater Utilities	800	800	600	521.66	1,183.83
-43001-384	Refuse Hauling	8,000	4,000	4,000	2,652.13	-
-43001-404	Repairs and Maintenance - Vehicles/Equipment	4,000	4,000	4,000	100.00	2,119.90
-43001-405	Emergency Mgmt Rep & Maint	500	500	500	-	-
-43001-406	Painting and Striping	18,000	18,000	18,000	14,964.51	9,800.53
-43001-407	Bridge Repair			14,000		
-43001-413	BNSF Parking Lot Lease	3,000	3,000	3,000	-	2,151.48
-43001-415	Equipment Rental			0	-	-
-43001-417	Uniform Rental	9,000	8,000	9,000	6,023.83	6,237.23
-43001-430	Miscellaneous	2,500	2,000	1,500	-	30.00
-43001-433	Dues and Subscriptions	1,200	1,200	800	607.85	1,175.94
-43001-440	Schools and Meetings	1,000	1,000	1,000	1,195.00	510.00
-43001-444	Insect Control	8,000	8,000	7,000	5,523.00	6,824.40
-43001-445	Diseased Tree Program	13,000	13,000	7,500	5,292.00	24,852.15
-43001-446	Weed Control	3,000	3,000	2,613	2,612.34	3,325.90
-43001-447	Downtown Decorations	7,000	7,000	7,000	6,458.43	7,697.30
-43001-451	Township Assessment	0	0	13,492	-	13,491.72
-43001-449	Paver Repair			0	-	-
-43001-489	Other Contracted Services	12,000	12,000	12,000	6,381.51	14,808.26
	Total Other Services and Charges	131,300	136,800	124,107	83,158.39	127,432.42
	<i>Total Street Maintenance</i>	<i>1,247,561</i>	<i>1,250,061</i>	<i>1,208,391</i>	<i>1,012,738.64</i>	<i>1,122,319.15</i>
Street Lighting - #43160						
Supplies						
-43160-238	Repairs and Maintenance Supplies - Infrastructure	0	0	10,000	12,483.11	9,025.02
	Total Supplies	0	0	10,000	12,483.11	9,025.02
Other Services and Charges						
-43160-381	Utilities	0	0	175,000	140,932.11	172,833.28
-43160-402	Signal Light Repairs	0	0	8,100	8,100.00	630.00
	Total Other Services and Charges	0	0	183,100	149,032.11	173,463.28
	<i>Total Street Lighting</i>	<i>0</i>	<i>0</i>	<i>193,100</i>	<i>161,515.22</i>	<i>182,488.30</i>
Maintenance Building - #43170						
Supplies						
-43170-215	Maintenance Supplies	500	500	500	143.59	-
	Total Supplies	500	500	500	143.59	-
Other Services and Charges						
-43170-321	Telephone/Cellular Phones			0	-	-
-43170-381	Electric Utilities	3,000	2,500	3,000	1,914.41	2,352.51
-43170-382	Water/Wastewater Utilities	2,000	2,500	2,000	1,375.03	1,584.97
-43170-383	Gas Utilities	12,000	10,000	12,000	7,684.40	9,463.08
-43170-401	Repairs and Maintenance - Buildings/Structures	1,500	1,500	1,500	1,500.00	841.00
-43170-430	Miscellaneous	1,000	500	0	-	-
	Total Other Services and Charges	19,500	17,000	18,500	12,473.84	14,241.56
	Total Maintenance Building	20,000	17,500	19,000	12,617.43	14,241.56
	TOTAL PUBLIC WORKS	1,267,561	1,267,561	1,420,491	1,186,871.29	1,319,049.01
PARKS AND RECREATION						
Ice Rink - #45127						
Personal Services						
-45127-104	Salaries - Temporary/Seasonal	7,917	7,917	4,560	470.61	-
-45127-121	PERA (Employer)	0	0	342	-	-
-45127-122	FICA/Medicare Employer Share/Employee Ben	606	606	349	36.01	-
-45127-151	Work Comp	437	437	217	-	-
	Total Personal Services	8,960	8,960	5,468	506.62	0.00
Supplies						
-45127-210	Miscellaneous Operating Supplies	1,000	1,000	500	1,459.62	263.11
-45127-212	Gasoline/Fuel/Lubricants/Additives			0	-	-
-45127-215	Shop Maintenance Supplies	300	300	102	-	-
-45127-221	Repairs and Maintenance Supplies - Equipment	2,500	2,500	5,000	5,002.66	69.45
-45127-223	Repairs and Maintenance Supplies - Buildings	500	500	450	436.41	85.00
	Total Supplies	4,300	4,300	6,052	6,898.69	417.56
Other Services and Charges						
-45127-321	Telephone/Cellular Phones			1,500	1,007.81	-
-45127-360	Insurance	2,500	2,500	0	-	-
-45127-381	Electric Utilities	55,000	55,000	50,000	34,722.06	4,289.82
-45127-382	Water/Wastewater Utilities	1,000	1,000	1,000	582.29	-
-45127-383	Gas Utilities	6,000	6,000	4,000	3,588.15	3,915.81
-45127-401	Repairs and Maintenance - Structures	1,000	1,000	1,000	702.00	-
-45127-415	Equipment Rental	500	500	483	342.14	423.33
-45127-430	Miscellaneous	500	500	0	-	-
-45127-487	Ice Rink Lighting Lease	0	0	0	-	-
	Total Other Services and Charges	66,500	66,500	57,983	40,944.45	8,628.96

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Adopted 2018 Budget

	Adopted Budget 2018	Amended Budget 2018 1/2/2018	Amended Budget 2017 10/31/2017	YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
<i>Total Ice Rink</i>	79,760	79,760	69,503	48,349.76	9,046.52
Parks and Recreation - 45200					
Personal Services					
-45200-101 Full-time Salaries	117,737	117,737	111,863	104,625.63	110,121.50
-45200-102 FT Overtime	1,000	1,000	1,000	172.53	765.12
-45200-104 Salaries - Temporary/Seasonal	19,027	19,027	6,926	6,925.67	9,825.00
-45200-112 Parks & Rec Commission Stipends	3,000	3,000	2,000	1,000.00	1,000.00
-45200-121 PERA (Employer)	8,978	8,978	8,575	7,859.86	8,171.37
-45200-122 FICA/Medicare Employer Share/Employee Ben	10,843	10,843	9,928	8,325.62	8,958.21
1-5200-131 Medical/Dental/Life Employer Share	33,323	33,323	30,761	30,760.74	28,561.44
-45200-132 Longevity	1,975	1,975	1,473	-	-
-45200-133 Deductible Contribution	2,400	2,400	2,400	2,429.19	1,936.58
-45200-151 Workers' Compensation Insurance	7,663	7,663	5,775	4,839.18	4,629.24
-45200-154 HRA/Flex Fees	200	200	200	137.40	146.80
Total Personal Services	206,146	206,146	180,901	167,075.82	174,115.26
Supplies					
-45200-210 Miscellaneous Operating Supplies	3,500	3,500	5,000	5,277.33	4,040.13
-45200-212 Gasoline/Fuel/Lubricants/Additives	6,000	6,000	7,000	5,597.35	7,883.58
-45200-221 Repairs and Maintenance Supplies - Equipment	6,000	6,000	7,000	7,530.49	5,243.18
-45200-223 Repairs and Maintenance Supplies - Buildings	5,000	5,000	9,000	8,752.02	8,021.10
-45200-226 Signs	1,000	1,000	800	-	-
-45200-227 City Park Light Pole Project	0	0	8,500	8,333.77	-
-45200-230 Master Garden Supplies	300	300	666	665.09	250.00
-45200-240 Small Tools and Minor Equipment	500	500	1,000	825.67	635.88
Total Supplies	22,300	22,300	38,966	36,981.72	26,073.87
Other Services and Charges					
-45200-304 Professional Services-Park Study			447	447.00	555.00
-45200-305 Park Contracted Services	500	500	5,066	5,266.00	361.00
-45200-321 Telephone/Cellular Phones	500	500	300	-	-
-45200-306 Misc Prof Serv			0	-	-
-45200-306 Park Commission Activities			0	-	-
-45200-340 Advertising	350	350	350	-	-
-45200-351 Legal Notices	200	200	200	-	-
-45200-360 Insurance	20,000	20,000	18,052	18,051.16	16,129.27
-45200-381 Electric Utilities	24,000	24,000	24,000	24,066.98	23,139.99
-45200-382 Water & Wastewater Utilities	1,700	1,700	2,000	3,034.96	1,034.58
-45200-401 Repairs and Maintenance - Structures	1,500	1,500	2,400	2,265.23	5,405.00
-45200-403 R&M Tennis Court	0	0	0	-	-
-45200-415 Equipment Rental	6,000	6,000	6,000	5,966.79	7,424.00
-45200-417 Rental-Uniforms	0	0	892	604.16	410.36
-45200-430 Miscellaneous	500	500	387	77.69	-
-45200-440 Schools & Meetings	100	100	100	-	-
-45200-445 Weed Control and Fertilizer	14,000	14,000	16,000	9,470.40	9,575.90
-45200-485 Property Taxes--donated park land	0	0	1,639	1,639.00	3,106.00
1-5200-487 Softball Lighting Lease	0	0	0	-	-
-45200-486 Summer Recreation	2,000	2,000	1,900	-	1,933.47
-45200-484 Library Study			0	-	-
-45200-488 Library	26,000	26,000	24,000	19,489.11	22,361.46
-45200-489 Senior Activity Center			225	225.00	281.25
-45200-491 Library Concept Design			0	-	-
-45200-492 Aquatic Center			0	-	-
-45200-493 Yoga Grant Expense	500	500	840	840.00	750.00
-45200-494 Camb/Isanti Fall Comm Event	0	0	0	-	18.59
-45200-495 Ski Trail Maintenance Agreement	4,500	4,500	3,075	3,075.00	1,687.50
-45200-496 Arts and Parks Programming	20,000	20,000	20,820	20,879.35	9,185.38
-45200-497 Master Trail Contribution	0	0	1,000	1,000.00	-
-45200-498 Pickleball Grant Expenditures	0	0	2,052	2,052.00	-
Total Other Services and Charges	122,350	122,350	131,745	118,449.83	103,358.75
Total Parks and Recreation	350,796	350,796	351,612	322,507.37	303,547.88
TOTAL PARKS AND RECREATION	430,556	430,556	421,115	370,857	312,594
TOTAL EXPENDITURES	5,754,019.78	5,754,019.78	5,693,278.00	4,930,103.52	5,346,553.47

TRANSFERS OUT

-49300-720				1,215,785.00	1,020,678.00
Fire Equipment Revolving Fund - #420	55,886	55,886	54,785		
Transfer to Cap fund 415 Park Improv	42,000	42,000	180,000		
Transfer to Cap fund 417 Police	48,000	48,000	70,000		
Transfer to Cap fund 418 Public Works	200,000	200,000	140,000		
Transfer to Cap fund 419 City Hall	110,000	110,000	67,000		
Transfer for CI Bike / Walk Trail-fund capital	8,340	8,340	8,340		
Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660	6,660		
Motek Tax Abatement-starting in 2017	0	0	120,000		
Frayn 65 LLC Tax Abatement-starting in 2017	0	0	30,000		

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
 Adopted 2018 Budget

	Proposed			YTD Actual 2017 11/30/2017	YTD Actual 2016 12/31/2016
	Adopted Budget 2018	Amended Budget 2018 1/2/2018	Amended Budget 2017 10/31/2017		
Pavement Management Fund - #443	220,000	220,000	267,000		
Transfer to 205 for Econ Dev.	75,000	75,000	125,000		
OTHER Transfers Out	6,000	6,000	83,000		
TOTAL TRANSFERS OUT	<u>771,886</u>	<u>771,886</u>	<u>1,151,785</u>	1,215,785.00	1,020,678.00
TOTAL EXPENDITURES & TRANSFERS OUT	<u>6,525,906</u>	<u>6,525,906</u>	<u>6,845,063</u>	6,145,888.52	6,367,231.47

Prepared by: Lucas Milz, Assistant Director of Public Works

Background

Public Works is currently one staff member short due to one of our employees being on military deployment. We were hoping that his assignment would end in early February but we have recently learned that he does not expect to be able to return to work until sometime in the spring. Most of the time we would call on a member from the Utility Department to come in and fill in to help with plowing streets and sidewalks. Unfortunately, the Utility Department is also short staffed due to a recent resignation of an employee.

Public works would like authorization to hire an on-call employee to work on an as-needed basis to assist our current staff in the occurrence of a snow event. This employee would be used to help avoid the need to call in more than one Utility Dept. employee during times that we need to clear streets.

Recommendation

Authorize Public Works to hire one on-call employee for the remainder of this winter.

Attachments

Job Description

76



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

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

CAMBRIDGE PUBLIC WORKS DEPARTMENT
Maintenance Worker

The City of Cambridge is accepting applications for a temporary, on-call street Maintenance Worker to plow/sand streets on an as needed basis. Hourly rate is \$18.47 with no benefits. Expected hours are Midnight to 7:00 am and is completely dependent upon snow falls.

Minimum qualifications include a valid Class B drivers' license and work experience in snowplow operations. Applications can be obtained at www.ci.cambridge.mn.us. Application deadline is 12:00 Noon on Wednesday, January 10, 2018.

By: Todd Schuster, Chief of Police

Background:

As part of the 2018 approved budget and capital outlay equipment replacement plan, the Cambridge Police Department would like to place an order with either Ford of Hibbing for the purchase of a 2018 Ford Utility Police Interceptor AWD and/or Dodge of Burnsville for the purchase of a 2018 Dodge Charger Police AWD vehicle to replace two existing Ford Crown Victoria squad cars that are currently used for primary patrol. A quote from State of Minnesota Contract authorized vendor Hibbing Ford quoted a price, with our equipment specs added, of \$28,537.45 plus any delivery and tax, title and licensing for a 2018 Ford Utility Police Interceptor AWD. A quote from State of Minnesota Contract authorized vendor Dodge of Burnsville quoted a price, with our equipment specs added, of \$25,232.00 plus any delivery and tax, title and licensing for a 2018 Dodge Charger Police AWD.

I have included quotes for two different pursuit-rated vehicles because I have spoken with my officers and different officers have raised concerns of the comfort level of the Ford. I would like to be able to, going forward; give the officer(s) that are due to have their squad car replaced a choice between these two vehicles since they are going to be the primary driver of that vehicle for the next 5-6 years.

I have driven both vehicles during my time working for the Isanti County Sheriff's Office and both are capable patrol vehicles. I spoke with Sheriff Caulk and specifically asked him about the dependability of both vehicles and he said that his office has had less major repair costs related to the Dodge Chargers vs the Ford Utility vehicles. I spoke with Brant Standridge (the individual who installs radar units, lights, sirens, etc. on the City's cars after purchase) about the reliability of both vehicles as well. He works for the Dayton PD and they drive Dodge Chargers exclusively. He said that they have not had any major issues with their Chargers. He did speak of one issue that they had that was covered by warranty and informed me that the powertrain warranty from Dodge is valid for 100,000 miles vs 60,000 miles for Ford. I also spoke with Cambridge City mechanics and they have heard of no mechanical issues with the newer Dodge Charger police cars.

These new squad cars would both be fully marked squad cars with all necessary emergency warning and communications equipment. Both squads would be equipped with a new Watch Guard camera. The total to accomplish this is estimated to be \$21,000.00 (each) if we coordinate services through Enforcement Lighting in Blaine.

Fiscal Note: Capital Budgeted Item – Yes, \$105,300 (\$100,000-squads, \$5,300-1 new WatchGuard system)

Council Action:

Request authorization for Chief Schuster to facilitate the order of a 2018 Ford Utility Police Interceptor AWD vehicle from Hibbing Ford, under the State of Minnesota contract, for a price not to exceed \$29,000 plus tax, title, & license fees (ttl) and/or a 2018 Dodge Charger Police AWD from Dodge of Burnsville, under the State of Minnesota contract, for a price not to exceed \$26,000 (plus ttl), replacing 2 – 2011 Ford Crown Victoria Police Interceptors. These purchases would be based upon what vehicle the officer that would be driving it chooses. Authorization is also requested to allow Chief Schuster to spend the remaining 2018 police capital funds to fully outfit these vehicles as fully marked police squad cars.

Prepared by: Lynda J. Woulfe, City Administrator

Background

While the Council wrestles with what to do with the former Ace Tack Building, there is some great window display space that could be used to visually enhance the downtown area. The Downtown Task Force has frequently discussed putting up displays in windows of vacant buildings. Thankfully, LSF Designs has volunteered to fulfill this goal.

Jay Squires and I have drafted the attached agreement for Council consideration. The window displays would promote downtown and provide “eye candy” for passing motorists. Hopefully, it encourages people to come downtown to see the displays. This concept may also catch on at other businesses and thereby create additional foot traffic for the downtown when people come to see what is new in the windows.

The only cost to the City would be electricity. We are currently running the circulation fans in the building and heat to keep the building from freezing. The costs for the lights in the display area would be minimal (probably less than \$200 per year) but the impact could be priceless.

Jay indicated the biggest concern is that the City should review proposed window displays before they are put into the windows to ensure they are not offensive or graphic in nature.

Fiscal Note: Estimated \$200 in electricity costs.

Recommendation

Approve agreement.

Lynda Woulfe

From: Larry Fredlund <larryfredlund@yahoo.com>
Sent: Wednesday, December 20, 2017 1:28 PM
To: Lynda Woulfe
Subject: Window displays....

Lynda,

Can we do some sort of written agreement that LSF Design has exclusive rights to manage all display windows until tenant/tenants are found or building is demolished?

Short is best, legally cover the city, and let's me go full speed ahead getting rotating display windows, will be a non-profit fundraiser (non-profits TBD by LSF Design.... learning toward teen center, YoungLife, historical society, and maybe even the revolving loan fund.

I will not take payments for anything, but want to develop into a contest, publish stories on the entries and winners, get kids and college and local businesses to participate.

But don't want to do unless have written authorization.

City can cancel agreement with 30 days (60 days is better) notice, and can order removal of any display for any reason. I will not permit defamatory, political, controversial, or bad-taste, or off-premise signs, other than small sign for who did each display.

Thoughts?

I have a key, going to start a small one today, and have at least one other "bay" of display almost ready to come set-up.

Not a moneymaker, just fun and exposure, and to demonstrate how the Downtown can IMPROVE by one building alone.

Thanks!

I suppose I should have it say power will remain on and available, no occupancy, no HVAC, no water. Just power.

What should I ask to be in it? Nothing, just exclusive scheduling, I don't want to compete, just make it COOL!

Easy. Fun:



Larry Fredlund, Assoc. AIA
LSF Design
28351 Durant St NE
Isanti, MN 55040
763-732-3548
larryfredlund@yahoo.com
www.LSFdesign.net
www.larryfredlund.blogspot.com

Sent from my iPhone....typo's are free

Lynda Woulfe

From: Larry Fredlund <larryfredlund@yahoo.com>
Sent: Friday, December 22, 2017 4:14 AM
To: Lynda Woulfe
Subject: Fwd: Window Displays.pdf
Attachments: Window Displays.pdf; ATT00001.htm

Lynda,

Attached, are some very quick (3am) iPhone doodles of some window display ideas, featuring local businesses and people.

Hoping to make these top-notch over the first year by involving as many volunteers as possible.

Should catch-on quick, with other main street vendors, especially as we get some newspaper and KBEK exposure, as well as FB posts.

I plan to eventually have a (public vote and/or juried) contest w/ (donated) prize money, and get donations from companies for (semi) permanent things like lighting, hanging grids, background props, etc. Then let different groups design and install for their monthly time.

Please feel free to share this email and/or sketches with the city council (only...pretty crude doodles) for their consideration. I purchased about \$90 of Christmas lights, cords and a digital timer so Christmas lights only on when needed.

Will set up something minor Friday, and try to build on it myself over the weekend and next week.

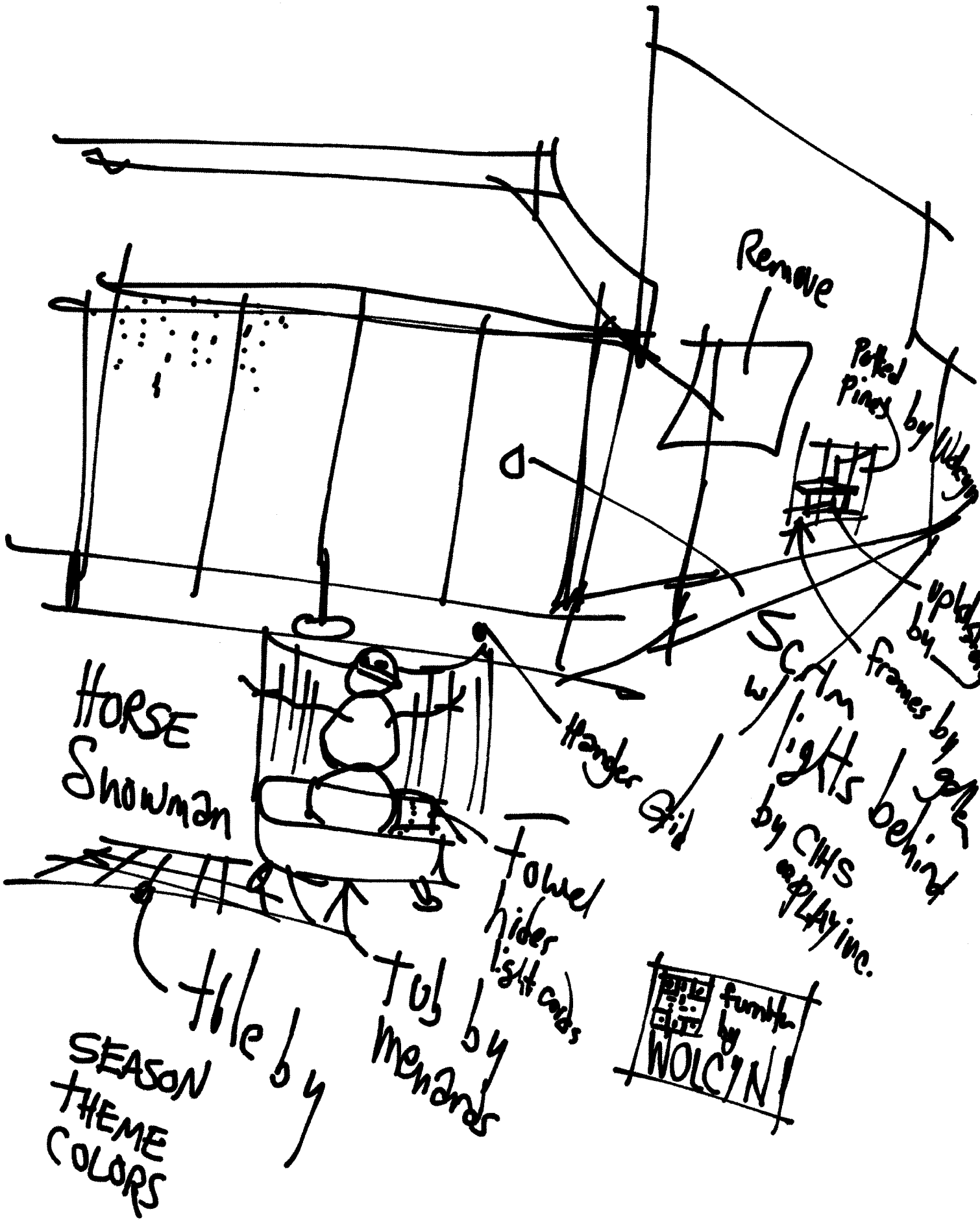
May I keep the extra key the guys who shut off the water have me until the 28th, and turn into you or Stan then?

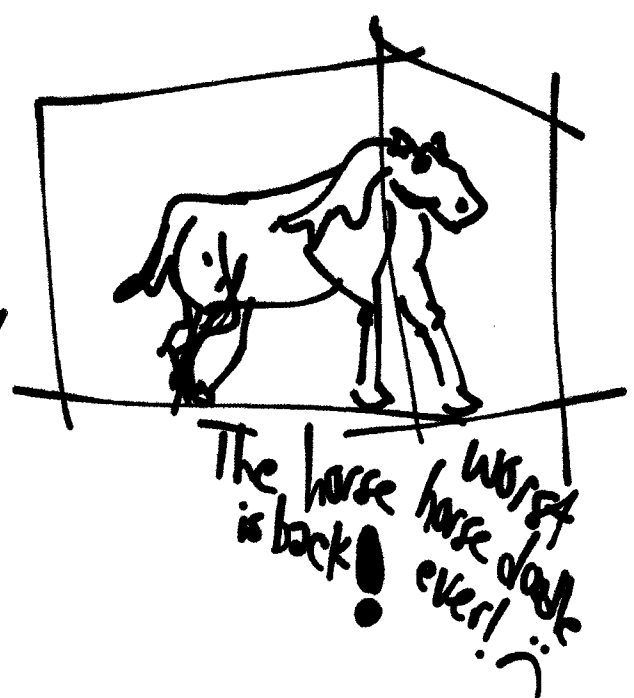
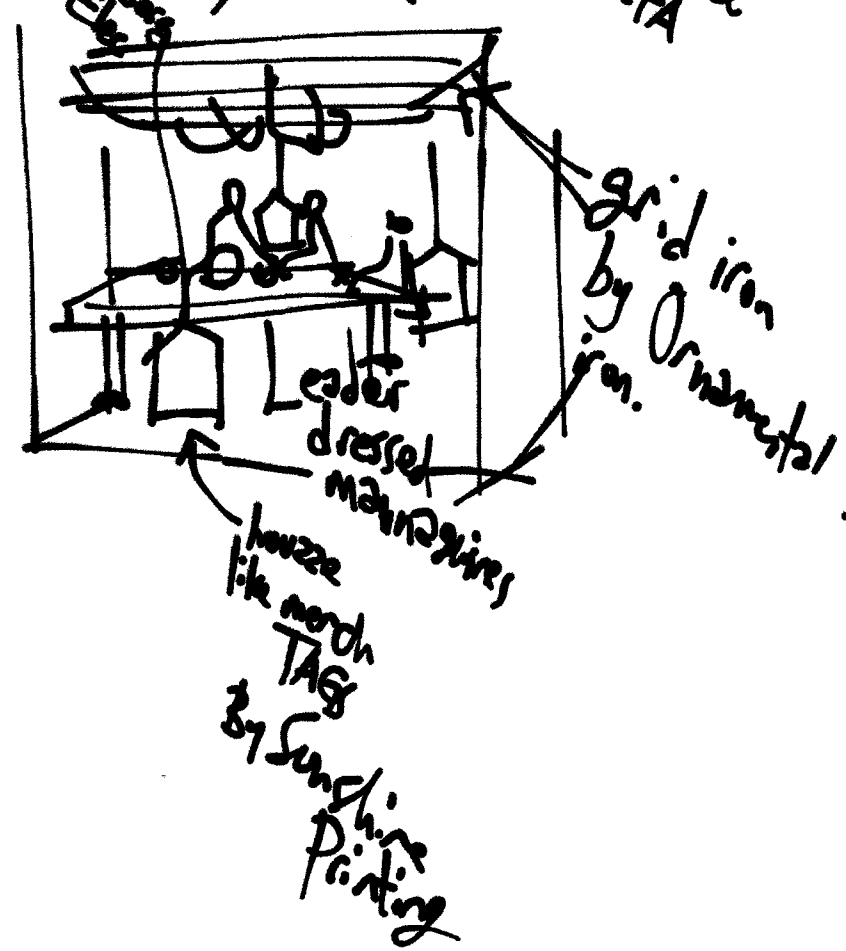
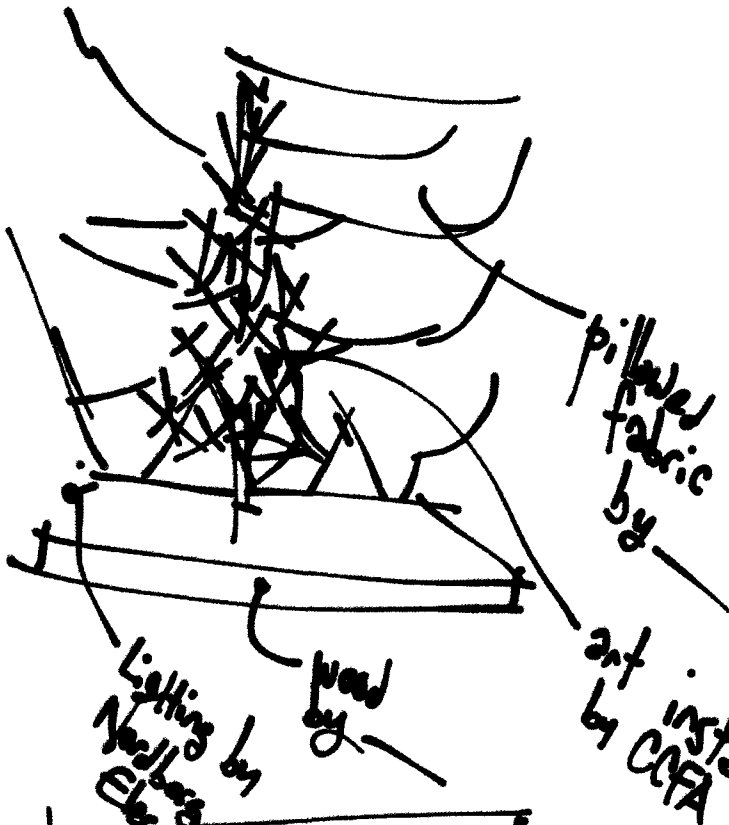
Thanks for offering to draft an agreement to do this. I am excited to get LIFE and LIGHTS ON on this "Main-and-Main" corner of OUR Downtown.

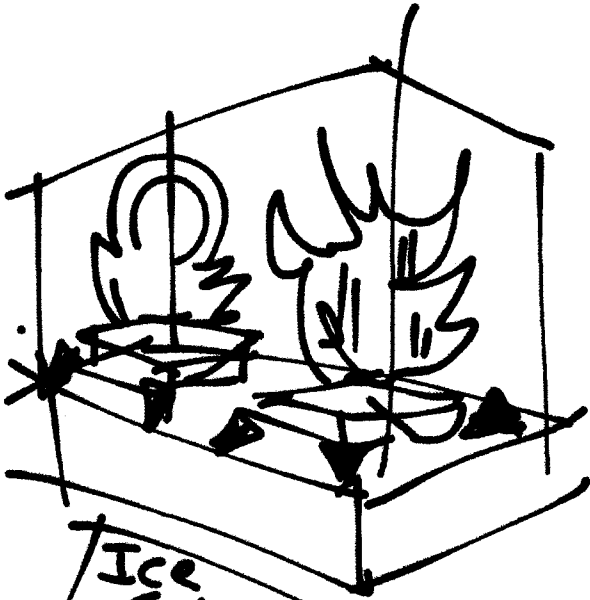
Sincerely,

Begin forwarded message:

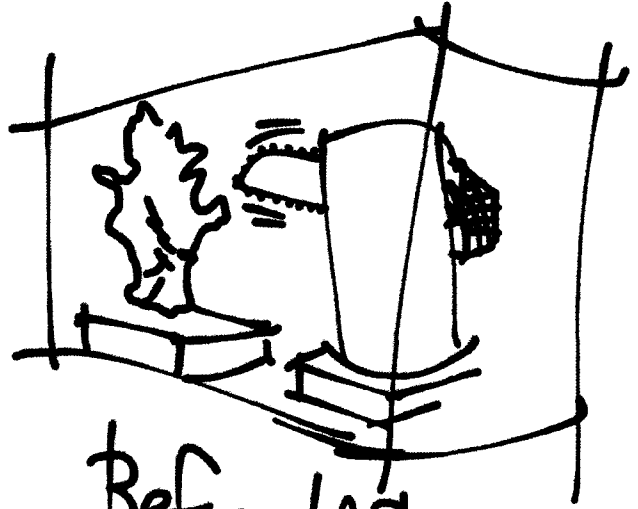
From: Larry Fredlund <larryfredlund@yahoo.com>
Date: December 22, 2017 at 4:01:20 AM CST
To: Larry Fredlund <larryfredlund@yahoo.com>
Subject: Window Displays.pdf



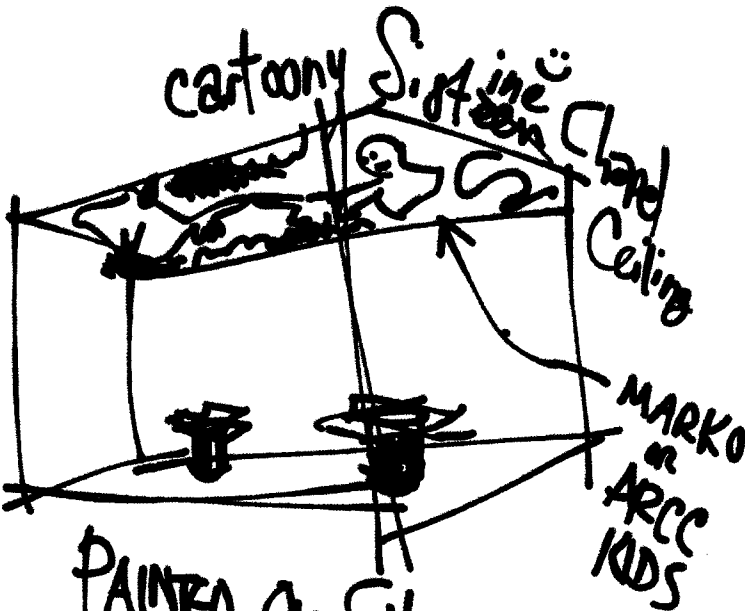




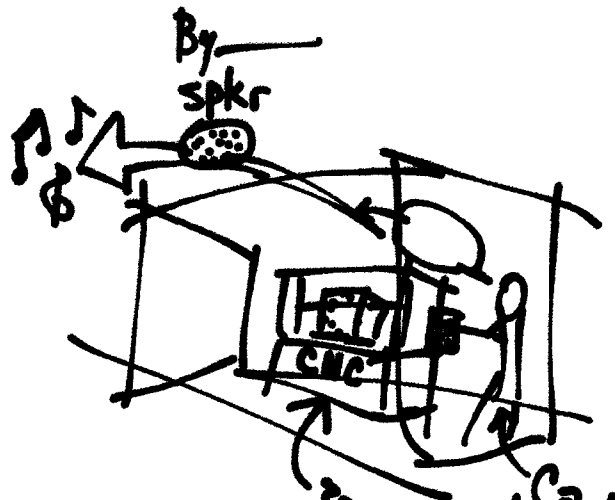
Ice Sculptures
 drain into
 tank on
 low floor below.



Before/After
 Chainsaw Art
 (During?!?)
 self insurance!!



PAINTED on-site
 FB-like by Jeto's Studios



BY speaker
 Carl the enter-
 taining operator
 3D tech or printing
 BY team industries

AGREEMENT

This Agreement is entered into by and between the City of Cambridge, 300 3rd Ave NE Cambridge, MN (“City”), and LSF Designs as a volunteer.

WHEREAS, the City has purchased the Ace Tack Building (“building”) located at 103 Main Street South for Highway 95 right of way;

WHEREAS, the City desires to have window displays in the vacant building to provide an aesthetic appeal to downtown and the vacant building;

WHEREAS, LSF Designs has volunteered to create and manage the window displays in the front of the building;

WHEREAS, the both parties desire to formally enter into this Agreement to enhance the visual appearance of downtown to better serve the community.

NOW THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises and agreements contained herein, the Parties agree as follows:

1. Window Displays. LSF Design, at its sole cost and expense, shall have the responsibility for the creation, materials, and construction of window displays to be put into the window display areas of the building.

- The displays must pertain to and promote downtown Cambridge. No offensive displays (foul language, nudity, etc) are permitted. Concept designs must be submitted to the City Administrator for approval to assure compliance with these requirements.
- LSF Design shall not profit from the window displays but can raise funds to pay for the cost of materials to create the window displays.
- The Community Development Director will also review and approve window display concepts prior to construction for compliance with zoning and signage regulations.

2. Indemnification of City. LSF Design officers, employees, and volunteers agree to indemnify and hold harmless the City and its officers, employees, and agents against any and all liability, loss, costs, and damages they may incur while performing under this Agreement.

Cancellation Provision

Either party may cancel this contract by providing 30 days written notice. Notice of intent to cancel shall be mailed via mail to the following address:

For the City: City of Cambridge Administrator’s Office
300 3rd Avenue NE
Cambridge, MN 55008

For LSF Design: LSF Design
 28351 Durant St NE
 Isanti, MN 55040

By signing below, each party specifically acknowledges that it has reviewed this Agreement, that it fully understands and agrees to all of the terms set forth in this Agreement, and that it is authorized to enter into this Agreement.

City of Cambridge

Marlys A. Palmer, Mayor

Date

ATTEST:

Lynda J. Woulfe, City Administrator

LSF Designs

Larry Fredlund

Date

Title

7J Midwest Environmental Consulting, LLC Proposal for Asbestos Testing 103 Main Street South

Prepared by: Lynda J. Woulfe, City Administrator

Background

To provide demolition costs for the former Ace Tack Building as City Council has requested, the first step is to have the building tested for asbestos. Once this report is received, staff can collect proposals for demolition of the building and also provide costs to update the building for leasing possibilities.

I contacted Midwest Environmental Consulting to obtain a pre-demolition asbestos survey proposal. Midwest Environmental Consulting LLC has done asbestos surveys for the City on other buildings (Lavender and Clark property) and has done a fine job. I met Mr. Myers on site and he did a visual inspection of the building prior to submitting his proposal. His proposal is attached.

Fiscal Note: Maximum expense \$1,354.00
General Fund Expense (until we can prove the building is a hazard and then state funding kicks in)

Recommendation

Approve Pre-Demolition Asbestos Survey Proposal from Midwest Environmental Consulting LLC.



December 14, 2017

Linda Woulf
City of Cambridge
300 – 3rd Avenue NW
Cambridge MN 55008

RE: Pre-Demolition Asbestos Survey Proposal for the Old Ace Tack & Outfitter
Complex Located at 103 Main Street South, Cambridge, Minnesota

Dear Linda Woulf:

Midwest Environmental Consulting, L.L.C. (MEC) is pleased to have an opportunity to provide you with a proposal to conduct a pre-demolition asbestos survey of the Ace Tack & Outfitter complex located at 103 Main Street South, Cambridge, Minnesota.

ASBESTOS SCOPE OF WORK

The asbestos inspection profile provides an audit of asbestos-containing materials within the building complex. For purposes of this survey, "accessible" will include occupied spaces, as well as pipe chases, mechanical rooms, tunnels, and storage areas. MEC will not damage exterior wall areas to evaluate vapor barriers or insulation unless pre-existing damage is present. Roof samples will be collected. MEC will seal areas where samples are collected, but will not warranty against a leak unless the client provides someone to patch sample locations. MEC will conduct destructive testing of walls and floors to determine if underlying materials are present. MEC understands that the property may still be used temporarily.

The inspection for asbestos includes the following:

- Visual examination of all suspect materials.
- Physically touch all suspect materials.
- Identification and written description of homogeneous areas of asbestos-containing building materials, including approximate amounts of material in a given functional space.
- Review of previous specifications and drawings.

Asbestos Sampling

Bulk samples of accessible suspect materials will be collected using the recognized Environmental Protection Agency's (EPA) procedures. Samples will be collected in a manner determined by the inspector, to be sufficient in identifying whether the suspect materials are asbestos-containing. Sampling is destructive.

- A licensed/certified asbestos inspector/management planner will conduct the inspection.
- For each area/type/vintage application of homogenous suspected surface materials, three (3) to seven (7) samples will be collected and analyzed. (Note: if one of the homogeneous surface materials is positive, the rest of the samples will not be analyzed and will be assumed to be positive.)
- For each homogeneous area/type/vintage application of thermal system insulation of less than 6 linear feet, one bulk sample will be collected and analyzed.
- For each homogeneous area/type/vintage application of thermal system insulation greater than 6 linear feet, three (3) samples will be collected. (Analysis will stop if a sample is found to be positive.)
- Miscellaneous materials (i.e., floor tile, plaster, transite, mastics) will require three (3) samples of each homogeneous type. (Analysis will stop if a sample is found to be positive.)
- If roof samples are to be taken, a qualified contractor should be available to patch the roof membrane after sampling. MEC will not be responsible for any damage caused by collection of roof samples if a qualified roofing contractor is not available for any needed patching following the sampling collection.

Asbestos Analysis

- Bulk samples will be analyzed by a laboratory found proficient by the National Voluntary Laboratory Accreditation Program (NVLAP), the required regulatory/standard for analysis of asbestos.
- Analysis will be conducted by Polarized Light Microscopy (PLM) and backed by dispersion staining technique.
- Interpretation will be made of analytical results, and all records will be archived.

Asbestos Report

The inspection profile report will include a list of all identified asbestos-containing events. For each event/test combination, the following will be listed:

- Concentration and type of asbestos.
- Approximate amounts of material.
- Location(s) of material.

COSTS**Asbestos Survey and Environmental Assessment:**

Includes: inspection time, site time, clerical time, report generation time

Low**High**

\$513.00

\$598.00

Laboratory Services:Asbestos samples- per layer*
(range analyzed 38-63):
(Routine Turn Around Time)

\$456.00

\$756.00

Please Note: If during the analysis, one on the samples collected for each homogeneous type of material is identified as positive, any remaining sub-sample of that homogeneous material will not be analyzed, but will be assumed to be positive.

The wide range in analysis costs are based on unknown homogeneous materials and the required number of samples for each homogeneous material type.

The City of Cambridge will be billed for actual samples analyzed (per layer) and time spent for the asbestos survey.

NOTE: The costs listed above include having the City of Cambridge listed as an insurance Certificate Holder. If the City of Cambridge is listed as "additionally insured" in addition to being a Certificate Holder, the cost will increase by \$250.00 above the proposed costs to cover the cost the insurance company charges MEC to include this language).

MEC will also audit for other potential environmental hazards that would likely be impacted during the demolition process. These potential hazards can include (but is not limited to) fluorescent light fixtures, oil filled door closures, fire alarms, emergency lighting, chemical, PCB's, mercury switches, high intensity lighting, oils, fluids, fire suppression systems, refrigerator, grill, hot water heaters, thermocouples, paints, etc.

Please review this proposal for your understanding of the needs of the City of Cambridge demolition project. The proposal is valid for 60 days. Terms of payment are Net 30 days, and 1.5% interest per month on unpaid balances.

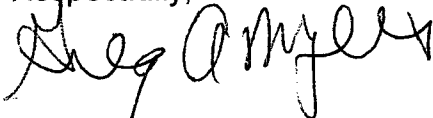
Upon completion of MEC's portion of this project, a one-time final invoice will be submitted for payment.

MEC does not discriminate against a person's origin, race, religion, skin color, sex, sexuality, disabilities, or financial situations.

Midwest Environmental Consulting, L.L.C. is pleased to have this opportunity to provide this proposal. We look forward to working with you as you prepare for your renovation project.

Please review the proposal. If you are in agreement with the terms of the proposal, please sign as an authorized agent and return the signature page so we can schedule a time to begin providing the services to you and your organization. I hope this information is what you needed. If you have any questions or need additional information, please contact me directly.

Respectfully,



Greg A. Myers
Environmental Services Director

Name

Title

Authorized Signature

Date

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