

## Cambridge City Council Meeting Announcement and Agenda

**January 3, 2023 6:00 PM**

Cambridge City Hall, 300 3<sup>rd</sup> Avenue NE

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

Tentative Time	Agenda Item
6:00 pm	<b>1. Call to Order and Pledge of Allegiance</b>
	A. Swearing In Ceremony for Aaron Berg
	<b>2. Organizational Meeting</b>
	A. Appoint Acting Mayor pursuant to Minn. Stat. §412.121
	B. Select Official Newspaper pursuant to Minn. Stat. §412.831 (p. 3)
	C. Resolution R23-001 Selecting Official Depositories (p. 18)
	D. Review of City Council and Commission's Bylaws and Code of Conduct (p. 20)
	E. 2023 Committee Appointments (p. 37)
	<b>3. Approval of Agenda</b>
	<b>4. Consent Agenda</b>
	A. Approval of Regular City Council Meeting Minutes for December 19, 2022 (p. 39)
	B. Draft November 2022 Financial Statements (p. 45)
	<b>5. Work Session</b>
	<b>6. Unfinished Business</b>
	<b>7. New Business</b>
	A. Renew Maintenance Agreement w/ NAC (2023-2025) (p. 116)
	B. Potentially Dangerous Dog – Kathleen Ludtke (p. 125)
	<b>8. Mayor's Report</b>
	<b>9. Council Concerns</b>
	<b>10. City Attorney's Report</b>
	<b>11. City Administrator's Report</b>
	A. General Update
	B. Winter Festival Update
	C. Scheduling Visioning Session
	<b>12. Adjourn</b>

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

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

<b>Upcoming Meetings and Events</b>		
<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
January 9, 2023	7:00 pm	Parks, Trails & Recreation Commission
January 17, 2023	5:45 pm	EDA
January 17, 2023	6:00 pm	City Council
January 19, 2023	6:00 pm	Airport Commission
February 6, 2023	6:00 pm	City Council
February 7, 2023	7:00 pm	Planning Commission
February 21, 2023	5:45 pm	EDA
February 21, 2023	6:00 pm	City Council
March 6, 2023	6:00 pm	City Council
March 7, 2023	7:00 pm	Planning Commission
March 20, 2023	5:45 pm	EDA
March 20, 2023	6:00 pm	City Council

Prepared by: Evan C Vogel, City Administrator

**Background:**

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

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

**Isanti-Chisago County STAR**

Index Price: .1830

Price per column inch: \$2.10

Font used for legal notices: 7pt

Lines per square inch: 9

Additional notes:

Distributed weekly to 8,466 households, 3,741 of which are in the Cambridge zip code  
All publications will also be published on STAR website at no additional charge.

**County News Review**

Index Price: .180

Price per column inch: \$1.99

Font used for legal notices: 7pt

Lines per square inch: 9

Additional notes:

There will be an additional \$20 charge for any legal notice that require typing  
All notices are also published on County News Review website, and through the Rum River Scotsman, 9,800 circulation, at no additional charge

**Council Action:**

Choose an official legal publishing service for the 2023 calendar year.

# Isanti-Chisago County

# STAR

930 South Cleveland, Cambridge, MN 55008

763-689-1181

December 7, 2022

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

Dear Mr. Vogel,

Please accept our 2023 bid to remain the official newspaper for the city of Cambridge. The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the city of Cambridge as set forth in MN Statute 331A.02. The *Star* is distributed free weekly to 8,466 households including 3,741 in the city of Cambridge. We post all legal notices to our website ([Isanti-chisagocountystar.com](http://Isanti-chisagocountystar.com)) under a public notice tab, in the *Star* e-edition also on the website and on the statewide public notice website ([mnpublishnotice.com](http://mnpublishnotice.com)), all at no additional charge and free to all viewers.

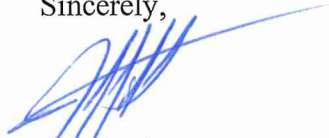
Our bid is \$2.10 per column inch with 7 point type and 9 lines per inch which equates to the index figure of .183. This is the same price as 2022 even though the cost of paper and other materials to produce the *Star* have increased greatly again over the last year.

We would prefer legal notices emailed to [starlegals@countystar.com](mailto:starlegals@countystar.com). Our deadline is noon on Mondays for Thursday publication.

The *Star* is the only locally owned newspaper so money spent with us stays local. We have 20 employees in our Cambridge facility who put together all of our newspapers with nine of us living in the city of Cambridge.

Thank you for the opportunity to bid to remain the official newspaper for the city of Cambridge for 2023. We regularly attend your council meetings and have a long history of serving the residents of the city. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres  
Group Publisher, *Isanti-Chisago County Star*



2023 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE

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

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

INDEX PRICE: .1830

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

Column Inch Price: \$2.10

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

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

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

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

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

By: \_\_\_\_\_

Date: 12/14/2022

Printed Name: Jeff Andres, Publisher



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

**PUBLICATION DESCRIPTION:**

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

**VERIFICATION OF DISTRIBUTION, PRINTING AND INTERNAL RECORDS:**

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

**WEEKLY CIRCULATION: TWELVE MONTH AVERAGE**

	<b>ISANTI-STAR THURSDAY</b>	<b>CHISAGO-STAR THURSDAY</b>	<b>COMBINED THURSDAY</b>
<b>FREE CIRCULATION</b>			
CARRIER	7,434	1,224	8,658
TARGET	495	353	848
TOTAL FREE	7,929	1,577	9,506
<b>TOTAL QUALIFIED CIRCULATION</b>	<b>7,929</b>	<b>1,577</b>	<b>9,506</b>
<b>AVERAGE PRESS RUN</b>	<b>8,016</b>	<b>1,634</b>	<b>9,650</b>

**QUALIFIED CIRCULATION HISTORY**

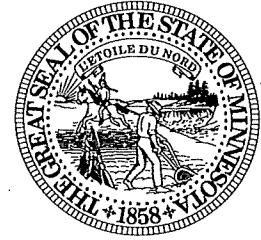
3 MONTHS ENDING MARCH, 2022	7,778	1,564	9,342
3 MONTHS ENDING DECEMBER, 2021	8,002	1,581	9,583
3 MONTHS ENDING SEPTEMBER, 2021	8,004	1,590	9,594
12 MONTHS ENDING JUNE, 2021	7,983	2,433	10,416
12 MONTHS ENDING JUNE, 2020	8,029	5,012	13,041



# Office of the Minnesota Secretary of State

## Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



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

Filing Fee: \$25.00

Please read the instructions before completing this form.

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

ISANTI-CHISAGO COUNTY STAR

930 S CLEVELAND ST

CAMBRIDGE, MN 55008

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

DEC 05 2022

JH

Steve Pinnon  
Secretary of State

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

Name of Newspaper:

Street Address:

(Must be a complete street address or rural route and rural route box number)

City:

State: MN Zip Code:

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

ISANTI

4. Legal Newspaper Phone Number: (Required)

763-689-1181

(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Mackenzie Oswald

763-689-1181

Contact Name

Daytime Phone Number

6. Email Address for Official Notices

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

E-Mail Address:

starlegals@countystar.com

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

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

*[Signature]*

10/18/22

Signature of Authorized Representative (Required)

Date

## NOTICE FOR 2023 LEGAL PUBLISHING SERVICES

Request for Proposals (RFP) for newspaper publishing services will be received by the City of Cambridge until Noon on December 30, 2022. Responses received will be submitted to the City Council for action at their meeting on January 3, 2023.

Request for proposals are being requested for the publishing of legal information described and defined in Minn. Stat. §331A including:

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

Proposals must be returned to the City Administrator, 300 3<sup>rd</sup> Avenue NE, Cambridge, MN 55008 by Noon on December 30, 2022.



Evan C Vogel  
City Administrator  
300 Third Avenue NE  
Cambridge MN 55008  
(763) 689-3254

## **REQUEST FOR PROPOSAL SPECIFICATIONS AND CITY NEWSPAPER PUBLISHING**

Notice is hereby given that a Request for Proposal (RFP) for newspaper publishing services will be received by the City of Cambridge until Noon on December 30, 2023. RFPs are being requested for the publishing of legal information as described and defined in Minnesota Statutes including:

1. Legal Notices
2. Proceedings of Council Meetings
3. City Financial Statement
4. City Budget (Examples of this information are available upon request.)

### **Eligibility**

The RFP recipient must be a legal newspaper circulated within the City of Cambridge in accordance with Minnesota Statutes.

### **GENERAL CONDITIONS AND STIPULATIONS**

All RFP's must be submitted on the RFP Response page included in this packet.

### **Contract Period**

The publishing contract is designated to be the 2023 calendar year.

### **RFP Awards**

The City of Cambridge desires to award the publishing RFP in the best interests of the City.

### **RFP Rates**

Rates must be guaranteed for the entire 2023 calendar year and must not exceed the legal line rate. The Index Formula for Determining Newspaper RFP's developed by the Minnesota Newspaper Association must be calculated and used for rate submission.

### **Print Size**

A print size of no less than 6 points, width 90 points, and lower case alphabet of at least 90 is required under M.S. § 331A.05 Form of Public Notice. RFP's must conform to at least minimum size requirements described in Minnesota Statutes.

### **Waiver**

The City of Cambridge reserves the right to reject any and all RFP's, waive any informalities, to make the award which is in the best interest of the City.





234 S Main Street, Cambridge, MN 55008 | 763-691-6001 [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

December 14, 2022

Evan Vogel  
City Administrator  
City of Cambridge  
300 3<sup>d</sup> Avenue NE  
Cambridge, MN  
55008

Dear Mr. Vogel and City Council Members:

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

The following rate structure for legals is effective January 1, 2023:

Per column inch rate: **\$1.99**

Lines per inch: **9**

Index: **0.1800**

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

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

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

Sincerely,

Tonya Orbeck  
Legal Notice Manager  
Adams Publishing Group of East Central Minnesota



**2023 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE**

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

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

INDEX PRICE: 0.1800

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

Column Inch Price: \$1.99

Font type and size and spacing for inch pricing: Body is 7 point Helvetica, Header is 8 point with 8 point leading for spacing

Submitted for: County News Review  
(Newspaper Name)

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

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

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

By: 

Date: 12/14/2022

Printed Name: Tonya Orbeck, Public Notice Dept. Manager

# 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:

County News Review
234 South Main Street
Cambridge, MN 55008

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

OCT 18 2022

*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) 763-691-6001  
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

<u>Tonya Orbeck</u>	<u>763-691-6001</u>
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: publicnotice@a.pgecm.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.

<u>Tonya Orbeck</u>	<u>8/31/22</u>
Signature of Authorized Representative (Required)	Date

**2023 LEGAL NEWSPAPER PUBLICATION REQUEST FOR PROPOSAL RESPONSE PAGE**

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

Column Inch Price: \$1.99

Font type and size and spacing for inch pricing: Body is 7 point Helvetica, Header is 8 point with 8 point leading for spacing

Submitted for: County News Review  
(Newspaper Name)

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- 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.)**
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- Will publish all public hearing notices on the paper's official website at no additional cost to the City and on webpage that does not require a subscription to access the public hearing notices or public information.

By: 

Date: 12/14/2022

Printed Name: Tonya Orbeck, Public Notice Dept. Manager



# Office of the Minnesota Secretary of State

## Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



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Filing Fee: \$25.00  
Please read the instructions before completing this form.

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County News Review
234 South Main Street
Cambridge, MN 55008

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

OCT 18 2022

*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) 763-691-6001  
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

<u>Tonya Orbeck</u>	<u>763-691-6001</u>
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: publicnotice@a.pgecm.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.

<u>Tonya Orbeck</u>	<u>8/31/22</u>
Signature of Authorized Representative (Required)	Date

**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 2023 as compared to those approved for 2022.

**Compatibility with Strategic Goals:**

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

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

**Recommend Council Action**

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

Author: Caroline Moe, Director of Finance



**Resolution No. R23-001**

*Resolution Designating Financial Institutions as  
Official Depositories of City Funds For 2023*

**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 2023:

Banking Institutions:

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

Cambridge State Bank, Cambridge, Minnesota

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Mincco Credit Union, Cambridge, Minnesota

Brokerage Houses / Broker Dealer:

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Community Investment Partners, Roseville, Minnesota

Wells Fargo, Minneapolis, Minnesota

RBC Wealth Management

Adopted this 3rd day of January, 2023.

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James Godfrey, Mayor

ATTEST:

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Evan Vogel, City Administrator



# City Council & Commissions Code of Conduct And Council Bylaws

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

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



## City of Cambridge City Council and Commissions Code of Conduct

### Purpose

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

### Standards of Conduct

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

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

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

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

### **Complaint, Hearing**

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

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

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

## Cambridge City Council Bylaws

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

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

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

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

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

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

## **VII. DECORUM OF COUNCILMEMBERS.**

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



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

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

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

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

**1. Motions.**

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

**2. Language for making a motion.**

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

**3. Procedure for consideration of a motion.**

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

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

**4. Objections to a motion.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **7. Appealing procedural decisions of the presiding officer.**

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

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

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

**8. Other special motions explained.**

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

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

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

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

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

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

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

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

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

*The appropriate language for making a motion to reconsider shall be substantially similar to “I move to reconsider \_\_\_\_\_.”*

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

*The appropriate language for making a motion to reconsider shall be substantially similar to “I move to rescind/repeal the council’s previous action related to \_\_\_\_\_ as stated in resolution number \_\_\_\_\_.”*

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

*The appropriate language for making a motion to prevent reintroduction shall be substantially similar to “I move to prevent reintroduction of this issue for \_\_\_\_\_ months.”*

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

*The appropriate language for making a motion to proceed informally shall be substantially similar to “I move that we suspend the rules and proceed informally in discussing the issue of \_\_\_\_\_.”*

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

*The appropriate language for a motion for the adoption of a resolution shall be substantially similar to “I move to adopt the resolution numbered \_\_\_\_.”*

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



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

**IX. VOTING.**

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

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

**X. PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 2023 Council Committee Appointments

Committee, Commission, Task Force	Meeting Time	2022 Appointments	2023 Appointments
Acting Mayor		Bob Shogren	Bob Shogren
Allina Community Engagement Council	Meets quarterly usually March, June, October & December 3:00 – 4:30 pm Foundation Room at CMC	Lisa Iverson	Mark Ziebarth
Community Education Advisory Council	Meets monthly on scheduled Monday at 5:00 pm Jan. 14 / Feb 11 / Mar 19 / Apr 8 / May 13 / June 10 Education Services Center Room 118	Mark Ziebarth	Bob Shogren
Airport Advisory Commission (Airport Manager-Lucas Milz)	At least two meetings per year – goal is quarterly.	Kersten Conley	Mark Ziebarth
Cambridge Fire Department	Meets the 4 <sup>th</sup> Monday of each month at 6:00 pm (No meeting in April, July, and December) (Fire Dept. Training Room)	Bob Shogren	Lisa Iverson
Cambridge Parks, Trails, and Recreation Commission	Meets quarterly on the 2 <sup>nd</sup> Monday of January, April, July and October at 7:00 p.m.	Jim Godfrey	Lisa Iverson
Cambridge Planning Commission	Meets the 1 <sup>st</sup> Tuesday of each month at 7:00 p.m. (Council Chambers)	Kersten Conley	Aaron Berg
North Highway 65 Corridor Coalition	Meets every other month the last Thursday at 7:00 pm at the Isanti County Government Center	Lisa Iverson	Jim Godfrey
North 65 Chamber of Commerce Board Meetings	Second Tuesday of the month at 11:30 am	Mark Ziebarth	Jim Godfrey Alex Smith
Sister City Commission		Jim Godfrey	Aaron Berg
Toward Zero Death (TZD)	Meets the 1 <sup>st</sup> Wednesday of Every <u>Odd</u> Month at 12:00 (Council Chambers)	Todd Schuster	Todd Schuster

<b>Committee, Commission, Task Force</b>	<b>Meeting Time</b>	<b>2022 Appointments</b>	<b>2023 Appointments</b>
Central Minnesota Community Land Trust Committee (based off of Heritage Greens Development)	As needed	Evan Vogel	Alex Smith
Cambridge Action Community Team (ACT on Alzheimer's)	Varies – dates set by Julie Tooker usually a 2:00 pm meeting time	Marcia Westover	Marcia Westover

**Committee Served on but not appointed by Council**

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

**Position Appointments**

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

## Cambridge City Council Meeting Minutes Monday, December 19, 2022

A regular meeting of the Cambridge City Council was held on Monday, December 19, 2022, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor James Godfrey; Council Members Lisa Iverson, Mark Ziebarth, and Bob Shogren.

Members Absent: Council Member Kersten Barfknecht-Conley

Staff Present: City Administrator Vogel, Deputy City Administrator Smith, Police Chief Schuster, Finance Director Moe, Community Development Director Westover, Utilities/Public Works Director Schwab, and Assistant to the City Administrator Seiberlich.

### **Call to Order and Pledge of Allegiance**

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

### **Citizens Forum**

No Citizens Forum

### **Approval of Agenda**

Iverson moved, seconded by Ziebarth, to approve the agenda. Motion carried.

### **Consent Agenda**

Ziebarth moved, seconded by Shogren, to approve consent agenda Items A-G:

- A. Approval of the special Truth in Taxation meeting minutes for December 1, 2022, and regular City Council meeting minutes for December 5, 2022
- B. Warrants #124637 - #124932 and ACH/Wire items totaling \$1,697,514.69
- C. Resolution R22-108 Accept Restricted Donations for Shop with a Cop
- D. Ordinance 764 Fee Schedule FY 2023
- E. Approve Resolution R22-109 regarding increase in fire pay for FY23
- F. Street Department Purchase of a Pickup Truck
- G. Renewal of contract with Rupp, Squires, Anderson, and Waldsburger

Upon roll call, Godfrey, Shogren, Ziebarth, and Iverson voted aye, no nays. Motion carried.

### **Work Session**

No Work Session

### **Unfinished Business**

#### **A. Public Summary of City Administrator's Annual Review**

Godfrey summarized Evan Vogel's annual review, highlighting Vogel's growth into his role as Administrator, his knowledge of budget and the impact on services has continued to develop, along with his efforts to recognize staff for their hard work. The Council requested more advice and guidance on non-routine matters, and items be fully vetted before bringing to Council. Overall, Vogel's command of personnel policies is good, he has a



positive demeanor, and is successful at mentoring new employees and making them feel welcome. Godfrey ended the review summary by thanking Vogel for his leadership.

**B. Personnel Policy Changes**

Vogel said beginning in October, City Council began Listening to proposals to amend the City Personnel Policies. He summarized the changes brought to City Council: Removing the 25-year cap on longevity pay; changes to sick leave Severance allowing the city to plan for employee retirement better, and add eight weeks of paid parental leave to the city benefits package.

Shogren motioned to approve the changes to the personnel policy as presented, Iverson seconded. Motion carried.

**New Business**

**A. Annexation Ordinance-Allina Health Medical Center**

Westover said the property owner, Allina Health System, has requested annexation into the City of Cambridge. The property is eligible for annexation via State Statute 414.033 Annexation by Ordinance, Subd. 2 (3) since the property abuts the municipal boundary, is 120 acres or less, is not presently served by public wastewater facilities, and the city received a petition for annexation by the owner. The ordinance that is prepared for this annexation covers the basic requirements for the State's annexation law. The affected properties are identified, a legal description for the parcels is included within the ordinance, the required property tax reimbursement language is included, and the map showing the City Boundaries as compared to the affected parcel is included as an exhibit.

Westover continues, this property is in Cambridge Township. The township and contiguous property owners were notified 30 days prior to the public hearing as required by State Statute 414.033 Subd. 2b. The Office of Administrative Hearings office was contacted to review the ordinance and map beforehand.

**Public Hearing**

Godfrey opened the public hearing at 6:07 pm

Godfrey closed the public hearing at 6:08 pm

Josh Shepherd, president of Cambridge Medical Center approached the podium. He said the new location was exactly what they were looking for: visible from highway, easy to access, and within the city of Cambridge.

Shogren motioned to approve Ordinance 760 approving the annexation as presented and authorize city staff to submit a summary publication of the ordinance to the newspaper. Iverson seconded. Motion carried.

**B & C. Allina Health Future Land Use Map Amendment and Allina Health Zoning Map Amendment**

Westover summarized Allina Health/Cambridge Medical Center's request for a Future Land Use Map Amendment and Zoning Map Amendment for the property located east of the Highway 65 overpass west of Xylite Street NE. The existing Future Land Use Map identifies this area as High Density Residential. The request by Allina is to amend the map to identify Professional/Medical for these parcels.

There are two parcels to the south of the land owned by Allina that will be included in the Future Land Use Map amendment (known as Trucks and Toys, and Peterson's Trailer Storage). These two parcels will not be annexed at this time, but are included in the map amendment since they are contiguous to the City's existing

municipal boundary on the south. The Land Use Map districts need to be contiguous. When these two parcels are officially annexed into the City in the future, they could request to either be Commercial or retain the Professional/Medical designation.

The general area to the south and east of the Allina properties is identified as Commercial, and the area to the north is Industrial on the Future Land Use Map. The area to the west is the Highway 65 overpass.

Ziebarth motioned to approve Ordinance 761 & 762 as presented allowing summary publication to be published, seconded by Shogren. Motion carried.

#### D. Interim Use Permit-Storage Pods

Westover presented a request from PRC-CSS RE, LLC (Cambridge Mini Storage), 503 Cleveland St S, to keep Storage Pods at the property through an Interim Use Permit (IUP). The applicant is requesting to keep 76 storage pods on site for four (4) years.

The preliminary plan submitted by the applicant outlines two phases for the removal of the storage pods and replacement with permanent mini-storage structures. Phase 1, the larger south end of the lot is estimated to start construction in 2023. These plans include curb and gutter around the paving and additional drainage planning. Storage Pods in "Phase 1", 52 pods on south end of lot, must be removed by December 19th, 2024. Storage Pods in "Phase 2", 24 pods on north end of lot, must be removed by December 19th, 2026.

Ziebarth motioned to approve the Resolution R22-107 as presented if the conditions listed are met, Iverson seconded. Motion carried.

#### E. Discussion and Advancement of Regional Wellness Center Project

Vogel spoke on the history of exploring different wellness center ideas for the City of Cambridge. Building on the results of past studies, Vogel, along with representatives from the County, the School District, and Allina Health, toured other facilities around the state from December through mid-summer. A citizens group reached out to offer help in moving the feasibility study forward. In working together with entities such as the County, non-profit organizations, religious leaders, and community members, Vogel hopes a project of this magnitude may be feasible with little to no impact on tax payers.

Vogel said in order to achieve this lofty goal, there needs to be a combination of private donations and state bonding dollars. To get state bonding dollars there needs to be evidence that the project can be successful, you have to show local match, and other items. This is drawn up in a Pre-Construction Bond. This leg work has already been done by engaged community members over the past 3-4 months and they are now requesting officials approve grants that allow for phase 1 of the feasibility study.

Some elements could include a traditional "swim and gym" community center, with more modern community driven elements such as a full-service childcare provider, and broad-spectrum community programming for all ages. This project could also seek to provide the opportunity to have state of the art physical therapy, and rehabilitative services working with Allina Health, and may even provide access to needed athletic facilities for the school district. If successful, that this project would help attract people to this region, in addition to helping us retain those who currently live here.

Godfrey asked how many childcare placements the city is short, Vogel answered studies show there is an 1,100-spot childcare deficit. Iverson asked if that was the city or county, Vogel said for the county.

Ziebarth said that one of the Council goals was to encourage engaging with other entities and partners to accomplish what a single entity cannot. As a teacher for the school district, he often hears about the need more space for youth to engage in athletics, activity and practice healthy lifestyles. Ziebarth thanked everyone involved for their passion and energy.

Julie Lines from Isanti County approached the podium. She said she is excited to explore options for this project, and that Vogel's visions for the city goals align with the county and school district's goals. She spoke on ways to lessen tax burden, including seeking state bond funding and the state's large surplus that could be used for investing in rural areas. She agreed that schools need access to better facilities.

Steven and Sue Hauge, from 7240 337th Ave in Wyanett Township, approached the podium. Steven Hauge spoke on supporting proactive rather than reactive care, and that a wellness center would provide for many needs throughout the community.

Bill Berg, of 4426 331<sup>st</sup> Ave NE Cambridge, involved with the rotary and Allina foundation, spoke at the podium. He said he looked into building a YMCA on a 40-acre spot on 65 in Isanti wanting to build a church inside, and hoped to address the childcare need as well. He feels emotional, physical, relational, spiritual side of life should be supported in a wellness center. Isanti County has high substance abuse and isolation causing a concern for mental health. A facility like this could help tackle all three issues.

Josh Shepherd, Cambridge Medical Center President, spoke about how the Medical Center supports exploring the feasibility of a wellness center. He wants the Medical Center to be more than a place to go to when you're sick, but a place to be proactive about health and wellness. He said their Community Needs Assessment for the past 3 years showed mental health and connections ranked at the top. He feels a wellness center would help with those needs. He envisions the wellness center as a facility that would complement the hospital. He also feels it would be attractive to people wanting to live and work in Cambridge.

Ziebarth motioned to approve the creation of a Regional Wellness Center Task Force and appoint the members as recommended by staff, seconded by Shogren. All voted aye, motion carried.

Vogel then spoke on the grants totaling \$27,000, which is enough to fund Phase 1 of the feasibility study with Visible Cities.

Shogren motioned to approve Resolution R22-110 and R22-111 authorizing the acceptance of a grants from the Initiative Foundation and Memorial Hospital Foundation to fund a feasibility study, seconded by Iverson. Motion passed.

Vogel requested to appoint Bill Berg to the Regional Wellness Center Task Force. Shogren motioned to approve adding Bill Berg, seconded by Iverson. All voted aye, motion passed.

Vogel spoke on the proposed feasibility study with Visible Cities and presented the breakdown of cost to work with agency.

Ziebarth motioned to approve phase 1 of the feasibility study contract with Visible Cities, seconded by Iverson. Motion carried.

Vogel talked about the partnership component of the project. Nate Rudolph drafted a resolution that expressed value in working together as partners in exploring the feasibility of a community center.

Iverson motioned to approve the Resolution of Support expressing support for working with Isanti County, the Cambridge-Isanti School District, and Allina Health to advance this project. Seconded by Shogren. Motion passed.

#### F. 2023 Parks Programing

Westover presented a summary of 2022 Cambridge Parks events. Returning events include Concerts in the Park, Discover Downtown concerts, and the kid's events. Movies in the Parks in 2022 had low attendance and will not continue in 2023.

Westover said new events include the Snowman competition, Winter Festival, and the Scarecrow competition. The Snowman competition will invite residents to build snowmen or snow-sculptures in their yard or city parks and submit pictures to the city. Winners of each category will be selected during the Winter Festival. The Scarecrow competition is a development of the scarecrow competition held by the Chamber of Commerce for their members during the Customer Appreciation Event. But now the city will be inviting residents to build scarecrows on their properties and submit a picture. A winner will be selected at the Discover Downtown Trick or Treating event.

Westover stated Amy Norling has been working in conjunction with the City of Isanti to include a Disc Golf Competition in May, trying to work out a River Run in August, and a 5K on our Cambridge-Isanti Bike Path in September. The PTRC also received input that the community wants to see Cambridge and Isanti work in conjunction on some events. The River Run will invite residents to bring watercraft to the boat landing on the Cambridge Rum River, then ride the river down to Martin's Landing in Isanti, where a bus would bring them back to Cambridge so that residents may go get their vehicles and bring them back to load up their watercraft, which will be monitored while they are driving. The 5K will begin at the Cambridge-Isanti Bike Trail start (near the ambulance garage) and go 5k to the Isanti Soccer Fields. Shuttle busses will be going back to the start on a set schedule. Vendors will be invited to set up on either side. The Disc Golf Competition will be open registration and use the Cambridge City Park disc golf field and the disc golf field at Isanti Elementary School.

Ziebarth said he is glad to see partnership with the City of Isanti and other local entities. Godfrey likes seeing events not competing with other local events and working together promoting events for others.

#### **Mayor's Report**

Godfrey wished everyone a merry Christmas and happy new year. The first meeting of January will consist of a Committee Reorganizational meeting, and the swearing of in new member Aaron Berg and re-elect of Bob Shogren. He also recognized the Public Works department for their hard work through the recent snow storms.

#### **Council Concerns**

No council concerns

#### **City Attorney/City Administrator's Report**

Vogel reported that City attorney Squires apologized for not attending. Traffic, due to the weather, was at a standstill. Vogel offered a year-end thank you to staff. He said he was proud of their efforts to approach things differently, and their flexibility and commitment is outstanding.

Ziebarth said he was thankful for the effort city staff has put in this past year, which included a flood, never ending snow, and high fire risks.

Vogel requested to move the meeting into a closed session pursuant to MN Stat 13D.05 Subd 3 (3) to develop or consider offers or counteroffers on the purchase or sale of real or personal property for PID: 150330701

Shogren motioned to move into closed session, seconded by Ziebarth. All voted aye, no nays. Motion passed.

Godfrey closed the session at 7:02 pm

Godfrey called the meeting back into open session at 7:16 pm.

Vogel requested to move the meeting into a closed session pursuant to MN Stat 13D.05 Subd 3 (3) to develop or consider offers or counteroffers on the purchase or sale of real or personal property for PID: 150690110, 15060080, 150690070, 150690090, 150690170

Shogren motioned to enter closed session, seconded by Iverson. Motion passed unanimously.

Godfrey closed the session at 7:17 pm

Godfrey called the meeting back into open session at 7:37 pm.

**Adjournment of Council Meeting**

Being no further business before the City Council, Shogren moved, seconded by Ziebarth, to adjourn the regular meeting at 7:38 pm. Motion carried unanimously.

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

ATTEST:

\_\_\_\_\_  
Evan Vogel, City Administrator

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, 2022. Included in the Monthly Financial Reports are the following components:

**Financial Snapshot**

**Outstanding City Debt**

**General Fund - Amended 2022 Budget Compared to Actual**

**Special Revenue Funds:**

Airport Operating Fund – Adopted 2022 Compared to Actual

**Debt Service Fund Summary: Adopted 2022 Budget Compared to Actual**

**Capital Fund Summary:**

Adopted 2022 Budget Compared to Actual

**Enterprise Funds:**

Water Utility - Adopted 2022 Budget Compared to Actual

Wastewater Utility - Adopted 2022 Budget Compared to Actual

Stormwater Utility- Adopted 2022 Budget Compared to Actual

Street Light Utility- Adopted 2022 Budget Compared to Actual

Liquor Store – Adopted 2022 Budget Compared to Actual.

**Cash and Investment Summary**

**Park Expenditure Breakdown Report**

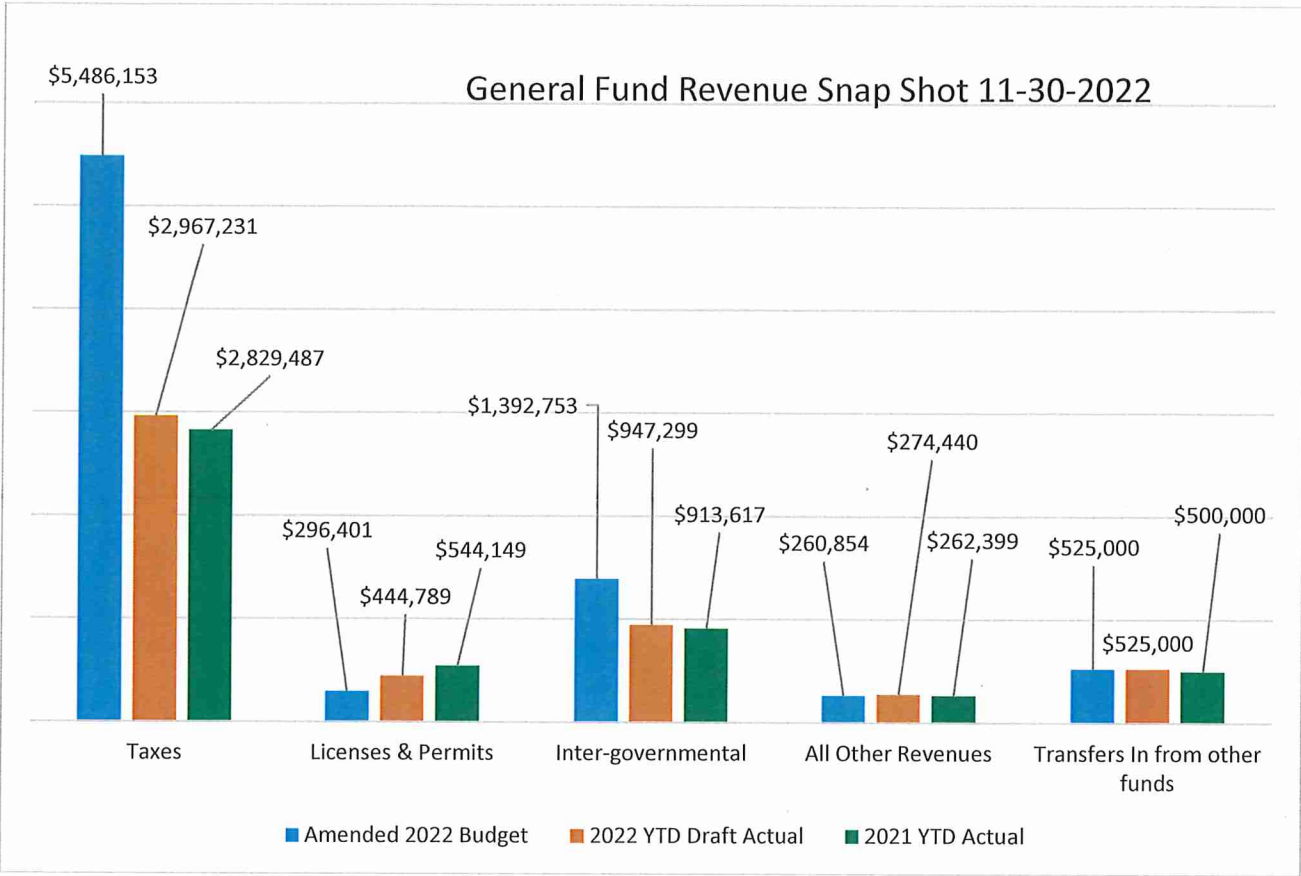
**Compatibility with Strategic Goals:**

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

**Council Action Requested**

NONE REQUIRED - For discussion only.

# Council Financial Snapshot

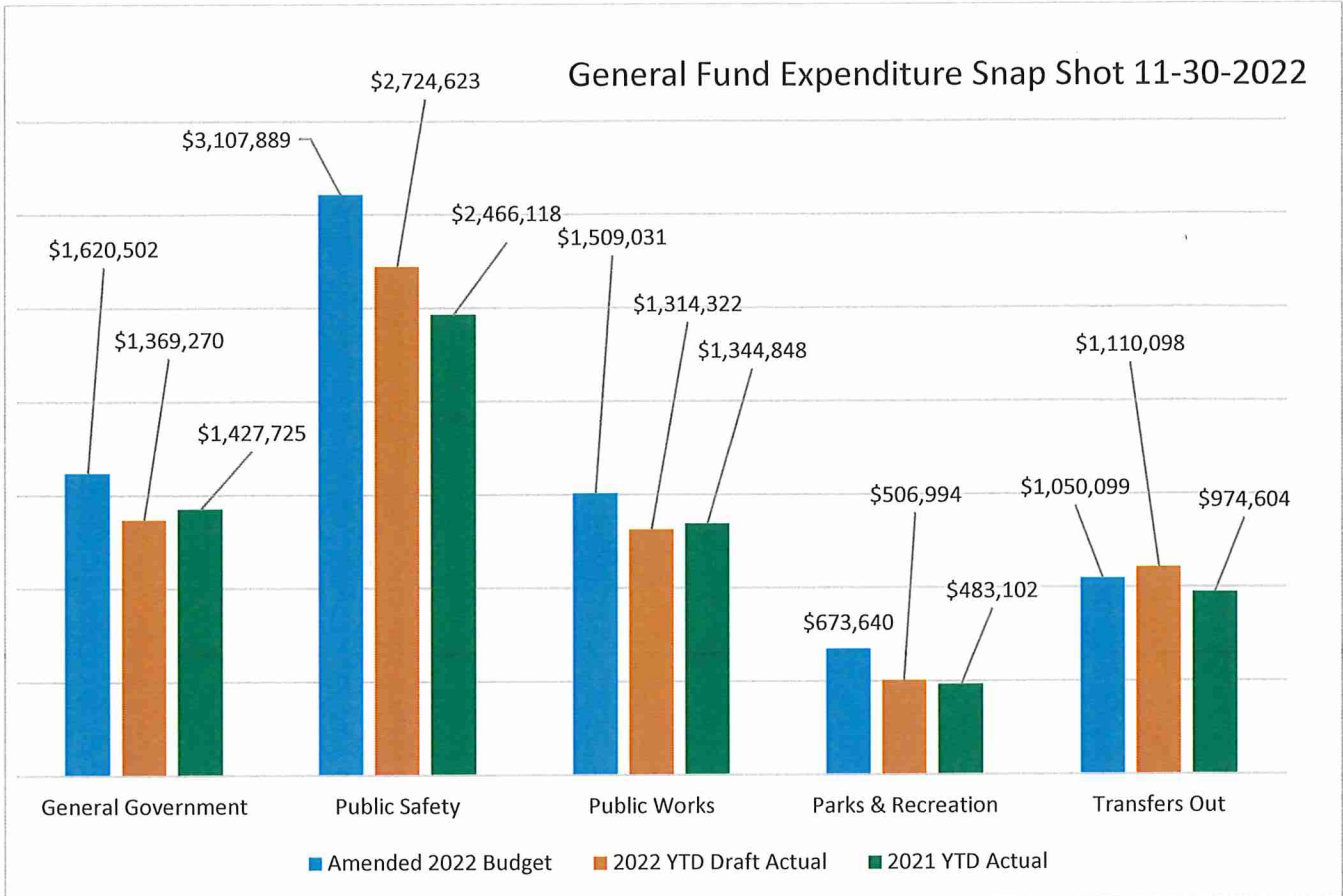


Notes—

- Tax revenue is only received in July and December from Isanti County.
- Permit revenue collection is slower than compared to prior year, likely due to uncertainty in economic conditions in region and entire country.
- Inter-governmental revenue is primarily received in July, October and December.
- Other revenue—on track as expected.



## General Fund Expenditure Snap Shot 11-30-2022



Notes—

- Actual amounts for 2022 are less than 2021 because due to the timing of pay period ending dates, January-November 2021 had 24 pay periods while in January-November 2022, there were only 23 pay periods. Since personnel costs are a significant amount of each department budget, 2022 amounts are generally less than 2021 except in Public Safety. Since Police Dept is fully staffed in 2022 and in 2021, they were not, expenses are higher in 2022 than 2021. Pay period timing impacts will be resolved by the end of the year. Parks and Recreation expenditures are up due to parks programming activity and due to repair and maintenance work at the library. Actual transfer amounts reflected planned, budgeted activity.

Behind the numbers—

**16/2**

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

Behind the numbers—

**57/6**

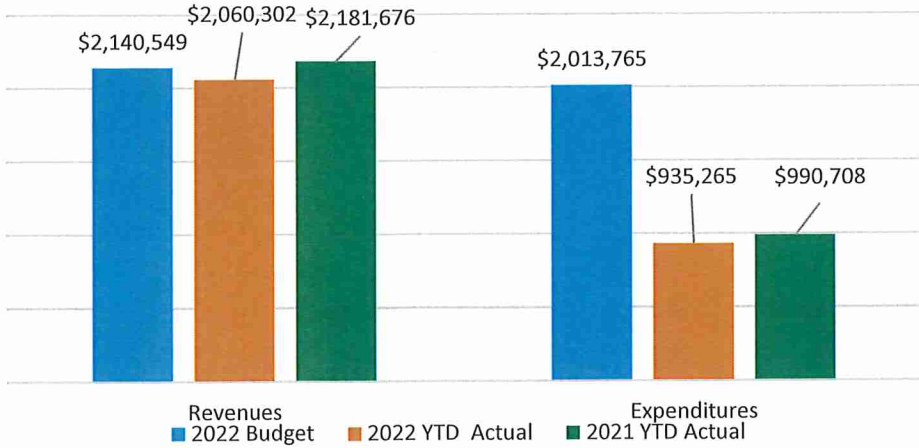
Cambridge maintains fifty-seven miles of streets with six snow plows, two loaders, and two sidewalk machines. The Street Dept plows when two inches or more of snow is received. The Street Dept also sands/salts when conditions are slippery. To report street concerns, call 689-1800.

Behind the numbers—

**18**

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

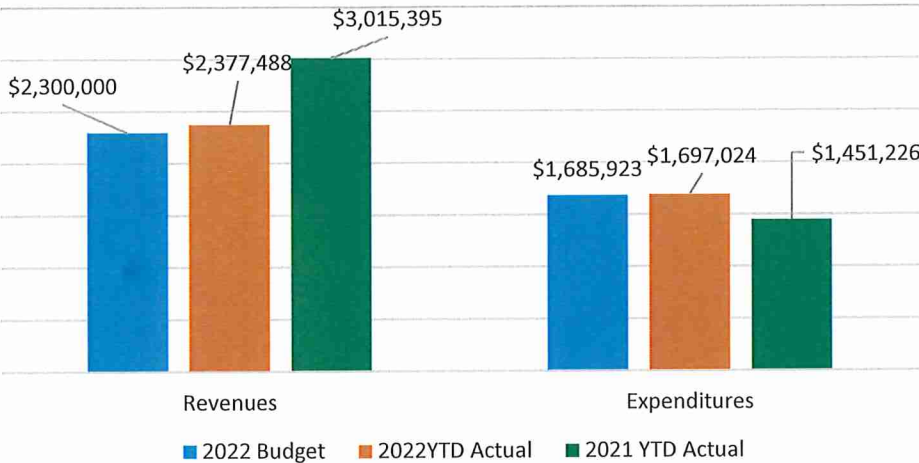
### Water Fund 11-30-2022



Water Fund Notes— Revenue is lagging behind 2021 since sale of sprinkler gallons is down--2021 was drier than 2022.

Expenditures for 2022 lower than 2021 due to timing of payroll expense since 2021 had 24 pay periods in January-November 2021 and January-November 2022 has 23 pay periods. Payroll timing differences will be resolved by the end of the year.

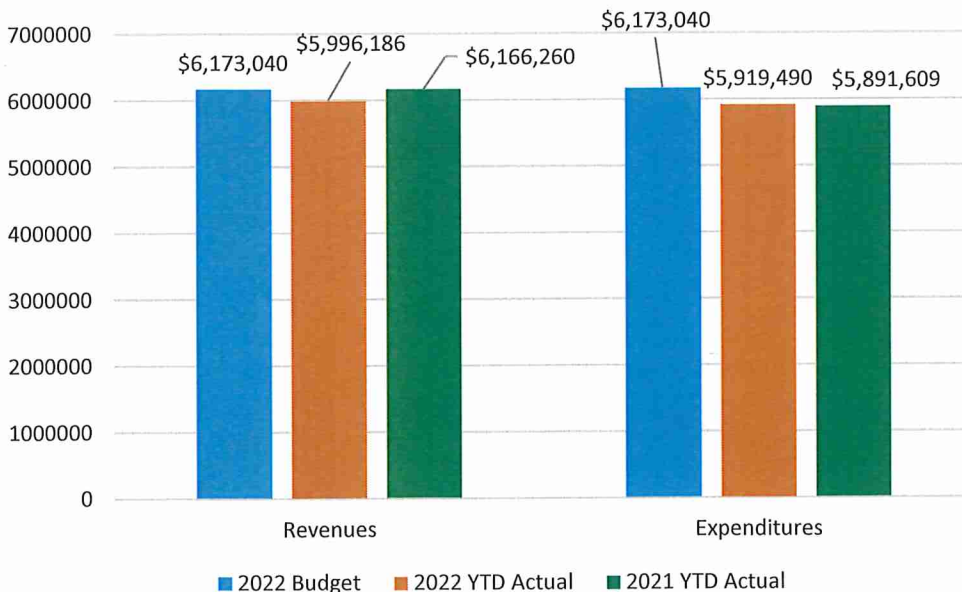
### Wastewater Fund 11-31-2022



Wastewater Fund Notes— Revenues in 2021 were approximately \$630K higher due to Sewer Access Charges collected related to new construction in 2021.

Expenditures for 2022 are higher than in 2021 due to increased costs for chemicals, electricity and repair costs.

### Northbound Liquor 11-30-2022



Northbound Liquor—Sales are excellent in 2022, only slightly behind the significant sales level of 2021. Expenditures are up slightly since transfers out of the liquor store in 2022 through 11/30/22 are \$625K versus \$400K through 11/30/21. This increase is offset by pay period issues-- 24 pay periods in January-October 2021 and January-October 2022 has 23 pay periods along with cost of sales of product being down due to lower sales.

### Outstanding City Debt 11/30/2022



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
TAXES	5,466,558.00	5,486,153.00	2,967,231.38	( 2,518,921.62)	54.09	5,359,110.40
LICENSES AND PERMITS	369,950.00	296,401.00	444,788.75	148,387.75	150.06	955,064.18
INTERGOVERNMENTAL REVENUES	1,373,252.00	1,392,753.00	947,298.84	( 445,454.16)	68.02	1,461,856.96
CHARGES FOR SERVICES	127,311.00	144,658.00	148,841.91	4,183.91	102.89	144,856.83
FINES AND FORFEITURES	42,000.00	32,710.00	42,132.70	9,422.70	128.81	33,554.11
OTHER	93,264.00	83,486.00	83,465.75	( 20.25)	99.98	104,209.79
MISC REVENUE	.00	.00	.00	.00	.00	439.50
OTHER FINANCING SOURCES	525,000.00	525,000.00	525,000.00	.00	100.00	500,000.00
<b>TOTAL FUND REVENUE</b>	<b>7,997,335.00</b>	<b>7,961,161.00</b>	<b>5,158,759.33</b>	<b>( 2,802,401.67)</b>	<b>64.80</b>	<b>8,559,091.77</b>
<b>EXPENDITURES</b>						
<b>GENERAL GOVERNMENT</b>						
MAYOR AND CITY COUNCIL	62,210.00	64,477.00	55,965.48	8,511.52	86.80	55,249.38
ADMINISTRATION	346,479.00	344,594.00	305,103.26	39,490.74	88.54	412,476.63
ELECTIONS	11,900.00	11,900.00	5,861.41	6,038.59	49.26	2,645.00
FINANCE/MIS	352,307.00	355,203.00	311,053.97	44,149.03	87.57	327,905.15
LEGAL	118,000.00	130,546.00	90,601.82	39,944.18	69.40	95,833.09
BUILDING DEPARTMENT	336,431.00	238,818.00	207,742.14	31,075.86	86.99	628,471.15
ENGINEERING	38,000.00	38,000.00	27,057.47	10,942.53	71.20	56,149.99
PLANNING	377,673.00	286,115.00	238,190.20	47,924.80	83.25	157,691.88
NEW CITY HALL BUILDING	154,335.00	150,849.00	127,694.21	23,154.79	84.65	129,475.30
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,797,335.00</b>	<b>1,620,502.00</b>	<b>1,369,269.96</b>	<b>251,232.04</b>	<b>84.50</b>	<b>1,865,897.57</b>
<b>PUBLIC SAFETY</b>						
POLICE DEPARTMENT	2,673,756.00	2,689,218.00	2,287,569.07	401,648.93	85.06	2,245,588.36
FIRE DEPARTMENT	365,656.00	409,028.00	428,790.19	( 19,762.19)	104.83	455,682.06
EMERGENCY MANAGEMENT	4,600.00	4,643.00	3,863.26	779.74	83.21	1,801.70
ANIMAL CONTROL	5,000.00	5,000.00	4,400.00	600.00	88.00	4,800.00
<b>TOTAL PUBLIC SAFETY</b>	<b>3,049,012.00</b>	<b>3,107,889.00</b>	<b>2,724,622.52</b>	<b>383,266.48</b>	<b>87.67</b>	<b>2,707,872.12</b>
<b>STREETS</b>						
STREETS	1,480,373.00	1,509,031.00	1,314,322.06	194,708.94	87.10	1,415,487.11
<b>TOTAL STREETS</b>	<b>1,480,373.00</b>	<b>1,509,031.00</b>	<b>1,314,322.06</b>	<b>194,708.94</b>	<b>87.10</b>	<b>1,415,487.11</b>
<b>PARK AND RECREATION</b>						
PARKS & RECREATION	532,105.00	549,342.00	406,656.91	142,685.09	74.03	408,347.52
LIBRARY	100,100.00	124,298.00	100,336.91	23,961.09	80.72	112,674.83
<b>TOTAL PARK AND RECREATION</b>	<b>632,205.00</b>	<b>673,640.00</b>	<b>506,993.82</b>	<b>166,646.18</b>	<b>75.26</b>	<b>521,022.35</b>
<b>UNALLOCATED EXPENDITURES</b>						

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TRANSFERS OUT	1,038,410.00	1,050,099.00	1,110,098.15	( 59,999.15)	105.71	1,870,156.00
TOTAL UNALLOCATED EXPENDITURES	1,038,410.00	1,050,099.00	1,110,098.15	( 59,999.15)	105.71	1,870,156.00
TOTAL FUND EXPENDITURES	<u>7,997,335.00</u>	<u>7,961,161.00</u>	<u>7,025,306.51</u>	<u>935,854.49</u>	<u>88.24</u>	<u>8,380,435.15</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>( 1,866,547.18)</u>	<u>1,866,547.18</u>		<u>178,656.62</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TAXES</b>						
101-31010 TAXES - CURRENT	5,440,028.00	5,440,028.00	2,921,474.67	2,518,553.33	53.70	5,318,981.23
101-31020 TAXES - DELINQUENT	25,000.00	29,033.00	29,033.98	( .98)	100.00	33,212.51
101-31051 DECERT TIF DISTRICT PROCEE	.00	.00	.00	.00	.00	1,760.82
101-31060 PENALTIES AND INTEREST	1,530.00	1,530.00	1,160.61	369.39	75.86	2,733.13
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	15,562.00	15,562.12	( .12)	100.00	2,422.71
<b>TOTAL TAXES</b>	<b>5,466,558.00</b>	<b>5,486,153.00</b>	<b>2,967,231.38</b>	<b>2,518,921.62</b>	<b>54.09</b>	<b>5,359,110.40</b>
<b>LICENSES AND PERMITS</b>						
101-32110 LIQUOR LICENSES	12,000.00	12,000.00	16,300.00	( 4,300.00)	135.83	17,425.00
101-32180 CIGARETTES	2,600.00	2,600.00	4,000.00	( 1,400.00)	153.85	2,800.00
101-32184 CABLE FRANCHISE FEES	60,000.00	60,000.00	52,173.89	7,826.11	86.96	63,296.30
101-32185 REFUSE HAULER FRANCHISE FEE	2,550.00	2,550.00	2,550.00	.00	100.00	2,550.00
101-32199 OTHER BUS LIC & PERMITS	500.00	975.00	1,075.00	( 100.00)	110.26	675.00
101-32218 CITY SHARE ELEC INSPECTIONS	3,500.00	7,124.00	9,180.12	( 2,056.12)	128.86	50,113.25
101-32219 RETAINAGE OF BLDG SURCHARGE	300.00	366.00	476.86	( 110.86)	130.29	1,590.60
101-32220 BUILDING PERMITS	236,000.00	151,281.00	237,522.75	( 86,241.75)	157.01	700,029.67
101-32221 EXCAVATING PERMITS	.00	108.00	108.00	.00	100.00	108.00
101-32222 MECHANICAL PERMITS	19,000.00	17,974.00	24,065.96	( 6,091.96)	133.89	34,739.60
101-32225 INVESTIGATION (PENALTY FEE)	.00	1,102.00	1,402.00	( 300.00)	127.22	2,550.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	500.00	325.00	425.00	( 100.00)	130.77	1,055.00
101-32230 PLUMBING PERMITS	12,000.00	11,369.00	15,855.30	( 4,486.30)	139.46	32,218.12
101-32240 SIGN PERMITS	1,000.00	960.00	1,150.00	( 190.00)	119.79	1,280.00
101-32298 RENTAL REGISTRATION FEE	10,000.00	8,825.00	8,925.00	( 100.00)	101.13	24,685.54
101-32299 PLANNING & ZONING FEES	10,000.00	18,842.00	69,578.87	( 50,736.87)	369.28	19,948.10
<b>TOTAL LICENSES AND PERMITS</b>	<b>369,950.00</b>	<b>296,401.00</b>	<b>444,788.75</b>	<b>( 148,387.75)</b>	<b>150.06</b>	<b>955,064.18</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
101-33165 FEDERAL GRANTS - OTHER	.00	1,133.00	1,133.14	( .14)	100.01	.00
101-33401 LOCAL GOVERNMENT AID (LGA)	1,059,979.00	1,059,979.00	529,989.50	529,989.50	50.00	1,020,839.00
101-33404 STATE AID - OTHER	8,273.00	5,910.00	5,910.00	.00	100.00	13,070.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
101-33420 FIRE STATE AID (2% INS PREM.)	.00	.00	99,739.59	( 99,739.59)	.00	88,927.23
101-33421 POLICE STATE AID	150,000.00	140,000.00	144,240.95	( 4,240.95)	103.03	151,120.68
101-33422 SCHOOL DIST COST FOR OFFICER	100,000.00	130,000.00	110,553.69	19,446.31	85.04	132,427.83
101-33610 CTY GRANTS & AIDS FOR HWYS	5,000.00	5,731.00	5,731.97	( .97)	100.02	5,472.22
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>1,373,252.00</b>	<b>1,392,753.00</b>	<b>947,298.84</b>	<b>445,454.16</b>	<b>68.02</b>	<b>1,461,856.96</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**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	90.00	90.00	.00	100.00	.00
101-34105 SALES - MAPS, COPIES, ETC.	100.00	10.00	70.50 (	60.50)	705.00	113.00
101-34106 STREET LIGHT O&M	.00	.00	3,000.00 (	3,000.00)	.00	.00
101-34110 SOLAR LEASE REVENUE	7,500.00	7,500.00	7,959.06 (	459.06)	106.12	15,453.00
101-34201 POLICE DEPARTMENT REPORTS	500.00	400.00	514.00 (	114.00)	128.50	523.25
101-34202 POLICE ADMINISTRATION FEES	2,500.00	2,250.00	2,650.00 (	400.00)	117.78	5,290.00
101-34205 PAWN SHOP TRANSACTION REVENUE	2,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
101-34206 FIRE PROT TOWNSHIP CONTRACT	105,500.00	117,906.00	117,906.35 (	.35)	100.00	105,580.58
101-34210 FIRE PROTECTION ADMINISTRATION	2,411.00	2,442.00	2,442.00	.00	100.00	2,442.00
101-34925 PARK ACTIVITY FEES	4,800.00	6,105.00	6,255.00 (	150.00)	102.46	7,045.00
101-34930 ART FAIR FEES	.00	1,085.00	1,085.00	.00	100.00	1,450.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	2,590.00	2,590.00	.00	100.00	620.00
101-34958 ICE RINK LEASE REVENUE	2,000.00	1,280.00	1,280.00	.00	100.00	3,340.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>127,311.00</b>	<b>144,658.00</b>	<b>148,841.91 (</b>	<b>4,183.91)</b>	<b>102.89</b>	<b>144,856.83</b>
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	40,000.00	30,000.00	34,457.70 (	4,457.70)	114.86	33,894.11
101-35102 PARKING FINES	1,000.00	540.00	1,330.00 (	790.00)	246.30	1,100.00
101-35104 ANIMAL CONTROL FINES	1,000.00	2,170.00	3,070.00 (	900.00)	141.47	1,685.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	.00	3,275.00 (	3,275.00)	.00 (	3,125.00)
<b>TOTAL FINES AND FORFEITURES</b>	<b>42,000.00</b>	<b>32,710.00</b>	<b>42,132.70 (</b>	<b>9,422.70)</b>	<b>128.81</b>	<b>33,554.11</b>
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	53.00	53.38 (	.38)	100.72	1,278.86
101-36200 MISCELLANEOUS	.00	41.00	41.67 (	.67)	101.63	4.50
101-36210 INTEREST EARNINGS	16,174.00	.00	.00	.00	.00 (	9,067.89)
101-36220 FACILITY RENTAL	3,600.00	4,100.00	5,016.70 (	916.70)	122.36	5,100.04
101-36230 DONATIONS	2,000.00	590.00	3,065.00 (	2,475.00)	519.49	790.00
101-36231 LIBRARY LEASE RENT	71,067.00	71,067.00	66,649.00	4,418.00	93.78	71,067.00
101-36233 OPERATION ROUND UP GRANT	.00	.00	.00	.00	.00	2,500.00
101-36234 ARTS GRANT FROM ECRAC	.00	.00	.00	.00	.00	7,250.00
101-36235 LIBRARY ROOM RENTAL	.00	1,635.00	2,640.00 (	1,005.00)	161.47	600.00
101-36240 PATRONAGE CAPITAL	423.00	.00	.00	.00	.00	1,701.61
101-36241 FIRE DEPT PRIVATE GRANTS	.00	6,000.00	6,000.00	.00	100.00	16,700.00
101-36501 SALE OF PROPERTY	.00	.00	.00	.00	.00	6,285.67
<b>TOTAL OTHER</b>	<b>93,264.00</b>	<b>83,486.00</b>	<b>83,465.75</b>	<b>20.25</b>	<b>99.98</b>	<b>104,209.79</b>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>MISC REVENUE</u>						
101-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	439.50
TOTAL MISC REVENUE	.00	.00	.00	.00	.00	439.50
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	525,000.00	525,000.00	525,000.00	.00	100.00	500,000.00
TOTAL OTHER FINANCING SOURCES	525,000.00	525,000.00	525,000.00	.00	100.00	500,000.00
 TOTAL FUND REVENUE	 <u>7,997,335.00</u>	 <u>7,961,161.00</u>	 <u>5,158,759.33</u>			 <u>8,559,091.77</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MAYOR AND CITY COUNCIL</b>						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	27,408.48	( 2,491.52)	91.67	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	2,096.55	( 193.45)	91.55	2,287.09
101-41110-151 WORKERS' COMPENSATION PREMIU	120.00	150.00	87.51	( 62.49)	58.34	103.09
<b>TOTAL PERSONAL SERVICES</b>	<b>32,310.00</b>	<b>32,340.00</b>	<b>29,592.54</b>	<b>( 2,747.46)</b>	<b>91.50</b>	<b>32,290.34</b>
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	.00	( 100.00)	.00	.00
101-41110-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	21.99	( 228.01)	8.80	180.93
101-41110-214 EMPLOYEE RECOGNITION	500.00	500.00	221.90	( 278.10)	44.38	158.00
<b>TOTAL SUPPLIES</b>	<b>850.00</b>	<b>850.00</b>	<b>243.89</b>	<b>( 606.11)</b>	<b>28.69</b>	<b>338.93</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,000.00	1,000.00	325.00	( 675.00)	32.50	900.00
101-41110-331 TRAVEL/MEALS/LODGING	2,500.00	1,456.00	1,725.72	269.72	118.52	1,117.51
101-41110-334 MILEAGE REIMBURSEMENT	150.00	150.00	.00	( 150.00)	.00	.00
101-41110-340 ADVERTISING	200.00	200.00	.00	( 200.00)	.00	.00
101-41110-360 INSURANCE AND BONDS	400.00	273.00	272.93	( .07)	99.97	300.60
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>4,250.00</b>	<b>3,079.00</b>	<b>2,323.65</b>	<b>( 755.35)</b>	<b>75.47</b>	<b>2,318.11</b>
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	( 100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	100.00	50.00	30.00	( 20.00)	60.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	2,800.00	978.00	978.00	.00	100.00	274.00
101-41110-441 SISTER CITY ACTIVITIES	500.00	500.00	160.00	( 340.00)	32.00	310.00
101-41110-455 FIREWORKS DISPLAY EXPENSES	17,000.00	17,500.00	17,275.00	( 225.00)	98.71	16,237.50
101-41110-456 ART FESTIVAL	2,000.00	2,000.00	837.00	( 1,163.00)	41.85	1,577.00
101-41110-457 DOWNTOWN BANNERS & SIGNAGE	500.00	500.00	.00	( 500.00)	.00	.00
101-41110-458 DOWNTOWN FLOWER BASKET PROJ	1,800.00	6,580.00	4,525.40	( 2,054.60)	68.78	1,873.50
<b>TOTAL MISCELLANEOUS</b>	<b>24,800.00</b>	<b>28,208.00</b>	<b>23,805.40</b>	<b>( 4,402.60)</b>	<b>84.39</b>	<b>20,302.00</b>
<b>TOTAL MAYOR AND CITY COUNCIL</b>	<b>62,210.00</b>	<b>64,477.00</b>	<b>55,965.48</b>	<b>( 8,511.52)</b>	<b>86.80</b>	<b>55,249.38</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>ADMINISTRATION</b>						
<i>PERSONAL SERVICES</i>						
101-41320-101 FULL-TIME EMPLOYEES - REGULAR	139,270.00	156,724.00	143,601.75	( 13,122.25)	91.63	232,127.03
101-41320-103 PART-TIME - REGULAR	80,468.00	40,000.00	29,104.24	( 10,895.76)	72.76	40,368.48
101-41320-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	55.55
101-41320-121 PERA (EMPLOYER)	16,473.00	14,730.00	12,851.60	( 1,878.40)	87.25	17,360.31
101-41320-122 FICA/MEDICARE (EMPLOYER)	16,801.00	15,025.00	12,977.33	( 2,047.67)	86.37	17,457.22
101-41320-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	23,331.00	30,709.00	31,916.86	1,207.86	103.93	33,090.77
101-41320-132 ADMIN-LONGEVITY PAY	324.00	.00	.00	.00	.00	.00
101-41320-133 ADMIN--INS DEDUCTIBLE CONTRIB	1,620.00	1,620.00	780.00	( 840.00)	48.15	1,247.00
101-41320-151 WORKERS' COMPENSATION PREMIU	1,242.00	1,400.00	581.67	( 818.33)	41.55	1,168.72
101-41320-153 CITY WIDE RE-EMPLOY COMPENSATI	2,500.00	10,000.00	11,167.61	1,167.61	111.68	.00
101-41320-154 HRA/FLEX FEES	200.00	200.00	120.32	( 79.68)	60.16	138.80
101-41320-158 MOVING EXP REIMB	.00	.00	.00	.00	.00	543.63
<b>TOTAL PERSONAL SERVICES</b>	<b>282,229.00</b>	<b>270,408.00</b>	<b>243,101.38</b>	<b>( 27,306.62)</b>	<b>89.90</b>	<b>343,557.51</b>
<i>SUPPLIES</i>						
101-41320-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,600.00	1,557.96	( 42.04)	97.37	1,655.34
101-41320-202 DUPLICATING & COPYING SUPPLIES	2,000.00	2,000.00	1,410.23	( 589.77)	70.51	1,161.53
101-41320-203 CITY NEWSLETTER COSTS	5,500.00	.00	.00	.00	.00	.00
101-41320-204 STATIONARY, FORMS & ENVELOPES	250.00	250.00	178.45	( 71.55)	71.38	159.90
101-41320-209 SOFTWARE UPDATES	500.00	1,000.00	1,621.28	621.28	162.13	499.50
101-41320-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	67.41	( 432.59)	13.48	344.60
101-41320-221 REPAIR & MAINT SUPP - VEH/EQ	200.00	.00	27.36	27.36	.00	.00
101-41320-240 SMALL TOOLS AND MINOR EQUIPME	3,000.00	5,000.00	4,394.34	( 605.66)	87.89	3,574.54
<b>TOTAL SUPPLIES</b>	<b>13,450.00</b>	<b>10,350.00</b>	<b>9,257.03</b>	<b>( 1,092.97)</b>	<b>89.44</b>	<b>7,395.41</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-41320-304 MISC PROFESSIONAL SERVICES	2,000.00	2,000.00	862.20	( 1,137.80)	43.11	5,507.26
101-41320-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,886.20	( 713.80)	87.25	5,546.40
101-41320-321 TELEPHONE/CELLULAR PHONES	.00	.00	.00	.00	.00	315.00
101-41320-322 POSTAGE	3,500.00	3,500.00	3,026.95	( 473.05)	86.48	3,031.87
101-41320-331 TRAVEL/MEALS/LODGING	1,750.00	1,750.00	1,354.73	( 395.27)	77.41	663.46
101-41320-334 MILEAGE REIMBURSEMENT	300.00	800.00	681.24	( 118.76)	85.16	48.16
101-41320-340 ADVERTISING	2,000.00	750.00	.00	( 750.00)	.00	697.80
101-41320-351 LEGAL NOTICES/ORD PUBLISHING	1,200.00	1,200.00	( 101.37)	( 1,301.37)	( 8.45)	366.06
101-41320-360 INSURANCE AND BONDS	2,300.00	2,582.00	2,581.96	( .04)	100.00	2,320.91
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>18,650.00</b>	<b>18,182.00</b>	<b>13,291.91</b>	<b>( 4,890.09)</b>	<b>73.10</b>	<b>18,496.92</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41320-404 REPAIR & MAINT LABOR - VEH/EQ	.00	.00	.00	.00	.00	600.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	16,000.00	28,000.00	22,736.64	( 5,263.36)	81.20	27,559.54
101-41320-430 MISCELLANEOUS	50.00	50.00	39.95	( 10.05)	79.90	44.95
101-41320-433 DUES AND SUBSCRIPTIONS	600.00	850.00	752.70	( 97.30)	88.55	178.30
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	15,254.00	15,253.65	( .35)	100.00	13,951.00
101-41320-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	670.00	( 830.00)	44.67	693.00
<i>TOTAL MISCELLANEOUS</i>	<u>32,150.00</u>	<u>45,654.00</u>	<u>39,452.94</u>	<u>( 6,201.06)</u>	<u>86.42</u>	<u>43,026.79</u>
<b>TOTAL ADMINISTRATION</b>	<u><u>346,479.00</u></u>	<u><u>344,594.00</u></u>	<u><u>305,103.26</u></u>	<u><u>( 39,490.74)</u></u>	<u><u>88.54</u></u>	<u><u>412,476.63</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>ELECTIONS</b>						
<i>PERSONAL SERVICES</i>						
101-41410-104 TEMP/SEAS EMPLOYEES - REGULAR	8,100.00	8,100.00	5,190.63	( 2,909.37)	64.08	.00
<i>TOTAL PERSONAL SERVICES</i>	8,100.00	8,100.00	5,190.63	( 2,909.37)	64.08	.00
<i>SUPPLIES</i>						
101-41410-200 MISCELLANEOUS OFFICE SUPPLIES	300.00	300.00	.00	( 300.00)	.00	.00
101-41410-201 OFFICE SUPPLIES - ACCESSORIES	.00	.00	17.24	17.24	.00	.00
<i>TOTAL SUPPLIES</i>	300.00	300.00	17.24	( 282.76)	5.75	.00
<i>OTHER SERVICES AND CHARGES</i>						
101-41410-331 TRAVEL/MEALS/LODGING	200.00	200.00	131.45	( 68.55)	65.73	.00
101-41410-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	236.26	136.26	236.26	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	300.00	300.00	367.71	67.71	122.57	.00
<i>MISCELLANEOUS</i>						
101-41410-408 MAINT CONTRACTS - MACH/EQUIP	3,200.00	3,200.00	285.83	( 2,914.17)	8.93	2,645.00
<i>TOTAL MISCELLANEOUS</i>	3,200.00	3,200.00	285.83	( 2,914.17)	8.93	2,645.00
<b>TOTAL ELECTIONS</b>	<b>11,900.00</b>	<b>11,900.00</b>	<b>5,861.41</b>	<b>( 6,038.59)</b>	<b>49.26</b>	<b>2,645.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>FINANCE/MIS</b>							
<i>PERSONAL SERVICES</i>							
101-41500-101	FULL-TIME EMPLOYEES - REGULAR	190,671.00	202,135.00	170,620.07	( 31,514.93)	84.41	186,010.69
101-41500-121	PERA (EMPLOYER)	14,301.00	14,601.00	12,798.00	( 1,803.00)	87.65	14,602.68
101-41500-122	FICA/MEDICARE (EMPLOYER)	14,587.00	14,897.00	12,617.79	( 2,279.21)	84.70	14,229.52
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	34,566.00	34,566.00	33,625.22	( 940.78)	97.28	33,031.14
101-41500-132	FINANCE LONGEVITY PAY	7,464.00	.00	.00	.00	.00	.00
101-41500-133	FINANCE INS DEDUCTIBLE CONTRIB	2,400.00	2,400.00	2,567.20	167.20	106.97	1,584.97
101-41500-151	WORKERS' COMPENSATION PREMIU	1,078.00	1,228.00	801.09	( 426.91)	65.24	865.37
101-41500-154	HRA/FLEX FEES	200.00	200.00	126.60	( 73.40)	63.30	136.80
<b>TOTAL PERSONAL SERVICES</b>		<b>265,267.00</b>	<b>270,027.00</b>	<b>233,155.97</b>	<b>( 36,871.03)</b>	<b>86.35</b>	<b>250,461.17</b>
<i>SUPPLIES</i>							
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	1,600.00	1,600.00	624.74	( 975.26)	39.05	1,353.75
101-41500-204	STATIONARY, FORMS & ENVELOPES	3,500.00	3,500.00	3,414.48	( 85.52)	97.56	2,744.99
101-41500-209	SOFTWARE UPDATES	1,000.00	1,000.00	775.00	( 225.00)	77.50	750.00
101-41500-210	MISCELLANEOUS OPER SUPPLIES	500.00	500.00	69.81	( 430.19)	13.96	57.98
101-41500-240	SMALL TOOLS AND MINOR EQUIPME	1,200.00	1,200.00	456.15	( 743.85)	38.01	.00
<b>TOTAL SUPPLIES</b>		<b>7,800.00</b>	<b>7,800.00</b>	<b>5,340.18</b>	<b>( 2,459.82)</b>	<b>68.46</b>	<b>4,906.72</b>
<i>OTHER SERVICES AND CHARGES</i>							
101-41500-301	AUDITING AND ACCOUNTING	36,000.00	36,000.00	36,000.00	.00	100.00	35,537.00
101-41500-304	MISC PROFESSIONAL SERVICES	3,500.00	3,500.00	3,588.00	88.00	102.51	4,288.00
101-41500-308	ISANTI CO ASSESSMENT MGMT FEE	1,000.00	1,000.00	349.00	( 651.00)	34.90	763.00
101-41500-309	EDP PROFESSIONAL SERVICES	7,000.00	7,000.00	5,279.25	( 1,720.75)	75.42	5,477.25
101-41500-313	IT MGMT & BACKUP	6,000.00	6,000.00	4,886.20	( 1,113.80)	81.44	5,546.40
101-41500-321	TELEPHONE/CELLULAR PHONES	540.00	540.00	495.00	( 45.00)	91.67	495.00
101-41500-331	TRAVEL/MEALS/LODGING	500.00	500.00	15.00	( 485.00)	3.00	.00
101-41500-334	MILEAGE REIMBURSEMENT	300.00	300.00	120.00	( 180.00)	40.00	16.80
101-41500-351	LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	246.60	( 253.40)	49.32	445.37
101-41500-360	INSURANCE AND BONDS	2,000.00	1,136.00	1,619.74	483.74	142.58	1,762.53
<b>TOTAL OTHER SERVICES AND CHA</b>		<b>57,340.00</b>	<b>56,476.00</b>	<b>52,598.79</b>	<b>( 3,877.21)</b>	<b>93.13</b>	<b>54,331.35</b>
<i>MISCELLANEOUS</i>							
101-41500-409	MAINT CONTRACTS - OFFICE EQUIP	17,000.00	16,000.00	15,931.00	( 69.00)	99.57	15,776.00
101-41500-420	WELLNESS ACTIVITIES	500.00	500.00	.00	( 500.00)	.00	.00
101-41500-430	MISCELLANEOUS	250.00	250.00	190.53	( 59.47)	76.21	107.11
101-41500-433	DUES AND SUBSCRIPTIONS	1,750.00	1,750.00	1,391.50	( 358.50)	79.51	1,624.80
101-41500-440	SCHOOLS AND MEETINGS	2,400.00	2,400.00	2,446.00	46.00	101.92	698.00
<b>TOTAL MISCELLANEOUS</b>		<b>21,900.00</b>	<b>20,900.00</b>	<b>19,959.03</b>	<b>( 940.97)</b>	<b>95.50</b>	<b>18,205.91</b>
<b>TOTAL FINANCE/MIS</b>		<b>352,307.00</b>	<b>355,203.00</b>	<b>311,053.97</b>	<b>( 44,149.03)</b>	<b>87.57</b>	<b>327,905.15</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES &amp; CHARGES</i>						
101-41610-304 LEGAL FEES	65,000.00	85,000.00	49,229.52	( 35,770.48)	57.92	51,484.61
101-41610-305 PROSECUTION SERVICES	42,000.00	45,300.00	41,126.60	( 4,173.40)	90.79	40,608.48
101-41610-307 TOWNSHIP ANNEXATION PAYMENTS	11,000.00	246.00	245.70	( .30)	99.88	3,740.00
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	118,000.00	130,546.00	90,601.82	( 39,944.18)	69.40	95,833.09
<b>TOTAL LEGAL</b>	<b>118,000.00</b>	<b>130,546.00</b>	<b>90,601.82</b>	<b>( 39,944.18)</b>	<b>69.40</b>	<b>95,833.09</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>BUILDING DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	210,355.00	135,000.00	107,805.70	( 27,194.30)	79.86	174,963.10
101-41920-102 FULL-TIME EMPLOYEES - OVERTIME	.00	.00	.00	.00	.00	2,742.79
101-41920-121 PERA (EMPLOYER)	15,853.00	10,125.00	7,944.65	( 2,180.35)	78.47	13,183.37
101-41920-122 FICA/MEDICARE (EMPLOYER)	15,770.00	10,327.00	7,982.90	( 2,344.10)	77.30	13,771.77
101-41920-131 MEDICAL/DENTAL/LIFE	53,575.00	41,302.00	35,884.15	( 5,417.85)	86.88	45,605.50
101-41920-132 BLDG DEPT LONGEVITY PAY	1,031.00	.00	.00	.00	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,720.00	3,600.00	.00	( 3,600.00)	.00	2,181.64
101-41920-151 WORKERS' COMPENSATION PREMIU	1,077.00	1,200.00	408.92	( 791.08)	34.08	462.05
101-41920-154 HRA/FLEX FEES	300.00	200.00	146.10	( 53.90)	73.05	242.80
<b>TOTAL PERSONAL SERVICES</b>	<b>301,681.00</b>	<b>201,754.00</b>	<b>160,172.42</b>	<b>( 41,581.58)</b>	<b>79.39</b>	<b>253,153.02</b>
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	1,600.00	1,371.74	( 228.26)	85.73	1,421.59
101-41920-209 SOFTWARE UPDATES	500.00	500.00	146.88	( 353.12)	29.38	.00
101-41920-210 MISCELLANEOUS OPER SUPPLIES	800.00	800.00	478.00	( 322.00)	59.75	.00
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,500.00	2,000.00	579.03	( 1,420.97)	28.95	1,138.13
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	1,000.00	1,000.00	231.64	( 768.36)	23.16	83.65
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	7,500.00	1,000.00	688.00	( 312.00)	68.80	2,089.98
<b>TOTAL SUPPLIES</b>	<b>13,050.00</b>	<b>6,900.00</b>	<b>3,495.29</b>	<b>( 3,404.71)</b>	<b>50.66</b>	<b>4,733.35</b>
<i>OTHER CHARGES &amp; SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	750.00	750.00	134.00	( 616.00)	17.87	134.00
101-41920-305 CONTRACTED BUILDING INSPECTIO	.00	8,000.00	30,982.19	22,982.19	387.28	355,679.77
101-41920-313 IT MGMT & BACKUP	5,800.00	5,800.00	4,886.20	( 913.80)	84.24	5,546.40
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	529.57	( 2,170.43)	19.61	1,566.08
101-41920-331 TRAVEL/MEALS/LODGING	600.00	600.00	.00	( 600.00)	.00	12.50
101-41920-334 MILEAGE REIMBURSEMENT	500.00	500.00	.00	( 500.00)	.00	439.04
101-41920-340 ADVERTISING	200.00	200.00	.00	( 200.00)	.00	.00
101-41920-351 LEGAL NOTICES/ORDINANCE PUBLIS	200.00	200.00	.00	( 200.00)	.00	.00
101-41920-360 INSURANCE AND BONDS	2,400.00	3,764.00	3,763.70	( .30)	99.99	2,331.02
<b>TOTAL OTHER CHARGES &amp; SERVIC</b>	<b>13,150.00</b>	<b>22,514.00</b>	<b>40,295.66</b>	<b>17,781.66</b>	<b>178.98</b>	<b>365,708.81</b>
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00	( 250.00)	.00	.00
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,900.00	2,900.00	2,685.00	( 215.00)	92.59	2,870.00
101-41920-430 MISCELLANEOUS	300.00	300.00	115.10	( 184.90)	38.37	96.58
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	500.00	500.00	15.95	( 484.05)	3.19	9.15
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	500.00	397.72	( 102.28)	79.54	480.00
101-41920-440 SCHOOLS & MEETINGS	3,200.00	3,200.00	565.00	( 2,635.00)	17.66	1,420.24
<b>TOTAL MISCELLANEOUS</b>	<b>8,550.00</b>	<b>7,650.00</b>	<b>3,778.77</b>	<b>( 3,871.23)</b>	<b>49.40</b>	<b>4,875.97</b>
<b>TOTAL BUILDING DEPARTMENT</b>	<b>336,431.00</b>	<b>238,818.00</b>	<b>207,742.14</b>	<b>( 31,075.86)</b>	<b>86.99</b>	<b>628,471.15</b>

**CITY OF CAMBRIDGE**  
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**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>							
<i>OTHER CHARGES &amp; SERVICES</i>							
101-41925-303	ENGINEERING FEES	38,000.00	38,000.00	27,057.47	( 10,942.53)	71.20	56,149.99
	<i>TOTAL OTHER CHARGES &amp; SERVIC</i>	38,000.00	38,000.00	27,057.47	( 10,942.53)	71.20	56,149.99
	<b>TOTAL ENGINEERING</b>	<b>38,000.00</b>	<b>38,000.00</b>	<b>27,057.47</b>	<b>( 10,942.53)</b>	<b>71.20</b>	<b>56,149.99</b>

**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
<b>PLANNING</b>						
<i>PERSONAL SERVICES</i>						
101-41935-101 FULL-TIME EMPLOYEES - REGULAR	231,681.00	175,467.00	152,758.50	( 22,708.50)	87.06	98,271.20
101-41935-112 PLANNING COMMISSION PAYMENTS	2,500.00	2,500.00	1,890.00	( 610.00)	75.60	2,030.00
101-41935-121 PERA (EMPLOYER)	17,784.00	12,750.00	11,456.88	( 1,293.12)	89.86	8,059.80
101-41935-122 FICA/MEDICARE (EMPLOYER)	18,141.00	13,005.00	11,438.26	( 1,566.74)	87.95	7,868.96
101-41935-131 MEDICAL/DENTAL/LIFE	46,623.00	33,511.00	33,246.16	( 264.84)	99.21	16,515.57
101-41935-132 PLANNING LONGEVITY PAY	5,467.00	.00	.00	.00	.00	.00
101-41935-133 PLANNING INS DEDUCTIBLE CONTRI	3,240.00	3,240.00	2,412.43	( 827.57)	74.46	384.94
101-41935-151 WORKERS' COMPENSATION PREMIU	1,407.00	1,500.00	685.71	( 814.29)	45.71	700.97
101-41935-154 HRA/FLEX FEES	300.00	300.00	119.20	( 180.80)	39.73	68.40
<b>TOTAL PERSONAL SERVICES</b>	<b>327,143.00</b>	<b>242,273.00</b>	<b>214,007.14</b>	<b>( 28,265.86)</b>	<b>88.33</b>	<b>133,899.84</b>
<i>SUPPLIES</i>						
101-41935-201 OFFICE SUPPLIES	1,800.00	2,000.00	2,144.94	144.94	107.25	617.31
101-41935-204 STATIONERY, FORMS & ENVELOPES	150.00	150.00	.00	( 150.00)	.00	.00
101-41935-209 SOFTWARE UPDATES	2,500.00	2,500.00	1,508.32	( 991.68)	60.33	1,635.50
101-41935-210 MISCELLANEOUS OPER SUPPLIES	200.00	200.00	.00	( 200.00)	.00	.00
101-41935-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	350.00	350.00	291.43	( 58.57)	83.27	60.69
101-41935-221 REPAIRS & MAINT SUPP-VEH/EQUIP	350.00	350.00	6.30	( 343.70)	1.80	7.68
101-41935-240 SMALL TOOLS & MINOR EQUIPMENT	7,000.00	7,000.00	.00	( 7,000.00)	.00	1,369.50
<b>TOTAL SUPPLIES</b>	<b>12,350.00</b>	<b>12,550.00</b>	<b>3,950.99</b>	<b>( 8,599.01)</b>	<b>31.48</b>	<b>3,690.68</b>
<i>OTHER CHARGES &amp; SERVICES</i>						
101-41935-301 PLANNING SPECIAL PROJECTS	2,500.00	2,500.00	.00	( 2,500.00)	.00	1,167.22
101-41935-304 MISC PROFESSIONAL FEES	1,500.00	1,500.00	190.63	( 1,309.37)	12.71	800.00
101-41935-313 IT MGMT & BACKUP	5,330.00	5,330.00	4,886.20	( 443.80)	91.67	5,546.40
101-41935-331 TRAVEL/MEALS/LODGING	600.00	600.00	15.00	( 585.00)	2.50	108.10
101-41935-334 MILEAGE REIMBURSEMENT	250.00	250.00	.00	( 250.00)	.00	.00
101-41935-340 ADVERTISING	200.00	200.00	.00	( 200.00)	.00	.00
101-41935-351 LEGAL NOTICE/ORD PUBLISH	1,500.00	1,500.00	200.27	( 1,299.73)	13.35	261.02
101-41935-360 INSURANCE AND BONDS	10,000.00	9,962.00	9,961.31	( .69)	99.99	10,521.62
<b>TOTAL OTHER CHARGES &amp; SERVIC</b>	<b>21,880.00</b>	<b>21,842.00</b>	<b>15,253.41</b>	<b>( 6,588.59)</b>	<b>69.84</b>	<b>18,404.36</b>
<i>MISCELLANEOUS</i>						
101-41935-404 REPAIRS & MAINT LABOR VEH/EQUI	300.00	300.00	.00	( 300.00)	.00	.00
101-41935-409 MAINT CONTRACTS-OFFICE EQUIP	5,100.00	3,500.00	2,990.00	( 510.00)	85.43	2,990.00
101-41935-430 MISCELLANEOUS	1,000.00	1,000.00	( 372.94)	( 1,372.94)	( 37.29)	( 3,188.00)
101-41935-431 PROPERTY SECURING EXP	.00	600.00	750.00	150.00	125.00	704.00
101-41935-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	829.60	( 170.40)	82.96	891.00
101-41935-440 SCHOOL AND MEETINGS	2,700.00	2,700.00	432.00	( 2,268.00)	16.00	300.00
101-41935-489 OTHER CONTRACTED SERVICES	1,200.00	350.00	350.00	.00	100.00	.00
101-41935-490 FLYOVER PICTURES	5,000.00	.00	.00	.00	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>16,300.00</b>	<b>9,450.00</b>	<b>4,978.66</b>	<b>( 4,471.34)</b>	<b>52.68</b>	<b>1,697.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PLANNING	377,673.00	286,115.00	238,190.20	( 47,924.80)	83.25	157,691.88

**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
<b>NEW CITY HALL BUILDING</b>						
<i>PERSONAL SERVICES</i>						
101-41950-101 FULL-TIME EMPLOYEES - REGULAR	28,070.00	29,298.00	25,375.20	( 3,922.80)	86.61	27,648.22
101-41950-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	500.00	.00	( 500.00)	.00	.00
101-41950-121 PERA (EMPLOYER)	2,227.00	2,227.00	1,903.14	( 323.86)	85.46	2,196.69
101-41950-122 FICA/MEDICARE (EMPLOYER)	2,271.00	2,271.00	1,880.00	( 391.00)	82.78	2,119.01
101-41950-131 MEDICAL/DENTAL/LIFE	8,641.00	8,641.00	8,382.44	( 258.56)	97.01	8,234.44
101-41950-132 LONGEVITY PAY	1,228.00	.00	.00	.00	.00	.00
101-41950-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	( 600.00)	.00	.00
101-41950-151 WORKERS' COMPENSATION PREMIU	1,598.00	3,000.00	1,286.91	( 1,713.09)	42.90	2,015.66
101-41950-154 HRA/FLEX FEES	100.00	100.00	31.65	( 68.35)	31.65	34.20
<b>TOTAL PERSONAL SERVICES</b>	<b>45,735.00</b>	<b>46,637.00</b>	<b>38,859.34</b>	<b>( 7,777.66)</b>	<b>83.32</b>	<b>42,248.22</b>
<i>SUPPLIES</i>						
101-41950-212 GASOLINE/FUEL	200.00	200.00	.00	( 200.00)	.00	46.49
101-41950-215 MAINTENANCE SUPPLIES	9,000.00	7,000.00	5,327.74	( 1,672.26)	76.11	5,493.49
101-41950-240 SMALL TOOLS & EQUIPMENT	1,500.00	1,000.00	228.36	( 771.64)	22.84	359.16
<b>TOTAL SUPPLIES</b>	<b>10,700.00</b>	<b>8,200.00</b>	<b>5,556.10</b>	<b>( 2,643.90)</b>	<b>67.76</b>	<b>5,899.14</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321 TELEPHONE/CELLULAR PHONES	18,000.00	18,000.00	15,544.47	( 2,455.53)	86.36	18,726.46
101-41950-360 INSURANCE AND BONDS	2,100.00	2,212.00	2,211.55	( .45)	99.98	1,971.26
101-41950-381 ELECTRIC UTILITIES	12,000.00	12,000.00	9,275.95	( 2,724.05)	77.30	12,220.19
101-41950-382 WATER/WASTEWATER UTILITIES	4,000.00	4,000.00	3,780.93	( 219.07)	94.52	4,386.45
101-41950-383 GAS UTILITIES	7,500.00	7,500.00	7,115.39	( 384.61)	94.87	6,896.39
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>43,600.00</b>	<b>43,712.00</b>	<b>37,928.29</b>	<b>( 5,783.71)</b>	<b>86.77</b>	<b>44,200.75</b>
<i>MISCELLANEOUS</i>						
101-41950-401 REPAIRS & MAINT LABOR - BLDGS	37,000.00	37,000.00	32,897.33	( 4,102.67)	88.91	25,148.90
101-41950-409 MAINT CONTRACTS - OFFICE EQUIP	4,800.00	4,800.00	4,513.00	( 287.00)	94.02	4,301.00
101-41950-413 RENTALS - OFFICE EQUIPMENT	12,000.00	10,000.00	7,542.63	( 2,457.37)	75.43	7,385.19
101-41950-430 MISCELLANEOUS	500.00	500.00	397.52	( 102.48)	79.50	292.10
<b>TOTAL MISCELLANEOUS</b>	<b>54,300.00</b>	<b>52,300.00</b>	<b>45,350.48</b>	<b>( 6,949.52)</b>	<b>86.71</b>	<b>37,127.19</b>
<b>TOTAL NEW CITY HALL BUILDING</b>	<b>154,335.00</b>	<b>150,849.00</b>	<b>127,694.21</b>	<b>( 23,154.79)</b>	<b>84.65</b>	<b>129,475.30</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>POLICE DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-42100-101	1,404,188.00	1,451,494.00	1,227,086.03	( 224,407.97)	84.54	1,232,974.76
101-42100-102	90,000.00	105,000.00	96,636.23	( 8,363.77)	92.03	88,182.72
101-42100-103	.00	.00	.00	.00	.00	( 1,073.65)
101-42100-104	20,000.00	5,000.00	2,738.67	( 2,261.33)	54.77	10,303.52
101-42100-110	30,000.00	30,000.00	18,337.46	( 11,662.54)	61.12	21,831.81
101-42100-117	9,636.00	9,636.00	9,981.25	345.25	103.58	8,285.61
101-42100-121	271,250.00	271,250.00	228,783.78	( 42,466.22)	84.34	234,092.20
101-42100-122	30,481.00	30,481.00	25,614.61	( 4,866.39)	84.03	26,980.42
101-42100-131	329,256.00	322,336.00	314,954.16	( 7,381.84)	97.71	271,010.98
101-42100-132	47,306.00	.00	.00	.00	.00	.00
101-42100-133	21,600.00	21,600.00	9,493.12	( 12,106.88)	43.95	10,288.96
101-42100-151	102,889.00	120,889.00	59,560.44	( 61,328.56)	49.27	49,577.81
101-42100-154	1,600.00	1,600.00	1,151.30	( 448.70)	71.96	1,080.30
<b>TOTAL PERSONAL SERVICES</b>	<b>2,358,206.00</b>	<b>2,369,286.00</b>	<b>1,994,337.05</b>	<b>( 374,948.95)</b>	<b>84.17</b>	<b>1,953,535.44</b>
<i>SUPPLIES</i>						
101-42100-201	2,000.00	3,000.00	2,101.93	( 898.07)	70.06	900.07
101-42100-202	1,500.00	1,500.00	481.13	( 1,018.87)	32.08	532.76
101-42100-209	7,800.00	3,177.00	.00	( 3,177.00)	.00	1,980.00
101-42100-210	3,000.00	3,000.00	2,076.53	( 923.47)	69.22	2,465.36
101-42100-212	35,000.00	45,000.00	50,435.26	5,435.26	112.08	36,350.20
101-42100-213	4,500.00	2,500.00	2,493.12	( 6.88)	99.72	.00
101-42100-214	4,000.00	2,000.00	478.46	( 1,521.54)	23.92	3,515.47
101-42100-217	4,000.00	2,500.00	2,216.59	( 283.41)	88.66	3,471.21
101-42100-221	18,500.00	18,500.00	13,986.84	( 4,513.16)	75.60	11,640.50
101-42100-231	19,000.00	26,000.00	25,119.09	( 880.91)	96.61	15,422.85
101-42100-232	1,800.00	1,800.00	.00	( 1,800.00)	.00	.00
101-42100-240	20,800.00	20,800.00	17,019.01	( 3,780.99)	81.82	20,192.55
<b>TOTAL SUPPLIES</b>	<b>121,900.00</b>	<b>129,777.00</b>	<b>116,407.96</b>	<b>( 13,369.04)</b>	<b>89.70</b>	<b>96,470.97</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304	7,500.00	15,000.00	13,319.18	( 1,680.82)	88.79	30,657.08
101-42100-313	24,000.00	24,000.00	21,986.80	( 2,013.20)	91.61	24,953.60
101-42100-321	14,500.00	13,000.00	11,617.01	( 1,382.99)	89.36	11,898.64
101-42100-322	600.00	600.00	342.20	( 257.80)	57.03	570.41
101-42100-331	2,000.00	2,000.00	2,071.49	71.49	103.57	1,412.42
101-42100-334	500.00	500.00	171.41	( 328.59)	34.28	.00
101-42100-340	100.00	100.00	.00	( 100.00)	.00	13.73
101-42100-360	63,500.00	59,962.00	59,961.60	( .40)	100.00	61,907.51
101-42100-381	6,500.00	6,500.00	4,770.49	( 1,729.51)	73.39	6,284.65
101-42100-383	4,000.00	4,000.00	3,504.60	( 495.40)	87.62	3,396.72
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>123,200.00</b>	<b>125,662.00</b>	<b>117,744.78</b>	<b>( 7,917.22)</b>	<b>93.70</b>	<b>141,094.76</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	10,000.00	10,569.94	569.94	105.70	3,897.92
101-42100-409 MAINT CONTRACTS - EQUIPMENT	25,000.00	25,000.00	20,656.04	( 4,343.96)	82.62	25,851.30
101-42100-410 POLICE RESERVE ACTIVITY	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
101-42100-411 POLICE-AUTO PAWN SERVICE	2,400.00	2,443.00	2,442.13	( .87)	99.96	2,370.00
101-42100-432 CREDIT CARD FEES-POLICE DEPT	50.00	50.00	.00	( 50.00)	.00	.00
101-42100-433 DUES AND SUBSCRIPTIONS	12,000.00	12,000.00	13,907.12	1,907.12	115.89	14,654.97
101-42100-440 SCHOOLS AND MEETINGS	14,000.00	14,000.00	11,504.05	( 2,495.95)	82.17	7,713.00
101-42100-480 SPECIAL RESPONSE TEAM	6,000.00	.00	.00	.00	.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>70,450.00</b>	<b>64,493.00</b>	<b>59,079.28</b>	<b>( 5,413.72)</b>	<b>91.61</b>	<b>54,487.19</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>2,673,756.00</b>	<b>2,689,218.00</b>	<b>2,287,569.07</b>	<b>( 401,648.93)</b>	<b>85.06</b>	<b>2,245,588.36</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>FIRE DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-42200-101	FULL-TIME EMPLOYEES - REGULAR	95,056.00	96,877.00	85,692.02 ( 11,184.98)	88.45	92,303.31
101-42200-103	PART-TIME EMPLOYEES - REGULAR	50,000.00	50,000.00	51,137.00 1,137.00	102.27	56,006.00
101-42200-121	PERA (EMPLOYER)	17,147.00	17,147.00	15,167.52 ( 1,979.48)	88.46	16,935.48
101-42200-122	FICA/MEDICARE (EMPLOYER)	5,230.00	5,230.00	5,121.83 ( 108.17)	97.93	5,614.49
101-42200-131	MEDICAL/DENTAL/LIFE INS	17,282.00	17,282.00	16,799.85 ( 482.15)	97.21	16,501.65
101-42200-132	FIRE LONGEVITY PAY	1,821.00	.00	.00 .00	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	225.00 ( 975.00)	18.75	697.50
101-42200-151	WORKERS' COMPENSATION PREMIU	43,670.00	50,120.00	30,459.87 ( 19,660.13)	60.77	34,140.45
101-42200-154	HRA/FLEX FEES	150.00	150.00	63.30 ( 86.70)	42.20	68.40
	<b>TOTAL PERSONAL SERVICES</b>	<b>231,556.00</b>	<b>238,006.00</b>	<b>204,666.39 ( 33,339.61)</b>	<b>85.99</b>	<b>222,267.28</b>
<i>SUPPLIES</i>						
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	50.00	100.00	70.32 ( 29.68)	70.32	87.59
101-42200-210	MISCELLANEOUS OPER SUPPLIES	9,500.00	9,500.00	7,120.79 ( 2,379.21)	74.96	5,933.86
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,000.00	9,000.00	7,750.26 ( 1,249.74)	86.11	7,606.30
101-42200-215	SHOP MAINTENANCE SUPPLIES	200.00	200.00	.00 ( 200.00)	.00	12.88
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	15,000.00	15,000.00	10,730.82 ( 4,269.18)	71.54	25,414.25
101-42200-223	REPAIR & MAINT SUPP - BLDGS	1,500.00	1,500.00	115.89 ( 1,384.11)	7.73	1,905.94
101-42200-231	UNIFORM ALLOWANCE	10,000.00	14,733.00	15,477.20 744.20	105.05	6,035.07
101-42200-232	UNIFORM ALLOWANCE GRANT FUND	.00	14,354.00	14,353.20 ( .80)	99.99	.00
101-42200-240	FIRE DEPT SMALL TOOLS	12,000.00	12,000.00	791.80 ( 11,208.20)	6.60	4,754.78
	<b>TOTAL SUPPLIES</b>	<b>55,250.00</b>	<b>76,387.00</b>	<b>56,410.28 ( 19,976.72)</b>	<b>73.85</b>	<b>51,750.67</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304	MISC PROFESSIONAL SERVICES	4,000.00	14,000.00	15,023.15 1,023.15	107.31	14,431.24
101-42200-306	FIRE RELIEF PENSION PASS THRU	.00	.00	99,739.59 99,739.59	.00	88,927.23
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	.00 ( 10,000.00)	.00	10,000.00
101-42200-313	IT MGMT & BACKUP	5,600.00	5,600.00	4,886.20 ( 713.80)	87.25	5,546.40
101-42200-321	TELEPHONE/CELLULAR PHONES	1,400.00	1,400.00	825.32 ( 574.68)	58.95	900.24
101-42200-331	TRAVEL/MEALS/LODGING	1,500.00	1,500.00	934.84 ( 565.16)	62.32	63.00
101-42200-334	MILEAGE REIMBURSEMENT	300.00	300.00	.00 ( 300.00)	.00	.00
101-42200-340	ADVERTISING	250.00	250.00	119.60 ( 130.40)	47.84	1,268.00
101-42200-360	INSURANCE AND BONDS	7,500.00	7,748.00	7,747.17 ( .83)	99.99	7,008.78
101-42200-381	ELECTRIC UTILITIES	17,500.00	17,500.00	12,843.59 ( 4,656.41)	73.39	16,954.65
101-42200-382	WATER/WASTEWATER UTILITIES	600.00	600.00	383.36 ( 216.64)	63.89	447.84
101-42200-383	GAS UTILITIES	5,000.00	3,500.00	3,400.21 ( 99.79)	97.15	3,095.05
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>53,650.00</b>	<b>62,398.00</b>	<b>145,903.03 83,505.03</b>	<b>233.83</b>	<b>148,642.43</b>



**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>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	2,500.00	1,500.00	912.50	( 587.50)	60.83	1,340.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	15,000.00	15,000.00	5,991.74	( 9,008.26)	39.94	14,186.85
101-42200-430 MISCELLANEOUS	.00	.00	.00	.00	.00	419.08
101-42200-433 DUES AND SUBSCRIPTIONS	1,700.00	1,700.00	1,235.00	( 465.00)	72.65	1,735.00
101-42200-440 SCHOOLS AND MEETINGS	6,000.00	3,000.00	2,635.00	( 365.00)	87.83	198.00
101-42200-441 GRANT FUNDED SCHOOLS	.00	11,037.00	11,036.25	( .75)	99.99	15,142.75
<i>TOTAL MISCELLANEOUS</i>	<u>25,200.00</u>	<u>32,237.00</u>	<u>21,810.49</u>	<u>( 10,426.51)</u>	<u>67.66</u>	<u>33,021.68</u>
<b>TOTAL FIRE DEPARTMENT</b>	<u><u>365,656.00</u></u>	<u><u>409,028.00</u></u>	<u><u>428,790.19</u></u>	<u><u>19,762.19</u></u>	<u><u>104.83</u></u>	<u><u>455,682.06</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EMERGENCY MANAGEMENT</b>						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	100.00	100.00	.00	( 100.00)	.00	.00
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	500.00	257.28	( 242.72)	51.46	88.86
101-42300-240 SMALL TOOLS AND MINOR EQUIP	1,500.00	2,187.00	2,186.62	( .38)	99.98	.00
<b>TOTAL SUPPLIES</b>	<b>2,100.00</b>	<b>2,787.00</b>	<b>2,443.90</b>	<b>( 343.10)</b>	<b>87.69</b>	<b>88.86</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-331 TRAVEL/MEALS/LODGING	300.00	.00	.00	.00	.00	.00
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>300.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	200.00	305.00	305.00	.00	100.00	.00
101-42300-440 SCHOOLS AND MEETINGS	500.00	.00	.00	.00	.00	280.00
101-42300-489 OTHER CONTRACTED SERVICES	1,500.00	1,308.00	775.00	( 533.00)	59.25	760.00
<b>TOTAL MISCELLANEOUS</b>	<b>2,200.00</b>	<b>1,613.00</b>	<b>1,080.00</b>	<b>( 533.00)</b>	<b>66.96</b>	<b>1,040.00</b>
<i>FUNCTION 9</i>						
101-42300-999 COVID 19 EMERGENCY MANAGEMEN	.00	243.00	339.36	96.36	139.65	672.84
<b>TOTAL FUNCTION 9</b>	<b>.00</b>	<b>243.00</b>	<b>339.36</b>	<b>96.36</b>	<b>139.65</b>	<b>672.84</b>
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>4,600.00</b>	<b>4,643.00</b>	<b>3,863.26</b>	<b>( 779.74)</b>	<b>83.21</b>	<b>1,801.70</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES &amp; CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,000.00	5,000.00	4,400.00	( 600.00)	88.00	4,800.00
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	5,000.00	5,000.00	4,400.00	( 600.00)	88.00	4,800.00
<b>TOTAL ANIMAL CONTROL</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>4,400.00</b>	<b>( 600.00)</b>	<b>88.00</b>	<b>4,800.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>STREETS</b>						
<i>PERSONAL SERVICES</i>						
101-43001-101 FULL-TIME EMPLOYEES - REGULAR	628,549.00	651,276.00	577,679.79	( 73,596.21)	88.70	683,442.11
101-43001-102 FULL-TIME EMPLOYEES - OVERTIME	5,000.00	5,000.00	4,486.29	( 513.71)	89.73	1,885.54
101-43001-104 TEMP/SEAS EMPLOYEES REGULAR	42,144.00	30,455.00	16,449.21	( 14,005.79)	54.01	24,398.43
101-43001-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	119.00	119.00	.00	100.00	.00
101-43001-111 OVERTIME-SNOWPLOWING	38,000.00	37,400.00	17,262.06	( 20,137.94)	46.16	24,686.51
101-43001-112 OVERTIME MOSQUITO SPRAYING	2,000.00	2,000.00	646.57	( 1,353.43)	32.33	113.18
101-43001-115 CALL-IN PAY	.00	600.00	704.67	104.67	117.45	272.76
101-43001-121 PERA (EMPLOYER)	52,220.00	52,220.00	45,155.90	( 7,064.10)	86.47	53,504.78
101-43001-122 FICA/MEDICARE (EMPLOYER)	56,489.00	56,489.00	46,122.23	( 10,366.77)	81.65	55,825.85
101-43001-123 CENTRAL PENSION FUND CONTRIB	16,140.00	16,140.00	14,460.56	( 1,679.44)	89.59	17,226.05
101-43001-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	146,287.00	146,287.00	145,718.31	( 568.69)	99.61	139,521.62
101-43001-132 STREETS LONGEVITY PAY	22,727.00	.00	.00	.00	.00	.00
101-43001-133 STREETS INS DEDUCTIBLE CONTRIB	11,420.00	11,420.00	5,013.25	( 6,406.75)	43.90	2,255.64
101-43001-151 WORKERS' COMPENSATION PREMIU	51,897.00	59,897.00	35,701.05	( 24,195.95)	59.60	39,871.39
101-43001-154 HRA/FLEX FEES	700.00	700.00	624.64	( 75.36)	89.23	664.24
<b>TOTAL PERSONAL SERVICES</b>	<b>1,073,573.00</b>	<b>1,070,003.00</b>	<b>910,143.53</b>	<b>( 159,859.47)</b>	<b>85.06</b>	<b>1,043,668.10</b>
<i>SUPPLIES</i>						
101-43001-201 OFFICE SUPPLIES-ACCESSORIES	1,500.00	1,500.00	395.48	( 1,104.52)	26.37	220.06
101-43001-202 DUPLICATING AND COPYING SUPPLI	200.00	200.00	178.14	( 21.86)	89.07	54.76
101-43001-204 STATIONERY, FORMS & ENVELOPES	200.00	200.00	.00	( 200.00)	.00	.00
101-43001-209 SOFTWARE UPDATES	500.00	500.00	24.48	( 475.52)	4.90	323.50
101-43001-210 MISCELLANEOUS OPER SUPPLIES	13,000.00	13,000.00	14,352.15	1,352.15	110.40	14,756.08
101-43001-212 GASOLINE/FUEL/LUB/ADDITIVES	45,000.00	55,000.00	58,799.92	3,799.92	106.91	38,306.66
101-43001-215 SHOP MAINTENANCE SUPPLIES	1,500.00	1,500.00	1,359.64	( 140.36)	90.64	942.99
101-43001-219 SNOW REMOVAL MATERIALS	65,000.00	65,000.00	57,982.39	( 7,017.61)	89.20	58,525.16
101-43001-221 REPAIR & MAINT SUPP-VEH/EQ	70,000.00	70,000.00	75,505.48	5,505.48	107.86	77,425.68
101-43001-224 REPAIR & MAINT-INFRASTRUCTURE	12,000.00	12,000.00	17,406.28	5,406.28	145.05	11,927.58
101-43001-226 SIGNS	10,000.00	10,000.00	10,523.06	523.06	105.23	12,304.28
101-43001-240 SMALL TOOLS AND MINOR EQUIP	12,000.00	12,000.00	10,000.03	( 1,999.97)	83.33	14,068.88
<b>TOTAL SUPPLIES</b>	<b>230,900.00</b>	<b>240,900.00</b>	<b>246,527.05</b>	<b>5,627.05</b>	<b>102.34</b>	<b>228,855.63</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304 MISC PROFESSIONAL FEES	3,500.00	3,500.00	2,406.30	( 1,093.70)	68.75	2,687.89
101-43001-313 IT MGMT & BACKUP	3,000.00	5,600.00	6,163.95	563.95	110.07	5,546.40
101-43001-321 TELEPHONE/CELLULAR PHONES	6,000.00	5,000.00	4,044.42	( 955.58)	80.89	4,754.25
101-43001-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	( 500.00)	.00	.00
101-43001-334 MILEAGE REIMBURSEMENT	200.00	200.00	.00	( 200.00)	.00	56.00
101-43001-340 ADVERTISING	400.00	400.00	605.40	205.40	151.35	592.35
101-43001-360 INSURANCE AND BONDS	18,000.00	16,800.00	16,799.30	( .70)	100.00	17,457.46
101-43001-381 ELECTRIC UTILITIES	7,500.00	7,500.00	5,746.52	( 1,753.48)	76.62	7,363.99
101-43001-382 WATER/WASTEWATER UTILITIES	3,000.00	3,000.00	2,809.27	( 190.73)	93.64	2,675.41
101-43001-383 GAS UTILITIES	13,000.00	18,000.00	15,058.94	( 2,941.06)	83.66	11,411.48
101-43001-384 REFUSE HAULING	3,500.00	3,500.00	1,813.63	( 1,686.37)	51.82	2,030.52
101-43001-386 EV CHARGING STATION POWER	.00	10,000.00	.00	( 10,000.00)	.00	.00
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>58,600.00</b>	<b>74,000.00</b>	<b>55,447.73</b>	<b>( 18,552.27)</b>	<b>74.93</b>	<b>54,575.75</b>
<i>MISCELLANEOUS</i>						
101-43001-401 REPAIR & MAINT LABOR-BLDGS	1,000.00	1,500.00	1,519.00	19.00	101.27	531.40
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	5,000.00	15,000.00	13,207.67	( 1,792.33)	88.05	6,640.02
101-43001-405 EMERG MGMT REP & MAINT	700.00	700.00	.00	( 700.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	25,000.00	25,000.00	24,103.55	( 896.45)	96.41	25,608.46
101-43001-407 BRIDGE REPAIR	4,000.00	.00	.00	.00	.00	.00
101-43001-408 SIDEWALK REPAIRS	5,000.00	9,000.00	2,432.00	( 6,568.00)	27.02	.00
101-43001-413 BNSF PARKING LEASE	3,100.00	3,285.00	3,284.69	( .31)	99.99	3,189.02
101-43001-414 EQUIPMENT RENTAL	6,000.00	6,000.00	6,571.87	571.87	109.53	5,033.00
101-43001-417 RENTALS - UNIFORMS	8,000.00	9,200.00	8,059.37	( 1,140.63)	87.60	9,033.21
101-43001-430 MISCELLANEOUS	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
101-43001-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	789.55	( 210.45)	78.96	888.95
101-43001-440 SCHOOLS AND MEETINGS	1,500.00	1,500.00	120.00	( 1,380.00)	8.00	609.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	1,000.00	.00	.00	.00	.00	595.57
101-43001-444 INSECT CONTROL	10,000.00	9,943.00	9,942.11	( .89)	99.99	3,248.92
101-43001-445 DISEASED TREE PROGRAM	15,000.00	10,000.00	4,707.00	( 5,293.00)	47.07	13,349.88
101-43001-446 WEED CONTROL	4,000.00	4,000.00	3,533.13	( 466.87)	88.33	6,164.52
101-43001-447 DOWNTOWN DECORATIONS	10,000.00	15,000.00	11,382.15	( 3,617.85)	75.88	2,394.91
101-43001-449 SOD REPLACEMENT PROJECT	4,000.00	.00	.00	.00	.00	.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	12,551.66	551.66	104.60	11,100.77
<b>TOTAL MISCELLANEOUS</b>	<b>117,300.00</b>	<b>124,128.00</b>	<b>102,203.75</b>	<b>( 21,924.25)</b>	<b>82.34</b>	<b>88,387.63</b>
<b>TOTAL STREETS</b>	<b>1,480,373.00</b>	<b>1,509,031.00</b>	<b>1,314,322.06</b>	<b>( 194,708.94)</b>	<b>87.10</b>	<b>1,415,487.11</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>PARKS &amp; RECREATION</b>						
<i>PERSONAL SERVICES</i>						
101-45200-101	FULL-TIME EMPLOYEES - REGULAR	168,688.00	173,659.00	127,227.89 ( 46,431.11)	73.26	109,769.61
101-45200-102	FULL-TIME EMPLOYEES - OVERTIME	2,000.00	2,000.00	239.80 ( 1,760.20)	11.99	2,637.88
101-45200-104	TEMP/SEAS EMPLOYEES - REGULAR	45,122.00	45,122.00	24,387.17 ( 20,734.83)	54.05	21,804.25
101-45200-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	67.00	66.78 ( .22)	99.67	.00
101-45200-112	PARKS & REC COMM STIPENDS	3,000.00	3,000.00	945.00 ( 2,055.00)	31.50	630.00
101-45200-121	PERA (EMPLOYER)	13,175.00	13,175.00	9,560.03 ( 3,614.97)	72.56	8,710.15
101-45200-122	FICA/MEDICARE (EMPLOYER)	17,119.00	17,119.00	11,380.17 ( 5,738.83)	66.48	10,401.61
101-45200-123	CENTRAL PENSION FUND CONTRIB	4,160.00	4,160.00	3,138.93 ( 1,021.07)	75.46	3,553.07
101-45200-131	MEDICAL/DENTAL/LIFE	38,685.00	38,685.00	30,225.31 ( 8,459.69)	78.13	22,919.71
101-45200-132	PARKS LONGEVITY PAY	4,971.00	.00	.00 .00	.00	.00
101-45200-133	PARKS INSUR DEDUCTIBLE CONTRIB	3,000.00	3,000.00	1,371.06 ( 1,628.94)	45.70	1,641.90
101-45200-151	WORKERS' COMPENSATION PREMIU	8,385.00	9,885.00	5,610.39 ( 4,274.61)	56.76	5,651.78
101-45200-154	HRA/FLEX FEES	200.00	200.00	136.46 ( 63.54)	68.23	114.40
	<b>TOTAL PERSONAL SERVICES</b>	<b>308,505.00</b>	<b>310,072.00</b>	<b>214,288.99 ( 95,783.01)</b>	<b>69.11</b>	<b>187,834.36</b>
<i>SUPPLIES</i>						
101-45200-210	MISCELLANEOUS OPER SUPPLIES	10,000.00	10,000.00	6,423.89 ( 3,576.11)	64.24	8,322.68
101-45200-212	GASOLINE/FUEL/LUB/ADDITIVES	10,000.00	20,000.00	16,849.30 ( 3,150.70)	84.25	16,510.40
101-45200-221	REPAIR & MAINT SUPP - VEH/EQ	10,000.00	12,000.00	14,955.29 2,955.29	124.63	7,426.60
101-45200-223	REPAIR & MAINT SUPP - BLDG/INF	15,000.00	15,000.00	14,303.32 ( 696.68)	95.36	26,057.73
101-45200-226	SIGNS	1,000.00	1,111.00	1,110.38 ( .62)	99.94	.00
101-45200-230	MASTER GARDENERS SUPPLIES	2,000.00	349.00	348.90 ( .10)	99.97	.00
101-45200-240	SMALL TOOLS & MINOR EQUIP	2,000.00	2,000.00	1,611.98 ( 388.02)	80.60	13,667.20
	<b>TOTAL SUPPLIES</b>	<b>50,000.00</b>	<b>60,460.00</b>	<b>55,603.06 ( 4,856.94)</b>	<b>91.97</b>	<b>71,984.61</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304	PROFESSIONAL SERV-PARK STUDY	500.00	712.00	711.90 ( .10)	99.99	821.21
101-45200-305	PARK CONTRACTED SERVICES	500.00	800.00	800.00 .00	100.00	.00
101-45200-321	TELEPHONE/CELLULAR PHONES	1,000.00	1,000.00	690.08 ( 309.92)	69.01	975.32
101-45200-340	ADVERTISING	200.00	200.00	.00 ( 200.00)	.00	.00
101-45200-351	LEGAL NOTICES/ORD PUBLISHING	200.00	200.00	8.93 ( 191.07)	4.47	20.50
101-45200-360	INSURANCE AND BONDS	28,000.00	24,262.00	24,261.60 ( .40)	100.00	26,692.81
101-45200-381	ELECTRIC UTILITIES	70,000.00	70,000.00	50,374.58 ( 19,625.42)	71.96	60,511.83
101-45200-382	WATER/WASTEWATER UTILITIES	15,000.00	15,000.00	3,690.05 ( 11,309.95)	24.60	13,842.77
101-45200-383	GAS UTILITIES	2,000.00	2,000.00	1,662.59 ( 337.41)	83.13	860.09
101-45200-384	REFUSE HAULING	.00	500.00	263.40 ( 236.60)	52.68	175.60
101-45200-386	EV CHARGING STATION POWER	2,500.00	.00	.00 .00	.00	1,691.21
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>119,900.00</b>	<b>114,674.00</b>	<b>82,463.13 ( 32,210.87)</b>	<b>71.91</b>	<b>105,591.34</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	5,000.00	8,000.00	9,478.09	1,478.09	118.48	6,930.15
101-45200-415 RENTALS - OTHER EQUIPMENT	8,000.00	8,000.00	8,156.11	156.11	101.95	8,293.22
101-45200-417 RENTALS - UNIFORMS	700.00	700.00	840.54	140.54	120.08	892.84
101-45200-445 WEED CONTROL AND FERTILIZER	15,000.00	15,000.00	6,964.74	( 8,035.26)	46.43	5,553.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	5,000.00	2,436.00	2,435.50	( .50)	99.98	3,675.00
101-45200-496 PARKS ARTS & PROGRAMMING	20,000.00	30,000.00	26,426.75	( 3,573.25)	88.09	17,593.00
<i>TOTAL MISCELLANEOUS</i>	<u>53,700.00</u>	<u>64,136.00</u>	<u>54,301.73</u>	<u>( 9,834.27)</u>	<u>84.67</u>	<u>42,937.21</u>
<b>TOTAL PARKS &amp; RECREATION</b>	<u><u>532,105.00</u></u>	<u><u>549,342.00</u></u>	<u><u>406,656.91</u></u>	<u><u>( 142,685.09)</u></u>	<u><u>74.03</u></u>	<u><u>408,347.52</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LIBRARY</b>						
<i>SUPPLIES</i>						
101-45400-210 MISCELLANEOUS OPER SUPPLIES	500.00	3,500.00	4,715.95	1,215.95	134.74	3,490.33
101-45400-223 REPAIR & MAINT SUPP - BLDG/INF	5,000.00	2,500.00	1,033.64	( 1,466.36)	41.35	2,022.91
101-45400-240 SMALL TOOLS & MINOR EQUIP	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
<b>TOTAL SUPPLIES</b>	<b>6,500.00</b>	<b>7,000.00</b>	<b>5,749.59</b>	<b>( 1,250.41)</b>	<b>82.14</b>	<b>5,513.24</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-45400-360 INSURANCE AND BONDS	5,500.00	5,898.00	5,897.55	( .45)	99.99	4,422.65
101-45400-381 ELECTRIC UTILITIES	29,000.00	33,000.00	27,709.86	( 5,290.14)	83.97	31,586.00
101-45400-382 WATER/WASTEWATER UTILITIES	3,600.00	2,500.00	2,859.81	359.81	114.39	2,002.72
101-45400-383 GAS UTILITIES	2,500.00	6,500.00	5,617.34	( 882.66)	86.42	5,582.81
101-45400-384 REFUSE HAULING	.00	1,400.00	667.59	( 732.41)	47.69	1,275.45
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>40,600.00</b>	<b>49,298.00</b>	<b>42,752.15</b>	<b>( 6,545.85)</b>	<b>86.72</b>	<b>44,869.63</b>
<i>MISCELLANEOUS</i>						
101-45400-401 REPAIR & MAINT LABOR - BLDGS	500.00	2,500.00	1,217.04	( 1,282.96)	48.68	5,913.62
101-45400-404 REPAIR & MAINT LABOR-CAMB LIBR	47,000.00	60,000.00	46,344.76	( 13,655.24)	77.24	44,887.97
101-45400-409 MAINT CONTRACTS - BLDG & EQUIP	5,000.00	5,000.00	4,273.37	( 726.63)	85.47	4,116.24
101-45400-430 MISCELLANEOUS	500.00	500.00	.00	( 500.00)	.00	.00
101-45400-499 LIBRARY SCULPTURE PROJ-GRANT	.00	.00	.00	.00	.00	7,374.13
<b>TOTAL MISCELLANEOUS</b>	<b>53,000.00</b>	<b>68,000.00</b>	<b>51,835.17</b>	<b>( 16,164.83)</b>	<b>76.23</b>	<b>62,291.96</b>
<b>TOTAL LIBRARY</b>	<b>100,100.00</b>	<b>124,298.00</b>	<b>100,336.91</b>	<b>( 23,961.09)</b>	<b>80.72</b>	<b>112,674.83</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
101-49300-720	TRANSFERS OUT - OPER TRANSFER	1,038,410.00	1,050,099.00	1,110,098.15	59,999.15	105.71	1,870,156.00
	<i>TOTAL TRANSFERS</i>	1,038,410.00	1,050,099.00	1,110,098.15	59,999.15	105.71	1,870,156.00
	<b>TOTAL TRANSFERS OUT</b>	<u>1,038,410.00</u>	<u>1,050,099.00</u>	<u>1,110,098.15</u>	<u>59,999.15</u>	<u>105.71</u>	<u>1,870,156.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	7,997,335.00	7,961,161.00	7,025,306.51			8,380,435.15
NET REVENUES OVER EXPENDITURE	.00	.00	( 1,866,547.18)			178,656.62

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
CHARGES FOR SERVICES	68,000.00	68,000.00	112,534.88	( 44,534.88)	165.49	99,734.29
OTHER	200.00	200.00	.00	200.00	.00	.00
OTHER FINANCING SOURCES	44,118.00	44,118.00	44,118.00	.00	100.00	.00
<b>TOTAL FUND REVENUE</b>	<b>112,318.00</b>	<b>112,318.00</b>	<b>156,652.88</b>	<b>( 44,334.88)</b>	<b>139.47</b>	<b>99,734.29</b>
<b>EXPENDITURES</b>						
AIRPORT OPERATING						
AIRPORT OPERATING	111,118.00	111,118.00	146,450.64	( 35,332.64)	131.80	104,688.73
TRANSFERS OUT	1,200.00	1,200.00	.00	1,200.00	.00	.00
<b>TOTAL AIRPORT OPERATING</b>	<b>112,318.00</b>	<b>112,318.00</b>	<b>146,450.64</b>	<b>( 34,132.64)</b>	<b>130.39</b>	<b>104,688.73</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>112,318.00</b>	<b>112,318.00</b>	<b>146,450.64</b>	<b>( 34,132.64)</b>	<b>130.39</b>	<b>104,688.73</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>10,202.24</b>	<b>( 10,202.24)</b>		<b>( 4,954.44)</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	11,000.00	11,000.00	14,382.30	( 3,382.30)	130.75	13,212.30
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	26,076.00	( 5,076.00)	124.17	23,729.42
211-34925 AIRPLANE FUEL SALES	36,000.00	36,000.00	72,076.58	( 36,076.58)	200.21	62,792.57
<b>TOTAL CHARGES FOR SERVICES</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>112,534.88</b>	<b>( 44,534.88)</b>	<b>165.49</b>	<b>99,734.29</b>
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	.00
<b>TOTAL OTHER</b>	<b>200.00</b>	<b>200.00</b>	<b>.00</b>	<b>200.00</b>	<b>.00</b>	<b>.00</b>
<u>OTHER FINANCING SOURCES</u>						
211-39203 TRANSFERS IN - OPERATING	44,118.00	44,118.00	44,118.00	.00	100.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>44,118.00</b>	<b>44,118.00</b>	<b>44,118.00</b>	<b>.00</b>	<b>100.00</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>112,318.00</b>	<b>112,318.00</b>	<b>156,652.88</b>			<b>99,734.29</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>AIRPORT OPERATING</b>						
<i>PERSONAL SERVICES</i>						
211-49000-101 FULL-TIME EMPLOYEES - REGULAR	13,937.00	13,937.00	17,772.60	3,835.60	127.52	18,546.69
211-49000-104 TEMP/SEAS EMPLOYEES - REGULAR	20,000.00	20,000.00	.00	( 20,000.00)	.00	1,152.90
211-49000-111 OVERTIME SNOWPLOWING	.00	.00	116.01	116.01	.00	404.00
211-49000-121 PERA (EMPLOYER)	2,592.00	2,592.00	1,341.62	( 1,250.38)	51.76	1,531.80
211-49000-122 FICA/MEDICARE (EMPLOYER)	2,644.00	2,644.00	1,339.02	( 1,304.98)	50.64	1,609.56
211-49000-123 CENTRAL PENSION FUND CONTRIB	500.00	500.00	148.91	( 351.09)	29.78	121.51
211-49000-131 MEDICAL/DENTAL/LIFE	2,592.00	2,592.00	2,508.15	( 83.85)	96.77	2,553.95
211-49000-132 PARKS LONGEVITY PAY	622.00	622.00	.00	( 622.00)	.00	.00
211-49000-133 AIRPORT INS DEDUCTIBLE CONTRIB	180.00	180.00	.00	( 180.00)	.00	.00
211-49000-151 WORKERS' COMPENSATION PREMIU	1,051.00	1,051.00	.00	( 1,051.00)	.00	.00
<b>TOTAL PERSONAL SERVICES</b>	<b>44,118.00</b>	<b>44,118.00</b>	<b>23,226.31</b>	<b>( 20,891.69)</b>	<b>52.65</b>	<b>25,920.41</b>
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	527.89	( 472.11)	52.79	1,395.51
211-49000-212 GASOLINE/FUEL/ADDATIVES	100.00	100.00	.00	( 100.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	( 500.00)	.00	.00
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	5,335.50	335.50	106.71	1,277.97
211-49000-223 REPAIR & MAINT SUPP - BLDGS	1,000.00	1,000.00	17.18	( 982.82)	1.72	.00
211-49000-226 SIGNS	500.00	500.00	.00	( 500.00)	.00	194.41
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,000.00	2,000.00	23.99	( 1,976.01)	1.20	377.56
211-49000-251 AIRPLANE FUEL COST OF SALES	34,000.00	34,000.00	72,629.87	38,629.87	213.62	53,566.88
<b>TOTAL SUPPLIES</b>	<b>44,100.00</b>	<b>44,100.00</b>	<b>78,534.43</b>	<b>34,434.43</b>	<b>178.08</b>	<b>56,812.33</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
211-49000-321 TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	1,255.63	( 244.37)	83.71	2,854.93
211-49000-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	( 200.00)	.00	.00
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	180.20	80.20	180.20	190.78
211-49000-360 INSURANCE AND BONDS	3,500.00	3,500.00	3,483.85	( 16.15)	99.54	3,976.27
211-49000-381 ELECTRIC UTILITIES	6,800.00	6,800.00	4,306.61	( 2,493.39)	63.33	10,281.65
211-49000-383 GAS UTILITIES	1,200.00	1,200.00	2,055.41	855.41	171.28	287.41
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>11,281.70</b>	<b>( 2,018.30)</b>	<b>84.82</b>	<b>17,591.04</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	.00	( 1,500.00)	.00	100.00
211-49000-403 REPAIR & MAINT LABOR - INFRAST	3,000.00	3,000.00	28,323.00	25,323.00	944.10	1,085.00
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	406.25	( 593.75)	40.63	210.00
211-49000-408 MAINT CONTRACTS - MACH/EQUIP	.00	.00	551.25	551.25	.00	393.75
211-49000-430 MISCELLANEOUS	2,000.00	2,000.00	.00	( 2,000.00)	.00	1,462.70
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	1,170.00	1,170.00	.00	.00
211-49000-433 DUES AND SUBSCRIPTIONS	300.00	300.00	264.00	( 36.00)	88.00	25.00
211-49000-440 SCHOOLS AND MEETINGS	300.00	300.00	.00	( 300.00)	.00	.00
211-49000-441 STATE PERMITS & FEES	500.00	500.00	407.50	( 92.50)	81.50	400.00
211-49000-489 OTHER CONTRACTED SERVICES	1,000.00	1,000.00	2,286.20	1,286.20	228.62	688.50
<i>TOTAL MISCELLANEOUS</i>	<u>9,600.00</u>	<u>9,600.00</u>	<u>33,408.20</u>	<u>23,808.20</u>	<u>348.00</u>	<u>4,364.95</u>
<b>TOTAL AIRPORT OPERATING</b>	<u><u>111,118.00</u></u>	<u><u>111,118.00</u></u>	<u><u>146,450.64</u></u>	<u><u>35,332.64</u></u>	<u><u>131.80</u></u>	<u><u>104,688.73</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>						
<i>TRANSFERS</i>						
211-49300-720 TRANSFERS OUT - OPERATING	1,200.00	1,200.00	.00	( 1,200.00)	.00	.00
<i>TOTAL TRANSFERS</i>	1,200.00	1,200.00	.00	( 1,200.00)	.00	.00
<b>TOTAL TRANSFERS OUT</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>.00</b>	<b>( 1,200.00)</b>	<b>.00</b>	<b>.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	112,318.00	112,318.00	146,450.64			104,688.73
NET REVENUES OVER EXPENDITURE	.00	.00	10,202.24			( 4,954.44)



**CITY OF CAMBRIDGE**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUNDS 303-397 - DEBT SERVICE**

	ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>				
31010 CURRENT	233,547.00	233,547.00	125,022.44	108,524.56
31020 DELINQUENT	.00	.00	1,353.64	( 1,353.64)
31050 TAX INCREMENT	.00	.00	131,511.38	( 131,511.38)
	<u>233,547.00</u>	<u>233,547.00</u>	<u>257,887.46</u>	<u>( 24,340.46)</u>
<u>SPECIAL ASSESSMENTS</u>				
36100 PREPAID	5,850.00	5,850.00	380,772.10	( 374,922.10)
36101/36102 "PRINCIPAL, INT & PENALTIES"	342,461.00	342,461.00	176,797.20	165,663.80
	<u>348,311.00</u>	<u>348,311.00</u>	<u>557,569.30</u>	<u>( 209,258.30)</u>
<u>OTHER FINANCING SOURCES</u>				
36210 INTEREST EARNINGS	1,000.00	1,000.00	.00	1,000.00
31050 BOND PROCEEDS	.00	.00	131,511.38	( 131,511.38)
	<u>1,000.00</u>	<u>1,000.00</u>	<u>131,511.38</u>	<u>( 130,511.38)</u>
<u>TRANSFERS</u>				
39200-39204 GENERAL FUND TRANSFER IN	800,000.00	800,000.00	800,000.00	.00
	<u>800,000.00</u>	<u>800,000.00</u>	<u>800,000.00</u>	<u>.00</u>
TOTAL REVENUE	<u>1,382,858.00</u>	<u>1,382,858.00</u>	<u>1,746,968.14</u>	<u>( 364,110.14)</u>

**CITY OF CAMBRIDGE**  
**EXPENSES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUNDS 303-397 - DEBT SERVICE**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>					
47000601-610 PRINCIPAL	1,105,000.00	1,105,000.00	1,110,000.00	5,000.00	
47000611 INTEREST	350,801.00	350,801.00	347,125.02	( 3,675.98)	98.95
47000620 OTHER FEES	4,423.00	4,423.00	3,475.00	( 948.00)	78.57
	<u>1,460,224.00</u>	<u>1,460,224.00</u>	<u>1,460,600.02</u>	<u>376.02</u>	<u>100.03</u>
 TOTAL EXPENSES	 <u>1,460,224.00</u>	 <u>1,460,224.00</u>	 <u>1,460,600.02</u>	 <u>376.02</u>	 <u>100.03</u>
 NET REVENUES					
OVER(UNDER) EXPENSES	<u>( 77,366.00)</u>	<u>( 77,366.00)</u>	<u>286,368.12</u>		

**CITY OF CAMBRIDGE**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUNDS 400-499 - CAPITAL PROJECTS**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS &amp; TAXES</u>					
36100 PREPAID	.00	.00	89,418.28	( 89,418.28)	.00
36101/36102 "PRINCIPAL, INT & PENALTIES"	18,507.00	18,507.00	16,604.74	1,902.26	89.72
	<u>18,507.00</u>	<u>18,507.00</u>	<u>106,023.02</u>	<u>( 87,516.02)</u>	<u>572.88</u>
<u>CHARGES FOR SERVICE</u>					
362XX CONTRACTED SERVICES	38,584.00	38,584.00	37,460.00	1,124.00	97.09
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	253,356.00	( 253,356.00)	.00
	<u>38,584.00</u>	<u>38,584.00</u>	<u>290,816.00</u>	<u>( 252,232.00)</u>	<u>753.72</u>
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	7,500.00	7,500.00	690,367.00	( 682,867.00)	9,204.89
33160-33169 FEDERAL AID	2,070,000.00	2,070,000.00	.00	2,070,000.00	.00
	<u>2,077,500.00</u>	<u>2,077,500.00</u>	<u>690,367.00</u>	<u>1,387,133.00</u>	<u>33.23</u>
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	2,500.00	2,500.00	75.68	2,424.32	3.03
36501 PROPERTY SALES	.00	.00	138,538.33	( 138,538.33)	.00
36230 DONATIONS	10,000.00	10,000.00	22,296.73	( 12,296.73)	222.97
32299 UTILITY PERMITS	2,000.00	2,000.00	5,010.10	( 3,010.10)	250.51
31050 BOND PROCEEDS	.00	.00	3,780,000.00	( 3,780,000.00)	.00
	<u>14,500.00</u>	<u>14,500.00</u>	<u>3,945,920.84</u>	<u>( 3,931,420.84)</u>	<u>27,213.25</u>
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	867,632.00	867,632.00	909,320.15	( 41,688.15)	104.80
	<u>867,632.00</u>	<u>867,632.00</u>	<u>909,320.15</u>	<u>( 41,688.15)</u>	<u>104.80</u>
<b>TOTAL REVENUE</b>	<u><u>3,016,723.00</u></u>	<u><u>3,016,723.00</u></u>	<u><u>5,942,447.01</u></u>	<u><u>( 2,925,724.01)</u></u>	<u><u>196.98</u></u>

**CITY OF CAMBRIDGE**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUNDS 400-499 - CAPITAL PROJECTS**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
401-48000-720 TRANSFERS OUT TO OTHER FUNDS	125,000.00	125,000.00	100,000.00	( 25,000.00)	80.00
414-48000-532 SANDQUIST BB & SOFTBALL 2021	.00	412,000.00	438,730.94	26,730.94	106.49
415-45200-540 PARKS VEH & EQUIP	.00	.00	47,188.32	47,188.32	.00
415-45200-560 PARK IMPROVEMENTS	.00	20,000.00	16,846.73	( 3,153.27)	84.23
415-45200-580 OTHER EQUIPMENT	75,000.00	75,000.00	.00	( 75,000.00)	.00
417-42100-550 VEHICLES	100,000.00	100,000.00	59,068.99	( 40,931.01)	59.07
417-42100-551 SQUAD CAMERA	5,400.00	5,400.00	5,720.00	320.00	105.93
417-42100-590 EMERGENCY OPERATIONS	6,000.00	6,000.00	.00	( 6,000.00)	.00
418-43001-550 PW VEHICLES & EQUIPMENT	255,000.00	460,820.00	190,701.00	( 270,119.00)	41.38
419-41320-581 CITY HALL BUILDING PROJECT	60,000.00	60,000.00	86,058.93	26,058.93	143.43
419-41500-570 FINANCE OFFICE EQUIPMENT	12,500.00	12,500.00	.00	( 12,500.00)	.00
420-42200-540 EQUIPMENT	24,000.00	24,000.00	.00	( 24,000.00)	.00
443-48000-223 STREET CRACK SEALING	60,000.00	60,000.00	85,000.00	25,000.00	141.67
443-48000-224 STREET SEAL COATING	80,000.00	80,000.00	10,000.00	( 70,000.00)	12.50
443-48000-226 DOWNTOWN PAVER/TREE REPAIR	50,000.00	50,000.00	19,352.00	( 30,648.00)	38.70
444-48000-303 ENGINEERING FEES	.00	.00	72,350.00	72,350.00	.00
444-48000-351 LEGAL NOTICES/PUB ORDINANCES	.00	.00	728.13	728.13	.00
444-48000-530 IMPR OTHER THAN BUILDINGS	2,300,000.00	2,300,000.00	.00	( 2,300,000.00)	.00
492-48000-303 ENGINEERING EXP	.00	.00	576,135.23	576,135.23	.00
492-48000-304 MISC PROF SERV	.00	.00	42,304.08	42,304.08	.00
492-48000-351 LEGAL NOTICE/PUBLISHING	.00	.00	249.18	249.18	.00
492-48000-530 IMPROVEMENTS	.00	.00	3,335,190.63	3,335,190.63	.00
492-48000-617 BOND DISCOUNT	.00	.00	20,270.15	20,270.15	.00
492-48000-621 BOND ISSUE COSTS	.00	.00	52,213.02	52,213.02	.00
499-48000-303 ENGINEERING EXP	.00	.00	5,378.50	5,378.50	.00
499-48000-510 LAND PURCHASE	.00	.00	105.00	105.00	.00
<b>TOTAL FUND EXPENDITURES</b>	<b>3,152,900.00</b>	<b>3,790,720.00</b>	<b>5,163,590.83</b>	<b>1,372,870.83</b>	<b>136.22</b>
<b>TOTAL EXPENDITURES</b>	<b>3,152,900.00</b>	<b>3,790,720.00</b>	<b>5,163,590.83</b>	<b>1,372,870.83</b>	<b>136.22</b>
<b>NET REVENUES</b>					
<b>OVER(UNDER) EXPENDITURES</b>	<b>( 136,177.00)</b>	<b>( 773,997.00)</b>	<b>778,856.18</b>		

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	15,000.00	15,000.00	2,178.13	12,821.87	14.52	( 2,919.81)
OPERATING REVENUE	2,025,549.00	2,025,549.00	1,958,124.09	67,424.91	96.67	2,225,924.54
OTHER FINANCING SOURCES	100,000.00	100,000.00	100,000.00	.00	100.00	100,000.00
<b>TOTAL FUND REVENUE</b>	<b>2,140,549.00</b>	<b>2,140,549.00</b>	<b>2,060,302.22</b>	<b>80,246.78</b>	<b>96.25</b>	<b>2,323,004.73</b>
<b>EXPENDITURES</b>						
WATER FUND EXPENDITURES EXPENSE 400	2,013,765.00	2,013,765.00	935,264.99	1,078,500.01	46.44	1,817,306.70
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,013,765.00</b>	<b>2,013,765.00</b>	<b>935,264.99</b>	<b>1,078,500.01</b>	<b>46.44</b>	<b>1,817,306.70</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,013,765.00</b>	<b>2,013,765.00</b>	<b>935,264.99</b>	<b>1,078,500.01</b>	<b>46.44</b>	<b>1,817,306.70</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>126,784.00</b>	<b>126,784.00</b>	<b>1,125,037.23</b>	<b>( 998,253.23)</b>		<b>505,698.03</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	2,178.13	( 2,178.13)	.00	4,661.27
601-36210 INTEREST EARNINGS	15,000.00	15,000.00	.00	15,000.00	.00	( 7,581.08)
<b>TOTAL SA &amp; INTEREST EARNINGS</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>2,178.13</b>	<b>12,821.87</b>	<b>14.52</b>	<b>( 2,919.81)</b>
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,950,000.00	1,950,000.00	1,858,967.18	91,032.82	95.33	2,077,266.81
601-37120 SALES OF METERS & SUPPLIES	25,000.00	25,000.00	36,503.00	( 11,503.00)	146.01	80,432.00
601-37160 PENALTIES ETC.	22,841.00	22,841.00	34,965.80	( 12,124.80)	153.08	35,902.67
601-37165 CERTIFICATION PENALTY	.00	.00	1,425.00	( 1,425.00)	.00	1,500.00
601-37170 OTHER REVENUE	27,708.00	27,708.00	26,263.11	1,444.89	94.79	30,823.06
<b>TOTAL OPERATING REVENUE</b>	<b>2,025,549.00</b>	<b>2,025,549.00</b>	<b>1,958,124.09</b>	<b>67,424.91</b>	<b>96.67</b>	<b>2,225,924.54</b>
<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
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>.00</b>	<b>100.00</b>	<b>100,000.00</b>
<b>TOTAL FUND REVENUE</b>	<b>2,140,549.00</b>	<b>2,140,549.00</b>	<b>2,060,302.22</b>			<b>2,323,004.73</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**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	291,340.00	291,340.00	221,221.12	( 70,118.88)	75.93	242,813.76
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	10,000.00	10,000.00	4,582.84	( 5,417.16)	45.83	5,430.67
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	8,178.00	8,178.00	6,028.89	( 2,149.11)	73.72	4,361.28
601-49400-110 HOURS WORKED HOLIDAY	3,000.00	3,000.00	.00	( 3,000.00)	.00	704.06
601-49400-115 CALL-IN PAY	2,500.00	2,500.00	1,251.38	( 1,248.62)	50.06	1,510.14
601-49400-116 ON-CALL PAY	14,000.00	14,000.00	5,711.41	( 8,288.59)	40.80	6,581.20
601-49400-121 PERA (EMPLOYER)	24,511.00	24,511.00	17,457.40	( 7,053.60)	71.22	19,890.78
601-49400-122 FICA/MEDICARE (EMPLOYER)	26,521.00	26,521.00	17,855.27	( 8,665.73)	67.33	20,243.64
601-49400-123 CENTRAL PENSION FUND CONTRIB	3,120.00	3,120.00	1,825.14	( 1,294.86)	58.50	2,159.99
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	60,246.00	60,246.00	51,088.79	( 9,157.21)	84.80	49,899.64
601-49400-132 LONGEVITY PAY	13,679.00	13,679.00	.00	( 13,679.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	978.19	( 3,621.81)	21.27	1,807.97
601-49400-151 WORKERS' COMPENSATION PREMIU	8,592.00	8,592.00	3,698.00	( 4,894.00)	43.04	3,991.65
601-49400-154 HRA/FLEX FEES	300.00	300.00	200.05	( 99.95)	66.68	216.12
<i>TOTAL PERSONAL SERVICES</i>	<u>470,587.00</u>	<u>470,587.00</u>	<u>331,898.48</u>	<u>( 138,688.52)</u>	<u>70.53</u>	<u>359,610.90</u>
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	2,000.00	2,000.00	1,258.26	( 741.74)	62.91	1,895.93
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	494.69	( 505.31)	49.47	902.73
601-49400-204 STATIONARY, FORMS AND ENVELOPE	1,000.00	1,000.00	1,341.52	341.52	134.15	1,170.64
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	10,096.31	( 1,903.69)	84.14	10,269.28
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	9,000.00	9,000.00	10,515.09	1,515.09	116.83	8,678.14
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	62,000.00	62,000.00	38,955.53	( 23,044.47)	62.83	45,327.90
601-49400-217 TESTING	2,000.00	2,000.00	1,813.26	( 186.74)	90.66	1,801.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	3,000.00	3,000.00	714.49	( 2,285.51)	23.82	2,223.39
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	5,634.39	( 365.61)	93.91	2,582.28
601-49400-270 METERS AND REPAIRS	15,000.00	15,000.00	17,096.93	2,096.93	113.98	22,218.80
<i>TOTAL SUPPLIES</i>	<u>113,500.00</u>	<u>113,500.00</u>	<u>88,094.47</u>	<u>( 25,405.53)</u>	<u>77.62</u>	<u>97,244.09</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	8,000.00	8,000.00	771.00	( 7,229.00)	9.64	32,616.42
601-49400-306 GIS PROJECT CONTRACT EXP	35,000.00	35,000.00	26,010.00	( 8,990.00)	74.31	31,010.00
601-49400-310 GOPHER STATE ONE CALL	1,200.00	1,200.00	976.08	( 223.92)	81.34	1,028.72
601-49400-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,886.20	( 713.80)	87.25	5,546.40
601-49400-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	4,952.46	( 3,047.54)	61.91	5,876.09
601-49400-322 POSTAGE	6,500.00	6,500.00	6,282.15	( 217.85)	96.65	6,265.60
601-49400-331 TRAVEL/MEALS/LODGING	2,000.00	2,000.00	358.16	( 1,641.84)	17.91	52.45
601-49400-334 MILEAGE REIMBURSEMENT	200.00	200.00	248.04	48.04	124.02	.00
601-49400-340 ADVERTISING	500.00	500.00	1,886.70	1,386.70	377.34	911.85
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	193.73	( 306.27)	38.75	169.13
601-49400-360 INSURANCE AND BONDS	21,000.00	21,000.00	21,449.68	449.68	102.14	18,625.69
601-49400-381 ELECTRIC UTILITIES	110,000.00	110,000.00	74,499.17	( 35,500.83)	67.73	94,280.54
601-49400-382 WATER/WASTEWATER UTILITIES	1,500.00	1,500.00	1,046.62	( 453.38)	69.77	1,141.47
601-49400-383 GAS UTILITIES	7,000.00	7,000.00	4,825.95	( 2,174.05)	68.94	6,064.72
601-49400-384 REFUSE HAULING	500.00	500.00	.00	( 500.00)	.00	.00
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>207,500.00</b>	<b>207,500.00</b>	<b>148,385.94</b>	<b>( 59,114.06)</b>	<b>71.51</b>	<b>203,589.08</b>
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	2,500.00	2,500.00	1,332.90	( 1,167.10)	53.32	2,281.50
601-49400-406 REPAIR & MAINT - PLANT	25,000.00	25,000.00	18,870.90	( 6,129.10)	75.48	7,451.11
601-49400-407 REPAIRS & MAINTENANCE - HYDR	15,000.00	15,000.00	16,171.92	1,171.92	107.81	10,764.39
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	9,099.51	( 900.49)	91.00	1,884.77
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	429.00	( 71.00)	85.80	429.00
601-49400-410 WELL PROTECTION PLAN	15,000.00	15,000.00	.00	( 15,000.00)	.00	.00
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	109,670.76	34,670.76	146.23	128,835.78
601-49400-420 DEPRECIATION	855,000.00	855,000.00	.00	( 855,000.00)	.00	816,870.91
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	( 500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	8,500.00	8,500.00	7,295.25	( 1,204.75)	85.83	7,278.20
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	2,926.25	1,926.25	292.63	1,668.20
601-49400-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	760.00	( 2,240.00)	25.33	250.00
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	4,500.00	4,500.00	3,648.18	( 851.82)	81.07	3,321.39
601-49400-489 OTHER CONTRACTED SERVICES	5,000.00	5,000.00	9,104.07	4,104.07	182.08	9,449.00
<b>TOTAL MISCELLANEOUS</b>	<b>1,020,500.00</b>	<b>1,020,500.00</b>	<b>179,308.74</b>	<b>( 841,191.26)</b>	<b>17.57</b>	<b>990,484.25</b>
<i>DEBT SERVICE</i>						
601-49400-619 INTEREST-WATER TREATMENT 2005	38,288.00	38,288.00	38,287.50	( .50)	100.00	27,954.06
601-49400-620 FISCAL AGENT FEES	6,000.00	6,000.00	1,575.00	( 4,425.00)	26.25	5,616.25
601-49400-634 INTEREST EXP 2014 IMPROV	7,742.00	7,742.00	7,742.00	.00	100.00	5,659.98
601-49400-635 INTEREST EXP 2015 BONDS	10,015.00	10,015.00	10,014.43	( .57)	99.99	6,464.94
601-49400-636 INTEREST EXP 2016 WATER BONDS	10,551.00	10,551.00	10,550.10	( .90)	99.99	7,800.77
601-49400-638 INTEREST EXP 2018 BONDS	12,575.00	12,575.00	12,575.00	.00	100.00	12,610.64
601-49400-639 INTEREST EXP 2019 BONDS W TOWE	72,284.00	72,284.00	70,283.33	( 2,000.67)	97.23	65,553.23
601-49400-640 INTEREST EXPENSE 2020 IMPROV	11,550.00	11,550.00	11,550.00	.00	100.00	9,718.51
601-49400-641 INTEREST EXPENSE 2022 IMPROV	7,673.00	7,673.00	.00	( 7,673.00)	.00	.00
<b>TOTAL DEBT SERVICE</b>	<b>176,678.00</b>	<b>176,678.00</b>	<b>162,577.36</b>	<b>( 14,100.64)</b>	<b>92.02</b>	<b>141,378.38</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	25,000.00	25,000.00	25,000.00	.00	100.00	25,000.00
<i>TOTAL TRANSFERS</i>	25,000.00	25,000.00	25,000.00	.00	100.00	25,000.00
TOTAL EXPENSE 400	2,013,765.00	2,013,765.00	935,264.99	( 1,078,500.01)	46.44	1,817,306.70

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	2,013,765.00	2,013,765.00	935,264.99			1,817,306.70
NET REVENUES OVER EXPENDITURE	126,784.00	126,784.00	1,125,037.23			505,698.03

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	25,000.00	25,000.00	481.13	24,518.87	1.92	( 12,324.71)
OPERATING REVENUE	2,275,000.00	2,275,000.00	2,363,853.38	( 88,853.38)	103.91	3,314,430.82
OTHER FINANCING SOURCES	.00	.00	13,153.64	( 13,153.64)	.00	.00
<b>TOTAL FUND REVENUE</b>	<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>2,377,488.15</b>	<b>( 77,488.15)</b>	<b>103.37</b>	<b>3,302,106.11</b>
<b>EXPENDITURES</b>						
WASTEWATER FUND EXPENDITURES EXPENSE 450	3,285,923.00	3,285,923.00	1,697,024.38	1,588,898.62	51.65	3,281,922.32
<b>TOTAL WASTEWATER FUND EXPENDITURES</b>	<b>3,285,923.00</b>	<b>3,285,923.00</b>	<b>1,697,024.38</b>	<b>1,588,898.62</b>	<b>51.65</b>	<b>3,281,922.32</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>3,285,923.00</b>	<b>3,285,923.00</b>	<b>1,697,024.38</b>	<b>1,588,898.62</b>	<b>51.65</b>	<b>3,281,922.32</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 985,923.00)</b>	<b>( 985,923.00)</b>	<b>680,463.77</b>	<b>( 1,666,386.77)</b>		<b>20,183.79</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; INTEREST EARNINGS</u>						
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	325.05	( 325.05)	.00	726.02
602-36210 INTEREST EARNINGS	25,000.00	25,000.00	156.08	24,843.92	.62	( 13,050.73)
<b>TOTAL SA &amp; INTEREST EARNINGS</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>481.13</b>	<b>24,518.87</b>	<b>1.92</b>	<b>( 12,324.71)</b>
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	2,200,000.00	2,200,000.00	2,261,381.52	( 61,381.52)	102.79	2,540,442.81
602-37250 SAC CHARGES	50,000.00	50,000.00	70,463.00	( 20,463.00)	140.93	741,225.43
602-37260 PENALTIES	25,000.00	25,000.00	32,008.86	( 7,008.86)	128.04	32,762.58
<b>TOTAL OPERATING REVENUE</b>	<b>2,275,000.00</b>	<b>2,275,000.00</b>	<b>2,363,853.38</b>	<b>( 88,853.38)</b>	<b>103.91</b>	<b>3,314,430.82</b>
<u>OTHER FINANCING SOURCES</u>						
602-39102 GAIN/LOSS ON DISPOSAL OF FA	.00	.00	13,153.64	( 13,153.64)	.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>.00</b>	<b>13,153.64</b>	<b>( 13,153.64)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>2,377,488.15</b>			<b>3,302,106.11</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**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	516,727.00	516,727.00	510,421.48	( 6,305.52)	98.78	564,133.71
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	27,000.00	27,000.00	22,038.79	( 4,961.21)	81.63	25,668.27
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	8,724.00	8,724.00	9,748.67	1,024.67	111.75	7,882.68
602-49450-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	75.28	75.28	.00	.00
602-49450-110 HOURS WORKED HOLIDAY	4,500.00	4,500.00	3,336.84	( 1,163.16)	74.15	4,240.45
602-49450-115 CALL-IN PAY	3,000.00	3,000.00	3,895.30	895.30	129.84	4,686.96
602-49450-116 ON-CALL PAY	27,000.00	27,000.00	26,043.90	( 956.10)	96.46	28,147.02
602-49450-121 PERA (EMPLOYER)	44,545.00	44,545.00	42,430.44	( 2,114.56)	95.25	47,915.35
602-49450-122 FICA/MEDICARE (EMPLOYER)	47,624.00	47,624.00	42,644.24	( 4,979.76)	89.54	48,694.67
602-49450-123 CENTRAL PENSION FUND CONTRIB	9,360.00	9,360.00	10,976.21	1,616.21	117.27	12,922.14
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	120,016.00	120,016.00	125,301.74	5,285.74	104.40	121,370.26
602-49450-132 LONGEVITY PAY	15,698.00	15,698.00	.00	( 15,698.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	9,200.00	9,200.00	4,719.01	( 4,480.99)	51.29	3,000.97
602-49450-151 WORKERS' COMPENSATION PREMIU	19,335.00	19,335.00	17,370.57	( 1,964.43)	89.84	18,672.96
602-49450-154 HRA/FLEX FEES	550.00	550.00	517.85	( 32.15)	94.15	559.64
<i>TOTAL PERSONAL SERVICES</i>	<u>853,279.00</u>	<u>853,279.00</u>	<u>819,520.32</u>	<u>( 33,758.68)</u>	<u>96.04</u>	<u>887,895.08</u>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	8,000.00	8,000.00	24,100.13	16,100.13	301.25	13,210.00
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,973.61	473.61	131.57	1,248.75
602-49450-204 STATIONARY, FORMS AND ENVELOPE	2,000.00	2,000.00	1,341.52	( 658.48)	67.08	1,170.63
602-49450-210 MISCELLANEOUS OPER SUPPLIES	7,500.00	7,500.00	8,690.34	1,190.34	115.87	12,749.58
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	10,000.00	10,000.00	16,120.62	6,120.62	161.21	12,263.35
602-49450-213 OPER SUPPLIES - PLANT EQUIP	.00	.00	174.00	174.00	.00	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	100,000.00	100,000.00	177,302.81	77,302.81	177.30	118,573.42
602-49450-217 TESTING	9,000.00	9,000.00	9,491.17	491.17	105.46	7,989.00
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	6,000.00	6,000.00	6,630.97	630.97	110.52	7,541.12
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	7,343.68	343.68	104.91	8,045.18
<i>TOTAL SUPPLIES</i>	<u>151,000.00</u>	<u>151,000.00</u>	<u>253,168.85</u>	<u>102,168.85</u>	<u>167.66</u>	<u>182,965.03</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	2,243.54	( 2,756.46)	44.87	2,804.69
602-49450-306 GIS PROJECT CONTRACT EXP	35,000.00	35,000.00	26,010.00	( 8,990.00)	74.31	31,010.00
602-49450-310 GOPHER STATE ONE CALL	1,200.00	1,200.00	976.07	( 223.93)	81.34	1,028.73
602-49450-313 IT MGMT & BACKUP	5,600.00	5,600.00	4,886.20	( 713.80)	87.25	5,546.40
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	8,144.37	3,144.37	162.89	9,494.11
602-49450-322 POSTAGE	6,500.00	6,500.00	6,504.44	4.44	100.07	6,377.20
602-49450-331 TRAVEL/MEALS/LODGING	2,500.00	2,500.00	873.83	( 1,626.17)	34.95	566.34
602-49450-334 MILEAGE REIMBURSEMENT	200.00	200.00	256.25	56.25	128.13	.00
602-49450-340 ADVERTISING	200.00	200.00	.00	( 200.00)	.00	.00
602-49450-360 INSURANCE AND BONDS	48,000.00	48,000.00	43,414.39	( 4,585.61)	90.45	44,732.38
602-49450-381 ELECTRIC UTILITIES	136,000.00	136,000.00	116,727.00	( 19,273.00)	85.83	131,549.00
602-49450-382 WATER/WASTEWATER UTILITIES	1,600.00	1,600.00	1,279.20	( 320.80)	79.95	1,452.03
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	33,461.29	8,461.29	133.85	26,549.93
602-49450-384 REFUSE HAULING	8,000.00	8,000.00	2,902.57	( 5,097.43)	36.28	3,949.22
602-49450-385 POWER - LIFT STATIONS	16,000.00	16,000.00	12,889.10	( 3,110.90)	80.56	15,421.20
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>295,800.00</b>	<b>295,800.00</b>	<b>260,568.25</b>	<b>( 35,231.75)</b>	<b>88.09</b>	<b>280,481.23</b>
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	10,000.00	10,000.00	29,923.20	19,923.20	299.23	1,667.60
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	5,522.54	522.54	110.45	7,604.39
602-49450-406 REPAIR & MAINT - PLANT	40,000.00	40,000.00	28,148.78	( 11,851.22)	70.37	39,465.87
602-49450-407 REPAIR & MAINT - LIFT STATIONS	10,000.00	10,000.00	216.73	( 9,783.27)	2.17	159.99
602-49450-408 REPAIRS & MAINTENANCE - SEWER	.00	.00	7,053.83	7,053.83	.00	2,261.96
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	1,286.95	( 113.05)	91.93	1,286.95
602-49450-420 DEPRECIATION	1,600,000.00	1,600,000.00	.00	( 1,600,000.00)	.00	1,582,177.90
602-49450-430 MISCELLANEOUS	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
602-49450-433 DUES AND SUBSCRIPTIONS	5,000.00	5,000.00	5,815.25	815.25	116.31	3,940.40
602-49450-440 MEETINGS AND SCHOOLS	4,000.00	4,000.00	2,155.00	( 1,845.00)	53.88	1,080.96
602-49450-441 MPCA FEES	15,000.00	15,000.00	8,412.00	( 6,588.00)	56.08	8,274.98
602-49450-489 OTHER CONTRACTED SERVICES	110,000.00	110,000.00	100,769.40	( 9,230.60)	91.61	106,917.00
<b>TOTAL MISCELLANEOUS</b>	<b>1,801,400.00</b>	<b>1,801,400.00</b>	<b>189,303.68</b>	<b>( 1,612,096.32)</b>	<b>10.51</b>	<b>1,754,838.00</b>
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	67,628.00	67,628.00	67,727.06	99.06	100.15	73,728.75
602-49450-620 FISCAL AGENT FEES	4,000.00	4,000.00	1,100.00	( 2,900.00)	27.50	2,414.84
602-49450-634 INTEREST EXP 2014 IMPROV	3,504.00	3,504.00	3,503.37	( .63)	99.98	2,550.63
602-49450-635 INTEREST EXP 2015 BOND EXP	4,507.00	4,507.00	4,506.33	( .67)	99.99	2,909.15
602-49450-636 INTEREST EXP 2016 SEWER BONDS	6,427.00	6,427.00	6,426.52	( .48)	99.99	4,753.91
602-49450-638 INTEREST EXP 2018 BONDS	4,400.00	4,400.00	4,400.00	.00	100.00	4,481.60
602-49450-640 INTEREST EXP 2020 IMP BOND	11,800.00	11,800.00	11,800.00	.00	100.00	9,904.10
602-49450-641 INTEREST EXP 2022 IMP BOND	7,178.00	7,178.00	.00	( 7,178.00)	.00	.00
<b>TOTAL DEBT SERVICE</b>	<b>109,444.00</b>	<b>109,444.00</b>	<b>99,463.28</b>	<b>( 9,980.72)</b>	<b>90.88</b>	<b>100,742.98</b>

CITY OF CAMBRIDGE  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022

FUND 602 - WASTEWATER UTILITY FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	75,000.00	75,000.00	75,000.00	.00	100.00	75,000.00
<i>TOTAL TRANSFERS</i>	75,000.00	75,000.00	75,000.00	.00	100.00	75,000.00
<b>TOTAL EXPENSE 450</b>	<b>3,285,923.00</b>	<b>3,285,923.00</b>	<b>1,697,024.38</b>	<b>( 1,588,898.62)</b>	<b>51.65</b>	<b>3,281,922.32</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	3,285,923.00	3,285,923.00	1,697,024.38			3,281,922.32
NET REVENUES OVER EXPENDITURE	( 985,923.00)	( 985,923.00)	680,463.77			20,183.79



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	1,601.00	1,601.00	.00	1,601.00	.00	.00
OPERATING REVENUES	398,000.00	398,000.00	370,599.70	27,400.30	93.12	388,222.43
<b>TOTAL FUND REVENUE</b>	<b>399,601.00</b>	<b>399,601.00</b>	<b>370,599.70</b>	<b>29,001.30</b>	<b>92.74</b>	<b>388,222.43</b>
<b>EXPENDITURES</b>						
STORM SEWER FUND EXPENDITURES EXPENSE 500	528,672.00	528,672.00	87,506.53	441,165.47	16.55	498,480.15
<b>TOTAL STORM SEWER FUND EXPENDITURE</b>	<b>528,672.00</b>	<b>528,672.00</b>	<b>87,506.53</b>	<b>441,165.47</b>	<b>16.55</b>	<b>498,480.15</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>528,672.00</b>	<b>528,672.00</b>	<b>87,506.53</b>	<b>441,165.47</b>	<b>16.55</b>	<b>498,480.15</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 129,071.00)</b>	<b>( 129,071.00)</b>	<b>283,093.17</b>	<b>( 412,164.17)</b>		<b>( 110,257.72)</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 603 - STORM WATER UTILITY FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; INTEREST EARNINGS</u>							
603-36210	INTEREST EARNINGS	1,601.00	1,601.00	.00	1,601.00	.00	.00
	<b>TOTAL SA &amp; INTEREST EARNINGS</b>	<b>1,601.00</b>	<b>1,601.00</b>	<b>.00</b>	<b>1,601.00</b>	<b>.00</b>	<b>.00</b>
<u>OPERATING REVENUES</u>							
603-37310	STORM WATER CHARGES	394,000.00	394,000.00	364,059.95	29,940.05	92.40	381,720.77
603-37360	PENALTIES	4,000.00	4,000.00	6,539.75	( 2,539.75)	163.49	6,501.66
	<b>TOTAL OPERATING REVENUES</b>	<b>398,000.00</b>	<b>398,000.00</b>	<b>370,599.70</b>	<b>27,400.30</b>	<b>93.12</b>	<b>388,222.43</b>
	<b>TOTAL FUND REVENUE</b>	<b>399,601.00</b>	<b>399,601.00</b>	<b>370,599.70</b>			<b>388,222.43</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EXPENSE 500</b>						
<i>SUPPLIES</i>						
603-49500-201 OFFICE SUPPLIES	.00	.00	24.48	24.48	.00	.00
<i>TOTAL SUPPLIES</i>	.00	.00	24.48	24.48	.00	.00
<i>OTHER SERVICES &amp; CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	8,491.25	3,491.25	169.83	640.00
603-49500-352 GEN INFO & PUBLIC NOTICES	100.00	100.00	9.45	( 90.55)	9.45	9.23
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	5,100.00	5,100.00	8,500.70	3,400.70	166.68	649.23
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	40,000.00	40,000.00	13,611.01	( 26,388.99)	34.03	21,710.30
603-49500-420 DEPRECIATION	420,000.00	420,000.00	.00	( 420,000.00)	.00	425,851.01
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	1,995.42	995.42	199.54	2,452.57
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	464,000.00	464,000.00	15,606.43	( 448,393.57)	3.36	450,013.88
<i>DEBT SERVICE</i>						
603-49500-617 BOND DISCOUNT	.00	.00	1,233.37	1,233.37	.00	.00
603-49500-620 FISCAL AGENT FEES	.00	.00	.00	.00	.00	969.07
603-49500-621 BOND ISSUE COSTS	.00	.00	3,176.98	3,176.98	.00	.00
603-49500-634 INTEREST EXP 2014 STORM IMPROV	3,936.00	3,936.00	3,935.88	( .12)	100.00	2,861.34
603-49500-635 INTEREST EXP 2015 BONDS	5,080.00	5,080.00	5,079.26	( .74)	99.99	3,279.05
603-49500-636 INTEREST EXP 2016 STORM BONDS	6,111.00	6,111.00	6,110.88	( .12)	100.00	4,521.06
603-49500-638 INTEREST EXPESE 2018 BONDS	16,525.00	16,525.00	16,525.00	.00	100.00	16,681.58
603-49500-640 INTEREST EXPENSE 2020 IMP BOND	23,200.00	23,200.00	23,200.00	.00	100.00	19,504.94
603-49500-641 INTEREST EXPENSE 2022 IMP BOND	4,720.00	4,720.00	4,113.55	( 606.45)	87.15	.00
<i>TOTAL DEBT SERVICE</i>	59,572.00	59,572.00	63,374.92	3,802.92	106.38	47,817.04
<b>TOTAL EXPENSE 500</b>	<b>528,672.00</b>	<b>528,672.00</b>	<b>87,506.53</b>	<b>( 441,165.47)</b>	<b>16.55</b>	<b>498,480.15</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	528,672.00	528,672.00	87,506.53			498,480.15
NET REVENUES OVER EXPENDITURE	( 129,071.00)	( 129,071.00)	283,093.17			( 110,257.72)

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
OPERATING REVENUES	240,000.00	240,000.00	227,638.83	12,361.17	94.85	238,772.62
TOTAL FUND REVENUE	240,000.00	240,000.00	227,638.83	12,361.17	94.85	238,772.62
<b>EXPENDITURES</b>						
STREET LIGHT UTILITY EXP EXPENSE 550	230,000.00	230,000.00	185,993.57	44,006.43	80.87	251,192.67
TOTAL STREET LIGHT UTILITY EXP	230,000.00	230,000.00	185,993.57	44,006.43	80.87	251,192.67
TOTAL FUND EXPENDITURES	230,000.00	230,000.00	185,993.57	44,006.43	80.87	251,192.67
NET REVENUE OVER EXPENDITURES	10,000.00	10,000.00	41,645.26	( 31,645.26)		( 12,420.05)

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OPERATING REVENUES</u>						
604-37360 PENALTIES	3,500.00	3,500.00	4,170.97	( 670.97)	119.17	4,332.73
604-37410 STREET LIGHT UTILITY FEES	236,500.00	236,500.00	218,899.86	17,600.14	92.56	234,439.89
604-37470 OTHER REVENUE	.00	.00	4,568.00	( 4,568.00)	.00	.00
<b>TOTAL OPERATING REVENUES</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>227,638.83</b>	<b>12,361.17</b>	<b>94.85</b>	<b>238,772.62</b>
<b>TOTAL FUND REVENUE</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>227,638.83</b>			<b>238,772.62</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	146,116.06	( 33,883.94)	81.18	175,002.21
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	180,000.00	180,000.00	146,116.06	( 33,883.94)	81.18	175,002.21
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	50,000.00	50,000.00	39,877.51	( 10,122.49)	79.76	76,190.46
<i>TOTAL MISCELLANEOUS</i>	50,000.00	50,000.00	39,877.51	( 10,122.49)	79.76	76,190.46
<b>TOTAL EXPENSE 550</b>	<b>230,000.00</b>	<b>230,000.00</b>	<b>185,993.57</b>	<b>( 44,006.43)</b>	<b>80.87</b>	<b>251,192.67</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	230,000.00	230,000.00	185,993.57			251,192.67
NET REVENUES OVER EXPENDITURE	10,000.00	10,000.00	41,645.26			( 12,420.05)



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
INTEREST & LOTTERY SALES	85,240.00	85,240.00	83,507.64	1,732.36	97.97	110,365.14
OPERATING REVENUES	6,087,800.00	6,087,800.00	5,912,678.55	175,121.45	97.12	6,750,320.48
<b>TOTAL FUND REVENUE</b>	<b>6,173,040.00</b>	<b>6,173,040.00</b>	<b>5,996,186.19</b>	<b>176,853.81</b>	<b>97.14</b>	<b>6,860,685.62</b>
<b>EXPENDITURES</b>						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	6,173,040.00	6,173,040.00	5,919,490.38	253,549.62	95.89	6,839,760.85
<b>TOTAL LIQUOR STORE EXPENDITURES</b>	<b>6,173,040.00</b>	<b>6,173,040.00</b>	<b>5,919,490.38</b>	<b>253,549.62</b>	<b>95.89</b>	<b>6,839,760.85</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>6,173,040.00</b>	<b>6,173,040.00</b>	<b>5,919,490.38</b>	<b>253,549.62</b>	<b>95.89</b>	<b>6,839,760.85</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>76,695.81</b>	<b>( 76,695.81)</b>		<b>20,924.77</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	368.55	( 128.55)	153.56	393.00
610-36220 LOTTERY SALES	85,000.00	85,000.00	83,139.09	1,860.91	97.81	109,972.14
<b>TOTAL INTEREST &amp; LOTTERY SALES</b>	<b>85,240.00</b>	<b>85,240.00</b>	<b>83,507.64</b>	<b>1,732.36</b>	<b>97.97</b>	<b>110,365.14</b>
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	2,150,000.00	2,150,000.00	2,107,593.20	42,406.80	98.03	2,408,138.83
610-37812 SALES - BEER	2,750,000.00	2,750,000.00	2,718,827.87	31,172.13	98.87	3,020,738.84
610-37813 SALES - WINE	880,000.00	880,000.00	759,955.92	120,044.08	86.36	947,972.28
610-37815 SALES - NON-TAXABLE	170,000.00	170,000.00	175,740.15	( 5,740.15)	103.38	206,486.76
610-37816 SALES - TAXABLE	145,000.00	145,000.00	154,611.51	( 9,611.51)	106.63	172,117.54
610-37830 DISCOUNTS, DEPOSITS & RETURNS	( 6,000.00)	( 6,000.00)	( 3,722.50)	( 2,277.50)	( 62.04)	( 4,712.10)
610-37840 CASH OVER AND SHORT	( 1,200.00)	( 1,200.00)	( 327.60)	( 872.40)	( 27.30)	( 421.67)
<b>TOTAL OPERATING REVENUES</b>	<b>6,087,800.00</b>	<b>6,087,800.00</b>	<b>5,912,678.55</b>	<b>175,121.45</b>	<b>97.12</b>	<b>6,750,320.48</b>
<b>TOTAL FUND REVENUE</b>	<b>6,173,040.00</b>	<b>6,173,040.00</b>	<b>5,996,186.19</b>			<b>6,860,685.62</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LIQUOR STORE</b>						
<i>PERSONAL SERVICES</i>						
610-49750-101	FULL-TIME EMPLOYEES - REGULAR	260,104.00	260,104.00	219,869.73 ( 40,234.27)	84.53	249,149.51
610-49750-102	FULL-TIME EMPLOYEES - OVERTIME	8,155.00	8,155.00	3,419.48 ( 4,735.52)	41.93	7,338.17
610-49750-103	PART-TIME EMPLOYEES - REGULAR	175,000.00	175,000.00	146,342.63 ( 28,657.37)	83.62	153,683.25
610-49750-106	PART-TIME EMPLOYEES - OVERTIME	1,200.00	1,200.00	179.43 ( 1,020.57)	14.95	229.68
610-49750-110	HOURS WORKED HOLIDAY	10,000.00	10,000.00	5,994.60 ( 4,005.40)	59.95	12,859.03
610-49750-121	PERA (EMPLOYER)	34,836.00	34,836.00	27,091.20 ( 7,744.80)	77.77	31,175.42
610-49750-122	FICA/MEDICARE (EMPLOYER)	35,532.00	35,532.00	28,233.45 ( 7,298.55)	79.46	33,252.47
610-49750-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	69,130.00	69,130.00	65,852.70 ( 3,277.30)	95.26	64,705.69
610-49750-132	LONGEVITY PAY	10,016.00	10,016.00	.00 ( 10,016.00)	.00	.00
610-49750-133	INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	1,933.70 ( 2,866.30)	40.29	2,700.00
610-49750-151	WORKERS' COMPENSATION PREMIU	26,017.00	26,017.00	9,960.82 ( 16,056.18)	38.29	10,994.01
610-49750-153	UNEMPLOYMENT COMPENSATION	250.00	250.00	.00 ( 250.00)	.00	.00
610-49750-154	HRA/FLEX FEES	350.00	350.00	248.50 ( 101.50)	71.00	268.90
	<b>TOTAL PERSONAL SERVICES</b>	<b>635,390.00</b>	<b>635,390.00</b>	<b>509,126.24 ( 126,263.76)</b>	<b>80.13</b>	<b>566,356.13</b>
<i>SUPPLIES</i>						
610-49750-201	OFFICE SUPPLIES - ACCESSORIES	3,000.00	3,000.00	1,042.25 ( 1,957.75)	34.74	1,862.52
610-49750-210	MISCELLANEOUS OPER SUPPLIES	18,000.00	18,000.00	22,116.78 4,116.78	122.87	16,142.65
610-49750-220	MAINTENANCE & REPAIR SUPPLIES	30,000.00	30,000.00	17,914.25 ( 12,085.75)	59.71	55,290.01
610-49750-240	SMALL TOOLS AND MINOR EQUIPME	3,000.00	3,000.00	775.38 ( 2,224.62)	25.85	.00
610-49750-251	PURCHASES - LIQUOR	1,570,000.00	1,570,000.00	1,526,424.06 ( 43,575.94)	97.22	1,740,228.62
610-49750-252	PURCHASES - BEER	2,117,500.00	2,117,500.00	2,074,965.65 ( 42,534.35)	97.99	2,318,131.24
610-49750-253	PURCHASES WINE	620,000.00	620,000.00	518,391.17 ( 101,608.83)	83.61	656,884.29
610-49750-259	PURCHASES - MISCELLANEOUS	260,000.00	260,000.00	259,216.41 ( 783.59)	99.70	309,585.54
610-49750-260	FREIGHT & DRAY	38,000.00	38,000.00	37,280.80 ( 719.20)	98.11	39,119.56
	<b>TOTAL SUPPLIES</b>	<b>4,659,500.00</b>	<b>4,659,500.00</b>	<b>4,458,126.75 ( 201,373.25)</b>	<b>95.68</b>	<b>5,137,244.43</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
610-49750-304	MISC PROFESSIONAL SERVICES	2,500.00	2,500.00	1,499.85 ( 1,000.15)	59.99	3,263.93
610-49750-313	IT MGMT & BACKUP	6,000.00	6,000.00	4,886.20 ( 1,113.80)	81.44	5,546.40
610-49750-321	TELEPHONE/CELLULAR PHONES	10,000.00	10,000.00	6,043.47 ( 3,956.53)	60.43	7,611.62
610-49750-331	TRAVEL/MEALS/LODGING	200.00	200.00	.00 ( 200.00)	.00	69.22
610-49750-334	MILEAGE REIMBURSEMENT	500.00	500.00	408.70 ( 91.30)	81.74	.00
610-49750-340	ADVERTISING	41,000.00	41,000.00	38,077.86 ( 2,922.14)	92.87	36,139.91
610-49750-341	WINE TASTING EVENT COSTS	3,200.00	3,200.00	183.66 ( 3,016.34)	5.74	.00
610-49750-360	INSURANCE AND BONDS	18,000.00	18,000.00	15,158.43 ( 2,841.57)	84.21	11,553.04
610-49750-381	ELECTRIC UTILITIES	26,500.00	26,500.00	19,692.62 ( 6,807.38)	74.31	25,631.48
610-49750-382	WATER/WASTEWATER UTILITIES	1,300.00	1,300.00	715.73 ( 584.27)	55.06	1,042.84
610-49750-383	GAS UTILITIES	2,000.00	2,000.00	2,558.84 558.84	127.94	2,132.93
610-49750-384	REFUSE HAULING	6,500.00	6,500.00	4,824.85 ( 1,675.15)	74.23	5,262.28
	<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>117,700.00</b>	<b>117,700.00</b>	<b>94,050.21 ( 23,649.79)</b>	<b>79.91</b>	<b>98,253.65</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 610 - LIQUOR STORE FUND**

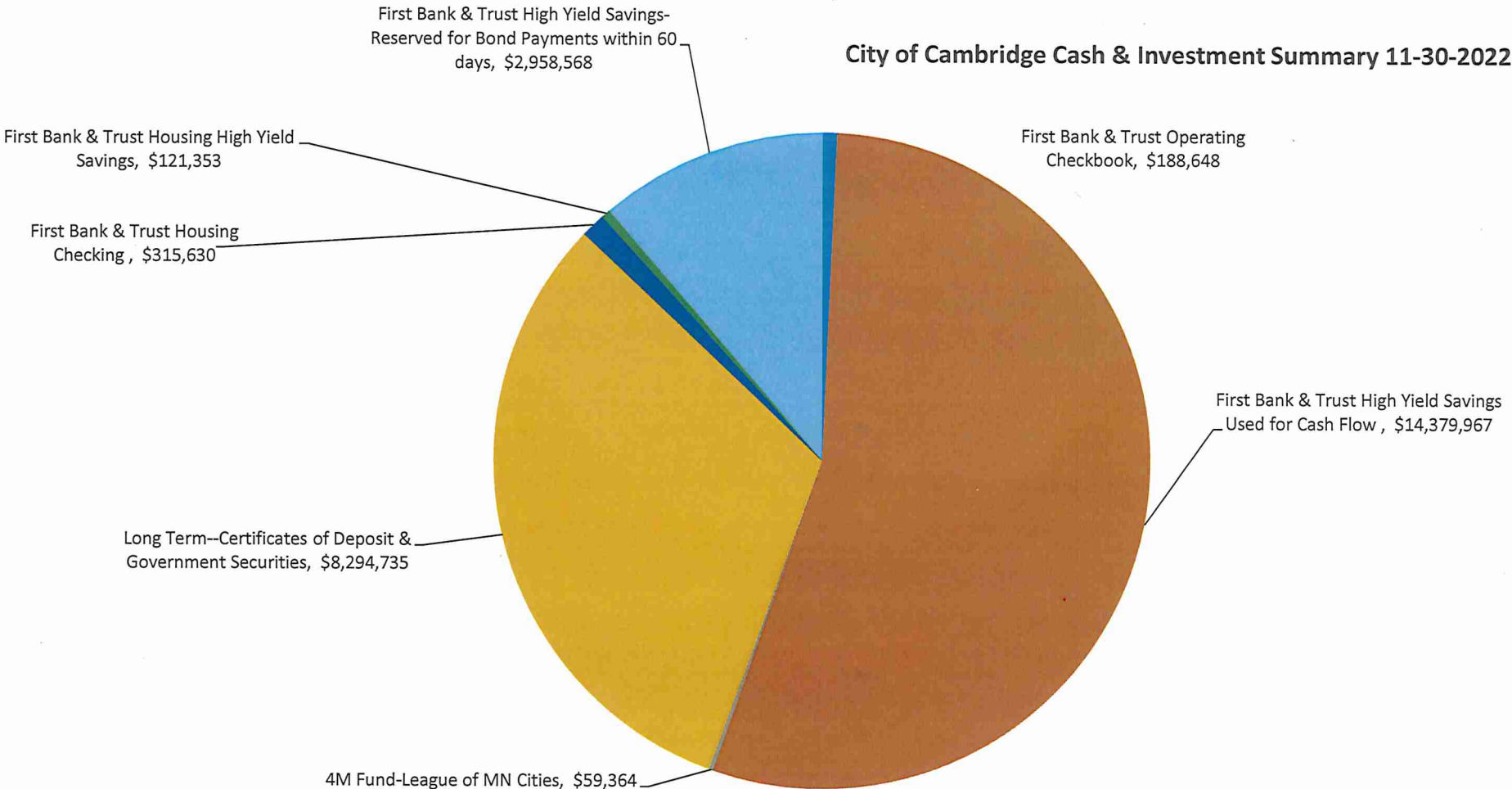
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	6,000.00	6,000.00	6,355.92	355.92	105.93	7,416.00
610-49750-420 DEPRECIATION	62,000.00	62,000.00	.00	( 62,000.00)	.00	63,169.96
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	160,000.00	160,000.00	136,683.26	( 23,316.74)	85.43	155,204.80
610-49750-433 DUES AND SUBSCRIPTIONS	4,200.00	4,200.00	6,122.00	1,922.00	145.76	4,122.00
610-49750-440 MEETINGS AND SCHOOLS	3,000.00	3,000.00	1,454.00	( 1,546.00)	48.47	695.00
610-49750-453 TAXES AND LICENSES	250.00	250.00	20.00	( 230.00)	8.00	220.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	42,546.16	( 7,453.84)	85.09	59,236.25
610-49750-475 LOTTERY PAID OUT	35,000.00	35,000.00	35,355.03	355.03	101.01	44,259.00
610-49750-489 CONTRACT MAINTENANCE	15,000.00	15,000.00	4,650.81	( 10,349.19)	31.01	3,583.63
<i>TOTAL MISCELLANEOUS</i>	<u>335,450.00</u>	<u>335,450.00</u>	<u>233,187.18</u>	<u>( 102,262.82)</u>	<u>69.51</u>	<u>337,906.64</u>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	425,000.00	425,000.00	425,000.00	.00	100.00	400,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUND	.00	.00	.00	.00	.00	300,000.00
610-49750-724 TRANSFER TO SPECIAL REV FUNDS	.00	.00	200,000.00	200,000.00	.00	.00
<i>TOTAL TRANSFERS</i>	<u>425,000.00</u>	<u>425,000.00</u>	<u>625,000.00</u>	<u>200,000.00</u>	<u>147.06</u>	<u>700,000.00</u>
<b>TOTAL LIQUOR STORE</b>	<u><u>6,173,040.00</u></u>	<u><u>6,173,040.00</u></u>	<u><u>5,919,490.38</u></u>	<u><u>( 253,549.62)</u></u>	<u><u>95.89</u></u>	<u><u>6,839,760.85</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,173,040.00	6,173,040.00	5,919,490.38			6,839,760.85
NET REVENUES OVER EXPENDITURE	.00	.00	76,695.81			20,924.77

### City of Cambridge Cash & Investment Summary 11-30-2022



City of Cambridge		
General Fund Park Expenses		
on Park Specific Basis		
Name of Park		Costs 1/1/2022-11/31/2022
City Park		\$43,257.65
Ice Rink		\$74,509.77
Sandquist Park		\$127,031.92
Central Greens		\$16,236.99
Brown Park		\$5,135.33
Peterson Park		\$11,563.16
Pioneer Park		\$10,537.16
Water Tower Park		\$3,979.86
Preserve Park		\$172.35
Dog Park		\$10,444.12
Honeysuckle Park		\$4,322.76
Parkwood Park		\$3,732.92
Veteran's Park		\$697.17
Not Location Specific Expense		\$95,035.75
Total		\$406,656.91
Difference		\$0.00
Total Per General Ledger		\$406,656.91
Notes:		
Generally, salaries are allocated to each park based on a time estimate received from our Public Works Director. During the year, as the seasons change, the allocations change to reflect current park activity.		
Not location specific expenses includes things that would be too difficult to allocate to a specific park like park liability insurance, gas for park vehicles, small tools, vehicle repairs, and park commission expense.		

Prepared by: Todd S. Schuster – Chief of Police

**Background:**

Our current maintenance agreement with NAC expired on 12/31/2022. NAC has submitted a proposed agreement covering our mechanical, electrical and plumbing systems. The proposal covers us from now until 12/31/2025 for a total of \$17,705.

NAC is the logical choice as they are the ones who have installed our HVAC systems and have been performing maintenance on all of our systems for years.

**Compatibility with Core Strategies and Strategic Objectives:**

Core Strategy #2: Deliver Exceptional Public Services

- Provide proper equipment to effectively and safely perform job duties

**Fiscal Note:**

This is a budgeted item

**Recommendation:**

Execute the NAC Maintenance Agreement Proposal

**Attachments:**

Copy of the NAC Maintenance Proposal





Mechanical  
Customer Support Agreement

Customized For

City of Cambridge

300 Third Avenue NE  
MN, 55008



Term

January 1, 2023 through December 31, 2025

Prepared By:

**Stephen Kotzmacher**  
Account manager

**12/16/2022**

## Introduction

City of Cambridge operations staff will be responsible for the day to day operations of the building automation and managing the HVAC system. The facility staff has been trained and is experienced in managing the different areas of HVAC and temperature controls. Because of this, they do not require a high level of support from vendors; but use Customer Support Agreements (CSA) to augment their current knowledge and protect their equipment investment and maximize utility efficiency use over the long term.

## Customer Support Agreement (CSA) Goals

- Develop a maintenance relationship with Client to promote the use of automated operation and proactive maintenance of systems to maximize facility staff throughput and utility savings.
- Support facility staff with pre-season performance testing and maintenance.
- Extend the life of the owner's mechanical assets beyond industry standards and thus reducing downtime and repair cost and maximizing Client ROI.
- Allow Client to focus on their core competencies to execute their mission.
- Constant improvement through Continuous Commissioning. Always looking to improve the benchmark that has been set.

## Proposal Contents

- NAC Custom Service Plan Features (based upon customer request/input)
- Schedule of Services
- Customer Support Agreement Pricing Summary/Signature Page
- Terms and Conditions

## \*Specific Cost Saving Facts

- If you are overheating your space by just 3Deg, due to miscalibrated controls, this will cause an increase in your fuel consumption by over 16% when it is below 50Deg outside.
- Temperature control systems out of calibration cause increased operational cost of 5-15% per year. This is based on servicing hot and cold calls throughout their shifts.
- Setting back the temperature 10Deg in a building, unoccupied 12 hours per day and 41 hours per weekend, results in utility savings of approximately 24%.
- Dirty air filters in air handling units increase the total static pressure .5" and generates the need for 10% additional horse power.
- One millimeter of scale will raise the energy consumption of a chiller 10% at full load.

\*Source (Terry A. Thompson "Preventive Maintenance Save Energy Dollars" Engineered Systems)



## **NAC Customer Support Agreement**

The following is a comprehensive list of the Support Services NAC offers to maximize the value of your investment in your Mechanical and your Building Control Systems. Following this list of Support Services is a detailed description of each offering and the value that it provides.

### **1. Mechanical, Electrical, and Plumbing Preventive Maintenance and Performance Testing Services**

- Mechanical Systems
- Electrical Systems
- Plumbing Systems

### **2. Emergency Response Services (Standard or Premium)**

- On-Site Response

### **3. General Services; Included in All Support Agreements**

- Account Management
- Documentation of All Services Provided
- Quality Assurance Program



## NAC Customer Support Agreement Detailed Description

### 1. Mechanical, Electrical, and Plumbing Preventive Maintenance and Performance Testing Services

#### Air Handling / Rooftop Maintenance and Performance Testing

Air Handling systems are one of the single largest operating expenses that a company has. NAC will provide a complete operational performance test to include heating, cooling delta tees, bearings, and belts, verify safeties are working properly, and that set points are optimized for the highest level of utility savings.

- Included in this Support Agreement
- Condenser Coil Cleaning

#### Boiler System Maintenance and Performance Testing

Boiler systems are one of the most critical and largest operating expenses that a company has. NAC will provide a complete operational performance test to include combustion flue analysis, verify safeties are working properly, and that set points are optimized for the highest level of utility savings.

- Included in this Support Agreement –Annual

#### Misc. HVAC Equipment Maintenance and Performance Testing

Complex and even simple buildings can have many different mechanical systems that need to be maintained to ensure that building is running at optimum performance. NAC will verify the operation and performance test each of the items listed below per manufactures recommendations.

- Condensing Unit(s)
- Split System(s)
- Water Heater

### 2. Emergency Response Services

#### On-site Emergency Response

**Mechanical**  **Electrical**  **Plumbing**

If during our On-line Emergency response we are unable to resolve the situation we will dispatch a Service Professional to your facility. Non-emergency calls, as determined by your staff and NAC will be incorporated into the next scheduled service visit.

- Standard Emergency On-site Response Time** – NAC will be on site by the end of the next business day; Monday through Friday; 8:00 AM to 5:00PM, excluding holidays

#### Emergency Response Services

Services listed above guarantees response time to an emergency situation **only**. The use of on-line and/or on-site emergency service is not included in the scope of this contract and will be billed at the applicable time & material rates.

#### After-Hours Support

Emergencies can and usually happen when you least expect it and many times on the weekends or after 5:00 PM. It is very important to NAC to provide support in all emergency situations for all of our customers. To address this concern NAC has a 24-7-365 emergency answering service. You can utilize this service in an after-hours emergency situation by calling **651-490-9868** or by emailing [service@nac-hvac.com](mailto:service@nac-hvac.com). After receiving the call or email we will first attempt to solve the issue on-line as described in the *On-line Emergency Response* section of this proposal. If the problem persists we will discuss it with you and upon your approval dispatch a service technician to your site.



### 3. General NAC Customer Support Agreement Features

- ☒ **Account Manager** - A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives.
- ☒ **Dedicated Service Team** - Our Service Team knows controls and mechanical systems; they are trained on all aspects of maintaining and troubleshooting your systems interoperability to maximize uptime and energy efficiency.
- ☒ **Documentation** - All service visits will be documented by a work order detailing the service performed, materials used, and hours spent.
- ☒ **System and Service Log** - NAC will provide you with a log for documentation of concerns, system problems, and other related items requiring our attention. Each scheduled service visit shall begin with a review of the log.



## NAC Mechanical & Electrical -Calendar of Services

Checked items are included as detailed under "Customer Support Agreement Detailed Description"

		Winter	Spring	Summer	Fall	
<b>Mechanical, Plumbing and Electrical Services</b>						
	Mechanical Maintenance / Performance Testing		x	x	x	
	Electrical Maintenance / Performance Testing					
	Plumbing Maintenance / Performance Testing					
	Flex Hours Support	<b>To be used as directed by customer staff</b>				
	Customer Training					
	Emergency Response					
	General Services					
<b>Other Services</b>		<b>Coverage Code</b>			<b>Basic</b>	<b>Full</b>
x	Limited Troubleshooting and Diagnostics	Mechanical System*			x	
x	Account Management	Electrical System*				
x	Emergency Response Services	Plumbing System*				

\*Please refer to "Equipment List" for complete equipment coverage details.

### Customer Support Agreement Pricing Summary

**Billing Period In Advance:**  Quarterly

Pricing for these features is based on a 3-year program with a start date of January 1, 2023.

Year 2023: \$ 5,780.00 (Five Thousand Seven Hundred Eighty Dollars and no/100)

Year 2024: \$ 5,900.00 (Five Thousand Nine Hundred Dollars and no/100)

Year 2025: \$ 6,025.00 (Six Thousand Twenty-Five Dollars and no/100)

NAC believes that this proposal is in the best interests of City of Cambridge and is based on your input. Please feel free to contact me if you have any changes. If accepted, please sign, date below and return to NAC with purchase order or billing information.

This proposal is valid for 30 days from the time that is it signed by an authorized NAC Mechanical & Electrical employee. Contract will renew year on year after the original term unless NAC Mechanical & Electrical Services receives writing notification to cancel this agreement 30 days prior to the end of the contract term.

#### CITY OF CAMBRIDGE

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### NAC MECHANICAL & ELECTRICAL SERVICES

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## TERMS AND CONDITIONS

The following terms and conditions are attached to and form an integral part of NAC Mechanical & Electrical (referred to herein as "NAC") Customer Support Agreement Proposal ("Proposal"). The portions of such Proposal relating to "Scope of Work" or any "Proposed Solution" (in either case, referred to herein as the "Proposed Solution"), together with these terms and conditions, are collectively referred to as the "CSA Agreement".

### **Article 1: General**

1.1 a) The CSA Agreement, when accepted in writing by the Customer and approved by an authorized representative of NAC shall constitute the entire, complete and exclusive agreement between the parties relating to a technical support program ("Services") for the equipment and software identified in the List of Equipment or the Service Coverage Report attached to the CSA Agreement ("Equipment") and shall supersede and cancel all prior agreements and understandings, written or oral, relating to the subject matter of the CSA Agreement. The CSA Agreement and any rights or obligations thereunder may not be assigned by either party without the advance written consent of the other.

(b) The terms and conditions of this CSA Agreement shall not be modified or rescinded except in writing, signed by a corporate officer of NAC. NAC's performance under this CSA Agreement is expressly conditioned on Customer's assenting to all of the terms of this CSA Agreement, notwithstanding any different or additional terms contained in any writing at any time submitted or to be submitted to NAC by Customer relating to this subject matter.

c) The terms and conditions set forth herein shall supersede, govern and control any conflicting terms of the Proposed Solution or the Proposal.

1.2 This CSA Agreement shall automatically renew for successive one (1) year periods beginning on the anniversary date of the original term as set forth in the Proposal, unless stated otherwise in the CSA Agreement.

1.3 Either party may terminate or amend this CSA Agreement by giving the other party at least thirty (30) days prior written notice of such amendments or intent not to renew after the original term.

1.4 This CSA Agreement shall be governed by and enforced in accordance with the laws of the State of Minnesota.

1.5 Customer will at all times designate a contact person with authority to make decisions for Customer regarding the Services. Customer will provide NAC with information sufficient to contact such person in an emergency. If such representative cannot be reached, any request for Service received from a person located at Customer's premises will be deemed authorized by Customer, and NAC will, in its discretion, act accordingly.

1.6 NAC will be permitted to control and/or operate all Equipment necessary to perform the Services.

### **Article 2: Equipment Testing, Inspection and Maintenance**

2.1 The Customer represents that all Equipment is in satisfactory working condition. By the latter of the first thirty (30) days of this CSA Agreement or the first scheduled inspection, NAC will have inspected all the Equipment.

2.2 If the Proposed Solution provides for maintenance, any repairs and replacements of Equipment are limited to restoring the proper working condition of such Equipment. NAC will not be obligated to provide replacement Equipment that represents significant capital improvement compared to the original. Exchanged components become the property of NAC.

### **Article 3: Charges, Fees and Invoices**

3.1 Payments to be made under this CSA Agreement will provide for, and be in consideration of, only Services specifically included under the Proposed Solution. All other Services, including but not limited to the following, shall be separately billed or surcharged on a time and materials basis: (a) emergency Services performed at Customer's request, if inspection does not reveal any deficiency covered by this CSA Agreement; (b) Services performed other than during NAC's normal working hours; and (c) Service performed on equipment not covered by this CSA Agreement.

3.2 Invoices are due net 30 days or otherwise as may be set forth therein. If any payment is not received net 30, NAC may deem Customer to be in breach hereof and may enforce any remedies available to it hereunder or at law, including without limitation suspension or termination of Services and acceleration of payments.

### **Article 4: Allocation of Risk**

4.1 (a) Until one year from either the date hereof or the date the Equipment is installed, whichever first occurs, all equipment manufactured by NAC or bearing its nameplate will be free from defects in material and workmanship arising from normal use and service. (b) Labor for all Services under this CSA Agreement is warranted for 90 days after the work is performed.

4.2 The limited warranties set forth in Section 4.1 will be void as to, and shall not apply to, any Equipment (i) repaired, altered or improperly installed by any person other than NAC or its authorized representative; (ii) subjected to unreasonable or improper use or storage, used beyond rated conditions, operated other than per NAC's or the manufacturer's instructions, or otherwise subjected to improper maintenance, negligence or accident; (iii) damaged because of any use of the Equipment after Customer has, or should have, knowledge of any defect in the Equipment; or (iv) not manufactured, fabricated and assembled by NAC or not bearing NAC's nameplate.

4.3 NAC will indemnify Customer from and against losses, claims, expenses and damages (including reasonable attorney's fees) for personal injury or physical damage to property, but not loss of use of the property resulting from such damage or from damage to any work performed hereunder. Such indemnification shall be solely to the extent caused by or arising directly from NAC's or its employees', consultants' or agents' negligent acts or omissions or willful misconduct in connection with its performance of Services hereunder. NAC's obligations under this indemnity provision shall not extend to claims, losses, expenses and damages arising out of or in any way attributable to the negligence of Customer or its agents, consultants or employees other than NAC.

### **Article 5: Customer Responsibilities**

5.1 Customer will operate and maintain all Equipment in accordance with applicable manufacturer's specifications, including those set forth in the manufacturer's operating manuals or instructions, as well as all requirements of applicable law or of authorities having jurisdiction.

5.2 Customer will promptly notify NAC of any unusual operating conditions, system malfunctions or building changes that may affect the Equipment or any Services.

5.3 Customer will provide NAC with reasonable means of access to the Equipment and shall make any necessary provisions to reach the Equipment and peripheral devices. Customer will be solely responsible for any removal, replacement or refinishing of the building structure or finishes that may be required to gain access to such Equipment.

### **Article 6: Limitations of Maintenance or Service Obligations**

6.1 NAC will not be responsible for the maintenance, repair or replacement of, or Services necessitated by reason of: (a) non-maintainable, non-replaceable, or obsolete parts of the Equipment, including but not limited to ductwork, shell and tubes, heat exchangers, coils, unit cabinets, casings, refractory material, electrical wiring, water and pneumatic piping, structural supports, cooling tower fill, slats and basins, etc. unless otherwise specifically stated herein; or (b) negligence, abuse, misuse, improper or inadequate repairs or modifications, improper operation, lack of operator maintenance or skill, failure to comply with manufacturer's operating and environmental requirements, Acts of God, or other reasons beyond its control. NAC assumes no responsibility for any service performed on any Equipment other than by NAC or its agents.

6.2 NAC shall not be responsible for loss, delay, injury or damage that may be caused by circumstances beyond its control, including but not restricted to acts or omissions by Customer or its employees or agents, Acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, water damage, lightning, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, fuel, labor or materials.

6.3 NAC is not responsible for repairs, replacements or services to Equipment due to corrosion, erosion, improper or inadequate water treatment by others, electrolytic action, chemical action or other reasons beyond its reasonable control.

6.4 NAC shall not be responsible for the removal or reinstallation of replacement valves, dampers, water flow and tamper switches required from pipes and duct work including any venting or draining systems.



Prepared by: Todd S. Schuster – Chief of Police

**Background:**

CPD took a report of a dog bite on 12/12/2022. The incident took place the week prior. The complainant reported that she was walking by Kathleen’s residence when she was bit on the back of her leg. She did say that Kathleen yelled for the dog, it nipped at her again, Kathleen called again and the dog went to her.

Since the dog bit someone and was unprovoked, by definition of Cambridge City Ordinance 95.11 and MN State Statute 347.50, the dog was declared “Potentially Dangerous”.

Kathleen has requested a hearing to challenge this designation.

**Compatibility with Core Strategies and Strategic Objectives:**

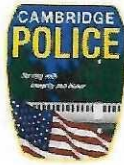
**Fiscal Note:**

**Recommendation:**

Hear Kathleen’s statement and determine if the “Potentially Dangerous Dog” designation was substantiated.

**Attachments:**

1. Redacted police report
2. Photo of injury
3. Cambridge Ordinance 95
4. MN State Statute 347.50



## CAMBRIDGE POLICE DEPARTMENT INCIDENT REPORT

<b>ICR#</b> 22021755	<b>AGENCY ORI#</b> MN0300100	<b>JUVENILE:</b>
<b>Reported:</b> 12-12-2022 1322 <b>First Assigned:</b> 1325 <b>First Arrived:</b> 1336 <b>Last Cleared:</b> 1401 <b>Committed Start:</b> 12-07-2022 1200 <b>Committed End:</b> 12-07-2022 1215 <b>Title:</b> Animal <b>How Received:</b> Phone <b>Short Description:</b> Dog Bite <b>Summary:</b> Delayed dog bite report.  4725/1730/yes-p/yes-p <b>Location(s)</b> <b>Address:</b> 1699 Dellwood St S <b>City:</b> Cambridge <b>State:</b> MN <b>Zip:</b> 55008 <b>Country:</b>		
<b>Officer Assigned:</b> Peetz, Tanner <b>Badge No:</b> 4725 <b>Primary:</b> Yes		
<b>MOC:</b> 9561 <b>Literal:</b> DOG BITE <b>Statute:</b> <b>UCR:</b> <b>Name(s)</b> <b>Last Name:</b> ██████████ <b>First:</b> ██████████ <b>Middle:</b> ██████████ <b>DOB:</b> ██████████ <b>Last Name:</b> Ludtke <b>First:</b> Kathleen <b>Middle:</b> Denice <b>DOB:</b> 11-06-1946 <b>MOC:</b> 9567 <b>Literal:</b> Dangerous Dog Letter <b>Statute:</b> <b>UCR:</b> <b>Name(s)</b> <b>Last Name:</b> Ludtke <b>First:</b> Kathleen <b>Middle:</b> Denice <b>DOB:</b> 11-06-1946		
<b>Involvement:</b> Complainant <b>Name:</b> ██████████ <b>DOB:</b> ██████████ <b>Age:</b> ██████████ <b>Sex:</b> F <b>Race:</b> <b>Height:</b> ██████████ <b>Weight:</b> ██████████ <b>Address:</b> ██████████ <b>City:</b> ██████████ <b>State:</b> MN <b>Zip:</b> ██████████ <b>Country:</b> <b>Phone:</b> ██████████ <b>Eye Color:</b> ██████████ <b>ID Number(s)</b> <b>ID Type:</b> Drivers License <b>ID #:</b> ██████████ <b>State:</b> MN <b>Year:</b> <b>Class:</b>		
<b>Involvement:</b> Owner <b>Name:</b> Ludtke, Kathleen Denice <b>DOB:</b> 11-06-1946 <b>Age:</b> 76 <b>Sex:</b> F <b>Race:</b> <b>Height:</b> 504 <b>Weight:</b> 149 <b>Address:</b> (Residence) 1699 Dellwood St S <b>City:</b> Cambridge <b>State:</b> MN <b>Zip:</b> 55008 <b>Country:</b> US <b>Phone:</b> (Home) (612)481-2585 <b>Eye Color:</b> BRO <b>ID Number(s)</b> <b>ID Type:</b> Drivers License <b>ID #:</b> Z896213151723 <b>State:</b> MN <b>Year:</b> <b>Class:</b>		

**Dispatch (4725)** Peetz , Tanner 12-12-2022 1325  
**Enroute (4725)** Peetz , Tanner 12-12-2022 1325  
**OnEvent (4725)** Peetz , Tanner 12-12-2022 1336  
**Arrived (4725)** Peetz , Tanner 12-12-2022 1336  
**OffEvent (4725)** Peetz , Tanner 12-12-2022 1401  
**Cleared (4725)** Peetz , Tanner 12-12-2022 1401

#### Supplemental Report

ICR: 22021755

Last Modified: 12-12-2022 1644

Title: Narrative

Created By: Tanner Peetz

On 12/12/22 I spoke with [REDACTED] via phone. [REDACTED] said that on 12/7/22 around 1215 hours she was walking along Dellwood St S. She advised that as she passed by 1699 Dellwood St a dog came out to the sidewalk. She said that she didn't notice the dog right away until it bit her on the back of the leg. She said that the owner yelled once and the dog nipped at her again. The owner yelled a second time and the dog ran back in to the house.

[REDACTED] said that the bite did break the skin. [REDACTED] sent me a photo of the bite. She said that she did not need to go to the doctor for the bite.

I went to the address and made contact with Kathleen Ludtke. Kathleen said she remembered the incident. She said she didn't realize the woman had been bitten. She said her dog is typically friendly. She said that the dog was in heat then and that may have caused a behavior change. Kathleen advised the dog was current on its vaccinations but was due to get them soon. Kathleen said that she has not noticed any changes in behavior with her dog. I advised her that since there was a five day delay in the report, I was not going to issue her a quarantine notice, but that she needed to isolate her dog for the next five days. She agreed. I advised her I'd be sending her the paperwork for the potentially dangerous dog designation. Kathleen said that she'd get the vaccination paperwork and turn it in to the PD.

Officer Tanner Peetz, 4725

Clear



## CHAPTER 95 ANIMALS

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### § 95.01 DEFINITIONS

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

***Agricultural retail store.*** A store that primarily sells items for the practice of farming, growing crops, and the rearing of animals to provide food and other products.

***Animal.*** Any mammal, reptile, amphibian, fish, bird (including all fowl and poultry) or other member commonly accepted as a part of the animal kingdom. Animals shall be classified as follows:

(1) ***Domestic Animals.*** Those animals commonly accepted as domesticated household pets. Unless otherwise defined, domestic animals shall include dogs, cats, caged birds, gerbils, hamsters, ferrets, guinea pigs, domesticated rabbits, fish, non-poisonous, non-venomous and non-constricting reptiles or amphibians, and other similar animals.

(2) ***Hatchling.*** A recently hatched or young chicken also known as chick.

(3) ***Farm Animals.*** Those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, farm animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, pigeons, and other animals associated with a farm, ranch, or stable.

(4) **Wild and Non-Domestic Animals.** Those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, non-domestic animals shall include:

(a) Feral cats and any member of the large cat family (family felidae) including lions, tigers, cougars, bobcats, leopards and jaguars.

(b) Any naturally wild member of the canine family (family canidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.

(c) Any crossbreeds such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.

(d) Any member or relative of the rodent family including any skunk (whether or not descended), raccoon, or squirrel, but excluding those members otherwise defined or commonly accepted as domesticated pets.

(e) Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families including rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.

(f) Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this section, including but not limited to bears, deer, monkeys and game fish.

**At Large.** Off the premises of the owner, or property owner who has given consent and not under the custody and control of the owner or other person, either by leash, cord, chain, or otherwise physically restrained or confined.

**Cat.** Both the male and female of the felidae species commonly accepted as domesticated household pets.

**Dog.** Both the male and female of the canine species, commonly accepted as domesticated household pets, and other domesticated animals of a dog kind.

**Owner.** Any person or persons, firm, association or corporation owning, keeping, or harboring an animal.

**Pigeon.** A member of the family Columbidae, and shall include racing pigeons, fancy pigeons, and sporting pigeons as defined herein. Racing Pigeon means a pigeon which, through selective past breeding, has developed the distinctive physical and mental characteristics as to enable it to return to its home after having been released a considerable distance therefrom, and which is accepted as such by the American Racing Pigeon Union, Inc. or the international Federation of Racing Pigeon Fanciers. Also, commonly known as Racing Homer, Homing Pigeon, or Carrier Pigeon. Fancy Pigeon means a



pigeon which, through past breeding, has developed certain distinctive physical and performing characteristics as to be clearly identified and accepted as such by the National Pigeon Association, the American Pigeon Club, or the Rare Breeds Pigeon Club. Examples: Fantails, Pouters, Trumpeters. Sporting Pigeon means a pigeon which, through selective past breeding, has developed the ability to fly in a distinctive manner, such as aerial acrobatics or endurance flying. Examples: Rollers, Tipplers.

**Property Owner.** The owner or other person or entity with authority to give consent to use of a premises.

**Release Permit.** A permit issued by the Animal Control Officer or other person in charge of the pound for the release of any animal that has been taken to the pound. A release permit may be obtained upon payment of a fee to the City Clerk-Administrator in accordance with the regular license requirement if the animal is unlicensed, payment of a release fee, and any maintenance costs incurred in capturing and impounding the animal. The release fee shall be as established by Council resolution or ordinance.

**Kennel.** Any structure or premises on which five or more dogs over four months of age are housed, groomed, bred, boarded, trained, or sold. (for commercial purposes)

**Kennel, residential.** A facility used to house pets owned by the occupants of the principal structure.

## § 95.02 DOMESTIC ANIMALS

(A) *Running at large prohibited.* It shall be unlawful for the domestic animal of any person, to run at large. A person, who owns, harbors, or keeps a domestic animal which runs at large shall be guilty of a misdemeanor. Dogs or cats on a leash and accompanied by a responsible person, shall be permitted in streets or on public land unless the city has posted an area with signs reading "Dogs or Cats Prohibited." Dogs shall not be required to be on a leash in areas designated by the city as a Dog Park. Police dogs while in service, training or other official law enforcement function and under voice control of their handlers shall not be considered to be at large.

(B) *License required.*

(1) All dogs, cats, and ferrets over the age of six months kept, harbored, or maintained by their owners in the city, shall be licensed and registered with the city. Dog, cat, and ferret licenses shall be issued by the City upon payment of the license fee as established by resolution or ordinance of the City Council. The owner shall state, at the time application is made for the license and upon forms provided, his or her name and address and also the name, breed, color, age, and sex of each ferret, dog, or cat owned or kept by him or her. No license shall be granted for a ferret, dog, or cat that has not been vaccinated against distemper (if available for ferrets) and rabies, as evidenced by a certificate by a veterinarian qualified to practice in the state in which the animal is vaccinated. A copy of the vaccination certificate shall be kept on file with the application.

(2) It shall be the duty of each owner subject to this section to pay to the City the license fee.

(3) Upon payment of the license fee, the City shall issue to the owner a license certificate and metallic tag for each animal licensed. The tag shall have stamped on it the year for which it is issued and the number corresponding with the number on the certificate. Every owner shall be required to provide each dog and cat with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn. In case an animal tag is lost or destroyed, a duplicate shall be issued by the City. A charge shall be made for each duplicate tag in an amount established by resolution of the City Council. Tags shall not be transferable from one animal to another and no refunds shall be made on any license fee or tag because of death of an animal or the owner's leaving the city before the expiration of the license period.

(4) The licensing provisions of this division (B) shall not apply to dogs or cats whose owners are non-residents temporarily within the city, nor to dogs or cats brought into the city for the purpose of participating in any dog or cat show, nor shall this provision apply to "seeing eye" dogs properly trained to assist blind persons for the purpose of aiding them in going from place to place.

(5) The funds received by the City from all animal licenses and metallic tags fees shall first be used to defray any costs incidental to the enforcement of this chapter; including, but not restricted to, the costs of licenses, metallic tags, and impounding and maintenance of the dogs and cats.

(C) *Cats.* Cats shall be included as controlled by this division insofar as running-at-large, pickup, impounding, boarding, licensing and proof of anti-rabies vaccine is concerned. All other provisions of this section shall also apply to cats unless otherwise provided.

(D) *Vaccination.*

(1) All dogs and cats kept harbored, maintained, or transported within the city shall be vaccinated at least once every three years by a licensed veterinarian for:

- (a) Rabies - with a live modified vaccine; and
- (b) Distemper (if available for the domestic animal).

(2) A certificate of vaccination must be kept on which is stated the date of vaccination, owner's name and address, the animal's name (if applicable), sex, description and weight, the type of vaccine, and the veterinarian's signature. Upon demand made by the City, the Animal Control Officer or a police officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the City Administrator or officer. Failure to do so shall be deemed a violation of this section.

(E) *Limitation on Number of Dogs and Cats.* The combined total of dogs and cats shall not exceed six (6) animals over four months of age per residence within the City. No more than four (4) of the animals may be dogs. Any dogs or cats kept, maintained, or harbored in violation of this limitation are subject to impoundment as provided in § 95.05. This limitation shall not apply to property permitted for use as a kennel pursuant to Chapter 156.



### **§ 95.03 WILD AND NON-DOMESTIC ANIMALS**

It shall be illegal for any person to own, possess, harbor, or offer for sale, any wild or non-domestic animal within the city. Any owner of a wild or non-domestic animal at the time of adoption of this code shall have 30 days in which to remove the animal from the city after which time the city may impound the animal as provided for in this section. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

### **§ 95.04 FARM ANIMALS**

(A) *Residential.* Farm animals shall only be kept in an agricultural district of the city, or on a residential lot of at least ten acres in size provided that no animal shelter shall be within 300 feet of an adjoining piece of property, except as provided in (A) (1) below. An exception shall also be made to this section for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

- (1) Keeping of chickens. Chickens may be kept on a residential property through an Interim Use Permit as regulated in §156.038 and §156.067.

(B) *Commercial.* Hatchlings may be sold by agricultural related retail stores in the B-1, B-1A, B-2, and BT Business Districts. Hatchlings may only be sold from February 1 to April 30 each year. The agricultural related retail store that sells the hatchlings must notify the purchaser that hatchlings and chickens are not permitted in the residential districts of the City of Cambridge. All agricultural related retail stores who sell hatchlings must comply with all Minnesota Administrative Rules Chapter 1721: Animal Health, and with the Minnesota Board of Animal Health.

- (1) Carcasses must be properly disposed. Contact East Central Sanitation or local landfill/transfer station to properly dispose of any deceased hatchlings.

- (2) The hatchlings must not be color dyed.

### **§ 95.05 IMPOUNDING**

(A) *Running at large.* Any animal running at large is hereby declared a public nuisance. Any Animal Control Officer or police officer may impound any dog or other animal found unlicensed or any animal found running at large and shall give notice of the impounding to the owner of the dog or other animal, if known. The Animal Control Officer or police officer shall not enter the property of the owner of an animal found running at large or the owner of an unlicensed animal unless the officer has first obtained the permission of the owner to do so or has obtained a warrant issued by a court of competent jurisdiction to search for and seize the animal. In case the owner is unknown, the officer shall post notice at the city office that if the dog or other animal is not claimed within the time specified in division (C) of this section, it will be sold or otherwise disposed of. Except as otherwise provided in this section, it shall be unlawful to kill, destroy, or otherwise cause injury to any animal, including dogs and cats running at large.

(B) *Biting animals.* Any animal that has not been inoculated by a live modified rabies vaccine and which has bitten any person, wherein the skin has been punctured or the services of a doctor are required, shall be confined in the city pound for a period of not less than ten days, at the expense of the owner. The animal may be released at the end of the time if healthy and free from symptoms of rabies, and by the payment of all costs by the owner. However, if the owner of the animal shall elect immediately upon receipt of notice of need for the confinement by the officer to voluntarily and immediately confine the animal for the required period of time in a veterinary hospital of the owner's choosing, not outside of the county in which this city is located, and provide immediate proof of confinement in the manner as may be required, the owner may do so. If, however, the animal has been inoculated with a live modified rabies vaccine and the owner has proof of the vaccination by a certificate from a licensed veterinarian, the owner may confine the dog or other animal to the owner's property.

(C) *Reclaiming.* All animals conveyed to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, at least five regular business days unless:

(1) The animal is a dangerous animal as defined under § 95.11 in which case it shall be kept for seven regular business days or the times specified in § 95.11,

(2) The animal is a cruelly-treated animal in which case it shall be kept for ten regular business days, unless sooner reclaimed by their owners or keepers as provided by this section, or

(3) A cat is determined to be feral, in which case the feral cat will be immediately destroyed.

(4) Payment of the release fee established by City Council resolution or ordinance and receipt of a release permit.

(5) Payment of maintenance costs, as provided by the pound, per day or any part of day while animal is in the pound; and

(6) If a dog is unlicensed, payment of a regular license fee and valid certificate of vaccination for rabies and distemper shots is required.

(D) *Unclaimed animals.* At the expiration of the times established in division (C) of this section, if the animal has not been reclaimed in accordance with the provisions of this section, the officer appointed to enforce this section may let any person claim the animal by complying with all provisions in this section, or the officer may sell the animal to the University of Minnesota, or cause the animal to be destroyed in a proper and humane manner and shall properly dispose of the remains thereof. Any money collected under this section shall be payable to the City Clerk-Administrator.

#### **§ 95.06 KENNELS**

(A) Refer to Chapter 156 Zoning Code for commercial purposes.

(B) A residential kennel must be located no closer than 10' from an adjoining property line, and not within a drainage and utility easement. A kennel may be a structure, like a dog house, that is maintained at all times with finished siding and roofing materials. A kennel may also be a fenced area. The fence must be maintained at all times (i.e. intact, secure, painted, finished). A kennel that uses fence materials must meet the approved materials of a fence in Chapter 156 Zoning Code. If a cover is used for the kennel, it must be kept neat, clean, secure, and completely fitted and tight with the structure (i.e. tarps must not be frayed or able to flap around in the wind). Acceptable materials for coverings include slats (for chain link fencing) and tarps. Tarps and slats shall be earth tone, tan, green, brown, or white.

#### **§ 95.07 NUISANCES**

(A) *Habitual barking.* It shall be unlawful for any person to keep or harbor a dog which habitually barks or cries. Habitual barking shall be defined as barking for repeated intervals of at least five minutes with less than one minute of interruption. The barking must also be audible off of the owner's or caretaker's premises.

(B) *Damage to property.* It shall be unlawful for any person's dog or other animal to damage any lawn, garden, or other property, whether or not the owner has knowledge of the damage.

(C) *Cleaning up litter.* The owner of any animal or person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of the feces in a sanitary manner whether on their own property, on the property of others or on public property.

(D) *Warrant required.* The Animal Control Officer or police officer shall not enter the property of the owner of an animal described in this section unless the officer has first obtained the permission of the owner to do so or has obtained a warrant issued by a court of competent jurisdiction to search for and seize the animal.

(E) *Other.* Any animals kept contrary to this section are subject to impoundment as provided in § 95.05.

#### **§ 95.08 SEIZURE OF ANIMALS**

Any police officer or Animal Control Officer may enter upon private property and seize any animal with the permission of the owner of the property, if that person is also the owner of the animal, provided that the following exist:

(A) There is an identified complainant other than the police officer or Animal Control Officer making a contemporaneous complaint about the animal;

(B) The officer reasonably believes that the animal meets either the barking dog criteria set out in § 95.07(A); the criteria for cruelty set out in § 95.13; or the criteria for an at large animal set out in § 95.02(A);

(C) The officer can demonstrate that there has been at least one previous complaint of a barking

dog; inhumane treatment of the animal; or that the animal was at large at this address on a prior date;

(D) The officer has made a reasonable attempt to contact the owner of the animal and the property to be entered and those attempts have either failed or have been ignored;

(E) The Animal Control Officer or police officer shall not enter the property of the owner of an animal described in this section unless the officer has first obtained the permission of the owner to do so or has obtained a warrant issued by a court of competent jurisdiction to search for and seize the animal. If the officer has the permission of the owner, a property manager, landlord, innkeeper, or other authorized person to enter the property or has obtained a pass key from a property manager, landlord, innkeeper, or other authorized person to have that key shall not be considered unauthorized entry, and a warrant to search for and seize the animal need not be obtained; and

(F) Written notice of the seizure is left in a conspicuous place if personal contact with the owner of the animal is not possible.

#### **§ 95.09 ANIMALS PRESENTING A DANGER TO HEALTH AND SAFETY OF CITY**

If, in the reasonable belief of any person or the Animal Control Officer or police officer, an animal presents an immediate danger to the health and safety of any person, or the animal is threatening imminent harm to any person, or the animal is in the process of attacking any person, the person or officer may destroy the animal in a proper and humane manner whether or not the animal is on the property of its owner. Otherwise, the person or officer may apprehend the animal and deliver it to the pound for confinement under § 95.05. If the animal is destroyed, the owner or keeper of the animal destroyed shall be liable to the city for the cost of maintaining and disposing of the animal, plus the costs of any veterinarian examination. If the animal is found not to be a danger to the health and safety of the city, it may be released to the owner or keeper in accordance with § 95.05(C).

#### **§ 95.10 DISEASED ANIMALS**

(A) *Running at large.* No person shall keep or allow to be kept on his or her premises, or on premises occupied by them, nor permit to run at large in the city, any animal which is diseased so as to be a danger to the health and safety of the city, even though the animal be properly licensed under this section, and a warrant to search for and seize the animal is not required.

(B) *Confinement.* Any animal reasonably suspected of being diseased and presenting a threat to the health and safety of the public, may be apprehended and confined in the pound by any person, the Animal Control Officer or a police officer. The officer shall have a qualified veterinarian examine the animal. If the animal is found to be diseased in a manner so as to be a danger to the health and safety of the city, the officer shall cause the animal to be painlessly killed and shall properly dispose of the remains. The owner or keeper of the animal killed under this section shall be liable to the city for the cost of maintaining and disposing of the animal, plus the costs of any veterinarian examinations.

(C) *Release.* If the animal, upon examination, is not found to be diseased the animal shall be

released to the owner or keeper free of charge.

## § 95.11 DANGEROUS ANIMALS

A) *Attack by an animal.* It shall be unlawful for any person's animal to inflict or attempt to inflict bodily injury to any person or other animal whether or not the owner is present. This section shall not apply if the threat, injury, or damage was sustained by a person:

(1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the animal;

(2) who was provoking, tormenting, abusing, or assaulting the animal or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the animal; or

(3) who was committing or attempting to commit a crime.

(B) *Destruction of dangerous animal.* The Animal Control Officer shall have the authority to order the destruction of dangerous animals in accordance with the terms established by this chapter.

(C) *Definitions.* For the purpose of this division, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(1) ***Dangerous Animal.*** An animal which has:

(a) Caused bodily injury or disfigurement to any person on public or private property;

(b) Engaged in any attack on any person under circumstances which would indicate danger to personal safety;

(c) Exhibited unusually aggressive behavior, such as an attack on another animal;

(d) Bitten one or more persons on two or more occasions; or

(e) Been found to be potentially dangerous and/or the owner has personal knowledge of the same, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals.

(2) ***Potentially Dangerous Animal.*** An animal which has:

(a) Bitten a human or a domestic animal on public or private property;

(b) When unprovoked, chased or approached a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or

(c) Has engaged in unprovoked attacks causing injury or otherwise threatening the safety of humans or domestic animals.

(3) ***Proper Enclosure.*** Securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other

structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall meet the following minimum specifications:

(a) Have a minimum overall floor size of 32 square feet.

(b) Sidewalls shall have a minimum height of five feet and be constructed of 11-gauge or heavier wire. Openings in the wire shall not exceed two inches, support posts shall be 1¼-inch or larger steel pipe buried in the ground 18 inches or more. When a concrete floor is not provided, the sidewalls shall be buried a minimum of 18 inches in the ground.

(c) A cover over the entire pen or kennel shall be provided. The cover shall be constructed of the same gauge wire or heavier as the sidewalls and shall also have no openings in the wire greater than two inches.

(d) An entrance/exit gate shall be provided and be constructed of the same material as the sidewalls and shall also have no openings in the wire greater than two inches. The gate shall be equipped with a device capable of being locked and shall be locked at all times when the animal is in the pen or kennel.

(4) **Unprovoked.** The condition in which the animal is not purposely excited, stimulated, agitated or disturbed. It shall be a rebuttable presumption that any attack on a child twelve (12) years of age or younger shall be considered to be unprovoked unless the child is engaged in the commission of a crime or illegal activity, including activities classified as "cruelty to animals" as defined in M.S. § 343.

(D) *Designation as potentially dangerous animal.* The Animal Control Officer shall designate any animal as a potentially dangerous animal upon receiving evidence that the potentially dangerous animal has, when unprovoked, then bitten, attacked, or threatened the safety of a person or a domestic animal as stated in division (C)(2). When an animal is declared potentially dangerous, the Animal Control Officer shall cause one owner of the potentially dangerous animal to be notified in writing that the animal is potentially dangerous.

(E) *Evidence justifying designation.* The Animal Control Officer shall have the authority to designate any animal as a dangerous animal upon receiving evidence of the following:

(1) That the animal has, when unprovoked, bitten, attacked, or threatened the safety of a person or domestic animal as stated in division (C)(1).

(2) That the animal has been declared potentially dangerous and the animal has then bitten, attacked, or threatened the safety of a person or domestic animal as stated in division (C)(1).

(F) *Authority to order destruction.* The Animal Control Officer, upon finding that an animal is dangerous hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed based on a written order containing one or more of the following findings of fact:

(1) The animal is dangerous as demonstrated by a vicious attack, an unprovoked attack, an attack without warning or multiple attacks; or

(2) The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent injury to persons or other animals.

(G) *Procedure.* The Animal Control Officer, after having determined that an animal is dangerous, may proceed in the following manner: The Animal Control Officer shall cause one owner of the animal to be notified in writing or in person that the animal is dangerous and may order the animal seized or make orders as deemed proper. This owner shall be notified as to dates, times, places and parties bitten, and shall be given 14 days to appeal this order by requesting a hearing before the City Council for a review of this determination.

(1) If no appeal is filed, the Animal Control Officer shall obtain an order or warrant authorizing the seizure and the destruction of the animal from a court of competent jurisdiction, unless the animal is already in custody or the owner consents to the seizure and destruction of the animal.

(2) If an owner requests a hearing for determination as to the dangerous nature of the animal, the hearing shall be held before the City Council, which shall set a date for hearing not more than three weeks after demand for the hearing. The records of the Animal Control or City Clerk-Administrator's office shall be admissible for consideration by the Animal Control Officer without further foundation. After considering all evidence pertaining to the temperament of the animal, the City Council shall make an order as it deems proper. The City Council may order that the Animal Control Officer take the animal into custody for destruction, if the animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the Animal Control Officer. If the owner does not immediately make the animal available, the Animal Control Officer shall obtain an order or warrant authorizing the seizure and the destruction of the animal from a court of competent jurisdiction.

(3) No person shall harbor an animal after it has been found by to be dangerous and ordered into custody for destruction.

(H) *Stopping an attack.* If any police officer or Animal Control Officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means the officer deems appropriate to bring the attack to an end and prevent further injury to the victim.

(I) *Notification of new address.* The owner of an animal which has been identified as dangerous or potentially dangerous shall notify the Animal Control Officer in writing if the animal is to be relocated from its current address or given or sold to another person. The notification shall be given in writing at least 14 days prior to the relocation or transfer of ownership. The notification shall include the current owner's name and address, the relocation address, and the name of the new owner, if any.

## § 95.12 DANGEROUS ANIMAL REQUIREMENTS

(A) *Requirements.* If the City Council does not order the destruction of an animal that has been declared dangerous, the City Council may, as an alternative, order any or all of the following:

- (1) That the owner provide and maintain a proper enclosure for the dangerous animal as specified in § 95.11(C)(3);
- (2) Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in M.S. § 347.51 as may be amended from time to time;
- (3) Provide and show proof annually of public liability insurance in the minimum amount of \$300,000;
- (4) If the animal is a dog the city will enforce Minn. Stat. §347/50 to 347.56 as required by Minn. Stat. §347.565.
- (5) All animals deemed dangerous by the Animal Control Officer shall be registered with the county in which this city is located within 14 days after the date the animal was so deemed and provide satisfactory proof thereof to the Animal Control Officer.
- (6) If the animal is a dog, the dog must be licensed and up to date on rabies vaccination. If the animal is a cat or ferret, it must be up to date with rabies vaccination.

(B) *Seizure.* As authorized by M.S. § 347.54, as it may be amended from time to time, the Animal Control Officer shall immediately seize any dangerous animal if the owner does not meet each of the above requirements within 14 days after the date notice is sent to the owner that the animal is dangerous. Seizure may be appealed to district court by serving a summons and petition upon the city and filing it with the district court.

(C) *Reclaiming animals.* A dangerous animal seized under § 95.12(B), may be reclaimed by the owner of the animal upon payment of impounding and boarding fees and presenting proof to animal control that each of the requirements under § 95.12(B), is fulfilled. An animal not reclaimed under this section within 14 days may be disposed of as provided under § 95.11(F), and the owner is liable to the city for costs incurred in confining and impounding the animal.

(D) *Subsequent offenses.* If an owner of an animal has subsequently violated the provisions under § 95.11 with the same animal, the animal must be seized by animal control. The owner may request a hearing as defined in § 95.11(F). If the owner is found to have violated the provisions for which the animal was seized, the Animal Control Officer shall order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the person is found not to have violated the provisions for which the animal was seized, the owner may reclaim the animal under the provisions of § 95.12(C). If the animal is not yet reclaimed by the owner within 14 days after the date the owner is notified that the animal may be reclaimed, the animal may be disposed of as provided under § 95.11(F) and the owner is liable to the animal control for the costs incurred in



confining, impounding and disposing of the animal.

### **§ 95.13 BASIC CARE**

All animals shall receive from their owners or keepers' kind treatment, housing in the winter, and sufficient food and water for their comfort. Any person not treating their pet in a humane manner will be subject to the penalties provided in this section.

### **§ 95.14 BREEDING MORATORIUM**

Every female dog or female cat in heat shall be confined in a building or other enclosure in a manner that it cannot come in contact with another dog or cat except for planned breeding. Upon capture and failure to reclaim the animal, every dog or cat shall be neutered or spayed prior to being transferred to a new owner.

### **§ 95.15 ENFORCING OFFICER**

The Council is hereby authorized to appoint an animal control officer(s) to enforce the provisions of this section. In the officer's duty of enforcing the provisions of this section, he or she may from time to time, with the consent of the City Council, designate assistants.

### **§ 95.16 POUND**

Every year the Council shall designate an official pound to which animals found in violation of this chapter shall be taken for safe treatment, and if necessary, for destruction.

### **§ 95.17 INTERFERENCE WITH OFFICERS**

No person shall in any manner molest, hinder, or interfere with any person authorized by the City Council to capture dogs, cats or other animals and convey them to the pound while engaged in that operation. Nor shall any unauthorized person break open the pound, or attempt to do so, or take or attempt to take from any agent any animal taken up by him or her in compliance with this chapter, or in any other manner to interfere with or hinder the officer in the discharge of his or her duties under this chapter.

### **§ 95.18 TRAPPING**

(A) *Purpose.* This section is intended to protect the citizens from injury from hazardous devices and to protect domesticated animals and pets from damage and destruction that may result from unregulated trapping.

(B) *Definitions.* For the purposes of this section, the following definitions apply unless the context clearly indicates or requires a different meaning.

**Leg Hold.** A device made of steel, metal, or other rigid material, consisting of two jaws that lie horizontally to form a circle or circular shape when the trap is set, or trap that is similar to the above

in design and that is intended to catch and secure an animal by the leg.

**Live Trap.** A trap designed to capture animals alive without causing injury to the animal.

**Trap.** A device used for the purpose of catching, capturing, snaring, holding, or killing animals.

**Trapping.** The placing or setting of traps with the intent to catch, capture, snare, hold or kill animals.

(C) *Trapping prohibited.* It shall be unlawful to engage in trapping within the city except as provided in division (D).

(D) *Exceptions.* The provisions of this section do not apply to:

(1) Live trapping for the purpose of releasing the animal into the wild. Live traps must be tended at least once every 24 hours.

(2) The trapping of harmful rodents or pests such as rats, mice, gophers, moles and squirrels on private property or within one's own private building or on public property by employees or agents of the governmental unit that owns the property. Any effective trap except leg-hold traps may be used so long as the traps are set and tended in a way that does not constitute a danger to persons or to domestic or wild animals that are not pests or nuisances.

(3) Employees or agents of governmental units or agencies who, using live traps in the course of their duties, are required to trap animals or birds for humane or other authorized purposes.

(4) Scientists in their work of identifying and studying wildlife, animals and birds so long as the animals and birds are returned to their natural environment without harm.

#### **§ 95.99 PENALTY**

(A) *Separate offenses.* Each day a violation of this chapter is committed or permitted to continue shall constitute a separate offense and shall be punishable under this section.

(B) *Misdemeanor.* Unless otherwise provided, violation of this chapter shall constitute a misdemeanor punishable as provided in § 10.99.

(C) *Petty misdemeanor.* Violations of §§ 95.02, 95.07, 95.13 and 95.14 are petty misdemeanors punishable as provided in § 10.99.

**347.50 DEFINITIONS.**

Subdivision 1. **Terms.** For the purpose of sections 347.50 to 347.56, the terms defined in this section have the meanings given them.

Subd. 2. **Dangerous dog.** "Dangerous dog" means any dog that has:

- (1) without provocation, inflicted substantial bodily harm on a human being on public or private property;
- (2) killed a domestic animal without provocation while off the owner's property; or
- (3) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

Subd. 3. **Potentially dangerous dog.** "Potentially dangerous dog" means any dog that:

- (1) when unprovoked, inflicts bites on a human or domestic animal on public or private property;
- (2) when unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or
- (3) has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

Subd. 4. **Proper enclosure.** "Proper enclosure" means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the dog from exiting.

Subd. 5. **Owner.** "Owner" means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of a dog.

Subd. 6. **Substantial bodily harm.** "Substantial bodily harm" has the meaning given it under section 609.02, subdivision 7a.

Subd. 6a. **Great bodily harm.** "Great bodily harm" has the meaning given it under section 609.02, subdivision 8.

Subd. 7. **Animal control authority.** "Animal control authority" means an agency of the state, county, municipality, or other governmental subdivision of the state which is responsible for animal control operations in its jurisdiction.

Subd. 8. **Provocation.** "Provocation" means an act that an adult could reasonably expect may cause a dog to attack or bite.

**History:** 1988 c 711 s 1; 1989 c 37 s 3-5; 1994 c 550 s 1; 1Sp2001 c 8 art 8 s 14,15; 2008 c 325 s 2